

DEPARTMENT OF VETERANS AFFAIRS (VA)

Advisory Committee on Cemeteries and Memorials

Meeting Minutes

April 2-3, 2025

8:00 a.m. - 4:30 p.m.

Attending Committee Members:

Gina Farrissee, Chair
Paul Adkins
Peter Chow
Alvin Duncan
Thomas Hernandez
Arthur Jackson
Karen King (virtual)
Jared Peatman
Candace Wheeler
Monica Mohindra

Ex-Officios Present”

Karen Durham-Aguilera, Office of Army Cemeteries (virtual)
Gia Wagner, National Park Service (virtual)

Office of Cemetery Army Cemeteries Present:

Renea Yates
LTC Jeremy Blascak (virtual)
Cynthia Riddle (virtual)

National Cemetery Administration (NCA) Attendees:

Ronald Walters, Acting Under Secretary for Memorial Affairs (virtual)
Jennifer Jessup, Chief of Staff
Glenn Powers, Deputy Under Secretary for Field Programs and Cemetery Operations
Faith Hopkins, Designated Federal Officer (DFO), OEMI
Juan Nieves, Alternate Designated Federal Officer, Puerto Rico National Cemetery
Gerardo Avila, Deputy Chief of Staff (virtual)
Charles Arnold, Deputy Director for Developmental Programs, National Training Center
Randy Heard, Director, National Memorial Cemetery of the Pacific
James LaPaglia, Digital Services Officer (virtual)
Steve Ecker (virtual)
Steve Markowski, Speechwriter (virtual)
Tanya Turner, Special Assistant (virtual)
Yvette Wilkins (virtual)
Mark Pedersen (virtual)
Richelle Taylor (virtual)

Anthony Rivera (virtual)
Lisa Hollenbeck (virtual)

Office of the Secretary

Jelessa Burney, VA Advisory Committee Management Office

VA Attendees

Jennifer Gutowski, Director, Southern Arizona VA Healthcare System, Veterans Health Administration (VHA)

Lonnie Ruffin, Jr. Deputy Chief Health Administration Service, VHA

Joanna C. Kadis, LCSW, VISN 22 SAMS Lead, Southern Arizona VA Healthcare System

Kevin Friel, Executive Director, Pension and Fiduciary Service, Veterans Benefits Administration (VBA)

Betty Moseley Brown, Designated Federal Officer, VHA

Other Guests

Nancy Springer, Veterans of Foreign Wars

Wednesday, April 2, 2025

The semi-annual meeting of the Veterans Affairs (VA) Advisory Committee on Cemeteries and Memorials (herein referred to as the ACCM or Committee) was held in Tucson, Arizona. The Committee met on the campus of the Southern Arizona VA Healthcare System. All sessions were open to the public. The meeting information and teleconference number were published in the Federal Register announcement.

Opening Remarks

Gina Farrisee, Chair called the meeting to order. She thanked all the Committee and NCA representatives for joining the meeting. The purpose of the meeting is to advise the Secretary of the VA on the administration of national cemeteries, soldiers' lots, new cemetery sites, the development of memorials, and the adequacy of federal burial benefits.

Committee Introductions

Each committee member and ex-officio in attendance introduced themselves. Eight of the eleven members attended the meeting.

Paul Adkins is an Army Veteran and on the outreach team on the committee.

Peter Chow is an Army Veteran from Irvine, California

Thomas Hernandez is a Marine Corps Veteran, International Cemetery, Cremation and Funeral Association graduate, and branch manager from Merendino Cemetery Care in Linden, New Jersey. He is chair of the Subcommittee for Unclaimed Veterans Remains.

Arthur Jackson, Jr. is a Marine Corps Veteran. He currently sits on the Funeral Director and Unclaimed Veterans Remains Subcommittee. He retired from the Department of Veterans Affairs after 32 years. He has also worked for private funeral homes in the D.C. and Memphis, Tennessee areas.

Dr. Karen King is the Commander, Disabled American Veterans, Department of Georgia, Gwinnett County.

Monica Mohindra is the Director of the Library of Congress' Veterans History Project. She is a resident of Maryland.

Jared Peatman is a historian working with George Washington University. He is on the Subcommittee for Outreach.

Candace Wheeler is a military spouse and Director of Government and Legislative Affairs for the Tragedy Assistance Program for Survivors. She is on the Subcommittee on Unclaimed Veteran Remains.

Pledge of Allegiance and Moment of Silence

After introductions, the Committee rose for the Pledge of Allegiance and a moment of silence for those who are no longer with us.

Administrative Announcements

The DFO Faith Hopkins welcomed the Committee. She explained the meeting protocol and how to address the committee both in person and virtually.

Doug Collins, VA Secretary, Public Service Announcement

The Committee watched the Secretary's message to VA Federal Advisory Committees which outlined his priorities for the department. The video is available at: <https://youtu.be/3EyLJVHvBEU>.

Remarks, Ronald Walters, Acting Under Secretary for Memorial Affairs, National Cemetery Administration

Mr. Walters began his address by greeting the committee and stating the NCA is continuing its mission to honor eligible Veterans, active-duty Service Members and eligible family members with final resting places with lasting tributes that commemorate their service and sacrifice to our nation.

As further issues come up and as priorities are set by VA and the new administration, we look forward to working with ACCM on how they may be able to help. He provided an overview of the following statistics:

FY 24 Statistics

- Interments: 84,537 Veterans / 134,245 total (~4.1M Veterans/5.4M total in VA cemeteries)
- Headstones, markers and medallions: 298,053
- Presidential Memorial Certificates: 625,463

Cemeteries – NCA dedicated St. Albans National Cemetery in Queens, New York. This is a columbarium-only, urban cemetery and is the 156th VA national cemetery. NCA also supports 122 state, territorial and tribal cemeteries through our Veterans Cemetery Grant Program.

Workforce – NCA employs more than 2,400 employees. Over 63% of our workforce are Veterans, and they take special pride in the organization's mission.

Continuing Resolution – The President signed HR 1968, enacting a full year Continuing Resolution for funding government operations through September 30, 2025, at the FY 2024 appropriation level. The law requires agencies, including VA to submit a spend plan by April 29th. NCA will coordinate with VA's budget office on our submission.

Department of Government Efficiency (DOGE) – VA is working with the administration on improving efficiency and reducing overall administrative expenditures to deliver more benefits to Veterans more expeditiously.

Access – NCA's goal is 95% and provided 93.85% of Veterans with convenient access to burial benefits. In 2025, NCA is adding an additional 283,609 gravesites through cemetery expansion projects and plans to open new rural national cemeteries. The first, Southern Utah National Cemetery will serve 13,434 Veterans and will open this year. A second national cemetery under construction in Elko, Nevada will serve 3,177 Veterans and will open in 2026.

Providing grants to states and tribal organizations to build or expand Veterans cemeteries through the Veterans Cemetery Grants Program (VCGP) plays an important role in improving convenient access. No grants have been awarded for FY25. VCGP has an FY 25 projected award amount of nearly \$74 million. Planned grant recipients are from 14 states, one territory (PR) and one tribe. The Pascua Yaqui Tribe in Arizona is a grant recipient which the Committee visited.

This fiscal year, NCA plans to award \$73.8 million in grants for 23 expansion projects and one new cemetery in Fairbanks, Alaska. The new cemetery will serve an estimated 12,886 Veterans. Since its inception in 1978, the VCGP has provided more than \$1 billion to establish, expand, improve, and maintain 122 state, territorial and tribal Veterans cemeteries. In fiscal year 2024, these cemeteries conducted more than 42,700 interments.

Veterans Legacy Memorial – the new "Your story, your legacy" feature went active in January. This feature is now accessible to living Veterans who have been approved for pre-need eligibility for burial benefits. They are now able to upload photos and other

mementoes to their own pages to preserve their own legacies. So far, almost 400 Veterans have already started uploading material to their pages. A Veteran's page will remain private until the Veteran passes away. Otherwise, we are now working toward adding more than 200,000 pages for fallen Service Members and Veterans buried overseas in cemeteries managed by the American Battle Monuments Commission (ABMC). Currently, VLM has nearly 10 million pages for individual Veterans. To build the new feature, NCA is collaborating with ABMC and VA's Office of Information and Technology. We hope to achieve this VLM expansion in time for Memorial Day.

Veterans Legacy Grant Program (VLGP) – The Secretary participated in a Veterans Legacy Grant Program event for National History Day hosted at the National Memorial Cemetery at Quantico in March. Students from St. Mary's Ryken High School honored select Korean War Veterans interred at the cemetery. A TV crew from "CBS Sunday Morning" attended the event and conducted interviews for a segment on the program. The producer said the segment is tentatively scheduled for Sunday, June 2nd. We requested to move it up by one week to Memorial Day weekend.

National History Day is one of nine recipients to receive a VLGP grant in FY24. The total value of the FY24 grants was just under \$2.4 million. Student research of Veterans is preserved on VA's Veterans Legacy Memorial website. For FY 25, we plan on awarding up to \$2.2M in grants.

Secretary Collins is very much interested in and supportive of NCA. He is aware of and is supportive of cemetery operations, as well as our grants programs. In his first visit to a VA cemetery as Secretary, he was very enthusiastic at the VLPG event at Quantico. The Secretary also visited Fort Custer National Cemetery, and his visit went very well.

Under Secretary for Memorial Affairs Nominee

Nominee Captain (Retired) Sam Brown, of Nevada appeared before the Senate committee and the full Senate vote is unknown. Mr. Brown is an Army Veteran, medically retired, Purple Heart recipient and former Senate candidate from Nevada. NCA is awaiting next steps regarding this appointment. Mr. Walters thanked the committee for support and counsel.

Welcome, Jennifer Gutowski, Director, Southern Arizona VA Healthcare System

Ms. Gutowski greeted the committee and discussed statistics about the facility and the community the healthcare system serves. She offered a walking tour of the grounds which most of the committee participated. She thanked the committee for visiting the facility.

Overview of the National Memorial Cemetery of Arizona (NMCA) & Prescott National Cemetery, Randy Heard, Director and Glenn Powers, Under Secretary for Field Programs and Cemetery Operations

Mr. Powers gave an overview of the seven Veteran cemeteries in Arizona to include their interment rates and type of burials conducted in fiscal year 2024 since their opening. He mentioned while the tribal cemeteries continue to have low interment rates; the recent change in the floral regulation policy may spur increased usage of the Veteran cemeteries over time.

Mr. Heard provided an overview of NMCA and Prescott national cemeteries. In his remarks, provided burial data on seven cemeteries in the area, noting that NMCA has the highest number of burials at 1,638 over fiscal year 2024. The 225-acre Cemetery was transferred to the VA with the understanding that it would be maintained in a natural desert environment.

NMCA ranks number 12 out of 156 VA National Cemeteries in internment workload.

Total Number of Interments: 109,047	Facilities Onsite	All Burial Options
Total Acres of NMCA – 225 Acres	Administrative Building	Casket (Traditional and Preplaced Crypts), Green Burial
135.47 Developed Acres	Maintenance Building	Cremation (Inground/Columbarium/Ossuary/Green Burial)
89.53 Undeveloped Acres	Public Information Center (PIC)	
	Honor Guard building	
	5 Committal Shelters	

Prescott National Cemetery ranks 69th among VA national cemeteries in its interment workload and its size is 15.4 acres. The cemetery has been closed to new interments since 1974, but in 2007, a 3,000-niche columbarium opened to provide a cremation option to Veterans in Northern Arizona. The number of interments in FY24 was 359. A three-phased expansion project is set to start in FY25, adding a total of 22,480 Columbarium Niches.

Jared Peatman wanted to know what was in the Public Information Center (PIC) and if there were any exhibits for viewing. Mr. Heard described the use of the PIC and how the volunteers provide support to the cemetery. The PIC is used for information, outreach brochures and help direct to the right place. Paul Adkins gave them kudos community involvement for Memorial Day, etc.

Briefing on NCA Strategic Communications, Jennifer Jessup, Chief of Staff, NCA

Ms. Jessup provided the Committee an overview on the progress of the strategic communications plan. She also provided a sample of the new style guide that includes new colors and design for NCA outreach templates and flyers.

Update on 2022 Recommendation #15, Charles “Rudy” Arnold, Deputy Director for Developmental Programs, National Training Center, NCA

Mr. Arnold provided an update on the status of the recommendation: *NCA should create remote (web-based) operational training for Veteran cemetery staff; producing and providing these resources, using virtual technologies, would ensure Veteran Cemeteries are well-postured for optimal success.* The courses were shared widely on the Veterans Cemetery Grants quarterly call in March 2025.

Update:

- The NCA Caretaker Foundations and Cemetery Administration Specialist Foundations (previously onboarding) is in the VA Talent Management System (TMS) – computer-based training system for better visibility, accessibility and tracking of users.
- The Compliance Review Program for VA Grant-Funded Cemeteries has been released in TMS (#VA 4662185). This course provides an overview of operational standards and measures, and corrective action planning.
- Eligibility – Requirements, Resources and How to translate information on Military Discharge Documents. NCA's determining eligibility for VA Grant Funded Cemeteries (#VA 4665943).
- Caretaker and Cemetery Administrative Specialist Video Updates are in progress for completion.

Briefing on Veterans Legacy Memorial Living Veteran Initiative, James LaPaglia, Digital Services Officer, NCA

The Veterans Legacy Memorial (VLM) honors Veterans and Service Members in VA National Cemeteries, VA-funded state/tribal/territory, Department of Defense (DoD) cemeteries, National Park Service cemeteries, and private cemeteries around the world. The site is fully interactive -- users can submit a variety of content to Veteran pages. There are 185K items posted to date (all content is moderated) and nearly 10 million Veteran pages overall.

Mr. Lapaglia discussed the newest feature to VLM: Your Story, Your Legacy. Living Veterans approved for Pre-Need can privately submit images, autobiographies, military and life milestones, and historical documents. Content is stored by the VA until the Veteran passes away. If family receives an NCA/DoD memorial benefit and a public VLM page is created, the content will be posted to the page as authored by the Veteran. Mr. Lapaglia announced that the American Battle Monuments Commission (ABMC) cemeteries except for Clark in the Philippines.

Updates on Unclaimed Veterans Remains Program, Kevin Friel, Executive Director, Pension and Fiduciary Service, Veterans Benefits Administration

The Department of Veterans Affairs (VA) works with Veteran service groups, funeral industry partners, public administrators, and other concerned citizens to ensure the dignified burial of unclaimed Veterans.

VA will pay a burial and/or plot allowance for UVR to a funeral home or other third party that provided burial services, if VA receives a VA Form 21P-530EZ, Application for Burial Benefits, indicating they incurred expenses.

- Burial Allowance VA will pay up to \$978 toward burial and funeral expenses for deaths on or after October 1, 2024.
- Plot Allowance VA will pay up to \$978 for a plot-interment allowance for deaths on or after October 1, 2024.
- Casket or Urn VA will pay \$1,313.00 for a casket or \$152.00 for an urn that meets the required minimum specifications for deaths on or after January 1, 2025. For more details visit: [Unclaimed Veteran Remains - National Cemetery Administration \(va.gov\)](https://www.va.gov/unclaimed-remains/).

Next of Kin Searches for NCA Requests

- Leverage Indigent Veterans and Unclaimed Remains Coordinators (IVURCS) to search VA systems for next of kin.
- 14 calendar day response time.
- As of March 21, 2025:
 - 686 total next of kin search requests.
 - 88% have been completed.
 - Average time to complete is 5.4 days.

Briefing on National Cemetery Scheduling Office/ Pre-Need Eligibility, Steve Ecker, Assistant Director, National Cemetery Scheduling Office, NCA

The NCSO initial point of contact for Veterans or their personal representatives for scheduling burial services in NCA national cemeteries. NCSO establishes eligibility for interment and schedules almost every interment in every VA national cemetery. He gave an overview of the History, Business operations, organizational overview, successes, technology and automation.

Scheduling Division

- Receives initial phone calls from Veterans or personal representatives
- Establishes cases in burial system of record – Memorial Benefit Management System (MBMS) and Burial Operation Support System (BOSS)
- Verifies qualifying service through review of military records provided by caller or obtained from VA systems
- When eligibility determined/verified, transfer cases to the selected cemetery as scheduled or non-scheduled
- Elevates requests to Eligibility Division for further development if qualifying service cannot be verified at the time of the initial calls

Eligibility Division

- Subject Matter Experts on laws and regulations applicable to determining eligibility for burial

- Escalation points to obtain military records when service cannot be verified at the time of the initial call
- Process requests for determinations of eligibility in advance of the time of need (Pre-Need)
- Deny ineligible burial requests; notify family and provide appeal rights
- Assist NCA's Memorial Products Service (MPS) and state and tribal Veterans cemeteries to obtain records and information to determine eligibility
- Coordinate with VA, state & local offices, and external organizations for dignified interment of unclaimed Veteran remains
- In addition to records and information in VA systems, the Eligibility Division requests documents from other sources to determine eligibility
 - National Personnel Records Center (paper DoD records)
 - Defense Personnel Records Information System (digitized DoD records)
 - NARA Federal Archive Record Centers (older VA records)
 - Federal Bureau of Investigation
 - State Adjutant General Offices
 - Social Security Administration

Technology:

- Implemented first ever Robotic Process Automation (RPA) functionality for NCSO to provides automated eligibility determinations for Pre-need.
- Leverage existing VBA capabilities to automate physical applications received through the Centralized Mail Portal (to include VA.gov, fax and mailed applications.)

Joanna Kadis, LCSW, VISN 22, Survivor Assistance and Memorial Support (SAMS) Lead, VHA

To track implementation of the Survivor Assistance and Memorial Support program, the Committee requested a briefing from the office of Decedent Affairs and SAMS in the region.

Ms. Kadis shared that VISN 22 serves Veterans throughout Arizona, New Mexico and Southern California that includes eight Medical Centers, 79 Community Clinics, 31 Veteran Centers 4 VBA Regional Offices and 8 National Cemeteries – over 1.5 million Veterans across this region.

VHA is establishing the Survivors Assistance and Memorial Support (SAMS) Program to provide personalized, supportive services to families, caregivers, and survivors at the end of a Veteran's life and after a Veteran dies, while also ensuring Veterans without identified family receive a dignified interment to honor their service.

The SAMS Program is committed to providing consistent support using standardized tools and best practices, increasing trust in VA through improved visibility of services, and

Veterans and survivors receiving high-quality, reliable, consistent, and compassionate care.

There are two early adopter implementation sites at the Phoenix VA Healthcare System and Northern Arizona VA Healthcare System. Each site is transitioning the role of decedent affairs from the health administration service to the social work service. There is also active engagement in training with the national program office which communicates new processes and resources through its SharePoint site.

Decedent Affairs, *Lonnie Ruffin, Jr. Deputy Chief Health Administration Service*

Mr. Ruffin gave a brief overview with images of the Bereavement Suite where survivors receive assistance with burial benefits and bereavement; coordinate the interment with local funeral homes and meet with the Chaplain or social worker.

The Nursing Services office initiates an Honor Walk when the Veteran is escorted to the morgue with a canopy draped over them that has the United States Flag on it. The Honor Walk is announced throughout the facility and family, staff, visitors all participate and pause as the Veteran passes by. This is a dignified process to honor the Veteran.

Closing Remarks/Adjourn – The Chair adjourned the meeting at 4:30 p.m.

Thursday, April 3, 2025

The semi-annual meeting of the Veterans Affairs (VA) Advisory Committee on Cemeteries and Memorials (herein referred to as the ACCM or Committee) was held in Tucson, Arizona. The Committee met on the campus of the Southern Arizona VA Healthcare System. All sessions were open to the public. The meeting information and teleconference number were published in the Federal Register announcement.

Opening Remarks

Gina Farrisee, Chair called the meeting to order. She thanked all the Committee and NCA representatives for joining the meeting. The purpose of the meeting is to advise the Secretary of the VA on the administration of national cemeteries, soldiers' lots, new cemetery sites, the development of memorials, and the adequacy of federal burial benefits.

Subcommittee Briefings

The Committee received briefings from each of its subcommittees to discuss findings and potential recommendations.

Outreach Subcommittee – Mr. Jared Peatman, Chair, Paul Adkins, Gina Farrisee, Monica Mohindra

This subcommittee did not submit a recommendation. Mr. Peatman stated that he was enthused that the October 2024 recommendation #1 is moving forward in the concurrence process. NCA concurred in principle with this recommendation. At the time

of this meeting, the Notice of Funding Agreement was in progress and receiving grants not yet awarded. The subcommittee would like to request a briefing on the grant awardees and expectations at the Fall meeting.

Recommendation 1: The National Cemetery Administration should set aside 10% of their Veterans Legacy Program (VLP) grants budget to aid in the development of self-guided tours at the National Cemeteries. This set aside should be announced as a part of the Notice of Funding Opportunity (NOFO) in February 2025, with the expectation that the end product consists of educational tours at various national cemeteries. We suggest a goal of adding at least ten tours per year.

The product would be a self-guided tour with information about the cemetery itself, any monuments or memorials of significance, and – most importantly – biographies of eight to twelve Veterans. The exact composition would vary from cemetery to cemetery, but each tour should include an array of diverse Veterans – different eras of service, branches, ranks, races, genders. The educational material presented should aim to engage visitors for about thirty minutes and should be suitable for all age groups.

This product should be located on the NCA's webpage for the specific cemetery it covers. A new tab would need to be created on the webpage – "Self-Guided Tour" – perhaps adjacent to the existing tab for "Notable Persons." The document should be available as a PDF that visitors can access and print or download before visiting, as well as be accessible via the QR code displayed on the site. After this initial step, future iterations could see the project accessible in a more digital format either through the individual cemetery webpages or through the Veterans Legacy Memorial.

Mr. Peatman also referred to the 2023 recommendation #2 closed as completed during the May 2024 meeting. The VHA concurred on this recommendation and as follow up, the subcommittee requests a progress update at its next meeting.

Recommendation 2: The Veterans Health Administration should work directly with the NCA to display information on Veterans' burial and memorial benefits in a highly visible place at every VHA facility. Materials include posters and brochures such as the current "On behalf of a Grateful Nation" trifold. Further, the new Survival Assistance and Memorial Officer in each VHA facility will be trained to share with Veterans and their families the information on burial and memorial benefits.

Lastly, the subcommittee requests an update on the NCA strategic communications contract to determine its effectiveness of the advertising campaign's reach. Mr. Peatman stated that the subcommittee is encouraged by all the potential outreach efforts and looks forward to hearing more in the Fall.

Funeral Director and Unclaimed Veterans Subcommittee – Mr. Thomas Hernandez, Chair, Candace Wheeler, Karen King, Arthur Jackson

The subcommittee presented seven recommendations however, after discussion and edits, the Committee agreed to submit four.

1. *The Veterans Benefits Administration (VBA) Pension and Fiduciary Service should create and manage an itemized checklist that lists any possible administration, office, website, or any other source that could potentially lead to the discovery of a responsible party or next-of-kin of an unclaimed Veteran. Each item on this checklist should be physically checked off and signed off by an Indigent Veteran and Unclaimed Remains Coordinator before the remains of an unclaimed Veteran are interred in a National, State, or Tribal VA cemetery. The Committee requests that VBA begins implementation or completion of this recommendation by March 31, 2026.*
2. *The National Cemetery Administration (NCA) should add information for Veterans who wish to donate their bodies to science into their next nationwide distribution of updated brochures and educational materials in order to ensure that those Veterans who wish to donate their bodies to science and their families understand how to access their burial benefits once the receiving laboratory is ready to execute final disposition of remains. The Committee requests that NCA begins implementation or completion of this recommendation by March 31, 2026.*
3. *The NCA should seek to collaborate on messaging with parties that may propose to create a public service announcement regarding the industry-wide education and awareness of unclaimed Veteran remains. The Committee requests that NCA begins implementation or completion of this recommendation by March 31, 2026.*
Note: The committee agreed to submit a request for information about partnerships and how they are accomplished to further communication in rural communities
4. *In order to assist with the identification of deceased Veterans, we recommend the VA should begin and/or complete by March 31, 2026:*
 - a. *Conduct a feasibility study on fingerprint reading and uploading technology to funeral homes, coroners, VA and non-VA facilities nationwide that would run fingerprint data through data agreement with existing federal entities. This technology would only be capable of sending data. This technology would not be capable of receiving data thus protecting the data sharing agreements that VA has or would have in place.*
 - b. *Continue to pursue gaining access to the digital organization of Veteran fingerprint records utilizing existing federal resources to assist in identifying deceased Veterans.*

State and Tribal Veteran Cemeteries Subcommittee – Mr. Alvin Duncan, Chair, Amerophan Callahan, Peter Chow

This subcommittee submitted the below recommendation. The rationale for this recommendation is to ensure that the most up to date resource information is available to state and tribal cemetery staff.

NCA should coordinate with the Office of Information and Technology to develop a centralized, single folder of access for products and information for VA grant funded state and tribal Veterans cemetery personnel. This could be done by the end of Fiscal Year 2025. The site should contain tools, pertinent information, rules and regulations, and changes/updates to laws, regulations, and procedures etc.

The file/folder should be placed on the virtual desktop once you login through Citrix to the VACO server farm desktop.

This way the file is secure and only the State Cemetery Director and the Cemetery Representative that have NCA Issued PIV cards could access. The Committee requests start or implementation of this recommendation by March 1, 2026.

Public Comments – The Chair opened the meeting to public comments, and none were received in person or written.

Closing Remarks/Adjourn - The Chair adjourned the meeting at 12:00 p.m. The Committee toured Monte Calvario Veterans Cemetery and Arizona State Veterans Cemetery at Marana for the remainder of the day.

/s/ Gina Farrisee
Committee Chair

/s/ Faith Hopkins
Designated Federal Officer