DEPARTMENT OF VETERANS AFFAIRS

Burial Operations Support System
Gravesite Assessment Reporting (GAR)

User Guide
V2.8
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OFFICE OF ENTERPRISE DEVELOPMENT
MEMORIAL PRODUCTS DIVISION

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1. Introduction

Welcome to the User Guide for the BOSS - Gravesite Assessment Reporting (GAR) of the National Cemetery Administration.

The Gravesite Assessment Reporting (GAR) application delivers the semi-annual and fiscal year Gravesite Assessment reports. The reports collect information about the cleanliness, height and alignment of headstones/markers National Cemeteries. The Assessment is based on a random sampling of gravesites inspected by cemetery staff in April and October each year.

1.1. Using this Guide

1.1.1. Usage-Based Organization

This Guide is organized around product features, beginning with start-up and following a typical usage path from basic to advance. You may use it in the following ways:

- Read straight through in sequence for a step-by-step orientation to product features.
- Use the table of contents to select the specific feature on which you want instruction.

1.1.2. Text Features: Notes, Tips, Caution

The following indicators appear throughout the Guide for extra information:



NOTE: Provides a special detail to help you use the product most effectively. May forecast a challenge and offer a reminder, alternate path, or usage hint.



CAUTION: Provides information that could prevent you performing a potentially harmful act with the product.

1.1.3. Conventions Used in This Guide

Throughout this Guide, you will find a variety of elements designed to help you work more efficiently with GAR. They include the many conventions listed below:

- **Keyboard Responses:** Keys provided in **<boldface>**, help you identify what to press on your keyboard to perform an action. For example, when you see **<ENTER>**, press this key on your keyboard.

- **Mouse Responses:** Buttons provided in **boldface**, within the steps, indicate you should select your computer screen using the mouse. For example, when you see **NEXT**, **YES/NO**, or **OK**, click or select the appropriate button on your computer screen.

- **User Responses:** Information presented in **boldface**, within the steps, indicates you should "type" (enter) onto your computer screen. For example, At the "**Cemetery Name**" field, type **FLORIDA%** and then press **<ENTER>**.

- **Form Field text:** Field/Column text from within the Form is presented in "**boldface**" within quotes. For example, Type a search criteria within the "**Assessment Comment**" field.

- **Screen Captures:** Provided throughout this Guide to show you examples of what you will see on your computer screen after performing a step or action.

- **Menu Options:** When provided in ***boldface italics***, identifies a menu option. For example, At the ***GAR*** main menu, select the ***Assessment Reporting Period***.



NOTE: Data shown in screenshots is fictional.

2. Overview

This Guide provides step-by-step instructions for Level I, Level II, and Level III users. The following GAR features and functions are described in detail later in this document:

Level I Users (Business Process Improvement Service)

- Create/Edit/Query assessment period records
- Receive "Gravesite Assessment sample data is ready for review and submission" email.
- Edit/Accept cemetery sample size
- Receive "Gravesite Assessment Reporting Period Open!" email
- Create/Edit/Delete/Query standardized list of comments
- Update/Query/Print cemetery assessment status and results
- Print assessment reports (Semi-annual, Fiscal Year, MSN, and Cemetery)

Level II Users (MSN Officials)

- Receive "Gravesite Assessment Reporting Period Open!" email
- Query/Print cemetery assessment status and results

Level III Users (Cemetery Staff)

- Receive "Gravesite Assessment Reporting Period Open!" email
- Print cemetery assessment worksheets
- Query/Enter/Save/Submit gravesite assessments

2.1. Diagrams

2.1.1. High Level Process Flow

The diagram below describes the GAR high level process flow.

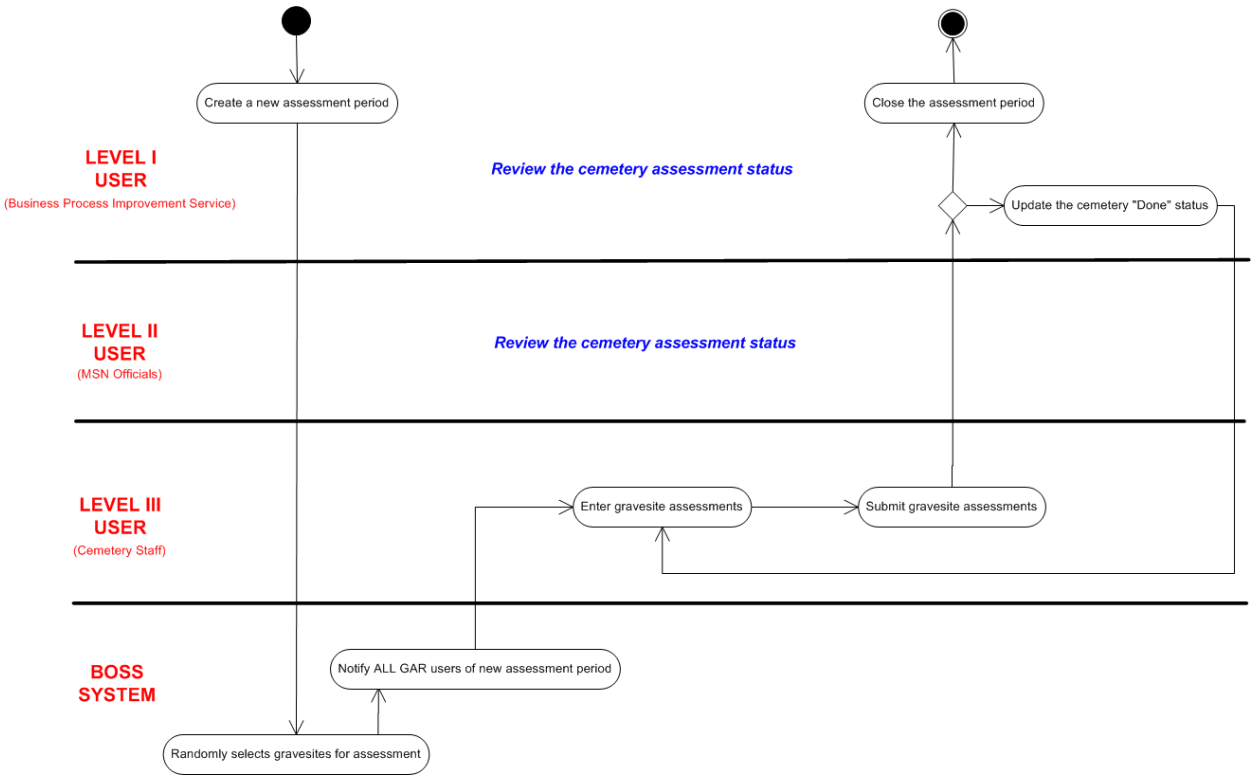


Figure 1. Diagram: GAR High Level Process Flow

2.1.2. *Create a New Assessment Period*

The diagram below describes the processes when creating a new assessment period.

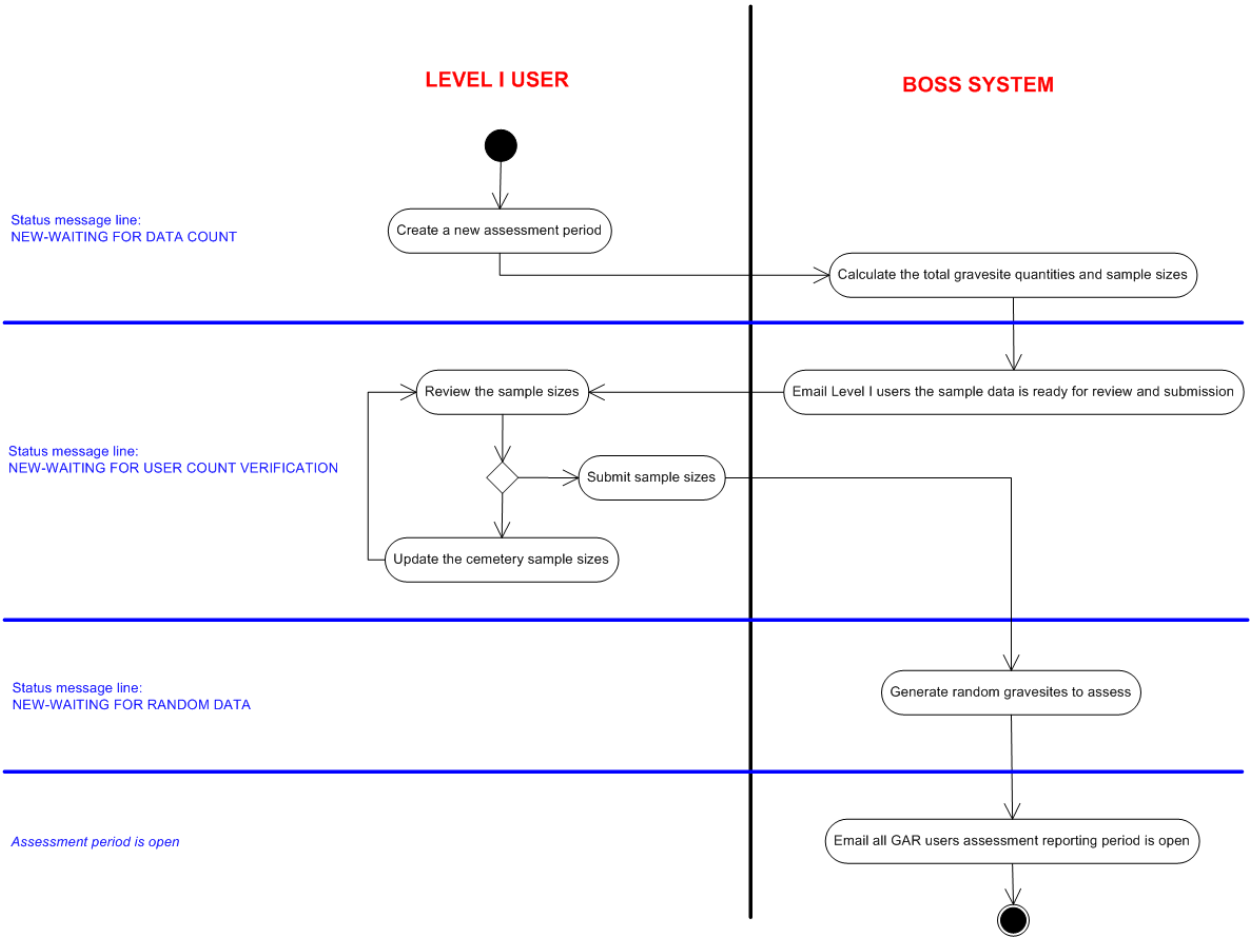


Figure 2. Diagram: Create a New Assessment Period

3. Accessing GAR

3.1. Obtaining and deleting accounts

All account requests must be submitted to the Remedy Help-Desk by a NCA Cemetery Director via Remedy Help-Desk ticket.

3.2. Changing password

Password requests must be submitted to the Remedy Help-Desk via Remedy Help-Desk ticket.

3.3. Location

The GAR application operates/functions within the Burial Operations Support System (BOSS) environment. It is accessed through the Quantico Regional Processing Center home page at http://vaww.cem.va.gov. There are two instances of GAR: Production and Training.

The Production instance is located at:
http://boss.cem.va.gov/forms/frmservlet?config=nca

The Training instance is located at:
http://blade10.cem.va.gov:7778/forms/frmservlet?config=nca

Accessing GAR consists of the following steps:

1. Launch a browser window and enter http://vaww.cem.va.gov.



NOTE: The browser will open the Quantico Regional Processing Center home page located at http://vaww.cem.va.gov.

2. From the left pane, select the ***Burial Operations Support System*** menu.
3. Select the appropriate product menu:



NOTE: There are two instances of GAR: Production and Training.

   a. For the Production instance, select ***BOSS Application*** from the drop-down menu.



Figure 3. Production instance: *BOSS Application* link

b. For the Training instance, select the ***BOSS Application – (Training)*** *from the drop-down* menu.

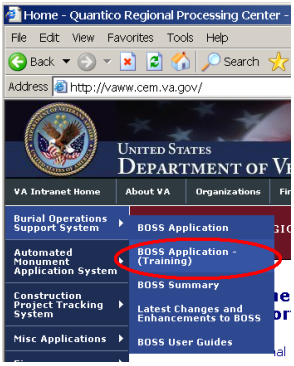


Figure 4. *BOSS Application – (Training) link*

NOTE: Oracle JInitiator enables end users to run Oracle Developer Server applications within a browser. The GAR application uses Oracle JInitiator for authentication. If a new version is released, the messages below will be displayed. Select **Grant this session** to continue.



Figure 5. JInitiator, VeriSign, Inc. request for install



Figure 6. JInitiator, Oracle request for install

Result: The ***BOSS Application*** screen

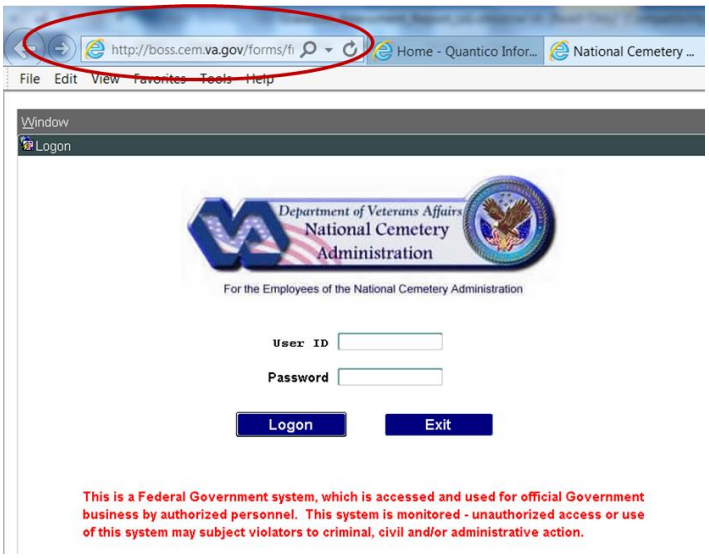


Figure 7. Production Instance: GAR Logon Screen

Result: The ***BOSS Application – (Training)*** screen



Figure 8. Training instance: GAR Logon Screen

4. Type your username into the "**User ID**" field and press the **<TAB>** key.
5. Type the password into the "**Password**" field and press the **<ENTER>** key or click **Logon**.

3.4. Setting the User Profile

GAR users are required to enter information in their User Profile.

1. For new users, the message below will be displayed after logging on. Click on **OK** to continue.

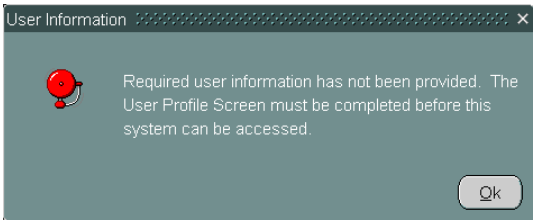


Figure 9. User Information message

For existing users, access your User Profile by selecting ***User Activity*** from the main GAR screen and selecting the ***User Profile*** menu.



Figure 10. *User Activity menu>User Profile*

2. From the **USER PROFILE** Form, enter your information in the required fields: Phone, Default Printer, and VA Email.

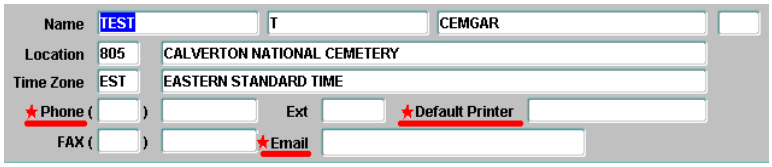


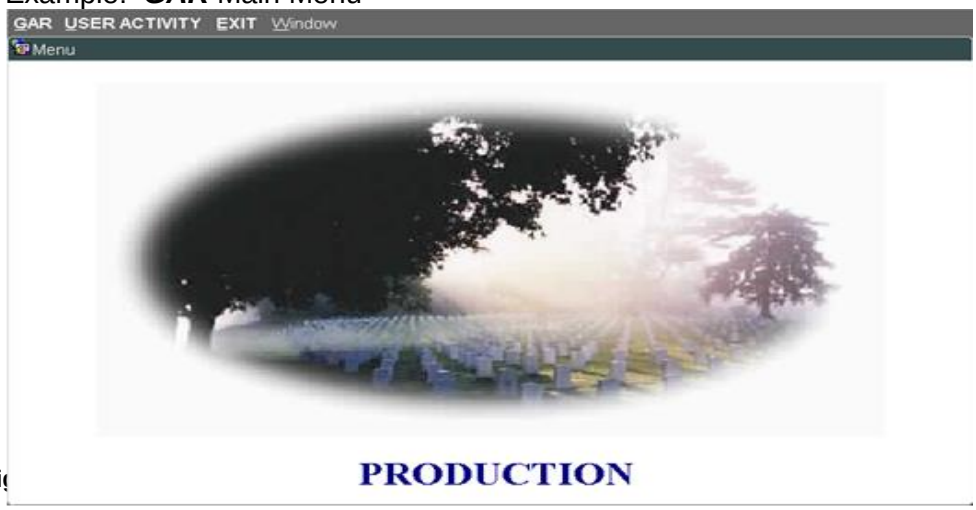
Figure 11. User Profile, required fields

NOTE: The required fields for GAR: Phone, Default Printer, and Email.

3.5. User Interface

The GAR application operates/functions within the BOSS environment. The screens below display the typical graphical user interface for a Level 1 User.

Example: ***GAR*** Main Menu



Fi

Example: Cemetery Assessment Status Form

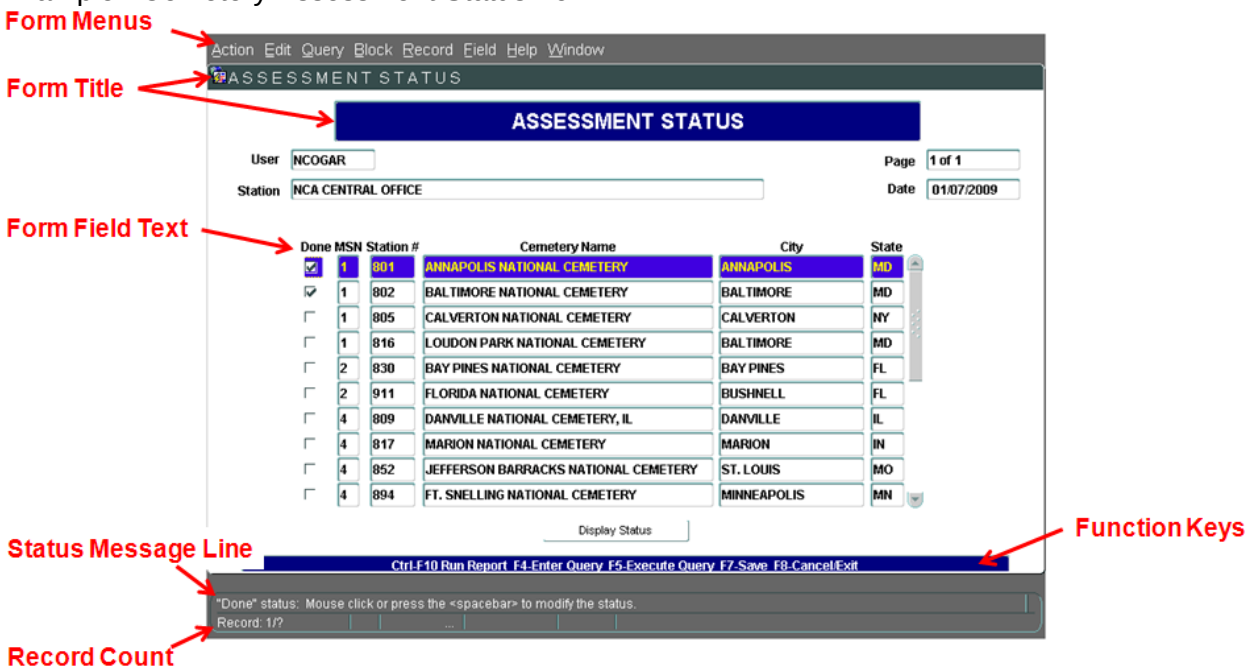


Figure 13. Example Form: Cemetery Assessment Status

3.6. Keyboard Navigation

The keyboard navigation varies based on the screen displayed. They are displayed at the bottom of the screen:



Figure 14. Keyboard navigation example

To view the keyboard function keys,

1. Select ***Help*** from the Form menu
2. Choose ***Keys*** from the list.

The following are displayed:

Function	Key
Accept	F7
Clear Block	Shift+F6
Clear Record	Shift+F7
Commit	F7
Delete Record	Ctrl+F3
Enter Query	F4
Execute Query	F5
EXIT/CANCEL	F8
Insert Record	Ctrl+F2
Left	Left
List of Values	F6
New Record	Ctrl+F2
Next Block	PageDown
Next Field	Enter
Next Field	Tab
Next Field	Return
Next Record	Down
Next Set of Records	Shift+F4
Previous Block	PageUp
Previous Field/Item	Shift+Tab
Previous Record	Up
Print	Ctrl+F10
Right	Right
Scroll Down	Ctrl+Down
Scroll Up	Ctrl+Up
Show Keys	F1

Table 1. Function Keys

4. Level I User (Business Process Improvement Service)

The Level I user consists of the Business Process Improvement Service (Central Office). This user is the program manager of all Gravesite Assessments and Reports Manager (for all cemetery station numbers, MSNs, etc).

Level I users have access to the following functions:

- Create/Edit/Query assessment period records
- Receive "Gravesite Assessment sample data is ready for review and submission" email.
- Edit/Accept cemetery sample size
- Receive "Gravesite Assessment Reporting Period Open!" email
- Create/Edit/Delete/Query standardized list of comments
- Update/Query/Print cemetery assessment status and results
- Print assessment reports (Semi-annual, Fiscal Year, MSN, and Cemetery)

4.1. Main Menu

The Level I user has four main menus: ***Assessment Reporting Period***, ***Gravesite Cumulative Data***, ***Assessment Comments***, and ***Cemetery Assessment Status*****.**

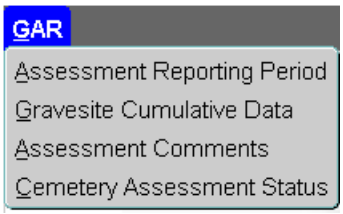


Figure 15. Level I User, GAR Main Menu

4.2. Create/Edit/Query assessment period records

The list of assessment periods are accessed through the ***Assessment Reporting Period*** menu. Within the **ASSESSMENT PERIOD** Form, the Level I user can perform the following:

1. Create/Edit/Query assessment period records.
2. Print assessment reports (Semi-annual, Fiscal Year, MSN, and Cemetery).

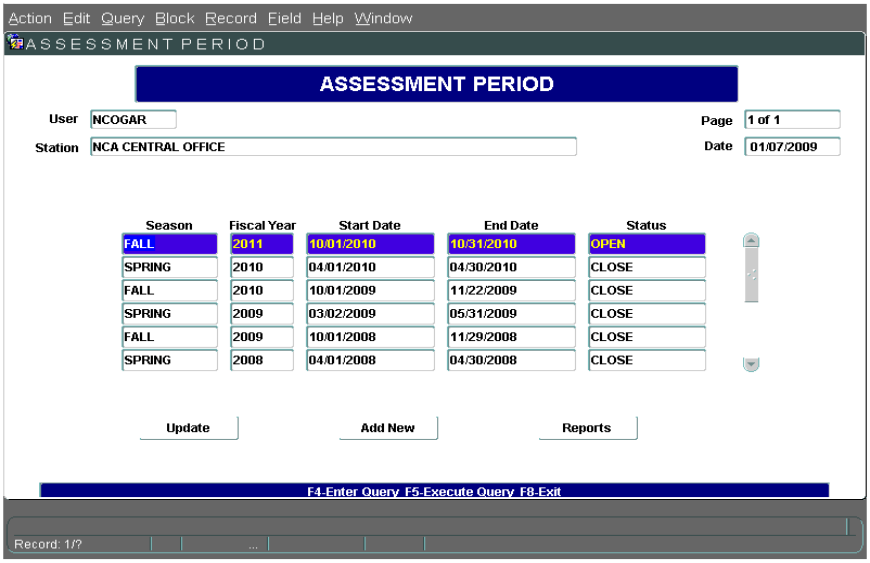


Figure 16. Level I User Form: Assessment Reporting Period Main Form

4.2.1. Create a new assessment period

To create a new assessment period:

1. From the ***GAR*** Main Menu, select the ***Assessment Reporting Period***.
2. Click on the **Add New** button.

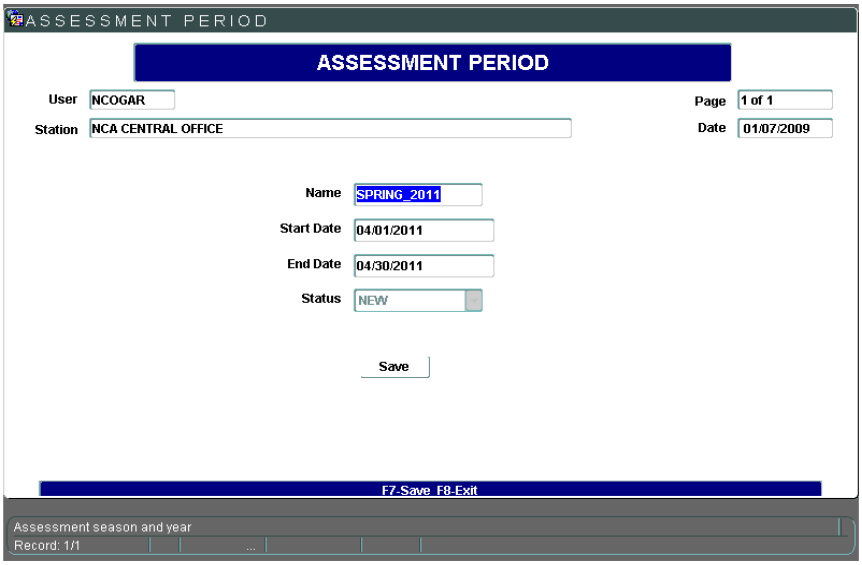


Figure 17. Level I User Form: Create a new assessment period

CAUTION: Creating a new assessment period notifies the BOSS environment to calculate the total gravesite quantities and generate the sample gravesite sizes.

NOTE:

- The diagram located in Section 4.2.1 Create a New Assessment Period contains detailed description of the internal processes.
- The most recent assessment period must have a CLOSE status in order to create a new assessment period.
- The "**Start Date**" and "**End Date**" are the only editable fields.
- Validation for the "**Start Date**" and "**End Date**":
  - For Spring assessment, the "**Start Date**" cannot be before 3/1 of the year.
  - For Spring assessment, the "**End Date**" cannot be after 5/31 of the year.
  - For Fall assessment, the "**Start Date**" cannot be before 9/1 of the year.
  - For Fall assessment, the "**End Date**" cannot be after 11/30 of the year.
  - When updating any assessment period (including Fall and Spring), the days between "**Start Date**" and "**End Date**" cannot be less than 30 days. For example, "**End Date**" of 4/30/08 and "**Start Date**" of 4/1/08 are valid, but "**End Date**" of 4/29/08 and "**Start Date**" of 4/1/08 have only 29 days in between and are invalid.

3. Click on the **Save** button or press **<F7-Save>**.

NOTE: The status message line displays "FRM-40400: Transaction complete: # records applied and saved."

4.2.2. *Edit an existing assessment period*

To edit an existing assessment period:

1. From the ***GAR*** Main Menu, select the ***Assessment Reporting Period***.
2. Click on the **Update** button.

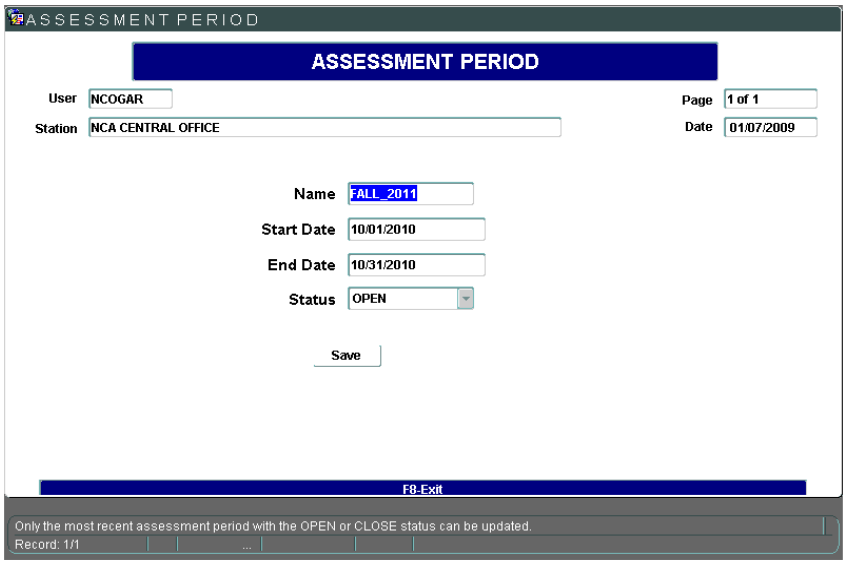


Figure 18. Level I User Form: Edit an existing assessment period

NOTE:

- Only the most recent assessment period with the **OPEN** or **CLOSE** status can be updated.
- The "**Start Date**", "**End Date**" and "**Status**" are the only editable fields.
- Review the **NOTE** from section 4.2.1. Create a new assessment period for the requirements for the "**Start Date**" and "**End Date**".

3. Edit the "**Start Date**" and "**End Date**", if needed.
4. Modify the "**Status**" to **OPEN** or **CLOSE**.

NOTE:

- All assessments must be complete in order to close an assessment period. The following message will be displayed: "There are incomplete cemetery assessments. Please review the status by selecting the "Cemetery Assessment Status" menu."
- When closing an assessment period, the current date is check with the set "**End Date**". The following message will be displayed: "The Assessment Period End Date is set before today's date. Are you sure you want to close?" Select from **Yes** or **No**.

5. Click on the **Save** button or press **<F7-Save>**.

NOTE: The status message line displays "FRM-40400: Transaction complete: # records applied and saved."

4.2.3. Query for an assessment period

From the **ASSESSMENT PERIOD** Form:

1. Press **<F4-Enter Query>**.

> **NOTE**: A blank Form is displayed. The status message line displays "Enter a query, press F5 to continue, press F5 to execute, F8 to cancel."

2. Enter the search criteria within the desired fields.

> **NOTE**: A wildcard **%** can be used. For example, **SPR%** will find "SPRING".

3. Press **<F5-Execute Query>**.

> **NOTE**: If a search criterion is not found, the status message line displays "FRM-40301: Query caused no records to be retrieved. Re-enter.'

4.3. Receive "Gravesite Assessment sample data is ready for review and submission" email

When the cumulative data is ready, the Level I user will receive the "Gravesite Assessment sample data is ready for review and submission" email.

To view an example of the email, refer to Appendix A: "Gravesite Assessment sample data is ready for review and submission" Email.

4.4. Edit/Accept cemetery sample size

The list of cemetery sample sizes is accessed through the ***Gravesite Cumulative Data*** menu.

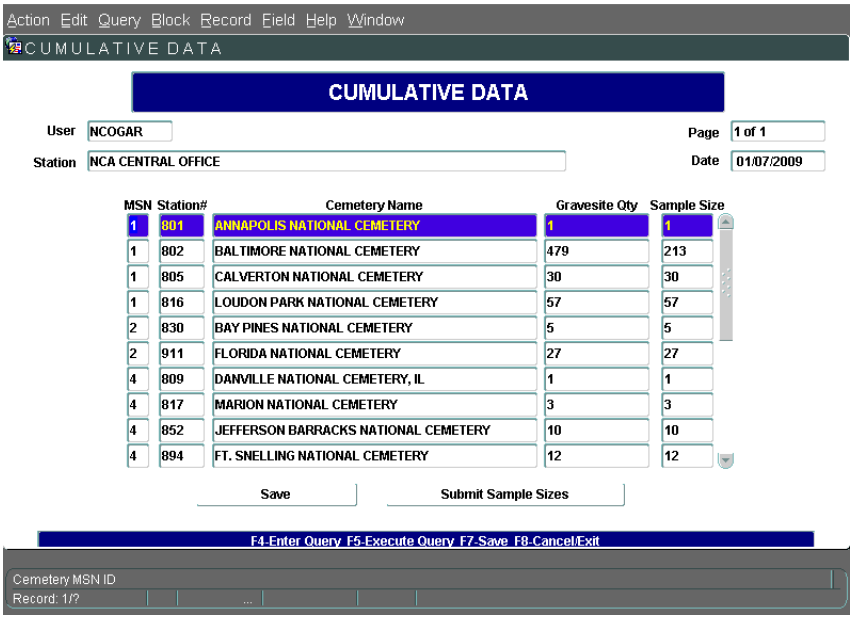


Figure 19. Level I User Form: Edit/Accept cemetery sample size

4.4.1. Edit cemetery sample sizes

Within the **CUMULATIVE DATA** Form:

1. Modify the cemetery "**Sample Size**".

NOTE:

- The "**Sample Size**" can be set to zero.
- The "**Sample Size**" can not be greater than the "**Gravesite Qty**".
- If the **"Gravesite Qty"** is greater than 10,000, then the **"Sample Size"** should be 384.

2. Click on the **Save** button or press **<F7-Save>**.

NOTE: The status message line displays "FRM-40400: Transaction complete: # records applied and saved."

4.4.2. Accept the cemetery sample sizes

To accept the cemetery sample sizes:

1. Click on the "**Submit Sample Sizes**" button.

CAUTION:

- Once the sample sizes have been submitted, it cannot be updated.
- Submitting the sample sizes notifies the BOSS environment to generate the random gravesites to be assessed.

NOTE: The message "The cemetery sample sizes have been submitted" is displayed.

4.5. Receive "Gravesite Assessment Reporting Period Open!" email

When the assessment period is ready, all GAR users will receive the email "Gravesite Assessment Reporting Period Open!" email.

To view an example of the email, refer to Appendix B: "Gravesite Assessment Reporting Period Open!" Email.

4.6. Create/Edit/Delete/Query standardized list of comments

The standardized list of comments is accessed through the ***Assessment Comments*** menu.

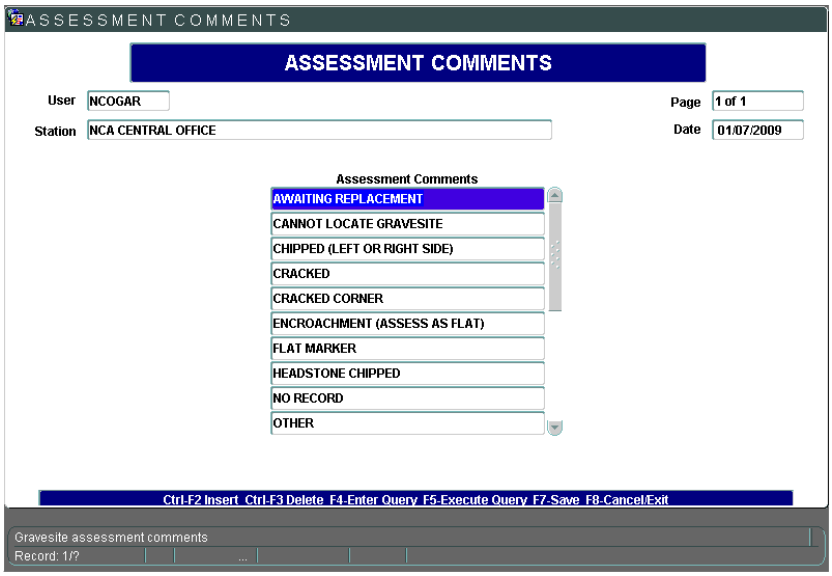


Figure 20. Level I User Form: Create/Edit/Delete/Query standardized list of comments

4.6.1. Create a new standardized comment

To create a new standardized comment:

1. Press **<Ctrl-F2 Insert>**.
2. In the new record created, type the new standardized comment.
3. Press **<F7-Save>**.

CAUTION: A new assessment comment must be unique. If the record is a duplicate, the following message will be displayed: "A duplicate record exists. Please ensure the record is unique."

NOTE: The status message line displays "FRM-40400: Transaction complete: # records applied and saved."

4.6.2. Edit an existing standardized comment

To edit an existing standardized comment:

1. Select the record to be edited.
2. Edit the record.
3. Press **<F7-Save>**.

NOTE: The status message line displays "FRM-40400: Transaction complete: # records applied and saved."

4.6.3. Delete an existing standardized comment

To delete an existing standardized comment:

1. Select the record and press **<Ctrl-F3 Delete>**.
2. Press **<F7-Save>**.



NOTE: The status message line displays "FRM-40400: Transaction complete: # records applied and saved."

4.6.4. Query for a standardized comment

To query for an existing standardized comment:

1. Press **<F4-Enter Query>**.



NOTE: A blank Form is displayed. The status message line displays "Enter a query, press F5 to continue, press F5 to execute, F8 to cancel."

2. Type a search criterion within the "**Assessment Comment**" field.



NOTE: A wildcard "**%**" can be used. For example, Root**%** will find "ROOT BOUND/TREE".

3. Press **<F5-Execute Query>**.



NOTE: If a search criterion is not found, the status message line displays "FRM-40301: Query caused no records to be retrieved. Re-enter."



NOTE:

- If a search criterion is not found, the status message line displays "FRM-40301: Query caused no records to be retrieved. Re-enter.'
- **OPTION**: You can edit the assessment comment from here. Press **<F7-Save>** when done.

In the October 2014 release, the comments list was to eliminate duplicates and to improve consistency in reporting. The new list includes:

- **CANNOT LOCATE GRAVESITE**
- **ENCROACHMENT (UPRIGHT LAID FLAT)**
- **HIST H/M – ILLEGIBLE**
- **MASS BURIAL G/S**
- **MEM WALL MRK/NICHE**
- **NAME ERR ON H/M**
- **NEW INTERMENT/TEMP MRK**
- **PRIVATE MARKER/MONUMENT**
- **REMAINS DISINTERRED**
- **ROOT BOUND/TREE**
- **SPSE/CHLD'S NAME NOT ON HIST H/M**
- **UNDER RENOVATION**
- **UNKNOWN VETERAN**
- **WRONG # ON H/M**
- **WRONG DECDNT**

Please contact Policy and Planning Service to add a comment to the list of standardized comments.

4.7. Update/Query/Print the cemetery assessment status and results

The cemetery assessment status and results are access through the ***Cemetery Assessment Status*** menu.

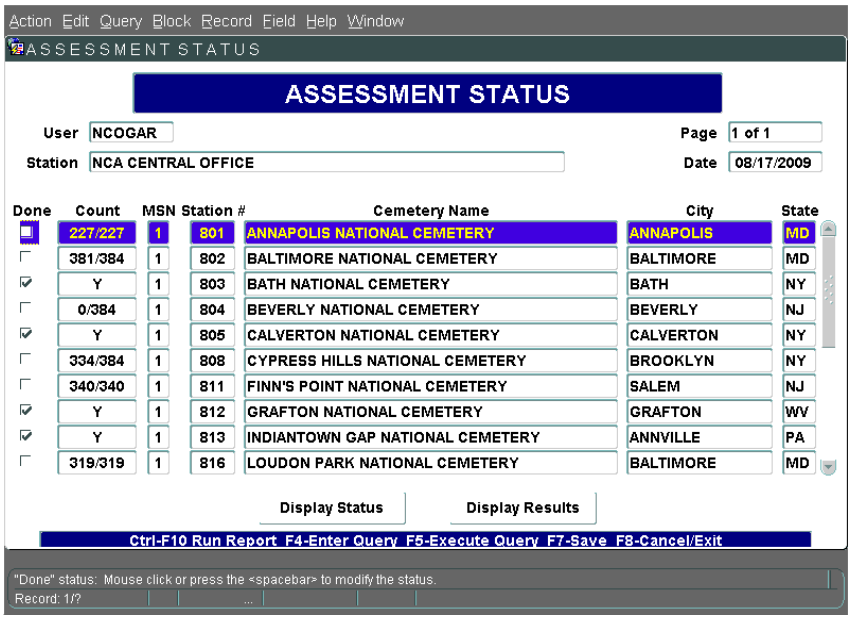


Figure 21. Level I User Form: Update/Query/Print the cemetery assessment status and results

4.7.1. Update the cemetery assessment "Done" status

To update the cemetery assessment "**Done**" status:

1. Click the "**Done**" field for the cemetery.

NOTE:

- A checked "**Done**" field and a "**Y**" for the "**Count**" field indicate the cemetery is complete with the assessment.
- A re-opened cemetery assessment displays the "**Done**" field as unchecked and the "**Count**" field displays total done/total count, where total done equals total count, for example 227/227.
- If there are incomplete assessments for the cemetery, the status message line displays: "There are *xxx* incomplete gravesite(s) for FLORIDA NATIONAL CEMETERY (911)", where *xxx* is the number of incomplete assessments.

2. Press **<F7-Save>**.

NOTE: The status message line displays "FRM-40400: Transaction complete: # records applied and saved."

4.7.2. Query the cemetery assessment status

To query for a cemetery:

1. Press **<F4-Enter Query>**.



NOTE: A blank Form is displayed. The status message line displays "Enter a query, press F5 to continue, press F5 to execute, F8 to cancel."

2. Enter the search criteria within the desired fields.



NOTE:

- The following fields are query able: "**Count**", "**MSN**", "**Station**", "**Cemetery Name**", "**City**" and "**State**".
- A wildcard "%" can be used. For example, Type **FLO%** within the "**Cemetery Name**" field will find FLORIDA NATIONAL CEMETERY

3. Press **<F5-Execute Query>**.



NOTE: If a search criteria is not found, the status message line displays 'FRM-40301: Query caused no records to be retrieved. Re-enter.'

OPTION:

4. Edit the "**Done**" status.
5. Press **<F7-Save>**.

4.7.3. Print the assessment status report for all cemeteries

To display the assessment status report for printing:

1. Select a cemetery to assess.
2. Click on the **Display Status** button or press **<Ctrl-F10 Run Report>**.



NOTE: The report will be displayed within the browser as an Adobe Acrobat (.PDF) file.

For an example of the report, refer to Appendix C: Sample Reports.

4.7.4. Print the assessment results report for a cemetery

To display the assessment results report for printing:

1. Select a cemetery to assess.
2. Click on the **Display Results** button.



NOTE: The report will be displayed within the browser as an Adobe Acrobat (.PDF) file.

For an example of the report, refer to Appendix C: Sample Reports.

4.8. Print assessment reports (Semi-annual, Fiscal Year, MSN, and Cemetery)

There are 34 assessment reports:

1. Semi-Annual, Completed Assessment Results by MSN (PDF)
2. Semi-Annual, Completed Assessment Results by MSN (XLS)
3. Semi-Annual, Completed Assessment Results by NCA (PDF)
4. Semi-Annual, Completed Assessment Results by NCA (XLS)
5. Semi-Annual, Out of Plumb Report by MSN (PDF)
6. Semi-Annual, Out of Plumb Report by MSN (XLS)
7. Semi-Annual, Out of Plumb Report by NCA (PDF)
8. Semi-Annual, Out of Plumb Report by NCA (XLS)
9. Semi-Annual, National Totals by MSN (PDF)
10. Semi-Annual, National Totals by MSN (XLS)
11. Semi-Annual, Proper Height and Alignment by Marker Type by MSN (PDF)
12. Semi-Annual, Proper Height and Alignment by Marker Type by MSN (XLS)
13. Semi-Annual, Ranking by MSN (PDF)
14. Semi-Annual, Ranking by MSN (XLS)
15. Semi-Annual, Ranking by NCA (PDF)
16. Semi-Annual, Ranking by NCA (XLS)
17. FY Report, Consolidated Assessment Results by MSN (PDF)
18. FY Report, Consolidated Assessment Results by MSN (XLS)
19. FY Report, Consolidated Assessment Results by NCA (PDF)
20. FY Report, Consolidated Assessment Results by NCA (XLS)
21. FY Report, Out of Plumb by MSN (PDF)
22. FY Report, Out of Plumb by MSN (XLS)
23. FY Report, Out of Plumb by NCA (PDF)
24. FY Report, Out of Plumb by NCA (XLS)
25. Fiscal Year Annual Report, National Totals by MSN (PDF)
26. Fiscal Year Annual Report, National Totals by MSN (XLS)
27. Fiscal Year Annual Report, Ranking by MSN (PDF)
28. Fiscal Year Annual Report, Ranking by MSN (XLS)
29. Fiscal Year Annual Report, Ranking by NCA (PDF)
30. Fiscal Year Annual Report, Ranking by NCA (XLS)
31. Cemetery Assessment Results (PDF)
32. Cemetery Assessment Results (XLS)
33. Cemetery Out of Plumb Report (PDF)
34. Cemetery Out of Plumb Report (XLS)

4.8.1. *Semi-Annual, Completed Assessment Results by MSN (PDF or XLS)*

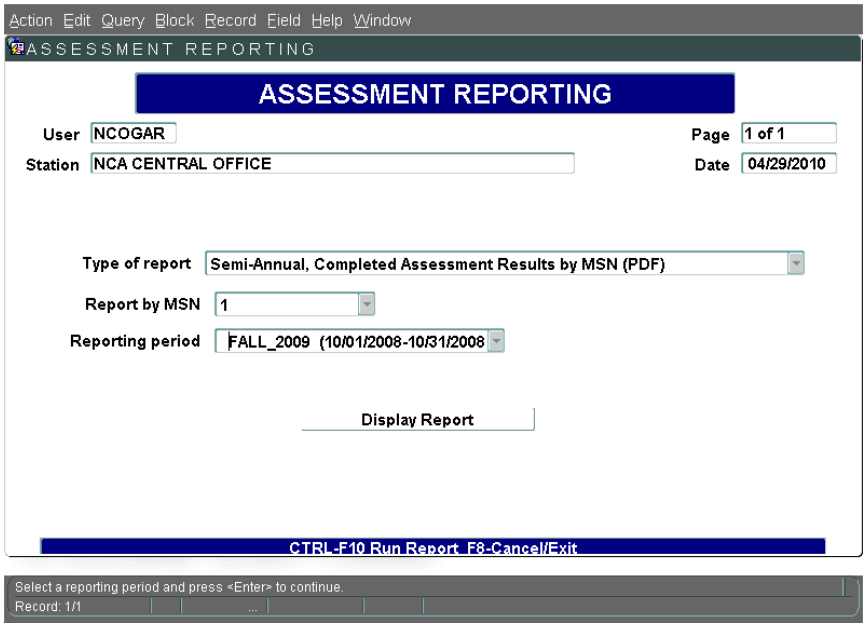


Figure 22. Level I User Form: Semi-Annual, Completed Assessment Results by MSN (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, Completed Assessment Results by MSN**" (**PDF** or **XLS**) report.
5. Navigate to the "**Report by MSN**" by pressing **<Tab>**, **<Enter>** or by clicking on the drop-down list. Select from the list of available MSNs.
6. Navigate to the "**Reporting period**" drop-down list and select from the list of available reporting periods.
7. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.2. *Semi-Annual, Completed Assessment Results by NCA (PDF or XLS)*

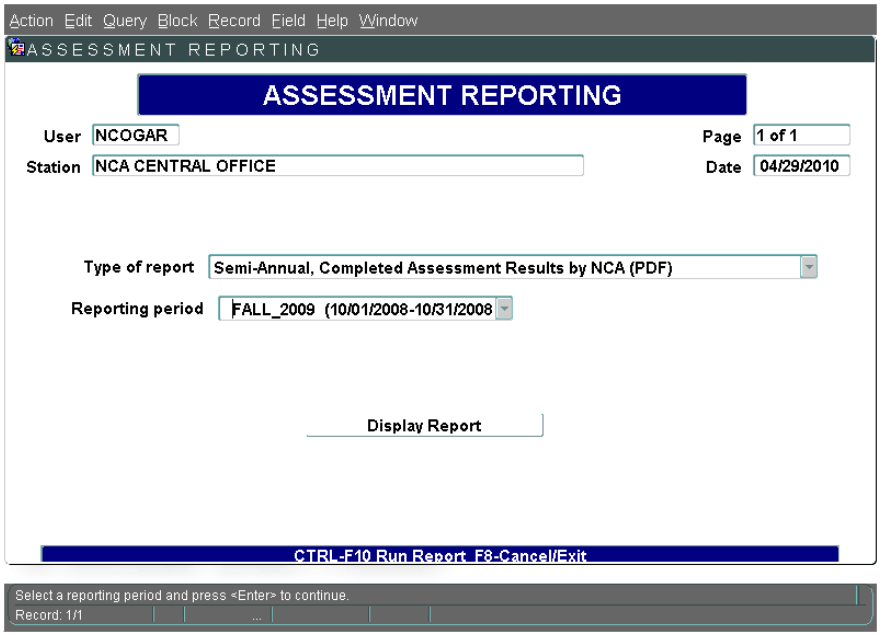


Figure 23. Level I User Form: Semi-Annual, Completed Assessment Results by NCA (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, Completed Assessment Results by NCA**" (**PDF** or **XLS**) report.
5. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.3. Semi-Annual, Out of Plumb Report by MSN (PDF or XLS)

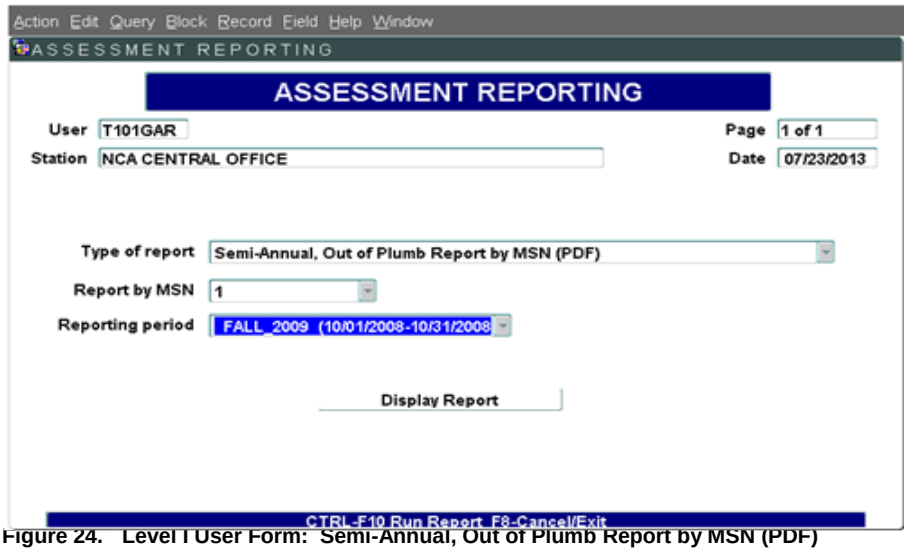


Figure 24. Level I User Form: Semi-Annual, Out of Plumb Report by MSN (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, Out of Plumb Report by MSN" (PDF or XLS)** report.
5. Navigate to the "**Report by MSN**" by pressing **<Tab>**, **<Enter>** or by clicking on the drop-down list. Select from the list of available MSNs.
6. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
7. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.4. Semi-Annual, Out of Plumb Report by NCA (PDF or XLS)

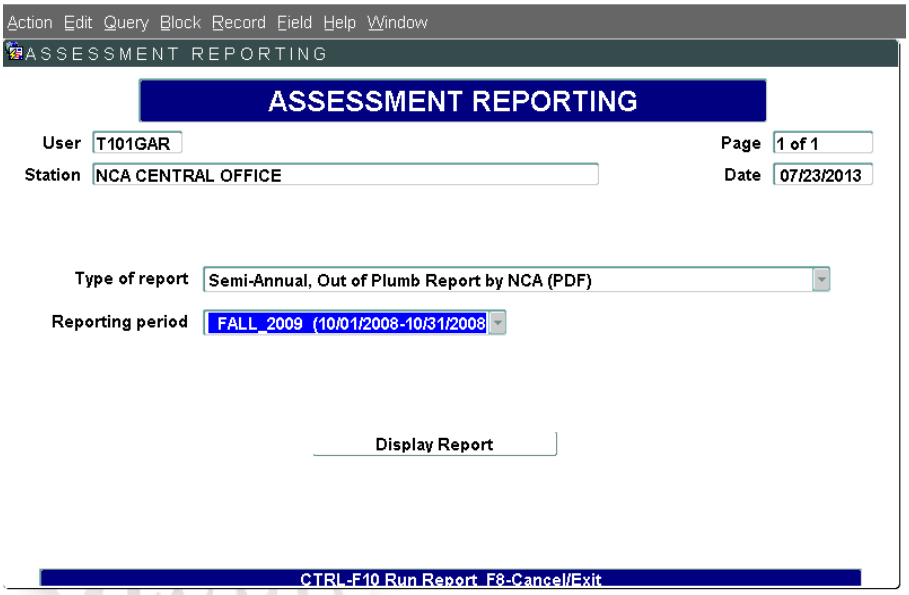


Figure 25. Level I User Form: Semi-Annual, Out of Plumb Report by NCA (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, Out of Plumb Report by NCA" (PDF or XLS)** report.
5. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.5. Semi-Annual, National Totals by MSN (PDF or XLS)

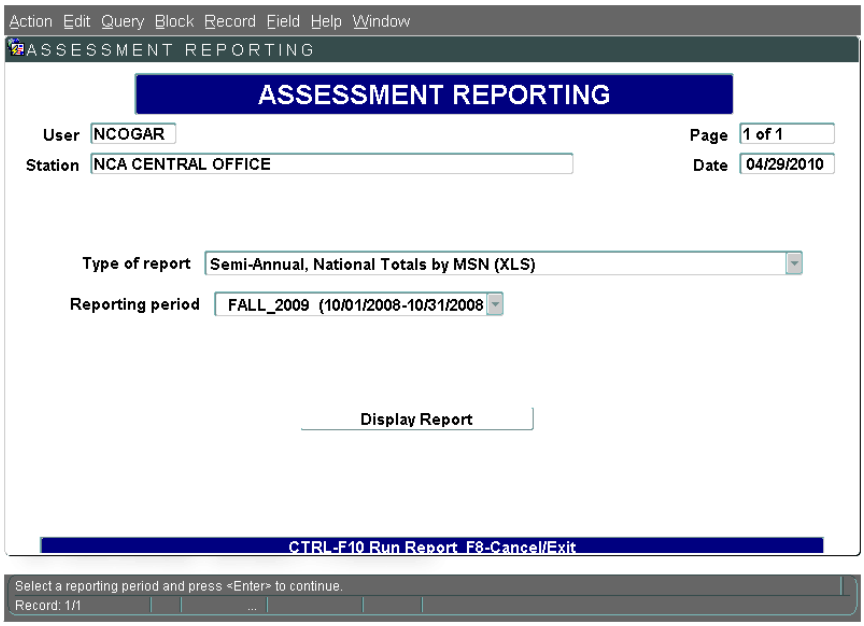


Figure 26. Level I User Form: Semi-Annual, National Totals by MSN (XLS)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, National Totals by MSN"(PDF or XLS)** report.
5. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
6. Click on the **Display Report** button**.**

For an example of the report, refer to Appendix C: Sample Reports.

4.8.6. Semi-Annual, Proper Height and Alignment by Marker Type Report by MSN (PDF or XLS)

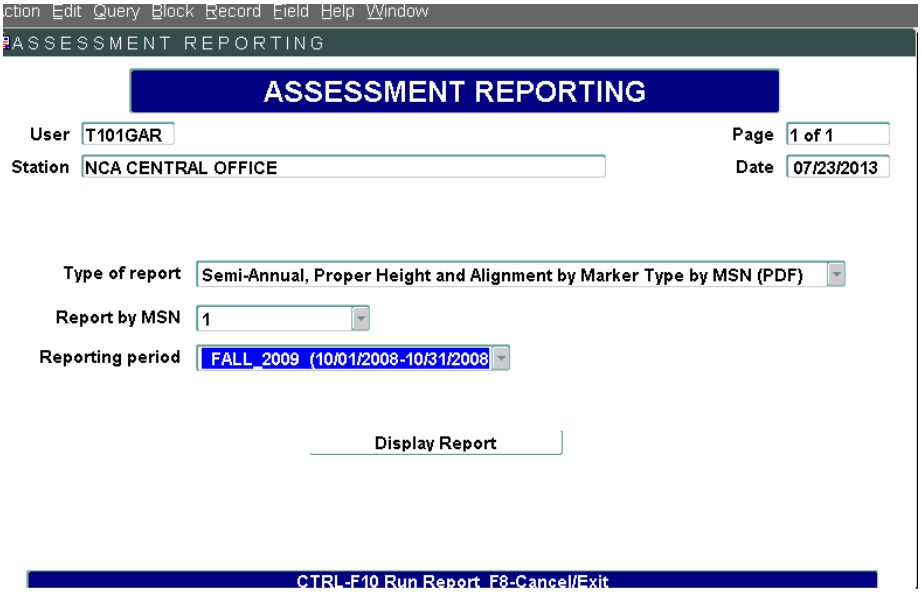


Figure 27. Level I User Form: Semi-Annual, Proper Height and Alignment by Marker Type Report by MSN (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, Proper Height and Alignment by Marker Type Report by MSN" (PDF or XLS)** report.
5. Navigate to the "**Report by MSN**" by pressing **<Tab>**, **<Enter>** or by clicking on the drop-down list. Select from the list of available MSNs.
6. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
7. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports

4.8.7. Semi-Annual, Ranking by MSN (PDF or XLS)

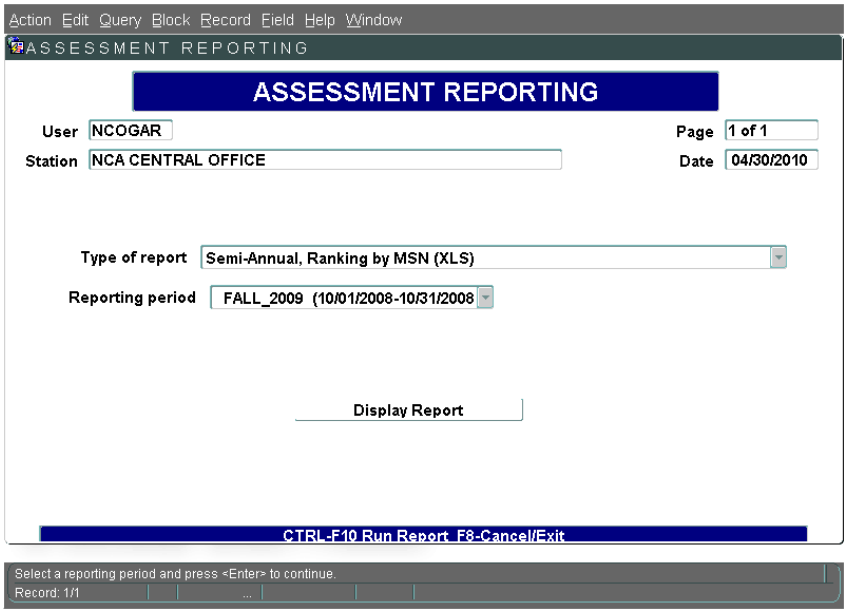


Figure 28. Level I User Form: Semi-Annual, Ranking by MSN (XLS)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, Ranking by MSN (PDF or XLS)**" report.
5. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.8. *Semi-Annual, Ranking by NCA (PDF or XLS)*

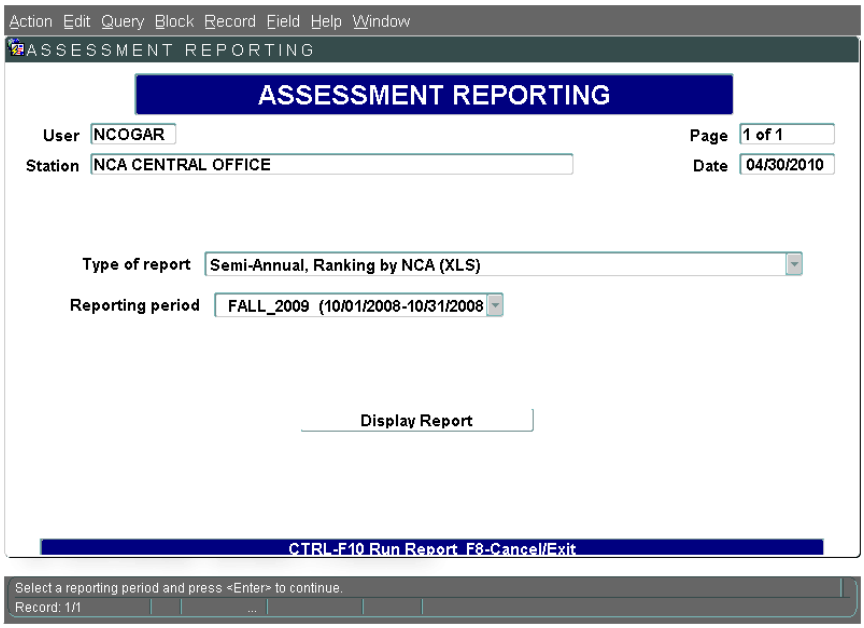


Figure 29. Level I User Form: Semi-Annual, Ranking by NCA (XLS)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Semi-Annual, Ranking by NCA (PDF or XLS)**" report.
5. Navigate to the "**Reporting Period**" and select from the list of available reporting periods.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.9. FY Report, Consolidated Assessment Results by MSN (PDF or XLS)

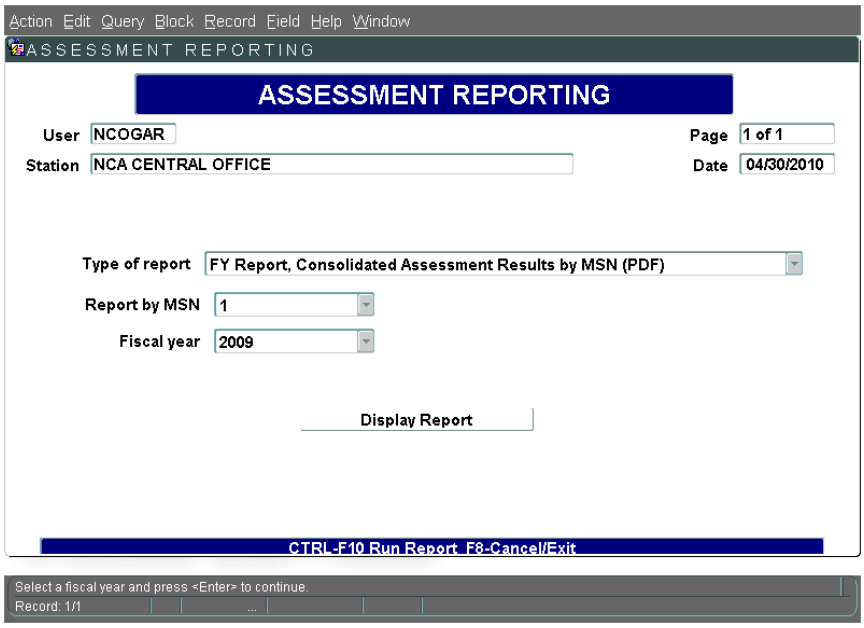


Figure 30. Level I User Form: FY Report, Consolidated Assessment Results by MSN (PDF or XLS)

To display the report:

1. From the ***GAR*** menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**FY Report, Consolidated Assessment Results by MSN**" (**PDF** or **XLS**) report.
5. Navigate to the "**Report by MSN**" drop-down list and select from the list of available MSNs.
6. Navigate to the "**Reporting period**" drop-down list and select from the list of available fiscal years.
7. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.10. FY Report, Consolidated Assessment Results by NCA (PDF or XLS)

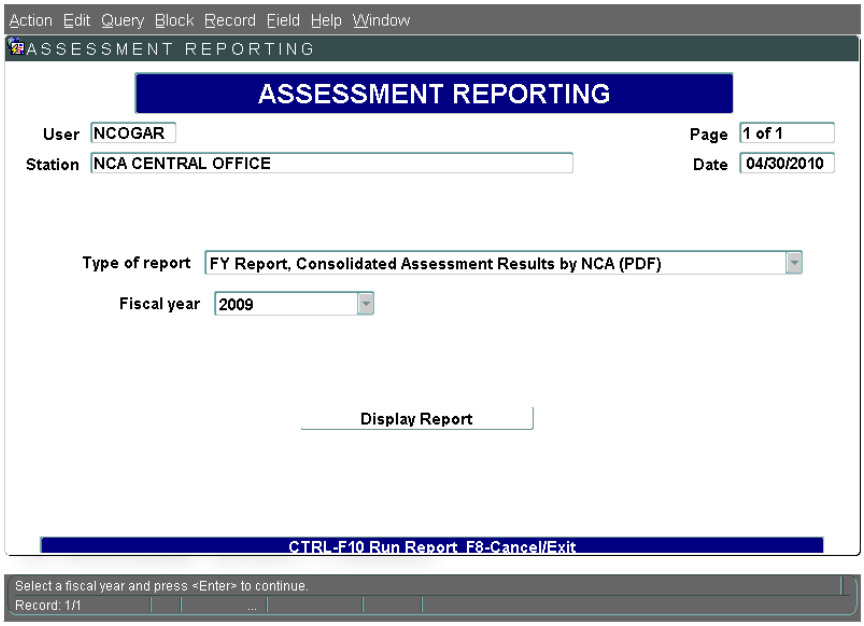


Figure 31. Level I User Form: FY Report, Consolidated Assessment Results by NCA (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**FY Report, Consolidated Assessment Results by NCA**" (**PDF** or **XLS**) report.
5. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.11. FY Report, Out of Plumb Report by MSN (PDF or XLS)

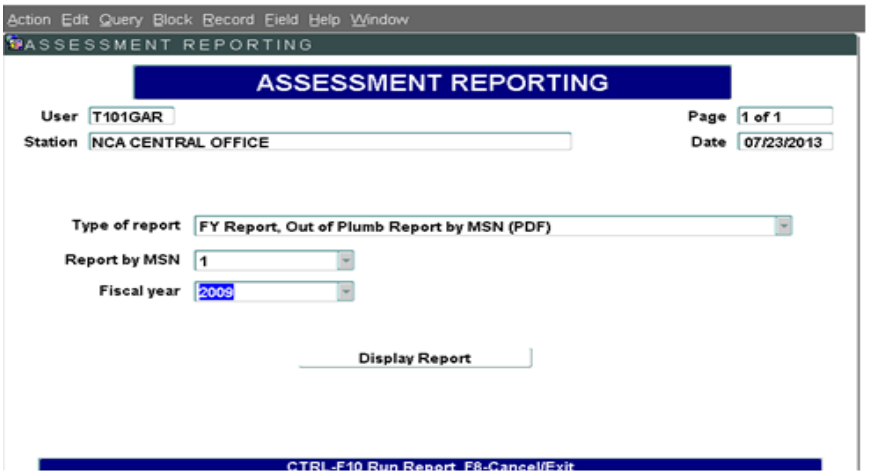


Figure 32. Level I User Form: FY Report, Out of Plumb Report by MSN (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**FY Report, Out of Plumb Report by MSN**" (**PDF** or **XLS**) report.
5. Navigate to the "**Report by MSN**" drop-down list and select from the list of available MSNs.
6. Navigate to the "**Reporting period**" drop-down list and select from the list of available fiscal years.
7. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.12. FY Report, Out of Plumb Report by NCA (PDF or XLS)

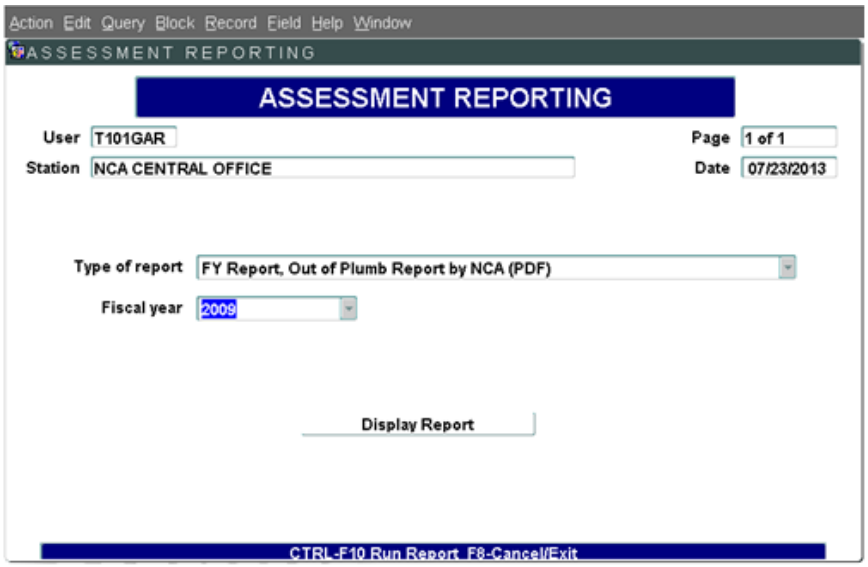


Figure 33. Level I User Form: FY Report, Out of Plumb by NCA (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**FY Report, Out of Plumb Report by NCA**" (**PDF** or **XLS**) report.
5. Navigate to the "**Reporting Period**" drop-down list and select from the list of available reporting periods.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.13. *Fiscal Year Annual Report, National Totals by MSN (PDF or XLS)*

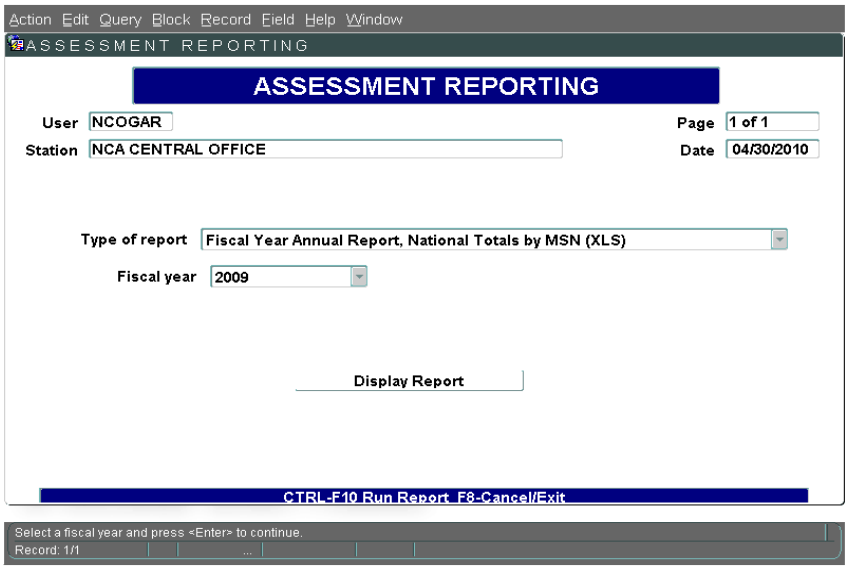


Figure 34. Level I User Form: Fiscal Year Annual Report, National Totals by MSN (XLS)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Fiscal Year Annual Report, National Totals by MSN (PDF or XLS)**" report.
5. Navigate to the "**Fiscal year**" and select from the list of available fiscal years.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.14. Fiscal Year Annual Report, Ranking by MSN (PDF or XLS)

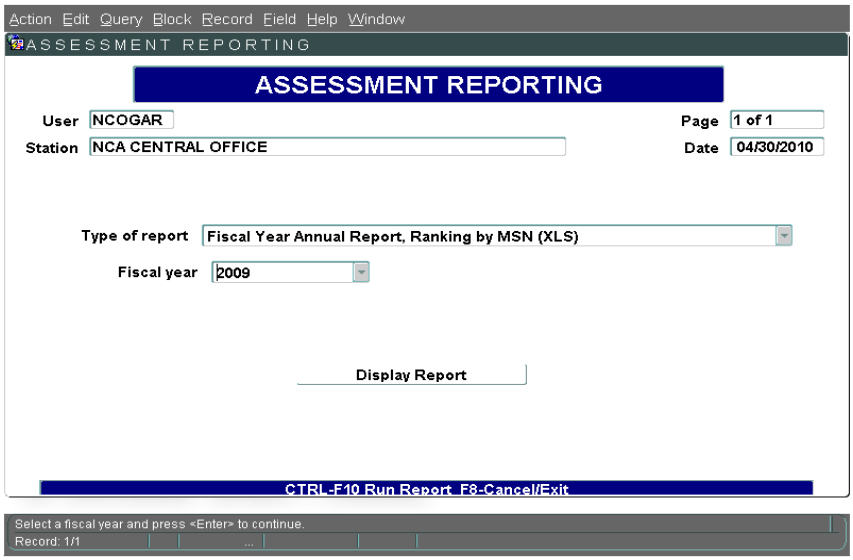


Figure 35. Level I User Form: Fiscal Year Annual Report, Ranking by MSN (XLS)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Fiscal Year Annual Report, Ranking by MSN (PDF or XLS)**" report.
5. Navigate to the "**Fiscal year**" drop-down list and select from the list of available fiscal years.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.15. Fiscal Year Annual Report, Ranking by NCA (PDF or XLS)

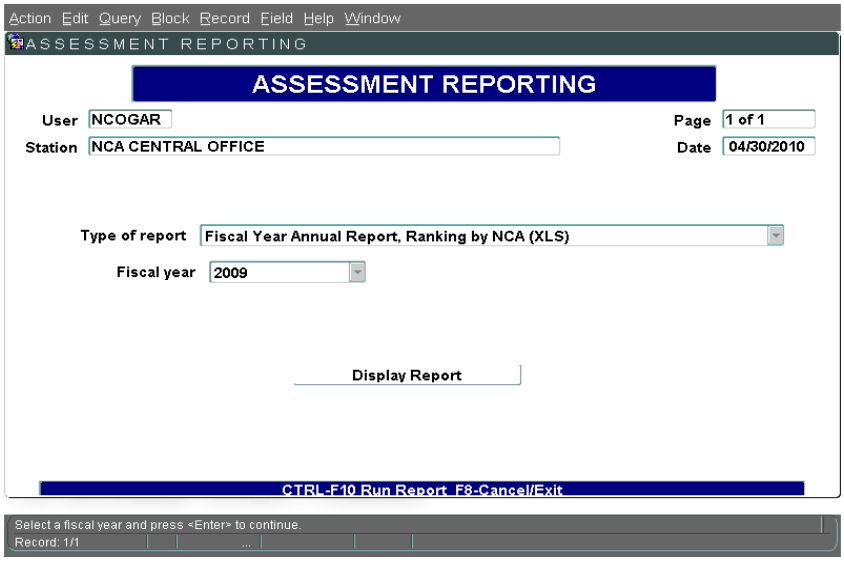


Figure 36. Level I User Form: Fiscal Year Annual Report, Ranking by NCA (XLS)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Fiscal Year Annual Report, Ranking by NCA (PDF or XLS)**" report.
5. Navigate to the "**Fiscal year**" drop-down list and select from the list of available fiscal years.
6. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.16. Cemetery Assessment Results (PDF or XLS)

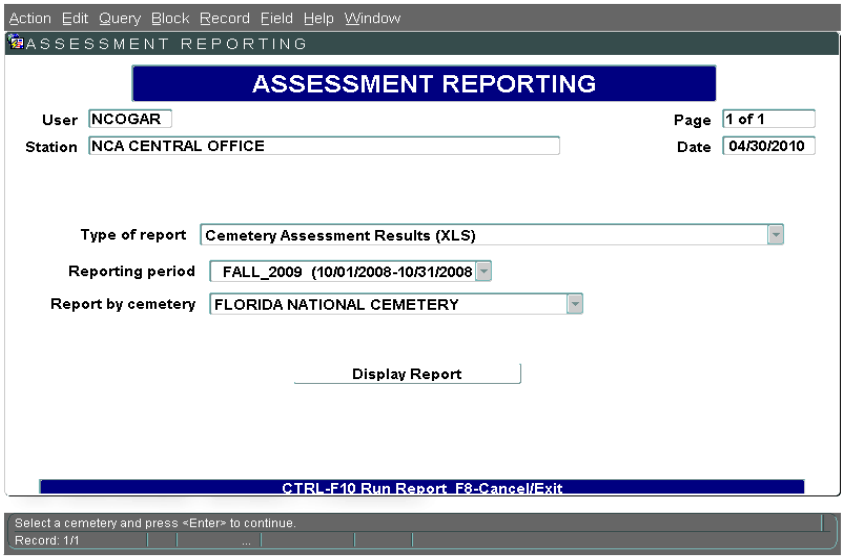


Figure 37. Level I User Form: Cemetery Assessment Results (PDF)

To display the report:

1. From the ***GAR*** menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Cemetery Assessment Results"** (**PDF** or **XLS**) report.
5. Navigate to the "**Report by Cemetery**" drop-down list and select from the list of available cemeteries.



NOTE:

- A wildcard **%** can be used. For example, Type **FLO%** within the "**Cemetery Name**" field will find **FLORIDA NATIONAL CEMETERY**.
- To list all available cemeteries, type **%** and press **<Enter>**.

For wildcards:

a. Type the cemetery name with a **%** sign, for example **FLO%**.
b. Press **<Enter>**.



NOTE: The system message lines display:

- If the search criteria are found, the status message line displays "The value entered was found. Please select from the drop-down list."
- If the search criteria are not found, the status message line displays "The value entered for the "Report by cemetery" is invalid. Please select from the list provided."

c. Click on the "**Report by Cemetery**" drop-down list.
d. Select from the list of available cemeteries.

6. Navigate to the "**Reporting period**" drop-down list and select from the list of available reporting periods.
7. Click on the **Display Report** button.

For an example of the report, refer to Appendix C: Sample Reports.

4.8.17. Cemetery Out of Plumb Report (PDF or XLS)

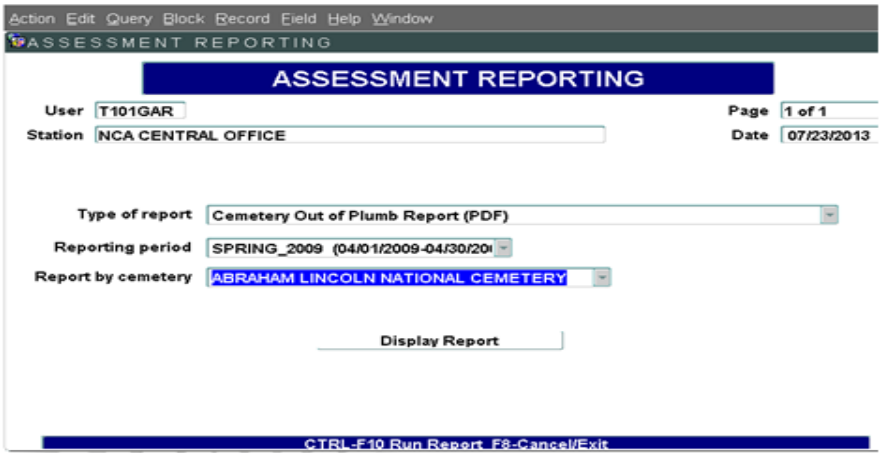


Figure 38. Level I User Form: Cemetery Out of Plumb Report (PDF)

To display the report:

1. From the ***GAR*** Main menu, select the ***Assessment Reporting Period*** menu.
2. Within the **ASSESSMENT PERIOD** Form, click on the **Reports** button.
3. Within the **ASSESSMENT REPORTING** Form, click on the "**Type of report**" drop-down list.
4. Select the "**Cemetery Out of Plumb Report" (PDF or XLS)** report.
5. Navigate to the "**Report by Cemetery**" drop-down list and select from the list of available cemeteries.

NOTE:

- A wildcard **%** can be used. For example, Type **FLO%** within the "**Cemetery Name**" field will find **FLORIDA NATIONAL CEMETERY**.
- To list all available cemeteries, type **%** and press **<Enter>**.

For wildcards:

a. Type the cemetery name with a **%** sign, for example **FLO%**.
b. Press **<Enter>**.

NOTE: The system message lines display:

- If the search criteria are found, the status message line displays "The value entered was found. Please select from the drop-down list."
- If the search criteria are not found, the status message line displays "The value entered for the "Report by cemetery" is invalid. Please select from the list provided."

c. Click on the "**Report by Cemetery**" drop-down list.
d. Select from the list of available cemeteries.

6. Navigate to the "**Reporting period**" drop-down list and select from the list of available reporting periods.
7. Click on the **Display Report** button

For an example of the report, refer to Appendix C: Sample Reports.

5. Level II User (MSN Officials)

The Level II user consists of MSN officials. This user reviews the assessment status and results for all the cemeteries within their MSN area.

The Level II user has following functions:

- Receive "Gravesite Assessment Reporting Period Open!" email
- Query/Print cemetery assessment status and results

5.1. Main Menu

The Level II user has one main menu, **Cemetery Assessment Status**.

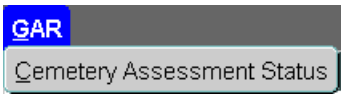


Figure 39. Level II User, GAR Main Menu

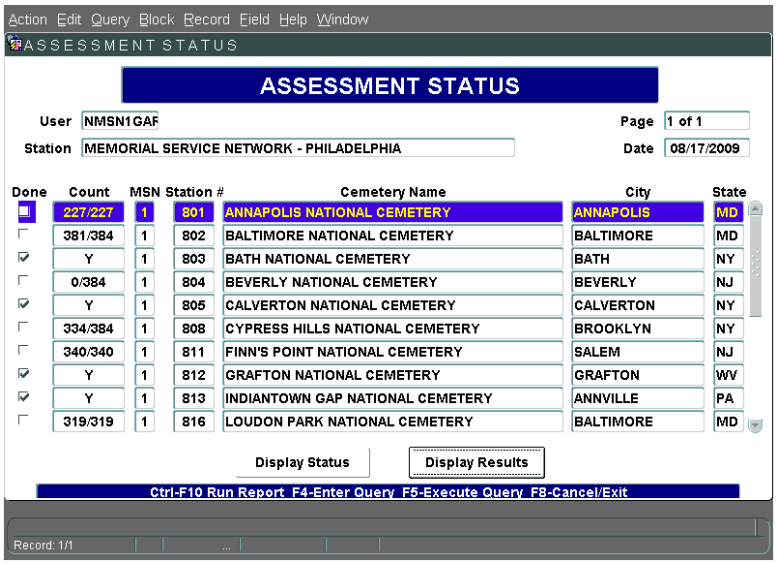


Figure 40. Level II User Form: Assessment Status

5.2. Receive "Gravesite Assessment Reporting Period Open!" email

When the assessment period is ready, all GAR users will receive the email "Gravesite Assessment Reporting Period Open!" email.

To view a sample of the email, refer to Appendix B: "Gravesite Assessment Reporting Period Open!" Email.

5.3. Query/Print cemetery assessment status and results

5.3.1. Query cemetery assessment status

To query for a cemetery:

1. Press **<F4-Enter Query>**.



NOTE: A blank Form is displayed. The system message displays "Enter a query, press F5 to continue, press F5 to execute, F8 to cancel."

2. Enter the search criteria within the desired fields.



NOTE:

- The following fields are query able: "**Count**", "**MSN**", "**Station**", "**Cemetery Name**", "**City**" and "**State**".
- A wildcard "**%**" can be used. For example, Type **FLO%** within the "**Cemetery Name**" field will find "FLORIDA NATIONAL CEMETERY".

3. Press **<F5-Execute Query>**.



NOTE: If there are no records to found, the status message line displays "FRM-40301: Query caused no records to be retrieved. Re-enter."

5.3.2. Print cemetery assessment status

To display the assessment status report for printing:

1. Select a cemetery to assess.
2. Click on the **Display Status** button.



NOTE: The report will be displayed within the browser as an Adobe Acrobat (.PDF) file.

For an example of the report, refer to Appendix C: Sample Reports.

5.3.3. Print cemetery assessment results

To display the assessment results report for printing:

1. Select a cemetery to assess.
2. Click on the **Display Results** button.



NOTE: The report will be displayed within the browser as an Adobe Acrobat (.PDF) file.

For an example of the report, refer to Appendix C: Sample Reports.

6. Level III User (Cemetery Staff)

The Level III user consists of cemetery level/gravesite assessment users. This user enters the gravesite assessments for the designated primary and supported satellite cemeteries.

The Level III user has following functions:

- Receive "Gravesite Assessment Reporting Period Open!" email
- Print cemetery assessment worksheets
- Query/Enter/Save/Submit gravesite assessments

6.1. Main Menu

The Level III user has one main menu option, ***Cemetery Assessments*** *(Figure 41)*. The menu consists of two Forms: ***Cemetery Selection*** *(Figure 42)* and ***Assessment for Cemetery*** *(Figure 43).*

CAUTION: The BOSS Standard Window size was exceeded for the **CEMETERY ASSESSMENT** Form. It will be necessary for Level III Users to adjust their settings when logging into BOSS.

BOSS Users who have GAR Level III access must use the following URL:

For the Production instance:
http://boss.cem.va.gov/forms/frmservlet?config=nca&width=1300

For the Training instance:
http://qitcbeta03.cem.va.gov:8888/forms/frmservlet?config=nca&width=1300

This will increase the screen width from the standard BOSS screen width.

To show this one screen correctly, all other BOSS screens will appear with gray space to the right of the BOSS screen.

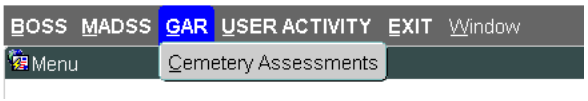


Figure 41. Level III User, GAR Main Menu

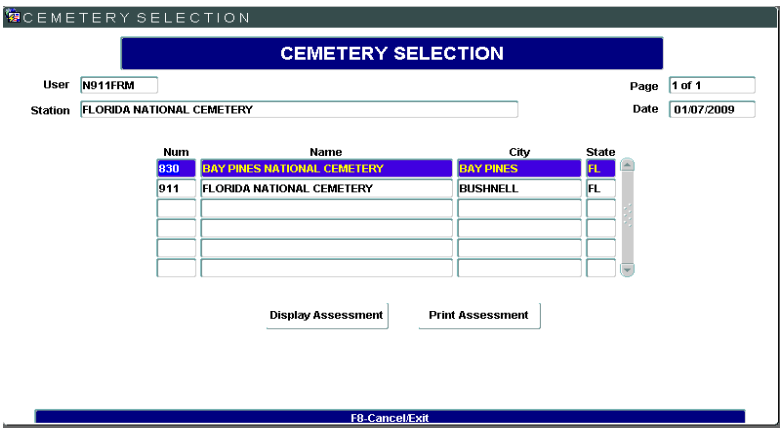


Figure 42. Level III User Form: Cemetery Selection

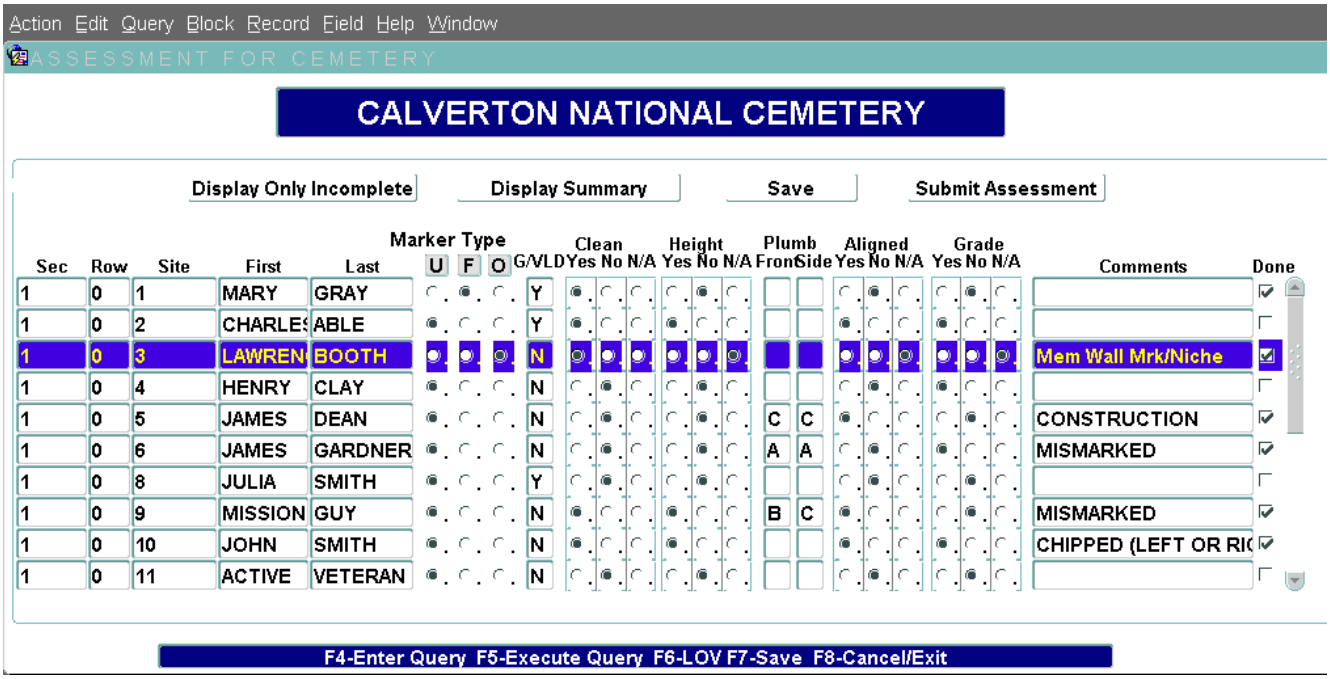


Figure 43. Level III User Form: Assessment for Cemetery

6.2. Receive "Gravesite Assessment Reporting Period Open!" email

When the assessment period is ready, all GAR users will receive the email "Gravesite Assessment Reporting Period Open!" email.

To view a sample of the email, refer to Appendix B: "Gravesite Assessment Reporting Period Open!" Email.

6.3. Print cemetery assessment worksheets

To display the cemetery assessment worksheets for printing:

1. Select the cemetery.
2. Click on the **Print Assessment** button.



NOTE: The report will be displayed within the browser as an Adobe Acrobat (.PDF) file.

For an example of the report, refer to Appendix C: Sample Reports.

6.4. Query/Enter/Display Summary/Save/Submit gravesite assessments

The gravesite assessments are accessed through the **ASSESSMENT FOR CEMETERY** Form.

To access the **ASSESSMENT FOR CEMETERY** Form:

- From the ***GAR*** Main Menu, select the ***Cemetery Assessments*** Menu.



NOTE: Managing cemeteries will be displayed with the list of managed sites.

- Click on the **Display Assessment** button.

6.4.1. Query gravesite assessments

To enter a query for the gravesite assessments:

1. Press **<F4-Enter Query>**.



NOTE: A blank Form is displayed. The system message displays "Enter a query, press F5 to continue, press F5 to execute, F8 to cancel."

2. Enter the search criteria within the desired fields.



NOTE:

- The following fields are queryable: "**Sec**"tion, "**Row**", "**Site**", "**Decedent ID**", "**First**", "**Last**".
- A wildcard "**%**" can be used. For example, Type **RON%** within the "**First Name**" field will find "RON", "RONNY", "RONALD".

3. Press **<F5-Execute Query>**.

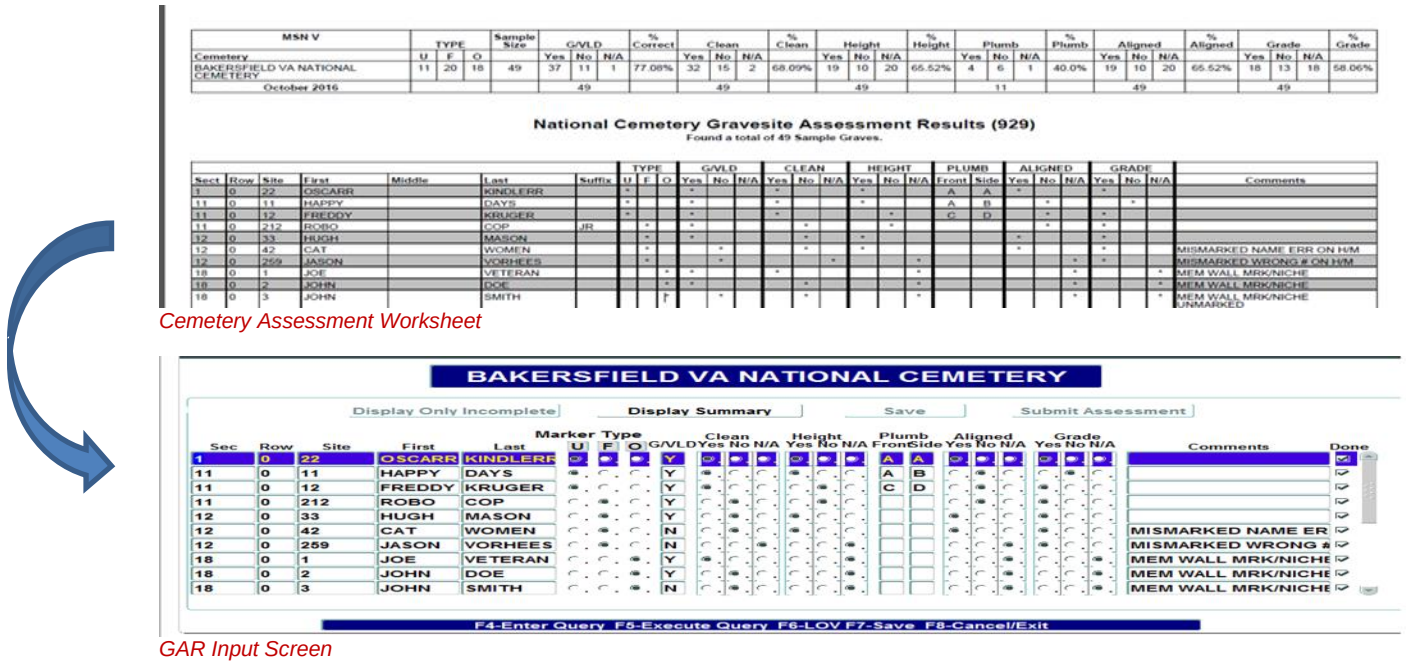


NOTE: If a search criterion is not found, the status message line displays "FRM-40301: Query caused no records to be retrieved. Re-enter.'

6.4.2. *Enter gravesite assessments*

The "**Marker Type**", **"G/VLD",** "**Clean**", "**Height", "Plumb,"** "**Aligned**", "**Grade**" fields are required to complete a gravesite assessment report. Data should be entered according to the current posting requirements on page 57.

The data written on the ***Cemetery Assessment Worksheet*** during the manual review will be entered into ***GAR input screen*.**



Cemetery Assessment Worksheet

GAR Input Screen

Figure 44. Cemetery Assessment Worksheet and GAR Input Screen

1. To begin, select "**U**", "**F**", or **"O"** for the "**Marker Type**" field.

   - Select "**U**" for upright headstones.
   - Select "**F**" for flat markers
   - Select **"O**" for niches or memorial wall markers

> **NOTE**:
> If "**O**" is selected and "**Clean"** is either "Yes" or "No", the Comments field will be auto-populated with "**Mem Wall Mrk/Niche**" and all other fields (height, aligned, plumb, grade) will automatically show **N/A**.

   - To select one marker type for all of the records in the assessment:

     - Select the **U button** to set **ALL** of the gravesites on the list as upright.
     - Select the **F button** to set **ALL** of the gravesites on the list as flat.
     - Select the **O button** to set **ALL** of the gravesites on the list as other for niches or memorial wall markers.

NOTE:

- Use the **Change All Marker Type** function **at the beginning** of the assessment or before you begin to entering data in the other assessment fields.

2. In the **Gravesite Validation (G/VLD)** field indicate whether the gravesite is marked correctly or not on the GAR input screen. Valid values for the field are: **"Y"-** Yes, Correctly Marked, **"N"** – No, Mismarked or "**N**" – No, Unmarked.
   Enter **Y**, **N**, or leave blank to mark as **N/A** for the "**G/VLD**" field.

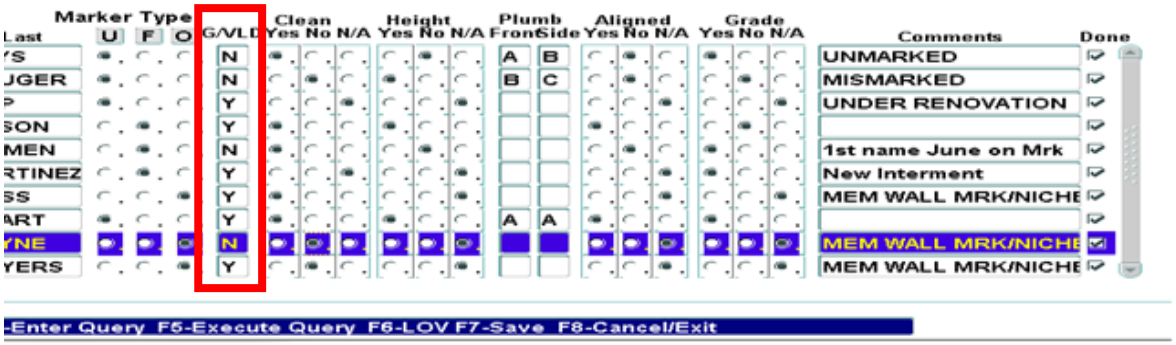


Figure 45. GAR Input Screen

Or, you may press (**F6)** on the keyboard to select the G/VLD list of values

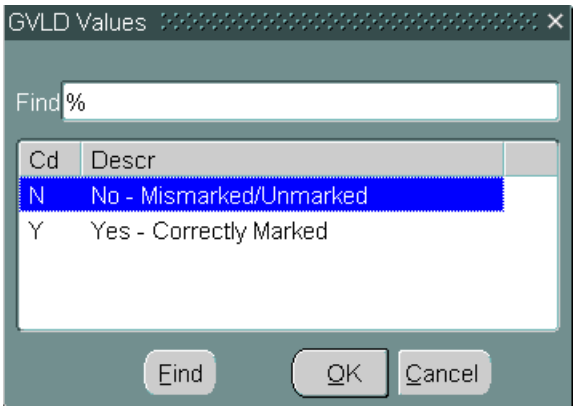


Figure 46. G/VLD Values

- If you enter "**N"** in the G/VLD field or select "**No-Mismarked/Unmarked"** in the G/VLD Values list, an alert will pop up to select a comment.

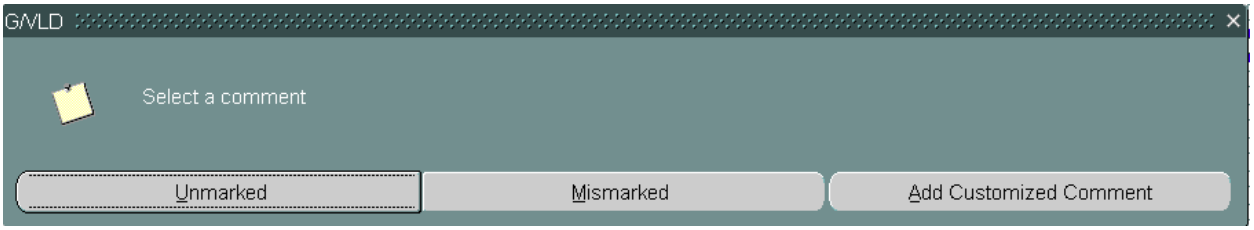


Figure 47. G/VLD Comments

- If you select the **Unmarked** button, **UNMARKED** will automatically populate into Comments box.
- If you select the **Mismarked** button, **MISMARKED** will automatically populate into Comments box.
- If you select **Add Customized Comment** button, the application will allow you to enter a detailed comment.
- If you leave the field (G/VLD) **blank**, an alert message will pop up to remind you enter a comment.

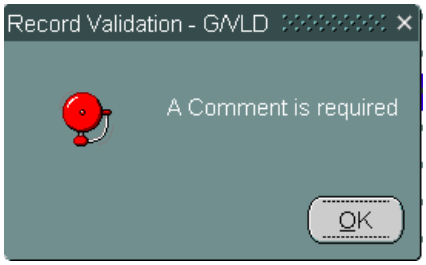


Figure 48. G/VLD Comment Required Alert

NOTE:

A "**Comment**" is required if **G/VLD** is either **NO or N/A**.

*If the "**Comment**" is missing, the status message line displays: "Gravesite containing 'N/A' requires a 'Comment': Section: ###, Row: ###, Site: ###, Decedent name: xxx", where # is the gravesite location and xxx is the decedent name.*

3. Enter data for "Clean" and "Height" according to the enclosed assessment criteria.

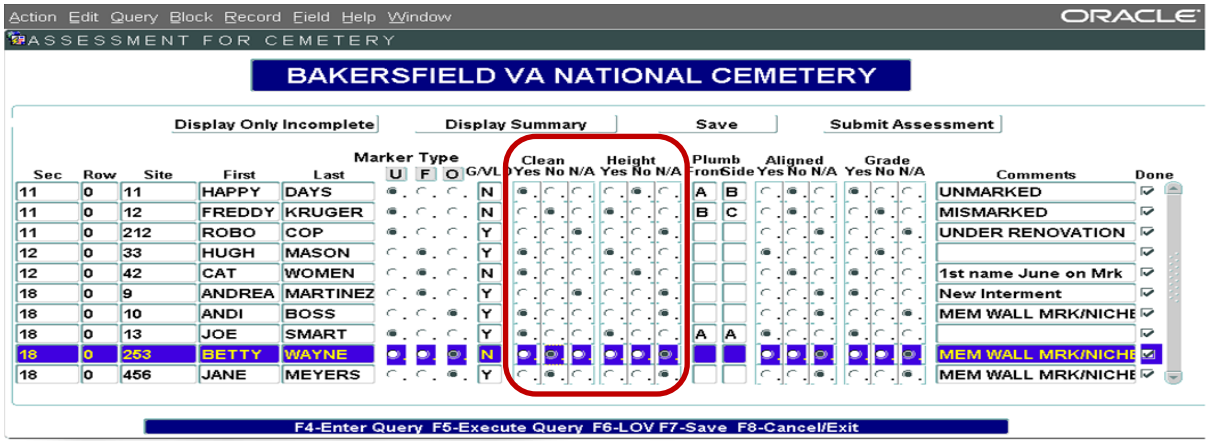
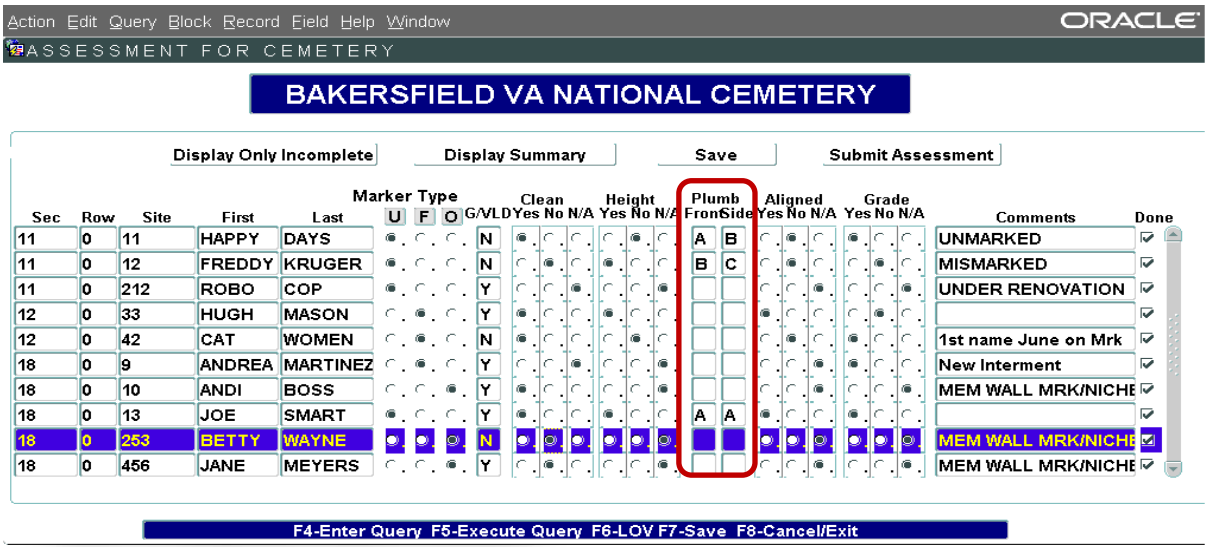


Figure 49. GAR Input Screen – Clean and Height

4. For “Plumb”, enter **A, B, C**, or **D** for the front and side of the Upright headstone. Leave “Plumb” blank to indicate **N/A** according to the enclosed the assessment criteria.



Sec	Row	Site	First	Last	Marker Type U	F	O	G/VLD	Clean Yes	No	N/A	Height Yes	No	N/A	Plumb Front	Side	Aligned Yes	No	N/A	Grade Yes	No	N/A	Comments	Done
11	0	11	HAPPY	DAYS				N							A	B							UNMARKED	
11	0	12	FREDDY	KRUGER				N							B	C							MISMARKED	
11	0	212	ROBO	COP				Y															UNDER RENOVATION	
12	0	33	HUGH	MASON				Y																
12	0	42	CAT	WOMEN				N															1st name June on Mrk	
18	0	9	ANDREA	MARTINEZ				Y															New Interment	
18	0	10	ANDI	BOSS				Y															MEM WALL MRK/NICHE	
18	0	13	JOE	SMART				Y							A	A								
18	0	253	BETTY	WAYNE				N															MEM WALL MRK/NICHE	
18	0	456	JANE	MEYERS				Y															MEM WALL MRK/NICHE	

Figure 50. GAR Input Screen – Plumb

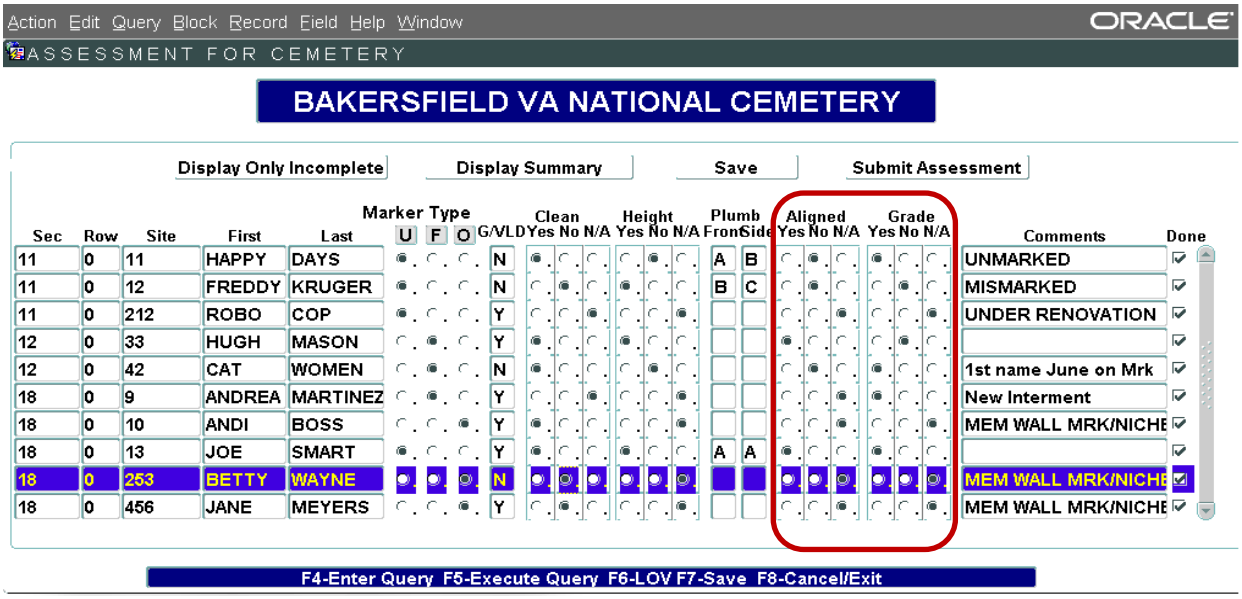


NOTE:

The letters correspond to the digital level reading:

A = 89-90 degrees
B = 88.0 - 88.9 degrees
C= 87.0 - 87.9 degrees
D= < 86.9 degrees

5. Enter data for “Aligned” and “Grade” according to the assessment criteria.

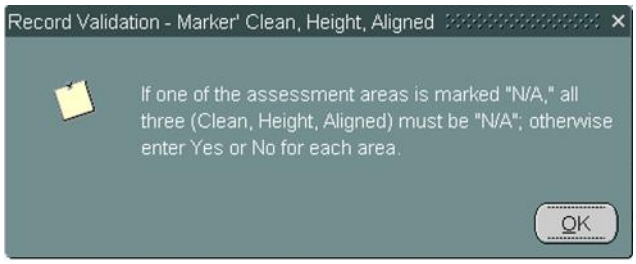


Sec	Row	Site	First	Last	Marker Type U	F	O	G/VLD	Clean Yes	No	N/A	Height Yes	No	N/A	Plumb Front	Side	Aligned Yes	No	N/A	Grade Yes	No	N/A	Comments	Done
11	0	11	HAPPY	DAYS				N							A	B							UNMARKED	
11	0	12	FREDDY	KRUGER				N							B	C							MISMARKED	
11	0	212	ROBO	COP				Y															UNDER RENOVATION	
12	0	33	HUGH	MASON				Y																
12	0	42	CAT	WOMEN				N															1st name June on Mrk	
18	0	9	ANDREA	MARTINEZ				Y															New Interment	
18	0	10	ANDI	BOSS				Y															MEM WALL MRK/NICHE	
18	0	13	JOE	SMART				Y							A	A								
18	0	253	BETTY	WAYNE				N															MEM WALL MRK/NICHE	
18	0	456	JANE	MEYERS				Y															MEM WALL MRK/NICHE	

Figure 51. GAR Input Screen – Aligned and Grade

NOTE: For **Uprights (U)** and **Flats (F)**, "Clean", "Height", and "Aligned" are connected. If one of the assessment areas is marked as N/A, all three (Clean, Height, Aligned) must be N/A. Otherwise, you must enter Yes or No for each area.

The system will generate the following message:



6. A comment must be entered if **N/A** is selected for any of the categories in the assessment and to record other findings.

   - To select from the list of standardized comments:
     a) Double-Click or press F6 on the "**Comments**" field.
     b) Select from the list of standardized comments provided. You may select more than one comment from the list.
     c) Click **OK**.

   - To enter customized comments:
     a) Click on the "**Comments**" field.
     b) Type the customized comment.

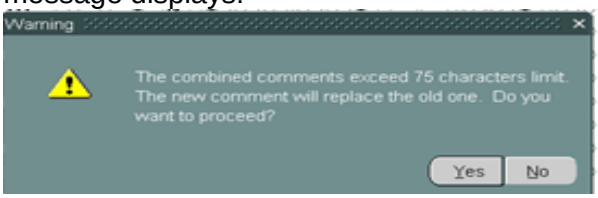
   - To search for a comment, enter the first initial of the comment before the (%) symbol; select the **FIND** button; and then select a comment in the list of values. Click **OK**.



Figure 52. GAR Input Screen – Aligned and Grade

7. To enter combined comments:
    a) Double-Click or press F6 on the "**Comments**" field.
    b) Select from the list of standardized comments provided. You may select more than one comment from the list.
    c) Type the customized comment.
    d) Click the **Save** button.

NOTE: If the "Comment" is exceeds 75 characters, this message displays:



To replace the old comment, click "Yes".

6.4.3. Save gravesite assessments

To save the gravesite assessments:

1. Click the **Save** button.

NOTE:

- The system message status line displays "FRM-40400: Transaction complete: # records applied and saved."
- The "**Done**" field is automatically checked once the **Save** button is pressed.

CAUTION: Save your gravesite assessments frequently and before exiting the GAR input screen.

6.4.4. Display assessment summary

Select **Display Summary Screen** to review totals in assessment categories. If the totals for "Clean", "Height", "Aligned", and "Grade" should match the sample size total. If not, check the report for incomplete records. (See 6.4.5)

To display the assessment summary:

1. Click the **Display Summary** button.
2. Click on the **Close** button or press "**F8-Cancel/Exit**".

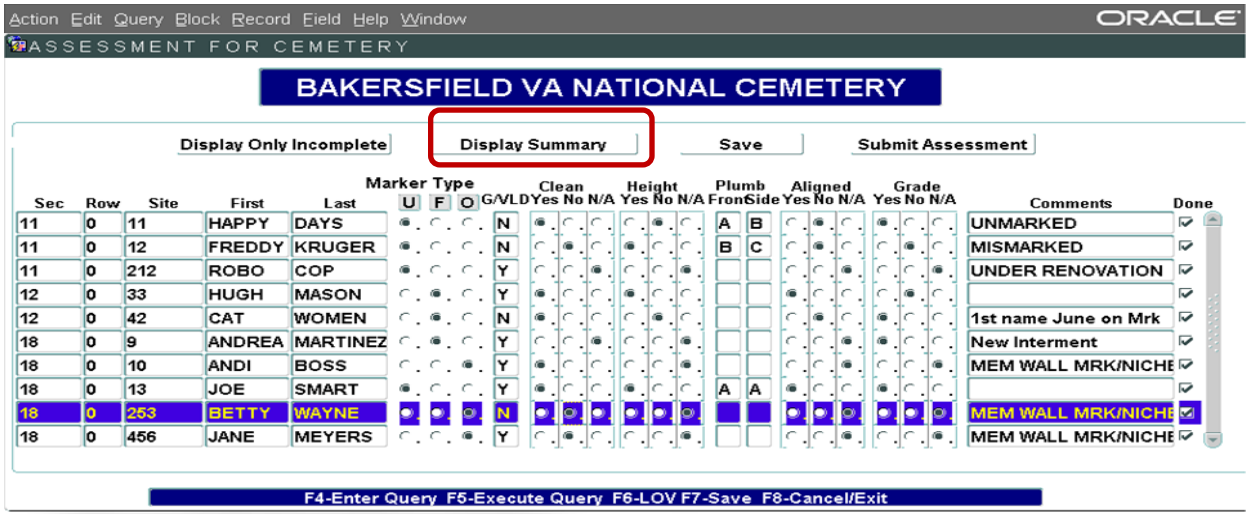


Figure 53. GAR Input Screen – Display Summary

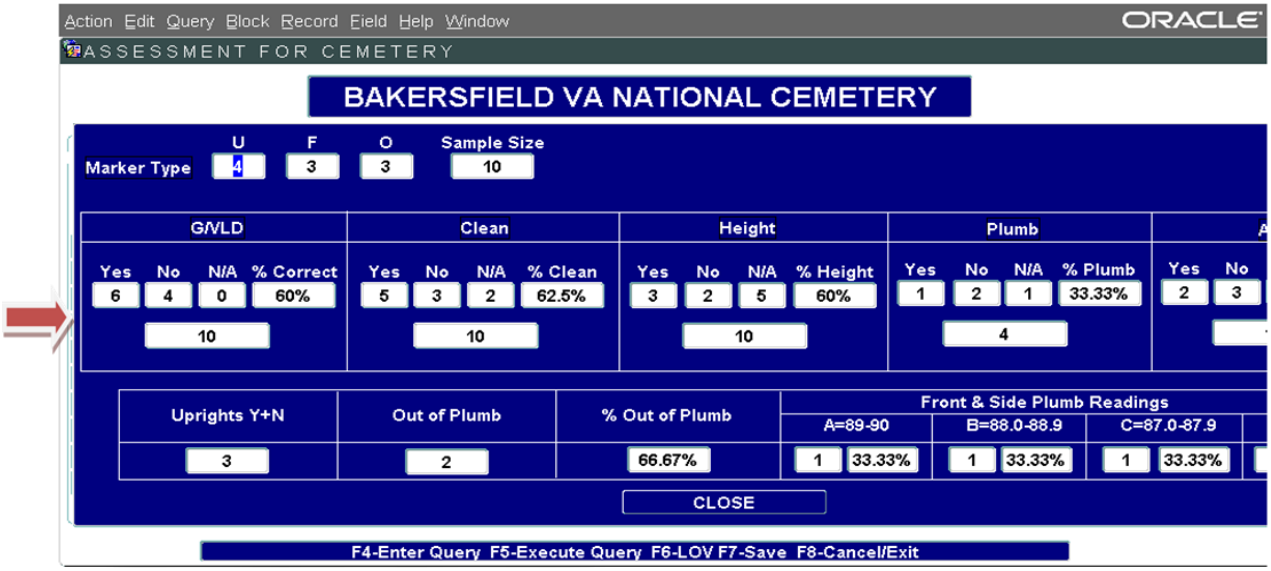


Figure 54. Display Summary Screen

NOTE:

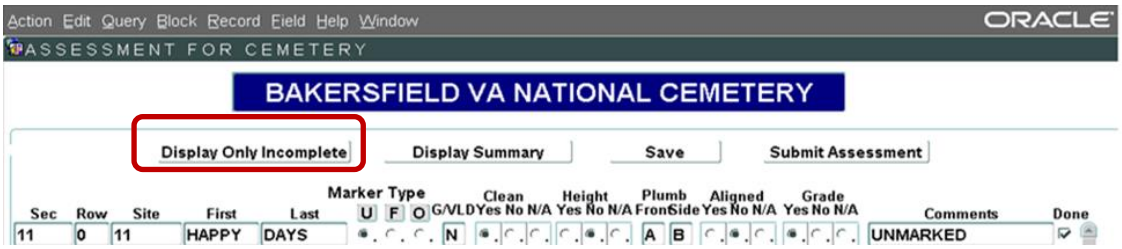
The calculations for **G/VLD** are on the left of the screen. Yes = Correctly Marked, No = Mismarked and Unmarked, and N/A = NULL or BLANK. ***The formula for % Correct is Y/Y+N.***

The formula for **%Clean, % Height, % Aligned, % Plumb, and % Grade** is also **Y/Y+N**. The formula for **% Out of Plumb** is **N/Y+N.**

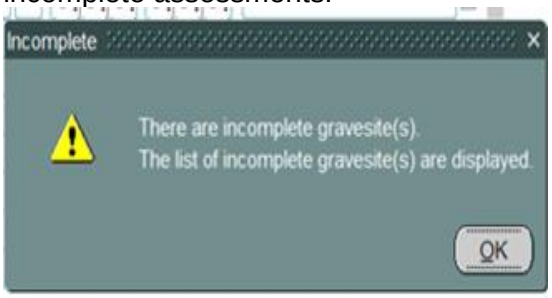
6.4.5. Display only incomplete assessments

Before submitting the assessments:

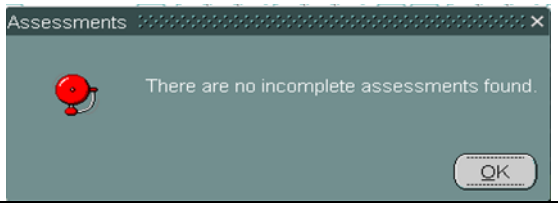
1. Click the **Display Only Incomplete** button to view the list of assessments.
2. Enter missing data.
3. Click on the **Display All** button to display all assessments.



NOTE: The GAR will not allow you to submit an incomplete assessment. A warning message will be displayed if there are incomplete assessments.



A message will also display if there are not incomplete assessments found. .



6.4.6. *Submit gravesite assessments*

If no incomplete assessments are found, click the **Submit Assessment** button on the GAR Input Screen.



CAUTION:

- Once the gravesite assessments have been submitted, it cannot be updated. The following message is displayed: "Your assessments have been marked complete. Please contact the program coordinator to update your assessments".
- Notify the Policy and Planning Service (42A) if the cemetery assessment needs to be re-opened.

7. Appendix A: “Gravesite Assessment sample data is ready for review and submission” Email

The “Gravesite Assessment sample data is ready for review and submission” email is sent to the Level I users. It is used to notify the Level I users to review and submit the gravesite sample sizes.

Subject: Gravesite Assessment sample data is ready for review and submission.

GAR SAMPLE DATA NOTICE:

You must review and submit the sample calculations in order to notify, via email, all GAR Users to begin the assessment process.

Log into BOSS and Select 'Gravesite Cumulative Data' from the Menu to continue.

8. Appendix B: "Gravesite Assessment Reporting Period Open!" Email

Greetings all MSN Directors and Staff:

It is time to conduct the FALL Gravesite Assessment Report (GAR) to assess the gravesite validation, cleanliness, height and alignment of your headstones/markers as well as the avoidance of sunken graves.

Assessments for ALL cemeteries under your management MUST BE completed and entered into the system accurately by COB, 10/31/2014.

A statistically valid random sampling of gravesites has been calculated for all of your national cemeteries. The gravesite assessment worksheets are available for download and print from BOSS.

The assessment criteria is available in the GAR section of the BOSS User Guide. You can access GAR by logging into BOSS.

If you do not have a BOSS account with access to the GAR Menu you must request one through Remedy, which can be found at http://10.228.1.71/arsys/shared/login.jsp

Be sure to provide the Help Desk with the type of GAR access you need (see below):

- Level 1: Business Process Improvement Service User
- Level 2: MSN Official
- Level 3: Cemetery-Level User

For Level 1 and Level 2 users, BOSS can be found at:
http://boss.cem.va.gov/forms/frmservlet?config=nca

For Level 3 users, BOSS can be found at:
http://boss.cem.va.gov/forms/frmservlet?config=nca&width=1300

Please be sure to review the user guides and the assessment criteria. The reliability of NCA's data depends on everyone using the same criteria consistently, across all cemeteries. Complete assessment instructions and Frequently Asked Questions (FAQs) can be found on the NCA Communities of Practice Intranet site at:
http://vaww.nca.vaco.portal.va.gov/sites/41B/COP/default.aspx

Your assessment data MUST be entered into the GAR system. Consult the BOSS User Guide for information pertaining to GAR. The BOSS User Guides can be found at:
http://vaww.cem.va.gov/boss/bossuserguides.htm

FOR MSN OFFICES: Each MSN office will be able to check the status of each cemetery in their MSN during the assessment period through BOSS.

GRAVESITE ASSESSMENT CORRECTIONS AFTER SUBMISSION:

If you have any corrections to your assessment after submission, please contact Christine Booker Hamilton at (202) 461-5681 promptly, but no later than 10/31/2014.

IMPORTANT INFORMATION/CLARIFICATION OF POSTING REQUIREMENTS:

1. In ground gravesites must be assessed for Gravesite Validation (G/VLD), Clean, Height, Plumb, Aligned, and Grade. Enter Yes, No, or N/A. You must provide an explanation in the Comments column if Not Applicable or N/A is entered for any of the Assessment areas.

2. Assess Memorial Wall Marker or Niche Cover for “G/VLD” and “Clean” only. Select N/A for “Height”, “Aligned”, and “Grade”. Leave “Plumb” blank. Select Marker Type “O” for “Other”. The system will auto-generate the comment: “MEM WALL MRK/NICHE”.

3. If an upright headstone has been laid flat on a gravesite due to a tree or to allow for maneuvering of equipment at the end of a row, assess the headstone using criteria for a flat marker. Select “F” (Flat) as the marker type and select “ENCROACHMENT (UPRIGHT LAID FLAT)” from the comments list.

4. If an upright headstone is root/tree bound, assess the headstone for G/VLD” and “Grade”. Select N/A for “Clean”, “Height” and “Aligned”. Leave “Plumb” blank and select “ROOT BOUND/TREE” from the comments list.

5. Memorial Headstones/Markers must be assessed as any other gravesite.

6. A headstone/marker for an Unknown Veteran should be assessed as correctly marked for “G/VLD” if the inscribed gravesite number matches the number shown in BOSS.

7. Private Monuments/Markers must be assessed for “G/VLD” and “Grade”. Select N/A for “Clean”, “Height” and “Aligned”. Leave “Plumb” blank and select “PRIVATE MARKER/MONUMENT” from the comments list.

8. If the worksheet includes a new interment and there is no headstone/marker on the gravesite, assess for “G/VLD” and “Grade” only. Select N/A for “Clean”, “Height”, and “Aligned”. Leave “Plumb” blank and select “NEW INTERMENT/TEMP MRK” from the comments list.

9. If the worksheet includes a gravesite which is in a section under renovation, assess the gravesite for “G/VLD” only. Select N/A for “Clean”, “Height”, “Aligned”, and “Grade”. Leave “Plumb” blank and select “UNDER RENOVATION" from the comments list.

10. If the worksheet includes a decedent in a “MASS BURIAL” gravesite, assess the gravesite for “G/VLD” only. Select N/A for “Clean”, “Height”, “Aligned”, and “Grade”. Leave “Plumb” blank and select “MASS BURIAL G/S” from the comments list.

11. All gravesites with historical headstones/markers should be assessed for ALL categories. If the Historical Headstone/Marker is illegible, mark the record as N/A for “G/VLD” and assess all other categories. Select “HISTORICAL H/M – ILLEGIBLE” from the comments list.

12. There may be an instance where the spouse’s or child’s name is not inscribed on a historical headstone/marker but BOSS shows the decedent’s name. In this case, mark this record as N/A for “G/VLD” and assess all other categories. Select “SPOUSE/CHILD’S NAME NOT ON HEADSTONE/MARKER” from the comments list.

9. Appendix C: Sample Reports and Formula

9.1. Level I: Semi-Annual, Completed Assessment Results by MSN (PDF or XLS)

NCA
Gravesite Assessment Report
MSN III

Gravesite Assessment Report April 2009		Sample Size	Headstone/Marker/Niche Cover (H/M)																										Grave				TOTPOP	WGT	WGTYES
			TYPE			GVLD				CLEAN				HEIGHT				PLUMB				ALIGNED				PROPER HEIGHT AND ALIGNMENT				GRADE						
CEM	NAME		U	F	Ó	yes	no	na	Percent of H/Ms Correctly Marked	yes	no	na	Percent of H/Ms Clean	yes	no	na	Percent of H/Ms at Proper Height	yes	no	na	Percent of H/Ms Plumb	yes	no	na	Percent of H/Ms Properly Aligned	yes	no	na	Percent of H/Ms at Proper Height and Alignment	yes	no	na	Percent of Graves at Proper Grade			
844	FT GIBSON	384	0	384	0	0	0	384	0.0%	384	0	0	100.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	16754	43.6302	16754
851	HOUSTON	384	0	384	0	0	0	384	0.0%	384	0	0	100.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	58043	151.154	58043
854	KERRVILLE	210	0	210	0	0	0	210	0.0%	210	0	0	100.0%	210	0	0	100.0%	0	0	0	0.0%	210	0	0	100.0%	210	0	0	100.0%	210	0	0	100.0%	461	2.19521	461
873	SAN ANTONIO	339	0	339	0	0	0	339	0.0%	339	0	0	100.0%	339	0	0	100.0%	0	0	0	0.0%	339	0	0	100.0%	339	0	0	100.0%	339	0	0	100.0%	2865	8.45133	2865
884	BLACK HILLS	384	0	384	0	0	0	384	0.0%	384	0	0	100.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	17135	44.6224	17135
885	FT BAYARD	347	0	347	0	0	0	347	0.0%	347	0	0	100.0%	347	0	0	100.0%	0	0	0	0.0%	347	0	0	100.0%	347	0	0	100.0%	347	0	0	100.0%	3563	10.268	3563
886	FT BLISS	384	0	384	0	0	0	384	0.0%	384	0	0	100.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	36366	94.7031	36366
887	FT LEAVENWORTH	384	0	384	0	0	0	384	0.0%	0	384	0	0.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	17488	45.5417	0
888	FT LYON	320	0	320	0	0	0	320	0.0%	0	320	0	0.0%	320	0	0	100.0%	0	0	0	0.0%	320	0	0	100.0%	320	0	0	100.0%	320	0	0	100.0%	1907	5.95938	0
890	FT MCPHERSON	364	0	364	0	0	0	364	0.0%	0	364	0	0.0%	364	0	0	100.0%	0	0	0	0.0%	364	0	0	100.0%	364	0	0	100.0%	364	0	0	100.0%	6852	18.8242	0
891	FT MEADE	128	0	128	0	0	0	128	0.0%	0	128	0	0.0%	128	0	0	100.0%	0	0	0	0.0%	128	0	0	100.0%	128	0	0	100.0%	128	0	0	100.0%	191	1.49219	0
893	FT SCOTT	356	0	356	0	0	0	356	0.0%	0	356	0	0.0%	356	0	0	100.0%	0	0	0	0.0%	356	0	0	100.0%	356	0	0	100.0%	356	0	0	100.0%	4938	13.8708	0
896	HOT SPRINGS	305	0	305	0	0	0	305	0.0%	0	305	0	0.0%	305	0	0	100.0%	0	0	0	0.0%	305	0	0	100.0%	305	0	0	100.0%	305	0	0	100.0%	1482	4.85902	0
897	LEAVENWORTH	384	0	384	0	0	0	384	0.0%	0	384	0	0.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	27573	71.8047	0
904	SANTA FE	384	0	384	0	0	0	384	0.0%	0	384	0	0.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	35540	92.5521	0
916	DALLAS - FT. WORTH	384	0	384	0	0	0	384	0.0%	0	384	0	0.0%	384	0	0	100.0%	0	0	0	0.0%	384	0	0	100.0%	384	0	0	100.0%	384	0	0	100.0%	21721	56.5651	0
926	FT SILL	323	0	323	0	0	0	323	0.0%	0	323	0	0.0%	323	0	0	100.0%	0	0	0	0.0%	323	0	0	100.0%	323	0	0	100.0%	323	0	0	100.0%	2020	6.25387	0
17	MSN III - DENVER	5764	0	5764	0	0	0	5764	0.0%	2432	3332	0	53.0%	5764	0	0	100.0%	0	0	0	0.0%	5764	0	0	100.0%	5764	0	0	100.0%	5764	0	0	100.0%	254899	44.2226	107549

Figure 55. Level I User Report: Semi-Annual, Completed Assessment Results by MSN (PDF)

Formula:
All Percentage Columns (in blue) are calculated as follows:

% = Yes / (Yes+No)

The MSN Total line for the columns Sample, "U", "F", yes, no, and na is a summation of all cemeteries for the MSN but each percentage column (last line in blue) are calculated as follows:

Total % (weighted) = ∑WeightedYes / ∑TotalPopulation (the numbers in red above)

where WeightedYes = WeightedPopulation * "Yes" column

where WeightedPopulation is the Population of each cemetery / Sample population, represented by "Wgt=Tot/Sample" column on the picture above

WeightedYes on the picture above is represented by the "Wgt*Yes" green column

TotalPopulation is the gravesite quantity of a cemetery, represented by the TotPop green column from the picture above.

Example: % Headstone & Markers Clean = 100 * **107549** / **254899** **= 42.2%**

9.2. Level I: Semi-Annual, Completed Assessment Results by NCA (PDF or XLS)

NCA
Gravesite Assessment Report
October 2009

Gravesite Assessment Report October 2009	Headstone/Marker/Niche Cover (H/M)																											Grave			
		TYPE			G/VLD			Percent of H/Ms Correctly Marked	CLEAN			Percent of H/Ms Clean	HEIGHT			Percent of H/Ms at Proper Height	PLUMB			Percent of H/Ms Plumb	ALIGNED			Percent of H/Ms Properly Aligned	PROPER HEIGHT AND ALIGNMENT			Percent of H/Ms at Proper Height and Align-ment	GRADE			Percent of Graves at Proper Grade
NAME		U	F	O	yes	no	na	un-weighted	yes	no	na	weighted %	yes	no	na	weighted %	yes	no	na	un-weighted	yes	no	na	weighted %	yes	no	na	weighted %	yes	no	na	weighted %
NATIONAL TOTALS	1123	48	2	1	6	13	1104	31.6%	24	12	1	0.1%	22	11	3	0.1%	1	5	3	16.7%	25	10	2	0.1%	0	46	4	0.0%	23	12	2	0.1%
MSN 1 - PHILADELPHIA	308	29	2	1	5	9	294	35.7%	19	10	1	3.3%	19	9	3	3.3%	1	3	3	25.0%	22	7	2	3.8%	0	27	4	0.0%	21	8	2	3.7%
MSN 2 - ATLANTA	7	0	0	0	1	2	4	33.3%	1	2	0	14.3%	0	2	0	0.0%	0	0	0	0.0%	0	3	0	0.0%	0	0	0	0.0%	0	3	0	0.0%
MSN 4 - INDIANAPOLIS	46	19	0	0	0	2	44	0.0%	4	0	0	8.7%	3	0	0	6.5%	0	2	0	0.0%	3	0	0	6.5%	0	19	0	0.0%	2	1	0	4.3%
MSN 5 - OAKLAND	762	0	0	0	0	0	762	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%

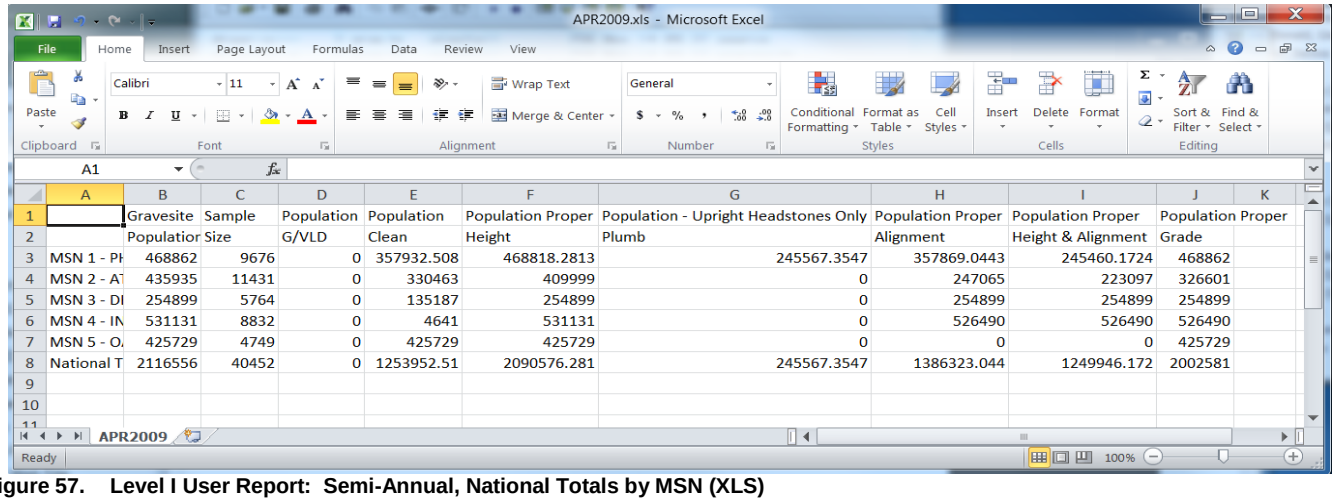
*Data were weighted at the National and MSN levels to be proportionate to actual gravesite populations and NA's were excluded from analysis. The weighted figure represents NCA's and each of the MSN's performance level.

Figure 56. Level I User Report: Semi-Annual, Completed Assessment Results by NCA (PDF)

The formula is the same as the computation for the total line in section 9.1. As you will notice, the MSN 1 Total line from section 9.1 is the same as the MSN 1 on the above report.

The calculation for the National Totals is the same approach but taking in consideration all of the cemeteries.

9.3. Level I: Semi-Annual, National Totals by MSN (XLS)

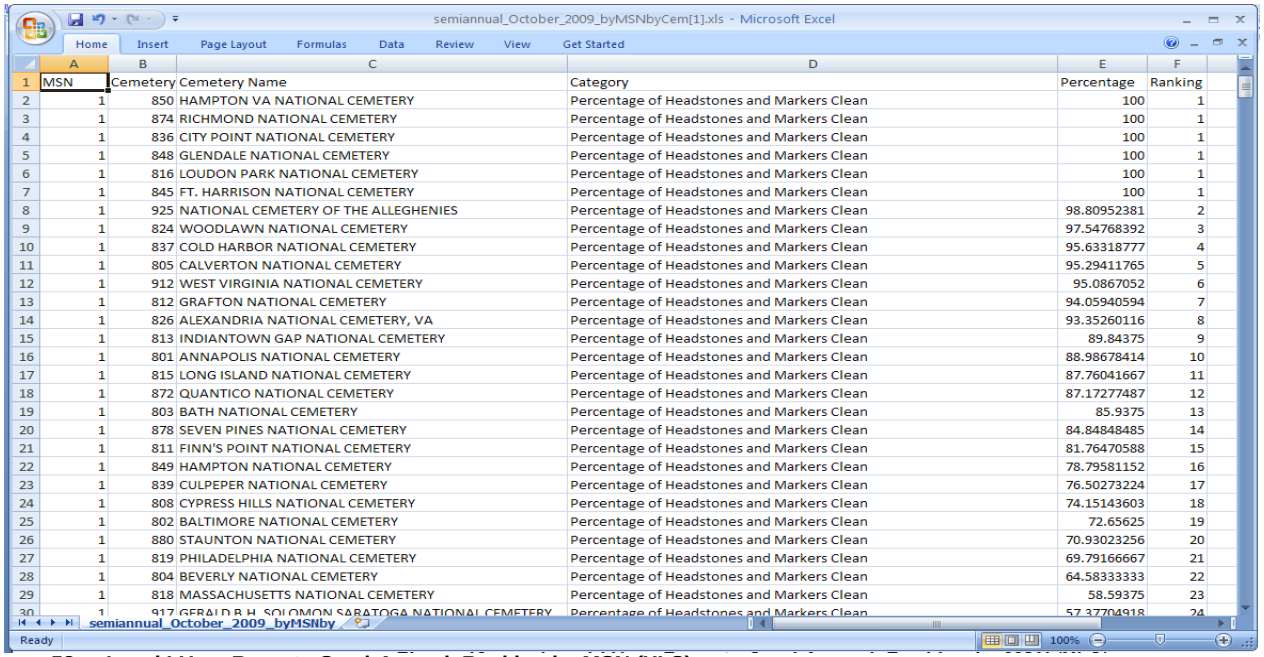


	A	B	C	D	E	F	G	H	I	J	K
1		Gravesite	Sample	Population	Population	Population Proper	Population - Upright Headstones Only	Population Proper	Population Proper	Population Proper	
2		Population	Size	G/VLD	Clean	Height	Plumb	Alignment	Height & Alignment	Grade	
3	MSN 1 - PH	468862	9676	0	357932.508	468818.2813	245567.3547	357869.0443	245460.1724	468862	
4	MSN 2 - AT	435935	11431	0	330463	409999	0	247065	223097	326601	
5	MSN 3 - DI	254899	5764	0	135187	254899	0	254899	254899	254899	
6	MSN 4 - IN	531131	8832	0	4641	531131	0	526490	526490	526490	
7	MSN 5 - OA	425729	4749	0	425729	425729	0	0	0	425729	
8	National T	2116556	40452	0	1253952.51	2090576.281	245567.3547	1386323.044	1249946.172	2002581	
9											
10											
11											

Figure 57. Level I User Report: Semi-Annual, National Totals by MSN (XLS)

Formula:
Gravesite Population = sum of gravesite quantities of cemeteries
Sample Size = sum of sample size quantities of cemeteries
Population Clean = (Gravesite Population / Sample Size) * sum of "Yes". Note the "Yes" column is not shown. Please see section 9.1 for detailed data and sample calculation. The rest of the "Population" columns use the same formula.

9.4. Level I: Semi-Annual, Ranking by MSN (XLS)



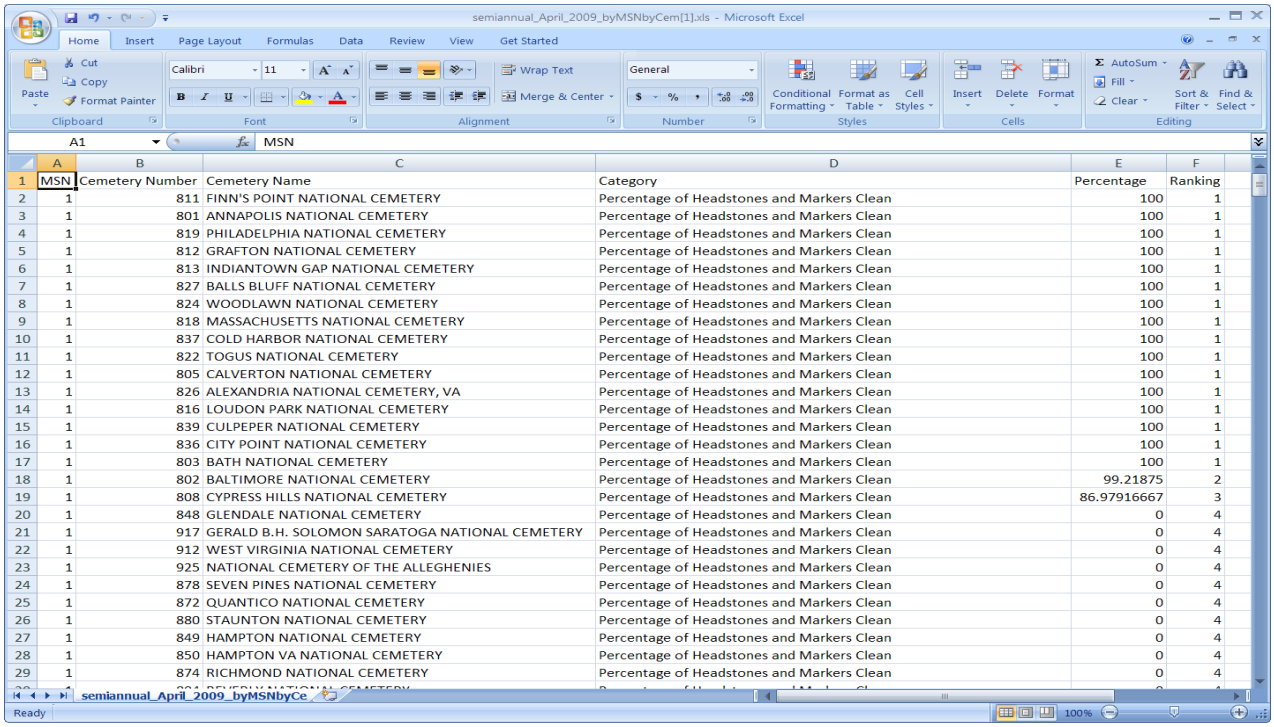
semiannual_October_2009_byMSNbyCem[1].xls - Microsoft Excel

MSN	Cemetery	Cemetery Name	Category	Percentage	Ranking
1	850	HAMPTON VA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	874	RICHMOND NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	836	CITY POINT NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	848	GLENDALE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	816	LOUDON PARK NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	845	FT. HARRISON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	925	NATIONAL CEMETERY OF THE ALLEGHENIES	Percentage of Headstones and Markers Clean	98.80952381	2
1	824	WOODLAWN NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	97.54768392	3
1	837	COLD HARBOR NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	95.63318777	4
1	805	CALVERTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	95.29411765	5
1	912	WEST VIRGINIA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	95.0867052	6
1	812	GRAFTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	94.05940594	7
1	826	ALEXANDRIA NATIONAL CEMETERY, VA	Percentage of Headstones and Markers Clean	93.35260116	8
1	813	INDIANTOWN GAP NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	89.84375	9
1	801	ANNAPOLIS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	88.98678414	10
1	815	LONG ISLAND NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	87.76041667	11
1	872	QUANTICO NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	87.17277487	12
1	803	BATH NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	85.9375	13
1	878	SEVEN PINES NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	84.84848485	14
1	811	FINN'S POINT NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	81.76470588	15
1	849	HAMPTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	78.79581152	16
1	839	CULPEPER NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	76.50273224	17
1	808	CYPRESS HILLS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	74.15143603	18
1	802	BALTIMORE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	72.65625	19
1	880	STAUNTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	70.93023256	20
1	819	PHILADELPHIA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	69.79166667	21
1	804	BEVERLY NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	64.58333333	22
1	818	MASSACHUSETTS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	58.59375	23
1	917	GERALD B.H. SOLOMON SARATOGA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	57.37704918	24

Figure 58. Level I User Report: Semi-Annual, Ranking by MSN (XLS)

The above is calculated the same concept as section 9.1, however it is ranked using the function dense_rank () in order by MSN ID.

9.5. Level I: Semi-Annual, Ranking by NCA (XLS)



semiannual_April_2009_byMSNbyCem[1].xls - Microsoft Excel

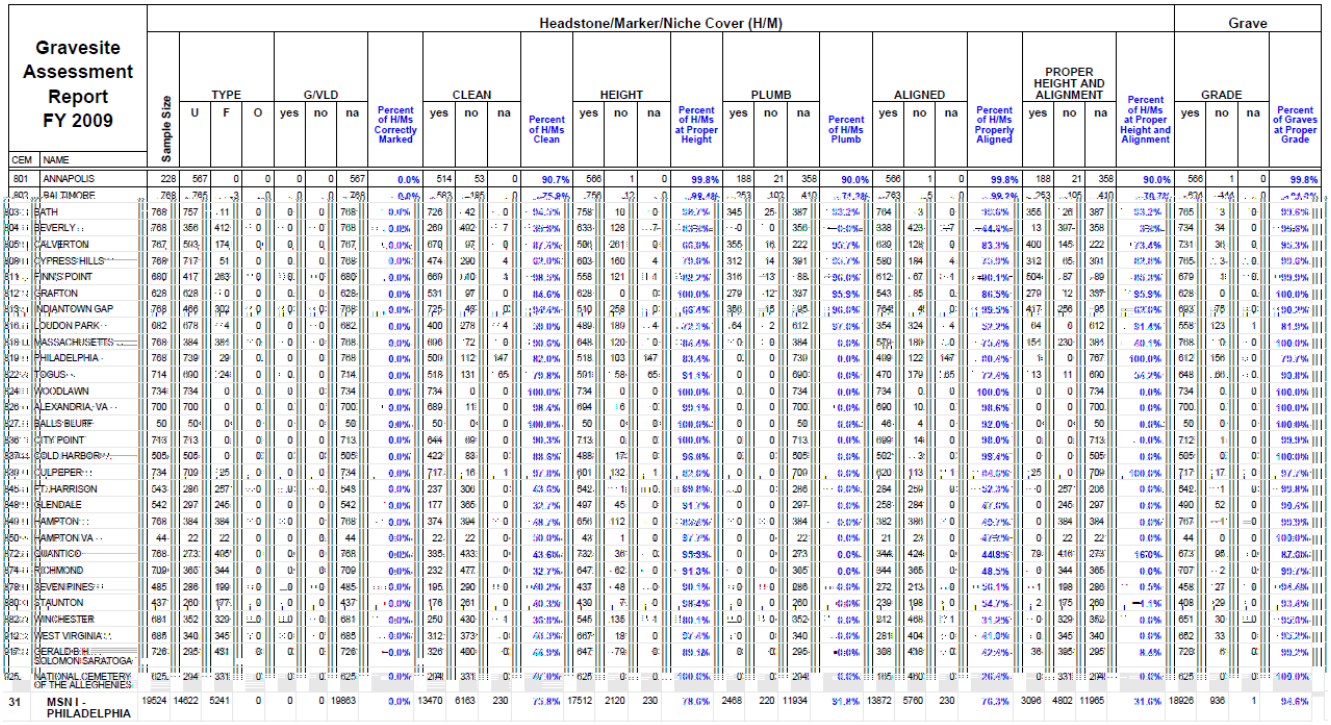
MSN	Cemetery Number	Cemetery Name	Category	Percentage	Ranking
1	811	FINN'S POINT NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	801	ANNAPOLIS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	819	PHILADELPHIA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	812	GRAFTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	813	INDIANTOWN GAP NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	827	BALLS BLUFF NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	824	WOODLAWN NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	818	MASSACHUSETTS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	837	COLD HARBOR NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	822	TOGUS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	805	CALVERTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	826	ALEXANDRIA NATIONAL CEMETERY, VA	Percentage of Headstones and Markers Clean	100	1
1	816	LOUDON PARK NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	839	CULPEPER NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	836	CITY POINT NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	803	BATH NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	802	BALTIMORE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	99.21875	2
1	808	CYPRESS HILLS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	86.97916667	3
1	848	GLENDALE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	917	GERALD B.H. SOLOMON SARATOGA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	912	WEST VIRGINIA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	925	NATIONAL CEMETERY OF THE ALLEGHENIES	Percentage of Headstones and Markers Clean	0	4
1	878	SEVEN PINES NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	872	QUANTICO NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	880	STAUNTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	849	HAMPTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	850	HAMPTON VA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4
1	874	RICHMOND NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	0	4

Figure 59. Level I User Report: Semi-Annual, Ranking by NCA (XLS)

Formula is the same as section 9.4

9.6. Level I: FY Report, Consolidated Assessment Results by MSN (PDF or XLS)

NCA
Gravesite Assessment Report FY 2009
MSN 1



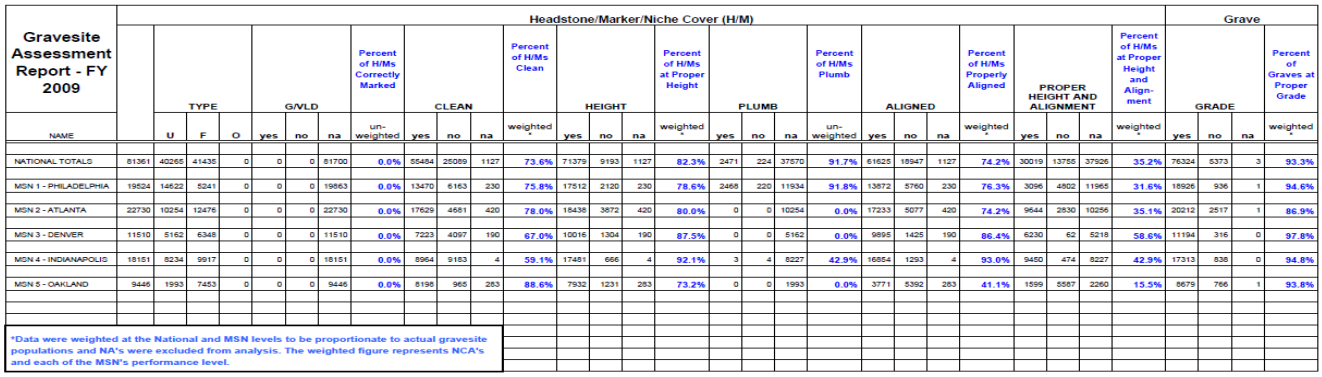
Gravesite Assessment Report FY 2009		Headstone/Marker/Niche Cover (H/M)																											Grave			
			TYPE			G/VLD				CLEAN				HEIGHT				PLUMB				ALIGNED				PROPER HEIGHT AND ALIGNMENT				GRADE			
CEM	NAME	Sample Size	U	F	O	yes	no	na	Percent of H/Ms Correctly Marked	yes	no	na	Percent of H/Ms Clean	yes	no	na	Percent of H/Ms at Proper Height	yes	no	na	Percent of H/Ms Plumb	yes	no	na	Percent of H/Ms Properly Aligned	yes	no	na	Percent of H/Ms at Proper Height and Alignment	yes	no	na	Percent of Graves at Proper Grade
801	ANNAPOLIS	228	567	0	0	0	0	567	0.0%	514	53	0	90.7%	566	1	0	99.8%	188	21	358	90.0%	566	1	0	99.8%	188	21	358	90.0%	566	1	0	99.8%
803	BALTIMORE	768	765	3	0	0	0	768	0.0%	580	185	0	75.5%	756	12	0	98.4%	253	103	410	74.3%	763	5	0	99.3%	253	105	410	73.7%	494	44	0	91.8%
804	BATH	768	757	11	0	0	0	768	0.0%	726	42	0	94.5%	758	10	0	98.7%	345	25	387	93.2%	764	3	0	99.6%	356	26	387	93.2%	765	3	0	99.6%
805	BEVERLY	768	356	412	0	0	0	768	0.0%	269	492	7	35.0%	633	128	7	83.5%	0	0	356	0.0%	338	423	7	44.9%	13	397	358	3.5%	734	34	0	95.6%
806	CALVERTON	767	593	174	0	0	0	767	0.0%	670	97	0	87.3%	506	261	0	66.0%	355	16	222	93.7%	639	128	0	83.3%	400	145	222	73.4%	731	36	0	95.3%
809	CYPRESS HILLS	768	717	51	0	0	0	768	0.0%	474	290	4	62.0%	603	160	4	79.0%	312	14	391	82.7%	580	184	4	75.9%	312	65	391	82.8%	765	3	0	99.6%
811	FINNS POINT	680	417	263	0	0	0	680	0.0%	669	10	3	98.5%	558	121	1	82.2%	316	13	88	96.0%	612	67	1	90.1%	504	87	89	85.2%	679	1	0	99.9%
812	GRAFTON	628	628	0	0	0	0	628	0.0%	531	97	0	84.6%	628	0	0	100.0%	279	12	337	95.9%	543	85	0	86.5%	270	12	337	95.9%	628	0	0	100.0%
813	INDIANTOWN GAP	768	466	302	0	0	0	768	0.0%	725	43	0	94.4%	510	258	0	66.4%	356	16	85	96.0%	756	4	0	99.5%	417	256	85	63.0%	693	75	0	90.2%
816	LOUDON PARK	682	678	4	0	0	0	682	0.0%	400	278	4	58.8%	489	189	4	72.3%	64	2	612	97.0%	354	324	4	52.2%	64	6	612	91.4%	558	123	1	81.9%
818	MASSACHUSETTS	768	384	384	0	0	0	768	0.0%	696	72	0	90.6%	648	120	0	86.4%	0	0	384	0.0%	576	180	0	75.0%	154	230	384	40.1%	768	0	0	100.0%
819	PHILADELPHIA	768	739	29	0	0	0	768	0.0%	509	112	147	82.0%	518	103	147	83.4%	0	0	739	0.0%	499	122	147	80.4%	8	0	767	100.0%	612	156	0	79.7%
822	TOGUS	714	690	24	0	0	0	714	0.0%	518	131	65	79.8%	591	58	65	91.1%	0	0	690	0.0%	470	379	65	72.4%	13	11	690	94.2%	648	66	0	90.8%
824	WOODLAWN	734	734	0	0	0	0	734	0.0%	734	0	0	100.0%	734	0	0	100.0%	0	0	734	0.0%	734	0	0	100.0%	0	0	734	0.0%	734	0	0	100.0%
826	ALEXANDRIA, VA	700	700	0	0	0	0	700	0.0%	689	11	0	98.4%	694	6	0	99.1%	0	0	700	0.0%	690	10	0	98.6%	0	0	700	0.0%	700	0	0	100.0%
827	BALLS BLUFF	50	50	0	0	0	0	50	0.0%	50	0	0	100.0%	50	0	0	100.0%	0	0	50	0.0%	46	4	0	92.0%	0	0	50	0.0%	50	0	0	100.0%
828	CITY POINT	713	713	0	0	0	0	713	0.0%	644	69	0	90.3%	713	0	0	100.0%	0	0	713	0.0%	699	14	0	98.0%	0	0	713	0.0%	712	1	0	99.9%
833	GOLD HARBOR	505	505	0	0	0	0	505	0.0%	422	83	0	83.6%	488	17	0	96.6%	0	0	505	0.0%	502	3	0	99.4%	0	0	505	0.0%	505	0	0	100.0%
840	CULPEPER	734	709	25	0	0	0	734	0.0%	717	16	1	97.8%	601	132	1	82.0%	0	0	709	0.0%	620	113	1	84.6%	25	0	709	100.0%	717	17	0	97.7%
845	FT HARRISON	543	280	257	0	0	0	543	0.0%	237	306	0	43.6%	542	1	0	99.8%	0	0	280	0.0%	284	259	0	52.3%	0	257	286	0.0%	542	1	0	99.8%
848	GLENDALE	542	297	245	0	0	0	542	0.0%	177	365	0	32.7%	497	45	0	91.7%	0	0	297	0.0%	258	284	0	47.6%	0	245	297	0.0%	490	52	0	90.4%
849	HAMPTON	768	384	384	0	0	0	768	0.0%	374	394	0	48.7%	656	112	0	85.4%	0	0	384	0.0%	382	386	0	49.7%	0	384	384	0.0%	767	1	0	99.9%
850	HAMPTON VA	44	22	22	0	0	0	44	0.0%	22	22	0	50.0%	43	1	0	97.7%	0	0	22	0.0%	21	23	0	47.7%	0	22	22	0.0%	44	0	0	100.0%
872	QUANTICO	768	273	495	0	0	0	768	0.0%	335	433	0	43.6%	732	36	0	95.3%	0	0	273	0.0%	344	424	0	44.8%	78	416	274	16.0%	673	95	0	87.6%
874	RICHMOND	709	360	344	0	0	0	709	0.0%	232	477	0	32.7%	647	62	0	91.3%	0	0	365	0.0%	344	365	0	48.5%	0	344	365	0.0%	707	2	0	99.7%
879	SEVEN PINES	485	286	199	0	0	0	485	0.0%	195	290	0	40.2%	437	48	0	90.1%	0	0	286	0.0%	272	213	0	56.1%	1	198	286	0.5%	458	27	0	94.4%
880	STAUNTON	437	260	177	0	0	0	437	0.0%	176	261	0	40.3%	430	7	0	98.4%	0	0	260	0.0%	239	198	0	54.7%	2	175	260	1.1%	408	29	0	93.6%
882	WINCHESTER	681	352	329	0	0	0	681	0.0%	250	430	1	36.8%	545	135	1	80.1%	0	0	352	0.0%	312	468	1	44.9%	0	329	352	0.0%	651	30	0	95.6%
883	WEST VIRGINIA	685	340	345	0	0	0	685	0.0%	312	373	0	45.5%	667	18	0	97.4%	0	0	340	0.0%	281	404	0	41.0%	3	345	340	0.0%	662	33	0	95.2%
915	GERALD B H SOLOMON SARATOGA	726	295	431	0	0	0	726	0.0%	326	400	0	44.9%	647	79	0	89.1%	0	0	295	0.0%	328	398	0	45.0%	36	395	295	8.4%	720	6	0	99.2%
925	NATIONAL CEMETERY OF THE ALLEGHENIES	625	294	331	0	0	0	625	0.0%	294	331	0	47.0%	625	0	0	100.0%	0	0	294	0.0%	185	440	0	29.6%	0	331	294	0.0%	625	0	0	100.0%
31	MSN 1 - PHILADELPHIA	19524	14622	5241	0	0	0	19863	0.0%	13470	6163	230	75.8%	17512	2120	230	78.6%	2468	220	11934	91.8%	13872	5760	230	76.3%	3096	4802	11965	31.6%	18926	936	1	94.6%

Figure 60. Level I User Report: FY Report, Consolidated Assessment Results by MSN (PDF)

Formula is the same as section 9.1

9.7. Level I: FY Report, Consolidated Assessment Results by NCA (PDF or XLS)

NCA
Gravesite Assessment Report
FY 2009



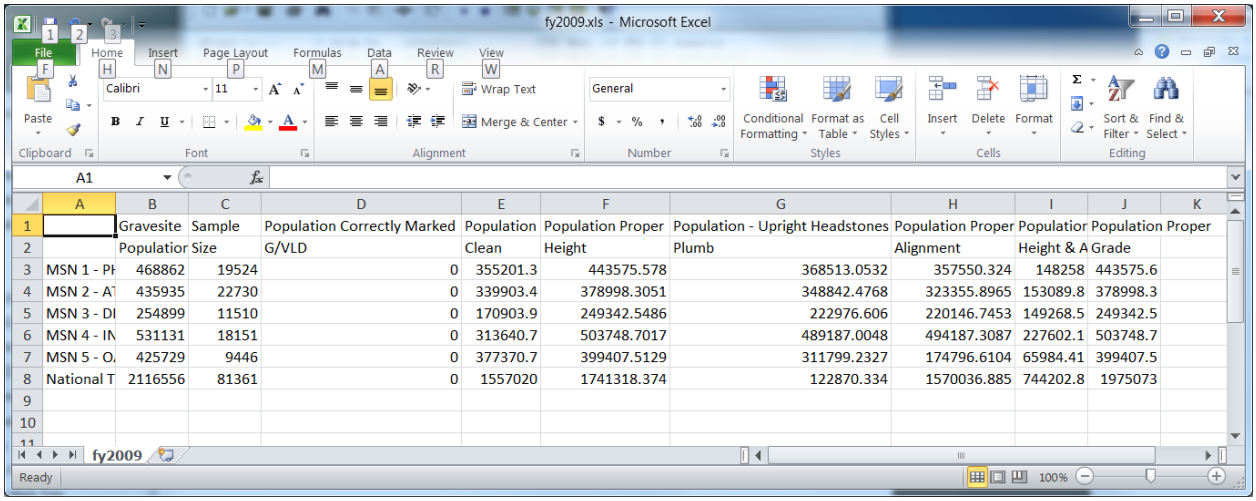
Gravesite Assessment Report - FY 2009		Headstone/Marker/Niche Cover (H/M)																												Grave			
			TYPE			G/VLD			Percent of H/Ms Correctly Marked	CLEAN			Percent of H/Ms Clean	HEIGHT			Percent of H/Ms at Proper Height	PLUMB			Percent of H/Ms Plumb	ALIGNED			Percent of H/Ms Properly Aligned	PROPER HEIGHT AND ALIGNMENT			Percent of H/Ms at Proper Height and Align-ment	GRADE			Percent of Graves at Proper Grade
NAME		U	F	O	yes	no	na	un-weighted	yes	no	na	weighted *	yes	no	na	weighted *	yes	no	na	un-weighted	yes	no	na	weighted *	yes	no	na	weighted *	yes	no	na	weighted *
NATIONAL TOTALS	61361	40265	41436	0	0	0	61700	0.0%	55484	25089	1127	73.6%	71379	9193	1127	82.3%	2471	224	37570	91.7%	61625	18947	1127	74.2%	30019	13755	37926	35.2%	76324	5373	3	93.3%
MSN 1 - PHILADELPHIA	19524	14622	5241	0	0	0	19863	0.0%	13470	6163	230	75.8%	17512	2120	230	78.6%	2468	220	11934	91.8%	13872	5760	230	76.3%	3096	4802	11965	31.6%	18926	936	1	94.6%
MSN 2 - ATLANTA	22730	10254	12476	0	0	0	22730	0.0%	17629	4681	420	78.0%	18436	3872	420	80.0%	0	0	10254	0.0%	17233	5077	420	74.2%	9644	2830	10256	35.1%	20212	2517	1	86.9%
MSN 3 - DENVER	11510	5162	6348	0	0	0	11510	0.0%	7223	4097	190	67.0%	10016	1304	190	87.5%	0	0	5162	0.0%	9895	1425	190	86.4%	6230	62	5218	58.6%	11194	316	0	97.8%
MSN 4 - INDIANAPOLIS	18151	8234	9917	0	0	0	18151	0.0%	8964	9183	4	59.1%	17481	666	4	92.1%	3	4	8227	42.9%	16854	1293	4	93.0%	9460	474	8227	42.9%	17313	838	0	94.8%
MSN 5 - OAKLAND	9446	1993	7453	0	0	0	9446	0.0%	8196	965	283	88.6%	7932	1231	283	73.2%	0	0	1993	0.0%	3771	5392	283	41.1%	1599	5587	2260	15.5%	8679	766	1	93.8%

*Data were weighted at the National and MSN levels to be proportionate to actual gravesite populations and NA's were excluded from analysis. The weighted figure represents NCA's and each of the MSN's performance level.

Figure 61. Level I User Report: FY Report, Consolidated Assessment Results by NCA (PDF)

Formula is the same as section 9.2

9.8. Level I: Fiscal Year Annual Report, National Totals by MSN (XLS)

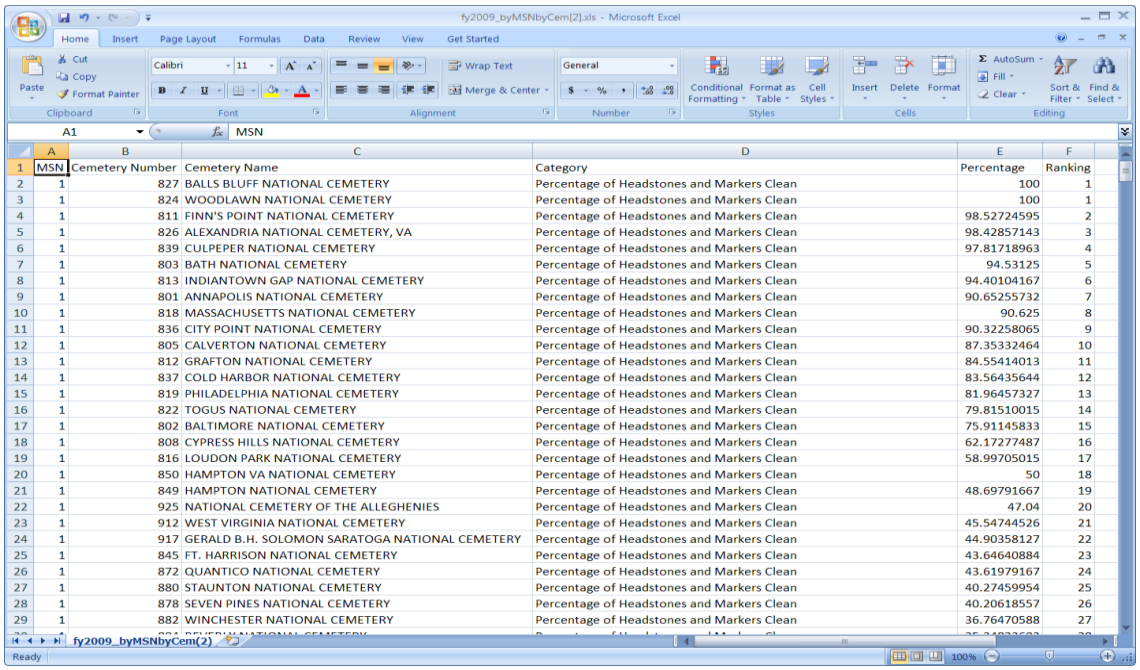


	A	B	C	D	E	F	G	H	I	J	K
1		Gravesite	Sample	Population Correctly Marked	Population	Population Proper	Population - Upright Headstones	Population Proper	Populatior	Population Proper	
2		Populatior	Size	G/VLD	Clean	Height	Plumb	Alignment	Height & A	Grade	
3	MSN 1 - PI	468862	19524	0	355201.3	443575.578	368513.0532	357550.324	148258	443575.6	
4	MSN 2 - A	435935	22730	0	339903.4	378998.3051	348842.4768	323355.8965	153089.8	378998.3	
5	MSN 3 - DI	254899	11510	0	170903.9	249342.5486	222976.606	220146.7453	149268.5	249342.5	
6	MSN 4 - IN	531131	18151	0	313640.7	503748.7017	489187.0048	494187.3087	227602.1	503748.7	
7	MSN 5 - O	425729	9446	0	377370.7	399407.5129	311799.2327	174796.6104	65984.41	399407.5	
8	National T	2116556	81361	0	1557020	1741318.374	122870.334	1570036.885	744202.8	1975073	
9											
10											

Figure 62. Level I User Report: Fiscal Year Annual Report, National Totals by MSN (XLS)

Formula is the same as section 9.3.

9.9. Level I: Fiscal Year Annual Report, Ranking by MSN (XLS)

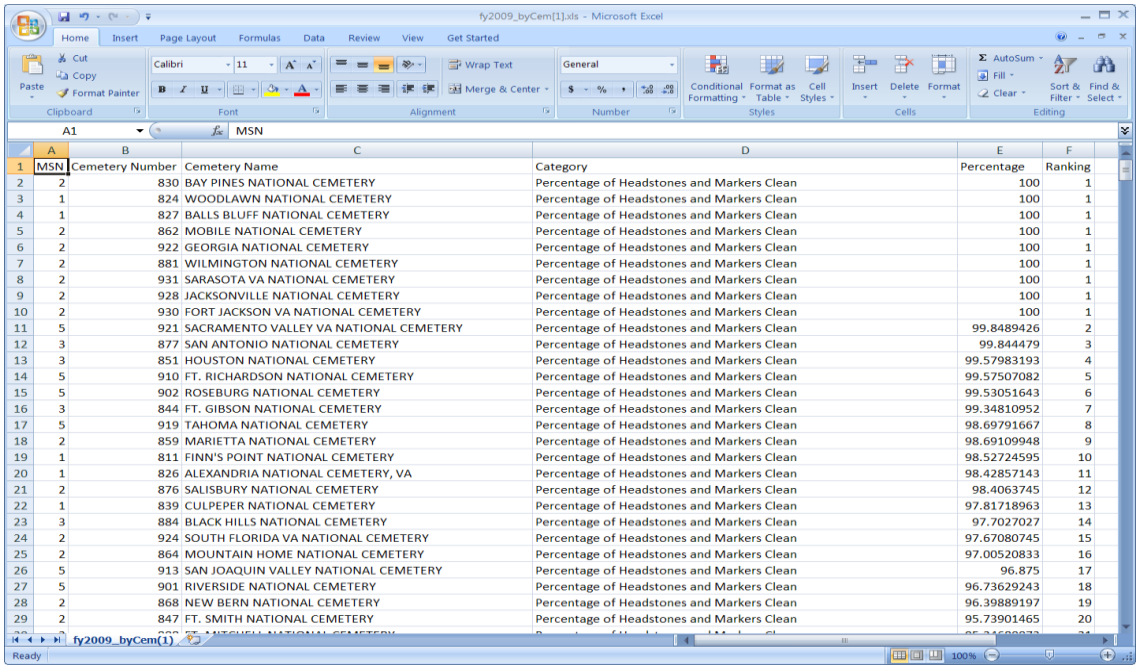


MSN	Cemetery Number	Cemetery Name	Category	Percentage	Ranking
1	827	BALLS BLUFF NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	824	WOODLAWN NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	811	FINN'S POINT NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	98.52724595	2
1	826	ALEXANDRIA NATIONAL CEMETERY, VA	Percentage of Headstones and Markers Clean	98.42857143	3
1	839	CULPEPER NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	97.81718963	4
1	803	BATH NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	94.53125	5
1	813	INDIANTOWN GAP NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	94.40104167	6
1	801	ANNAPOLIS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	90.65255732	7
1	818	MASSACHUSETTS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	90.625	8
1	836	CITY POINT NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	90.32258065	9
1	805	CALVERTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	87.35332464	10
1	812	GRAFTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	84.55414013	11
1	837	COLD HARBOR NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	83.56435644	12
1	819	PHILADELPHIA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	81.96457327	13
1	822	TOGUS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	79.81510015	14
1	802	BALTIMORE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	75.91145833	15
1	808	CYPRESS HILLS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	62.17277487	16
1	816	LOUDON PARK NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	58.99705015	17
1	850	HAMPTON VA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	50	18
1	849	HAMPTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	48.69791667	19
1	925	NATIONAL CEMETERY OF THE ALLEGHENIES	Percentage of Headstones and Markers Clean	47.04	20
1	912	WEST VIRGINIA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	45.54744526	21
1	917	GERALD B.H. SOLOMON SARATOGA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	44.90358127	22
1	845	FT. HARRISON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	43.64640884	23
1	872	QUANTICO NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	43.61979167	24
1	880	STAUNTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	40.27459954	25
1	878	SEVEN PINES NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	40.20618557	26
1	882	WINCHESTER NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	36.76470588	27

Figure 63. Level I User Report: Fiscal Year Annual Report, Ranking by MSN (XLS)

Formula is the same as section 9.4.

9.10. Level I: Fiscal Year Annual Report, Ranking by NCA (XLS)



MSN	Cemetery Number	Cemetery Name	Category	Percentage	Ranking
2	830	BAY PINES NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	824	WOODLAWN NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
1	827	BALLS BLUFF NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
2	862	MOBILE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
2	922	GEORGIA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
2	881	WILMINGTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
2	931	SARASOTA VA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
2	928	JACKSONVILLE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
2	930	FORT JACKSON VA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	100	1
5	921	SACRAMENTO VALLEY VA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	99.8489426	2
3	877	SAN ANTONIO NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	99.844479	3
3	851	HOUSTON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	99.57983193	4
5	910	FT. RICHARDSON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	99.57507082	5
5	902	ROSEBURG NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	99.53051643	6
3	844	FT. GIBSON NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	99.34810952	7
5	919	TAHOMA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	98.69791667	8
2	859	MARIETTA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	98.69109948	9
1	811	FINN'S POINT NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	98.52724595	10
1	826	ALEXANDRIA NATIONAL CEMETERY, VA	Percentage of Headstones and Markers Clean	98.42857143	11
2	876	SALISBURY NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	98.4063745	12
1	839	CULPEPER NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	97.81718963	13
3	884	BLACK HILLS NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	97.7027027	14
2	924	SOUTH FLORIDA VA NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	97.67080745	15
2	864	MOUNTAIN HOME NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	97.00520833	16
5	913	SAN JOAQUIN VALLEY NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	96.875	17
5	901	RIVERSIDE NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	96.73629243	18
2	868	NEW BERN NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	96.39889197	19
2	847	FT. SMITH NATIONAL CEMETERY	Percentage of Headstones and Markers Clean	95.73901465	20

Figure 64. Level I User Report: Fiscal Year Annual Report, Ranking by NCA (XLS)

Formula is the same as section 9.4.

9.11. Level I: Cemetery Assessment Results (PDF or XLS)

MSN V	TYPE			Sample Size	G/VLD			% Correct	Clean			% Clean	Height			% Height	Plumb			% Plumb	Aligned			% Aligned	Grade			% Grade
Cemetery	U	F	O		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A	
BAKERSFIELD VA NATIONAL CEMETERY	11	20	18	49	37	11	1	77.08%	32	15	2	68.09%	19	10	20	65.52%	4	6	1	40.0%	19	10	20	65.52%	18	13	18	58.06%
October 2016					49				49				49				11				49				49			

National Cemetery Gravesite Assessment Results (929)

Found a total of 49 Sample Graves.

							TYPE			G/VLD			CLEAN			HEIGHT			PLUMB		ALIGNED			GRADE			
Sect	Row	Site	First	Middle	Last	Suffix	U	F	O	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Front	Side	Yes	No	N/A	Yes	No	N/A	Comments
1	0	22	OSCARR		KINDLERR		*			*			*			*			A	A	*			*			
11	0	11	HAPPY		DAYS		*			*			*			*			A	B		*			*		
11	0	12	FREDDY		KRUGER		*			*			*				*		C	D		*		*			
11	0	212	ROBO		COP	JR		*		*				*			*					*		*			
12	0	33	HUGH		MASON			*		*				*		*					*			*			
12	0	42	CAT		WOMEN			*			*			*		*					*			*			MISMARKED NAME ERR ON H/M
12	0	259	JASON		VORHEES			*			*				*			*				*		*			MISMARKED WRONG # ON H/M
18	0	1	JOE		VETERAN				*	*			*					*					*			*	MEM WALL MRK/NICHE
18	0	2	JOHN		DOE				*	*				*				*					*			*	MEM WALL MRK/NICHE
18	0	3	JOHN		SMITH				*		*			*				*					*			*	MEM WALL MRK/NICHE UNMARKED

Figure 65. Level I User Report: Cemetery Assessment Results (PDF)

Formula for the % column is the same as section 9.1. The rest of the columns are taken from the database based on what was entered by end-user.

9.12. Level I: Cemetery Assessment Status

Gravesite Assessment Status

DONE	MSN/STATION	CEMETERY NAME	CITY	STATE
0/2	1/802	BALTIMORE NATIONAL CEMETERY	BALTIMORE	MD
0/13	1/803	BATH NATIONAL CEMETERY	BATH	NY
0/1	1/805	CALVERTON NATIONAL CEMETERY	CALVERTON	NY
Y	1/872	QUANTICO NATIONAL CEMETERY	TRIANGLE	VA
0/1	1/917	GERALD B.H. SOLOMON SARATOGA NATIONAL CEMETERY	SCHUYLERVILLE	NY
Y	1/925	NATIONAL CEMETERY OF THE ALLEGHENIES	BRIDGEVILLE	PA
0/1	1/926	WASHINGTON CROSSING NATIONAL CEMETERY	NEWTOWN	PA
Y	2/860	MEMPHIS NATIONAL CEMETERY	MEMPHIS	TN

Figure 66. Level I User Report: Cemetery Assessment Status

9.13 Level 1: Semi-Annual, Out of Plumb Report by MSN

NCA
Out of Plumb Report
MSN I

Out of Plumb Report Plumb = 89-90 Degrees April 2009		Total Upright Head stones Y+N	Total Upright Headstones Out of Plumb		B (88.0 -88.9 Degrees)		C (87.0-87.9 Degrees)		D (<86.9)	
CEM	NAME		Count	Percent	Count	Percent	Count	Percent	Count	Percent
801	ANNAPOLIS	209	21	10.0%	21	10.0%	0	0.0%	0	0.0%
802	BALTIMORE	355	102	28.7%	102	28.7%	0	0.0%	0	0.0%
803	BATH	370	25	6.8%	25	6.8%	0	0.0%	0	0.0%
804	BEVERLY	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
805	CALVERTON	371	16	4.3%	16	4.3%	0	0.0%	0	0.0%
808	CYPRESS HILLS	326	14	4.3%	14	4.3%	0	0.0%	0	0.0%
811	FINN'S POINT	329	13	4.0%	13	4.0%	0	0.0%	0	0.0%
812	GRAFTON	291	12	4.1%	12	4.1%	0	0.0%	0	0.0%
813	INDIANTOWN GAP	371	15	4.0%	15	4.0%	0	0.0%	0	0.0%
816	LOUDON PARK	66	2	3.0%	2	3.0%	0	0.0%	0	0.0%
818	MASSACHUSETTS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
819	PHILADELPHIA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
822	TOGUS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
824	WOODLAWN	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
826	ALEXANDRIA, VA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
827	BALLS BLUFF	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
836	CITY POINT	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
837	COLD HARBOR	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
839	CULPEPER	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
845	FT. HARRISON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
848	GLENDALE	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
849	HAMPTON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
850	HAMPTON VA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
872	QUANTICO	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
874	RICHMOND	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
878	SEVEN PINES	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
880	STAUNTON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
882	WINCHESTER	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
912	WEST VIRGINIA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
917	GERALD B.H. SOLOMON SARATOGA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
925	NATIONAL CEMETERY OF THE ALLEGHENIES	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
31	MSN I - PHILADELPHIA	2688	220	8.2%	220	8.2%	0	0.0%	0	0.0%

Figure 67. Level I User Report: Semi-Annual Out of Plumb Report by MSN

9.14 Level I: Semi-Annual, Out of Plumb Report by NCA

NCA
Out of Plumb Report
October 2009

Out of Plumb Report Plumb = 89-90 Degrees October 2009	Total Upright Headstones Y+N	Total Upright Headstones Out of Plumb		B (88.0 -88.9 Degrees)		C (87.0-87.9 Degrees)		D (<86.9)	
NAME		Count	Percent	Count	Percent	Count	Percent	Count	Percent
NATIONAL TOTALS	17	12	70.6%	1	5.9%	8	47.1%	3	17.6%
MSN 1 - PHILADELPHIA	14	11	78.6%	1	7.1%	7	50.0%	3	21.4%
MSN 2 - ATLANTA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
MSN 4 - INDIANAPOLIS	3	1	33.3%	0	0.0%	1	33.3%	0	0.0%
MSN 5 - OAKLAND	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Figure 68. Level I User Report: Semi-Annual, Out of Plumb Report by NCA

9.15 Level I: Semi-Annual, Cemetery Out of Plumb Report

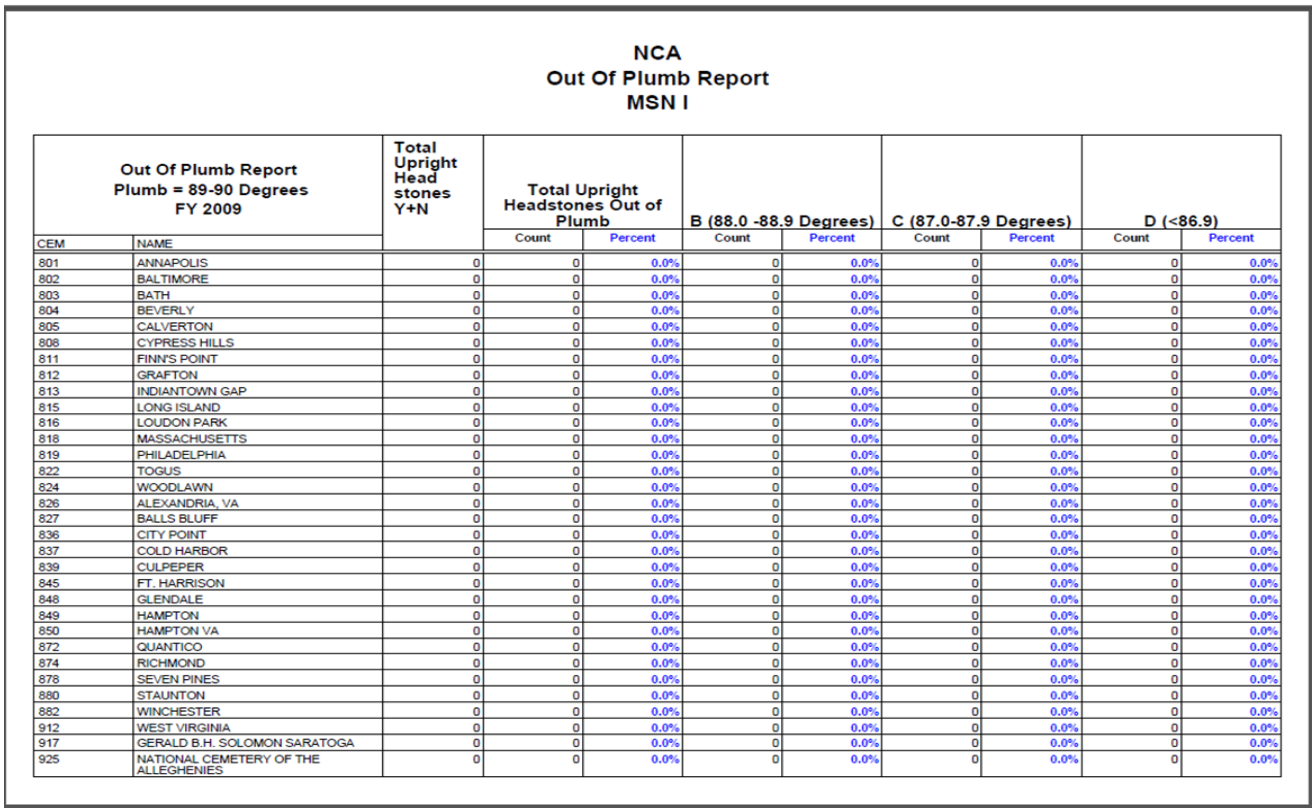
MSN V October 2016	Total Upright Headstones Y+N	Total Upright Headstones Out of Plumb		B (88.0 -88.9 Degrees)		C (87.0-87.9 Degrees)		D (<86.9)	
Cemetery		Count	Percent	Count	Percent	Count	Percent	Count	Percent
BAKERSFIELD VA NATIONAL CEMETERY	10	6	60.0%	3	30.0%	2	20.0%	1	10.0%

National Cemetery Out of Plumb Report (929)
Found a total of 6 Grave(s) Out of Plumb.

							PLUMB		
Sect	Row	Site	First	Middle	Last	Suffix	Front	Side	Comments
11	0	11	HAPPY		DAYS		A	B	
11	0	12	FREDDY		KRUGER		C	D	
18	0	5	JAMES	J	DELOS SANTOS		A	B	HS Shows John
18	0	11	TOMMY		HIGHLANDER		A	C	
18	0	12	JIM		JAMES		A	B	
COL-A	A	1	SCOOBY		DOO		C	A	

Figure 69. Level I User Report: Semi-Annual, Cemetery Out of Plumb Report

9.16 Level I: Fiscal Year, Out of Plumb Report by MSN

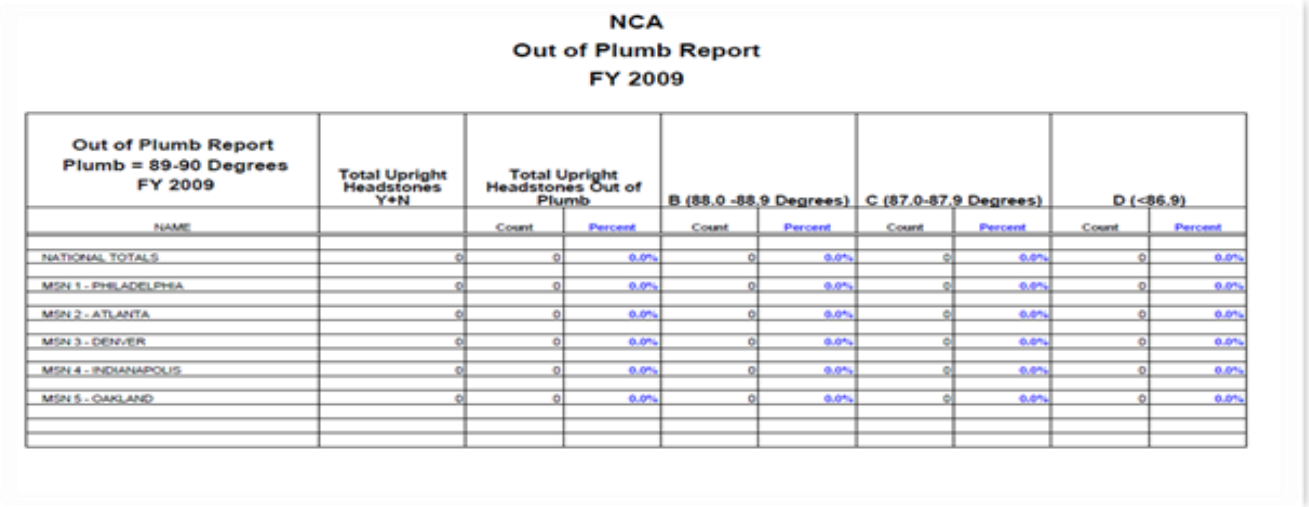


NCA
Out Of Plumb Report
MSN I

Out Of Plumb Report Plumb = 89-90 Degrees FY 2009		Total Upright Head stones Y+N	Total Upright Headstones Out of Plumb		B (88.0 -88.9 Degrees)		C (87.0-87.9 Degrees)		D (<86.9)	
CEM	NAME		Count	Percent	Count	Percent	Count	Percent	Count	Percent
801	ANNAPOLIS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
802	BALTIMORE	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
803	BATH	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
804	BEVERLY	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
805	CALVERTON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
808	CYPRESS HILLS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
811	FINN'S POINT	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
812	GRAFTON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
813	INDIANTOWN GAP	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
815	LONG ISLAND	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
816	LOUDON PARK	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
818	MASSACHUSETTS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
819	PHILADELPHIA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
822	TOGUS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
824	WOODLAWN	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
826	ALEXANDRIA, VA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
827	BALLS BLUFF	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
836	CITY POINT	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
837	COLD HARBOR	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
839	CULPEPER	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
845	FT. HARRISON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
848	GLENDALE	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
849	HAMPTON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
850	HAMPTON VA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
872	QUANTICO	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
874	RICHMOND	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
878	SEVEN PINES	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
880	STAUNTON	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
882	WINCHESTER	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
912	WEST VIRGINIA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
917	GERALD B.H. SOLOMON SARATOGA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
925	NATIONAL CEMETERY OF THE ALLEGHENIES	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Figure 70. Level I User Report: Fiscal Year, Out of Plumb Report by MSN

9.17 Level I: Fiscal Year, Out of Plumb Report by NCA

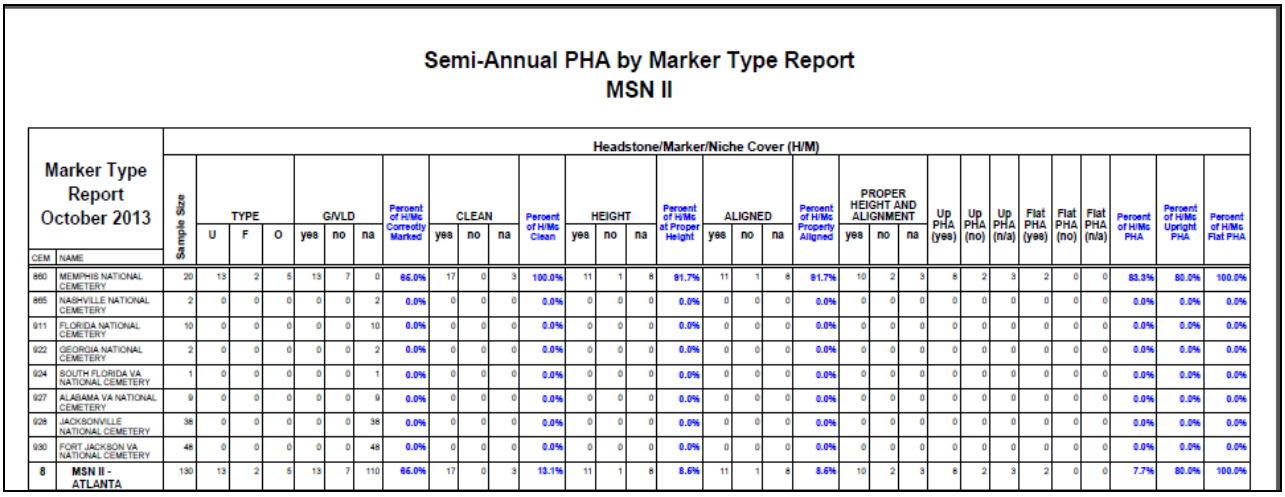


NCA
Out of Plumb Report
FY 2009

Out of Plumb Report Plumb = 89-90 Degrees FY 2009	Total Upright Headstones Y+N	Total Upright Headstones Out of Plumb		B (88.0 -88.9 Degrees)		C (87.0-87.9 Degrees)		D (<86.9)	
NAME		Count	Percent	Count	Percent	Count	Percent	Count	Percent
NATIONAL TOTALS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
MSN 1 - PHILADELPHIA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
MSN 2 - ATLANTA	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
MSN 3 - DENVER	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
MSN 4 - INDIANAPOLIS	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
MSN 5 - OAKLAND	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Figure 71. Level I User Report: Fiscal Year, Out of Plumb Report by NCA

9.18 Level I: Semi-Annual, Proper Height and Alignment by Marker Type by MSN Report (PDF and XLS)



Semi-Annual PHA by Marker Type Report
MSN II

Marker Type Report October 2013		Headstone/Marker/Niche Cover (H/M)																														
		Sample Size	TYPE			G/VLD			Percent of H/Mc Correctly Marked	CLEAN			Percent of H/Mc Clean	HEIGHT			Percent of H/Mc at Proper Height	ALIGNED			Percent of H/Mc Properly Aligned	PROPER HEIGHT AND ALIGNMENT			Up PHA (yes)	Up PHA (no)	Up PHA (n/a)	Flat PHA (yes)	Flat PHA (no)	Flat PHA (n/a)	Percent of H/Mc PHA	Percent of H/Mc Upright PHA	Percent of H/Mc Flat PHA
CEM	NAME		U	F	O	yes	no	na		yes	no	na		yes	no	na		yes	no	na		yes	no	na								
860	MEMPHIS NATIONAL CEMETERY	20	13	2	5	13	7	0	65.0%	17	0	3	100.0%	11	1	8	91.7%	11	1	8	91.7%	10	2	3	8	2	3	2	0	0	83.3%	80.0%	100.0%
865	NASHVILLE NATIONAL CEMETERY	2	0	0	0	0	0	2	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%
911	FLORIDA NATIONAL CEMETERY	10	0	0	0	0	0	10	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%
922	GEORGIA NATIONAL CEMETERY	2	0	0	0	0	0	2	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%
924	SOUTH FLORIDA VA NATIONAL CEMETERY	1	0	0	0	0	0	1	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%
927	ALABAMA VA NATIONAL CEMETERY	9	0	0	0	0	0	9	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%
928	JACKSONVILLE NATIONAL CEMETERY	38	0	0	0	0	0	38	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%
930	FORT JACKSON VA NATIONAL CEMETERY	48	0	0	0	0	0	48	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%	0.0%
8	MSN II - ATLANTA	130	13	2	5	13	7	110	65.0%	17	0	3	13.1%	11	1	8	8.6%	11	1	8	8.6%	10	2	3	8	2	3	2	0	0	7.7%	80.0%	100.0%

Figure 72. Level II User Report: Semi-Annual PHA by Marker Type Report by MSN

Proper Height and Alignment Conditions:

- An upright headstone is considered to be at proper height and alignment if the headstone is assessed as “Yes” for Height, Aligned, AND Plumb.

- A flat marker is considered to be at proper height and alignment if the marker is assessed as “Yes” for both Height and Aligned.

- An upright headstone MUST be Plumb in order to be considered at proper height & alignment. **Note:** Plumb is not considered in the PHA calculation for a flat marker, memorial wall marker, or niche.

NOTE: Height, Aligned, and Plumb are all considered in the Proper Height and Alignment (PHA) calculation.

The formula to calculate PHA at the Cemetery level is Y/Y+N

The PHA calculation is weighted at the National and MSN levels.

“N/A’s” are not considered in the PHA calculation.

PHA Examples:

1. If a headstone is **"Yes"** for Height, Aligned, and Plumb, then the headstone is at proper height and alignment.
2. If a headstone is **"Yes"** for **Height** and **Aligned** but **"No"** for **Plumb**, then the headstone is not at proper height and alignment.
3. If a headstone is **"No"** for **Height** or **Aligned** but **"Yes"** for **Plumb**, then the headstone is not at proper height and alignment.
4. If a marker is **"Yes"** for both **Height** and **Aligned**, then the marker is at proper height and alignment.
5. If a marker is **"Yes"** for **Height** but **"No"** for **Aligned**, then the headstone marker is not at proper height and alignment; or vice versa.

   In the PHA calculation below:

   A total of 269 records are shown as PHA = Yes
   A total of 112 records are shown as PHA = No
   The PHA calculation is Y/Y+N
   269/269+112
   269 /381 = 70.6%

Note: A record is counted as "no" for PHA only once. The Height, Aligned, and Plumb counts are not added nor are they averaged.

Headstone/Marker/Niche Cover (H/M)

HEIGHT			Percent of H/Ms at Proper Height	PLUMB			Percent of H/Ms Plumb	ALIGNED			Percent of H/Ms Aligned	PROPER HEIGHT, ALIGNMENT, AND PLUMB			Up PHA (yes)	Up PHA (no)	Up PHA (n/a)	Flat PHA (yes)	Flat PHA (no)	Flat PHA (n/a)	Percent of H/Ms PHA	Percent of H/Ms Upright PHA	Percent of H/Ms Flat PHA
yes	no	na		yes	no	na		yes	no	na		yes	no	na									
330	51	3	86.6%	281	100	3	73.8%	281	100	3	73.8%	269	112	3	269	112	3	0	0	0	70.6%	70.6%	0.0%

9.19 Level II: Cemetery Assessment Results

MSN V	TYPE			Sample Size	G/VLD			% Correct	Clean			% Clean	Height			% Height	Plumb			% Plumb	Aligned			% Aligned	Grade			% Grade
Cemetery	U	F	O		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A	
BAKERSFIELD VA NATIONAL CEMETERY	11	20	18	49	37	11	1	77.08%	32	15	2	68.09%	19	10	20	65.52%	4	6	1	40.0%	19	10	20	65.52%	18	13	18	58.06%
October 2016					49				49				49				11				49				49			

National Cemetery Gravesite Assessment Results (929)

Found a total of 49 Sample Graves.

							TYPE			G/VLD			CLEAN			HEIGHT			PLUMB		ALIGNED			GRADE			
Sect	Row	Site	First	Middle	Last	Suffix	U	F	O	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Front	Side	Yes	No	N/A	Yes	No	N/A	Comments
1	0	22	OSCARR		KINDLERR		*			*			*			*			A	A	*			*			
11	0	11	HAPPY		DAYS		*			*			*			*			A	B		*			*		
11	0	12	FREDDY		KRUGER		*			*			*				*		C	D		*		*			
11	0	212	ROBO		COP	JR		*		*				*			*					*		*			
12	0	33	HUGH		MASON			*		*				*		*					*			*			
12	0	42	CAT		WOMEN			*			*			*		*					*			*			MISMARKED NAME ERR ON H/M
12	0	259	JASON		VORHEES			*			*				*			*			*		*				MISMARKED WRONG # ON H/M
18	0	1	JOE		VETERAN				*	*			*					*				*				*	MEM WALL MRK/NICHE
18	0	2	JOHN		DOE				*	*				*				*				*				*	MEM WALL MRK/NICHE
18	0	3	JOHN		SMITH				†		*			*				*				*				*	MEM WALL MRK/NICHE UNMARKED

Figure 73. Level II User Report: Cemetery Assessment Results

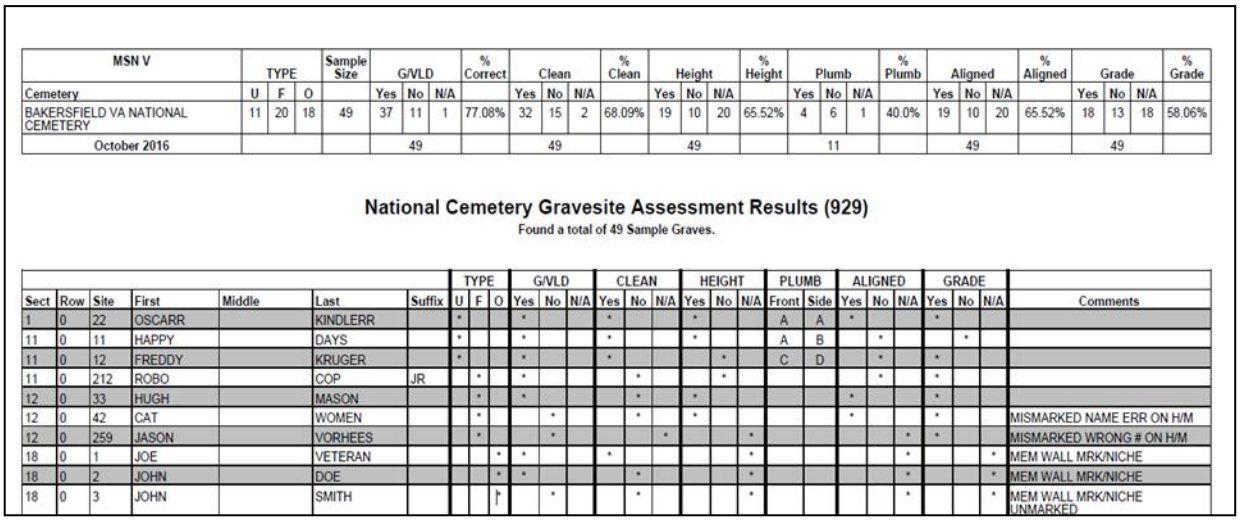
9.20 Level II: Cemetery Assessment Status

Gravesite Assessment Status for MSN 1

DONE	STATION	CEMETERY NAME	CITY	STATE
227/227	801	ANNAPOLIS NATIONAL CEMETERY	ANNAPOLIS	MD
381/384	802	BALTIMORE NATIONAL CEMETERY	BALTIMORE	MD
Y	803	BATH NATIONAL CEMETERY	BATH	NY
0/384	804	BEVERLY NATIONAL CEMETERY	BEVERLY	NJ
Y	805	CALVERTON NATIONAL CEMETERY	CALVERTON	NY
334/384	808	CYPRESS HILLS NATIONAL CEMETERY	BROOKLYN	NY
340/340	811	FINN'S POINT NATIONAL CEMETERY	SALEM	NJ
Y	812	GRAFTON NATIONAL CEMETERY	GRAFTON	WV
Y	813	INDIANTOWN GAP NATIONAL CEMETERY	ANNVILLE	PA
319/319	816	LOUDON PARK NATIONAL CEMETERY	BALTIMORE	MD
Y	818	MASSACHUSETTS NATIONAL CEMETERY	BOURNE	MA
384/384	819	PHILADELPHIA NATIONAL CEMETERY	PHILADELPHIA	PA

Figure 74. Level II User Report: Cemetery Assessment Status

9.21. Level III: Cemetery Assessment Worksheet



MSN V	TYPE			Sample Size	G/VLD			% Correct	Clean			% Clean	Height			% Height	Plumb			% Plumb	Aligned			% Aligned	Grade			% Grade
Cemetery	U	F	O		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A	
BAKERSFIELD VA NATIONAL CEMETERY	11	20	18	49	37	11	1	77.08%	32	15	2	68.09%	19	10	20	65.52%	4	6	1	40.0%	19	10	20	65.52%	18	13	18	58.06%
October 2016					49				49				49				11				49				49			

National Cemetery Gravesite Assessment Results (929)

Found a total of 49 Sample Graves.

							TYPE			G/VLD			CLEAN			HEIGHT			PLUMB		ALIGNED			GRADE			
Sect	Row	Site	First	Middle	Last	Suffix	U	F	O	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Front	Side	Yes	No	N/A	Yes	No	N/A	Comments
1	0	22	OSCARR		KINDLERR		*			*			*			*			A	A	*			*			
11	0	11	HAPPY		DAYS		*			*			*			*			A	B		*			*		
11	0	12	FREDDY		KRUGER		*			*			*				*		C	D		*		*			
11	0	212	ROBO		COP	JR		*		*				*			*					*		*			
12	0	33	HUGH		MASON			*		*				*		*					*			*			
12	0	42	CAT		WOMEN			*			*			*		*					*			*			MISMARKED NAME ERR ON H/M
12	0	259	JASON		VORHEES			*			*				*			*				*	*			*		MISMARKED WRONG # ON H/M
18	0	1	JOE		VETERAN				*	*			*					*				*				*	MEM WALL MRK/NICHE
18	0	2	JOHN		DOE				*	*				*				*				*				*	MEM WALL MRK/NICHE
18	0	3	JOHN		SMITH				†		*			*				*				*				*	MEM WALL MRK/NICHE UNMARKED

Figure 75. Level III User Report: Cemetery Assessment Worksheets

10. Appendix D: Gravesite Assessment Criteria

HEADSTONE/MARKER/NICHE CLEANLINESS
HEADSTONE/MARKER HEIGHT
SUNKEN GRAVES

Headstone/Marker Cleanliness

- The headstone, flat marker, memorial wall marker, or niche contains NO environmental deposits, mold, mildew, moss, algae, lichen, grass clippings, grass marks, tire marks and scruffs, or accumulations of dried bird droppings, etc.

  NOTE: *Headstones that have undergone a raise/realignment project may present a soiled appearance due to mineral absorption into that part of the headstone previously below grade. In many cases, this discoloration cannot be removed by cleaning the headstone. In these situations the discoloration is considered a natural occurrence and will not result in the standard not being met.*
- The inscription is not obscured by any of the conditions above.
- The natural surface has been retained. The headstone or marker has not been painted, whitewashed, calcimined or polished.
- The surface of the headstone/marker presents a uniform appearance.

Headstone/Marker Height and Alignment

Height - Upright Headstones

- Set at a nominal height of 24 inches from the finished grade to the top of the arc. A range of 24 – 26 inches in height is acceptable.

  Note: Where headstones have been previously set at other heights above grade, but in general are at a uniform height throughout an area and otherwise present an overall appearance with the inscription visible, the standard is considered met. The nominal height of 24 inches given for the current standard of headstone setting is the average height. To ensure uniformity, headstones should be measured in a consistent manner. For example: All headstones in a particular section should be measured from either the front or the back.
- Old Boys, Civil War, Spanish/American War and Civil War Unknown (6 x 6) Headstones/Markers.
  - *Upright type (35 inches x 10 inches x 2 inches); set 16 -18 inches out of ground.*
  - *Unknown type (30 inches x 6 inches x 6 inches); set 12 inches out of ground.*
- Minor deviations are permissible to provide a fair and pleasing top line and to compensate for slight ground rises or depressions within a burial section.

Alignment – Upright Headstones

- The headstone is in vertical and horizontal alignment; the headstone is plumb as defined by 89 ˚ 90^{o}– the headstone does not appear to be sunken, tilted or fallen, AND
- The headstone is aligned laterally, transversely and diagonally with other headstones in the section.
- The entire inscription is visible

Height - Flat Markers

Markers are parallel with the ground and no more than one inch above ground level.

Alignment – Flat Markers

- The marker is aligned laterally, transversely and diagonally with other markers in the section.
- Bronze plaques installed on the top of a flat base are horizontally and vertically aligned.

Sunken Graves

The grade of the gravesite is level and blends with the ground level of adjacent gravesites.

CLARIFICATION OF POSTING REQUIREMENTS:

1. In ground gravesites must be assessed for **Gravesite Validation (G/VLD), Clean, Height, Plumb, Aligned, and Grade.** Enter **Yes, No, or N/A**. You must provide an explanation in the Comments column if **Not Applicable** or **N/A** is entered for any of the Assessment areas.

2. Assess **Memorial Wall Marker or Niche Cover** for "G/VLD" and "Clean" only. Select N/A for "Height", "Aligned", and "Grade". Leave "Plumb" blank. Select **Marker Type "O"** for "Other". The system will auto-generate the comment: "*MEM WALL MRK/NICHE*".

3. If an **upright headstone has been laid flat** on a gravesite due to a tree or to allow for maneuvering of equipment at the end of a row, assess the headstone using criteria for a flat marker. Select **"F" (Flat)** as the marker type and select "*ENCROACHMENT (UPRIGHT LAID FLAT*)" from the comments list.

4. If an **upright headstone is root/tree bound**, assess the headstone for G/VLD" and "Grade". Select **N/A** for "Clean", "Height" and "Aligned". Leave "Plumb" blank and select "*ROOT BOUND/TREE*" from the comments list.

5. **Memorial Headstones/Markers** must be assessed as any other gravesite.

6. A headstone/marker for an **Unknown Veteran** should be assessed as correctly marked for "G/VLD" if the inscribed gravesite number matches the number shown in BOSS.

7. **Private Monuments/Markers** must be assessed for "G/VLD" and "Grade". Select N/A for "Clean", "Height" and "Aligned". Leave "Plumb" blank and select "*PRIVATE MARKER/MONUMENT*" from the comments list.

8. If the worksheet includes a **new interment** and there is no headstone/marker on the gravesite, assess for "G/VLD" and "Grade". Select N/A for "Clean", "Height", and "Aligned". Leave "Plumb" blank and select "*NEW INTERMENT/TEMP MRK*" from the comments list.

9. If the worksheet includes a gravesite which is in a section **under renovation**, assess the gravesite for "G/VLD" only. Select N/A for "Clean", "Height", "Aligned", and "Grade". Leave "Plumb" blank and select "*UNDER RENOVATION*" from the comments list.

10. If the worksheet includes a decedent in a "**MASS BURIAL" gravesite**, assess the gravesite for "G/VLD" only. Select N/A for "Clean", "Height", "Aligned", and "Grade". Leave "Plumb" blank and select "*MASS BURIAL G/S*" from the comments list.

11. All gravesites with **historical headstones/markers** should be assessed for ALL categories. If the historical headstone/marker is illegible, mark the record as N/A for "G/VLD" and assess all other categories. Select "*HISTORICAL H/M – ILLEGIBLE*" from the comments list.

12. There may be an instance where the **spouse's or child's name is not inscribed on a historical headstone/marker** but BOSS shows the decedent's name. In this case, mark this record as N/A for "G/VLD" and assess all other categories. Select "*SPSE/CHLD'S NAME NOT ON HIST H/M*" from the comments list.

11. Appendix E: Glossary of Terms

Table 2. Appendix – Glossary of Terms

Term	Meaning
BOSS	Burial Operations Support System
GAR	Gravesite Assessment Reporting
MSN	Memorial Service Network
G/VLD	Gravesite Validation
PHA	Proper Height and Alignment (includes Plumb)