

White Paper

1. Purpose. To achieve Office of Management and Budget (OMB) approval of revised Department of Veterans Affairs (VA) Form 40-40, Gravesite Reservation Questionnaire (2 Year).
2. Summary of Changes. As follows:
 - a. Narrative preceding detachable form:
 - 1) Clarification of Intent. Narrative updated to provide additional information about why VA's National Cemetery Administration (NCA) needs to keep information on gravesite reservations current. Currency/accuracy of these records enables NCA to administer Veterans' memorial benefits effectively.
 - 2) Clarification of Eligibility. Narrative updated to explain change in law in 2003 that allows for surviving spouses of Veterans who remarried and whose date of death is on or after January 1, 2003 to be eligible for burial in a VA national cemetery.
 - 3) Clarification of Instructions. Narrative updated to provide more detailed instructions to respondent concerning what information to provide on the form and where to do so.
 - b. Detachable form. The form has been updated to capture additional information necessary for NCA to maintain current/accurate records of gravesite reservations across its facilities. Includes new information blocks (numbered) for NCA to obtain confirmation of whether respondent is the individual with a reserved gravesite or someone responding on the reservation holder's behalf due their incapacitation or death.
3. Respondent Burden. There is no change to current form's listed respondent burden time of 10 minutes.
4. Case-Specific Information. This document requires several areas to be printed with case-specific information, to include addresses for the reservation holder and corresponding national cemetery. (These areas are highlighted on proposed updated FL 40-40 PDF for reference.) Upon OMB approval of an updated Form 40-40 NCA has identified the appropriate POCs for coordination in the Office of

Information Technology to modify the form's printing and distribution program so this information populates correctly.

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