



DEPARTMENT OF VETERANS AFFAIRS
Calverton National Cemetery
210 Princeton Boulevard
Calverton, NY 11933



Dear Funeral Director,

As the Director of Calverton National Cemetery, it is my continued privilege to partner with you to ensure Veterans and their families are provided the dignified memorial services they deserve. Please take a few moments to review the information below, which includes updates critical to customer service. Thank you.

- We are pleased to be able to share the news that the U.S. Department of Veterans Affairs (VA) National Cemetery Administration (NCA) will lift restrictions on gathering sizes at committal and memorial services in VA national cemeteries beginning Wednesday, May 26, 2021.
- First interment requests must be made via the National Cemetery Scheduling Office (NCSO), 1-800-535-1117, no later than 2:00 p.m. Eastern Time the business day prior to interment.
- Subsequent interments and interments using private vaults require 48-hour notice. As the only exception, subsequent interments for Friday may be scheduled via NCSO on Thursday by noon Eastern Time.
- All decedents interred at national cemeteries must be determined eligible by the NCSO. Urns may not be placed in caskets unless the inurned decedent is included in the request to NCSO and determined eligible.
- Until you receive a confirmation e-mail from the NCSO, the interment has not yet been scheduled and you must follow up with the NCSO rather than the cemetery.
- Please adhere to your scheduled arrival time and committal shelter time of 20-30 minutes to avoid delaying other bereaved families. For schedule clarification, please call us at (631) 727-5410.
- Funeral Directors are responsible for requesting any desired military honors from the appropriate branch of the Department of Defense (DoD) in advance. Honor guard schedules are managed by DoD and their participation cannot be arranged on the day of service. Please note that honor guards serve multiple services and in some cases multiple cemeteries, so you must be here at your scheduled time to ensure the appropriate honor guard will be available.
- Funeral Directors must provide exact dimensions of caskets over 28.5" wide including ornamentation and handles. Failure to do so may significantly delay burial and impose undue stress on bereaved families.
- When no one is in attendance for a committal service and a direct burial is arranged, Funeral Director arrival time must be scheduled between 9 a.m. and 12:00 p.m. Eastern Time.
- A Funeral Director license and corresponding photo ID are required to check in a casket.
- Every Veteran's casket is to be draped with the United States flag upon arrival. If you do not have a flag, please submit your request form at the dispatch booth (until our Administration building reopens).
- Prior to signing in at the dispatch booth, please visit the restroom area with your procession. Once the case is dispatched by the booth and assigned to a committal shelter, the service must proceed.
- Funeral home assistance is needed to transport caskets from the hearse to the casket carriage.
- To ensure the safety of your party, please remain in the committal area until the last car has departed.

If we can be of assistance, please contact us at (631) 727-5410. Thank you for partnering to ensure all Veterans and their families receive memorial services that honor their sacrifice with dignity and compassion.

Very sincerely,


Anne M. Ellis