



California Central Coast Veterans Cemetery

Scheduling Protocol

This document contains information for next of kin and relatives of eligible deceased veterans and/or dependents about the process of inurnment of cremated remains at the California Central Coast Veterans Cemetery (CCCVC), on the grounds of the former Fort Ord Army Base in Seaside, CA. This document also contains instructions for obtaining a Burial Permit.

Please note that CCCVC does not make funeral arrangements, provide mortuary or funeral services, or perform cremations. Any item or service obtained from a funeral home or cremation office will be at the family's expense. Please contact your local County Veterans Service Office (CVSO) with questions about burial allowances and survivor benefits. A directory of CVSOs is located at <https://www.calvet.ca.gov/VetServices/Pages/CVSO-Locations.aspx>, or contact your County government to find the office near you.

Scheduling

Cemetery staff is scheduling services based on the date the application was received (CCCVC began receiving applications in July 2015). When CCCVC opened on October 11, 2016, it had approved applications for more than 400 deceased veterans, spouses, and dependents. CCCVC staff is currently scheduling those already approved to be placed. Eventually, CCCVC will schedule services on a rolling basis.

Please note that each veteran is entitled to one free Military Funeral Honors service and one free burial. A military Honor Guard *will not* perform a second Honors service if one has already taken place. It may be possible to have a veterans organization perform this service; ask Cemetery staff for more information at the time of scheduling. If a veteran already received a free (U.S. government-funded) burial at another cemetery and the family now wants to move him/her to CCCVC, the family will have to pay a fee (see section about this on page 4).

When Cemetery staff contact you to schedule placement at CCCVC, they will offer you the first available date and time. If that date/time is not suitable, we will work with you to select another date/time. Columbarium niches are assigned and cannot be selected in advance. Assignments are made without regard to rank, branch of service, or other considerations. Spouses (and children) are placed in the same niche as the veteran unless both people were veterans, in which case each is entitled to their own niche. Eligible veterans from the same family can request adjacent niches; ask Cemetery staff for more information at the time of scheduling.

CCCVC will conduct services four days per week – Mondays, Tuesdays, Thursdays and Fridays (except for holidays) – at 9:30am, 11:00am, 12:30pm, 2:00pm, and 3:30pm. Services are 30 minutes in length. Military Honors generally takes 10 minutes, which would leave 20 minutes for family and friends to pay their respects; otherwise the 30 minutes can be structured according to your needs and desires, in accordance with Cemetery guidelines. The Cemetery will be open 7 days per week from 8:00am to 5:00pm, and CCCVC staff will be present Monday-Friday from 8:00am to 5:00pm.

The U.S. Government provides Military Funeral Honors one time for each deceased veteran. Military Honors consists of a flag-folding ceremony and presentation of the flag to the veteran's next of kin or other designated person, the playing of Taps, and in the case of military retirees or other special categories of veterans, a rifle detail performing a gun salute. An Honor Guard from the California Army National Guard is based at CCCVC to conduct the Army Military Honors. An Honor Guard from a specific military branch (Air Force, Navy, Marine Corps or Coast Guard) will be arranged by Cemetery staff. The family will need to arrange services from a veteran's organization, but Cemetery staff can assist with this process.

When Cemetery staff contacts you to schedule the service, they will ask you the following questions:

1. Have Military Funeral Honors been performed for the veteran?
2. If not, would you like to have Military Funeral Honors? (For veterans only).
3. Have you already obtained a burial flag or Presidential Memorial Certificate? (For veterans only).
4. Will family or clergy speak? (Family must arrange for clergy/chaplain).
5. Do you have any special needs or requests?

It will help CCCVC staff to expedite the scheduling process if you can give some thought to your responses prior to being contacted for scheduling.

Burial Permit

Prior to the date of inurnment, you will need to obtain a Burial Permit from any County in California (usually from the Health Department or Office of Vital Records) that identifies CCCVC as the Cemetery for final burial. This is a different document than the Death Certificate you submitted to establish eligibility. It may be easiest to obtain the Burial Permit with the help of a funeral home or mortuary, but you can also visit your County's records office and obtain it yourself. **Please note that you must provide the updated Burial Permit to CCCVC staff on the day of inurnment, so please begin the process now of obtaining the Burial Permit.** The cost for the permit may vary by County, but is usually \$10 to \$12. The Burial Permit (or "Application and Permit for Disposition of Human Remains") must include the following information:

Box 10E. Address of registrar of district of disposition (if different than county of death)	Monterey County Vital Records 1270 Natividad Road Salinas, CA 93906
Box 12A. Name and address of California cemetery	California Central Coast Veterans Cemetery 2900 Parker Flats Road Seaside, CA 93955

Flag Request Form

The US Government provides one free burial flag for each deceased veteran. If the funeral home already provided this flag to you, or you obtained it directly from the Government, please notify CCCVC staff at the time of scheduling, and bring it to CCCVC for Military Honors. Please note that the US Government will not replace a flag that was lost, destroyed, or stolen.

If you *have not* received a burial flag, please fill out and sign the "Application for United States Flag for Burial Purposes," and return it to:

Daria Maher
Manager
California Central Coast Veterans Cemetery
2900 Parker Flats Road
Seaside, CA 93955

CCCVC staff will use the completed form to obtain the flag in advance so it is available for the Military Honors.

Monument Inscription Application

Please follow the directions on the Monument Inscription Application form, and refer to the enclosed Religious Emblems and Valor Awards lists to help you complete the form. You can bring the form with you to CCCVC on the day of the placement – we do not need it in advance as we do not order the inscription until the placement is completed.

Day of Inurnment

On the day of inurnment, please arrive at the Cemetery at least 30 minutes prior to your scheduled time and come to the Administration Office. You must bring in the following items:

1. The urn or box containing your loved one's remains.
2. The Burial Permit identifying CCCVC as the Cemetery of final disposition.
3. The completed Monument Inscription Application.
4. The burial fee for spouses or dependents, if they are being buried. Burial of veterans is free, but as of October 1, 2016, the fee for burial of spouses or dependents is \$749, or the current rate as set by USDVA (payable *only* by cash, check or money order). Cemetery staff will notify you of the correct amount prior to the inurnment date. **The fee is not payable until the date of placement; CalVet cannot accept pre-payments.**

After the paperwork is taken care of in CCCVC's Administration Office, Cemetery staff will review the details of the planned service with the family, and then accompany family and friends to the Committal Shelter. Services should begin and end on time and last no longer than 30 minutes, including 10 minutes for the Military Honors, if you have elected to have one. A Cemetery Representative must be present for all services; no exceptions are permitted.

All inurnments take place immediately following the service. The Cemetery Representative must place the urn in the niche and secure the niche cover; family members or friends may observe this process. The Cemetery does not provide a reception area for gatherings either

before or after the service, and alcohol and food are strictly prohibited as part of any service. Families should make alternative arrangements for receptions and/or memorial programs.

After the Placement

Cemetery staff will submit the request for inscription of the niche cover soon after the inurnment takes place. It normally takes 6-8 weeks for the engraved niche cover to arrive at CCCVC. Cemetery staff will notify the family when the engraved niche cover has been installed. Cemetery staff will also order Presidential Memorial Certificates for the next of kin at the same time the niche cover is ordered, if this has not already been done by a Funeral Home or cremation services provider.

Special Note Regarding Veterans/Dependents Currently at Other Cemeteries

CCCVC has received inquiries from families whose loved ones are currently interred elsewhere, for example at USDVA cemeteries at Dixon or Santa Nella. It is possible to move cremated remains – but not a casket – to CCCVC from any cemetery; however, according to USDVA and military guidelines, a veteran is only entitled to one free burial, one military Honor Guard ceremony, and one burial flag. Thus, the family of a veteran would have to pay CCCVC the current burial fee as set by USDVA, on the day of inurnment. The family is welcome to arrange for a veterans organization to perform a ceremony, but a military Honor Guard is not possible if the veteran has already received military funeral honors.

There is a three-step process to moving someone from another cemetery to CCCVC:

1. **Establish eligibility at CCCVC.** If you are receiving this letter, it means you have established eligibility at CCCVC, so you do not need to do anything further.
2. **Apply for dis-inurnment from the current cemetery.** You need to contact the cemetery where the veteran and/or spouse and dependent currently rest, and ask them how to apply for dis-inurnment. Please note there will be a fee for dis-inurnment, even at USDVA cemeteries such as Dixon and San Joaquin. The next of kin is responsible for any costs associated with dis-inurnment.
3. **Obtain a Burial Permit from Monterey County for CCCVC.** See the instructions above.

It is advisable to start the processes to apply for dis-inurnment and to obtain the Burial Permit as soon as possible.

Questions?

If you have any questions about the information in this document, please contact Daria Maher, Manager of CCCVC, at daria.maher@calvet.ca.gov, or (831) 393-9371.