

# Cemetery Operations



## A Career in Cemetery Operations

According to Lincoln's promise, "To care for him who shall have borne the battle, and for his widow and his orphan," the Cemetery occupational family honors Veterans with a final resting place and lasting memorials that commemorate their service to our nation. VA employees are dedicated to honoring those who have passed away.

They are responsible for working with families to coordinate the details of funeral arrangements and for maintaining the cemetery burial grounds. The work of this devoted team of employees provides support to families in difficult times as they grieve the loss of loved ones. There are currently 131 national cemeteries and 33 other cemetery installations, such as monuments and soldiers' lots. These national cemeteries accommodate all requests for burial of eligible Veterans and family members, and also host visitation and patriotic and commemorative events.

## Cemetery Administration Services

The Cemetery Administration series covers two-grade interval positions that manage, supervise or perform administrative work involved in the operation or maintenance of federal cemeteries. Employees in the series are responsible for developing and implementing administrative policies for cemeteries related to resources, finances and human capital. The work requires broad administrative knowledge of the operation and maintenance requirements of cemeteries. Positions include:

- Cemetery Administrator

## Miscellaneous Clerk and Assistant

The Miscellaneous Clerk and Assistant series includes positions that perform or supervise clerical, assistant or technician work that is not classified in any other series. Job responsibilities require knowledge of the procedures and techniques involved in carrying

out work in federal cemeteries, and involves the application of procedures and practices within the framework of established guidelines. Positions include:

- Cemetery Representative

## Cemetery Caretaking

The Cemetery Caretaking series covers nonsupervisory positions involved in the maintenance and upkeep of cemeteries. This work requires the use of a variety of trade practices associated with cemetery occupations, such as motor vehicle operation, gardening, tractor operation and fork-lift operation. Such work includes digging graves, setting and aligning headstones, setting up casket-lowering devices and maintaining the appearance of the surrounding grounds. Positions include:

- Cemetery Caretaker

## MyCareer@VA

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

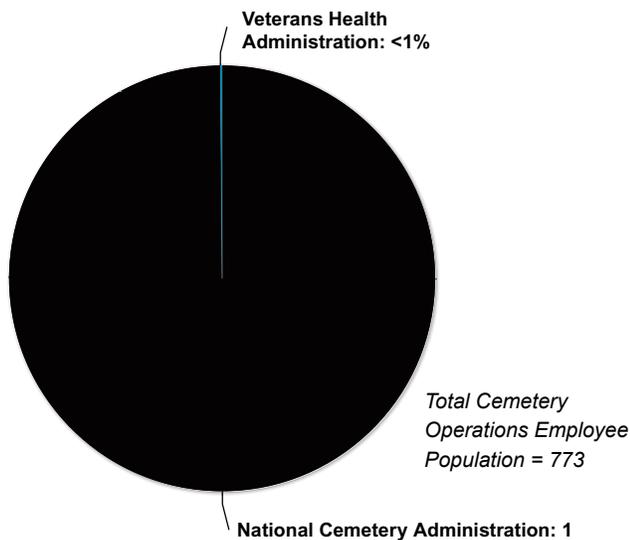
The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.



## Cemetery Operations Job Locations

VA's Cemetery Operations positions are dispersed across 82 cities within the United States. The top five Cemetery Operations occupational family geographic locations are Calverton, N.Y.; Bushnell, Fla.; Riverside, Calif.; Portland, Ore.; and St. Louis, Mo.

## VA Cemetery Operations Job Distribution by Administration



VA's Cemetery Operations positions are located in the National Cemetery Administration to meet the broad range of needs facing the Department.

## MyCareer@VA Tools and Resources

- Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.