DEPARTMENT OF VETERANS AFFAIRS (VA)
CHARTER FOR THE
ADVISORY COMMITTEE ON CEMETERIES AND MEMORIALS

1. OFFICIAL DESIGNATION: Advisory Committee on Cemeteries and Memorials.

2. AUTHORITY: The Committee is authorized by statute 38 United States Code (U.S.C.) § 2401 and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App.

3. OBJECTIVES AND SCOPE OF ACTIVITY: The Committee advises the Secretary of Veterans Affairs with respect to the administration of VA national cemeteries, Soldiers' lots and plots, the selection of cemetery sites, the erection of appropriate memorials, and the adequacy of Federal burial benefits, which are the responsibility of the Secretary.

4. DUTIES OF THE COMMITTEE: As the Committee carries out its responsibility to examine the full spectrum of available benefits and services, it makes recommendations on how to resolve issues involving the operations of the National Cemetery Administration; the State Cemetery Grants Program; the provision of headstones, markers, and medallions; the provision of Presidential Memorial Certificates; and the provision of related burial benefits. It will assist the Secretary in ensuring that plans and programs are meeting the needs of the Nation's Veterans and their eligible family members and meeting the mandate to maintain our national cemeteries as national shrines. By statute, the Committee shall make periodic reports and recommendations to the Secretary and to Congress.

5. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Committee reports to the Secretary of Veterans Affairs through the Under Secretary for Memorial Affairs.

6. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE: The National Cemetery Administration is responsible for providing support to the Committee.

7. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: Annual operating cost for the Committee is estimated at $90,000 and 0.6 full-time equivalent staff. All members will receive travel expenses and a per diem allowance in accordance with the Federal Travel Regulation for any travel made in connection with their duties as members of the Committee. This does not include ex-officio members.

8. DESIGNATED FEDERAL OFFICER: The Designated Federal Officer (DFO), a full-time VA employee, will approve the schedule of Committee meetings. The DFO or a designee will be present at all meetings, and each meeting will be conducted in

accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS: The Committee will meet up to twice annually.

10. DURATION: The Committee is authorized by statute 38 U.S.C. § 2401 to operate for an indefinite period.

11. COMMITTEE TERMINATION DATE: None.

12. MEMBERSHIP: The Committee will be composed of not more than 12 members. The majority of the Committee's membership will be Special Government Employees with a variety of backgrounds and knowledge sufficient to provide adequate advice and guidance to the Secretary. A member's term of service may not exceed 2 years, but the Secretary may reappoint any member for additional terms. In addition, there are three ex-officio members – one each appointed from the American Battle Monuments Commission, the National Park Service of the Department of the Interior, and the Department of the Army's Arlington National Cemetery.

13. SUBCOMMITTEES: The Committee is authorized to establish subcommittees, with the DFO's approval, to perform specific projects or assignments, as necessary and consistent with its mission. The Committee chair shall notify the Secretary, through the DFO, of the establishment of any subcommittee, including its function, membership, and estimated duration. Subcommittees will report back to the Committee.

14. RECORDKEEPING: Records of the Committee shall be handled in accordance with General Records Schedule 26 or other approved agency records disposition schedules. Those records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. DATE CHARTER FILED:

Approved: 9/18/2013

Eric K. Shinseki
Secretary of Veterans Affairs

Date