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

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

B. 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, which are the responsibility of the Secretary, the erection of appropriate memorials and the adequacy of Federal burial benefits.

C. PERIOD OF TIME NECESSARY FOR THE COMMITTEE TO CARRY OUT ITS PURPOSE: There is a continuing need for the Advisory Committee on Cemeteries and Memorials to assist the Secretary in carrying out the responsibilities described in Section 2401 of Title 38. Authorized by law for an indefinite period, the Committee has no termination date.

D. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Advisory Committee on Cemeteries and Memorials reports to the Secretary of Veterans Affairs through the Under Secretary for Memorial Affairs.

E. AGENCY RESPONSIBLE FOR PROVIDNG THE NECESSARY SUPPORT TO THE COMMITTEE: The National Cemetery Administration is responsible for providing support to the Advisory Committee on Cemeteries and Memorials.

F. 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 and markers, the provision of Presidential Memorial Certificates and related burial benefits. It assists the Secretary in assuring 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.

The Committee will be comprised 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. In addition, there are three ex-officio members 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.

The Committee may establish subcommittees to carry out specific projects or assignments. The Committee chair shall notify the Secretary, through the Designated

Federal Officer (DFO) for the Committee, of the establishment of any subcommittee, including its function, membership and estimated duration. Subcommittees will report back to the Committee.

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.

G. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: Annual operating cost for the Committee is estimated at $90,000 and 0.6 staff year. 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.

H. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS: The Committee will meet up to twice annually. The DFO, a full time VA employee, will approve the schedule of Committee and subcommittee meetings. The DFO or a designee will be present at all Committee and subcommittee 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, and to chair any meeting when directed to do so by the Secretary.

I. COMMITTEE TERMINATION DATE: There is no termination date.

J. DATE CHARTER IS FILED:

Approved: Eric K. Shinseki — 7 Aug 2009

Eric K. Shinseki
Secretary of Veterans Affairs

Date