DEPARTMENT OF VETERANS AFFAIRS
CHARTER OF THE
ADVISORY COMMITTEE ON THE READJUSTMENT OF VETERANS

1. OFFICIAL DESIGNATION: Advisory Committee on the Readjustment of Veterans.

2. AUTHORITY: The Committee is authorized by statute, 38 United States Code (U.S.C.) § 545, and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2.

3. OBJECTIVES AND SCOPE OF ACTIVITIES: The Committee's purpose is to advise the Department of Veterans Affairs (VA) regarding the provision by VA of benefits and services to assist Veterans in the readjustment to civilian life. In carrying out this duty, the Committee shall take into special account the needs of Veterans who served in combat theaters of operation. The Committee's objectives, set forth in 38 U.S.C. § 545(b)(2), are:

- To assemble and review information relating to the needs of Veterans in readjusting to civilian life;
- To provide information relating to the nature and character of psychological problems arising from service in the Armed Forces;
- To provide ongoing advice on the most appropriate means of responding to the readjustment needs of Veterans in the future; and
- To provide an ongoing assessment of the effectiveness of the policies, organizational structures, and services of VA in assisting Veterans in readjusting to civilian life.

4. DESCRIPTION OF DUTIES: The Committee's duties include assembling, reviewing, and assessing information relating to the needs of Veterans in readjusting to civilian life and the effectiveness of VA services in assisting Veterans in that readjustment. In carrying out its function, the Committee may review scientific research relevant to Veterans' readjustment problems and may conduct field visits of VA facilities. As required by law, not later than March 31 of each year, the Committee shall submit to the Secretary of Veterans Affairs its report on the programs and activities of VA that relate to the readjustment of Veterans to civilian life.

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

6. OFFICE RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT TO THE COMMITTEE: The Veterans Health Administration of VA provides administrative and logistical support for Committee activities.

7. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: The estimated annual cost for operating the Committee is $50,000 and .3 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.

8. DESIGNATED FEDERAL OFFICER: The Designated Federal Officer (DFO), a full-time VA employee, will approve the schedule of Committee meetings. The DFO or 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 COMMITTEE MEETINGS: The Committee will meet approximately two times annually.

10. DURATION: Authorized by 38 U.S.C. § 545 for an indefinite period, the Committee has no termination date.

11. COMMITTEE TERMINATION DATE: None

12. MEMBERSHIP AND DESIGNATION: The Committee shall consist of not more than 12 members from among individuals who have demonstrated significant civic or professional achievement, and have experience with the provision of Veterans benefits and services by VA. The Secretary shall seek to ensure that members appointed to the Committee include individuals from a wide variety of geographic areas and ethnic backgrounds, individuals from Veterans Service Organizations, individuals with combat experience, and women. A member's term of service may not exceed 2 years, but the Secretary may reappoint any member for additional terms. Several members may be Regular Government Employees, but the majority of the Committee's membership will be Special Government Employees.

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 6.2 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 IS FILED:

Approved: _____ 4/16/16
Robert A. McDonald
Secretary of Veterans Affairs

Date