CHARTER OF THE
MYVA ADVISORY COMMITTEE
U.S. DEPARTMENT OF VETERANS AFFAIRS

Advisory Committee Charter

1. COMMITTEE'S OFFICIAL DESIGNATION. MyVA Advisory Committee (MVAC)

2. AUTHORITY. This charter establishes the MyVA Advisory Committee (MVAC) under the authority of the U.S. Department of Veterans Affairs (VA). The Committee is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2.

3. OBJECTIVES AND SCOPE OF ACTIVITIES. The Committee provides advice to the Secretary of Veterans Affairs, through the Executive Director, MyVA Task Force. The advice will be related to the MyVA initiative and VA's ability to rebuild trust with Veterans and other stakeholders, improve service delivery with a focus on Veteran outcomes, and set the course for longer-term excellence and reform of VA. The activities of the Committee include, but are not limited to:

   - Periodic reviews of the Department's progress on the MyVA efforts identified by the Secretary to address and improve Veteran engagement and experience, streamline internal processes to enhance the delivery of services, and reorganize to integrate services across VA business lines.

   - Advice on competing short-term and long-range plans, priorities, and strategies to improve the operational functions, services, processes, and outputs of the Department to achieve the outcomes outlined above.

   - Advice on appropriate levels of support and funding to develop those plans, priorities and strategies, and to help maintain appropriate balance between competing elements of the Department.

   - Advice on implementation of recommended improvements.

4. DESCRIPTION OF DUTIES. The Committee serves in an advisory capacity by making recommendations to the Secretary of Veterans Affairs, through the Executive Director, MyVA Task Force.

5. OFFICIAL(S) TO WHOM THE COMMITTEE REPORTS. The Committee will report to the Secretary, through the Executive Director, MyVA Task Force.

6. AGENCY RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT. The VA is responsible for providing the funding, organization, and logistical support and resources. Within the Department, support shall be furnished by the MyVA Task Force.

7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS. The estimated annual costs associated with supporting the Committee are at $400,000 to include 1.5 full-time equivalent staff.

8. DESIGNATED FEDERAL OFFICER (DFO). The Designated Federal Officer (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 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 approximately two to four times a year.

10. DURATION. The business of the Committee will be continuing in nature.

11. COMMITTEE TERMINATION DATE. Unless renewed by appropriate action prior to its expiration, the Committee will terminate two years from the date below.

12. MEMBERSHIP AND DESIGNATION. The Committee will be comprised of no more than 20 committee members, who will be appointed by the Executive Director, MyVA Task Force. Members will be comprised of a cross-section of VA-mission critical areas. Members may be Special Government Employees, Regular Government Employees or representatives. The Chairperson and Vice Chairperson of the Committee will be appointed by the Executive Director, MyVA Task Force, from among the Committee members.

13. SUBCOMMITTEE(S). Subcommittees may be formed with approval by the Executive Director of the Task Force. The objectives of the Subcommittees are to make recommendations to the parent (chartered) Committee with respect to particular matters related to the responsibilities of the parent Committee. Such Subcommittees may not work independently of the chartered Committee and must report their recommendations and advice to the full committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the parent Committee nor can they report directly to the VA.

14. RECORDKEEPING. The records of the Committee shall be handled in accordance with General Records Schedule 6.2, Item 2 and Administrative Records Schedule 16, Item 8b (1.1), and approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. FILING DATE.

Approved by:

Robert A. McDonald
Secretary of Veterans Affairs

Date: 10/31/15