

2024 Current Fiscal Year Report: Department of Veterans Affairs Voluntary Service National Advisory Committee

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1. Department or Agency	2. Fiscal Year
Department of Veterans Affairs	2024
3. Committee or Subcommittee	3b. GSA Committee No.
Department of Veterans Affairs Voluntary Service National Advisory Committee	195

4. Is this New Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	02/28/2023	02/28/2025	

8a. Was Terminated During Fiscal Year?	8b. Specific Termination Authority	8c. Actual Term Date
No		

9. Agency Recommendation for Next Fiscal Year	10a. Legislation Req to Terminate?	10b. Legislation Pending?
Continue	Not Applicable	Not Applicable

11. Establishment Authority	Agency Authority		
12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
VA Circular No. 117, Sect. I	05/17/1946	Continuing	No

15. Description of Committee Non Scientific Program Advisory Board

16a. Total Number of Reports No Reports for this Fiscal Year

17a. Open 0 **17b. Closed** 0 **17c. Partially Closed** 0 **Other Activities** 0 **17d. Total** 0

Meetings and Dates
No Meetings

	Current Next	
	FY	FY
18a(1). Personnel Pmts to Non-Federal Members	\$0.00	\$0.00
18a(2). Personnel Pmts to Federal Members	\$0.00	\$0.00
18a(3). Personnel Pmts to Federal Staff	\$0.00	\$0.00
18a(4). Personnel Pmts to Non-Member Consultants	\$0.00	\$0.00
18b(1). Travel and Per Diem to Non-Federal Members	\$0.00	\$0.00
18b(2). Travel and Per Diem to Federal Members	\$0.00	\$0.00
18b(3). Travel and Per Diem to Federal Staff	\$0.00	\$0.00
18b(4). Travel and Per Diem to Non-member Consultants	\$0.00	\$0.00
18c. Other(rents,user charges, graphics, printing, mail, etc.)	\$0.00	\$0.00
18d. Total	\$0.00	\$0.00
19. Federal Staff Support Years (FTE)	0.00	0.00

20a. How does the Committee accomplish its purpose?

The Committee's activities align to the VA Strategic Goals as follows: GOAL 1: VA consistently communicates with its customers and partners to assess and maximize performance, evaluate needs and build long-term relationships and trust. The Committee's priorities are in identifying volunteers, donors and strategic partners to enhance Veteran experience and improve engagement with VA which aids in building long-term relationships and trust. The Committee's members are the primary base of

volunteers, represent many of the key partnerships, and serve as the voice of our Veterans to measure the impact of the Committee's activities. Volunteers, donations, and strategic partners support human and fiscal resources that address access challenges, increase choices for care and services, and make information more readily available for Veterans. Consistent communication with committee members is relayed to membership of the organizations represented on the committee which assists in building long-term relationships and trust among VA customers and partners. GOAL 2: VA delivers timely, accessible, high-quality benefits, care and services to meet the unique needs of Veterans and all eligible beneficiaries. The Committee's recommendations targeting improvement of the VA volunteer program assists in providing a without compensation support team that supplements care and service providers in providing timely and integrated care and support. Volunteer programming in support of transportation of Veterans, caregivers and family members aids in the delivery of timely, accessible care. Additionally, volunteer and donor support of Whole Health modalities, Arts and Humanities, and programming which promotes Veteran independence aids VA in meeting the unique needs of Veterans and all eligible beneficiaries. Outreach and communication with the committee supported efforts to educate the Veteran community about The Sergeant First Class (SFC) Heath Robinson Honoring our Promise to Address Comprehensive Toxics (PACT) Act and related deadlines during a period when expanded care and benefits for Veterans exposed to burn pits, Agent orange, and other toxic substances was paramount. GOAL 3. VA builds and maintains trust with Stakeholders through proven

stewardship, transparency and accountability. The Committee's membership is made up of members of key Veterans service, civic, fraternal, faith-based and other strategic partner organizations which are part of the fabric of the community served by VA. Communication from the committee to their respective organizations serves to build and maintain the trust Veterans have in VA as Veterans know and trust these organizations to which they belong. The Committee's open meetings and transparent operations serve to help build Veteran trust in VA. This Committee continues work to improve and streamline business processes, to include incorporation of virtual meetings, when appropriate, electronic registration for annual meetings, and online nominations for the submission of awards and recognition. Additionally, the Committee continues to build on practices emphasizing more robust accounting of funds associated with activities, operationalizing the non-monetary and in-kind donation recording in the field, and increased accountability for VA Central Office funding (donated and appropriated) directed to the field. GOAL 4. VA ensures governance, systems, data and management best practices improve experiences, satisfaction, accountability and security. The committee's volunteers have assisted in promoting volunteer assignments targeting improved experiences, satisfaction, accountability and security. The volunteers that are facilitated by this committee's actions are increasingly engaged in higher level assignments supporting management best practices. Additionally, the committee's continued efforts to support the modernization of the electronic system used in tracking volunteers, donations, and strategic partnerships provides enhanced capabilities for employees and aids to

ensure systems and data are used to improve service to Veterans.

20b. How does the Committee balance its membership?

The Committee is comprised of 56 national service, Veterans, civic, and volunteer oriented organizations. Its membership is a diverse representation of Veterans Service Organizations and community partners. The Committee continually seeks the opportunity to bring on new organizations, including Post-911 Veterans organizations, corporate entities, and other agencies/organizations interested in philanthropic engagement opportunities within VA.

20c. How frequent and relevant are the Committee Meetings?

The Committee meets once a year. This Committee represents the voice of the community to VA and its leadership. The volunteer and monetary resources that are the ultimate outcomes from these partnerships enhance care and services for Veterans. In FY 2023, the Committee met April 26-28, 2023 in Denver, Colorado.

20d. Why can't the advice or information this committee provides be obtained elsewhere?

VA has no other resource to replace the functions of this Committee. Its purposes of promoting and coordinating volunteer activities and strategic partnership within VA facilities, in the community; and to advise on matters related to volunteerism and charitable giving are not addressed by any other mechanism or system. Since 1946, the Committee has been the method by which VA volunteerism and philanthropic activities has been implemented and managed.

20e. Why is it necessary to close and/or partially closed committee meetings?

There are no closed meetings.

21. Remarks

Designated Federal Officer

Sabrina C. Clark Director, VA Center for Development and Civic Engagement

Committee Members	Start	End	Occupation	Member Designation
Ammar, Becky	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Arceo, Nick	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Ashworth, Kenneth	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Augustine, Lauren	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Balkman, Kathy	01/01/2023	12/31/2024	National Representative	Representative Member
Beams, Karlene	01/01/2023	12/31/2024	National Representative	Representative Member
Berggren, Doreen	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Black, Marie	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Blanchard, Jacki	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Bowen, Katie	01/01/2023	12/31/2024	National Representative	Representative Member
Briggs, Daniel	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Brown, John	01/01/2023	12/31/2024	National Representative	Representative Member
Brown, Melvin	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Brown, Robert	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Buchman, Leslie	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Chamberlain, Linda	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Chansky, Priscilla	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Chapman, Augustine	01/01/2023	12/31/2024	National Deputy Representative	Representative Member

Cinquegrana, Gabriel	01/01/2023	12/31/2024	National Representative	Representative Member Regular Government Employee (RGE) Member
Clark, Sabrina	01/01/2023		Director	
Clinger, Charlotte	01/01/2023	12/31/2024	National Representative	Representative Member
Clos, Bunny	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Cooper, Brent	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Creed-Newton, Diana	01/01/2023	12/31/2024	National Representative	Representative Member
Croll, Kay	01/01/2023	12/31/2024	National Representative	Representative Member
Dahlin, Erin	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Davis, Craig	01/01/2023	12/31/2024	National Representative	Representative Member
Davis, D	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Davis, David	01/01/2023	12/31/2024	National Representative	Representative Member
Davis, Patricia	01/01/2023	12/31/2024	National Representative	Representative Member
Davis, Sherry	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Denton, Neal	01/01/2023	12/31/2024	National Representative	Representative Member
Dillon, Dana	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Doherty, GinaMarie	01/01/2023	12/31/2024	National President	Representative Member
Donoven, Katherine	01/01/2023	12/31/2024	National Representative	Representative Member
Dooley, Joseph	01/01/2023	12/31/2024	National Representative	Representative Member
Easterling, Audrey	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Edwards, Carolyn	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Ellett, Tiffany	01/01/2023	12/31/2024	National Representative	Representative Member
Etheredge, Colondra	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Ferro, Tracy	01/01/2023	12/31/2024	National Representative	Representative Member
Flemming, Deborah	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Fremont, Darrell	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Friberg, Richard	01/01/2023	12/31/2024	National Deputy Representative	Representative Member

Fulton, Nadine	01/01/2023	12/31/2024	National President	Representative Member
Gallina, Charles	01/01/2023	12/31/2024	National Representative	Representative Member
Garcia, Jose	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Gerry, William	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Giltner, Scott	01/01/2023	12/31/2024	National Representative	Representative Member
Glende, Ann	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Goldstein, Howard	01/01/2023	12/31/2024	National Representative	Representative Member
Graber, Hannah	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Grams, Janet	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Grover, Wanda	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Grunig, Kelly	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Gulbransen, Roger	01/01/2023	12/31/2024	National Representative	Representative Member
Gunn, Mona	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Hale-Ray, Barbara	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Harbolt, Martin	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Harrar, Mary	01/01/2023	12/31/2024	National Representative	Representative Member
Harris, Erma	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Harris, John	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Hebert, Carol	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Herbsleb, Maryann	01/01/2023	12/31/2024	National Representative	Representative Member
Hillman, Christi	01/01/2023	12/31/2024	National Representative	Representative Member
Holda, Denise	01/01/2023	12/31/2024	National Representative	Representative Member
Holmes, Elizabeth	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Holt, Julianna	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Hopper, Rex	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Huth, Angela	01/01/2023	12/31/2024	National Representative	Representative Member
Iliff, Ted	01/01/2023	12/31/2024	National Deputy Representative	Representative Member

Israel, Stewart	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Joppa, Evelyn	01/01/2023	12/31/2024	National Representative	Representative Member
Kaatz, Petra	01/01/2023	12/31/2024	National Representative	Representative Member
Kelly, Lawrence	01/01/2023	12/31/2024	National Representative	Representative Member
Kendall, James	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Kibler, Mickey	01/01/2023	12/31/2024	National Representative	Representative Member
Kinch, Abby	01/01/2023	12/31/2024	National Representative	Representative Member
Kirkpatrick, Clement "Joe"	01/01/2023	12/31/2024	National Representative	Representative Member
Kleindienst, John	01/01/2023	12/31/2024	National Representative	Representative Member
Knafllich, Alyce	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Kranzow, Patricia	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Landess, Kathleen	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Langford, John	01/01/2023	12/31/2024	National Deputy Representative/CEO	Representative Member
Langham, Jo	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Langley, Sarah	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Lawson, Theo	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Liddle, Sheryl	01/01/2023	12/31/2024	National Representative	Representative Member
Liepman, Davena	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Lum, Debbie	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Lutes, Greg "Doc"	01/01/2023	12/31/2024	National Representative	Representative Member
Manning, Michele "Mitzi"	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Manzo, Robert	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
McClain, Joseph	01/01/2023	12/31/2024	National Representative	Representative Member
McKinley, Sandra	01/01/2023	12/31/2024	National Representative	Representative Member
McSorley, Rita	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Miller, Michael	01/01/2023	12/31/2024	National Representative	Representative Member
Milne, Amy	01/01/2023	12/31/2024	National Deputy Representative	Representative Member

Minter, Ron	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Morgan, Mary	01/01/2023	12/31/2024	National Representative	Representative Member
Moseley Brown, Betty	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Moss, James	01/01/2023	12/31/2024	National Representative	Representative Member
Murray, Christina	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Myers, Julie	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Nash, Tom	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Nelson, Alex	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Newsome, Joanne	01/01/2023	12/31/2024	National Representative	Representative Member
Newton, Steven	01/01/2023	12/31/2024	National President	Representative Member
Olguin, Oscar	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Ostrom, Candy	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Owiesny, Walter	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Palmer, Amy	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Panzer, Victoria	01/01/2023	12/31/2024	National Representative	Representative Member
Parker, Anne	01/01/2023	12/31/2024	National Representative	Representative Member
Perez, Cheryl	01/01/2023	12/31/2024	National President	Representative Member
Perkins, Allan	01/01/2023	12/31/2024	National Representative	Representative Member
Pond, Richard	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Prosu, Jack	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Ray, Donna	01/01/2023	12/31/2024	National Representative	Representative Member
Reid, Phillip	01/01/2023	12/31/2024	National Representative	Representative Member
Rigel, Janisue	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Rippe, Seth	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Rolfes, Ron	01/01/2023	12/31/2024	National Representative	Representative Member
Rorrio, Marie	01/01/2023	12/31/2024	National Representative	Representative Member
Rose, Kenneth	01/01/2023	12/31/2024	National Representative	Representative Member

Rosenskein, Freda	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Sanchez, Carol	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Sanders, Kelly	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Sarracino, Vicki	01/01/2023	12/31/2024	National Representative	Representative Member
Sayre, Donna	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Schmidt, Rosanne	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Seegers, Edgar	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Shea, Laurie	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Simmons, Karin	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Smiley, Dorothy	01/01/2023	12/31/2024	National Representative	Representative Member
Smith, Donna	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Smith, Walter	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Spence, Darlene	01/01/2023	12/31/2024	National Commander	Representative Member
Staton, Sydney	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Steege, Della	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Stemple, Pam	01/01/2023	12/31/2024	National Representative	Representative Member
Sutterlin, William	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Taylor, Prince	01/01/2023		Deputy Director	Regular Government Employee (RGE) Member
Temple, Betty	01/01/2023	12/31/2024	National Representative	Representative Member
Thomas, Ferdinand	01/01/2023	12/31/2024	National Representative	Representative Member
Thompson, Delores	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Thornhill, Lynda	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Van Camp, Jason	01/01/2023	12/31/2024	National Representative	Representative Member
Varejcka, Linda	01/01/2023	12/31/2024	National Representative	Representative Member
Vennera, Ken	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Weems, Shalanda	01/01/2023	12/31/2024	National Representative	Representative Member

Wellborn, Jewel	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Williamson, Lisa	01/01/2023	12/31/2024	National Certifying Official	Representative Member
Wilson, Cynthia	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Wischmeyer, Rebecca	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Woodward, Chris	01/01/2023	12/31/2024	National Deputy Representative	Representative Member
Wrobel, Theresa	01/01/2023	12/31/2024	National President	Representative Member
Wysong, Lorenza	01/01/2023	12/31/2024	National President	Representative Member

Number of Committee Members Listed: 158

Narrative Description

Volunteers assist Veterans by augmenting staff in settings such as inpatient hospital units, outpatient clinics, Community Living Centers, volunteer respite programs, volunteer transportation programs, community-based volunteer programs, end-of-life care programs, foster care, and Veterans outreach centers. The Committee encourages strategic partnerships and volunteer support to better serve Veterans. They encourage their members and others to contribute time, talent and resources to VA to improve Veteran access and experience; decrease Veteran homelessness; share VA's National and local messages to Veterans through their social media and websites; market the Veterans crisis line and initiatives such as whole health to serve our Nation's Veterans. The VA Voluntary Service (VAVS) National Advisory Committee (NAC) of the Department of Veterans Affairs provides advice to the Secretary of Veterans Affairs, through the Under Secretary for Health, on the coordination and promotion of volunteer activities within VA health care facilities, and on other matters relating to volunteerism. It keeps the officers and members of participating organizations informed of volunteer needs and accomplishments. The Committee actively supports the strategic plan of the VA Center for Development & Civic Engagement and the overall VA mission and strategic plan.

What are the most significant program outcomes associated with this committee?

Checked if
Applies

Improvements to health or safety	<input checked="" type="checkbox"/>
Trust in government	<input checked="" type="checkbox"/>
Major policy changes	<input type="checkbox"/>
Advance in scientific research	<input type="checkbox"/>
Effective grant making	<input type="checkbox"/>
Improved service delivery	<input checked="" type="checkbox"/>
Increased customer satisfaction	<input checked="" type="checkbox"/>
Implementation of laws or regulatory requirements	<input type="checkbox"/>
Other	<input type="checkbox"/>

Outcome Comments

The outcomes generated from this committee result in the strategic utilization of community resources for the benefit of enhanced care and services for Veterans, families, and caregivers.

What are the cost savings associated with this committee?

Checked if Applies

None	<input type="checkbox"/>
Unable to Determine	<input checked="" type="checkbox"/>
Under \$100,000	<input type="checkbox"/>
\$100,000 - \$500,000	<input type="checkbox"/>
\$500,001 - \$1,000,000	<input type="checkbox"/>
\$1,000,001 - \$5,000,000	<input type="checkbox"/>
\$5,000,001 - \$10,000,000	<input type="checkbox"/>
Over \$10,000,000	<input type="checkbox"/>
Cost Savings Other	<input type="checkbox"/>

Cost Savings Comments

The programs and services provided through this committee's efforts result in a significant cost avoidance for VA.

What is the approximate Number of recommendations produced by this committee for the life of the committee?

Number of Recommendations Comments

This is the total of recommendations through FY 2023.

What is the approximate Percentage of these recommendations that have been or will be Fully implemented by the agency?

93%

% of Recommendations Fully Implemented Comments

There were two recommendations approved in FY 2023 being submitted for action in FY 2024.

What is the approximate Percentage of these recommendations that have been or will be Partially implemented by the agency?

3%

% of Recommendations Partially Implemented Comments

CDCE is collaborating or has task groups working on partially implemented recommendations.

Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?

Yes ☒ No ☐ Not Applicable ☐

Agency Feedback Comments

The Department submits a formal response to each Committee's recommendation, and Department officials brief the Committee on actions taken to implement recommendations. Published Annual Reports can be found online:
<https://www.va.gov/ADVISORY/Voluntary.asp>

What other actions has the agency taken as a result of the committee's advice or recommendation?

Checked if Applies

Reorganized Priorities	<input type="checkbox"/>
Reallocated resources	<input type="checkbox"/>
Issued new regulation	<input type="checkbox"/>
Proposed legislation	<input type="checkbox"/>
Approved grants or other payments	<input type="checkbox"/>
Other	<input type="checkbox"/>

Action Comments

Is the Committee engaged in the review of applications for grants?

No

Grant Review Comments

NA

How is access provided to the information for the Committee's documentation?

Checked if Applies

Contact DFO	<input checked="" type="checkbox"/>
Online Agency Web Site	<input checked="" type="checkbox"/>
Online Committee Web Site	<input checked="" type="checkbox"/>
Online GSA FACA Web Site	<input checked="" type="checkbox"/>
Publications	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

Access Comments

Committee minutes are published on the web at <http://www.volunteer.va.gov/NAC.asp> and sent electronically to each committee member.