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

1. OFFICIAL DESIGNATION: Advisory Committee on Minority Veterans

2. AUTHORITY: The Committee is authorized by statute, section 544 of title 38. The Committee is being established in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2.

3. OBJECTIVES AND SCOPE OF ACTIVITIES: The Committee on Minority Veterans advises the Secretary of Veterans Affairs on the administration of benefits by the Department for Veterans who are minority group members by reviewing reports and studies on compensation, health care, rehabilitation, outreach and other services provided by the Department. The Committee assesses the needs of Veterans who are minority group members and recommends program improvements designed to meet such needs.

4. DESCRIPTION OF DUTIES: The Committee reviews reports and studies relating to Veterans who are minority group members, and conducts assessments of minority group Veterans' needs relating to compensation, health care, rehabilitation, and outreach. The Committee shall submit a report not later than July 1 of each year to the Secretary on programs and activities of the Department that pertain to the needs of Veterans who are minority group members.

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

6. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT FOR THE COMMITTEE: Support for the Committee is provided by the Center for Minority Veterans, Office of the Secretary, Department of Veterans Affairs.

7. ESTIMATED ANNUAL OPERATING COSTS AND STAFF-YEARS: VA financial support for the work of the Committee is estimated at $300,000 per year including approximately 1.5 FTE staff-years. All members will receive travel expenses and a per diem allowance in accordance with the Federal Travel Regulations 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 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 is expected to meet not less than two times annually.

10. DURATION: There is a continuing need for the Committee to assist the Secretary in carrying out the responsibilities described in section 544 of Title 38.

11. COMMITTEE'S TERMINATION DATE: December 31, 2014, unless extended by statute.

12. MEMBERSHIP AND DESIGNATION: By statute, Committee membership shall consist of Veterans who are minority group members and who have experience in a military theater of operations, Veterans who are minority group members and who do not have such experience, representatives of Veterans who are minority group members, and individuals who are recognized authorities in fields pertinent to the needs of Veterans who are minority group members. A term of service for any member shall not exceed three years; however, the Secretary may reappoint any member for additional terms of service. "Minority group member" is an individual who is Asian American, African American, Hispanic, Native American (including American Indian, Alaskan Native, and Native Hawaiian), or Pacific-Islander American.

Ex officio members of the Committee shall include the Secretary of Labor (or a representative), the Secretary of Defense (or a representative), the Secretary of Interior (or a representative), the Secretary of Commerce (or a representative), the Secretary of Health and Human Services (or a representative), the VA Under Secretary for Health (or a representative), and the VA Under Secretary for Benefits (or a representative). The Committee will be composed of approximately twelve (12) members. Several members may be Regular Government Employees, but the majority of the Committee's membership will be Special Government Employees.

13. SUBCOMMITTEES: The Committee may establish subcommittees to perform 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.

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 IS FILED:

Approved: Eric K. Shinseki Date: 3/13/2012

Eric K. Shinseki
Secretary of Veterans Affairs