

# ADVISORY COMMITTEE MANAGEMENT OFFICE



## **Procedures Manual for Preparing and Processing Advisory Committee Correspondence and Packages**

*(Revised September 2021)*

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**ADVISORY COMMITTEE MANAGEMENT OFFICE**  
**Procedures for Preparing**  
**Advisory Committee Correspondence and Packages**

**1. GENERAL**

This document describes the Advisory Committee Management Office's (ACMO) streamlined procedures and standards for correspondence for the Department of Veterans Affairs (VA) Federal Advisory Committees requiring the signature of the Secretary (SECVA), Deputy Secretary (DEPSECVA), or other officials in the SECVA Office. ACMO serves as the coordinating office for the Department's Federal Advisory Committees and is responsible for ensuring continuity in management practices and compliance with the provisions of the Federal Advisory Committee Act (P.L. 92-463) (FACA) with respect to Advisory Committee establishment, operations, ethics, and duration. Also, ACMO is VA's principal point of contact on advisory committee matters with the General Services Administration (GSA) and the Library of Congress.

**2. CONTROLLED CORRESPONDENCE**

a. To ensure timely responses and follow-ups, all VA Federal Advisory Committee correspondence requiring SECVA-level review and approval is electronically controlled and tracked in the VA Correspondence Tracking System (currently known as VIEWS).

b. ACMO tracks correspondence requiring review, approval, or reply from the SECVA and DEPSECVA to the House and Senate Committees on Veterans' Affairs, Library of Congress, and other Committees and agencies with high-level interest in Advisory Committees.

c. Correspondence includes Committee charters (establishment, renewal, reestablishment, amendment, or termination), Committee membership (nominations, appointments, reappointments, and terminations), Federal Register notices (meetings or membership solicitations), Committee minutes, reports and recommendations.

d. Under Secretaries, Assistant Secretaries, and Other Key Officials will designate a program office and individual within their respective organization, who will serve as a Designated Federal Officer, or Committee Manager, responsible for managing an Advisory Committee that aligns with the program responsibilities and other ACMO correspondence assigned to their organization.

e. The VA Federal Advisory Committee staff support and program officials will use the VA Correspondence Tracking System to initiate, monitor and close Advisory Committee correspondence received or generated in their offices to ensure that it is processed in accordance with the quality and timeliness standards specified in this guidance.

f. General Formatting of Documents. The following format applies to **ALL** documents (**Note: All formatting of documents are in alignment with the EXECSEC Style Guide Release 2.0. See attachment**):

- Font size – 12 point, font Arial and 0-point karning (the spacing between characters in a proportional font);
- Spacing - **one** space after punctuation at the end of sentences and colons; and between addressee state and zip code
- Margins - 1 inch all around;
- Paragraphs indented (5 spaces or 1 tab); single spaced; single space between each;
- Abbreviations and acronyms – **spell out all abbreviations and acronyms the first time they are used in your documents; if abbreviation is not used later in the document, do not introduce or create an acronym**;
- Capitalization are not used on the following words **unless** used at the beginning of a sentence: internet, intranet, web or website;
- Commas – **VA no longer uses the oxford comma**; when using commas to separate elements of a series, do not put a comma before the conjunction;
- Email references – Do not say “by email at”. List the email address (for example, at [Jane.Doe@va.gov](mailto:Jane.Doe@va.gov));
- Headings and subheadings should have consistent formatting. Each page of multiple page documents (reports, testimony, questions for the record, information and fact sheets) should have a heading;
- Hyperlinks – Hyperlinked email addresses and websites are **acceptable** (for example, at [Jane.Doe@va.gov](mailto:Jane.Doe@va.gov) or [www.va.gov/advisory](http://www.va.gov/advisory));
- Outline levels should be consistent throughout the document;
- Phone numbers – phone numbers should will be written as 202-461-0000 (**no parentheses should be used in phone numbers**);
- Salutation – Dear Representative Smith (**not Congressman Smith**); and
- Suffixes – Name suffixes such as Jr. or Sr. and III are **not preceded** by a comma.

g. Addressing Congressional Correspondence. Use Correct Addresses and Salutations:

- The Honorable \_\_\_\_\_  
U.S. House of Representatives  
Washington, DC 20515
  - Dear Representative \_\_\_\_\_:
  - Dear Mr. Chairman \_\_\_\_\_:
  - Dear Madam Chair \_\_\_\_\_:
- The Honorable \_\_\_\_\_  
United States Senate  
Washington, DC 20510
  - Dear Senator \_\_\_\_\_:
  - Dear Mr. Chairman \_\_\_\_\_:
  - Dear Madam Chair \_\_\_\_\_:

## CORRESPONDENCE CONTROL AND TRACKING

### 3. ADVISORY COMMITTEE PACKAGES

ACMO receives, reviews, concurs and tracks all Advisory Committee packages completed by the program offices for SECVA or DEPSECVA through the VA Correspondence Tracking System. For each committee package, the original and final documents are routed to ACMO for final review and ensure accuracy of package assembly. Prior to electronically assigning the package to ACMO (00AC), the program offices must ensure all changes, edits or corrections have been made and all required offices have concurred such as Veterans Health Administration (VHA) (10), Veterans Benefits Administration (VBA) (20) or National Cemetery Administration (NCA) (40), etc. For each Committee package, the original and final documents are routed to ACMO for final review and ensure accuracy of package assembly. ACMO will review the package to determine whether all *required* concurrences are received, edits are completed and all essential Committee documents are uploaded to the VA Correspondence Tracking System. After ACMOs review, if all requirements have been met, ACMO will make an electronic assignment to the Office of General Counsel (02), the Office of Congressional and Legislative Affairs (009) and the Office of Public and Intergovernmental Affairs (002) for review and to obtain their formal concurrence, as appropriate. Once they concur, ***ACMO will concur on the respective Committee package and make an electronic assignment in the VA Correspondence Tracking System to the Office of the Executive Secretariat (001B) (EXECSEC).*** ACMO will deliver the final hard or electronic copy package to EXECSEC for final review and signature.

**3a. Committee Charter:** All proposed charters for the establishment, renewal or amendment should be submitted in draft form through the VA Correspondence Tracking System for consultation and review by ACMO prior to submitting a final charter package for formal concurrence or approval. Charter content requirements will vary for discretionary, statutory and Presidential Committees. For more information about these Committee types, please review the section on Charter Committee Package in the ACMO Guide (revised September 2021). The charter renewal process must start at least 90 days in advance of the charter's termination date to give ample time for program and staff offices to review and concur.

**Note:** For discretionary Advisory Committees, if the charter is not renewed *timely* by its 2-year date, GSA requires the charter to be reestablished, *potentially* causing a longer wait time for the Committee to resume activities and meetings. If reestablishment does occur, the supporting documents and letters should include the "reestablished" language. See Federal Register Notices below for making public announcement of the establishment of a discretionary Committee. Also, during the chartering process, Advisory Committees are required to provide a description of their plan to attain a fairly balanced membership; and update its plan, as applicable.

**Note:** To submit a charter package, see the Concurrences section (page 9) of this document. Samples are shown in Appendix D – Sample Charter Documents.

**3b. Subcommittee Establishment:** With the DFO's approval, the Committee is authorized to establish subcommittees to perform specific projects or assignments as

necessary and consistent with its mission. The Committee Chairperson shall notify the Secretary, through the DFO, of the establishment of any subcommittee including its function, membership and estimated duration. The objectives of the subcommittees are to make recommendations to the chartered Committee with respect to matters related to the responsibilities of the chartered Committee. Such subcommittees may have workgroups but may not work independently of the chartered Committee. Subcommittee members have no authority to make decisions on behalf of the parent Committee nor can they report directly to VA. A DFO, or alternate DFO, must be present for all subcommittee activities and take notes. A responsible Federal Government employee must be present for all workgroup activities and take notes.

**3c. Committee Membership:** Individuals are nominated, selected and appointed to a VA Federal Advisory Committee based upon their qualifications, skills, experience and ability to contribute to the accomplishment of the Committee's objectives. The statute or charter that establishes the Committee often includes specific requirements for Committee membership such as prior military experience or expertise in a particular subject area. FACA requires that Committee membership be "fairly balanced in terms of points of views represented and the functions to be performed." As a result, Committee members generally have personal and professional experiences that match the program responsibilities of their sponsoring agencies and the specific scope of the Committee on which they serve. In balancing Committee membership, VA also ensures representation of diverse and sometimes opposing viewpoints, to provide a foundation for developing advice and recommendations that are fair and comprehensive that represents the demographics of the constituency it was formed to serve.

A nomination package includes a memo to SECVA, a brief biographical description of nominees and members; and a decision page. Reference to a nominee or member must include the member's full name (first, middle, and last), credentials (e.g., M.D., Ph.D., etc.), military rank (if applicable), term of service, and whether they serve as member or Chair of the Committee. Reference to a nominee and member must be consistent throughout the package.

**Note:** When capturing the nominee or members' credentials or degrees, **only periods are to be used for B.A., M.A., M.D. or Ph.D. degrees.** All other credentials or degrees do not require a period, such as EdD or MPA.

The nomination package should be prepared and sent to SECVA 90 days in advance of the expiration of membership terms.

A certificate of appointment, along with an appointment letter, is included in when appointing a new Committee member. The DFO sends a request for a certificate of appointment to ACMO including the nominee's full name, credentials, military rank, term of service and whether they serve as a member or Chair. ACMO makes the request for the certificate of appointment to the Media Services Division.

A certificate of appreciation is prepared, along with a termination or thank you letter, for Committee members when they complete their service on a VA Federal Advisory Committee, resign or leave for other reasons. This certificate is generated by ACMO and included in the membership package requiring SECVA's signature. **Members who**

***are reappointed, do not receive a certificate since their reappointment is a continuation of their original appointment.***

Additionally, a National Agency Check with Inquiries or background investigation may be required for recommended new Committee members. The administration or program office is responsible for initiating this process.

**Note:** To submit a membership package, see the Concurrences section (page 9) of this document. Samples are shown in Appendix E – Sample Membership Documents.

**3d. Advisory Committee Reports:** Specific reports are required on Advisory Committees for SECVA, the House and Senate Committees on Veterans' Affairs, or the GSA Committee Management Secretariat. The reports convey Committee information, which provides advice and recommendations to SECVA on a wide variety of programs that deliver benefits and services to our Nation's Veterans. Other internal VA reports are required for management purposes on the assessment and projection of Advisory Committee activities.

**Annual Comprehensive Review (ACR):** As required by section 7(b) of FACA, GSA's Committee Management Secretariat must conduct an ACR of all activities and responsibilities of each Federal Advisory Committee based on each fiscal year (October 1 through September 30). All information gathered on an Advisory Committee is entered on the GSA's FACA database at <https://www.facadatabase.gov/FACA/FACAPublicPage>.

Throughout the year, the DFO begins preparing the individual Committee's report by entering data on Committee meetings including actual costs for the fiscal year, estimated costs for the next fiscal year, meeting dates, updated Committee member information and the activities and accomplishments of the Committee.

Upon the DFO's submission and verification of the ACR, ACMO staff performs a review of the report for completeness and accuracy. ACMO staff will provide feedback or comments, as needed. When ACMO completes its final review, the individual report will be verified as complete to GSA. Once VA has submitted all Advisory Committee reports, GSA will review the reports and may consult with ACMO to make final. Once GSA has finalized all Departments' Advisory Committee reports, they will submit a report to Congress and the information will be available to the public.

**VA Annual Assessment of Committee Activities (Performance Review):** An Annual Assessment of Committee Activities is submitted on each VA Federal Advisory Committee for the current calendar year (January through December) and is due to ACMO by December 1. A template is provided in the ACMO Guide (revised September 2021).

The assessment must be signed by the program office leadership and Committee Chair after consultation with the DFO. When all required signatures are received, the assessment is sent to ACMO electronically via email. The following items are included:

- Overall summary of the Committee;

- Committee’s effectiveness and contributions to achieving VA priorities;
- Usefulness of communications between the program office and the Committee;
- Description of the quality of Advisory Committee recommendations;
- Any Advisory Committee products, such as recommendations or a report;
- Actions taken to implement Advisory Committee recommendations; and
- Program office assessment of the Advisory Committee’s work.

**Annual Operations Plan:** An Annual Operations Plan is submitted annually for each Advisory Committee’s next year projected activities (January to December) to ACMO by December 1 each calendar year. A template is provided in the ACMO Guide (revised September 2021).

The Annual Operations Plan must be signed by the DFO and the Advisory Committee’s Chair after consultation with the respective program officials. Once all required signatures are received, the Plan is sent to ACMO electronically via email. The following items are included:

- Specific areas of Committee interest for the upcoming year;
- Committee objectives and expected Committee activities, such as briefings and site visits;
- Approximate date(s) of any expected recommendations, reports, official communications, or other deliverables; and
- Information indicating which quarter of the year for any proposed engagement with SECVA, DEPSECVA or Chief of Staff.

**3e. Committee Reports, Recommendations and VA Responses:** VA Federal Advisory Committees must provide a report or recommendations to SECVA no later than the date identified in its statute or charter. The Committee report contains an assessment of the respective Committee’s review of specific VA programs, activities and policies designed to accomplish its purpose.

**Recommendations and VA Responses:** During Committee meetings, Committee members’ deliberation action is captured in either a Committee’s report and/or recommendations to SECVA. These recommendations can result in significant improvements in service or reductions in cost to the Veterans or provide an important addition perspective or viewpoint affecting VA operations and its service requirements to Veterans. See Appendix C – SMART Recommendations – Template. Using this template, the Committee can develop more impactful recommendations which can eliminate ambiguity and redundancy.

**Unvetted Reports or Recommendations:** Unvetted reports or recommendations are the original reports or recommendations submitted by the Committee to the VA administration or program office supporting the VA Advisory Committee. Unvetted reports or recommendations **excludes** VA responses. Unvetted reports are required to be routed to ACMO, and ACMO will upload to the GSA FACA Database, as part of the current year ACR Report. **Committees are no longer required to send the unvetted report or recommendations to SECVA as an FYI.** The steps routing the unvetted reports are as follows:



1. After the VA administration or program office (or DFO) receives the unvetted report, they should send it directly to ACMO via email at vaadvisorycmte@va.gov or interoffice mail at ACMO (00AC); and
2. ACMO reviews and uploads the unvetted report or recommendations to the GSA FACA Database.

**Vetted Report or Recommendations:** Vetted reports or recommendations are the original reports or recommendations submitted by the Committee to SECVA. Vetted reports or recommendations **includes** VA responses to the Committee's recommendations.

The supporting administration or program office is responsible for disseminating the Advisory Committee's reports or recommendations to the appropriate VA administration or program office via assignment in the VA Correspondence Tracking System, coordinating input from those offices, and synthesizing input into SECVA's official response within 120 days of a Committee meeting. Any administration or program office that is asked by the supporting office to respond to an Advisory Committee recommendation is responsible for providing the supporting office with timely responses to the report recommendations and, when appropriate, with action plans in the required format for implementation of the recommendation(s). ACMO is responsible for tracking all responses to Advisory Committee reports and recommendations for EXECSEC. The appropriate administration or program office responds to reports and recommendations using the following responses:

- **Concur:** VA agrees with the recommendation and will implement.
- **Concur-in-principle:** VA agrees with the recommendation in concept but is unable to implement.
- **Non-concur:** VA does not agree with the recommendation and will not implement.

All responses will include a brief explanation of the reason for the response. A concurrence will include a detailed action plan for implementation. A sample action plan is shown in Appendix A. Additionally, any response that is a non-concur or concur-in-principle will include a detailed explanation of the inability to implement.

**Note:** Work processes must be efficient so that time is built in for each level of review and to facilitate prompt concurrences. Deadlines are established with sufficient time to meet expectations for delivery to external parties and to allow the Committee to receive and deliberate VA responses at its next Committee meeting. See Committee Report and Recommendations Flow Chart in Appendix B.

#### **4. CONCURRENCES**

A concurrence is an office's acceptance of a product, as written. It is **not** a review or editing process. A Concurrence and Summary Sheet, (VA Form 4265) is used by the administration or program office to obtain concurrences on correspondence prepared for the signature of SECVA or DEPSECVA.

**4a. Charter Package:** The action office (administration or program office) finalizes the charter package after all changes, edits or corrections have been made and concurrences received from the program office and/or other offices which are required to provide comment or concurrence. ACMO tracks the concurrence process in the VA Correspondence Tracking System and does not take any final action on the final package until the appropriate offices' authorized signers concur or non-concur.

The action office makes an electronic assignment to ACMO in the VA Correspondence Tracking System and routes the hard copy or electronica package to the ACMO staff via interoffice mail or email delivery. Upon receipt of the electronic assignment and/or hard copy package, ACMO conducts its initial review of the content, ensures all concurrences are received, and determines if all required documents are included in the package. ACMO edits or provides feedback to the program office, if necessary. If no changes are required, ACMO initiates a consultation with GSA to ensure the charter meets all legal and regulatory requirements. Subsequently, **ACMO makes an electronic assignment to OCLA, OGC, OPIA and Senior Advisor for review and formal concurrence.**

After OCLA, OGC, OPIA and Senior Advisor provides their formal concurrences, ACMO uploads their formal concurrence and makes an assignment to EXECSEC.

If submitting a hard copy package, all documents included in the original package should be tabbed or labeled as shown in the chart below (in ascending priority order – top page to bottom page); however, if submitting an email copy of the package ensure the items attached are bulleted as shown below:

**4b. Charter Establishment, Renewal, or Amendment Chart:**

<b>Left Side of Folder</b>	<b>Right Side of Folder</b>
VA Form 4265 – Concurrence and Summary Sheet – Concurrence(s) (i.e., 10, 20, 40, 002, Senior Advisor, 00AC)	Memorandum to Secretary (00)
Comments provided during concurrence(s) (Immediately placed/filed under the respective administration or program office concurrence sheet)	DRAFT – Established, Renewed or Amended Charter
A copy of the Committee's most recent Annual Operating Plan	Filing Letters to House and Senate of Veterans' Affairs Committees (include Secretary's signature block) but these are not required to be on letterhead
A copy of the Committee's most recent Annual Assessment of Activities	Filing Letter to Library of Congress (include CMO's signature block) to be provided to ACMO on VA letterhead
Current Charter	
If statutory, copy of the Committee's statute.	
Current Membership Balance Plan	
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	

**4c. Subcommittee Establishment Package:** The subcommittee establishment package serves as information to SECVA that the Committee is executing this option. The action office finalizes the subcommittee establishment package after all changes, edits, or corrections have been made by the program office and/or any other office that is required to provide comment or concurrence (i.e., VHA Executive Correspondence (10B1), VBA Executive Correspondence (20) and NCA Executive Correspondence (40), Senior Advisor, etc.). **The action office must obtain all required or applicable concurrences prior to forwarding the charter package to ACMO.** ACMO tracks the concurrence process in the VA Correspondence Tracking System. ACMO does not take any final action on the final package until the appropriate offices' authorized signers concur or non-concur.

The action office makes an electronic assignment to ACMO in the VA Correspondence Tracking System, and hand carries the hard copy package to EXECSEC. EXECSEC staff conducts a final review and makes any edits to content or document format, if required. Additionally, EXECSEC obtains SECVA's approval or initials on VA Form 0907. After SECVA initials the VA Form 0907, EXECSEC routes the hard copy package back to the action office.

All documents included in the original or hard copy package should be tabbed or labeled as shown in the chart below (in ascending priority order – top page to bottom page):

**4d. Subcommittee Establishment Chart:**

Left Side of Folder	Right Side of Folder
VA Form 4265 – Concurrence(s) (i.e. 10, 20, 40, 002, Senior Advisor, 00AC)	Memorandum to Secretary (00)
Comments provided during concurrence(s) (Immediately placed/filed under the respective administration or program office concurrence sheet)	Subcommittee Membership Balance Plan ( <b><i>different from</i></b> the Parent Committee's Membership Balance Plan)  <b><i>**Cannot mirror or duplicate language**</i></b>
Current Charter	
VA Form 0907 – Strategic Communication	

**4e. Membership Package:** The action office (administration or program office) finalizes the nomination of the membership package after all changes, edits or corrections have been made by the action office and/or any other office that is required to provide comment or concurrence. The action office must obtain all concurrences prior to forwarding the nomination membership package to ACMO.

**Note:** OCLA, OGC and OPIA is not required to review and/or concur on a nomination membership package. However, a Senior Advisor is required to review and concur.

ACMO tracks the concurrence process in the VA Correspondence Tracking System. ACMO does not take any final action on the final package until the appropriate offices' authorized signers concur or non-concur, including the Senior Advisor. Next, the action

office makes an electronic assignment to ACMO in the VA Correspondence Tracking System and routes the hard copy package to ACMO via interoffice mail or delivery; or electronically via email. Upon receipt of the electronic assignment and/or the hard copy package, ACMO conducts its final review of the content, ensures all concurrences are received and determines if all required documents are included in the package. ACMO edits or provides feedback to the program office, if needed. If no changes are required, ACMO uploads its formal concurrence and makes, an assignment to EXECSEC and provides the final package to EXECSEC via email.

EXECSEC staff conducts a final review and makes any edits to the content or document format, if required, and obtains SECVA’s approval. When approved by SECVA, EXECSEC dispatches the signed letters of appointment, reappointment, and/or termination, along with the signed certificates of appointment and appreciation to the Committee member.

If submitting a hard copy package, all documents included in the original package should be tabbed or labeled as shown in the chart below (in ascending priority order – top page to bottom page); however, if submitting an electronic copy via email, attachments should be bulleted as shown below:

**4f. Membership Nomination, Appointment, Reappointment, or Termination Chart:**

<b>Left Side of Folder</b>	<b>Right Side of Folder</b>
VA Form 4265 – Concurrence and Summary Sheet - Concurrence(s) (i.e., 10, 20, 40, Senior Advisor, 00AC)	Memorandum to Secretary (00)
Comments provided during concurrence(s) (Immediately placed/filed under the respective administration or program office concurrence sheet)	Biographies of Members
Current Charter	Decision Document (include SECVA’s signature block)
If statutory, copy of the Committee’s statute	
Current Membership Balance Plan	Reappointment Letter(s) (if applicable)
Membership Profile Sheet	New Appointment Letter(s) (if applicable) (Media Services prepares/prints the Certificate of Appointment for <i>new members</i> with Secretary signature only)
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	Termination or Thank You Letter(s) (if applicable) (ACMO prepares/prints the Certificate of Appreciation)
	Non-Selection Letter(s) (if applicable)
	Attachments for new appointees: 1. Ethics (most recent version) 2. Current Charter (signed)

**4g. Reports and Recommendations and VA Responses Package:** If submitting a hard copy package, all documents included in the original or hard copy package should be tabbed or labeled as shown in the chart below (in ascending priority order – top page to bottom page); however, if submitting an electronic copy via email, attachments should be bulleted as shown below:

**4h. Reports and Recommendation(s) Chart:**

<b>Left Side of Folder</b>	<b>Right Side of Folder</b>
VA Form 4265 – Concurrence and Summary Sheet - Concurrence(s) (i.e., 10, 20, 40, Senior Advisor, 00AC)	Memorandum to Secretary or Chairman
Comments provided during concurrence(s) (Immediately placed/filed under the respective administration or program office concurrence sheet)	DRAFT – Response to Report or Recommendations
Current Charter	Filing Letters to House and Senate of Veterans’ Affairs Committees (include SECVA’s signature block)
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	Filing Letter to Library of Congress (include CMO’s signature block)
Copy of Chair letter and Committee report or recommendations	

**4i. Federal Register Notices:** There are several types of Federal Register notices such as, Notice of Intent or Charter Renewal, Notice of Meeting (NOM) and Notice of Solicitation for Appointment. ACMO focuses primarily on the following Federal Register notices:

**Notice of Intent or Charter Renewal:** A notice of intent or charter renewal is an announcement to make the public aware of VA establishing, reestablishing or renewing its Committees’ charter. The notices provide specific details, such as the name of the Advisory Committee, summary of the Committee, the establishment, reestablishment or charter renewal date, and the VA CMO’s contact data. ACMO prepares and submits the notice of intent or charter renewal to the *Federal Register* electronically.

**Notice of Meeting:** A NOM is an announcement to make the public aware of an upcoming Federal Advisory Committee meeting. The NOM is required to provide specific details, such as Advisory Committee name, time, date, place and purpose of the meeting. Also included is the summary of the agenda and/or topics to be discussed, date and time for public comment period, and a statement of whether the meeting is open to the public or closed; and if closed, the reasons why, citing the specific exemptions (see ACMO Guide revised September 2021) and the contact information of the Committee’s DFO or other official to obtain additional information about the meeting.

The FACA regulation (41 CFR § 102-3.105(a) requires that a NOM is published in the *Federal Register* at least 15 calendar days prior to an Advisory Committee meeting. However, VA’s OGC recommends VA Federal Advisory Committee staff prepare

Committee meeting notices at least 30 days (or more) in advance to ensure that the notice requirement can be met. ACMO should receive the approved NOM (through program office concurrence) at least 30 days prior to the Committee meeting via the VA Correspondence Tracking System. After ACMO electronically submits the NOM to the *Federal Register*, it may take the *Federal Register* up to 4 days to publish or due to extenuating circumstances sometimes longer.

Under exceptional circumstances, less than a 15-day notice may be given. However, failure to sufficiently plan far in advance, does not constitute an exceptional circumstance.

Open Meeting Requirements: Federal Advisory Committee meetings are required to be open and accessible to the public, except in limited, specified circumstances. If your Advisory Committee is open to the public, the administration or program office makes an assignment in the VA Correspondence Tracking System through normal concurrence signature level. The editable NOM is uploaded to the VA Correspondence Tracking System in a Word format. An assignment to OGC (024) is ***not required***.

Closed Meeting Requirements: FACA regulations recognize that at times it is necessary to close (or partially close) a meeting to public participation. An Advisory Committee may be closed in accordance with the exemptions for closure contained in the Government Sunshine Act 5 USC 552b(c). Common exemptions cited to legally close Federal Advisory Committee meetings include:

- Discussions of classified information;
- Reviews of proprietary data submitted in support of Federal grant applications; and
- Deliberations involving considerations of personal privacy.

Partially Closed Meeting: For example, if the Advisory Committee meeting is scheduled to tour a VA Medical Center, the Advisory Committee meeting is closed to the public during this time to protect patient privacy.

If the Advisory Committee meeting is closed or partially closed, the action office must obtain all concurrences (within their program office) prior to forwarding the closed or partially closed NOM package to ACMO. When all required signatures are captured, the action office makes an electronic assignment to ACMO in the VA Correspondence Tracking System. ACMO conducts its initial review of the content, ensures all concurrences are received, and determines if all required documents (such as the NOM, draft agenda, and VA Form 4265) are included in the package. ACMO edits or provides feedback to the program office, if necessary. If no changes are required, ACMO makes an electronic assignment to **OGC (024)**.

Once OGC concurs, ACMO submits the final NOM to the *Federal Register* electronically. Once the *Federal Register* publishes the NOM, ACMO provides a courtesy copy to the respective Committee's DFO.

**Notice of Solicitation for Appointment:** A notice of solicitation for appointment (solicitation) is an announcement to make the public aware of an upcoming or vacancy

on a specific VA Federal Advisory Committee meeting. The solicitation provides specific details, such as the name of the Advisory Committee, summary of the Committee, due date to submit resume, DFO contact data, supplementary information and the nomination requirements.

To submit a notice of solicitation for appointment, the DFO or action office prepares the solicitation. You are not required to upload the solicitation to the VA Correspondence Tracking System. After the solicitation is finalized, email the document directly to the Committee's *assigned* ACMO Program Specialist for action. ACMO reviews and submits the final solicitation to the *Federal Register* electronically. Once the *Federal Register* publishes the solicitation, ACMO provides a courtesy copy to the respective Committee's DFO.

## APPENDIX A - SAMPLE ACTION PLAN



### DEPARTMENT OF VETERANS AFFAIRS (VA)

[Enter Committee's Name]

[Enter Title as Recommendations or Responses to Recommendations]

[Enter Date of Recommendations or Responses to Recommendations]

**Recommendation 1:** The Committee recommends that VA standardize volunteer identification badges as flash badges at all VA medical centers (unless the volunteer requires the badge for computer access or access to a restricted area).

**VA Response:** Concur. There are only three types of Personal Identification Verification (PIV) credentials: PIV Badge; Non-PIV Badge; and Flash Badge. Volunteers are considered Without Compensation (WOC) Employees and are a critical component of VA's supplemental services in the delivery of health care. Volunteers are required to undergo on-boarding processes to obtain a PIV credential in accordance with Homeland Security Presidential Directive 12, VA Directive 0710 and VA Directive 0735.

**Recommendation 2:** The Council notes that the Nation's academic health centers and health professional schools have been an integral and indispensable component of VA's health care system for 70 years, providing a significant fraction of VA's clinical workforce as well as ready access to expertise that would be unavailable in the absence of this innovative public-private partnership. Therefore, it is entirely logical that academic affiliates retain this role in VA's new health care system. Accordingly, the Council strongly endorses the inclusion of academic affiliates as members of VA's Core Network under the new Veterans Choice Program.

**VA Response:** Concur. VA recognizes the important role that academic health centers and health professional schools have played in VA's health care system. VA has extensively emphasized the importance of this unique partnership. Therefore, the New Veterans Choice Program (VCP) described in the Plan to Consolidate Programs of Department of Veterans Affairs to Improve Access to Care includes academic affiliates as members of the VA Core Network.

***Note: Generally, responses are annotated as VA Response: Concur/Concur-in-Principle/Non-Concur***



**Actions to implement:**

<b>VA Action Plan—Name of Recommendation</b>						
<b>Steps to Implement Recommendation</b>	<b>Lead Office</b>	<b>Other Offices</b>	<b>Tasks</b>	<b>Due Date</b>	<b>Current Status</b>	<b>Contact Person (DFO)</b>
Recommendation 1: The Committee notes that the...	Office of the Department of Veterans Affairs	VBA, NCA, OALC	VHA will collaborate with...	On-going FY 2018	Currently meeting to outline the process	Jane M. Doe, Office of VA, (202) 555-XXXX

**APPENDIX B - Committee Report / Recommendations Flow Chart (concurrent process)**

VA Advisory Committee *releases* Report and/or Recommendations to VA

**Vetting Report/ Recommendations**

**Unvetted or Clean Report/ Recommendations**

**VA Administration/Program Office Supporting the Advisory Committee**

1. Receives the Unvetted/Clean **excludes VA Responses** Report/Recommendations
2. Enters it in the Correspondence Tracking System
3. Make appropriate assignments to VA entities required to prepare VA Response
4. Roll up all VA Responses received, prepare final Report/Recommendations Package (including required supporting documents)
5. After the VA administration or program office receive all *required* concurrences submit final **HARD COPY** package to ACMO (00AC)

**VA Administration/Program Office Supporting the Advisory Committee**

1. Receives the Unvetted/Clean **excludes VA Responses** Report/Recommendations
2. Emails it directly to ACMO mailbox at: [vaadvisorycmte@va.gov](mailto:vaadvisorycmte@va.gov) or via interoffice mail at ACMO (00AC)

**ACMO**  
Reviews and uploads the unvetted report/recommendations to the GSA FACA Database

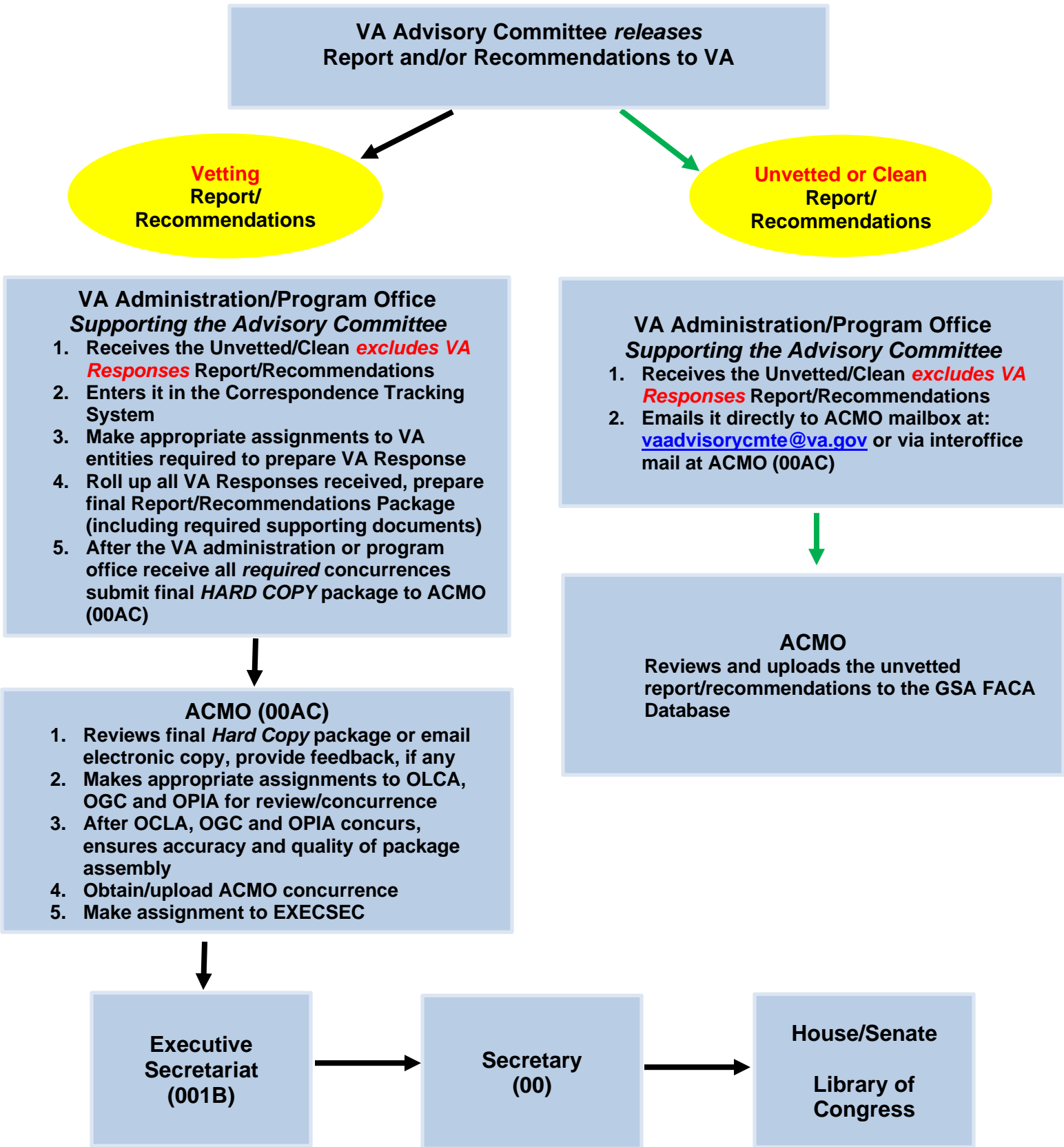
**ACMO (00AC)**

1. Reviews final *Hard Copy* package or email electronic copy, provide feedback, if any
2. Makes appropriate assignments to OLCA, OGC and OPIA for review/concurrence
3. After OCLA, OGC and OPIA concurs, ensures accuracy and quality of package assembly
4. Obtain/upload ACMO concurrence
5. Make assignment to EXECSEC

**Executive Secretariat (001B)**

**Secretary (00)**

**House/Senate Library of Congress**



## APPENDIX C – SMART RECOMMENDATIONS - TEMPLATE

### EXAMPLE SMART RECOMMENDATIONS – TEMPLATE

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Using the SMART Recommendations template may help improve results. The template clarifies exactly what is expected and the measures used to determine if the recommendation is successfully implemented and end-state achieved.

**The template uses the acronym S.M.A.R.T. meaning:**

**Specific (and strategic):** Linked to Department’s mission, position summary, strategic plan or Committee charter. Answers the question—Who? and What?

**Measurable:** Can the success toward accomplishing the recommendation be measured? Answers the question—How?

**Actionable:** Can the recommendation be achieved through reasonable action and investment of resources?

**Realistic (results oriented):** Is the recommendations within scope or can it be aligned with current mission tasks, projects or initiatives; does it focus in a defined area; and does the recommendation include an desirable result or end state.

**Time framed:** Does the recommendation have a clearly defined time-frame; a target or deadline?

*Examples:*

A poorly written SMART recommendation:

- VA should improve employee communicating skills.  
*Does not identify a specific measurement, time frame, nor identify why the improvement is needed or how it will be used.*

A better written SMART recommendation:

The Department should work to rapidly deploy outreach multipliers/enablers like expanding the number of full trained public affairs officers and deploying them more frequently, allotting more individual employee public engagement skills training hours to maximize one on one Veteran knowledge provider opportunities, dedicating more VA senior leader to conduct public outreach / issues interviews (TV, Radio, Print) and expand the functionality of enterprise web pages to better reach and inform stakeholder audiences. VA should complete this recommendation by January 2018 and annually publish the results by March of each year between 2016-2018..

## EXAMPLE SMART RECOMMENDATIONS – TEMPLATE

Specific – WHO? WHAT?

Measurement/Assessment – HOW?

Actionable – REASONABLE?

Realistic – DESIRED RESULT?

Timed – WHEN?

## APPENDIX D – SAMPLE CHARTER DOCUMENTS

### Charter Establishment, Renewal or Amendment Package(s):

Left Side of Folder	Right Side of Folder
VA Form 4265 – Concurrence and Summary Sheet - Concurrence(s) (i.e., 10, 20, 40, 002, 00AC)	Memorandum to Secretary (00)
Comments provided during concurrence(s) (Immediately placed/filed under the respective administration or program office concurrence sheet)	DRAFT – Established, Renewed, or Amended Charter
A copy of the Committee’s most recent Annual Operating Plan	Filing Letters to House and Senate of Veterans’ Affairs Committees (include SECVA’s signature block) but these are not required to be on letterhead
A copy of the Committee’s most recent Annual Assessment of Activities	Filing Letter to Library of Congress (include CMO’s signature block) to be provided to ACOMO on VA letterhead
Current Charter	
If statutory, a copy of the Committee’s statute.	
Current Membership Balance Plan	
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	

### List of *Required* Charter Documents:

- Charter initial, renew or re-establish;
- Membership Balance Plan initial or revised;
- Committee’s initial or most recent Annual Operating Plan (**See Appendix D1**);
- Committee’s most recent Annual Assessment of Activities, required if charter is renewed or re-established;
- Letters to the House and Senate of Veterans’ Affairs Committees (**See Appendix D2**);
- Letter to Library of Congress (**See Appendix D3**);
- VA Form 4265, Concurrence and Summary Sheet (assignments to 02, 002, 009, and 00AC) (**See Appendix D4**);
- VA Form 0907, Strategic Communication Review/Summary and Approval Sheet (**See Appendix D5**); and
- Current charter, and if statutory, copy of the Committee’s statute.

***Reminder: Please use the most currently dated VA Form 0907 or VA Form 4265. To ensure you do, please visit the VA Forms at <https://vaww.va.gov/vaforms/>.***

**APPENDIX D1 – SAMPLE CHARTER DOCUMENTS *Charter Establishment*  
(Annual Operations Plan)**

**DEPARTMENT OF VETERANS AFFAIRS**

**VETERANS' FAMILY, CAREGIVER, AND SURVIVOR ADVISORY COMMITTEE  
ANNUAL OPERATIONS PLAN**

**JANUARY – DECEMBER 2021**

The Department of Veterans Affairs (VA) Veterans' Family, Caregiver, and Survivor Advisory Committee (Committee) was established under the authority of the Department of Veterans Affairs. The Committee provides advice to the Secretary of Veterans Affairs, through the Chief Veterans Experience Officer, Veterans Experience Office. The advice will be related to Veterans' families, caregivers and survivors across all generations, relationships, and Veteran status; the use of VA care and benefits services by Veterans' families, caregivers and survivors, and possible expansion of such care and benefits services; Veterans' family, caregiver and survivor experiences, and VA policies, regulations and administrative requirements related to the transition of Servicemembers from the Department of Defense to enrollment in VA that impact Veterans' families, caregivers and survivors; and factors that influence access to, quality of, and accountability for services and benefits for Veterans' families, caregivers and survivors. The Committee will report to the Secretary, through the Chief Veterans Experience Officer, Veterans Experience Office. Members are selected from among various sectors and organizations, including but not limited to Veteran-focused organizations; military history and academic communities; Veterans Service Organizations; Military Service Organizations; the National Association of State Directors of Veterans Affairs; non-profit, private and corporate partners; the Federal executive branch; research experts; service providers; Veterans' families, caregivers, survivors; and leaders of key stakeholder associations and organizations.

The Committee will be comprised of not more than 20 committee members, who will be appointed by the Secretary of Veterans Affairs. Members will be comprised of a cross-section of stakeholders that support Veterans' families, caregivers and survivors. The estimated annual costs associated with supporting the Committee are at \$535,000 to include costs for travel and meetings and 2.5 full-time equivalent staff

**Expected 2021 Committee Activities:**

- Advice on how VA can assist and represent Veterans' families, caregivers and survivors, including recommendations regarding expanding services and benefits to Veterans' families, caregivers and survivors who are not currently served by VA, and related policy, administrative, legislative and/or regulatory actions;
- Advice on incorporating lessons learned from current, and previous, successful family research and outreach efforts that measure the impact of provided care and benefits services on Veterans' families, caregivers and/or survivors;

- Advice on collaborating with family support programs within VA and engaging with other VA and non-VA Advisory Committees focused on specific demographics of Veterans and their families, caregivers and survivors;
- Advice on working with interagency, intergovernmental, private/non-profit, community and faith-based organizations to identify and address gaps in services;
- Advice on utilizing journey mapping or other means to depict the experience life cycle of families, caregivers and survivors of Veterans to create a more holistic understanding of important life cycle events and their impacts, and to ensure accountability;
- Advice on Veterans' family, caregiver and survivor experiences, and VA policies, regulations, and administrative requirements related to the transition of Servicemembers from the Department of Defense to enrollment in VA that impact Veterans' families, caregivers and survivors;
- Advice on integrating Veterans' families, caregivers and survivors into key VA initiatives such as access to care, suicide prevention and homelessness; and
- Provide such reports as the Committee deems necessary, but not less than one report per year to the Secretary, through the Chief Veterans Experience Officer, Veterans Experience Office to describe the Committee's activities, deliberations, and findings, which may include but are not limited to: 1) identification of current challenges and recommendations for remediation related to access to care and benefits services of Veterans' families, caregivers and survivors; and 2) identification of current best practices in care and benefits delivery to Veterans' families, caregivers and survivors, and the impact of such best practices.

**Elements of the Plan:**

- The Committee will have at least one meeting in 2020.
- The Committee may authorize subcommittees to perform specific projects or assignments as necessary and consistent with its mission.

Submitted:

\_\_\_\_\_  
 Johnny Doe Wells  
 Executive Director, Medical Benefits

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 James Rogerson Doe  
 Chair, Veterans' Family, Caregiver and  
 Survivor Advisory Committee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jane Kennedy Doe  
 Designated Federal Officer

\_\_\_\_\_  
 Date

**APPENDIX D2 – SAMPLE CHARTER DOCUMENTS *Charter Establishment*  
(Letters to House and Senate)**

The Honorable Jerry Moran  
Ranking Member  
Committee on Veterans' Affairs  
United States Senate  
Washington, DC 20510

Dear Senator Moran:

I am pleased to announce the establishment of the Department of Veterans Affairs (VA) Veterans' Family, Caregiver and Survivor Advisory Committee (Committee), which will provide advice to the Secretary of Veterans Affairs, through the Chief Veterans Experience Officer, Veterans Experience Office, related to:

- Veterans' families, caregivers and survivors across all generations, relationships, and Veteran status;
- The use of VA care and benefits services by Veterans' families, caregivers, and survivors;
- Veterans' family, caregiver and survivor experiences and VA policies, regulations, and administrative requirements related to the transition of Servicemembers from the Department of Defense to enrollment in VA that impact Veterans' families, caregivers and survivors; and
- Factors that influence access to, quality of, and accountability for services and benefits for Veterans' families, caregivers and survivors.

For your information and compliance with the Federal Advisory Committee Act, I have enclosed a copy of the charter for the Committee. The charter provides additional information on the duties and responsibilities of Committee members.

Similar letters have been sent to the leaders of the House and Senate Committees on Veterans' Affairs.

Sincerely,

Denis McDonough

Enclosure



**APPENDIX D2 – SAMPLE CHARTER DOCUMENTS *Charter Renewal***  
**(Letters to House and Senate)**

The Honorable Mike Bost  
Ranking Member  
Committee on Veterans' Affairs  
U.S. House of Representatives  
Washington, DC 20515

Dear Representative Bost:

Enclosed is a copy of the renewed Charter for the Veterans' Family, Caregiver and Survivor Advisory Committee in accordance with the Federal Advisory Committee Act, title 5 U.S.C., App. 2.

A similar letter has been sent to other leaders of the House and Senate Committees on Veterans' Affairs.

Sincerely,

Denis McDonough

Enclosure

**APPENDIX D3 – SAMPLE CHARTER DOCUMENTS *Charter Establishment*  
(Letter to Library of Congress)**



**DEPARTMENT OF VETERANS AFFAIRS**  
Washington DC 20420

October 31, 2021

Miraoslav Lazarevich  
Federal Advisory Committee Desk  
Library of Congress  
Anglo-American Acquisition  
Government Documents Section, Room LM-B42  
101 Independence Avenue, SE  
Washington, DC 20540

Dear Mr. Lazarevich:

Enclosed are eight copies of the new Charter for the Department of Veterans Affairs, Veterans' Family, Caregiver and Survivor Advisory Committee, which is forwarded in accordance with the Federal Advisory Committee Act.

Sincerely,

Jeffrey A. Moragne  
Advisory Committee Management Officer

Enclosures

**APPENDIX D3 – SAMPLE CHARTER DOCUMENTS *Charter Renewal***  
**(Letter to Library of Congress)**



**DEPARTMENT OF VETERANS AFFAIRS**  
**Washington DC 20420**

October 31, 2021

Miraoslav Lazarevich  
Federal Advisory Committee Desk  
Library of Congress  
Anglo-American Acquisition  
Government Documents Section, Room LM-B42  
101 Independence Avenue, SE  
Washington, DC 20540

Dear Mr. Lazarevich:

Enclosed are eight copies of the renewed charter for the Department of Veterans Affairs (VA), Veterans' Family, Caregiver and Survivor Advisory Committee, which is forwarded in accordance with the Federal Advisory Committee Act.

Sincerely,

Jeffrey A. Moragne  
Advisory Committee Management Officer

Enclosures



**APPENDIX D4 – SAMPLE CHARTER DOCUMENTS *Charter Establishment*  
(VA Form 4265, Concurrence and Summary Sheet, page 2)**

CONCURRENCE AND SUMMARY SHEET <small>(Continued)</small>			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p><b>PURPOSE:</b> To establish the Veterans' Family, Caregiver and Survivor Advisory Committee under authority of the U. S. Department of Veterans Affairs (VA). The Committee is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2.</p> <p><b>DISCUSSION:</b> The Committee provides advice to the Secretary, through the Chief of Veterans Experience Officer, Veterans Experience Office, advice related to Veterans' families, caregivers and survivors across all generations, relationship and Veteran status.</p> <p>The activities of the Committee included, but not limited to:</p> <ul style="list-style-type: none"> <li>- Advice on how VA can assist and represent Veterans' families, caregivers and survivors, including recommendations regarding expanding services and benefits to Veterans' family members, caregivers and survivors who are not currently served by VA, and related policy, administrative, legislative and/or regulatory actions;</li> <li>- Advice on incorporating lessons learned from current, and previous, successful family research and outreach efforts that measure the impact of provided care and benefits services on Veterans' family, caregiver and/or survivors; and</li> <li>- Advice on collaborating with family support programs within VA and engaging with other VA and non-VA advisory committees focused on specific demographics of Veterans and their families, caregiver and survivors, etc.</li> </ul> <p><b>IMPLICATIONS:</b> The Secretary will sign the charter establishment, and the charter will get filed with the House and Senate on Veterans' Affairs and the Library of Congress.</p>			
<small>NAME OF CONTACT</small>		<small>SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL</small>	
Jason Thomas			
<small>SYMBOL</small>	<small>EXTENSION</small>	<small>TITLE</small>	<small>DATE</small>
VEO-30	(202) 674-6090	Chief Veterans Experience Officer	08/31/2021



**APPENDIX D4 – SAMPLE CHARTER DOCUMENTS *Charter Renewal***  
**(VA Form 4265, Concurrence and Summary Sheet, page 2)**

CONCURRENCE AND SUMMARY SHEET <small>(Continued)</small>			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p><b>PURPOSE:</b> The Advisory Committee on Sample Benefits of Veterans (Committee) was established on October 15, 20217. The current charter is set to expire on October 15, 2021.</p> <p><b>DISCUSSION:</b> The Committee advises the Secretary on matters affecting the Veterans initiatives and benefits transformation, related to rebuilding trust with Veterans and stakeholders, improving service delivery with a focus on Veterans benefits outcomes, and setting the course for longer-term excellence and reform.</p> <p>The Federal Advisory Committee Act requires that charters be renewed every two years and copies filed with the standing committees of the House and Senate having the relevant legislative jurisdiction of that Department. Changes in the renewed charter are primarily administrative.</p> <p><b>IMPLICATIONS:</b> The Secretary will sign the proposed charter, and the charter will get filed with the House and Senate on Veterans' Affairs and the Library of Congress.</p>			
<small>NAME OF CONTACT</small>		<small>SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL</small>	
Theresa Jackson Alright			
<small>SYMBOL</small>	<small>EXTENSION</small>	<small>TITLE</small>	<small>DATE</small>
VBA-22	(202) 555-1111		07/31/2021
<small>VA FORM 4265, OCT 2020</small>		<small>SUPERSEDES VA FORM 4265, FEB 2019, WHICH MAY BE USED.</small>	
		<small>PAGE 2</small>	







**APPENDIX D4 – SAMPLE CHARTER DOCUMENTS *Charter Amendment*  
(VA Form 4265, Concurrence and Summary Sheet, page 2)**


CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p><b>PURPOSE:</b> To amend the current Advisory Committee on Medical Benefits (Committee) to increase membership from "no more than "12 members to "up to 20" members.</p> <p><b>DISCUSSION:</b> The Committee is a Federally-chartered advisory committee, established pursuant to title 38 U.S.C. section 1111. It primarily provides advice and consultation to the Secretary and Under Secretary for Health on various matters relating to care and treatment and other matters pertinent to the Veterans Health Administration.</p> <p>By statute, the Committee membership shall include disabled Veterans, members of the medical, dental, podiatric, optometric and allied health professions and other individuals considered by the Under Secretary for Health to have experience pertinent to the mission of the Veterans Health Administration.</p> <p><b>IMPLICATIONS:</b> The approved the increase in membership of the Advisory Committee on Medical Benefits will expand the scope of Subject Matter Experts and provide a fairly balanced membership.</p>			
<small>NAME OF CONTACT</small>		<small>SIGNATURE OF RETIRING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL</small>	
Brenda Faas Every-Doe			
<small>SYMBOL</small>	<small>EXTENSION</small>	<small>TITLE</small>	<small>DATE</small>
14	(202) 555-0000	Medical Health Director	06/30/2021
<small>VA FORM 4265, OCT 2020</small>		<small>SUPersedes VA FORM 4265, FEB 2019, WHICH MAY BE USED.</small>	
		<small>PAGE 2</small>	

**APPENDIX D5 – SAMPLE CHARTER DOCUMENTS *Charter Establishment*  
(VA Form 0907, Strategic Communication Review/Summary and Approval Sheet)**

  U.S. Department of Veterans Affairs		<b>SUMMARY AND APPROVAL SHEET</b>			
NAME OF ORIGINATOR Steve Doe Madden 202-461-0000		VIEW# NO. 1234567	DATE 07/01/2021	DATE DUE 09/30/2021	
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Veterans' Family, Caregiver and Survivor Advisory Committee Charter Establishment Package			
ROUTING	INITIALS	DATE	COMMENTS		
<input checked="" type="checkbox"/> EXEC SEC					
<input checked="" type="checkbox"/> DEPOCSVA					
<input type="checkbox"/> DEPOCSVAHWL					
<input checked="" type="checkbox"/> COSVA					
<input type="checkbox"/> DEPSOVA					
<input checked="" type="checkbox"/> SECVA					
CONCURRENCE Boerstler (VEO) 7/7/21; Johnson-Doe (OCLA) 7/17/21; Doe-Jackson (OPIA) 7/24/21; Hogan (OGC) 8/2/21; Moragne (ACMO) 8/3/21; Sr. Advisor (Kabat) 8/5/21					
EXECUTIVE SUMMARY			Executive Summary Instruction		
Purpose - Discussion - Recommendation					
<p><b>Purpose:</b> This charter establishes the Veterans' Family, Caregiver and Survivor Advisory Committee (Committee) 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, as amended, 5 U.S.C., App. 2.</p> <p><b>Discussion:</b> Charter establishment of the Committee is to provide advice to the Secretary related to Veterans' families, caregivers and survivors across all generations, relationships and Veteran status; the use of VA care and services by Veterans' families, caregivers and survivors, and possible expansion of such care and benefits services; Veterans' family, caregiver and survivor experiences, and VA policies, regulations and administrative requirements related to transition of Service members from the Department of Defense to enrollment in VA that impact Veterans' families, caregivers and survivors; and factors that influence access to, quality of, and accountability for services and benefits for Veterans' families, caregivers and survivors.</p> <p><b>Recommendation:</b> The Secretary approves the Committee charter establishment package.</p>					

VA FORM 0907  
MAR 2021

**APPENDIX D5 – SAMPLE CHARTER DOCUMENTS *Charter Renewal*  
(VA Form 0907, Strategic Communication Review/Summary and Approval Sheet)**

 U.S. Department of Veterans Affairs		<b>SUMMARY AND APPROVAL SHEET</b>		
NAME OF ORIGINATOR Debra Jacobs Doe		VIEW# NO. 0123456	DATE 08/01/2021	DATE DUE 10/29/2021
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Advisory Committee on Sample Benefits of Veterans Charter Renewal Package		
ROUTING	INITIALS	DATE	COMMENTS	
<input checked="" type="checkbox"/> EXEC SEC				
<input checked="" type="checkbox"/> DEPCOGVA				
<input type="checkbox"/> DEPCOSVAWHL				
<input checked="" type="checkbox"/> COGVA				
<input type="checkbox"/> DEPSECVA				
<input checked="" type="checkbox"/> SECVA				
CONCURRENCE Murphy (VBA) 8/3/21; Johnson-Doe (OCLA) 8/15/21; Doe-Jackson (OPIA) 8/15/21; Hogan (OGC) 8/29/21; Moragne (ACMO) 8/29/21; Sr. Advisor (MacDonald) 9/3/21				
EXECUTIVE SUMMARY			Executive Summary Instruction	
Purpose - Discussion - Recommendation				
<p><b>Purpose:</b> The Advisory Committee on Sample Veterans Benefits of Veterans (Committee) was established on October 15, 2017. The current charter is set to expire on October 15, 2021.</p> <p><b>Discussion:</b> The Committee advises the Secretary on matters affecting the Veterans initiatives and benefits transformation, related to building trust with Veterans and stakeholders, improving service delivery with a focus on Veterans benefits outcomes, and setting the course for longer-term excellence and reform.</p> <p>The Committee has held five meetings (December 2020, February 2021, May 2021, July 2021 and September 2021). A meeting is currently scheduled October 21 and October 22, 2021.</p> <p>The Federal Advisory Committee Act requires that charters be renewed every two years and copies filed with the standing committees of the House and Senate having the relevant legislative jurisdiction of that Department. The current charter expires on October 15, 2021. Changes in the renewed charter are primarily administrative.</p> <p><b>Recommendation:</b> The Secretary approves the proposed charter renewal and signs the transmittal letters to the House and Senate on Veterans' Affairs Committees.</p>				

VA FORM 0907  
MAR 2021

## APPENDIX E – SAMPLE MEMBERSHIP DOCUMENTS

### Membership Nomination, Appointment, Reappointment or Termination Package(s):

Left Side of Folder	Right Side of Folder
VA Form 4265 – Concurrence and Summary Sheet – Concurrence(s) (i.e., 10, 20, 40, Senior Advisor, 00AC)	Memorandum to SECVA (00)
Comments provided during concurrence(s) (Immediately placed/filed under the respective administration or program office concurrence sheet)	Biographies of Members
Current Charter	Decision Document (include SECVA’s signature block)
If statutory, copy of the Committee’s statute	Reappointment Letter(s) (if applicable)
Current Membership Balance Plan	New Appointment Letter(s) (Media Service prepares/prints the Certificate of Appointment for <i>new members</i> with Secretary signature only)
Membership Profile Sheet	Termination or Thank You Letter(s) (if applicable) (ACMO prepares/prints the Certificate of Appreciation)
VA Form 0907 – Strategic Communication Review/Summary and Approval Sheet	Non-Selection Letter(s) (if applicable)
	<i>Possible attachments (new appointees):</i> 1. Ethics (most recent version) 2. Current Charter (signed)

### List of *Required* Nomination or Membership Documents:

- Memo to Secretary (from administration or program office official) (**See Appendix E1**);
- Biographies of Members (**See Appendix E2**);
- Decision Document (**See Appendix E3**);
- Reappointment Letter, if applicable (**See Appendix E4**);
- Appointment Letter, if applicable (**See Appendix E5**);
- Termination or Thank You Letter, if applicable (**See Appendix E6**);
- Non-Selection Letter, if applicable (**See Appendix E7**);
- Copy of current Charter;
- Copy of current Membership Balance Plan;
- Membership Profile Sheet, required if charter is renewed or re-established (**See Appendix E8**);
- VA Form 4265, Concurrence and Summary Sheet (assignments to 00AC) (**See Appendix E9**); and

- VA Form 0907, Strategic Communication (**See Appendix E10**).

***Reminder: Please use the most currently dated VA Form 0907 or VA Form 4265. To ensure you do, please visit the VA Forms at <https://vaww.va.gov/vaforms/>.***

**APPENDIX E1 – SAMPLE MEMBERSHIP DOCUMENTS (Memo to Secretary)**

**Department of  
Veterans Affairs**

# Memorandum

**Date:**

**From:** Under Secretary for Benefits (20)

**Subj:** Recommended Reappointments/Appointments to the Advisory Committee on Sample Compensation Benefits (VIEWS XXXXXXX)

**To:** Secretary (00)

1. The purpose of this memorandum is to provide recommendations and request approval for four reappointments, six new appointments and seven terminations to the Advisory Committee on Sample Compensation Benefits (Committee). The remaining two members shall continue as members under their current appointments.
2. The Committee is authorized under title 38 U.S.C. § 1111, and is charged with providing advice to the Secretary on the administration of existing VA medical benefit programs, recommending needed changes to payment benefit programs and services, and assisting in long-range planning and development.
3. With respect to membership, § 1111 provides that the Committee shall be composed of persons who are eminent in their respective fields of education, labor, and management and of representatives of institutions and establishments furnishing education to eligible Veterans or persons enrolled under chapter 30, 32, 33 or 35 of this title and chapter 1606 of title 10.
4. I recommend Janice Doe, Lynn Doe, Joan P. Doe and Alexander Doe be reappointed for a term of 2 years. Additionally, I recommend Jane Doe serve as Chairperson. These are active participants who have demonstrated a high level of interest and expertise in education. Their reappointment will provide continuity and assist in the transition of new members.
5. I recommend that the terms of Michael Doe, Carolyn Doe, Dakduk M. Doe, G. Dorothy Doe, K. Megan Doe, Minnie Mouse-Doe and Clara K. Doe be allowed to expire without reappointment. These individuals have either retired, resigned or moved to new positions. This provides the opportunity to appoint new members.

Page 2.

Subj: Recommended Reappointments/Appointments to the Advisory Committee on Sample Compensation Benefits (VIEWS XXXXXXXX)

6. I recommend appointing six new members to the Committee for a term of 2 years. They are Tanya Down, Dawn Down, Steve Down, Zaida Down, D. Wayne Down and Annie W. Down. Their appointments would enhance the Committee's level of expertise and diversity in accordance with the Committee's Membership Balance Plan.

7. Attached are brief biographical summaries, a decision paper, and letters of reappointment, appointment and termination for your approval and signature. Also included are the appointment and appreciation certificates.

8. Should you need further information, please have a member of your staff contact Ms. Gentry Boyd-Doe, Senior Advisor and Director, Medical Service Benefits Program at [Gentry.BoydDoe@va.gov](mailto:Gentry.BoydDoe@va.gov) or 202-461-0000.

Helen Doe-Shirer

Attachments

## **APPENDIX E2 – SAMPLE MEMBERSHIP DOCUMENTS (Biographies of Members)**

### **Biographies for Reappointments and New Appointments on the Advisory Committee on Sample Compensation Benefits**

#### **Recommended for Reappointment for a term through June 2023:**

##### **Elisandro (Alex) T. Riojas Hispanic**

Mr. Riojas has served 13 years in the U.S. Navy Reserve as a Combat Photographer. He has served two tours of duty in support of Operation Iraqi Freedom. He is currently the founder, editor, and publisher of “The Orange County (OC) Sentinel” magazine and owner of Alex Riojas Productions. The OC Sentinel disseminates information on benefits, resources, and events relevant to Veterans, active duty military members, their families, civic leaders and the community at large.

Mr. Riojas has over 14 years of professional experience as a mortgage office and real estate agent. He currently serves on the board of the Orange County Home Ownership Prevention Collaborative; with an emphasis on helping Veterans preserve their homes.

In addition, Mr. Riojas currently serves as the Commander of the American GI Forum’s Rudy Escalante Chapter. He has played an active role in several Veteran events in his community to include: serving as the Public Affairs Officer for the Inaugural Orange County Homeless Veterans Stand Down; organizing Committee-member for the Moving Wall’s visit to Garden Grove, California; and facilitating a Veterans Conference at Santa Ana College. Mr. Riojas resides in California.

#### **Recommended for Reappointment as Committee Chair for a term through June 2022:**

##### **Patricia Williams-Niles, Lieutenant Colonel (LtCol), U.S. Air Force (Retired) African American**

In 2003, Ms. Williams-Niles retired as LtCol, having completed 26 years of active duty and reserve military service. Indicative of her compassionate and empathetic nature, LtCol Williams-Niles’s retirement has not been one of inactivity as demonstrated by her committed involvement on behalf of Veterans. She is affiliated with many community organizations, serves on numerous Committees and volunteers countless hours. Her passionate outreach and services extend throughout the United States and assists Veterans in various capacities.

LtCol Williams-Niles’s loyalty, ability to multi-task, and dedication to the well-being of fellow Veterans has not gone unnoted. She has been the recipient of prestigious awards at the National, State and local levels, acknowledging her contributions.



## **APPENDIX E2 – SAMPLE MEMBERSHIP DOCUMENTS (Biographies of Members)**

LtCol Williams-Niles holds an Associate Degree of Applied Science in Nursing (New York City Community College), a Bachelor of Science in Nursing (Brownweller College, New York City) and a Master's Degree in Public Administration in Health Service Management (Golden Gate University, San Francisco, California).

She is married to George Kelley Niles, a Korean War Veteran, who is actively serving in the community. LtCol Williams-Niles has one son, Kyler, who resides in Denver, Colorado with his wife, Marines, and the “gems” of her life, her grandchildren --- Jai, Jaelyn, Jaeren, and Jacob. When LtCol Williams-Niles takes time out to enjoy leisure and relaxation, her interests include traveling, reading and attending cultural events. She currently resides in California.

### **Recommended for New Appointments for a term through June 2024:**

#### **Marvin American Horseman, Jr. Native American**

Mr. American Horseman is a Laguna Tribal Member who belongs to the Road Runner, Little Parrot and Turkey Clans. He serves as the Tribal Veterans Service Officer for the Pueblo of Laguna and the Co-Chair of the All Indian Pueblo Council Veterans Committee.

Mr. American Horseman entered the U.S. Navy in 1993, and served 4 years as an Aviation Electronics Technician, Aviation Warfare Specialist 2nd Class Petty Officer. He specialized in the F-14 Tomcat Avionic and Radar Weapons Systems. Mr. American Horseman served multiple tours to the Persian Gulf with Fighter Squadron Eleven (VF-11) on board the USS Independence, USS Carl Vinson and the USS John C. Stennis. He later entered the Hampton Roads Naval ROTC Unit and went to college at Old Dominion University in Norfolk, Virginia. In 2001, Mr. American Horseman graduated with his Bachelor of Science in Communication, and was commissioned as a 2nd Lieutenant in the U.S. Marine Corps. He later attended Flight Training at Naval Air Station Pensacola and Aviation Maintenance Officer School at Naval Air Station Whiting Field in Florida. He served with Marine Air Wing Group 13 at Marine Corps Air Station in Yuma, Arizona. Mr. American Horseman was elected and served as the 2nd Lieutenant Governor for the Pueblo of Laguna in 2009-2010. He served as a member of the Pueblo's Energy Core Team for PNM, Continental Divide Electric Cooperative and New Mexico Gas Company.

Mr. American Horseman also served as the Ex-Officio to the Laguna Development Corporation, the Mid-Region Council of Government–Metropolitan Transportation Board, the New Mexico State–Tribal Collaboration and Communication Work Group for a Safer New Mexico and was a member of the All Indian Pueblo Council. Mr. American Horseman resides in New Mexico.

**APPENDIX E3 – SAMPLE MEMBERSHIP DOCUMENTS (Decision Document)**

**DEPARTMENT OF VETERANS AFFAIRS  
ADVISORY COMMITTEE ON SAMPLE  
COMPENSATION BENEFITS**

**Recommend appointment (or reappointment) as Chair for a term through (i.e., January 2023):**

Jane Doe, EdD, President/Director, ABC  
*Approved / Disapproved*

**Recommend reappointment for a term through (i.e., January 2023):**

Janice Doe, President/VA Education  
*Approved / Disapproved*

**Recommend appointment as a new member for a term through (i.e., January 2024):**

Tanya Down, Associate Director, Veterans Programs, American Council on Education  
*Approved / Disapproved*

Dawn Down, Chief Voluntary Education Personnel and Readiness Military and Family Policy: ABC  
*Approved / Disapproved*

**Recommend allowing term to expire:**

Michael Doe, Associate Director, Washington Metropolitan Area  
*Approved / Disapproved*

Elizabeth Taylor Doe, Executive Director, Revlon Veterans Corps  
*Approved / Disapproved*

\_\_\_\_\_  
Denis McDonough  
Secretary

\_\_\_\_\_  
Date

**APPENDIX E4 – SAMPLE MEMBERSHIP DOCUMENTS**  
**(Reappointment Letter)**

Ms. Jane Doe  
9144 Lexington Market Place  
Fairfax, VA 22222

Dear Ms. Doe:

Thank you for serving as a member of the Department of Veterans Affairs Advisory Committee on Sample Compensation Benefits (Committee). It is my pleasure to reappoint you to serve another term as a Special Government Employee that will expire at the end of January 2023.

Your contributions on the Committee have been, and continue to be, of significant assistance to the Department and the Veterans Benefits Administration. I appreciate your dedication to the Committee and look forward to having your perspective and expertise on Veterans ratings and benefits

Again, please accept my deepest appreciation for your current and future contributions to this very important Committee.

Sincerely,

Denis McDonough

**APPENDIX E5 – SAMPLE MEMBERSHIP DOCUMENTS**  
**(Appointment Letter)**

Tanya Down, Ph.D.  
One Dupont Circle, SE, Suite 3333  
Washington, DC 20000

Dear Dr. Down:

Thank you for your willingness to serve as a member of the Department of Veterans Affairs (VA) Advisory Committee on Medical Benefits (Committee). It is my pleasure to appoint you for a term through January 2024.

The Committee is authorized under title 38 U.S.C. § 1111 to provide advice to the Secretary on the administration of medical benefits and training programs.

Enclosed are the Committee's charter and the ethics rules for employees who are Special Government Employees (SGE). The charter provides basic information on the Committee's purpose and responsibilities, and information regarding reimbursement for travel/expenses. Please note that this a non-compensated appointment as an SGE; and you will be subject to ethics rules for Government employees.

Please confirm your acceptance of this appointment by contacting Ms. Paris Hilton, Designated Federal Officer, at 202-461-0000, or [Paris.Hilton@va.gov](mailto:Paris.Hilton@va.gov). Her mailing address is Department of Veterans Affairs (XXXX), 810 Vermont Avenue, NW, Washington, DC 20420.

I look forward to working with you and the Committee.

Sincerely,

Denis McDonough

Enclosures

**APPENDIX E6 – SAMPLE MEMBERSHIP DOCUMENTS**  
**(Termination/Thank You Letter)**

Michael Doe, M.D.  
1107 East Train Station Circle  
Tacoma, WA 44444

Dear Dr. Doe:

On behalf of the Department of Veterans Affairs (VA), thank you for your outstanding service as a member of the Advisory Committee on Medical Benefits (Committee) and the countless hours you have dedicated to serving Veterans, survivors, and their families.

Your membership term on the Committee expires on September 30, 2021. Thank you for your countless hours you have dedicated to serving Veterans, survivors, and their families. Your many years of service on this Committee has been invaluable.

On behalf of VA and Veterans who have benefited from your service on the Committee, please accept the enclosed certificate in appreciation of your commitment to helping our Nation's Veterans. Your dedication to service and your willingness to help VA enhance the quality of services and programs available to Veterans are greatly appreciated.

Sincerely,

Denis McDonough

Enclosure

**APPENDIX E7 – SAMPLE MEMBERSHIP DOCUMENTS**  
**(Non-Selection Letter)**

Paige Doe, M.D.  
23 Bourbon Canal Place  
New Orleans, LA 70116

Dear Dr. Doe:

Thank you for your interest in serving as a member of the Department of Veterans Affairs (VA) Advisory Committee on Medical Benefits (Committee). The Committee is authorized under title 38 U.S.C. § 1111 to provide advice to the Secretary on the administration of medical benefits and training programs. With this noble mandate, membership continues to be very competitive. At this time, you were not selected for the 2021 Committee membership cycle. VA makes every effort to ensure that the membership of the Committee is fairly balanced, in terms of points of view represented.

Please consider resubmitting a nomination package for the next cycle, which will be announced in the upcoming months, as several membership vacancies occur each year. Again, I appreciate your willingness to serve our Nation's Veterans.

Sincerely,

Denis McDonough

## APPENDIX E8 – SAMPLE MEMBERSHIP DOCUMENTS (Membership Profile Sheet)

VA National Academic Affiliations Council		Committee Chair **		Committee Manager		Phone		E-Mail		Address		
Discretionary Committee Section XXXXm Title 38, United States Code		Jane Doe		Gloria Holland		(202) 461-XXXX		Gloria.Holland@va.gov		810 Vermont Avenue NW, Washington DC 20426		
		Committee Members		ReAppointments & Terminations		Recommendations & Other Candidates						
		12		4		7		7		2		
Members	Appt. Date	Reappt. Date	Exp. Date	Military Status	Rank	M/F	Ethnic	VSO	State	Current Employment	Notes	Status
Jane Jackson Doe	3/1/2016	4/1/2018	5/31/2020	Air Force	Officer	F	African-American	None	VA	President / Director, ABC Academy	n/a	ReAppoint
Janice Doe	3/1/2016	4/1/2018	5/31/2020	Unknown	Unknown	F	Caucasian	None	DC	President / VA Education	Subject matter expert	ReAppoint
Michael Doe	8/1/2015	9/1/2017	9/30/2019	Air Force	Enlisted	M	Caucasian	None	IL	Associate Director, Washington Metropolitan Area	No longer WMA	Terminate
Carolyn Doe-Johnson	8/1/2015	9/1/2017	9/30/2019	Unknown	Unknown	F	Caucasian	None	PA	Former Chief Continuing Education Programs, ABC	Retired from ABC	Terminate
Mary Ann Wild Horse	10/1/2018		10/31/2020	Unknown	Unknown	F	Native American	None	WA	Former President Student Veterans Act Now	Appoint as Chair, No longer SVAN President	No Change
G. Dorothy McCain	8/1/2015	9/1/2017	9/30/2019	Army	Officer	F	Asian-American	None	AZ	Former President NAAC	No longer NAAC President	Terminate
K. Megan Newell	8/1/2015	9/1/2017	9/30/2019	Navy	Enlisted	F	Asian-American	None	AZ	Member, NAAC	n/a	Terminate
Edward Peterson, Jr.	8/1/2015	9/1/2017	9/30/2019	Unknown	Unknown	M	Caucasian	None	DC	Member, NAAC	n/a	Terminate
Juan Doe Pugh	8/1/2015	9/1/2017	9/30/2019	Coast Guard	Enlisted	M	Hispanic	None	DC	Director, Veterans Program, American Council on Education	n/a	Terminate
Lynn Rivers	3/1/2016	4/1/2018	5/31/2020	Army Reserve	Enlisted	F	Caucasian	None	GA	Director, VA Education Service	Subject matter expert	ReAppoint
Sarah Jessica Sykes	3/1/2016	4/1/2018	5/31/2020	Unknown	Unknown	F	Caucasian	None	LA	Director, Louisiana State University, Veterans Center	Subject matter expert	ReAppoint
Reddington Turner Washington	8/1/2015	9/1/2017	9/30/2019	Marine	Enlisted	M	African-American	None	VA	Director, Virginia Educational Benefits Services	Subject matter expert	Terminate
Recommended Candidates	Recommended By	Military Status	Rank	M/F	Ethnic	VSO	State	Current Employment	Notes			
Anita Baker Conrad	Federal Register Solicitation	Unknown	Unknown	F	Caucasian	None	FL	Former Director, Veterans Programs American Council on Education				
Jeffrey Baker	n/a	Unknown	Unknown	M	Caucasian	None	VA	Chief Continuing Education Programs, ABC				
Dawn Down	Gloria Holland, Director	Unknown	Unknown	F	African-American	None	DC	Director National Veterans Employment of America				
Tanya Down Emilos	Juan Doe Pugh	Unknown	Unknown	F	Hispanic	AL	NM	President/CEO, SVAN				
Steven Tran Down	n/a	Marine	Enlisted	M	Asian-American	None	NJ	Owner, Educating Veterans NOW				
Zaida Down	n/a	Army	Enlisted	F	Caucasian	None	VA	President, NAAC				
P. Wade Zepher	Reddington Turner Washington	Army	Officer	M	African-American	None	VA	Former Director, Louisiana State University, Veterans Center				
Other Candidates	Recommended By	Military Status	Rank	M/F	Ethnic	VSO	State	Current Employment	Notes			
Melissa Dat	Federal Register Solicitation	Unknown	Unknown	F	Asian-American	None	AL	Professor, George Washington University				
Cornelius Purview	n/a	Navy	Enlisted	M	Hispanic	None	TX	Program Developer, VA Education Service				





**APPENDIX E9 – SAMPLE MEMBERSHIP DOCUMENTS**  
**(VA Form 4265, Concurrence and Summary Sheet, Page 2)**


CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p><b>PURPOSE:</b> To recommend the appointment of four new members, the reappointment of two members, signatures on thank you letters for three members who terms expired or resigned and signature for letters of regret for non-selected nominees.</p> <p><b>DISCUSSION:</b> Four nominees are recommended for new appointment for one two-year term through October 31, 2023: Lieutenant Colonel Leslie Kirk Doe (Maryland Air National Guard, Retired); Lieutenant Colonel Kate Johnson McDonald (USM, Retired); Colonel Karen Taylor Hubbard (USAF, Retired); and Colonel Melinda Doe-Yarbrough (USA, Retired). Two current members are recommended for reappointment for one three-term through October 21, 2024: Command Master Chief Octavia Hamilton Spencer (USN, Retired) and Major Jacqueline Hershel (Massachusetts National Guard, Active).</p> <p><b>IMPLICATIONS:</b> These members will enhance the Committee's level of expertise, as it relates to the medical and educational benefits for Veterans, and will enhance diversity, with regards to branch of service, wartime service and geographical representation.</p>			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
Brenda Faas Everly-Doe			
SYMBOL	EXTENSION	TITLE	DATE
10B	(202) 555-0000	Medical Health Director	08/31/2021

VA FORM 4265, OCT 2020

SUPERSEDES VA FORM 4265, FEB 2019,  
WHICH MAY BE USED.

PAGE 2

**APPENDIX E10 – SAMPLE MEMBERSHIP DOCUMENTS**  
**(VA Form 0907, Strategic Communication Review/Summary and Approval Sheet)**

VA  U.S. Department of Veterans Affairs		SUMMARY AND APPROVAL SHEET		
NAME OF ORIGINATOR Debra Jacobs Doe		VIEWS NO. 1234567	DATE 08/16/2021	DATE DUE 10/01/2021
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Advisory Committee on Sample Benefits of Veterans Membership Package (for 2021 Cycle)		
ROUTING	INITIALS	DATE	COMMENTS	
<input checked="" type="checkbox"/> EXEC SEC				
<input checked="" type="checkbox"/> DEPCOSVA				
<input type="checkbox"/> DEPCOSVAWHL				
<input checked="" type="checkbox"/> COSVA				
<input type="checkbox"/> DEPSECVA				
<input checked="" type="checkbox"/> SECVA				
CONCURRENCE Lieberman (VHA) 8/16/21; Moragne (ACMO) 8/27/21				
EXECUTIVE SUMMARY			Executive Summary Instruction	
<p align="center">Purpose - Discussion - Recommendation</p> <p><b>Purpose:</b> To recommend the appointment of four new members, the reappointment of two members and obtain signatures on thank you letters for three members whose terms expired and for one member who resigned.</p> <p><b>Discussion:</b> The new appointments of Mary Kate Asher, Katherine McElroy, Colonel Nelson Doe Rodgers and Lieutenant Colonel Herman Banjo are recommended one two-year term through October 31, 2021. The two reappointments, Jennifer Caleb Doe and Gruden Brees, is recommended to a one three-term through October 31, 2022. By statute, membership must ensure adequate representation of minority groups. <i>This Committee falls under the purview of the Veterans Health Administration.</i></p> <p><i>These members will enhance the Committee's level of expertise, as it relates to the medical benefits and will enhance diversity.</i></p> <p>Note: If approved, the Committee membership will be reflected in the demographic data below  <b>DEMOGRAPHIC DATA:</b> 12 committee members (Males: 8; Females: 4); Caucasian 4 (33%); African American: 3 (25%); Native American: 1 (8.3%); Hispanic: 2 (17%); Pacific Islander: 1 (8.3%); Asian American: 1 (8.3%) - Branches of military service represented: Air Force, Marine and Navy.</p> <p>The Committee serves all of Veterans whose population is: Caucasian: 80.5%; African American: 12.7%; Native American: 0.2%; Hispanic: 8.2%, Pacific Islander: 0.2%; Asian American: 1.8%; Two or more races: 2.4%; Other: 1.5%. The Committee is fairly-balanced based on the specialized skill sets of its members and the demographic group it represents.</p> <p><b>Recommendation:</b> The Secretary approve the recommendations included in this membership package.</p>				

VA FORM 0907  
MAR 2021

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