

**Department of
Veterans Affairs**

Memorandum

Date: **AUG 14 2017**
From: Chief of Staff (00A)
Subj: Procedures for Preparing Advisory Committee Correspondence and Packages
(VAIQ 7810501)
To: Under Secretaries, Assistant Secretaries and Other Key Officials

1. Effective immediately, please adhere to the revised "Procedures for Preparing Advisory Committee Correspondence and Packages."
2. The Advisory Committee Management Office is responsible for tracking and monitoring all advisory committee correspondence requiring a review, approval or reply from the Secretary and Deputy Secretary to the Senate and House Committees on Veterans' Affairs, Library of Congress and other committees and agencies with high-level interest in advisory committees. These procedures are in support of and emulate the Department of Veterans Affairs (VA) Correspondence Manual. The guidelines describe the streamlined procedures and preferences for all advisory committee correspondence and packages requiring signature of the Secretary, Deputy Secretary, or other key officials in the Office of the Secretary.
3. As part of ensuring timely responses to advisory committee actions, continuity in management practices for assembling packages, and disseminating advisory committee correspondence, I strongly encourage all VA Committee Managers (Designated Federal Officers (DFOs), Alternate DFOs, and Committee Staff Support) and the administration and/or program office executive reviewers adhere to the streamlined procedures and preferences.
4. If further information is needed, a member of your staff may contact Jeffrey A. Moragne, Director, Advisory Committee Management Office, at (202) 266-4660.


Vivieca Wright Simpson

Attachment

ADVISORY COMMITTEE MANAGEMENT OFFICE



Procedures for Preparing Correspondence and Packages

(Revised August 2017)

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

1. GENERAL

This document describes the Advisory Committee Management Office (ACMO) streamlined procedures and preferences for all advisory committee correspondence prepared for the Department of Veterans Affairs (VA) Federal advisory committees requiring the signature of the Secretary, Deputy Secretary, or other officials in the Office of the Secretary. Also, these guidelines will ensure continuity in management practices for assembling and disseminating advisory committee correspondence and packages.

2. CONTROLLED CORRESPONDENCE

a. To ensure timely responses and follow-ups, all Federal advisory committee correspondence requiring Secretary-level review and approval is electronically controlled and tracked in the Correspondence Tracking System. Avoid using additional separate tracking systems; multiple tracking systems create additional data entry burden, require additional employee time and effort, and detract from the accuracy and completeness of data in VA's official Departmentwide tracking system.

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

c. Correspondence includes packages such as committee charters (establishment, renewal, reestablishment, amendment or termination), committee membership (nominations, selections, appointments, reappointments, and terminations), notice of meetings, committee minutes, reports, and recommendations.

d. Under Secretaries, Assistant Secretaries, and Other Key Officials will designate an office or individual within their respective organizations responsible for ensuring that ACMO correspondence assigned to their organization for the signature of the Secretary or Deputy Secretary is processed in accordance with the quality and timeliness standards specified in this document.

e. The Federal advisory committee staff support and program officials will use the Correspondence Tracking System to monitor 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. Internally generated advisory committee correspondence will be entered into the Correspondence Tracking System by the originating office.

CORRESPONDENCE CONTROL AND TRACKING

3. ADVISORY COMMITTEE PACKAGES

ACMO tracks all incoming advisory committee packages requiring review, approval or a reply for the Secretary or Deputy Secretary through the Correspondence Tracking System. There are several advisory committee packages, such as committee charters (establishment, renewal, amendment, or termination), committee membership (nominations, selections and appointments), committee minutes, reports, and recommendations.

For each committee package, the original and final documents are routed to ACMO for final review and ensure accuracy of package assembly. This must occur after all changes, edits, or corrections have been made in the program office and any other offices which are required to concur. Prior to ACMO review of the advisory committee package, the Program Office must follow its process for obtaining concurrences; and **ensure that all concurrences are received prior to electronically assigning the package to ACMO**. ACMO will conduct a courtesy review to determine whether all *required* concurrences are received, edits are completed, and all essential committee documents are uploaded to the Correspondence Tracking System. If all requirements are finalized, ACMO will make an electronic assignment to the Office of General Counsel (02) for review and obtain their formal concurrence. Afterwards, ACMO reviews and concurs on the respective committee package; ACMO makes an electronic assignment in the Correspondence Tracking System to the Office of the Executive Secretariat (hereinafter "Exec Sec"). Exec Sec's mail code is 001B. Additionally, ACMO delivers the final package to the Exec Sec. For routing and/or Correspondence Tracking System assignment, ACMO's mail code is 00AC.

a. **Committee Charter Package**: All proposed charters for the establishment of a new Committee, renewal or amendment should be submitted in draft form through the Correspondence Tracking System for review by ACMO prior to submitting a final charter package for formal concurrence or approval. There are three types of committees: Discretionary, Statutory, and Presidential. For more information about these committee types, please review the ACMO Guide (Revised July 2017).

Start the charter renewal process at least 60 days in advance of the charter's termination date. An earlier start will allow for the program and staff offices to review and concur. To submit a charter package, see the Concurrences section of this document. Samples are shown at Appendix D – Sample Charter Documents.

Note: During the chartering process, advisory committees are required to provide a description of their plan to attain fairly balance membership. Therefore, whenever a charter is submitted for *establishment, renewal, or reestablishment*, an advisory committee is required to create or update its membership balance plan, as applicable.

b. **Nominations, Selections, and Appointments Packages:** Individuals are nominated, selected, and appointed to a VA Federal advisory committee based upon their qualifications, 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. FACA requires that committee membership be "fairly performed." Some committees' authorizing statutes include specific requirements for members, such as prior military experience or expertise in a particular subject area. 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 is expected to assure representation of diverse and sometimes opposing viewpoints, to provide a foundation of for developing advice and recommendations that are fair and comprehensive. Moreover, the balance membership encompasses the skill set, experience, and demographics of the constituency it was formed to serve.

A nomination package, including membership renewal packages, should be prepared and sent to the Secretary 90 days in advance of the expiration of membership terms.

The Certificate of Appointment, along with a letter of appointment, is included in the nomination package when appointing a new committee member. The Designated Federal Officer (DFO) sends a request for a Certificate of Appointment to ACMO including the members' full name, credentials (i.e. M.D., Ph.D., etc.), term of service, and whether they serve as member or chair of the committee for processing.

A Certificate of Appreciation is prepared, along with a letter of appreciation for committee members when they complete their service on a Federal advisory committee or leave for other reasons. This certificate is generated by ACMO and included in the nomination, selection or membership package, requiring the Secretary's signature.

Note: On both the Certificates of Appointment and Appreciation, when capturing the members' credentials or degrees, the Exec Sec Office *only* requires periods are used for the M.D. or Ph.D. degrees. All other credentials or degrees do not require a period. For instance, if a period is used when writing Ed.D. or M.P.A., the period will be removed.

Additionally, a National Agency Check with Inquiries (NACI) or background investigation may be required to support new committee members. The administration or program office is responsible for initiating this process.

To submit a membership package, see the Concurrence section of this document. Samples are shown at Appendix E – Sample Membership Documents.

c. **Advisory Committee Reports:** Specifics reports are required on advisory committees (i.e. chartered, Annual Comprehensive Review) with either the Secretary, the Senate and House Committees on Veterans Affairs' or General Service Administration's (GSA) the Committee Management Secretariat. The reports convey committee information, which provides advice and recommendations to the Secretary on a wide variety of programs that deliver benefits and services to our Nation's Veterans.

Annual Comprehensive Review - As required by section 7(b) of the Federal Advisory Committee Act (FACA), GSA's Committee Management Secretariat must conduct an Annual Comprehensive Review (ACR) of the activities and responsibilities of each Federal advisory committee. Each year, the administration or program office begins preparing the individual committee reports by entering meeting data to include actual costs for the fiscal year and estimating costs for the next fiscal year; all committee meeting dates; updating committee member information; and the activities and accomplishments of each advisory committee as each meeting is held. All information gathered in entered in to the FACA Database maintained online by GSA.

Upon the DFO's submission and verification of the ACR Report, ACMO staff performs a review of the report for completeness and accuracy. ACMO staff provides feedback or comments, if any, to the DFO. The DFO verifies the report and sends an email to ACMO of this status. When ACMO completes its final review, the VA Committee Management Officer (CMO) marks the individual report as verified. GSA combines all the reports from each Federal agency that has an advisory committee under FACA into a single report and then submits it to Congress.

The ACR captures all advisory committee information based on each fiscal year (i.e. October 1, XXXX thru September 30, XXXX). Each advisory committee DFO is required to verify its report by October 30 of each year, or earlier if directed by ACMO.

Annual Assessment of Committee Activities - Each advisory committee submits an Annual Assessment of Committee Activities to ACMO. The assessment must be signed by the program office leadership after consultation with the DFO. When all required signatures are received, the assessment is routed 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;
- Described 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.

The assessment is submitted annually for the **current** calendar year. For example, if the current calendar year is 2014, then the report assesses the advisory committee's performance for January 1, 2014 through December 31, 2014. This report is due to ACMO by December 1 of each current calendar year. A template is provided in the ACMO Guide (Revised July 2017).

Annual Operations Plan - Each advisory committee submits an Annual Operations Plan to ACMO. The 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 operations plan is routed 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 the Secretary, Deputy Secretary or Chief of Staff.

The operations plan is submitted annually for the **next** calendar year. For example, if the calendar year is 2014, then the operations plan projects the advisory committee's activities for January 1, 2015 through December 31, 2015, which is the next calendar year. This report is due to ACMO by December 1 of each calendar year. A template is provided in the ACMO Guide (Revised July 2017).

Committee Report - In carrying out lawful responsibilities, *specifically required based upon each individual advisory committee's statute or charter*, the advisory committee provides a report to the Secretary not later than the date identified in its statute or charter. The committee report contains an assessment of the committee's review of VA's programs, activities, and policies designed to accomplish its purpose.

d. **Recommendations (and Responses to Recommendations)**: During an advisory Committee, the committee members deliberate on the creation or elimination of (or change in) regulations, policies, or guidelines affecting VA business or the Veterans we serve. The deliberation action is captured in either a committee's report and/or recommendations to the Secretary. These recommendations can: 1) result in significant improvements in service or reductions in cost to the Veterans; or 2) 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 advisory committee can develop more impactful recommendations which eliminate ambiguity and redundancy.)

The supporting administration or program office (i.e. supporting office) is responsible for disseminating the advisory committee's report recommendations to appropriate VA offices, coordinating input from those offices, and synthesizing input into the draft

response from VA. 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 centrally tracking all responses to advisory committee reports and recommendations for the Office of the Executive Secretary. 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.

The Exec Sec Staff will coordinate with administration and/or program office for signature within 90 days of a committee meeting the Secretary's official response to formal advisory committee reports and recommendations, via assignment to the Administration or program office in the Correspondence Tracking System. See Committee Report and Recommendation flow chart in Appendix B.

4. CONCURRENCES

A concurrence is an office's acceptance of a product, as written. However, it is not a review or editing process. A concurrence and summary sheet is used by the administration or program office to obtain concurrences on correspondence prepared for the signature of the Secretary or Deputy Secretary. All concurrences are captured on the VA Form 4265, Concurrence and Summary Sheet.

Charter Package:

a. The action office (administration or program office) finalizes the charter package. The package is finalized after all changes, edits, or corrections have been made by the program office and/or any other offices which are required to provide comment or concurrence (i.e. OCLA mail code 009). **The action office must obtain all concurrences prior to forwarding the charter package to ACMO.** ACMO tracks the concurrence process in the Correspondence Tracking System. ACMO does not take any final action on the final package until the appropriate offices concur or non-concur.

Next, the action office makes an electronic assignment to ACMO (00AC) in the Correspondence Tracking System, and also routes the hard copy package to the ACMO Staff via interoffice mail. 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 institutes a consultation with GSA to ensure the charter meets all legal and regulatory requirements. Subsequently, ACMO makes an electronic assignment to OGC (02) for review and obtains formal concurrence.

After OGC provides its formal concurrence, ACMO uploads its formal concurrence and makes an assignment to the Exec Sec (001B). Once ACMO ensures accuracy of the package assembly, ACMO hand carries the hard copy package to Exec Sec. Exec Sec Staff conducts final review and makes any necessary edits to content or document format, if needed. Additionally, Exec Sec obtains the Secretary's approval. When approved by the Secretary, Exec Sec routes the hard copy package back to the action office; and also dispatches the signed charter and signed letters addressed to the Senate and House Committees on Veterans' Affairs. ACMO dispatches eight copies of the signed charter and signed letter addressed to the Library of Congress, as required by FACA.

b. 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):

Charter Establishment, Renewal or Amendment Package(s):

Left Side of Folder	Right Side of Folder
VA Form 4265 – Concurrence(s) (i.e. 02,002, 009, 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 Committee's most recent Annual Financial Operating Plan	Filing Letters to House and Senate of Veterans Affairs' Committee (include Secretary's signature block) but these are not required to be on letterhead
A copy of Committee's most recent Annual Assessment of Activities	Filing Letter to Library of Congress (include Committee Management Officer's signature block) to be provided to ACMO on VA letterhead
Current Charter	
Current Membership Balance Plan	
Membership Profile Sheet	
VA Form 0907 – Strategic Communication	

Nomination or Membership Package:

c. The action office (administration or program office finalizes the nomination of membership package. The package is finalized after all changes, edits, or corrections have been made by the action office and/or any other offices which are required to provide comment or concurrence. The action office must obtain all concurrences prior to forwarding the nomination or membership package to ACMO.

ACMO tracks the concurrence process in the Correspondence Tracking System. ACMO does not take any final action on the final package until the appropriate offices concur or non-concur. Next, the action office makes an electronic assignment to ACMO (00AC) in the Correspondence Tracking System, and also routes the hard copy pack to ACMO via interoffice mail. 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 the Exec sec (001B).

Once ACMO ensures accuracy of the package assembly, ACMO hand carries the hard copy package to Exec Sec. Exec Sec Staff conducts final review and makes any necessary edits to the content or document format, if required. Moreover, Exec Sec obtains the Secretary's approval. When approved by the Secretary, Exec Sec routes the hard copy package back to the action office. Furthermore, Exec Sec dispatches the signed letters of appointment, reappointment and/or termination, along with the signed certificates of appointment or appreciation to the committee member.

Note: OGC is **no longer required** to review and/or concur on a nomination or membership package

d. 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):

Nomination or Membership Package(s):

Left Side of Folder	Right Side of Folder
VA Form 4265 – Concurrence(s) (i.e. 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 Secretary's signature block)
Current Membership Balance Plan	Re-Appointment Letter(s) (if applicable)
Membership Profile Sheet	New Appointment Letter(s) (Media Service prepares/prints the Certificate of Appointment for <i>new members</i> with Secretary signature only)
VA Form 0907 – Strategic Communication	Termination or Resignation Letter(s) (ACMO prepares/prints the Certificate of Appreciation)
	Non-Selection Letter(s) (if applicable)
	<i>Possible</i> attachments (new appointees): 1. Ethics (most recent version) 2. Current Charter (signed)

Reports and Recommendations (and Responses to Recommendations):

e. 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):

Reports and Recommendation(s) Package(s):

Left Side of Folder	Right Side of Folder
VA Form 4265 – Concurrence(s) (i.e. 02, 009, 00AC)	Memorandum to Secretary or Chairman
Comments provided during Concurrence(s) (Immediately placed/filed under the respective administration or program office concurrence sheet)	DRAFT – Report or Recommendations
Current Charter	Filing Letters to House and Senate of Veterans Affairs' Committee (include Secretary's signature block)
VA Form 0907 – Strategic Communication	Filing Letter to Library of Congress (include Committee Management Officer's signature block)

f. **Notice of Meeting:** A notice of meeting (NOM) is an announcement to make the public aware of an upcoming or pending Federal advisory committee meeting. The NOM provides specific details, such as the name of the advisory committee, the 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, and a statement of whether the meeting is open to the public or closed; if closed, state the reasons why, citing the specific exemptions and the contact information of the committee's DFO or other official who may be contacted for additional information concerning 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 Office of General Counsel (OGC) recommends VA Federal advisory committee staff to prepare committee meeting notices at least 30 days in advance to ensure that the notice requirement can be met. ACMO should receive the approved NOM (through program office concurrence) in its possession at least 30 days prior to the committee meeting. After ACMO electronically submits the NOM to the *Federal Register*, it may take the *Federal Register* up to four days or sometimes longer to publish.

Under exceptional circumstances, less than 15 day notice may be given. However, failure to sufficiently plan far in advance, doesn't constitute an exceptional circumstance.

Open Meeting Requirements - The 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 Correspondence Tracking System through normal concurrence signature level. The editable NOM is uploaded to VAIQ in a Word format. An assignment to 02 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. Closing the meeting to the public prevents the constitution of a clearly unwarranted invasion of personal privacy related to the patient population.

If the advisory committee meeting is “closed” or “partially closed”, the action office must obtain all concurrences 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 00AC in the Correspondence Tracking System. 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 makes an electronic assignment to **OGC Staff Group IV (024)**.

Once OGC uploads its concurrence, ACMO reviews and takes appropriate action to include submitting 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.

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 ID badges as flash badges at all VA Medical Center (unless the volunteer requires the badge for computer access or access to a restricted area).

VA Response: Concur. There are only 3 types of 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. Secretary Shulkin has extensively emphasized the importance of this unique partnership throughout his tenure at VA. 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.

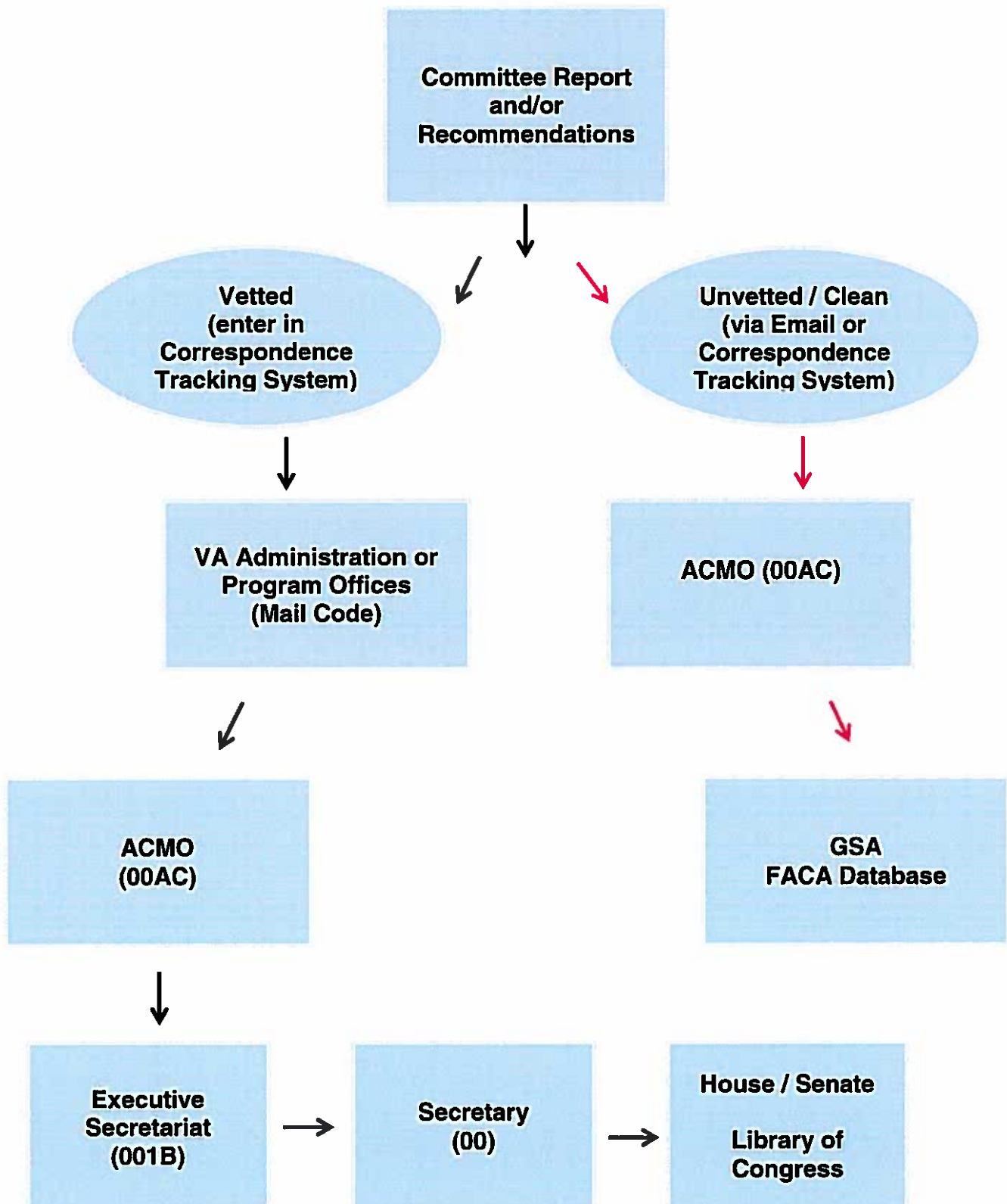
NOTE: Generally, responses are annotated as VA Response: Concur/Concur-in-Principle/Non-Concur

Actions to implement:

VA Action Plan—Name of Recommendation						
Steps to Implement Recommendation	Lead Office	Other Offices	Tasks	Due Date	Current Status	Contact Person (DFO)
Recommendation 1: The Committee notes that the...	Office 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



APPENDIX C – SMART RECOMMENDATIONS - TEMPLATE

EXAMPLE SMART RECOMMENDATIONS – TEMPLATE

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 reasonable invest 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 one defined area; does the recommendation include a desirable result or end state.

Time framed: Does the recommendations have a clearly defined time-frame; a target or deadline.

Examples:

A poor 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 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(s) (i.e. 02,002, 009, 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 Committee's most recent Annual Financial Operating Plan	Filing Letters to House and Senate of Veterans Affairs' Committee (include Secretary's signature block) but these are not required to be on letterhead
A copy of Committee's most recent Annual Assessment of Activities	Filing Letter to Library of Congress (include Committee Management Officer's signature block) to be provided to ACMO on VA letterhead
Current Charter	
Current Membership Balance Plan	
Membership Profile Sheet	
VA Form 0907 – Strategic Communication	

List of *Required* Charter Documents:

- Charter initial, renew, or re-establish
- Membership Balance Plan initial or revised
- Committee's initial or most recent Annual Financial Operating Plan (**See Appendix D1**)
- Committee's most recent Annual Assessment of Activities, required if charter is renewed or re-established
- Membership Profile Sheet, required if charter is renewed or re-established (**See Appendix D2**)
- Letters to the House and Senate of Veterans Affairs' Committee (**See Appendix D3**)
- Letter to Library of Congress (**See Appendix D4**)
- VA Form 4265, Concurrence and Summary Sheet (assignments to 02, 002, 009, and 00AC) (**See Appendix D5**)
- VA Form 0907, Strategic Communication (**See Appendix D6**)

APPENDIX D1 – SAMPLE CHARTER DOCUMENTS (Establish - Annual Financial Operations Plan)

DEPARTMENT OF VETERANS AFFAIRS

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

JANUARY – DECEMBER 2017

The Department of Veterans Affairs (VA) Veterans' Family, Caregiver, and Survivor Advisory Committee (the Committee) was established under the authority of the U.S. 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 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. 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; Veteran Service Organizations; Military Service Organizations; the National Association of State Directors of Veterans Affairs (NASDVA); non-profit, private, and corporate partners; the Federal executive branch; research experts; service providers; Veterans' family members, 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 2017 Committee Activities:

- 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;

- 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, 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 Service members 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; 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 2017.
- The Committee may authorize subcommittees to perform specific projects or assignments as necessary and consistent with its mission.

Submitted:

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

Jane Kennedy Doe
Designated Federal Officer

Date: Month, xx, 2017

APPENDIX D2 -- SAMPLE CHARTER DOCUMENTS (Charter Membership Profile Sheet)

A	B	C	D	E	F	G	H	I	J	K	L	M
VA National Academic Council		Committee Chair **		Committee Manager		Phone		E-Mail		Address		
Statutory Committee		Jane Doe		Gloria Holland		(202) 461-XXXX		gloria.holland@va.gov		400 Second Street, SE (1st Flr), Washington, DC 20002		
Members		Committee Members		ReAppointments & Terminations		ReAppointments & Other Candidates		# Of Terminations		0		
		11		4		7						
Appt	Date	Receipt	Date Exp	Military Status	Rank	M/F	Ethnic	VSD	State	Current Employment	Notes	Status
Jane Doe	Mar-07	Apr-13	Dec-13			F	Caucasian	None	VA	Pres. Dir., ABC Academy	Appoint as Chair	ReAppo
Janice Doe	Mar-07	Apr-13	Dec-13			F	Caucasian	None	VA	Pres. IVA Education	Fin. Mem., Prof. Cert. Com.	ReAppo
Michael Doe	Apr-13		Dec-13			M	Caucasian	None	VA	Assoc Dir., Washington Metropolitan Area	No longer VMA	Termina
Carolyn Doe	Apr-13		Dec-13			F	Caucasian	None	VA	Former Chief, Contin. Educ Programs, ABC	Retired from ABC	Termina
Daluk M. Doe	Apr-13		Dec-13	Maine	Enlisted	M	Caucasian	None	VA	Former Pres. Student Veterans Act Now	No longer SVAN President	Termina
G. Dorothy Doe	Apr-13		Dec-13			F	Caucasian	None	NJ	Former President NAAC	No longer NAAC President	Termina
K. Megan Doe	Apr-13		Dec-13	Amy	Unknown	F	Caucasian	None	DC	Dir., Vets. Progs., Amer. Council on Educ.	No longer w/ ACE	Termina
Lynn Doe	Apr-13		Dec-13	Amy Reserve	Enlisted	F	Caucasian	None	VI	Dir., VA Education Service	Subject matter expert	Termina
Jean P. Doe	Apr-13		Dec-13			F	Caucasian	None	CA	Dir., Louisiana State Univet. Vets. Center		No Chang
Recommended Candidates												
Tanya Down								VSD	State	Current Employment	Notes	
Dawn Down		Gloria Holland, Director				F	Caucasian	None	DC	Former Dir., Vets. Progs., Amer. Council on Educ.		
Steve Down						F	Caucasian	None	VA	Chief, Contin. Educ Programs, ABC		
Zaida Down				Maine	Enlisted	M	Hispanic	AL	DC	Dir National Veterans Employment of America		
D. Wayne Down				Amy	Enlisted	M	Puerto Rican	None	NJ	President NAAC		
Annie V. Down				Amy	Officer	F	African-American	None	VA	President/CEO SVAN		
Other Candidates												
						F	African-American	None	VA	Louisiana State Approving Agency Director		
						F	African-American	None	VA	Current Employment	Notes	

APPENDIX D3 – SAMPLE CHARTER DOCUMENTS (Letters to House and Senate)

The Honorable David P. Roe, M.D.
Chairman
Committee on Veterans' Affairs
U.S. House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

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 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.

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 Senate and House Committees on Veterans' Affairs.

Sincerely,

David J. Shulkin, M.D.

Enclosure

APPENDIX D3 – SAMPLE CHARTER DOCUMENTS (Letters to House and Senate)

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

Dear Congressman Walz:

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 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.

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 Senate and House Committees on Veterans' Affairs.

Sincerely,

David J. Shulkin, M.D.

Enclosure

APPENDIX D3 – SAMPLE CHARTER DOCUMENTS (Letters to House and Senate)

The Honorable Johnny Isakson
Chairman
Committee on Veterans' Affairs
United States Senate
Washington, DC 20510

Dear Mr. Chairman:

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 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.

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 Senate and House Committees on Veterans' Affairs.

Sincerely,

David J. Shulkin, M.D.

Enclosure

APPENDIX D3 – SAMPLE CHARTER DOCUMENTS (Letters to House and Senate)

The Honorable Jon Tester
Ranking Member
Committee on Veterans' Affairs
U.S. House of Representatives
Washington, DC 20510

Dear Senator Tester:

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 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.

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 Senate and House Committees on Veterans' Affairs.

Sincerely,

David J. Shulkin, M.D.

Enclosure

APPENDIX D4 – SAMPLE CHARTER DOCUMENTS (Letter to Library of Congress)



DEPARTMENT OF VETERANS AFFAIRS
Washington DC 20420

May 19, 2017

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

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

Sincerely yours,

Jeffrey A. Moragne
Advisory Committee Management Officer

Enclosures

APPENDIX D4 – SAMPLE CHARTER DOCUMENTS (Letter to Library of Congress)



DEPARTMENT OF VETERANS AFFAIRS
Washington DC 20420

May 19, 2017

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

Enclosed are eight copies of the renewed charter for the Department of Veterans Affairs (VA), Special Medical Advisory Group, which are forwarded in accordance with the Federal Advisory Committee Act.

Sincerely yours,

Jeffrey A. Moragne
Advisory Committee Management Officer

Enclosures

APPENDIX D5 – SAMPLE CHARTER DOCUMENTS (Establish - VA Form 4265, Concurrence and Summary Sheet, page 1)

Department of Veterans Affairs	CONCURRENCE AND SUMMARY SHEET
SUBJECT Charter for the Veterans' Family, Caregiver, and Survivor Advisory Committee (VAIQ 7790035)	NAME OF ADDRESSEE (For Correspondence Only) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

TO BE COMPLETED BY EXECUTIVE SECRETARIAT (001B)		
REMARKS	CONTROL NO.	NAME OF REVIEWER


CONCURRENCES - TO BE DETERMINED BY THE ORIGINATING OFFICE						
CONCURRENCE REQUIRED	TITLE OR ORGANIZATIONAL ELEMENT	MAIL ROUTING SYMBOL	DATE IN	SIGNATURES		DATE OUT
				CONCURRENCE	NONCONCURRENCE	
X	VETERANS HEALTH ADMINISTRATION	10				
X	VETERANS BENEFITS ADMINISTRATION	20				
X	NATIONAL CEMETERY ADMINISTRATION	40				
	OFFICE OF INSPECTOR GENERAL	50				
X	OFFICE OF PUBLIC AND INTERGOVERNMENTAL AFFAIRS	002				
X	OFFICE OF ACQUISITION, LOGISTICS & CONSTRUCTION	003				
	OFFICE OF MANAGEMENT	004				
	OFFICE OF INFORMATION AND TECHNOLOGY	005				
	OFFICE OF HUMAN RESOURCES AND ADMINISTRATION	006				
	OFFICE OF OPERATIONS SECURITY AND PREPAREDNESS	007				
	OFFICE OF POLICY AND PLANNING	008				
X	OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS	009				
	BOARD OF VETERANS' APPEALS	01				
X	OFFICE OF THE GENERAL COUNSEL	02				
	VETERANS SERVICE ORGANIZATION LIAISON	00C				
	OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION	00SB				
	WHITE HOUSE LIAISON	WHL				
X	Advisory Committee Management Office	ACMO				

NAME OF AUTHORIZED SIGNER Barbara C. Morton	SIGNATURE OF INITIATING KEY OFFICIAL OR AUTHORIZED SIGNER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	DATE 04/24/2017
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APPENDIX D5 – SAMPLE CHARTER DOCUMENTS (Establish - VA Form 4265, Concurrence and Summary Sheet, page 2)

CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>The purpose of this memorandum is 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>The Committee provides advice to the Secretary, through the Chief Veterans Experience Officer, Veterans Experience Office, advice related to Veteran families, caregivers, and Survivors across all generations, relationships and Veteran status.</p> <p>The activities of the Committee include, but are not limited to:</p> <ul style="list-style-type: none"> • 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; • 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, 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 depicting the experience life cycle of families, caregivers, and survivors of Veterans to create a more holistic understanding, and to ensure accountability; • Advice on Veterans' family, caregiver, and survivor experiences, and VA policies, regulations, and administrative requirements related to the transition of Service members 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 best practices in care and benefits delivery to Veterans' families, caregivers, and survivors, and the impact of such best practices; 2) identification of current challenges and recommendations for remediation related to access to care and benefits services of Veterans' families, caregivers, and survivors. 			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
Jason Thomas			
SYMBOL	EXTENSION	TITLE	DATE
	202-674-9060	Chief Veterans Experience Officer	04/24/2017

APPENDIX D5 – SAMPLE CHARTER DOCUMENTS (Renewal - VA Form 4265, Concurrence and Summary Sheet, page 1)

 Department of Veterans Affairs		CONCURRENCE AND SUMMARY SHEET				
SUBJECT			NAME OF AGENCIES (For Concurrence Only)			
MyVA Charter Renewal (VAIQ 7732401)						
TO BE COMPLETED BY EXECUTIVE SECRETARIAT (0010)						
REMARKS		CONTROL NO.	NAME OF REVIEWER			
Charter Renewal for MyVA Advisory Committee						
CONCURRENCES - TO BE DETERMINED BY THE ORIGINATING OFFICE						
CONCURRENCE REQUIRED	TITLE FOR ORGANIZATIONAL ELEMENT	VIA ROLLING 3-YEAR CYCLE	DATE IN	SIGNATURES		DATE OUT
				CONCURRENCE	NONCONCURRENCE	
<input type="checkbox"/>	VETERANS HEALTH ADMINISTRATION	10				
<input type="checkbox"/>	VETERANS BENEFITS ADMINISTRATION	20				
<input type="checkbox"/>	NATIONAL CEMETERY ADMINISTRATION	30				
<input type="checkbox"/>	OFFICE OF INSPECTOR GENERAL	30				
<input checked="" type="checkbox"/>	OFFICE OF PUBLIC AND INTERGOVERNMENTAL AFFAIRS	002				
<input type="checkbox"/>	OFFICE OF ACQUISITION, LOGISTICS & CONSTRUCTION	003				
<input type="checkbox"/>	OFFICE OF MANAGEMENT	004				
<input type="checkbox"/>	OFFICE OF INFORMATION AND TECHNOLOGY	005				
<input type="checkbox"/>	OFFICE OF HUMAN RESOURCES AND ADMINISTRATION	006				
<input type="checkbox"/>	OFFICE OF OPERATIONS SECURITY AND PREPAREDNESS	007				
<input checked="" type="checkbox"/>	OFFICE OF POLICY AND PLANNING	008				
<input type="checkbox"/>	OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS	009				
<input type="checkbox"/>	BOARD OF VETERANS APPEALS	01				
<input checked="" type="checkbox"/>	OFFICE OF THE GENERAL COUNSEL	02				
<input type="checkbox"/>	VETERANS SERVICE ORGANIZATION LIAISON	00C				
<input type="checkbox"/>	OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION	00CB				
<input type="checkbox"/>	WHITE HOUSE LIAISON	00FL				
<input checked="" type="checkbox"/>	Advisory Committee Management Office	ACMO				
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
NAME OF AUTHORIZED SIGNER		SIGNATURE OF INITIATING KEY OFFICIAL OR AUTHORIZED SIGNER		DATE		
Scott Blackburn						

VA FORM 4265 NOV 2011

REPLACES VA FORM 4265 MAR 2009 WHICH WILL NOT BE USED.

APPENDIX D5 – SAMPLE CHARTER DOCUMENTS (Renewal - VA Form 4265, Concurrence and Summary Sheet, page 2)

CONCURRENCE AND SUMMARY SHEET <small>(Continued)</small>			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>The MyVA Advisory Committee (MVAC) was established in February 2015 to provide advice to the Secretary of Veterans Affairs, through the Executive Director, MyVA Task Force, related to rebuilding trust with Veterans and stakeholders, improving service delivery with a focus on Veteran outcomes, and setting the course for longer-term excellence and reform of VA.</p> <p>The MVAC has held six meetings (April 2015, July 2015, October 2015, February 2016, May 2016, and July 2016). A meeting is currently scheduled for October 2016 and January 2017.</p> <p>Some of the MVAC's contributions include: providing input on various subjects such as support services excellence, communications, employee engagement, supply chain management and district integration to guide streamlining of internal processes to enhance service delivery.</p> <p>Also, the MVAC has proactively collaborated with external partners such as Veterans Service Organizations, worked to enhance strategic partnerships, and provide input to MyVA's Integrated Plan.</p> <p>The committee's charter expires in February 2017 and by renewing the charter at this time, allows for the the process to be completed prior to the upcoming Presidential transition.</p>			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
SYMBOL	EXTENSION	TITLE	DATE


APPENDIX D5 – SAMPLE CHARTER DOCUMENTS (Amendment - VA Form 4265, Concurrence and Summary Sheet, page 1)

Department of Veterans Affairs		CONCURRENCE AND SUMMARY SHEET				
SUBJECT <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Amendment to SMAG Charter</div>					NAME OF ADDRESSEE (For Correspondence Only)	
TO BE COMPLETED BY EXECUTIVE SECRETARIAT (001B)						
ROMARKS			CONTROL NO. <div style="border: 1px solid black; padding: 2px;">7797358</div>	NAME OF REVIEWER		
CONCURRENCES - TO BE DETERMINED BY THE ORIGINATING OFFICE						
CONCURRENCE REQUIRED	TITLE OR ORGANIZATIONAL ELEMENT	MAIL ROUTING SYMBOL	DATE IN	SIGNATURES		DATE OUT
				CONCURRENCE	NONCONCURRENCE	
X	VETERANS HEALTH ADMINISTRATION	10				
	VETERANS BENEFITS ADMINISTRATION	20				
	NATIONAL CEMETERY ADMINISTRATION	40				
	OFFICE OF INSPECTOR GENERAL	50				
	OFFICE OF PUBLIC AND INTERGOVERNMENTAL AFFAIRS	002				
	OFFICE OF ACQUISITION, LOGISTICS & CONSTRUCTION	003				
	OFFICE OF MANAGEMENT	004				
	OFFICE OF INFORMATION AND TECHNOLOGY	006				
	OFFICE OF HUMAN RESOURCES AND ADMINISTRATION	008				
	OFFICE OF OPERATIONS SECURITY AND PREPAREDNESS	007				
	OFFICE OF POLICY AND PLANNING	000				
	OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS	009				
	BOARD OF VETERANS' APPEALS	01				
	OFFICE OF THE GENERAL COUNSEL	02				
	VETERANS SERVICE ORGANIZATION LIAISON	00C				
	OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION	022B				
	WHITE HOUSE LIAISON	WHL				
X	Advisory Committee Management Office	00A0				
X	Coordinated Federal Office (CFO)	10 B				
NAME OF AUTHORIZED SIGNER			SIGNATURE OF INITIATING KEY OFFICIAL OR AUTHORIZED SIGNER		DATE	

APPENDIX D5 – SAMPLE CHARTER DOCUMENTS (Amendment - VA Form 4265, Concurrence and Summary Sheet, page 2)

CONCURRENCE AND SUMMARY SHEET (Continued)			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>Purpose: To amend the current SMAG Charter to increase membership from "no more than 12" members to "up to 20" members.</p>			
<p>Discussion: SMAG, Federally-chartered advisory committee, primarily provides advice and consultation to the Secretary and Under Secretary for Health on various Matters relating to care and treatment of Veterans and other matters pertinent to the Veterans Health Administration.</p>			
<p>By statute, the Group membership shall include a disabled Veteran, 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>By increasing membership we are expanding the scope of SME's that we can have participate and advise. We will not only consider the expertise of the member, but also their scope of influence to communicate the messages throughout the healthcare and Veterans communities.</p>			
<p>There is no limit to the number of members in statute.</p>			
<p>Potential new members for the SMAG are included in the Profile Sheet</p>			
<p>Recommendations: It is recommended to approve the increase in membership of the SMAG.</p>			
NAME OF CONTACT		SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION HEAD OR KEY STAFF OFFICE OFFICIAL	
Brenda R. Faas			
SYMBOL	EXTENSION	TITLE	DATE
10B	202-461-7005	Designated Federal Officer	3/16/17

APPENDIX D6 – SAMPLE CHARTER DOCUMENTS (Establish - VA Form 0907, Strategic Communication)

 Department of Veterans Affairs		STRATEGIC COMMUNICATION REVIEW			
NAME OF ORIGINATOR Jason Thomas		VAO NO. 7790035	DATE 04/24/2017	DATE DUE	
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Charter for the Veterans' Family, Caregiver, and Survivor Advisory Committee (VAIQ 7790035)			
ROUTING	INITIALS	DATE	COMMENTS		
<input type="checkbox"/> CADC SEC					
<input type="checkbox"/> SENIOR ADVISOR					
<input type="checkbox"/> OOSVA					
<input type="checkbox"/> DEPSOCVA					
<input type="checkbox"/> SECVA					
KEY POINTS				Key Points Instruction	
<ul style="list-style-type: none"> ▶ Recommend approval of the Draft Charter for the veterans' Family, Caregiver, and Survivor Advisory Committee ▶ The Committee was established by the Secretary to provide advice related to Veterans' families, caregivers, and survivors across all generations, relationships and Veteran status. First Key Point ▶ The Committee also recommends ways to improve and enhance VA service delivery methods by evaluating current services and identifying barriers to providing these services. 					
CONCLUSION					
EXECUTIVE SUMMARY				Executive Summary Instruction	
Purpose - Discussion - Recommendation					
<p>PURPOSE: This charter establishes the Veterans' Family, Caregiver, and Survivor Advisory Committee (VFC-SAC or 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 (FACA), as amended, 5 U.S.C., App. 2.</p> <p>DISCUSSION: Charter establishment of the Veterans' Family, Caregiver, and Survivor Advisory Committee 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>RECOMMENDATION: SECVA approve the Committee charter package.</p>					
FOR OFFICE OF THE SECRETARY USE ONLY					
SPECIAL HANDLING INSTRUCTIONS		DATE OF DRAFTING	DATE VA RECEIVED	DATE OF REVIEW	DATE RECEIVED IN OIG
<input type="checkbox"/> RUSH	<input type="checkbox"/> DATE DOCUMENT FOR				

APPENDIX D6 – SAMPLE CHARTER DOCUMENTS (Renewal - VA Form 0907, Strategic Communication)

Department of Veterans Affairs		STRATEGIC COMMUNICATION REVIEW			
NAME OF ORIGINATOR Debra Walker		4 NO. NO. #7732401	DATE 09/08/2016	CATEGORY	
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT MyVA Advisory Committee (MVAC) Charter Renewal			
ROUTING	INITIALS	DATE	COMMENTS		
<input type="checkbox"/> EXEC SEC					
<input type="checkbox"/> SENIOR ADVISOR					
<input type="checkbox"/> COGVA					
<input type="checkbox"/> DEPS/DCVA					
<input type="checkbox"/> SECVA					
KEY POINTS				Key Points Instruction	
<ul style="list-style-type: none"> ▶ The MVAC was established in February 2015 to advise the Secretary on matters affecting the MyVA initiative/transformation to set the course for measurable success. ▶ Provide advice related to MyVA's transformation to rebuild trust with Veterans/stakeholders, improve service delivery, and set the course for longer-term excellence and reform. ▶ There are no recommended changes to the charter. 					
CONCURRENCE ACMO, OGC (02), OCLA (009) and OPP (008).					
EXECUTIVE SUMMARY				Executive Summary Instruction	
<p>Purpose - Discussion - Recommendation</p> <p>The MyVA Advisory Committee (MVAC) was established in February 2015 to provide advice to the Secretary of Veterans Affairs, through the Executive Director, MyVA Task Force, related to rebuilding trust with Veterans and stakeholders, improving service delivery with a focus on Veteran outcomes, and setting the course for longer-term excellence and reform of VA.</p> <p>The MVAC has held six meetings (April 2015, July 2015, October 2015, February 2016, May 2016, and July 2016). A meeting is currently scheduled for October 2016 and January 2017.</p> <p>Some of the MVAC's contributions include: providing input on various subjects such as support services excellence, communications, employee engagement, supply chain management and district integration to guide streamlining of internal processes to enhance service delivery.</p> <p>Also, the MVAC has proactively collaborated with external partners such as Veterans Service Organizations, worked to enhance strategic partnerships, and provide input to MyVA's Integrated Plan.</p> <p>The committee's charter expires in February 2017 and by renewing the charter at this time, allows for the the process to be completed prior to the upcoming Presidential transition.</p>					
PER OFFICE OF THE SECRETARY USE ONLY					
SPECIAL HANDLING INSTRUCTIONS		DATE OF DUEING	DATE VA RECEIVED	DATE OF RETURN	DATE RECEIVED IN 2016
<input type="checkbox"/> RUSH <input type="checkbox"/> DATE DOCUMENT FOR <input type="checkbox"/> NOTARCE					

VA FORM 0907

APPENDIX E – SAMPLE MEMBERSHIP DOCUMENTS

Nomination or Membership Package(s):

Left Side of Folder	Right Side of Folder
VA Form 4265 – Concurrence(s) (i.e. 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 Secretary's signature block)
Current Membership Balance Plan	Re-Appointment Letter(s) (if applicable)
Membership Profile Sheet	New Appointment Letter(s) (Media Service prepares/prints the Certificate of Appointment for <i>new members</i> with Secretary signature only)
VA Form 0907 – Strategic Communication	Termination or Resignation Letter(s) (ACMO prepares/prints the Certificate of Appreciation)
	Non-Selection Letter(s) (if applicable)
	<i>Possible</i> attachments (new appointees): 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**)
- Re-Appointment Letter, if applicable (See **Appendix E4**)
- Appointment Letter, if applicable (See **Appendix E5**)
- Termination or Resignation 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**)
- VA Form 0907, Strategic Communication (See **Appendix E10**)

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 Veterans Affairs Advisory Committee (VAIQ #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 Veterans Affairs Advisory Committee (the 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, Alexander Doe be reappointed for a term of two 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.

6. I recommend appointing six new members to the Committee for a term of two 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

Recommended Reappointments / Appointments to the Veterans Affairs Advisory Committee (VAIQ #XXXXXXX)

level of expertise and diversity in accordance with the Committee's Membership Balance Plan.

7. Section 1111 will expire December 31, 2014, but Congress has generally extended the Committee and we expect the same to happen this year.
8. 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.
9. 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 (202) 461-0000.

Helen Doe-Shirer
Under Secretary for Benefits

Attachments

APPENDIX E2 – SAMPLE MEMBERSHIP DOCUMENTS (Biographies of Members)

Biographies for Reappointments and New Appointments on the Research Advisory Committee on Gulf War Veterans' Illnesses

Recommended for Reappointment for a term through June 2018:

Elisandro (Alex) T. Riojas Hispanic

Mr. Riojas has served thirteen years in the United States 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 facilitated a Veterans Conference at Santa Ana College. Mr. Riojas resides in California.

Recommended for Re-appointment as Committee Chair for a term through June 2016:

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

In 2003, Ms. Williams-Niles retired as Lt. Colonel, having completed 26 years of active duty and reserve military service. Indicative of her compassionate and empathetic nature, Lt. Colonel 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 extends throughout the United States and assists Veterans in various capacities.

Lt. Colonel 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)

Lt. Colonel 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 in Public Administration in Health Service Management (Golden Gate University, San Francisco, California).

She is married to George Kelley, a Korean War Veteran, who is actively serving in the community. Lt. Colonel 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 Lt. Colonel 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 2016:

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 United States Navy in 1993, and served four 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 Bachelors of Science in Communication, and was commissioned as a 2nd Lieutenant in the United States 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 Lt 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
RESEARCH ADVISORY COMMITTEE ON
GULF WAR VETERANS' ILLNESSES**

Recommend appointment (or reappointment) as Chair for a term through (i.e. January 2018):

Jane Doe, Ed.D, President/Director, ABC

Recommend reappointment for a term through (i.e. January 2018):

Janice Doe, President/VA Education

Recommend appointment as a new member for a term through (i.e. January 2019):

Tanya Down, Associate Director, Veterans Programs, American Council on Education

Dawn Down, Chief Voluntary Education Personnel and Readiness Military and Family Policy: ABC

Recommend allowing term to expire:

Michael Doe, Associate Director, Washington Metropolitan Area

Elizabeth Taylor Doe, Executive Director, Revlon Veterans Corps.

David J. Shulkin, M.D.
Secretary

Date

APPENDIX E4 – SAMPLE MEMBERSHIP DOCUMENTS (Reappointment Letter)

Jane Doe
9144 Lexington Market Place
Fairfax, VA 22222

Dear Ms. Doe:

Thank you for your willingness to continue to serve as a member of the Veterans Affairs Advisory Committee.

As you are aware, the Committee advises the Secretary with respect to VA medical benefit programs and services, recommends needed services, and assists in long-range planning and development.

I am pleased to reappoint you for another term of two years. I note that the statutory authority for the Committee expires on December 31, 2014. We anticipate that Congress will extend the authority as it has done in years prior. I am also happy to appoint you as Chair of the Committee. The Medical Benefits Program will provide staff assistance to the Committee and will be in touch with you regarding the next meeting.

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

Sincerely,

David J. Shulkin, M.D.

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 (the Committee). It is my pleasure to appoint you for a term through January 2019.

The Committee is authorized under § 1111 of Title 38, United States Code 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 Employee (SGE). The Charter provides basic information on the Committee's purpose and responsibilities, and information regarding reimbursement for travel/expenses. Please note that this is a non-compensated appointment as an SGE; as an SGE, you will be subject to ethics rules for Government employees. Also, you will receive an in-person training from a VA ethics advisor during your first committee meeting. Please review the enclosed materials at your earliest convenience.

Please confirm your acceptance of this appointment by contacting Ms. Paris Hilton, Designated Federal Officer, at (202) 461-0000, or by e-mail at 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,

David J. Shulkin, M.D.

Enclosures

APPENDIX E6 – SAMPLE MEMBERSHIP DOCUMENTS (Termination/Resignation Letter)

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

Dear Dr. Doe:

Thank you for your services as a member of the Department of Veterans Affairs (VA) Advisory Committee on Medical Benefits. Your outstanding service as a Committee member made significant contribution in enhancing our programs for Veterans who are at risk of losing current medical benefits. The reports filed by the Committee have been helpful to VA in managing and improving the delivery of medical and education benefits to Veterans.

Your membership term on the Committee is expiring. I have decided to initiate some changes in the membership composition for the Committee in order to introduce new membership and to provide service opportunities for as many qualified candidates as possible. For this reason, I have decided not to reappoint you to another term of service. Please understand that this decision does not reflect on the quality of your service.

On behalf of VA and the countless Veterans who have benefited from your service on the Committee, please accept the enclosed certificate as a token of my appreciation for your service and commitment to excellence.

Sincerely,

David J. Shulkin, M.D.

Enclosure

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

Paige Doe
23 Disney Market Place
New Orleans, LA 70116

Dear Ms. Doe:

Thank you for your interest in serving as a member of the Department of Veterans Affairs (VA) Advisory Committee on Medical Benefits. The Committee is authorized under § 1111 of Title 38, United States Code 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 2017 committee membership cycle. VA makes every effort to ensure that the membership of the Advisory Committee on Medical Benefits 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,

David J. Shulkin, M.D.

APPENDIX E8 – SAMPLE MEMBERSHIP DOCUMENTS (Membership Profile Sheet)

A	B	C	D	E	F	G	H	I	J	K	L	M
VA National Academic Affiliations Council Stipendiary Committee <small>Excludes 10/2007, Title 38, United States Code</small>												Address <small>600 Second Street, 2nd Floor, Norfolk, VA 23510</small>
Committee Chair ** Jane Doe		Committee Manager Gloria Holland		Phone (202) 461-XXXX		E-Mail gloria.holland@va.gov						
Committee Members 11		Re-Appointments & Terminations 4		Re-Appointments & Terminations 7		Recommendations & Other Candidates 0						
Members												
Appt.	Date	Receipt.	Date	Exp.	Date	Military Status	Rank	MIF	Ethnic	VSD	State	Notes
Jane Doe	Mar-07	Apr-13	Dec-13	None	None	VA	F	Caucasian	None	None	VA	Appoint as Chair
Michael Doe	Mar-07	Apr-13	Dec-13	None	None	VA	F	Caucasian	None	None	VA	Former, Prof. Cert. Com.
Carolyn Doe	Apr-13	Apr-13	Dec-13	None	None	VA	M	Caucasian	None	None	VA	No longer V/VA
Dakduk M. Doe	Apr-13	Apr-13	Dec-13	None	None	VA	F	Caucasian	None	None	VA	Retired from ABC
G. Dorothy Doe	Apr-13	Apr-13	Dec-13	None	None	VA	F	Caucasian	None	None	VA	No longer SVAN/President
K. Megan Doe	Apr-13	Apr-13	Dec-13	None	None	VA	F	Caucasian	None	None	VA	No longer NAAC/President
Lynn Doe	Apr-13	Apr-13	Dec-13	None	None	VA	F	Caucasian	None	None	VA	No longer w/ ACE
Jean P. Doe	Apr-13	Apr-13	Dec-13	None	None	VA	F	Caucasian	None	None	VA	Subject matter expert
No Change												
Recommended Candidates												
Recommended By	Military Status	Rank	MIF	Ethnic	VSD	State	Notes					
Gloria Holland, Director	None	F	Caucasian	None	None	DC	Former Dir., Vets. Progs., Amer. Council on Educ.					
Steve Down	None	F	Caucasian	None	None	VA	Chief, Contin. Educ. Progs., ABC					
Zelda Down	Enlisted	M	Hispanic	AL	DC	DC	Dir National Veterans Employment of America					
D. Wayne Down	Enlisted	M	Puerto Rican	None	None	NJ	President NAAC					
Annie W. Down	Officer	F	African-American	None	None	VA	President/CEO SVAN					
						VA	Louisiana State Approving Agency Director					
Other Candidates												
Recommended By	Military Status	Rank	MIF	Ethnic	VSD	State	Notes					
							Current Employment					

APPENDIX E9 – SAMPLE MEMBERSHIP DOCUMENTS (VA Form 4265, Summary and Concurrence Sheet, Page 1)

 Department of Veterans Affairs		CONCURRENCE AND SUMMARY SHEET				
SUBJECT Advisory Committee on Medical Benefits (2017) Nomination/ Membership Package				NAME OF ADDRESSEE (For Correspondence Only)		
TO BE COMPLETED BY EXECUTIVE SECRETARAT (0416)						
REMARKS			CONTROL NO 1234567	NAME OF REVIEWER		
CONCURRENCES - TO BE DETERMINED BY THE ORIGINATING OFFICE						
CONCURRENCE REQUIRED	TITLE OR ORGANIZATIONAL ELEMENT	MAIL ROUTING SYMBOL	DATE IN	SIGNATURES		DATE OUT
				CONCURRED	NONCONCURRENCE	
	VETERANS HEALTH ADMINISTRATION	10				
	VETERANS BENEFITS ADMINISTRATION	20				
	NATIONAL CEMETERY ADMINISTRATION	40				
	OFFICE OF INSPECTOR GENERAL	80				
	OFFICE OF PUBLIC AND INTERGOVERNMENTAL AFFAIRS	922				
	OFFICE OF ACQUISITION, LOGISTICS & CONSTRUCTION	923				
	OFFICE OF MANAGEMENT	924				
	OFFICE OF INFORMATION AND TECHNOLOGY	925				
	OFFICE OF HUMAN RESOURCES AND ADMINISTRATION	926				
	OFFICE OF OPERATIONS SECURITY AND PREPAREDNESS	927				
	OFFICE OF POLICY AND PLANNING	930				
	OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS	938				
	BOARD OF VETERANS' APPEALS	E1				
	OFFICE OF THE GENERAL COUNSEL	E3				
	VETERANS SERVICE ORGANIZATION LIAISON	06C				
	OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION	303B				
	WHITE HOUSE LIAISON	WHL				
X	ADVISORY COMMITTEE MANAGEMENT OFFICE	BOAC				
NAME OF AUTHORIZED SIGNER Committee Mgr or Program Director			SIGNATURE OF INITIATING KEY OFFICIAL OR AUTHORIZED SIGNER		DATE	

VA FORM 4265 NOV 22 11

SUPERSEDES VA FORM 4265, MAR 3 2008 WHICH WILL NOT BE USED

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


CONCURRENCE AND SUMMARY SHEET <i>(Continued)</i>			
PURPOSE - DISCUSSION - IMPLICATIONS			
<p>PURPOSE: To recommend the appointment of four new members, the reappointment of two members, signatures on letters of appreciation for three members whose terms expired or resigned, and signature for letters of regret for non-selected nominees.</p>			
<p>DISCUSSION: Four nominees are recommended for new appointment for one two-year term through October 31, 2019: Lieutenant Colonel Leslie Kirk Doe (Maryland Air National Guard, Retired); Lieutenant Colonel Kate Johnson McDonald (USMC, 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 31, 2018: Command Master Chief Octavia Hamilton Spencer (USN, Retired) and Major Jacqueline Hershel (Massachusetts National Guard, Active).</p>			
<p>IMPLICATIONS: These members will enhance the Committee's level of expertise, as it relates to the medical and education benefits for Veterans, and will enhance diversity, with regard to branch of service, wartime service, and geographical representation.</p>			
<p>NAME OF CONTACT</p> <p>Shannon L. Middleton</p>		<p>SIGNATURE OF INITIATING ASSISTANT SECRETARY, ADMINISTRATION READ OR KEY STAFF OFFICE OFFICIAL</p>	
<p>SYMBOL</p> <p>ODW</p>	<p>EXTENSION</p> <p>x18193</p>	<p>TITLE</p> <p>Program Analyst</p>	<p>DATE</p>

VA FORM 4265, NOV 2011

SUPPRESSED VA FORM 4265, MAR 2009
WHICH WILL NOT BE USED

PAGE 2

APPENDIX E10 – SAMPLE MEMBERSHIP DOCUMENTS (VA Form 0907, Strategic Communication)

 Department of Veterans Affairs		STRATEGIC COMMUNICATION REVIEW			
NAME OF ORIGINATOR Committee Manager or Committee Staff		WAC NO 1234567	DATE 10/01/2015	DATE DUE 10/07/2015	
NAME OF EXECUTIVE SECRETARY STAFF		SUBJECT Advisory Committee on SAMPLE Veterans (ACMV) 2015 Nomination Package			
ROUTING	INITIALS	DATE	COMMENTS		
<input type="checkbox"/> EXEC SEC					
<input type="checkbox"/> SENIOR ADVISOR					
<input type="checkbox"/> COCVA					
<input type="checkbox"/> DEPOSECVA					
<input type="checkbox"/> SECVA					
KEY POINTS				Key Points Instruction	
<ul style="list-style-type: none"> ▶ Recommend appointments for four new committee members with terms expiring October 31, 2019. ▶ Recommend reappointments for two members with an one year term expiring October 31, 2018. ▶ Three member's terms expired September 30, 2017; and one of three members resigned effective immediately. 					
CONCURRENCE					
EXECUTIVE SUMMARY				Executive Summary Instruction	
Purpose - Discussion - Recommendation					
<p>PURPOSE: To recommend the appointment of four new members, the reappointment of two members, and signatures on letters of appreciation for three members whose terms expired and for one member who resigned.</p> <p>DISCUSSION: The new appointments of Jennifer Castillo, Herman Brown, Mary Miller and Jane Sosa are recommended for two terms through October 31, 2019. The two reappointments, American Horse Grinder and Jacqueline Guevara Jackson, is recommended to a one year extension through October 31, 2018. By statute, membership must ensure adequate representation of minority groups.</p> <p>NOTE: If approved, the committee membership will be reflected in the demographic data below.</p> <p>DEMOGRAPHIC DATA: 12 committee members (Males: 5; Females: 7) African American: 2 (16%), Native American: 3 (25%), Hispanic: 3 (25%), Pacific Islander: 1 (8%) Branches of military service represented: Air Force, Army, Marine Corps, and Navy.</p> <p>Enrolled Veterans in rural areas: African American 6%, Native American 1%, Hispanic 0%, Pacific Islander 0%. (Source: VSSC Current Enrollment Cube, extracted 5 October 2015 but you do not have to include this info.)</p> <p>NOTE: The committee demographics are representative of the target population they serve.</p> <p>RECOMMENDATION: SECVA approve the recommendations included in this membership package.</p>					
FOR OFFICE OF THE SECRETARY USE ONLY					
SPECIAL HANDLING INSTRUCTIONS		DATE OF RECEIVING	DATE VA RECEIVED	DATE OF INTERIM	DATE RECEIVED IN OMB
<input type="checkbox"/> RUSH	<input type="checkbox"/> DATE DOCUMENT FOR				
<input type="checkbox"/> NOTARIZE					

VA FORM 0907
SEP 2014

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