DEPARTMENT OF VETERANS AFFAIRS
CHARTER OF THE
GENOMIC MEDICINE PROGRAM ADVISORY COMMITTEE

1. OFFICIAL DESIGNATION: Department of Veterans Affairs (VA) Genomic Medicine Program Advisory Committee.

2. AUTHORITY: The Committee was established by the Secretary of VA and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2.

3. OBJECTIVES AND SCOPE OF ACTIVITY: The Committee will provide advice to the Secretary on the scientific and ethical issues related to the establishment, development, and operation of the Program in order to further VA's medical research in providing Veterans with medical care and treatment. Consistent with VA missions, as well as Federal laws, the Committee will recommend policies to accumulate and utilize both genetic and other medical information in order to promote both optimal medical care and research that contributes to the Department's knowledge of disease and disability. The Committee will be guided by the goal of using genetic information to optimize clinical care of Veterans, and enhance the study and development of diagnostic tests and treatments for diseases of particular relevance to Veterans.

4. DESCRIPTION OF DUTIES: The Committee shall be responsible for recommending processes and goals for the development of a VA Genomic Medicine Program. Specifically, the Committee will assess the potential impact of a VA Genomic Medicine Program on existing patient care services, make recommendations regarding policies and procedures for tissue collection, storage and analysis, make recommendations on the development of a research agenda and recommend approaches by which research results can be incorporated into routine medical care. The Committee will consider the views and concerns from a variety of sources, including experts in the field of scientific research, medical practitioners, medical school affiliates and Veterans.

5. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Committee shall report to the Secretary of Veterans Affairs through the Under Secretary for Health.

6. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE: The Veterans Health Administration Office of Research and Development shall provide the Committee with such resources as may be necessary for the performance of its duties and functions.

7. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: The estimated cost of operating the Committee is $125,000 and 1/2 staff-year. All members will receive travel expenses and a per diem allowance in accordance with the Federal Travel Regulation for any travel made in connection with their duties as members of the Committee.

8. DESIGNATED FEDERAL OFFICER: The Designated Federal Officer (DFO), a Full time VA employee, will approve the schedule of Committee meetings. The DFO or a designee will be present at all meetings and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

9. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS: The Committee is expected to meet up to three times annually.

10. DURATION: There is a continuing need for the Committee to provide recommendations regarding processes and goals for the development of a VA Genomic Medicine Program, and no termination date has been set.

11. COMMITTEE TERMINATION DATE: None.

12. MEMBERSHIP AND DESIGNATION: Committee members shall be appointed by the Secretary and shall serve as objective advisors, and not as representatives of any organizations for whom they may otherwise be serving. Members will be selected from among knowledgeable experts with special competence to evaluate the genomic medicine needs of VA. A Veteran representative will be included in the membership. Members will serve staggered 3-year terms, with initial terms of variable length in order to establish a staggered sequence of appointments. Members may be reappointed for an additional 3-year term. The Committee will be composed of approximately twelve (12) members. Several members may be Regular Government Employees, but the majority of the Committee's membership will be Special Government Employees.

13. SUBCOMMITTEES: The Committee may establish subcommittees to perform specific projects or assignments. The Committee chair shall notify the Secretary, through the DFO for the Committee, of the establishment of any subcommittee, including its function, membership and estimated duration. Subcommittees will report back to the Committee.

14. RECORDKEEPING: Records of the Committee shall be handled in accordance with General Records Schedule 6.2, Item 2 or other approved agency records disposition schedules. Those records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. DATE CHARTER IS FILED:

Approved: _____ Date: 3/28/16

Robert A. McDonald
Secretary of Veterans Affairs