DEPARTMENT OF VETERANS AFFAIRS
CHARTER OF THE
VETERANS' ADVISORY COMMITTEE ON REHABILITATION

1. OFFICIAL DESIGNATION: Veterans' Advisory Committee on Rehabilitation

2. AUTHORITY: The Committee is authorized by statute, 38 U.S.C. § 3121, and operates under the provisions of the Federal Advisory Committee Act, as amended 5 U.S.C. App.

3. OBJECTIVES AND SCOPE OF ACTIVITY: The Committee's objective is to consult with and advise the Secretary of Veterans Affairs on the administration of Veterans' rehabilitation programs under title 38, United States Code.

4. DESCRIPTION OF DUTIES: The Committee shall submit to the Secretary an annual report on the rehabilitation programs and activities of the Department of Veterans Affairs (VA) and shall submit such other reports and recommendations to the Secretary as the Committee determines appropriate. The annual report shall include an assessment of the rehabilitation needs of Veterans and a review of VA programs and activities designed to meet such needs.

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

6. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE: The Veterans Benefits Administration is responsible for providing support to the Committee.

7. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: VA financial and personnel support for the work of the Committee is estimated at $90,000 per year and 0.6 full-time equivalent staff. 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 COMMITTEE MEETINGS: The Committee is expected to meet as often as two times annually.

10. DURATION: There is an ongoing and continuing need for the Committee to assist the Secretary by carrying out its responsibilities under 38 U.S.C. § 3121.

11. TERMINATION DATE: Authorized by law for an indefinite period, the Committee has no termination date.

12. MEMBERSHIP AND DESIGNATION: The members of the Committee shall be appointed by the Secretary from the general public and shall serve for terms to be determined by the Secretary not to exceed three years. Veterans with service-connected disabilities shall be appropriately represented in the membership of the Committee, and the Committee shall also include persons who have distinguished themselves in the public and private sectors in the fields of rehabilitation medicine, vocational guidance, vocational rehabilitation, and employment and training programs. Ex officio members of the Committee shall include one representative from the Veterans Health Administration and one from the Veterans Benefits Administration; one representative each from the Rehabilitation Services Administration of the Department of Education, and the National Institute for Handicapped Research of the Department of Education; and one representative of the Assistant Secretary for Veterans' Employment and Training of the Department of Labor.

The Committee will be comprised of approximately twelve (12) members. The majority of the Committee's membership will be Special Government Employees.

13. SUBCOMMITTEES: The Committee is authorized to establish subcommittees, with the DFO's approval, to perform specific projects or assignments as necessary and consistent with its mission. The Committee chair shall notify the Secretary, through the DFO, of the establishment of any subcommittee, including its function, membership and estimated duration. Subcommittees will report back to the Committee.

14. RECORDKEEPING: Records of the Committee shall be handled in accordance with General Records Schedule 26 or other approved agency records disposition schedules. Those records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. DATE CHARTER IS FILED:

Approved: _____ Date: 4/20/15

Robert A. McDonald
Secretary of Veterans Affairs