


DEPARTMENT OF VETERANS AFFAIRS (VA)  
CHARTER FOR THE  
ADVISORY COMMITTEE ON CEMETERIES AND MEMORIALS

1. **COMMITTEE OFFICIAL DESIGNATION:** Advisory Committee on Cemeteries and Memorials.
2. **AUTHORITY:** The Committee is authorized by statute, 38 U.S.C. § 2401 and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2.
3. **OBJECTIVES AND SCOPE OF ACTIVITIES:** The Committee advises the Secretary of Veterans Affairs with respect to the administration of VA national cemeteries, Soldiers' lots and plots; the selection of cemetery sites; the erection of appropriate memorials; and the adequacy of Federal burial benefits, which are the responsibility of the Secretary.
4. **DESCRIPTION OF DUTIES:** As the Committee carries out its responsibility to examine the full spectrum of available benefits and services, it makes recommendations on how to resolve issues involving the operations of the National Cemetery Administration (NCA); the Veterans Cemetery Grants Program; the provision of headstones, markers and medallions; the provision of Presidential Memorial Certificates; and the provision of related burial benefits. It will advise the Secretary in ensuring that plans and programs are meeting the needs of the Nation's Veterans and their eligible family members and meeting the mandate to maintain our national cemeteries as national shrines. By statute, the Committee shall make periodic reports and recommendations to the Secretary and Congress.
5. **OFFICIAL(S) TO WHOM THE COMMITTEE REPORTS:** The Committee reports to the Secretary of Veterans Affairs through the Under Secretary for Memorial Affairs (USMA), NCA.
6. **AGENCY RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT:** VA is responsible for providing funding, organizational and logistical support and resources. Within VA, NCA is responsible for providing support to the Committee.
7. **ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS:** Annual operating cost for the Committee is estimated at \$135,000 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. This does not include ex-officio members.

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 will meet up to two times annually.
10. **DURATION:** The Committee is authorized by statute 38 U.S.C. § 2401 to operate for an indefinite period.
11. **COMMITTEE TERMINATION DATE:** While there is no termination date for the Committee, unless renewed by appropriate action prior to its expiration, the charter for the Committee will expire two years from the date it is filed.
12. **MEMBERSHIP AND DESIGNATION:** The Committee will be comprised of not more than 12 members, reflecting diverse communities and perspectives. The majority of the Committee's membership will be Special Government Employees, achieving a balance of backgrounds and knowledge sufficient to provide adequate advice and guidance to the Secretary. A member's term of service may not exceed two years, but the Secretary may reappoint any member for additional terms. In addition, there are three ex-officio members: one each appointed from the American Battle Monuments Commission, the National Park Service and the Army National Military Cemeteries.
13. **SUBCOMMITTEES/WORKGROUPS:** With the DFO's approval, the Committee is authorized to establish subcommittees to perform specific projects or assignments as necessary and consistent with its mission. The Committee Chairperson shall notify the Secretary, through the DFO and the USMA, when any subcommittee is established including its function, membership and estimated duration. The objectives of the subcommittees are to make recommendations to the chartered Committee with respect to matters related to the responsibilities of the chartered Committee. Such subcommittees may have workgroups but may not work independently of the chartered Committee. A workgroup shall report their findings to the subcommittee and the subcommittee must report their recommendations and advice to the full committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the parent Committee nor can they report directly to VA.
14. **RECORDKEEPING:** Records of the Committee shall be handled according to General Records Schedule 6.2 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. FILING DATE:

Approved:   
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Denis McDonough  
Secretary of Veterans Affairs

6/2/21  
Date