

**Department of Veterans Affairs
Charter of the
Advisory Committee on Former of Prisoners of War**

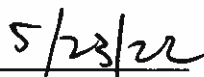
1. **Official Designation.** Advisory Committee on Former Prisoners of War (Committee).
2. **Authority.** The Committee is authorized by statute, title 38 U.S.C. §541 and operates under the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.
3. **Objectives and Scope of Activity.** The Committee advises the Secretary of Veterans Affairs on the administration of benefits under title 38 U.S.C., for Veterans who are former prisoners of war (FPOW) and the needs of these Veterans, in the areas of compensation, health care and rehabilitation.
4. **Description of Duties.** The Committee assesses the needs of FPOWs in the areas of compensation, health care, rehabilitation; reviews those Departmental programs and activities designed to meet such needs; and develops such recommendations, as it considers appropriate, including recommendations for administrative and legislative action.
5. **Official to Whom the Committee Reports.** The Committee reports to the Secretary.
6. **Office Responsible for Providing Necessary Support to the Committee.** The Veterans Benefits Administration Outreach, Transition and Economic Development is responsible for providing support to the Committee.
7. **Estimated Annual Operating Costs in Dollars and Staff Years.** The annual operating cost for the Committee is estimated at \$171,000 and 0.5 staff per year; and must be budgeted as such. All members will receive travel expenses and a per diem allowance, in accordance with Federal Travel Regulations, for any travel made in connection with their duties as members of the Committee.
8. **Designated Federal Officer.** A full-time VA employee will serve as the Designated Federal Officer (DFO). The DFO, or designee, will approve the schedule of Committee meetings and will be present at all meetings. 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 two times annually and may have additional meetings if/when necessary.

10. **Duration.** There is a continuing need for the Committee to assist the Secretary in carrying out the responsibilities described in title 38 U.S.C. §541. Unless renewed by appropriate action prior to its expiration, the charter will expire 2 years from the date below.
11. **Terminate Date.** Authorized by law for an indefinite period the Committee has no termination date.
12. **Membership and Designation.** The Committee shall be comprised of no more than 12 members and shall include representatives of Veterans who are FPOW, representatives of disabled Veterans, and authorities in fields pertaining to disabilities prevalent among FPOW, including epidemiology, mental health, nutrition, geriatrics and internal medicine. The Committee shall also include, as ex-officio members, the Under Secretary for Health and the Under Secretary for Benefits or their designees. The members of the Committee shall be appointed by the Secretary from the general public to serve as Special Government Employees. The Secretary shall determine the number, terms of service and pay and allowances of members of the Committee, except that the term of service of any such member may not exceed 2-to-3-year terms.
13. **Subcommittees.** 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 Center for Women Veterans, of the establishment of any subcommittee including its function, membership, and estimated duration. The objectives of the subcommittees are to make recommendations to the chartered Committee with respect to matters related to the responsibilities of the chartered Committee. Such subcommittees may have workgroups but may not work independently of the chartered Committee and 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. A DFO, or alternate DFO, must be present for all subcommittee activities and take notes.
14. **Recordkeeping.** Records of the Committee must be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedules. Those records must be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. §552.
15. **Filing date.**

Approved



Denis McDonough
Secretary of Veterans Affairs



Date