

**Department of Veterans Affairs**  
**Charter of**  
**The Advisory Committee on Minority Veterans**

**1. Official Designation.** Advisory Committee on Minority Veterans (Committee).

**2. Authority.** The Committee is authorized by statute, section 544 of title 38 and operates in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2.

**3. Objectives and Scope of Activity.** The Committee on Minority Veterans advises the Secretary of Veterans Affairs with respect to the administration of benefits by the Department for Veterans for Veterans who are minority group members, by reviewing reports and studies on compensation, health care, rehabilitation, outreach and other benefits and services administered by the Department.

**4. Description of Duties.** The Committee reviews reports and studies relating to Veterans who are minority group members and conducts assessments of minority group Veterans' needs relating to compensation, health care, rehabilitation and outreach. Not later than July 1 on even numbered years, the Committee shall submit a report to the Secretary on programs and activities of the Department that pertain to the needs of Veterans who are minority group members. Each report shall include the following:

- A. An assessment of the needs of Veterans who are minority group members with respect to compensation, health care, rehabilitation, outreach and other benefits and programs administered by the Department;
- B. A review of the programs and activities of the Department designed to meet such needs; and
- C. Such recommendations (including recommendations for administrative and legislative action) as the Committee considers appropriate.

**5. Official to Whom the Committee Reports.** The Committee reports to the Secretary of Veterans Affairs, through the Director of the Center for Minority Veterans.

**6. Office Responsible for Providing the Support to the Committee.** Support for the Committee is provided by the Center for Minority Veterans, Office of the Secretary, Department of Veterans Affairs.

**7. Estimated Annual Operating Costs in Dollars and Staff Years.** Department financial support for the work of the Committee is estimated at \$300,000 per year, including approximately 1.5 Full-Time Equivalent staff-years. All members will receive travel expenses and a per diem allowance in accordance with the Federal Travel Regulations for any travel made in connection with their duties as members of the Committee.

**8. Designated Federal Officer.** The Designated Federal Officer (DFO), who is 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 not less than twice each fiscal year and may have additional meetings, if necessary.

**10. Duration.** There is a continuing need for the Committee to assist the Secretary in carrying out the responsibilities described in section 544 of title 38. This Charter remains in effect for 2 years from the filing date or until the termination of the Committee's authorization under 38 U.S.C. § 2066, whichever comes first.

**11. Termination Date.** September 30, 2022, unless extended by statute.

**12. Membership and Designation.** By statute, Committee membership shall consist of representatives of Veterans who are minority group members; individuals who are recognized authorities in fields pertinent to the needs of Veterans who are minority group members; Veterans who are minority group members and who have experience in a military theater of operations; Veterans who are minority group members and who do not have such experience; and women Veterans who are minority group members and are recently separated from service in the Armed Forces.

A term of service for any member shall not exceed 3 years; however, the Secretary may reappoint any member for additional terms of service. By statute, "Minority group member" means an individual who is Asian American, African American, Hispanic, Native American (including American Indian, Alaskan Native and Native Hawaiian) or Pacific-Islander American.

The Committee shall include, as ex-officio members, the following: the Secretary of Labor (or a representative); the Secretary of Defense (or a representative); the Secretary of the Interior (or a representative); the Secretary of Commerce (or a representative); the Secretary of Health and Human Services (or a representative); the VA Under Secretary for Health (or a representative); and the VA Under Secretary for Benefits (or a representative), as described in title 38 U.S.C. § 544(B).


In addition to the ex-officio members listed above, the Committee will be composed of not more than twelve (12) members. Several members may be Regular Government Employees, but the majority of the Committee's membership will be Special Government Employees.

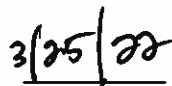
**13. Subcommittees.** With the DFO's approval, the Committee is authorized to establish subcommittees to perform specific projects or assignments as necessary and consistent with its mission. The Committee Chairperson shall notify the Secretary, through the DFO, of the establishment of any subcommittee, 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 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.

**14. Recordkeeping.** Records of the Committee shall be handled in accordance with 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. Date charter is filed.**

Approved.   
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Denis McDonough  
Secretary of Veterans Affairs

  
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Date