Department of Veterans Affairs
Charter of the
Veterans' Family, Caregiver and Survivor Advisory Committee

1. Official Designation. Veterans' Family, Caregiver and Survivor Advisory Committee (Committee).

2. Authority. The Committee is established under agency authority and in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. Ch. 10.

3. Objectives and Scope of Activity. The Committee provides advice to the Secretary of Veterans Affairs (SECVA) with respect to the administration of benefits by the Department of Veterans Affairs (VA) for services to Veterans' families, caregivers and survivors.

4. Description of Duties. In carrying out its primary responsibility of providing advice to the SECVA, the Committee will provide a report to the SECVA not later than July 1 of each even-numbered year, which includes: (1) an assessment of the needs, supports and services for Veterans' families, caregivers and survivors across all generations and service eras; (2) a review of the programs and activities of the Department designed to meet such needs; (3) find and provide opportunities to further integrate Veterans' families, caregivers and survivors into VA's systems of care, including recommendations on how VA can improve and/or expand delivery of Veterans Health Administration (VHA), Veterans Benefits Administration and National Cemetery Administration services and benefits; and (4) 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 SECVA through the Executive Director, Caregiver Support Program, VHA.

6. Office Responsible for Providing the Support to the Committee. The Caregiver Support Program, VHA, is responsible for providing support to the Committee.

7. Estimated Annual Operating Costs in Dollars and Staff Years. The estimated annual operating costs for the Committee are $535,000 and 2.5 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. Designation Federal Officer. The Designated Federal Officer (DFO), a full time VA employee, will approve the schedule of committee and subcommittee meetings. The DFO, or a designee, will be present at all committee and subcommittee 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 at least two times annually and may have additional meetings, if necessary.

10. Duration. Unless renewed by appropriate action prior to its expiration, the charter for the Committee will expire 2 years from the filing date below.

11. Termination Date. The Committee will terminate 2 years from the filing date below, unless renewed by appropriate action prior to its expiration.

12. Membership and Designation. The Committee will be comprised of not more than 20 committee members, who will be appointed by SECVA. A member's term of service may not exceed 2 years, but the Secretary may reappoint any member for additional terms, if good cause for reappointment exists. Members will be comprised of a cross-section of Veterans' families, caregivers, survivors and stakeholders with an interest or expertise in these areas, and other subject matter experts.

The Committee membership will be drawn from various sectors and organizations, including but not limited to: caregivers; Veteran-focused organizations; military history and academic communities; Veterans Service Organizations; Military Service Organizations; the National Association of State Directors of Veterans Affairs; non-profit, private and corporate partners; the Federal executive branch; research experts; service providers; Veterans' families, caregivers and survivors; and leaders of key stakeholder associations and organizations. SECVA may appoint a VA Program Office and other VA program officials who provide services to Veterans' families, caregivers or survivors to serve as ex-officio members.

Members may be Special Government Employees, Regular Government Employees or representatives from Veteran-focused organizations who have a variety of backgrounds and knowledge sufficient to provide adequate advice and guidance to the SECVA.

The Chairperson and Vice Chairperson of the Committee will be appointed by the Executive Director, Caregiver Support Program, VHA, on behalf of SECVA, from among the Committee members.

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 SECVA, through the DFO and the Executive Director, Caregiver Support Program, VHA, 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. Filing date.

Approved: _____ 5/4/23
Denis McDonough
Secretary of Veterans Affairs

Date