

**Department of Veterans Affairs  
Charter of the  
Advisory Committee on Women Veterans**

**1. Committee's Official Designation.** Advisory Committee on Women Veterans (Committee).

**2. Authority.** The Committee is authorized by statute, 38 U.S.C. § 542, and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. Ch. 10.

**3. Objectives and Scope of Activities.** The Committee provides advice to the Secretary of Veterans Affairs (SECVA) regarding the administration of benefits by the Department of Veterans Affairs (VA) for women Veterans; reports and studies pertaining to women Veterans; and the needs of women Veterans related to health care, rehabilitation benefits, compensation, outreach and other VA benefits and programs.

**4. Description of Duties.** In carrying out its primary responsibility of providing advice to SECVA, the Committee will provide a report to SECVA not later than July 1st of each year, which includes: (1) an assessment of the needs of women Veterans to include compensation, health care, rehabilitation, outreach and other benefits and programs administered by the Department; (2) a review of VA programs and activities designed to meet such needs; (3) an assessment of the effects of intimate partner violence on women Veterans; 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 Director, Center for Women Veterans (CWV).

**6. Support.** CWV is responsible for providing support to the Committee.

**7. Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs for the Committee are \$321,465 and 1.5 staff-years. 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.** There is a continuing need for the Committee to assist SECVA in carrying out the responsibilities under 38 U.S.C. § 542. Unless renewed by appropriate action prior to its expiration, the charter for the Committee will expire two years from the date it's filed.

**11. Termination.** Authorized by law for an indefinite period, the Committee has no termination date.

**12. Membership and Designation.** By statute, the Committee shall consist of members appointed by SECVA from the general public, including representatives of women Veterans; individuals who are recognized authorities in fields pertinent to the needs of women Veterans, including the gender specific health care needs of women; representatives of both female and male Veterans with service-connected disabilities, including at least one woman Veteran with a service-connected disability and at least one male Veteran with a service-connected disability; and women Veterans who are recently separated from service in the Armed Forces.

The Committee shall include ex officio members, as specified in 38 U.S.C. § 542, representing the Secretary of Labor (or designee), the Secretary of Defense (or a designee), the Under Secretary for Health (or a designee) and the Under Secretary for Benefits (or designee). SECVA may invite representatives of other departments and agencies of the United States to participate in the meetings and other activities of the Committee. SECVA shall determine the number and terms of service of Committee members—except that a term of service of any such member may not exceed three years—and may reappoint any such member for additional terms of service.

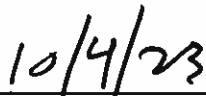
The Committee will be comprised of approximately 16 members (total includes four Ex-officio members). Several members may be Regular Government Employees, but the majority of the Committee's membership will be Special Government Employees.

**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 SECVA, through the DFO and CWV, of any subcommittee established including its function, membership and estimated duration. The objectives of the subcommittees are to make recommendations to the chartered Committee on 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 and cannot report directly to VA.

**14. Recordkeeping.** Committee records 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   
\_\_\_\_\_  
Denis McDonough  
Secretary of Veterans Affairs

  
Date \_\_\_\_\_