DEPARTMENT OF VETERANS AFFAIRS  
CHARTER OF THE  
ADVISORY COMMITTEE ON WOMEN VETERANS

1. OFFICIAL DESIGNATION: Advisory Committee on Women Veterans (Committee).


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 women Veterans; reports and studies pertaining to women Veterans; and the needs of women Veterans with respect to health care, rehabilitation benefits, compensation, outreach, and other relevant programs administered by VA.

4. DUTIES OF THE COMMITTEE: In carrying out its primary responsibility of providing advice to SECVA, the Committee will provide a report to SECVA not later than July 1 of each even-numbered year, which includes: (1) an assessment of the needs of women Veterans with respect to compensation, health care, rehabilitation, outreach, and other benefits and programs administered by VA; (2) a review of VA programs and activities designed to meet such needs; and (3) 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 for the Center for Women Veterans.

6. OFFICE RESPONSIBLE FOR PROVIDING SUPPORT TO THE COMMITTEE: The Center for Women Veterans 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 $278,102. The estimated staff-years is .75. 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 Committee members.

8. DESIGNATED FEDERAL OFFICER: The Designated Federal Officer (DFO), a full-time VA employee, will approve the Committee meetings schedule. 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 is expected to meet at least two times annually.

10. DURATION: There is a continuing need for the Committee to assist SECVA in carrying out the responsibilities under 38 U.S.C. § 542.
11. **TERMINATION DATE:** The Committee is authorized by law for an indefinite period and, therefore, has no termination date.

12. **MEMBERSHIP AND DURATION:** 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 such as the gender specific health care needs of women; representatives of female and male Veterans with service-connected disabilities; at least one female Veteran with a service-connected disability; 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 shall determine the number and terms of service of members of the Committee – except that a term of service of any such member may not exceed 3 years – and may reappoint any such member for additional terms of service.

The Committee will be comprised of not more than 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 SECVA, through the DFO, of the establishment of any subcommittee, its function, membership, and estimated duration. The objectives of the subcommittees are to make recommendations to the chartered Committee with respect to particular 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 SECVA.

14. **RECORDKEEPING:** Records of the Committee shall be handled in accordance with the General Records Schedule 6.2 or other approved agency records disposition schedules. Those records shall be available for public inspection and copying and are subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. **DATE CHARTER IS FILED:**

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R. L. Wilkie

Approved: Robert L. Wilkie
Secretary of Veterans Affairs
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Date: OCT 15 2019