

DEPARTMENT OF VETERANS AFFAIRS
CHARTER FOR THE
ADVISORY COMMITTEE ON CEMETERIES AND MEMORIALS

A. OFFICIAL DESIGNATION: Advisory Committee on Cemeteries and Memorials.

B. OBJECTIVES AND SCOPE OF ACTIVITY: The Committee advises the Secretary of Veterans Affairs with respect to the administration of national cemeteries, soldiers' lots and plots, which are the responsibility of the Secretary, and with respect to the selection of new national cemetery sites, the erection of appropriate memorials, and the adequacy of Federal burial benefits.

C. PERIOD OF TIME NECESSARY FOR THE COMMITTEE TO CARRY OUT ITS PURPOSE: There is a continuing need for the Advisory Committee on Cemeteries and Memorials to assist the Secretary in carrying out the responsibilities described in title 38, United States Code Section 2401. Authorized by law for an indefinite period, the Committee has no termination date.

D. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Advisory Committee on Cemeteries and Memorials reports to the Secretary of Veterans Affairs through the Under Secretary for Memorial Affairs.

E. AGENCY RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE: The National Cemetery Administration is responsible for providing support to the Advisory Committee on Cemeteries and Memorials.

F. DUTIES OF THE COMMITTEE: As the Committee carries out its responsibility to examine the full spectrum of available benefits and services, it will make recommendations on how to resolve issues involving the operations of the National Cemetery Administration, the State Cemetery Grants Program, the provision of headstones and markers, the provision of Presidential Memorial Certificates and related burial benefits. It will assist the Secretary in assuring that plans and programs are meeting the needs of the Nation's veterans and their eligible family members and meeting the mandate to maintain our national cemeteries as national shrines. By statute, the Committee shall make periodic reports and recommendations to the Secretary and to Congress.

The Committee will be comprised of approximately 16 members. The majority of the Committee's membership will be special government employees with a variety of backgrounds and knowledge sufficient to provide adequate advice and guidance to the Secretary. In addition, there are three ex-officio members, one each appointed from the American Battle Monuments Commission, the National Park Service of the Department of the Interior, and the Department of the Army's Arlington National Cemetery.

G. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS:

Annual operating cost for the Committee is estimated at \$90,000 and 0.6 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.

H. ESTIMATED NUMBER AND FREQUENCY OF MEETINGS: The Committee will meet up to twice annually. One meeting is generally held at a National Cemetery Administration field site, and the second meeting is generally convened in the Washington, DC, area. The Designated Federal Officer (DFO), 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.

I. COMMITTEE TERMINATION DATE: There is no termination date.

J. DATE CHARTER IS FILED:

Approved:


R. James Nicholson
Secretary of Veterans Affairs

8/3/07
Date