

Department of Veterans Affairs (VA)
Charter of the
Advisory Committee on Cemeteries and Memorials

1. Advisory Committee's Official Designation. Advisory Committee on Cemeteries and Memorials.

2. Authority. The Advisory Committee on Cemeteries and Memorials (Committee) is authorized by 38 U.S.C. § 2401 and is being renewed in accordance with provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Ch. 10.

3. Objectives and Scope of Activities. The Committee provides advice and makes recommendations to the Secretary of Veterans Affairs (Secretary) on the administration of VA national cemeteries, Soldiers' lots and plots, the selection of cemetery sites, the erection of appropriate memorials, and the adequacy of Federal burial benefits.

4. Description of Duties. The Committee shall meet in a public session to review and advise the Secretary about issues involving the operations of the National Cemetery Administration (NCA); the Veterans Cemetery Grants Program; the provision of headstones, markers, and medallions, Presidential Memorial Certificates and related burial benefits. The Committee will advise the Secretary in ensuring that plans and programs meet the needs of the Nation's Veterans and their eligible family members and meet the mandate to maintain our national cemeteries as national shrines. The Committee shall have access, to the extent provided by law, to VA documents and other information relevant to the Committee's work.

By statute, the Committee shall make periodic reports and recommendations to the Secretary and to Congress. All reports and recommendations must be approved by the Committee, in an open public session, prior to submission to the Secretary or to other appropriate officials, as directed by the Secretary.

5. Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations. The Committee reports to the Secretary.

6. Support. NCA's Office of Engagement and Memorial Innovation provides administrative and logistical support for all Committee activities.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual cost for operating the Committee is \$135,000 per year. This operating cost includes 0.6 full-time equivalent staff members who will support the Committee. All Committee 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. This does not include ex-officio members.

8. Designated Federal Officer (DFO). The Secretary will designate a Federal Officer or a full-time VA employee, to be the DFO for the Committee and its subcommittees. The DFO will ensure the Committee activities comply with FACA, the FACA final rule, VA administrative procedures, and other applicable laws and regulations; approve the schedule and agenda of all Committee and subcommittee meetings; attend all meetings for their duration; fulfill the requirements under section 10(b) of FACA (codified at 5 U.S.C. § 1009(b)); adjourn any meeting when the DFO determines it to be in the public interest; chair any meeting when directed by the Secretary; maintain information on Committee activities and provide such information to the public, as applicable; and ensure Committee and subcommittee members receive the appropriate training for efficient operation and compliance with FACA and the FACA final rule. The DFO will also ensure a public-facing website is maintained for the Committee according to 41 C.F.R. § 102-3.120(b).

9. Estimated Number and Frequency of Meetings. The Committee is expected to meet at least once and up to two times annually.

10. Duration. There is a continuing need for the Committee to assist the Secretary in carrying out the responsibilities described in 38 U.S.C. § 2401. The duration of the Committee is continuing, subject to the termination section of this document found below.

11. Termination Date. Unless renewed by appropriate action prior to its expiration, the charter for the Committee will expire 2 years from the date it is filed.

12. Membership and Designation. The Committee will be comprised of up to 12 members. Several members may be regular Government employees (RGE), but the majority of the Committee's membership will be Special Government Employees (SGE). The Committee membership will include, but is not limited to, members of the general public. In addition, there are three ex-officio members: one each appointed from the American Battle Monuments Commission, the National Park Service, and the Office of Army Cemeteries.

The Secretary will appoint Committee members for a 2-year term of service. The Secretary may reappoint Committee members for an additional 1- or 2-year term. The Secretary will appoint the Chair of the Committee for an initial 2-year term. The Secretary may reappoint the Chair for an additional 1- or 2-year term. Members are nominated and appointed in accordance with the Committee Membership Balance Plan.

13. Subcommittees. The Committee is authorized to create subcommittees, with DFO approval, to perform specific projects or assignments as necessary and consistent with its mission. The Committee Chair shall notify the Secretary, through

the DFO, of the creation of any subcommittee, including its function, membership, and estimated duration. Subcommittees will report back to the Committee. Such subcommittees may not work independently and must report their recommendations and advice to the parent Committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the parent Committee, nor can they provide advice or work products directly to VA or any other Federal Officer.

14. Recordkeeping. Records of the Committee and subcommittees shall be handled according with General Records Schedule 6.2 or other approved agency records disposition schedule. 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. _____
/s/ Douglas A. Collins
Secretary of Veterans Affairs

July 24, 2025
Date