U.S. DEPARTMENT OF VETERANS AFFAIRS
CHARTER OF THE
VETERANS AND COMMUNITY OVERSIGHT AND ENGAGEMENT BOARD

1. **COMMITTEE'S OFFICIAL DESIGNATION.** Veterans and Community Oversight and Engagement Board.

2. **AUTHORITY.** The Veterans and Community Oversight and Engagement Board (Board or Committee) is a statutory committee established as required by section 2(i) of the West Los Angeles Leasing Act of 2016, P.L. 114-226 (the West LA Leasing Act). The Board operates in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Ch. 10.

3. **OBJECTIVES AND SCOPE OF ACTIVITIES.** The Board is established for the West Los Angeles Campus (Campus) to coordinate locally with the U.S. Department of Veterans Affairs (VA or Department) to identify the goals of the community and Veteran partnership; provide advice and recommendations to the Secretary of Veterans Affairs (Secretary) to improve services and outcomes for Veterans, members of the Armed Forces, and families of such Veterans and members; and provide advice and recommendations on the Draft Master Plan approved by the Secretary on January 28, 2016, and on the creation and implementation of any other successor master plans.

4. **DESCRIPTION OF DUTIES.** The Board shall perform the duties set forth in the West LA Leasing Act. In accordance with Section 2(i)(3) of the West LA Leasing Act, in carrying out such duties, the Board shall:

- Provide the community with opportunities to collaborate and communicate by conducting public forums; and
- Focus on local issues regarding the Department that are identified by the community with respect to health care, implementation of the Master Plan, and any subsequent plans, benefits, and memorial services at the Campus.

5. **AGENCY OR FEDERAL OFFICER RECEIVING THE ADVISORY COMMITTEES ADVICE/RECOMMENDATIONS.** The Board reports to the Secretary, through the Chief Veterans Experience Officer, Veterans Experience Office (VEO). At the discretion of the Secretary, recommendations and feedback are received from the Board to help improve Veteran care and services at other VA campuses.

6. **SUPPORT.** VA's VEO furnishes support for the Board and provides administrative and logistical support for all Committee activities.

7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS.** The estimated annual costs associated with supporting the Board are $475,000, and includes 2.5 full-time equivalent staff.

8. **DESIGNATED FEDERAL OFFICER.** The Secretary will designate a Federal officer or a full-time VA employee to be the Designated Federal Officer (DFO) for the Committee and its subcommittees. The DFO will ensure the Committee activities comply with FACA, FACA Final Rule, VA administrative procedures, and other applicable laws and regulations; approve the schedule and agendas of all Committee and subcommittee meetings; attend all meetings for their duration; fulfill the FACA requirements codified in 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 appropriate training for efficient operation and compliance with FACA and the FACA Final Rule. The DFO also will 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 Board will meet two to four times a year.

10. **DURATION.** There is a continuing need for the Board to assist the Secretary in carrying out the responsibilities under the West Los Angeles Leasing Act.

11. **TERMINATION.** The Board is authorized by law for an indefinite period, and the Board has no 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 Board will be comprised of approximately 12 voting and up to 3 non-voting Board members who shall be appointed by the Secretary. Not less than 50 percent of the Board members shall be Veterans. The non-Veterans Board members shall be family members of Veterans, Veterans advocates, service providers, real estate professionals familiar with housing development projects, or stakeholders.

Voting and non-voting members may be Special Government Employees or regular Government employees. Board members will serve as objective advisors. The Chair and Vice Chair of the Board will be selected by the Chief Veterans Experience Officer, VEO from the Board members.

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 in accordance with the General Records Schedule 6.2 or other approved agency records disposition schedule. These 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 by:

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/s/ Douglas A. Collins **Date: August 7, 2026**
Secretary of Veterans Affairs