

**Department of Veterans Affairs
Charter of the
Advisory Committee on Cemeteries and Memorials**

- 1. Official Designation.** Advisory Committee on Cemeteries and Memorials (Committee).
- 2. Authority.** The Committee is authorized by statute, 38 U.S.C. § 2401 and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. Ch. 10.
- 3. Objectives and Scope of Activity.** The Committee advises the Secretary of Veterans Affairs (SECVA) with respect to the administration of Department of Veterans Affairs (VA) national cemeteries, Soldiers' lots and plots, the selection of cemetery sites, the erection of appropriate memorials; and the adequacy of Federal burial benefits, which are the responsibility of SECVA.
- 4. Description of Duties.** As the Committee carries out its responsibility to examine the full spectrum of available benefits and services, it makes recommendations on how to resolve issues involving the operations of the National Cemetery Administration (NCA); the Veterans Cemetery Grants Program; the provision of headstones, markers and medallions; the provision of Presidential Memorial Certificates; and the provision of related burial benefits. It 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. By statute, the Committee shall make periodic reports and recommendations to the Secretary and to Congress.
- 5. Officials to Whom the Committee Reports.** The Committee reports to SECVA through the Under Secretary for Memorial Affairs (USMA), NCA.
- 6. Office Responsible for Providing the Support of the Committee.** VA is responsible for providing funding, organizational and logistical support, and resources. Within VA, NCA is responsible for providing support to the Committee.
- 7. Estimated Annual Operating Costs in Dollars and Staff Years.** Estimated annual operating costs for the Committee are estimated at \$135,000 and 0.6 full-time equivalent staff. 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. This does not include ex-officio members.
- 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.

