

**U.S. DEPARTMENT OF COMMERCE  
OFFICE OF THE UNDER SECRETARY FOR ECONOMIC AFFAIRS  
AMERICAN WORKFORCE POLICY ADVISORY BOARD  
CHARTER**

- 1. Committee's Official Designation.** American Workforce Policy Advisory Board
- 2. Authority.** Executive Order 13845, §8 established the American Workforce Policy Advisory Board (hereinafter the Board) on July 19, 2018. Pursuant to the authority granted him in the Executive Order, the Secretary of Commerce institutes this charter for the Board. The Board will operate in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App., and its implementing regulations (41 CFR part 102-3). Executive Order 13845 was amended by Executive Order 13853 of December 12, 2018, which provides that members of the Board are appointed by the Secretary of Commerce.
- 3. Objectives and Scope of Activities.** Executive Order 13845 states the Board shall advise the interagency National Council for the American Worker (Council) on the workforce policy of the United States. Its recommendations shall include steps to encourage the private sector and educational institutions to combat the skills crisis by investing in and increasing demand-driven education, training, and re-training, including through apprenticeships and work-based learning opportunities.
- 4. Description of Duties.** The Secretary of Commerce, the Secretary of Labor, the Assistant to the President for Domestic Policy, and the Advisor to the President overseeing the Office of Economic Initiatives will co-chair the interagency Council. In keeping with Executive Order 13845, the Board will support the Council in the Council's efforts to:

"work with private employers, educational institutions, labor unions, other non-profit organizations, and State, territorial, tribal, and local governments to update and reshape our education and job training landscape so that it better meets the needs of American students, workers, and businesses."

The function of the Board is solely advisory.

- 5. Agency or Official to Whom the Committee Reports.** The Board reports to the Council.
- 6. Support.** Pursuant to Executive Order 13845, the Department of Commerce shall provide the Board with funding and administrative support as may be necessary for the performance of its functions. Within the Department of Commerce, the Office of the Under Secretary for Economic Affairs is the agency that has been designated to provide the Board with such administrative services, funds, staff, equipment, and other support services as may be necessary to carry out its mission to the extent permitted by law and within existing appropriations.

- 7. Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost of the Board is approximately \$450,000 per year, which includes 2 full-time equivalents per year of staff support as well as allowable travel expenses for all members, assuming four in-person meetings per year. Members of the Board shall serve without any compensation for their work on the Board, but will, upon request, be reimbursed for travel expenses. Allowable travel expenses, include per diem in lieu of subsistence, to the extent permitted by law for persons serving intermittently in government service (5 U. S.C. 5701-5707), consistent with the availability of funds.
- 8. Designated Federal Officer.** The Secretary shall appoint a full-time or permanent part-time Federal officer or employee to serve as the Designated Federal Officer (DFO). The DFO will approve or call all Board and subcommittee meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, chair meetings when directed to do so by the co-chairs of the Board, assemble and maintain the records of the Board, and ensure compliance with FACA and any other applicable laws and regulations. In the DFO's discretion, the DFO may request the assistance of other Federal employees as support staff to assist the DFO in fulfilling these responsibilities.
- 9. Estimated Number and Frequency of Meetings.** Meetings are expected to occur quarterly, but the co-chairs of the Board may determine that meetings need to occur more or less frequently.
- 10. Duration.** The function of the Board is to advise the Council. The Council shall terminate 2 years after the July 19, 2018, date of Executive Order 13845, unless extended by the President. The Charter of the Board is subject to renewal every two years pursuant to the requirements of the FACA.
- 11. Termination.** Pursuant to Executive Order 13845, the Board shall terminate 2 years after the July 19, 2018, date of the Executive Order, unless extended by the President.
- 12. Membership and Designation.** The Board shall be composed of the Secretary of Commerce and the Advisor to the President overseeing the Office of Economic Initiatives, and up to 25 members appointed by the Secretary of Commerce from among citizens outside the Federal Government, and shall include individuals chosen to serve as representatives of the various sectors of the economy, including the private sector, employers, educational institutions, and States, to offer diverse perspectives on how the Federal Government can improve education, training, and re-training for American workers. The Advisor to the President overseeing the Office of Economic Initiatives and the Secretary of Commerce are co-chairs to this Board. The Secretary of Commerce appoints Board members for a term of up to two years. If the President extends the term of the Board, appointed members shall be eligible for reappointment, and may continue to serve after the expiration of their terms until the appointment of a successor.

Appointed members will serve in a representative capacity presenting the views and interests of the various sectors of the economy, including the private sector, employers,

educational institutions, and States; they are, therefore, not Special Government Employees. Members shall not reference or otherwise utilize their membership on the Board in connection with public statements made in their personal capacities without a disclaimer that the views expressed are their own and do not represent the views of the Board or the Department.

**13. Subcommittees.** The Board may establish, with the consent or at the direction of the Office of the Under Secretary of Economic Affairs and the Office of the Secretary, such subcommittees as it considers necessary for the performance of its functions. All subcommittees must always report back to the full Board, and must not provide advice or work products directly to the Council or any other Federal agency or official.

**14. Recordkeeping.** The records of the Board and any subcommittees shall be handled in accordance with 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.

  
\_\_\_\_\_  
Chief Financial Officer and Assistant Secretary  
for Administration

5/3/19  
\_\_\_\_\_  
Amendment Date

8/30/18  
\_\_\_\_\_  
Filing Date

