ADVISORY COMMITTEE MEMBERSHIP BALANCE PLAN

1. Name

Advisory Committee on Veterans' Employment, Training, and Employer Outreach (ACVETEO).

2. Authority

Section 4110 of Title 38, U.S. Code. The ACVETEO is a nondiscretionary federal advisory committee and is subject to the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2.

3. Mission/Function

The ACVETEO's responsibilities are to: assess employment and training needs of veterans and their integration into the workforce; determine the extent to which the programs and activities of the Department of Labor (DOL) are meeting such needs; assist the Assistant Secretary for Veterans' Employment and Training (ASVET) in conducting outreach to employers with respect to the training and skills of veterans and the advantages afforded employers by hiring veterans; make recommendations to the Secretary of Labor, through the ASVET, with respect to outreach activities and the employment and training needs of veterans; and carry out such other activities deemed necessary to making required reports and recommendations.

4. Points of View

- The ACVETEO shall consist of at least 12, but no more than 16, members who serve as Special Government Employees. Members are appointed by the Secretary of Labor and consist of: (1) seven individuals, one each from among the representatives nominated by each of (a) the Society for Human Resource Management, (b) the Business Roundtable, (c) National Association of State Workforce Agencies, (d) the United States Chamber of Commerce, (e) the National Federation of Independent Business, (f) a nationally recognized labor union or organization and (g) the National Governors Association; (2) no more than five representatives nominated by veterans' service organizations that have a national employment program; and (3) no more than five individuals who are recognized authorities in the fields of business, employment, training, rehabilitation, or labor and who are not employees of DOL.

- The following, or their representatives, shall be ex-officio, nonvoting members of the ACVETEO: the Secretary of Veterans Affairs; the Secretary of Defense; the Director of the Office of Personnel Management; the ASVET; the Assistant Secretary of Labor for Employment and Training; and the Administrator of the Small Business Administration.

- The Secretary of Labor shall appoint a member of the ACVETEO as the Chairperson and the Chairperson shall serve in that position for no more than two (2) consecutive years.

5. Other Balance Factors

- In accordance with the ACVETEO charter, members may be appointed by the Secretary of Labor at any time, but appointees shall serve for a term not greater than three (3) years and their terms shall expire on January 31. The Secretary of Labor may reappoint members for an unlimited number of terms. A vacancy in the ACVETEO shall be filled in the manner in which the original appointment was made.

- Except as otherwise required by law, ACVETEO membership will be consistent with the applicable FACA regulations, as follows: (a) Membership on the ACVETEO will be fairly balanced; (b) Members will come from a cross-section of those directly affected, interested, and

qualified as appropriate to the nature and functions of the ACVETEO; (c) the composition of the ACVETEO will therefore depend upon several factors, including: (i) the ACVETEO's mission; (ii) the geographic, ethnic, social, economic, or scientific impact of the ACVETEO's recommendations; (iii) the types of specific perspectives required; (iv) the need to obtain divergent points of view on the issues before the ACVETEO, such as, for example, those of consumers, technical experts, the public at-large, academia, business, or other sectors; and (v) the relevance of State, local or tribal governments to the development of the ACVETEO's recommendations.

- To the extent permitted by the FACA and other laws, committee membership should also be consistent with achieving the greatest impact, scope and credibility among diverse stakeholders. The diversity in such membership includes, but is not limited to, race, gender, disability, sexual orientation and gender identity.

6. Candidate Identification Process

In accordance with the FACA, DOL will select a Designated Federal Official (DFO) for the ACVETEO. The DFO will be responsible for coordinating the following membership selection process.

- DOL will submit for publication a notice in the Federal Register announcing the number of vacancies, the requirements for submitting nominations to the DFO, as well as the period for submitting nominations.

- The DFO will also inform the general public regarding vacancies on the ACVETEO and the period and requirements for submitting nominations through other methods, including, but not limited to, the DOL website, newsletter, and social media.

- The DFO's outreach will include those who historically have limited awareness and participation in the ACVETEO and its activities. The ASVET will report on the DFO's efforts to the ACVETEO and the Secretary of Labor.

- DOL will simultaneously notify the heads of the seven (7) organizations that have a statutory right to nominate individuals for membership on the ACVETEO.[1]

- DOL will simultaneously solicit nominations to select not more than five (5) individuals from the heads of all veterans' service organizations that have a national employment program.[2]

- DOL will simultaneously solicit nominations to select not more than five (5) individuals from organizations that are or who have employees that are recognized authorities in the fields of business, employment, training, rehabilitation, or labor and who are not employees of DOL.[3]

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[1] 38 U.S.C. § 4110(c)(1)(A).
[2] 38 U.S.C. § 4110(c)(1)(B).
[3] 38 U.S.C. § 4110(c)(1)(C).

7. Subcommittee Balance

In accordance with the ACVETEO charter, the DFO may establish such subcommittees as he or she considers necessary for the ACVETEO, subject to the provisions of the FACA, the FACA implementing regulations, and applicable DOL guidance. Members of the subcommittees shall be appointed by the Chairperson of the ACVETEO. Subcommittees must report back to the full ACVETEO and cannot provide advice or work products directly to the Secretary of Labor. The process for determining membership balance of subcommittees will be the same as the process outlined in this Plan.

8. Other

DOL adheres to the Administration's prohibition against the inclusion of federal registered lobbyists as Special Government Employee members of the ACVETEO.

9. Date Prepared/Updated:

May 2015