U.S. Office of Personnel Management
Hispanic Council on Federal Employment
Charter

1. **Committee's Official Designation (Title).** The Hispanic Council on Federal Employment.

2. **Authority.** This charter renews the Hispanic Council on Federal Employment in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. The Council is in the public interest. The Hispanic Council on Federal Employment is an advisory committee established under the Office of Personnel Management's (OPM or Agency) authority to assist the agency in performing its duties and responsibilities under 5 U.S.C. §§ 1103(a)(7); 1104(b)(2); and 7201(c).

3. **Objectives and Scope of Activities.** The purpose of the Council is to provide recommendations to the Director of OPM on the implementation of leading employment practices in an effort to remove any unnecessary barriers to the recruitment, hiring, retention, or advancement of Hispanics in the Federal workplace.

4. **Description of Duties.** The Council shall provide recommendations to the Director of OPM on the implementation of initiatives involving the recruitment, hiring, and advancement of Hispanics in the Federal workforce. Its activities shall include, to the extent permitted by the law:

    a) Reviewing leading practices in strategic human resources management planning;
    b) Providing advice on ways to increase outreach to Hispanic communities, including, as part of a comprehensive scheme, veterans, students, and people with disabilities;
    c) Recommending any further actions, as appropriate, to address any under-representation of Hispanics in the Federal workforce where it occurs;
    d) Recommending any further actions, as appropriate, to promote successful retention and advancement efforts, including training of department and agency personnel; and
    e) Recommending innovative ways to improve the dissemination of information about Federal employment to the Hispanic communities.

5. **Agency or Official to Whom the Committee Reports.** The Council will report recommendations to the OPM Director.

6. **Support.** OPM is responsible for providing administrative services and support to the Council.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating expenses of the Council are $30,000.00 (.50 FTE). These expenses include funds to cover actual staff time (including benefits) devoted to preparation for meetings and technical discussions at meetings; expenses for preparing and printing discussion materials; administrative costs for filing the charter, preparing *Federal Register* notices, preparing minutes of the meetings, etc.

8. **Designated Federal Officer (DFO).** The Director of OPM's Office of Diversity and Inclusion shall be appointed as the Council's DFO. The DFO will approve or call all Council and subcommittee meetings, prepare and approve all meeting agendas and minutes, attend all Council and subcommittee meetings, adjourn any meeting when they determine adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the Council reports.

9. **Estimated Number of Frequency of Meetings.** The frequency of meetings will be determined by the Co-Chairs of the Council with the approval of the DFO, and the committee is expected to convene once every quarter, at a minimum.

10. **Duration.** It is expected that the Council will conclude its work in approximately two years.

11. **Termination.** December 31, 2016.

12. **Membership and Designation.** The Council will include a total of approximately 24 Federal workers and non-government individuals, including Regular Government Employees and Representative Members. Some Council members will represent various perspectives from Hispanic organizations that have experience in working on Federal employee, Hispanic student, veterans, people with disabilities and/or employment issues affecting Hispanic communities, while other Council members will provide technical expertise regarding strategic human resources management planning and the merit systems principles. Members are not entitled to reimbursement for travel or per diem expenses.

    The Director of OPM may also designate other members of the Council. Such additional members may include, but would not be limited to:

    (1) The Chief Human Capital Officers of other Executive agencies; and

(2) Members who are designated on an *ex officio* basis and who may be invited to contribute to projects, as particular skills and expertise are needed.

13. **Subcommittees.** The Co-Chairs of the Council, with the Agency's approval, are responsible for directing the work of the Council, including the creation of subcommittees necessary to carry out the Council's mandate. All subcommittees will report to the Council and will not provide advice directly to the Agency.

14. **Recordkeeping.** The records of the Council, as well as any formally and informally established subcommittees, shall be maintained in accordance with General Records Schedule 26, Item 2, or other appropriate Agency records disposition schedule. These records shall be available for public inspection and copying, subject to applicable exemptions of the Freedom of Information Act, 5 U.S.C. 552.

15. **Filing Date:** 10 FEB 2015

Approved.

Katherine Archuleta 2/5/15

Katherine Archuleta **Date**
Director, U.S. Office of Personnel Management