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 establishes 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 and supports the Office of Personnel Management (OPM) in performing its duties and responsibilities under 5 U.S.C. Secs. 1103(a)(7); 1104(b)(2), and 7201(c).

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

4. **Description of Duties.** The Council shall advise the Director of OPM on matters 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;
c) recommending any further actions, as appropriate, to address the underrepresentation 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) developing recommendations for 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 $11,837.00. These expenses include funds to cover actual staff time devoted to preparation for meetings and technical

discussions at meetings, expenses for preparing and printing discussion materials and administrative costs for filing the charter, preparing Federal Register notices, preparing minutes of the meetings, etc. Approximately, 0.25 FTE.

8. **Designated Federal Officer (DFO).** The Chief of Staff to the Director of OPM shall be appointed as the DFO of the Council. The DFO will approve or call all of the Council's and subcommittees' meetings, prepare and approve all meeting agendas, 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 Chair of the Council with the approval of the DFO and will occur approximately every two months.

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

11. **Termination.** December 31, 2011.

12. **Membership and Designation.** The Council will include a total of approximately 27 Federal workers and non-government individuals, including Regular Government Employees and Representative Members. The Council members will represent various perspectives from Hispanic organizations that have experience in working on Federal employee, Hispanic student, 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.

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. Such committees 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.** FEB 11 2011

Approved.

FEB 11 2011

John Berry
Director, U.S. Office of Personnel Management

Date