

**U.S. Department of Labor**  
**Task Force on Apprenticeship Expansion**  
**Membership Balance Plan**

**Name:**

Task Force on Apprenticeship (hereinafter “the Task Force” or “the panel”).

**Authority:**

The Task Force is authorized pursuant to section 8 of Executive Order 13801, entitled “Expanding Apprenticeships in America,” (hereinafter “the Executive Order”) which was issued on June 15, 2017 (82 Fed. Reg. 28229), and which directs the Secretary of Labor to establish and chair such a Task Force in the U.S. Department of Labor. The Task Force was established by the President of the United States for the purpose of identifying strategies and proposals to promote apprenticeships, especially in sectors where apprenticeship programs are insufficient. Upon completion of its duties, the Task Force will transmit to the President a report recommending strategies and proposals to foster the expansion of apprenticeships in the United States. The Task Force is established and operates in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended 5 U.S.C. App. 2, and its implementing regulations (41 CFR 101–6 and 102–3).

**Mission/Function:**

The Task Force is an advisory body that will provide advice and recommendations to the President of the United States on identifying strategies and proposals to promote apprenticeships, especially in sectors where apprenticeship programs are insufficient. Strategies will address federal initiatives, administrative and legislative reforms, effective strategies for creating industry-recognized apprenticeships, and methods to amplify and encourage private-sector participation.

**Points of View:**

Section 8(d) of the Executive Order (as well as the Task Force Charter) stipulates that, in addition to the Secretary of Labor (who will serve as the Chair of the Task Force) and the Secretaries of Education and Commerce (who will serve as the panel’s Vice-Chairs), the Task Force will be comprised of no more than 20 additional individuals “who work for or represent the perspectives of American companies, trade or industry groups, educational institutions, and labor unions, and such other persons as the Secretary [of Labor] may from time to time designate.” Pursuant to section 8(g) of the Executive Order, a member of the Task Force may designate a senior member of his or her organization to attend any Task Force meeting.

Accordingly, to achieve the balanced representation of points of view and subject matter expertise on apprenticeship-related matters contemplated by the Executive Order and the Charter, the Task Force will include individuals representing the perspectives of:

- Trade and industry groups;
- Companies;
- Non-profit organizations;
- Unions;
- Joint labor-management organizations;
- Educational institutions;
- State or local governments; and
- Such other individuals as the Secretary of Labor may from time to time designate who can offer useful perspectives on apprenticeship-related matters.

**Other Balance Factors:**

Membership on the Task Force will be balanced. Members will come from a cross-section of those directly affected, interested, and qualified as appropriate to the nature and functions of the Task Force.

The composition of the Task Force will depend upon several factors, including: the Committee's mission; the geographic, ethnic, social, or economic impact of the advisory committee's mandate; the types of specific perspectives and expertise required, for example, those of consumers, technical experts, the public at-large, academia, business, or other sectors; the need to obtain divergent points of view on the issues before the Committee; and the relevance of State, local, or tribal governments to the development of the Committee's recommendations.

**Candidate Identification Process:**

The Executive Order does not set forth a definite time frame by which the Task Force must complete and submit its final report to the President of the United States. Accordingly, each member of the Task Force shall serve at the pleasure of the Secretary of Labor for a term that will cease 30 days after the delivery of the Task Force's final report to the President, at which time the Task Force will be officially disbanded in accordance with section 8(h) of the Executive Order. The Secretary of Labor may also appoint members to fill vacancies that may emerge while the Task Force is in existence.

The following steps are among those that the Department has taken (or will take) to solicit a broad and diverse range of qualified candidates for membership in the Task Force:

To promote notification of the initial public solicitation for nominations to the Task Force, the Department conducted widespread outreach including publishing a *Federal Register* notice on July 25, 2017, posting background information about the Task Force on the Department's website, and covering the solicitation in the Department's electronic newsletter. In selecting Task Force members, the Secretary will consider individuals nominated in response to the *Federal Register* notice, as well as other qualified individuals. Should future vacancies occur while the Task Force is in existence, the Department may use similar steps to those stated above in filling such vacancies.

The Department will review all proposed candidates through its internal vetting process to ensure compliance with all legal and ethical requirements. The Department will provide a full membership grid during the internal clearance process so that clearers within the Department can provide input to evaluate balance. The Designated Federal Official will keep the Secretary of Labor or his or her designee apprised of the Department's efforts to ensure that balanced membership on the Task Force is achieved.

**Date Prepared/Updated:**

The Task Force Membership Balance Plan was prepared on August 2, 2017.