FREQUENTLY ASKED QUESTIONS ABOUT THE TASK FORCE ON APPRENTICESHIP EXPANSION (THE TASK FORCE)

Note: The information contained in this document is accurate as of August 3, 2017, and will be updated as needed.

Q: How do I apply to be a member of the Task Force?

A complete application must include a resume, a cover letter including a description of relevant experience and subject-matter expertise concerning the development of a skilled workforce through quality apprenticeship programs, and contact information. No additional information is required to be submitted with your application. Please do not include any information in your application that you do not want publicly disclosed.

If applying electronically: Send to: Apprenticeshiptaskforce@dol.gov (and please specify in the e-mail subject line, “Nominations for Task Force on Apprenticeship Expansion”).

If applying by mail, express delivery, hand delivery, messenger service, or courier service, submit one copy of the documents listed above to the following address: U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, Task Force on Apprenticeship Expansion, Room C-5321, 200 Constitution Avenue, N.W., Washington, DC 20210.

If transmitted by mail, nominations for individuals to serve on the Task Force must be postmarked by August 8, 2017. Alternatively, if Task Force nominations are submitted electronically or by hand delivery, such nominations must be received by August 8, 2017.
Q: How do I nominate someone to be a member of the Task Force?

A nomination must include a copy of the nominee’s resume, a cover letter that provides your reason(s) for nominating the individual, including a description of the relevant experience and subject-matter expertise of that individual concerning the development of a skilled workforce through quality apprenticeship programs, and contact information for the nominee (name, title, business address, business phone, fax number, and business e-mail address). In addition, as stipulated in the Federal Register notice soliciting nominations for the Task Force, individuals submitting the names of persons to serve on the panel must attest that each recommended candidate “has agreed to be nominated and is willing to serve” on the Task Force. Please do not include any information in your nomination that you do not want publicly disclosed.

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If transmitted by mail, nominations for individuals to serve on the Task Force must be postmarked by August 8, 2017. Alternatively, if Task Force nominations are submitted electronically or by hand delivery, such nominations must be received by August 8, 2017.
Q: Is there a limit to the number of people I can nominate to be a member of the Task Force?

No.

Q: May federal employees nominate someone to be a member of the Task Force?

Yes. However, as stipulated in the Federal Register notice soliciting nominations for the Task Force, membership on the panel shall be limited to distinguished citizens from outside of the Federal Government with relevant experience concerning the development of a skilled workforce through quality apprenticeship programs.

Q: Must an individual be a U.S. citizen to be a member of the Task Force?

No. Anyone may apply or be nominated. All applications will be reviewed and considered.

Q: How will nominees be notified if they are selected?

Once candidates have been selected, they will be informed. A list of the Task Force members will also be posted on the website at https://www.dol.gov/apprenticeship/index.htm
Q: Is Task Force membership limited to industry representatives – or may other organizations (e.g., those focused on youth employment) apply to have a representative as well?

Membership is open to all members of the public with relevant experience and expertise.

Q: Must applicants or nominees be at certain levels of organizational leadership?

Executive Order 13801 (the Executive Order) only stipulates that the panel “shall consist of no more than twenty 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.” In addition, the Federal Register notice soliciting nominations for the Task Force states that membership on the panel shall be limited to “distinguished citizens from outside of the Federal Government with relevant experience.”

Each organization offering nominations has the discretion to determine which of its representatives are best suited for membership on the Task Force. Please note that, under the Executive Order, a member of the Task Force may designate a senior member of his or her organization to attend any meeting of the panel on his or her behalf.

Q: What is the time commitment for Task Force participation?

A Task Force Charter is being developed and will outline the panel’s scope of work. Typical experience with participation in these types of advisory groups may involve quarterly, bi-monthly or monthly meetings, and will continue until the Task Force completes its mission.
Q: **How long will the Task Force exist?**

The mission of the Task Force shall be to identify strategies and proposals to promote apprenticeships, especially in areas where apprenticeship programs are insufficient. The Task Force shall submit to the President a report; the Task Force shall terminate 30 days after it submits its report to the President.

Q: **Will Task Force members need to travel?**

Travel to Washington, DC or another designated location in the contiguous United States may be required for Task Force participation. However, it is possible that some meetings of the Task Force will be conducted “virtually” (e.g., through the use of teleconferencing technologies).

If travel to a meeting location is required, pursuant to the Executive Order travel expenses, including per diem, will be paid for each Task Force member (or their designee) to the extent permitted by law, that are available for persons serving intermittently in the Government service (5 U.S.C. 5701-5707).

Q: **Will Task Force members be paid? How will their expenses be covered?**

No, members of the Task Force will not be compensated for their work on the panel. However, as noted above, Task Force members’ travel expenses will be paid.
Q: Are Task Force members and their businesses, barred from bidding on DOL grants and contract opportunities while participating in the Task Force?

Federal ethics and conflict of interest laws guide all Federal Advisory Committees, including the Task Force. Prospective members will be provided information regarding any applicable standards of conduct— including those imposed by federal conflict of interest statutes. In some instances, members may be subject to special limitations during the course of their service on an advisory committee. For some members, these restrictions also may apply (for limited periods) after their committee assignments have ended.