

TRAINING AND EMPLOYMENT NOTICE	NO. 11-15
	DATE September 30, 2015

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE LABOR MARKET INFORMATION DIRECTORS
STATE AND LOCAL WORKFORCE BOARDS

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Process for Nomination and Selection of Workforce Information Advisory Council Members

1. **Purpose.** The purpose of this document is to notify workforce system leaders and stakeholders of the process for nomination and appointment to the Workforce Information Advisory Council (WIAC).
2. **References.**
 - Workforce Innovation and Opportunity Act
 - WIAC Charter available at www.doleta.gov/wioa/wiac
 - “Notice of Establishment of the Workforce Information Advisory Council and Solicitation of Nominations for Membership” 80 FR 47525
3. **Background.** In accordance with the Workforce Innovation and Opportunity Act of 2014, the Department of Labor’s Bureau of Labor Statistics and Employment and Training Administration (ETA) will formally establish the 14-member WIAC. WIAC’s role is to evaluate and advise the Secretary of Labor regarding the nationwide workforce and labor market information system. WIAC will be comprised of 14 members from eight distinct stakeholder groups:
 - i. Four State workforce and labor market information directors;
 - ii. Four State workforce agency administrators;
 - iii. One representative from a workforce services provider;
 - iv. One representative from an economic development entity;
 - v. One representative from a business or trade organization;
 - vi. One representative from a labor organization;
 - vii. One representative from a workforce development board; and
 - viii. One representative from a research organization or university.
4. **Nominations.** As described in the Federal Register notice published on August 7, 2015, any interested party may submit nomination packages or inquiries electronically to WIAC@dol.gov by October 6, 2015. Please use the subject line “WIAC Nomination” for this correspondence. Nominees may nominate themselves or be nominated by a third party. Please refer to the WIAC webpage (<http://www.doleta.gov/wioa/wiac>) for more information on nominations.

Nomination Package: Nomination packages should include a cover letter written by the nominating individual(s) as well as a copy of the nominee’s resume. All cover letters should be addressed to Ms. Portia Wu, Assistant Secretary for the Employment and Training Administration, and include:

- Contact information (first and last name, title, affiliation, address, e-mail, and a contact phone number) for the nominator and nominee;
- Nominee's stakeholder group (refer to section 3 above); and
- Description of the nominee's strengths as a WIAC member.

Nominee resumes should be up-to-date, reflecting the nominee's current and most relevant experience. Nominees should use their discretion in the visual format of their resumes.

Nomination Receipt: Upon receipt of each nomination package, ETA staff will provide both the nominator and the nominee with confirmation that the materials have been received and will be considered. Nomination receipts will be sent electronically and include date and time stamps for the recipients' records.

Nominee Selection: Nominees will be vetted based on three criteria:

- i. Professional experience working in, impacting or studying the nationwide workforce and labor market information system;
- ii. Ability to represent a diverse geographical location (no two State workforce agency administrators or workforce development board members may come from the same state); and
- iii. Personal commitment to the mission of the nationwide workforce and labor market information system.

5. **Action Requested.** This notice is sent for information purposes. Stakeholders, participants, and the public may submit WIAC nominations which must be received no later than **October 6th, 2015**. Please refer to the WIAC web page (<http://www.doleta.gov/wioa/wiac/>) for information about submitting a nomination, or send an email to WIAC@dol.gov requesting more information.
6. **Inquiries.** All inquiries regarding WIAC nominations should be directed to WIAC@dol.gov.