

Charter of the Youth Access to American Jobs in Aviation Task Force

U.S. Department of Transportation

1. Committee's Official Designation. Youth Access to American Jobs in Aviation Task Force.

2. Authority. The Youth Access to American Jobs in Aviation Task Force (Task Force) is established pursuant to Section 602, "Youth Access to American Jobs in Aviation Task Force," of the FAA Reauthorization Act of 2018 (Pub. L. 115-254). The Task Force will operate in accordance with the provisions of the Federal Advisory Committee Act (FACA) of 1972 as amended, Pub. L. 92-463, 5 U.S.C., App. 2.

3. Objectives and Scope of Activities. The Task Force will develop and provide independent recommendations and strategies to the FAA Administrator to:

- a. Facilitate and encourage high school students in the United States to enroll in and complete career and technical education courses, including science, technology, engineering, and mathematics (STEM), that will prepare them to pursue a course of study related to an aviation career at an institution of higher education, a community college, or trade school;
- b. Facilitate and encourage these students to enroll in a course of study related to an aviation career, including aviation manufacturing, engineering and maintenance, at an institution of higher education, including a community college or trade school;
- c. Identify and develop pathways for students to secure registered apprenticeships, workforce development programs, or careers in the aviation industry of the United States.

Any decision to implement the recommendations provided by the Task Force remain with the FAA Administrator and the Secretary of Transportation.

4. Description of Duties. When developing recommendations and strategies, the Task Force will:

- a. Identify industry trends that encourage or discourage youth in the United States from pursuing careers in aviation;
- b. Consider how the FAA; air carriers; aircraft, powerplant, and avionics manufacturers; aircraft repair stations; and other aviation stakeholders can coordinate efforts to support youth in pursuing careers in aviation;
- c. Identify methods of enhancing aviation apprenticeships, job skills training, mentorship, education, and outreach programs that are exclusive to youth in the United States;
- d. Identify potential sources of government and private sector funding, including grants and scholarships, that may be used to carry out the recommendations and strategies and to support youth in pursuing careers in aviation.

Not later than 30 days after submission of the recommendations and strategies to the FAA Administrator, the Task Force must submit to the appropriate committees of Congress a report outlining such recommendations and strategies.

5. Agency or Official to Whom the Committee Reports. The Task Force reports to the FAA Administrator.

6. Support. The FAA Office of Talent Development will provide support to the Task Force.

7. Estimated Annual Operating Costs and Staff Years. The estimated annual operating cost (including pro rata share of salaries of DOT employees, and travel) is \$350,000.00 with approximately 2 full time equivalents (FTEs) employees per year.

8. Designated Federal Officer (DFO). The FAA, on behalf of the Secretary, will appoint a full-time or permanent part-time Federal employee to serve as the Task Force DFO. The DFO (or designee) will:

- a. Ensure compliance with FACA and any other applicable laws and regulations.
- b. Approve or call all of the Task Force meetings.
- c. Attend all Task Force and subcommittee meetings.
- d. Formulate and approve all meeting agendas.
- e. Maintain all Task Force records, files, and membership records.
- f. Adjourn any meetings when doing so would be in the public interest.
- g. Chair meetings when directed to do so by the FAA Administrator.

9. Estimated Number and Frequency of Meetings. The Task Force is estimated to meet up to two times a year to carry out its responsibilities.

10. Duration. The Task Force will exist until submittal of the report to the FAA Administrator and Congress.

11. Termination. The Task Force will terminate upon submittal of the report to Congress, expected thirteen months from the date the charter is filed with Congress.

12. Membership and Designation.

- a. The Task Force will have no more than 20 representative members.
- b. The Task Force will include representatives from the following:
 - (i) Air carriers
 - (ii) Aircraft, powerplant, and avionics manufacturers
 - (iii) Aircraft repair stations
 - (iv) Local educational agencies or high schools
 - (v) Institutions of higher education, including community colleges and aviation trade schools
 - (vi) Such other aviation and educational stakeholders and experts as the FAA Administrator considers appropriate.

- c. Members will be appointed to the Task Force for the duration of the existence of the Task Force.
- d. Members of the Task Force will serve without compensation and reimbursement.

13. Subcommittees. The FAA, when necessary and consistent with the Task Force mission, may create and dissolve subcommittees to support the Task Force. Subcommittees must not work independently of the Task Force. They must provide recommendations and advice to the Task Force, not the FAA, for deliberation and discussion.

14. Recordkeeping.

- a. The records of the Task Force will be handled in accordance with the General Records Schedule 6.2. and other approved agency records disposition schedules.
- b. Meeting minutes must be kept in accordance with General Service Administration standards as published in 41 CFR Part 102-3 Subpart D – § 102-3.165.
- c. The records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by, the Task Force will be available for public inspection and copying, subject to the Freedom of Information Act of 1966, 5 U.S.C. § 552:
- d. The FAA will charge a fee for information furnished to the public in accordance with the fee schedule published in 49 CFR part 7.
- e. The Task Force records will be made available for public inspection at www.faa.gov/regulations_policies

15. Filing Date. This charter is effective October 3, 2019