

**DEPARTMENT OF TRANSPORTATION ADVISORY COMMITTEE
ON HUMAN TRAFFICKING CHARTER**

1. **Committee's Official Designation.** Department of Transportation Advisory Committee on Human Trafficking and Transportation (ACHT).
2. **Authority.** The ACHT is established pursuant to Section 5 of the Combating Human Trafficking in Commercial Vehicles Act, Public Law 115-99, and Section 23020 of the Infrastructure Investment and Jobs Act, Public Law 117-58. The ACHT will operate in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App. 2, and the terms of this charter.
3. **Objectives and Scope of Activities.** The purpose of ACHT is to make recommendations to the Secretary on actions the Department of Transportation (Department) can take to help combat human trafficking and to develop recommended best practices for transportation stakeholders to follow in combating human trafficking.
4. **Description of Duties.** Consistent with the provisions of this charter, ACHT is authorized to develop a triennial report that relates to human trafficking violations involving commercial motor vehicles, which shall include recommendations for countering human trafficking, including an assessment of previous best practices by transportation stakeholders.
5. **Agency or Official to Whom the Committee Reports.** ACHT reports to the Secretary of Transportation through the Assistant Secretary for Aviation and International Affairs.
6. **Support.** The Office of the Assistant Secretary for Aviation and International Affairs is the Federal sponsor of ACHT and will furnish support services for its operation.
7. **Estimated Annual Operating Costs and Staff Years.** The Office of the Assistant Secretary for Aviation and International Affairs estimated annual operating costs to support the ACHT is approximately \$399,318, which includes 2 full-time equivalent (FTE) salaries and benefits at \$274,318, plus \$225,000 for meeting, travel, and miscellaneous expenses.
8. **Designated Federal Officer (DFO).** The Assistant Secretary for Aviation and International Affairs will appoint the DFO, who shall be a full-time or permanent part-time Federal Government employee. The DFO will approve all ACHT meetings and subcommittee meetings, prepare and approve all meeting agendas, attend all ACHT meetings and subcommittee meetings, adjourn any meeting when determined to be in the public interest, and chair meetings when directed to do so by the Secretary of Transportation. The DFO may appoint, with the approval of the Assistant Secretary for Aviation and International Affairs, an Alternate DFO, who shall be a Federal Government employee, to serve in their place as needed.
9. **Estimated Number and Frequency of Meetings.** ACHT shall meet at least once a year, or more frequently as is determined necessary by the chairperson and DFO.
10. **Duration.** Continuing, subject to renewal every two years.

11. **Termination.** The charter will terminate two years after its effective date unless renewed in accordance with FACA and other applicable regulations.
12. **Membership and Designation.**
 - a. ACHT comprises no more than 15 external stakeholder members, each of whom shall be appointed by the Secretary of Transportation. Members will include representatives from trafficking advocacy organizations; law enforcement; and trucking, bus, rail, aviation, maritime, and port sectors, including industry and labor. Members appointed solely for their expertise will serve as Special Government Employees.
 - b. The Secretary of Transportation shall appoint each member for the life of the ACHT. A vacancy in the Committee shall be filled in the manner in which the original appointment was made and shall not affect the powers or duties of the Committee.
 - c. The Secretary of Transportation shall select a chairperson and vice-chairperson of the ACHT.
 - d. To ensure the recommendations of the Committee have considered the needs of diverse groups served by the Department, the membership of the Committee shall, to the extent practicable, include persons with lived experience and knowledge of the needs of underrepresented groups with regard to race, ethnicity, religion, disability, sexual orientation, gender identity, and other factors. Committee members shall serve without compensation, except for those SGEs appointed for their lived experience as survivors of human trafficking, who may receive compensation subject to applicable law and funding.
13. **Subcommittees.** The Office of the Assistant Secretary for Aviation and International Affairs may authorize the ACHT to establish subcommittee(s) as necessary to fulfill the ACHT's objectives. Subcommittees shall not work independently of ACHT and shall report all their recommendations and advice solely to the ACHT for full deliberation and discussion. Subcommittees have no authority to make decisions and recommendations, verbally or in writing, on behalf of ACHT; nor can any subcommittees or its members update or report directly to the Secretary or any Federal officer or employee.
14. **Recordkeeping.** Records of all ACHT and subcommittee proceedings will be kept as required by applicable laws and regulations, including 41 CFR Part 102-3, Subpart D, and General Records Schedule 6.2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.
15. **Filing Date.** This charter is effective 7/29/2022. Unless it is renewed in accordance with FACA, it will expire on 7/29/2024.