



U.S. INTERNATIONAL TRADE COMMISSION
DISABLED VETERANS AFFIRMATIVE ACTION PLAN

Fiscal Year 2015

It is the policy of the U.S. International Trade Commission to provide veterans full opportunity for employment and advancement.

As we recruit to fill vacancies throughout USITC, it is imperative that we not overlook our commitment to the hiring and advancement of veterans. We must seek opportunities to appoint and promote veterans whenever possible. Veterans with disabilities can take full advantage of USITC disability accommodation programs and resources.

This Commission is obligated to aid veterans, and especially those who are thirty percent or more disabled, in their transition to civilian employment. We must continue to regard the appointment and advancement of those who have provided service to this country as a priority.

All managers and supervisors are asked to join in supporting the employment of veterans and to participate fully in our continued efforts to improve the recruitment and advancement of disabled veterans wherever it is possible to do so. We must maintain a leadership role in this program and provide veterans with the employment opportunities they deserve.

INTRODUCTION. The U. S. Office of Personnel Management (OPM) was assigned responsibilities under the Vietnam Era Veterans Readjustment Assistance Act of 1974, § 403, as amended by 38 U. S. C. § 2014, and the Civil Service Reform Act of 1978, § 307. By Federal Register Volume 48, Number 193, of January 4, 1983, the OPM established the Disabled Veterans Affirmative Action Program (DVAAP) to improve employment and advancement opportunities for disabled veterans in the Federal Government. The requirements for the DVAAP are covered in Title 5 Code of Federal Regulations (CFR) Part 720, Affirmative Employment Programs, Subpart C, Disabled Veterans Affirmative Action Program (DVAAP). Under these programs, agencies are required to analyze workforce data annually to determine problem areas and deficiencies in the employment of disabled veterans. An official Agency plan of action must then be developed to address these deficiencies and an annual report of progress submitted to OPM.

This document constitutes the DVAAP plan for the USITC for Fiscal Year (FY) 2015. The DVAAP is applicable throughout the USITC – the Chairman’s Office, Commissioners, Administrative Law Judges, Office of Administrative Services, Office of the Chief Information Officer (CIO), Office of Equal Employment Opportunity (EEO), Office of General Counsel, Office of the Inspector General, Office of Operations, and Office of the Chief Financial Officer (CFO). The responsibilities under the plan are provided below.

PROGRAM RESPONSIBILITIES. The Director, Human Resources (HR) and Director, Equal Employment Opportunity (EEO), jointly have overall responsibility for policy matters. Program operations are coordinated with HR and EEO.

STATUS OF DISABLED VETERANS. A review of statistics finds disabled veterans integrated throughout USITC. Currently the USITC has a total of 28 veterans. Of which 22% are 30% or more compensable. During FY14 USITC hired 1 disabled veteran and 4 who have 5-point veteran’s preference.

During the FY14 hiring process, USITC ensured all external job announcements included information on veteran’s preference and other veteran hiring authorities. In order to provide current employees the opportunity for advancement and to maintain retention many of the positions announced were announced internally. As a result 72% (41) of positions were filled with internal candidates.

During FY14 USITC carried out its plan as outlined. As a result, 31% (16) of new hires from external announcements were veterans and of the 31%, 6% were disabled veterans. Through FY15 we will continue to follow this plan, with a goal to increase the number of disabled veterans by 5%.

RECRUITING METHODS.

The Director, HR, will continue working jointly with the Director, EEO, to monitor USITC's recruitment efforts, including the extent to which contact is maintained with veterans' organizations within USITC's major geographic area.

HR and EEO will continue to establish and maintain contact with veterans' organizations, the Department of Veterans Affairs (VA), VA hospitals, Department of Labor Employment Service, state and local employment agencies, private veterans' assistance centers, and various organizations that assist and have daily contact with disabled veterans.

A statement will be placed on job vacancy announcements indicating that applications will be accepted from thirty percent or more disabled veterans and disabled applicants. USITC managers will advertise for Veteran's Readjustment Appointment (VRA) candidates when feasible and appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. After two years of satisfactory service, the VRA appointee may be converted to a career or career-conditional appointment, as appropriate.

Non-competitive applicants such as VRA and 30 percent or more disabled veteran candidates applying under a job opportunity announcement (JOA) who meet all of the qualifications and eligibility criteria will be referred.

Title V, 3112 authorizes non-competitive appointments to disabled veterans with a thirty percent or more compensable service-connected disability. 5 CFR, Part 300, Section 300.603, provides that the appointment of VRA eligible veterans who are thirty percent or more disabled, and others who are appointed non-competitively based on a special authority in law or Executive Order, are not subject to time-in-grade restrictions. Persons in these groups who meet all experience and education requirements for a position at a higher grade level even though they may not meet time-in-grade requirements may be given a new appointment at the higher grade under their respective special hiring authorities.

By the Veterans Employment Opportunities Act (VEOA) of 1998, eligible veterans compete under merit promotion procedures when the agency is seeking applicants from outside its workforce. The VEOA of 1998, as amended in November 1999, by Public Law 106-117, 511, permits a career conditional appointment in the competitive service when an eligible VEOA veteran is selected. In accordance with 5 CFR 315.611, a preference eligible or a veteran who has substantially completed at least three years of continuous active military service may be appointed by an agency provided (1) The veteran was selected from among the best qualified following competition under a merit promotion announcement open to candidates outside the agency's workforce; and (2) The veteran's most recent separation from the military was under honorable

conditions. All merit promotion announcements open to status candidates outside USITC must include a statement that eligible veterans under the provisions of VEOA may apply. Because the VEOA mandates that eligible veterans be given career or career-conditional appointments, VEOA candidates cannot be appointed to temporary or term positions.

Each member of the USITC Executive team will implement this plan of action within their organization to further improve employment opportunities for disabled veterans. Action items will be developed based on assessment of local needs, with special attention given to increasing use of the special appointment authority for thirty percent or more disabled veterans.

The following actions will be included in organization implementation activities, as warranted:

1. Maintaining contact with veterans' organizations, the Department of Veterans Affairs, VA hospitals, Department of Labor Employment Service, state and local employment agencies, and private veterans' assistance centers in respective geographic areas.
2. Partnering with state and local employment agencies.
3. Establishing outreach programs.
4. Participating in job fairs and conventions sponsored by veterans' organizations.
5. Registering with the Employer Assistance and Recruiting Network (EARN).
6. Marketing USITC career opportunities to meet veterans' hiring initiatives.
7. Developing on-the-job training programs for veterans with compensable, service-connected disabilities.
8. Engaging the help of currently employed disabled veterans to recruit additional disabled veterans.
9. Ensuring that substantive VRA training agreements are established and updated in all cases where such plans are necessary.
10. Monitoring, evaluating and maintaining DVAAP accomplishments in preparation for annual report submission to OPM.

11. Assuring that veterans with disabilities are fully informed of the procedures and available resources.

PUBLICATION. The Director, EEO will post this plan to the USITC website, and will issue an Information Memorandum to all managers and supervisors, at least annually, to promote the DVAAP. In addition, statistical information on USITC's employment of disabled veterans will be included with the plan.

PROGRAM REVIEW. The DVAAP will be reviewed annually by the Director, HR, and Director, EEO, and an annual accomplishment report will be prepared for submission to OPM.

**ANNUAL DISABLED VETERANS AFFIRMATIVE ACTION (DVAAP)
PROGRAM
PLAN CERTIFICATION – FISCAL YEAR 2015**

Please return this sheet as a PDF attachment as part of your report packet.

- A. Name and Address of Agency: U.S. International Trade Commission
500 E Street S.W.
Washington, DC 20436
- B. Name and Title of Designated DVAAP Official (include address, if different from above, telephone and fax numbers)
- Altivia Jackson, Director, EEO,... 202-205-2240
Eric Mozie, Director, HR 202-205-2651
- C. Name and Title of Contact Person (include address, if different from above, telephone and fax numbers)

CERTIFICATION

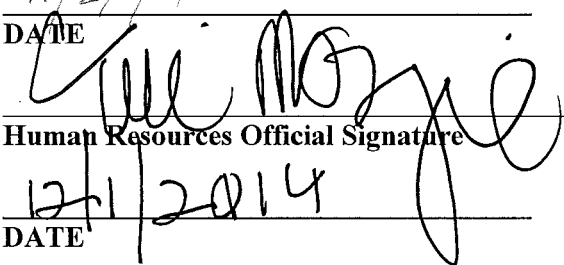
I certify the above bureau has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C 4214, as amended, and appropriate regulations and guidance issued by the Office of Personnel Management and such plans are available upon request from field offices or installations.



EEO Official Signature

11/24/14

DATE



Human Resources Official Signature

12/1/2014

DATE