

**ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2015**

A. Name and Address of Agency:
U.S. International Trade Commission
500 E Street, S.W.
Washington, DC 20436

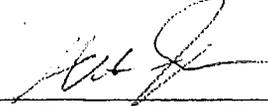
B. Name and Title of Designated FEORP Official *(if address is different from Section A, include e-mail address and telephone and fax numbers)*:
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Office of Equal Employment Opportunity
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C. Name and Title of Contact Person *(if address is different from Section A, include e-mail address and telephone and fax numbers)*:
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CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

SIGNATURE  DATE DEC 12 2014
Director, Human Resources

SIGNATURE  DATE DEC 12 2014
Director, Equal Employment Opportunity

****Note**** If you are unable to use the digital signature function, please sign the Annual FEORP Plan Certification and send it electronically with your submission.

Promising Practices

U.S. International Trade Commission's D&I Strategic Plan, identified actions to "create efforts that include awareness building, training, and education, within USITC that will cultivate a more inclusive culture that encourages collaboration, flexibility, and fairness, where individuals feel valued and are enabled to contribute to their full potential."

The agency continues to use the Federal Employee Viewpoint Survey (FEVS) as a tool to address employees concerns. Upon receipt of the FEVS results, management and employee focus groups are conducted. The focus of these groups is to facilitate a deeper understand of and appreciation for diverse issues among employees. Because we are a small agency we continue to place emphasis on improving growth and effectiveness through the processes of listening, finding meaning, and building acceptance for differing perspectives.

By focuses on and ensuring the understanding of employees concerns by using the following technique:

- Describe the main problem being addressed.
- Explain what is potentially causing this problem.
- Define success or the desired outcome upon completion of action steps.

Actions to be taken;

- Encourage offices to hold "Town Hall" style meetings, or other for a, that might directly address employee concerns and promote information sharing within the agency.
- Work with interested Office Directors and liaison to convene focus groups with non-Supervisors and employees graded GS-12 and below to receive input on how communication can be improved.
- Try to discern from staff and leaders in the offices of Economics and Unfair Import Investigations as to how and why communication is relatively successful in those organizations.
- Encourage managers to follow up group based communications with regular individual communications ensuring that all staff has adequate opportunity to discuss questions and concerns with management.

As a result of our efforts, according to the Partnership for Public Service USITC improved by moving up one place, while last year results we were named as the most improved small agency in its annual "Best Places to Work" ranking.

Strategic Activities or Actions Related To Hispanic Employment

Currently the Commission does not have a means to track applicant data. However we are continuing to work with USA Staffing to create a data base that will allow the Commission to track such data. Although we anticipate having this capability during FY2014, we are very close and expect this to be available during FY2015. The Commission continues to examine positions to determine the relevant function, classification, position description, and grade for our current and forecast systems and processes. This also requires each organization within the Commission to conduct a workforce analysis to project their anticipated attrition and needed skill levels. We expect to address our needs through targeted recruitment and specific mission related training programs, retention programs, as well as outsourcing decisions. Such programs include the use of the Commission's merit promotion program to provide opportunities for current USITC employees to compete for positions of higher level responsibility and promote upward mobility, the Pathways Programs and through the use of Delegated Examining efforts. All of these efforts are consistent with the MD-715 goals and support the USITC's efforts in developing a diverse workforce through the use of multiple means and special emphasis hiring authorities to obtain the best candidates we can to meet our mission needs.

Strategic Activities Or Actions Related To The Employment Of People With Disabilities

During 2015 USITC will continue its six strategies concept to address the goals set forth Executive Order 13548: (1) Develop a solid foundation; (2) Evaluate our hiring process; (3) Identify qualified people with disabilities through existing resources; (4) Focus on student programs; (5) Retention of people with disabilities/targeted disabilities; and (6) Use innovative approaches to provide reasonable accommodations. Specific details are as follows:

1. Develop a Solid Foundation

- Conduct training for Senior leadership and hiring managers on the Commission's plan to promote employment opportunities for people with disabilities, including use of the Schedule A hiring authority, 5 CFR 213.3102(u), tools available to assist agencies in identifying qualified applicants with disabilities for open Commission positions, and the Commission's procedures for providing reasonable accommodation to job applicants and employees with disabilities.
- Develop a Commission disability recruitment data base available to all hiring managers.
- The data base will consist of resumes from individuals qualified for Schedule A hiring authority. This will assist the Commission in establishing a network of individuals who qualify for Schedule A hiring and can be referenced as positions become available.
- Review and update as necessary all employment information and recruitment materials to ensure accessibility for people with disabilities. Ensure that all information posted on the Commission's Internet and Intranet sites is reviewed for Section 508 compliance and, in particular, screen-reader compatibility. Employment information should also be made available in alternate formats such as large print, Braille, and compact disc.

2. Evaluate Hiring Process

- Include review of the Commission's eligibility criteria and any Commission-specific qualification standards for positions when conducting a job analysis.
- Identify and revise criteria and standards that are unnecessarily restrictive and potentially exclude people with disabilities. Ensure job announcements are clear and understandable and that the required qualifications and the duties of the job are explained in plain language.
- As vacancies are available, proactively use Schedule A for hiring people with severe physical disabilities, psychiatric disabilities, and mental retardation. This excepted authority is used to appoint persons with severe physical disabilities, psychiatric disabilities, and intellectual disabilities. Such individuals may qualify for conversion to permanent status after two years of satisfactory service. Severe physical disabilities include but are not limited to blindness, deafness, paralysis, missing limbs, epilepsy, dwarfism, and more.
- Ensure job announcements contain information explaining how to apply under Schedule
- Maintain and analyze applicant flow data and examine existing recruitment programs and hiring practices to identify and eliminate any barriers to recruiting/hiring individuals with disabilities and, in particular, individuals with targeted disabilities.
- Established hiring goal is that at least 2% of all new hires are individuals with targeted disabilities.

3. Identify Qualified People with Disabilities through Existing Resources

- Use OPM's Shared Register of Candidates with Disabilities.
- Partner with State Vocational Rehabilitation agencies and State Disability Service agencies to recruit potential applicants with disabilities.
- Consult, coordinate, and establish working partnerships with Ticket-to-Work Employment Networks, and Employment One-Stop Career Centers.
- Consult with the Rehabilitation Services Administration (RSA), a component of the Department of Education that provides Federal funds in support of the Projects with Industry (PWI) program, the Centers for Independent Living (CIL) program.
- Use the Internet to help recruit individuals with disabilities and raise awareness of the
- Commission as an employer by ensuring job announcements are shared with organizations that support and facilitate finding employment for individuals with disabilities.
- Seek collaborative recruiting relationships with community and governmental groups to improve outreach and access to employment opportunities for minority individuals with disabilities.

4. Focus on Student Programs

- The Workforce Recruitment Program for College Students with Disabilities (WRP) is a source of candidates for Federal employment jointly managed by the Office of Disability Employment Policy and the Department of Defense.
- Improve outreach efforts through campus visits and partnerships both with the career placement offices and the campus organizations and other networks providing services to students with disabilities.
- When funding is available, encourage staff members (particularly those with disabilities) to participate in campus visits to recruit students with disabilities through the WRP.
- Use student internship programs to offer employment opportunities to students with disabilities, including students from the WRP database, and to complement disability recruitment efforts.

5. Retention of People with Disabilities/Targeted Disabilities

- Strive to make every aspect of the Commission employment experience accessible to people with disabilities. This includes facilities, programs, technology, and websites.
- Ensure employees with disabilities are provided training opportunities at the beginning and throughout their careers.
- Provide reasonable accommodations in a timely manner to ensure all training programs are accessible.
- Use and publicize workplace flexibility strategies such as telework, and flexible work schedules including for-people requiring reasonable accommodations.
- Encourage leadership participation in Commission-wide events that publicize successful efforts to recruit and hire people with disabilities/targeted disabilities.
- Conduct exit interviews of any person with a disability leaving Federal employment to collect information and develop data necessary to determine and eliminate barriers to retention.
- Assist injured and ill employees return to work, by engaging in an ongoing, (at least quarterly) interactive process between the supervisor and the employee to review the injured/ill employee's work status to determine the availability and appropriateness of reasonable accommodations and light duty job offers within the employee's work restrictions based on medical documentation.
- Conduct appropriate succession planning that includes a strategy to recruit and retain people with disabilities.

6. Use Innovative Approaches To Provide Reasonable Accommodations

- Conduct annual review of the Commission's reasonable accommodation procedures and update, if necessary.
- Establish/continue partnership with DOD Computer/Electronic Accommodations Program (CAP), a program that provides technology-based accommodations to interns and employees with disabilities at no charge to the Commission.
- Consult with the Job Accommodation Network (JAN), a service offered through the Department of Labor's Office of Disability Employment Policy.

U.S. International Trade Commission
 FY 2014 Federal Equal Opportunity Recruitment Report (FEORP)
 Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
Diversity	Recruit and retain qualified employees from a diverse group of potential applicants to secure a diverse, high-performing workforce that draws from all segments of American society.	Design and implement outreach strategies that ensure recruitment and retention processes reach and include all segments of society.	a. Review results of barrier analyses and address any identified barriers. B. Support Special Emphasis Programs (SEPs) and appoint SEP managers (SEPMS) consistent with MD715 and 29 CFR 1414.104.	Established Outreach Action team. The team visited several HBCU's and HACU's throughout the year. To retain the agency announced positions internal to provide opportunities for advancement
Diversity	Develop strategies and processes to equip senior leadership, directors, managers, and supervisors with the ability to manage diversity and inclusion	Demonstrate leadership accountability, commitment, and involvement regarding diversity and inclusion in the workplace.	Communicate Leaderships commitment and the D&I Strategic Plan to all employees. Implement D&I Strategic Plan through collaboration with OPM, best practices and coordination with other agency employees. Review progress with senior leadership annually.	The new Chairman issued notification of her commitment to D&I to all employees and posted the Strategic Plan on the intranet. In addition she has participated in D&I agency activities and required senior leadership and management to attend.
Diversity	Through proactive diversity and inclusion efforts that includes; awareness, teambuilding, training, and education, the USITC shall cultivate a more inclusive culture that encourages collaboration, flexibility, and fairness, where individuals feel valued and are able to use their full potential	Through proactive efforts that includes; ongoing training and education to cultivate a welcoming, supportive, inclusive, and fair work environment.	1. Use flexible workplace policies that encourage employee engagement and empowerment. 2. Support affinity groups by ensuring they have necessary resources and access to senior leadership. 3. Orient new employees to agency's D&I culture. 4. Ensure agency employees receive D&I training.	OPM D&I Office conducted D&I training to agency employees and managers. Also, OPM's Deputy of D&I served as a guest speaker for an agency event

U.S. International Trade Commission
 FY 2014 Federal Equal Opportunity Recruitment Report Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
Inclusion	Recruit and retain qualified employees from a diverse group of potential applicants to secure a diverse, high-performing workforce that draws from all segments of American society.	Use strategic hiring initiatives for people with disabilities and for veterans, as well as other special emphasis programs and conduct barrier analyses, and support Special Emphasis Programs to promote diversity within the agency.	1. Involve and train directors, managers, and supervisors engaged in staff recruitment activities to address diversity and inclusion goals and take appropriate action to ensure that the outreach efforts are effective. 2. Develop and implement outreach strategies to maximize recruitment for staff from a diverse, broad spectrum of potential applicants from academic sources and professional disciplines and other sources, which reflect the diverse civilian labor force. 3. Ensure that staffing flexibilities (e.g. temporaries, interns, contractors, and alternative hiring authorities are available to managers. 4. Maximize existing organizational relationships and consider developing additional strategic partnerships that include a	The agency is in the process of hiring a contractor to assist in the development of an effective mentoring and coaching program to ensure the development of current employees
Inclusion	Develop strategies and processes to equip senior leadership, directors, managers, and supervisors with the ability to manage diversity and inclusion	Fully and timely comply with all related federal laws, regulations, Executive Orders, management directives, and policies related to promoting diversity and inclusion in the agency	1. Assure appropriate tracking tools monitor progress as it relates to the requirements of federal laws, regulations, Executive Orders, management directives, and USITC policies. 2. Assure timely submission of reports as required by Federal laws, regulations, Executive Orders, management directives, and	Reports were submitted timely.
Inclusion	Through proactive diversity and inclusion efforts that includes; awareness, teambuilding, training, and education, the USITC shall cultivate a more inclusive culture that encourages collaboration, flexibility, and fairness, where individuals feel valued and are able to use their full potential	Promote diversity and inclusion in the development of agency initiatives and activities.	1. Review agency initiatives and activities, ensuring that they include diversity and inclusion efforts that assist leadership in eliminating diversity and inclusion barriers where they may exist. 2. Establish a mentoring/coaching program within USITC for employees at all levels with an emphasis on aspiring executive-level employees. 3. Develop and implement a succession planning system, identifying strategies to continue and further promote diversity and inclusion in the agency.	The agency is in the process of hiring a contractor to assist in the development of an effective mentoring and coaching program to ensure the development of current employees

U.S. International Trade Commission
 FY 2014 Federal Equal Opportunity Recruitment Report Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
Sustainability	Recruit and retain qualified employees from a diverse group of potential applicants to secure a diverse, high-performing workforce that draws from all segments of American society.	Determine information that will be gathered quarterly for reports, briefs, and agency updates.	1. Measure applicant flow data to determine if applicant pool is reflective of the relevant civilian labor force as defined in MD-715. 2. Establish regular reporting dates and times 3. Identify and Share best practices.	Unfortunately, we were unable to collect applicant data through USA Staffing.
Sustainability	Develop strategies and processes to equip senior leadership, directors, managers, and supervisors with the ability to manage diversity and inclusion	Ensure senior leaderships and managers have access to training and demonstrates successful management of diversity and inclusion in the workplace	Communicate Leaderships commitment and the D&I Strategic Plan to all employees. Implement D&I Strategic Plan through collaboration with OPM, best practices and coordination with other agency employees. Review progress with senior leadership annually.	Chairman posted D&I policy letter to confirm her commitment. The D&I Strategic Plan is posted on the intranet where all employees can access
Sustainability	Through proactive diversity and inclusion efforts that includes; awareness, teambuilding, training, and education, the USITC shall cultivate a more inclusive culture that encourages collaboration, flexibility, and fairness, where individuals feel valued and are able to use their full potential	Improve communication and empower employees	Establish focus groups and have monthly discussions on progress of improving communication and empowering employees	Managers and employees are improving communication after participating in D&I activities, events and focus groups

U.S. International Trade Commission
 FY 2015 Federal Equal Opportunity Recruitment Report (FEORP)

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Diversity	Use strategic hiring initiatives for people with disabilities and veterans.	Provide training to all hiring managers on the use of Schedule A and other special hiring authorities.	90% of all hiring managers trained on Schedule A and other special hiring authorities.
Inclusion	Promote diversity and inclusion in leadership development programs.	Implement agency's mentoring program and create mentoring opportunities for agency employees.	A diverse participation rates in mentoring program by RNO, sex.
Sustainability	Demonstrate leadership accountability, commitment, and involvement regarding diversity and inclusion in the workplace.	Review, reaffirm, and broadcast Diversity and Inclusion Performance Objectives that detail the responsibilities of the agency leaders, managers, and employees in supporting diversity and inclusion programs and policies.	Agency employees notified of D&I Performance Objectives and progress.