The U.S. International Trade Commission is an independent, nonpartisan, quasi-judicial federal agency that provides trade expertise to both the legislative and executive branches of government, determines the impact of imports on U.S. industries, and directs actions against certain unfair trade practices, such as patent, trademark, and copyright infringement. USITC analysts and economists investigate and publish reports on U.S. industries and the global trends that affect them. The agency also maintains and publishes the Harmonized Tariff Schedule of the United States.

Commissioners
Meredith M. Broadbent, Chairman
Dean A. Pinkert, Vice Chairman
Irving Williamson
David S. Johanson
F. Scott Kieff
Rhonda K. Schmidtlein
Chairman Broadbent:

This memorandum transmits the Office of Inspector General’s report, *Descriptive Evaluation of USITC’s Reporting Requirements*, OIG-ER-16-02. This report focused on describing many of the reporting requirements the Commission is required to follow.

This report is not being printed. It was designed to be posted on the Internet and hyper-linked to the source records. The comment provided by member of the Commission’s senior staff have been incorporated into the report. Thank you for the courtesies extended to my staff during this review.

Philip M. Heneghan
Inspector General
How to Use This Descriptive Report

- This descriptive report provides a list of the reporting requirements that apply to the USITC.
- The requirements are divided into area sections that can be found in the initial table of contents.
- The initial table of contents is hyper-linked to each section of the report.
- Each section of the report has its own table of contents that lists the names of all the reports that apply to that specific area of the Commission.
- The table of contents for each section is also hyperlinked to the various reports that apply to those sections.
- Under each report are the frequency & due dates, description, recipient, and provisions of the US Code (U.S.C.), Code of Federal Regulations (C.F.R.), or other legal authority that pertains to such report.
- Each of the legal authorities is hyper-linked to an outside web page that provides the full text of the legal authority.
Office of Administration
Office of Chief Information Officer
Office of Equal Employment Opportunity
Office of Finance
Office of General Counsel
Office of Inspector General
Office of Operations
Office of Security and Support Services

Objective, Scope, and Methodology
Office of Administration

I. Human Resources / Program Management
   1) Occupational Safety and Health Act Report
   2) Strategic Human Capital Plan
   3) Student Loan Repayment Program
   4) Disabled Veterans Affirmative Action Program (DVAAP) Plan
   5) Antidiscrimination Policy: Minority Recruitment Program Report
   6) Accountability Audit Schedule Report
   7) Evaluation Plan Report
   8) Annual Report Requirement Under Category Rating
   9) Personal Identity Verification Credentials Quarterly Report
   10) SES Performance Ratings and Awards Report

II. Human Resources / Personnel
   1) Federal Employee Viewpoint Survey (FEVS)
   2) Work Years and Personnel Cost Reports
   3) Official Time Data Collection for Labor Management
   4) Delegated Examining Unit Quarterly Workload Report

III. Office of Secretary / Workforce Report
   1) Federal Civilian Employment (113A) & FTE Civilian Employment (113G) Reports

IV. Office of Secretary / Freedom of Information Act
   1) Freedom of Information Act Report

V. Front Office / Telework Data
   1) Call for Telework Data
I. Human Resources / Program Management

1) Occupational Safety and Health Act Report

   Frequency / Due Date:
   Annual / Jan. 1

   Description:
   Report describing the agency’s occupational safety and health program of the previous
   fiscal year and objectives for the current fiscal year

   Recipient:
   Secretary of Labor

   Citation:
   29 C.F.R. § 1960.71

2) Strategic Human Capital Plan

   Frequency / Due Date:
   Quarterly (with updates) / Mar. 30

   Description:
   Report on human capital goals and objectives, workforce analysis, and performance
   measures and milestones

   Recipient:
   Office of Personnel Management

   Citation:
   5 C.F.R. § 250.203(a)(2)

3) Student Loan Repayment Program

   Frequency / Due Date:
   Annual / Mar. 31

   Description:
   Report on agency’s use of Student Loan repayment incentive

   Recipient:
   Office of Personnel Management

   Citation:
   5 C.F.R. § 537.110

4) Disabled Veterans Affirmative Action Program (DVAAP) Plan

   Frequency / Due Date:
   Annual / Oct. 31
Description:
Report on basic policy, legal authority, and responsibilities of DVAAP plan

Recipient:
Office of Personnel Management

Citation:
5 C.F.R. § 720.304

5) Antidiscrimination Policy: Minority Recruitment Program Report

Frequency / Due Date:
Annual / Nov. 1

Description:
Report on minority recruitment program

Recipient:
Office of Personnel Management

Citation:
5 C.F.R. § 720.207

6) Accountability Audit Schedule Report

Frequency / Due Date:
Annual / Dec. 15

Description:
Report on human capital management systems for mission alignment, effectiveness, efficiency, and compliance with merit system principles, law, and regulations; including an independent audit process with periodic review of human resources transactions to insure legal and regulatory compliance

Recipient:
Office of Personnel Management

Citation:
5 C.F.R. § 250.203(a)(2)(v)

7) Evaluation Plan Report

Frequency / Due Date:
Annual / Dec. 15

Description:
Report on summary of audit evaluation methodology and workforce profile

Recipient:
Office of Personnel Management

Citation:
5 C.F.R. § 250.203(a)(2)(v)-(vii)

OIG-ER-16-02
8) Annual Report Requirement Under Category Rating

**Frequency / Due Date:**
Annual / Apr. 30

**Description:**
Report on how many of each category of employee was hired, including the number of experts and consultants appointed

**Recipient:**
Office of Personnel Management

**Citation:**
5 C.F.R. § 337.305

9) Personal Identity Verification Credentials Quarterly Report

**Frequency / Due Date:**
Quarterly / Mar. 1

**Description:**
Report on the number of Personal Identity Verification Credentials issued

**Recipient:**
Office of Management and Budget

**Citation:**
OMB M-07-06

10) SES Performance Ratings and Awards Report

**Frequency / Due Date:**
Annual / Nov. 11

**Description:**
Reports award data to the Central Personnel Data File

**Recipient:**
Office of Personnel Management

**Citation:**
5 C.F.R. § 451.106(g)

II. Human Resources / Personnel

1) Federal Employee Viewpoint Survey (FEVS)

**Frequency / Due Date:**
Annual / July 1

**Description:**
Report on employee perspective and feedback to the effectiveness of USITC’s strategic management of human capital
2) Work Years and Personnel Cost Reports

Frequency / Due Date:
Annual / Aug. 31

Description:
Report on USITC’s total work years

Recipient:
Office of Personnel Management

Citation:
5 C.F.R. § 250.303

3) Official Time Data Collection for Labor Management

Frequency / Due Date:
Annual / Jan. 6

Description:
Report on the use of union representatives time on union matters

Recipient:
Office of Personnel Management

Citation:
5 U.S.C. § 7131

4) Delegated Examining Unit Quarterly Workload Report

Frequency / Due Date:
Quarterly / Jan. 15

Description:
Report on all applicants and hires that applied and were hired at USITC under the “delegated examining” process

Recipient:
Office of Personnel Management

Citation:
5 U.S.C. § 1104

III. Office of Secretary / Workforce Report

1) Federal Civilian Employment (113A) & FTE Civilian Employment (113G) Reports

Frequency / Due Date:
Monthly / Jan. 1
U.S. International Trade Commission
Evaluation Report

Description:
Report on monthly Federal civilian workforce statistics

Recipient:
Office of Personnel Management

Citation:
OMB Circular A-11 (Section 85)

IV. Office of Secretary / Freedom of Information Act

1) Freedom of Information Act Report

Frequency / Due Date:
Annual / Feb. 1

Description:
Report on Freedom of Information Act activities for previous fiscal year

Recipient:
Attorney General

Citation:
5 U.S.C. § 552(7)

V. Front Office / Telework Data

1) Call for Telework Data

Frequency / Due Date:
Annual / Dec. 9

Description:
Report on the collection of agency telework participation, program characteristics, and outcomes related to telework implementation

Recipient:
Office of Personnel Management

Citation:
PL 111-292
Office of Chief Information Officer

I. Security
   1) Cybersecurity Report
   2) Federal Information Security Management Act (FISMA) Report

II. Management
   1) Agency Section 508 Self-Assessment report
   2) E-Government Report
   3) Records Management: Self-Assessment
   4) Senior Agency Official for Records Management Report
Office of Chief Information Officer

I. Security

1) Cybersecurity Report

   Frequency / Due Date:
   Annual / Jan. 15

   Description:
   Report describing any cyber-attacks against the agency and their consequences, the steps taken in response, the agency’s cybersecurity policies and procedures, and outreach efforts to increase awareness among employees and contractors of cybersecurity risks

   Recipient:
   Congressional Committees

   Citation:
   Consolidated and Further Continuing Appropriations Act of 2015

2) Federal Information Security Management Act (FISMA) Report

   Frequency / Due Date:
   Annual / Nov. 15

   Description:
   Report showing annual FISMA metrics which are used by OMB and National Security Council staff to assess the implementation of agency information security capabilities and to measure overall program effectiveness in reducing risks

   Recipient:
   Office of Management and Budget (OMB)

   Citation:
   OMB M-15-01

II. Management

1) Agency Section 508 Self-Assessment report

   Frequency / Due Date:
   Bi-annual / Feb. 28 & Aug. 30

   Description:
   Report defining the Commission’s Section 508 program maturity level

   Recipient:
   CIO Council Accessibility Community of Practice (CIOC-ACOP)

   Citation:
   Rehabilitation Act – Section 508
2) **E-Government Report**

*Frequency / Due Date:*
Annual / Dec. 15

*Description:*
Report on annual update on E-Government initiatives

*Recipient:*
Office of Management and Budget (OMB)

*Citation:*
44 U.S.C. §3606

3) **Records Management: Self-Assessment**

*Frequency / Due Date:*
Annual / Dec. 31

*Description:*
Report on Commission’s compliance with primary NARA record keeping requirements for federal agencies

*Recipient:*
National Archives and Records Administration (NARA)

*Citation:*
36 C.F.R. Subchapter B

4) **Senior Agency Official for Records Management Report**

*Frequency / Due Date:*
Annual / June 15

*Description:*
Report responding to records management questions sent annually to Senior Agency Official (SAO) for response

*Recipient:*
National Archives and Records Administration (NARA)

*Citation:*
Managing Government Records Directive (M-12-18)
Office of Equal Employment Opportunity

I. Agency Plans & Statistical Reports
   2) Equal Employment Opportunity (EEO) Program Structure, Accomplishments and Workforce Analysis (MD – 715)
   3) Federal Equal Opportunity Recruitment Program (FEORP)

II. No FEAR Act
   1) No FEAR Act Report

III. Disabled Veterans Affirmative Action Program (DVAAP)
   1) Disabled Veterans Affirmative Action Program (DVAAP) Plan
Office of Equal Employment Opportunity

I. Agency Plans & Statistical Reports


Frequency / Due Date:
Annual / Oct. 31

Description:
Report on EEO complaints and Alternative Dispute Resolutions (ADR) activities

Recipient:
Equal Employment Opportunity Commission (EEOC)

Citation:
29 C.F.R. § 1614.602

2) Equal Employment Opportunity (EEO) Program Structure, Accomplishments and Workforce Analysis (MD – 715)

Frequency / Due Date:
Annual / Between Jan. 1 – Mar. 31 (varies)

Description:
Report on agency plans, accomplishments, and progress toward establishing and maintaining a model EEO program as intended by Title VII and Section 501 of the Rehabilitation Act based on six essential elements of performance

Recipient:
Equal Employment Opportunity Commission (EEOC)

Citation:
EEOC Management Directive 715

3) Federal Equal Opportunity Recruitment Program (FEORP)

Frequency / Due Date:
Annual / Oct. 31

Description:
Report data on agency workforce and how it compares to both the Federal Civilian Workforce (FCW) and the Relevant Civilian Labor Force (RCLF); and identifies specific actions that the Board will undertake in the upcoming years to address areas where underrepresentation of women and minorities exist in the agency workforce

Recipient:
Equal Employment Opportunity Commission (EEOC)

Citation:
5 C.F.R. § 720.101
II. No FEAR Act

1) No FEAR Act Report

   Frequency / Due Date:
   Bi-annual / Within 180 days after end of fiscal year

   Description:
   Report on the number of EEO cases; status/disposition; amount of reimbursement
   required to Department of Justice (DOJ), number of employees disciplined for EEO law
   infraction

   Recipient:
   Equal Employment Opportunity Commission (EEOC)

   Citation:
   No FEAR Act

III. Disabled Veterans Affirmative Action Program (DVAAP)

1) Disabled Veterans Affirmative Action Program (DVAAP) Plan

   Frequency / Due Date:
   Annual / Oct. 31

   Description:
   Report on basic policy, legal authority, and responsibilities on DVAAP plan

   Recipient:
   Equal Employment Opportunity Commission (EEOC)

   Citation:
   Disabled Veterans Affirmative Action Program
Office of Finance

I. Financial Statements
   1) Annual Financial Report
   2) Financial Statements
   3) Unaudited Interim Financial Statements
   5) Government wide Treasury Account Symbol Adjusted Trial Balance System (GTAS)

II. Management
   1) Financial Management Status Report

III. Charge Cards
   1) Agency Charge Cards
   2) Charge Card Management Plan

IV. Travel
   1) Premium Class Travel Report

V. Receivables Due from the Public
   1) Report of Receivable Dues from the Public

VI. Procurement
   1) Inventory and Analysis of Service Contracts
   2) Inventories of Commercial and Inherently Governmental Activities
Office of Finance

I. Financial Statements

1) Annual Financial Report
   Frequency / Due Date:
   Annual / Nov. 15

   Description:
   Audited financial statement, balance sheet, state of net cost, statement of changes in net
   position, statement of budgetary resources, statement of custodial activity, notes to the
   financial statements, financial summary

   Recipient:
   Congress, President, & Office of Management and Budget (OMB)

   Citation:
   31 U.S.C. § 3515

2) Financial Statements
   Frequency / Due Date:
   Annual / Nov. 15

   Description:
   Audited financial statements for the preceding fiscal year

   Recipient:
   Congress, President, & Office of Management and Budget (OMB)

   Citation:
   31 U.S.C. § 3515

3) Unaudited Interim Financial Statements
   Frequency / Due Date:
   Quarterly/ Jan. 21, Apr. 21, July 21, Oct. 21

   Description:
   Report including balance sheet, statement of net cost, statement of budgetary resources

   Recipient:
   Office of Management and Budget (OMB)

   Citation:
   OMB Bulletin No. 01-09

   Frequency / Due Date:
   Annual / Nov. 15
Description: Report on Agency’s closing package information and links comparative, audited, consolidated, department-level financial statements to the Federal Register and resolves material deficiencies identified by the U.S. Government Accountability Office (GAO).

Recipient: Department of Treasury

Citation: Government Wide Financial Report System

5) Government wide Treasury Account Symbol Adjusted Trial Balance System (GTAS)

Frequency / Due Date: Monthly

Description: Report submitting bulk file of the agency adjusted trial balance proprietary and budgetary data

Recipient: Department of Treasury

Citation: Treasury Financial Manual (TFM) Chapter 4700

II. Management

1) Financial Management Status Report

Frequency / Due Date: Annual / Dec. 31

Description: Reporting regarding accounting and administrative controls compliance

Recipient: Office of Management and Budget (OMB)

Citation: 35 U.S.C. §3512

III. Charge Cards

1) Agency Charge Cards

Frequency / Due Date: Quarterly / Jan. 15

Description: Report assessing the creditworthiness of first-time IBA travel charge card applicants prior to issuing a card
2) **Charge Card Management Plan**

*Frequency / Due Date:*
Annual / Jan. 31

*Description:*
Report on written policies and procedures for the appropriate use of charge cards

*Recipient:*
Office of Management and Budget (OMB)

* Citation:*
OMB Circular A-123, App. B

---

**IV. Travel**

1) **Premium Class Travel Report**

*Frequency / Due Date:*
Annual / Nov. 30

*Description:*
Report on all instances in which the Commission authorized / approved the use of first class transportation accommodations

*Recipient:*
U.S. General Service Administration (GSA)

* Citation:*
41 C.F.R. § 300-70.1

---

**V. Receivables Due from the Public**

1) **Report of Receivable Dues from the Public**

*Frequency / Due Date:*
Quarterly

*Description:*
Report on the status of receivables, debt management tool and technique performance data, number of receivables, dollar amount of receivables

*Recipient:*
Department of Treasury

* Citation:*
Treasury Reports on Receivables
VI. Procurement

1) Inventory and Analysis of Service Contracts

Frequency / Due Date:
Annual / Jan. 30

Description:
Report containing the inventory of service contracts and analyzes inventory to determine if mix of employees and contractors need rebalancing

Recipient:
Office of Management and Budget (OMB)

Citation:
OMB OFPP Memo (Dec. 19, 2011)

2) Inventories of Commercial and Inherently Governmental Activities

Frequency / Due Date:
Annual / June 30

Description:
Report containing the Commission’s inventories of commercial activities performed by Federal Employees

Recipient:
Office of Management and Budget (OMB)

Citation:
P.L. 105-270
Office of General Counsel

I. Ethics
   1) Annual Agency Ethics Report
   2) Compliance with President’s Ethics Pledge
   3) Transmittal of President-appointed Senate confirmed (PAS) and Designated Agency Ethics Officer (DAEO) SF-278s
   4) Notice of Actions Taken to Comply with Ethics Agreement by President appointed Senate confirmed appointees
   5) Reports of referrals for possible prosecution

II. Gifts/Travel
   1) Receipt of Travel Related payments from non-Federal Sources
   2) Gifts to Foreign individuals Report
   3) Receipt/Disposition of Gifts and Decorations from Foreign Government

III. APO Breach
   1) Notice on Administrative Protective Order (APO) Breaches
Office of General Counsel

I. Ethics

1) Annual Agency Ethics Report

   Frequency / Due Date:
   Annual / Feb. 1

   Description:
   Report containing information about the agency’s ethics program

   Recipient:
   Office of Government Ethics (OGE)

   Citation:
   5 C.F.R. §2638.602

2) Compliance with President’s Ethics Pledge

   Frequency / Due Date:
   Annual / Feb. 1

   Description:
   Report informing Office of Government Ethics (OGE) of the numbers of the official who
   are subject to the Pledge and how many have signed and whether there was non-
   compliance

   Recipient:
   Office of Government Ethics (OGE)

   Citation:
   Executive Order 13490

3) Transmittal of President-appointed Senate confirmed (PAS) and Designated Agency
   Ethics Officer (DAEO) SF-278s

   Frequency / Due Date:
   Annual / Upon review and certification

   Description:
   Public financial disclosure forms

   Recipient:
   Office of Government Ethics (OGE)

   Citation:
   5 U.S.C. App. §103(c)
4) Notice of Actions Taken to Comply with Ethics Agreement by President appointed Senate confirmed appointees

_Frequency / Due Date:_
As needed / Within 3 months of Senate Confirmation

_Description:_
Office of Government Ethics (OGE) notified of action taken by President appointed Senate Confirmed appointees (PAS) employee to comply with ethnic agreements

_Recipient:_
Office of Government Ethics (OGE)

_Citation:_
5 C.F.R. § 2634.802(b)

5) Reports of referrals for possible prosecution

_Frequency / Due Date:_
As needed / As needed

_Description:_
Reports of Referral and Disposition of Reports of Referral to OGE (Director the Office of Government Ethics) of the disposition of a referral to DOJ of a conflict of interest (in coordination between OIG and OGC, as needed)

_Recipient:_
Office of Government Ethics (OGE)

_Citation:_
5 C.F.R. § 2638.603

II. Gifts/Travel

1) Receipt of Travel Related payments from non-Federal Sources

_Frequency / Due Date:_
Semi-Annual / May 31 & Nov. 30

_Description:_
Report payments of more than $250 accepted under 31 U.S.C. § 1353 with respect to employees of the agency

_Recipient:_
Office of Government Ethics (OGE)

_Citation:_
41 C.F.R. § 304-6

2) Gifts to Foreign individuals Report

_Frequency / Due Date:_
Annual / Nov. 7 (varies)
**Description:**
Reports on gifts to foreign individuals

**Recipient:**
Department of State (DOS)

**Citation:**
22 U.S.C. § 2694: Annual request from DOS

### 3) Receipt/Disposition of Gifts and Decorations from Foreign Government

**Frequency / Due Date:**
Annual / Jan. 31

**Description:**
Report of gifts from foreign governments

**Recipient:**
Department of State (DOS)

**Citation:**
5 U.S.C. § 7342(f)(1)

### III. APO Breach

#### 1) Notice on Administrative Protective Order (APO) Breaches

**Frequency / Due Date:**
Annual / During the year following the calendar year

**Description:**
Summarizes actions taken in response to alleged breach of APOs during a calendar year

**Recipient:**
Federal register

**Citation:**
Conference Report to Customs and Trade Act of 1990
Office of Inspector General

I. Management
   1) IG Semiannual Report
   2) Management and Performance Challenges Report
   3) Federal Entities Report
   4) IG Lobbying Report

II. Financial
   1) Charge Card Annual Risk Assessment
   2) Improper Payment Elimination and Recovery Improvement Act Report (IPERIA)
   3) Financial Statement Audit
   4) Report on Internal Control
   5) Report on Compliance with Law, Regulations, Contracts, and Grant Agreements
   6) Digital Accountability and Transparency Report

III. Information Technology
   1) Annual Cyberscope Assessment

IV. Criminal / Ethics
   1) Reports of referrals for possible prosecution
Office of Inspector General

I. Management

1) IG Semiannual Report
   
   Frequency / Due Date:
   Semiannual / Apr. 30 & Oct. 31

   Description:
   Report summarizing the activities of the office during the immediately preceding six-month periods ending Mar. 31 and Sept. 30

   Recipient:
   Agency Head

   Citation:
   5 U.S.C. App. 5 § 5

2) Management and Performance Challenges Report
   
   Frequency / Due Date:
   Annual / Due 30 days before due date of Agency Financial Report (AFR)

   Description:
   Report on the completeness, timeliness, quality, and accuracy of each agency’s standardized spending data

   Recipient:
   Office of Management and Budget (OMB)

   Citation:
   Public Law 106-531

3) Federal Entities Report
   
   Frequency / Due Date:
   Annual / Oct. 31

   Description:
   Report regarding agency formation and maintain IG compliance

   Recipient:
   Office of Management and Budget (OMB) & Congress

   Citation:
   5 U.S.C. App. 3 § 8G(F)(2)

4) IG Lobbying Report
   
   Frequency / Due Date:
   Annual / Sept. 30
II. Financial

1) Charge Card Annual Risk Assessment

Frequency / Due Date:
Annual / Jan. 31

Description:
Report regarding the progress in implementing audit recommendation

Recipient:
Agency Head & Office of Management and Budget (OMB)

Citation:
OMB M-13-21

2) Improper Payment Elimination and Recovery Improvement Act Report (IPERIA)

Frequency / Due Date:
Annual 180 days after agency submission of AFR

Description:
Report on the assessment and recommendation of the IPERIA program

Recipient:
Congress

Citation:
PL 112-248

3) Financial Statement Audit

Frequency / Due Date:
Annual / No later than 45 days after the fiscal year ends

Description:
Audit reporting on basic financial statements, internal control over financial reporting, and compliance with applicable laws, regulations, contracts, and grant agreements

Recipient:
Agency Head & Office of Management and Budget (OMB)

Citation:
OMB M-14-02
4) Report on Internal Control

Frequency / Due Date:
Annual / No later than 45 days after the fiscal year ends

Description:
Report on internal control and compliance the relevant information

Recipient:
Agency Head & Office of Management and Budget (OMB)

Citation:
OMB A-123

5) Report on Compliance with Law, Regulations, Contracts, and Grant Agreements

Frequency / Due Date:
Annual / No later than 45 days after the fiscal year ends

Description:
Report on agency’s compliance with applicable laws, regulations, contracts, and grant agreements

Recipient:
Agency Head & Office of Management and Budget (OMB)

Citation:
OMB M-14-02

6) Digital Accountability and Transparency Report

Frequency / Due Date:
1. No later than two years and six months after enactment
2. Report twice more on these issues along with its regular financial audits, on alternating years

Description:
Report on the completeness, timeliness, quality, and accuracy of each agency’s standardized spending data

Recipient:
Head of government operations, chairman of the committee on government operations of the House, chairman of the committee of government affairs of the State

Citation:
FFATA Sec. 6(a)(2)(A)-(B)

III. Information Technology

1) Annual Cyberscope Assessment

Frequency / Due Date:
Annual / Nov. 14
Description:
Report on the evaluation of the agency’s program including testing the effectiveness of a representative subset of the agency’s information system

Recipient:
Congress & Office of Management and Budget (OMB)

Citation:
OMB M-15-01

IV. Criminal / Ethics

1) Reports of referrals for possible prosecution

Frequency / Due Date:
As needed / As needed

Description:
• Refers to DOJ (AG) or appropriate investigative agency allegations or complaints for possible prosecution (by OIG)
• Reports of Referral and Disposition of Reports of Referral to OGE (Director the Office of Government Ethics) of the disposition of a referral to DOJ of a conflict of interest (in coordination between OIG and OGC, as needed)

Recipient:
Department of Justice (DOJ); Office of Government Ethics (OGE)

Citation:
5 C.F.R. § 2638.603
Office of Operations

I. Management

1) USITC Strategic Plan
2) Annual Performance Report
3) Annual Performance Plan
4) Draft Annual Performance Plan
5) Lower Priority Programs
6) Unnecessary or Duplicative Reports
Office of Operations

I. Management

1) USITC Strategic Plan

   Frequency / Due Date:
   Every four years / First Monday in Feb.

   Description:
   Report on agency’s strategic plan including mission statement, vision, strategic goals, and objectives covering the agency’s programs and major management areas

   Recipient:
   Congress

   Citation:
   OMB A-11

2) Annual Performance Report

   Frequency / Due Date:
   Annual / First Monday in Feb.

   Description:
   Report on the progress the agency has made with respect to its annual performance goals

   Recipient:
   Congress

   Citation:
   OMB A-11

3) Annual Performance Plan

   Frequency / Due Date:
   Annual / First Monday in Feb.

   Description:
   Report describing agency’s strategic goals and the objectives for the program and management areas and provides specific performance goals for each of the objectives

   Recipient:
   Congress

   Citation:
   OMB A-11

4) Draft Annual Performance Plan

   Frequency / Due Date:
   Annual / Early Sept.
Description:
Draft report describing agency’s strategic goals and the objectives for the program and
management areas and provides specific performance goals for each of the objectives

Recipient:
Office of Management and Budget (OMB)

Citation:
OMB A-11

5) Lower Priority Programs

Frequency / Due Date:
Annual / Early Sept. (subject to alternative guidance)

Description:
Submission of federal program inventory

Recipient:
Office of Management and Budget (OMB)

Citation:
OMB A-11

6) Unnecessary or Duplicative Reports

Frequency / Due Date:
Annual / Early Sept. (subject to alternative guidance)

Description:
Submission of the elimination of unnecessary agency plans and reports

Recipient:
Office of Management and Budget (OMB)

Citation:
OMB A-11
Office of Security and Support Services

I. Security Division / Continuity of Operations
   1) Monthly Readiness Reporting Submission

II. Security Division / Information Security
   1) Report on Cost Estimates for Security Classification Activities
   2) Agency Security Classification Management Program Data Report (SF 311)
   3) Agency Annual Self-Inspection Program Data
   4) Key Information Sharing and Safeguarding Indicators (KISSI) Report

III. Security Division / Personnel Security
    1) Agency PR Backlog Quarterly Report

IV. Security Division / Physical Security & Safety
    1) Occupational Safety & Health Administration Report
    2) Occupational Injury / Illness Data Report

V. Support Services Division
   1) Report of Exchange/Sale Transaction of Property
   2) Report of Personal Property Furnished to Non-Federal Recipients
   3) Federal Fleet Report
   4) Vehicle Fleet Report
   5) Federal Employees Clean Air Incentives Report
Office of Security and Support Services

I. Security Division / Continuity of Operations

1) Monthly Readiness Reporting Submission

   Frequency / Due Date:
   Monthly / End of the month

   Description:
   Report on the continuity and readiness posture of the agency during normal and all hazardous condition

   Recipient:
   Federal Emergency Management Agency (FEMA) – Continuity of Operations Division

   Citation:
   National Continuity Policy Implementation Plan

II. Security Division / Information Security

1) Report on Cost Estimates for Security Classification Activities

   Frequency / Due Date:
   Annual / Feb. 28

   Description:
   Report on cost estimates for federal government security classification activities

   Recipient:
   National Archives and Records Administration (NARA) – Information Security Oversight Office (ISOO)

   Citation:
   32 C.F.R. § 2001.90(d)

2) Agency Security Classification Management Program Data Report (SF 311)

   Frequency / Due Date:
   Annual / Nov. 15

   Description:
   Report on statistics related to the agency security classification programs

   Recipient:
   National Archives and Records Administration (NARA) – Information Security Oversight Office (ISOO)

   Citation:
   32 C.F.R. §2001.80(d)(1)
3) **Agency Annual Self-Inspection Program Data**

*Frequency / Due Date:*
Annual / Nov. 2

*Description:*
Report on self-inspections to evaluate the effectiveness of agency programs covering original classification, derivative classification, declassification, safeguarding, security violations, security education and training, and management and oversight

*Recipient:*
National Archives and Records Administration (NARA) – Information Security Oversight Office (ISOO)

*Citation:*
Executive Order 13526

4) **Key Information Sharing and Safeguarding Indicators (KISSI) Report**

*Frequency / Due Date:*
Quarterly / 15th of the quarter

*Description:*
Assessment questions that address various aspect of network security and safeguards

*Recipient:*
National Archives and Records Administration (NARA) – Information Security Oversight Office (ISOO)

*Citation:*
Executive Order 13587

III. **Security Division / Personnel Security**

1) **Agency PR Backlog Quarterly Report**

*Frequency / Due Date:*
Quarterly / 15th of the month

*Description:*
Report on periodic reinvestigation for security clearances

*Recipient:*
Office of the Director of National Intelligence (ODNI)

*Citation:*
Director of National Intelligence (DNI) Memo: Strategy to Reduce the Periodic Reinvestigation Backlog Using a Risk-based Approach, September 2014
IV. Security Division / Physical Security & Safety

1) Occupational Safety & Health Administration Report

   Frequency / Due Date:
   Annual / May 1

   Description:
   Report addressing occupational accidents, injuries and illness, and agency’s program for providing safe and healthful places and conditions of employment

   Recipient:
   Department of Labor (DOL) – Occupational Safety & Health Administration (OSHA)

   Citation:
   29 C.F.R. § 1960.71(b)

2) Occupational Injury / Illness Data Report

   Frequency / Due Date:
   Annual / May 1

   Description:
   Report on agency injuries and illnesses

   Recipient:
   Department of Labor (DOL) – Occupational Safety & Health Administration (OSHA)

   Citation:
   78 F.R. 47180

V. Support Services Division

1) Report of Exchange/Sale Transaction of Property

   Frequency / Due Date:
   90 calendar days after the close of each fiscal year

   Description:
   Report on the exchange / sale transaction made during the fiscal year

   Recipient:
   General Service Administration (GSA)

   Citation:
   41 C.F.R. §102-39.85

2) Report of Personal Property Furnished to Non-Federal Recipients

   Frequency / Due Date:
   90 calendar days after the close of each fiscal year

   Description:
   Report on personal property furnished to non-federal recipients
Recipient: General Service Administration (GSA)

Citation: 41 C.F.R. §102-36.300

3) Federal Fleet Report

Frequency / Due Date: Annual (fiscal year) / FAST submission window Oct.-Dec.

Description: Report on agency motor vehicle inventory, cost, and use data

Recipient: General Service Administration (GSA)

Citation: 41 C.F.R. § 102-34.335

4) Vehicle Fleet Report

Frequency / Due Date: Annual / Sept. 30

Description: Inventory of the total number of vehicles owned, permanently retired, and purchased during the fiscal year

Recipient: Committees on Appropriations of the House of Representatives and the Senate

Citation: S. 2437 Report No. 113-181

5) Federal Employees Clean Air Incentives Report

Frequency / Due Date: Every two years

Description: Report on programs to encourage commuting other than by single-occupancy vehicles, participation, and cost

Recipient: Congress

Citation: 5 U.S.C. §7905(d)(3)
Objective, Scope, and Methodology

Objectives:

Determine the accuracy of the Commission’s reporting requirements report.

Scope

The descriptive report will review the relevant organic statutes, OMB circular, regulations, directives, other relevant authorities applicable to the ITC, and existing descriptive report of ITC governing laws.

Methodology

- Compile research of relevant authorities from existing descriptive report of ITC governing laws, legal research database, the OMB website, and other relevant sources.
  - Identify which plans and reports are outdated or duplicative and refine the report.
- Conduct interviews with specific office managers and personnel to gain an understanding of their knowledge which reports are applicable to their office.
- Compare independent research with information gathered from office managers and personnel.
"Thacher’s Calculating Instrument" developed by Edwin Thacher in the late 1870s. It is a cylindrical, rotating slide rule able to quickly perform complex mathematical calculations involving roots and powers quickly. The instrument was used by architects, engineers, and actuaries as a measuring device.
To Promote and Preserve the Efficiency, Effectiveness, and Integrity of the U.S. International Trade Commission