



United States

International Trade Commission

Annual Performance Plan, FY 2025–26



Introduction

The U.S. International Trade Commission's Annual Performance Plan is based on the FY 2022–FY 2026 Strategic Plan. The mission of the U.S. International Trade Commission is to investigate and make determinations in trade remedy proceedings that address unfair and injurious trade; analyze and provide information on tariffs, trade, and competitiveness; update and maintain the U.S. Harmonized Tariff Schedule which is essential for accurate collection of tariffs on imported goods; and execute the agency's mission with independence, integrity, trust, and transparency.

Agency Information

The Commission has specific statutory responsibilities in the application of U.S. trade remedy laws. Our role in applying these laws to allegations of unfair and injurious trade has remained a key mechanism on which U.S. firms and workers can rely to help ensure a level playing field in the U.S. market. Our administration of these laws enables timely relief for U.S. industries injured by dumped or subsidized imports or facing unfair acts in import trade, most often involving intellectual property disputes. We also assist U.S. Customs and Border Protection (CBP), as needed, to support effective enforcement of Commission orders to exclude unfairly traded imports. We administer these laws pursuant to Title VII of the Tariff Act of 1930 for antidumping, countervailing duty and safeguard investigations, also referred to as import injury investigations, and pursuant to section 337 of the Tariff Act of 1930 for unfair import investigations involving intellectual property infringement or other unfair acts. The Commission also has statutory responsibilities to be a resource of information and analysis for the Administration and Congress. In particular, at their request or on the Commission's own initiative, we provide the House Committee on Ways and Means, the Senate Committee on Finance, the President, and, by delegation, the U.S. Trade Representative, with independent, objective, and timely analysis and information on trade and competitiveness issues, including the impact of trade and trade policy on U.S. producers, consumers, workers, and the U.S. economy as a whole. We develop and deploy substantial expertise to supply objective, accurate, cutting-edge insights in the reports and technical assistance we provide to Congress and the Administration. We provide this information and analysis pursuant to section 332 of the Tariff Act of 1930.

The Commission further has statutory responsibility for maintaining the Harmonized Tariff Schedule of the United States (HTS), the official legal document that sets out the tariff rates and statistical categories for all merchandise imported into the United States. We ensure that the tariff schedule is up-to-date and accurate, reflecting all changes in applicable tariff rates, including those implemented pursuant to U.S. trade agreements. Timely and accurate updates to the HTS are essential for the accurate collection of tariffs on imported goods. We also chair the interagency Committee for Statistical Annotation of the Tariff Schedules. These efforts facilitate international trade by contributing to efficient clearance of goods through the nation's 328 ports of entry, enabling the accurate collection of tariff revenues, and permitting the collection and reporting of the nation's trade statistics. In an environment of rapidly changing technology and trade patterns, our representation of the United States at the World Customs

Organization and our timely maintenance of the HTS serve to improve the quality of trade information. We carry out this work pursuant to Section 1201 et seq of the Omnibus Trade and Competitiveness Act of 1988 (19 U.S.C. 3001 et seq).

Major Management Priorities and Challenges

The Commission recognizes the importance of improving the use of agency resources by including a strategic goal focused on effective and efficient management—to “execute and advance organizational excellence”—in its FY 2022–FY 2026 Strategic Plan. The plan highlights five priority areas: human resources, financial management, information technology, data, and operational effectiveness. The Commission’s Office of Inspector General (OIG) has identified data management, internal controls, and human capital management as management challenges, and, as such, they are also priorities for the Commission. Several of the annual performance goals supporting our strategic goals are designed to address these challenges, by focusing on increasing access to various types of programmatic and financial data to support decision making; continuing efforts to update and improve internal controls; and enhancing recruitment, development, and retention of talent. In addition, IT management remains one of the agency’s priorities with goals that focus on cybersecurity and IT services.

Structure of the Report

The remainder of this report consists of sections that align to the Commission’s strategic goals.

Strategic Goal 1: Investigate: Conduct Reliable and Thorough Investigations

Strategic Goal 2: Inform: Develop Sound and Informed Analyses and Determinations

Strategic Goal 3: Perform: Execute and Advance Organizational Excellence

Strategic Objective 1.1 – Reliable: Conduct expeditious and transparent proceedings
SO 1.1 Leader – Director, Office of Unfair Import Investigations (OUII)

No.	Performance Goal and Target	Indicators	Data Sources
1.11	For Fiscal Year (FY) 2025 and 2026, deliver 100% of import injury investigation determinations and reports to meet the statutory deadline and deliver 100% of statutory factfinding investigations by statutory or requested deadlines.	Submission of Commission determinations and reports to Commerce; submission of Commission reports to requestor.	Investigations Database System (IDS) report
1.12	Conclude section 337 investigations within timeframes that are consistent with the Uruguay Round Agreements Act implementing report. The target for FY 2025 and 2026 is 15 months.	Annual average length of investigations concluded on the merits.	IDS; the Electronic Document Information System (EDIS)
1.13	Improve the timeliness of section 337 ancillary proceedings by meeting targets for or reducing the average length of ancillary proceedings. For FY 2025 and 2026, the target length is: Enforcement - 12 months; Federal Circuit remand - 12 months; Consolidated ancillaries - 15 months	Length of ancillary proceedings concluded on the merits.	IDS; EDIS; and Data gathered by the Office of General Counsel (OGC)
1.14	Individual offices complete their portions of section 337 modifications and advisory proceedings under the pilot program within specified timeframes. For FY 2025 and 2026, the target length by proceeding and office is: Modification: OGC—2-3 months Modification: OUII—3-6 months Modification: Office of the Administrative Law Judges (OALJ)—6-9 months Advisory: OGC—2-3 months Advisory: OUII—3-6 months Advisory: OALJ—6-9 months	Number of months to complete 337 modifications and advisory proceedings covered by the pilot program.	IDS; EDIS; Data gathered by OGC.
1.15	Post information on import injury investigations within specific time frames. For FY 2025, the target is to post 95% of information within 48 hours of issuance. The Commission plans to retire this goal after FY 2025.	Investigation-related information posted.	IDS report/audit log
1.16	Post documents to EDIS within specified timeframes. For FY 2025 and 2026, the target by investigation type is: Factfinding—24 hrs.: 85% Factfinding—48 hrs.: 95% Import injury—24 hrs.: 90% Import injury—48 hrs.: 95% Section 337—24 hrs.: 90% Section 337—48 hrs.: 95%	Percentage of documents posted.	Metrics maintained and reported on by the Office of the Secretary (OSE) with assistance from OCIO from data in EDIS.

Strategic Objective 1.1 – Reliable: Conduct expeditious and transparent proceedings
SO 1.1 Leader – Director, Office of Unfair Import Investigations (OUII)

No.	Performance Goal and Target	Indicators	Data Sources
1.17	Post public versions of confidential section 337 final IDs and Commission opinions within specified timeframes. For FY 2025 and 2026, the target average length of time to post public versions of confidential section 337 Final IDs and Commission opinions is 30 days or less.	Number of days between issuance of confidential Commission section 337 opinions and posting of the public version.	EDIS

Strategic Objective 1.2 – Thorough:

Engage the public, including stakeholders and experts, and collect all relevant data to inform and support investigations
SO 1.2 Leader: Director, Office of Investigations (OINV)

No.	Performance Goal	Indicators	Data Sources
1.21	Conduct outreach related to import injury and unfair import investigations to ensure external understanding of Commission processes. For FY 2025 and 2026, the target is that efforts are made each quarter.	Outreach efforts.	Logs maintained by OUII and OINV tracking outreach efforts.
1.22	Engage Commission requestors and other U.S. and international experts to enhance agency capabilities to inform and support analysis, data, and nomenclature services. For FY 2025 and 2026, the target is that briefings and meetings with requestor and non-requestor experts and a wide range of stakeholders generate actionable feedback, and to respond to feedback by updating ongoing or future work products where appropriate.	Feedback provided during briefings, meetings, and other engagements.	Meeting documentation; strategic research prioritization linkage.
1.23	Collect feedback on the effectiveness and efficiency of investigative processes and procedures and implement proposed new processes/procedures as appropriate. For FY 2025 and 2026, the target is to collect feedback and assess and modify processes and procedures, as appropriate.	Feedback collection vehicle; documentation of engagement, feedback received, and, if applicable, processes or /procedures updated.	Documentation of feedback, meetings, and process/procedure, if applicable.
1.24	Leverage technology to improve efficiency of processes used to collect and provide import injury information and to conduct investigations. For FY 2025, the target is to implement electronic action jackets based on the FY 2024 assessment, and to develop priorities for FY 2026. For FY 2026, the target is to assess opportunities for improved questionnaire structuring and controlled unclassified information (CUI) processing.	Documentation of processes undergoing the assessment, requirements development, deployment, or evaluation of transition to technology-supported alternatives. Documentation of prioritization.	Assessment, prioritization, and requirements' development documentation.
1.25	Maintain timeliness of trade remedy assistance information provided in response to emails submitted through the online Trade Remedy Assistance Office (TRAO) help system and telephone calls to the TRA0 phone number. For FY 2025 and 2026, the target is to respond to 97% of emails received through the TRA0 online help system and phone calls to the TRA0 phone number within 3 business days.	Email and telephone responses to trade remedy inquiries	Logs maintained by TRA0 tracking email and telephone responses to trade remedy inquiries

Strategic Objective 2.1 – Sound: Apply innovative analysis and make objective determinations
SO 2.1 Leader: Director, Office of Economics (EC)

No.	Performance Goal	Indicator	Data Sources
2.11	Enhance capabilities to analyze priority issues in trade and industry competitiveness. For FY 2025 and 2026, the target is to prioritize research initiatives within identified areas and advance analytical capabilities for prioritized research.	Priority areas identified and capabilities expanded.	Joint research spreadsheet; meeting documentation
2.12	Incorporate new capabilities and improved analytical tools in statutory work products. For FY 2025 and 2026, the target is to reflect 70% of capacity-building research time in statutory work products.	Share of capacity-building research time reflected in statutory products.	Labor cost code database; work product content database.

Strategic Objective 2.2 – Informed: Provide clear, relevant, and accurate information in Commission work product
SO 2.2 Leader: Director, Office of Industries and Competitiveness Analysis (ICA)

No.	Performance Goal	Indicators	Data Sources
2.21	Improve utility of tariff and trade information for requestors and the public by developing and producing digital and interactive Commission products. For FY 2025 and 2026, the target is to make at least one new or updated digital or dynamic Commission data product available to requestors and the public.	New or updated digital or interactive Commission product produced for requestors and the public.	Publications; Web products
2.22	Improve the accessibility and clarity of Commission factfinding investigations by providing underlying data and models when appropriate. For FY 2025 and 2026, the target is to publish non-proprietary and non-confidential input data and source code that underlie Commission factfinding investigations completed in the fiscal year, for all investigations for which disclosure is appropriate.	Information posted to the Commission's website.	https://www.usitc.gov/data/index.htm
2.23	Improve 508 compliance of Commission information. For FY 2025 and 2026, the target is to create templates and processes of a prioritized inventory item and transition it to a 508-compliant document, expanding accessibility to additional documents.	Prioritized inventory, new templates developed and/or updated processes.	Inventory of remaining types of documents that are not 508-compliant
2.24	Improve the accuracy of published version of the Harmonized Tariff Schedule of the United States (HTS). For FY 2025 and 2026, the target is that HTS updates are at least 98% error-free on publication.	Identified and corrected information.	Logs that show percentage of errors found during review and percentage of errors identified post-publication
2.25	Improve timeliness of tariff and customs information provided in response to emails submitted through online help system. For FY 2025 and 2026, the target is to respond to 97% of emails received through online help and search systems within 7 working days.	Email responses to HTS inquiries.	Data compiled by staff and aggregated for reporting purposes

Strategic Objective 3.1 – People: Attract, develop, and retain a skilled and versatile workforce.SO 3.1 Leader: Chief Human Capital Officer (CHCO)

No.	Performance Goal	Indicators	Data Sources
3.11	Ensure efficiency and effectiveness of all hiring actions. For FY 2025 and 2026, the target is to reduce average length of time to hire for permanent General Schedule positions by at least 35% over FY 2024 baseline.	Recruitment tracking application data.	Hiring process data
3.12	Maintain an efficient and effective performance management process to ensure employee accountability. For FY 2025, the goal is to train supervisors on improving the quality of performance evaluations. For FY 2026, the target is to implement updated performance plans to drive improvements in mission delivery.	Actions taken to implement training and to update performance plans	Action plans; meeting minutes; trainings held; analytical tools developed.

Strategic Objective 3.2 – Money: Ensure good stewardship of taxpayer fundsSO 3.2 Leader: Chief Financial Officer (CFO)

No.	Performance Goal	Indicators	Data Sources
3.21	Maintain a high level of acquisition effectiveness and efficiency. For FY 2025 and 2026, the target is to complete monthly reviews of key elements of the acquisition process and contract award data.	Timeliness and accuracy of procurement actions; DATA Act reporting	Financial and procurement systems
3.22	Maintain a robust system of financial management and internal controls to achieve an annual unmodified audit opinion on the agency's financial statements, with no material weaknesses. For FY 2025 and 2026, the target is to achieve an unmodified audit opinion with no material weaknesses.	Audit opinion on the agency financial statements	Financial and procurement systems
3.23	Maintain a budget process that increases Commission participation and responsibility at all levels, and clearly links budget formulation with performance planning. For FY 2025 and 2026, the target is for managers at all levels to project workloads; estimate and justify the personnel and other resources needed; and clearly link budget formulation to performance planning to provide justification for requests.	Increased participation by managers in budget process; documentation to support resource requests.	Management committees meeting minutes; budget files; Enterprise Risk Management (ERM) database.

Strategic Objective 3.3 – Technology:

Implement reliable and secure systems that promote resilience, innovation, and efficiency.

SO 3.3 Leader: Chief Information Officer (CIO)

No.	Performance Goal	Indicators	Data Sources
3.31	Implement reliable IT solutions that promote resilience, innovation, and efficiency to better support the Commission’s user community. For FY 2025 and 2026, the target is continuation of the program, including maintaining availability of core IT systems and verification and validation of backups.	Continued refinement of program for tracking percentage availability to users of IT systems that are important to internal and external customers.	OCIO records
3.32	Implement secure IT solutions that promote resilience, innovation, and efficiency to better support the Commission’s user community. For FY 2025 and 2026, the target is continuation of the program, including ensuring that all known exploited vulnerabilities are remediated in a timely manner, ensuring that Commission information systems and FEDRAMP certified web-based applications have an ongoing Authorization to Operate, maintain and verify secure configuration baselines for all baselined workstations and servers, and ensure the Commission maintains an accurate, near real-time empirical inventory of authorized assets against which all aspects of continuous monitoring can be performed.	Development of capabilities consistent with government-wide priorities.	OCIO records

Strategic Objective 3.4 – Data: Manage and leverage data as an asset

SO 3.4 Leader: Chief Data Officer

No.	Performance Goal	Indicators	Data Sources
3.41	To advance the agency’s mission, identify, maintain, and make accessible accurate, timely, and complete information necessary to answer priority questions. For FY 2025, the Commission is focusing on answering priority questions related to financial data. The Commission will set a new priority for FY 2026.	Documentation of prioritization of key management questions, data systems documentation, and reports deployed.	Data Governance Board (DGB) meeting minutes; emails
3.42	Core agency applications and administrative data systems are documented by FY 2026. For FY 2025 and 2026, the target is to validate the data asset inventory and identify priorities for documenting identified data systems.	Metadata, inclusion in the managing data asset inventory, data quality plans, data glossaries, Standard Operating Procedures (SOP), data quality review practices.	Open Data working group activities; data dictionaries; data glossaries; system description documents.

Strategic Objective 3.4 – Data: Manage and leverage data as an asset

SO 3.4 Leader: Chief Data Officer

No.	Performance Goal	Indicators	Data Sources
3.43	Ensure application database systems, continuously maintained, periodically upgraded, and are Open Data compliant. The target is to develop and implement strengthened functionality, capacity, and security across core Commission database systems in FY 2025 and 2026.	Requirements documentation; components developed or enhanced; tools developed and deployed; feedback collected and evaluated; availability of information systems providing Open Data.	System documentation; requirements documentation; evaluation reports.

Strategic Objective 3.5 - Ongoing Operational Improvements: Evaluate and improve processes and communications

SO 3.5 Leader: Director of Operations

No.	Performance Goal	Indicators	Data Sources
3.51	Improve the efficiency and timely delivery of Commission products by evaluating programs and processes and implementing improvements. For FY 2025 and 2026, the target is to use internal and external performance audits, as well as performance management, ERM, budget and expenditure plan data, and annual Statement of Assurance reporting activities to identify agency processes most in need of improvement; prioritize and implement new processes or process improvements, where identified; evaluate effectiveness of new or amended processes.	Major processes identified; process improvements identified, prioritized, implemented, and evaluated.	Document implementation; assessment of impact of changes.
3.52	Maintain an agency portfolio of enterprise risks. For FY 2025 and 2026, the target is for the Performance Management and Strategic Planning Committee (PMSPC) to review 100% of identified risks at least on a quarterly basis.	Quarterly top agency risk summary generated by the PMSPC for the Chair's review.	PMSPC meeting minutes; email; ERM report.
3.53	Develop and update key policies and procedures for issuance in the system of internal rules and meet key development and review deadlines in a timely manner. For FY 2025 and 2026, the target is to meet the milestones in the corrective action plan addressing recommendations from OIG's FY24 Audit of the System of Internal Rules.	Internal Administration Committee (IAC) project plans	Electronic repository of record, priorities documentation, submission emails.
3.54	Continuously enhance the Commission's web presence by integrating current technologies and standards in web design that benefit the Commission's user community and lead to improvements in external user satisfaction. For FY 2025 and 2026, the target is to measure and improve user satisfaction to meet or exceed the score established in the previous FY.	Stakeholder feedback and internal assessments of use of new technologies.	Survey responses