UNITED STATES INTERNATIONAL TRADE COMMISSION

WASHINGTON, DC 20436

MEMORANDUM

July 31, 2014

FROM: Debra Bridge, Director
Office of Procurement

SUBJECT: Identification of Special Interest Functions for Analysis in FY 2014 from the Fiscal Year 2013 Service Contracts Inventory

Pursuant to Section 743 of Division C of the Fiscal Year (FY) 2010 Consolidated Appropriations Act, P.L. 111-117, and guidance documents issued by the Office of Federal Procurement Policy on December 19, 2011, the United States International Trade Commission (USITC) has identified the following special interest functions from the FY 2013 service contracts inventory for analysis in FY 2014. Special interest functions are defined as functions that require increased management attention due to a heightened risk of workforce imbalance.

Product Service Code	Description	Total FY 2013 Obligated Dollars
D321	IT and Telecom – Help Desk	$1,383,030.40
R604	Support-Administrative: Mailing/Distribution	$589,539.80

USITC chose to study these functions because they are among USITC's largest contract dollar obligations for contracted services in FY 2013 and are areas where additional analysis and insight may be helpful in determining the appropriate contractor to government employee ratio.