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.	The mentoring program help 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 progess.

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 focusing 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 methods that address employee concerns and promote within the agency.
- Work with interested Office Directors and liaisons 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.

Strategic Activities or Actions Related To Hispanic Employment

Currently the Commission utilizes USA Staffing that allows the Commission to track applicant flow data. 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 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 2017, the 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 squiring 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.

FEORP Progress Tracker

PROGRESS TRACKER AND DEMOGRAPHIC DATA
EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have some of the following characteristics:

Announcement	Organization announces program to all qualified groups and individuals.
Recruitment	Candidates are identified through a request for nominations or for applications to the program.
Competitive Selection	Organization screens and selects candidates based on merit system principles using predetermined criteria for program.
Training	Training program is finalized for selected participants which includes a formal training experience that may involve developmental assignments (continued service agreements usually required).
Monitoring	Organization monitors participants' training activities and progress in program against pre-established objectives.
Evaluation	Organization evaluates effectiveness of the formal training provided to individual participants and the effectiveness of the formal development itself in meeting organizational goals.

In order to complete FEORP report please email an electronic copy of this progress tracker to diversityandinclusion@opm.gov printed copies will not be accepted.

If your agency has subcomponents that are not separately required to submit a FEORP report pursuant to 5 U.S.C. 7201, you may select to prepare a separate Progress Tracker for each subcomponent as appropriate.

FEORP Progress Tracker

Mentoring -	Qualitative Questions (Yes or No)
	Response
Agency has A Formal Mentoring Program	Yes
Mentoring Training provided	Yes
Program is evaluated	Yes
Feedback is provided	Yes
Program is announced to all qualified individuals	Yes
All employees briefed on agency's Diversity and Inclusion Policies	Yes

Diversity and Inclusion Training -	Qualitative Questions (Yes or No)
	Response
Formal Diversity and Inclusion Training provided	Yes
Training on unconscious bias provided	Yes
All employees briefed on agency's Diversity and Inclusion Policies	Yes

Diversity and Inclusion Council -	Qualitative Questions (Yes or No)
	Response
Agency has a Diversity and Inclusion Council	Yes
Diversity and Inclusion Council has a charter	Yes
Members have received training	Yes
Council's mission is in alignment with agency	Yes

FEORP Progress Tracker

Development Program -	Qualitative Questions (Yes or No)
	Response
Agency has a Career Development Program	Yes
	Response
Program is evaluated	Yes
	Response
Program is announced to all qualified individuals	Yes

Mentoring -	Quantitative Questions (# or %)
	Response
Frequency of Program Evaluation (e.g., annually, quarterly etc.)	Bi-annual
	Response
Percent of employees involved with mentoring	27%
	Response
Percent of SES involved with mentoring	36%
	Response
Percent of managers involved with mentoring	100%
	Response
Percent of supervisors involved with mentoring	100%
	Response
Count of employees involved with mentoring	15
	Response
Count of SES involved with mentoring	4
	Response
Count of managers involved with mentoring	15
	Response
Count of supervisors involved with mentoring	15
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	**Response**
	320

FEORP Progress Tracker

Diversity and Inclusion Training-	Quantitative Questions (# or %)
Frequency of Diversity and Inclusion Training per year (e.g., annually, quarterly etc.)	Response
	Quarterly
Percent of employees who have participated this year in formal Diversity and Inclusion Training	Response
	36%
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	66%
Count of employees who have participated in formal Diversity and Inclusion Training	Response
	150
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	16
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	411
Diversity and Inclusion Council-	Quantitative Questions (# or %)
Frequency of council meetings in FY2013 (e.g., annually, quarterly etc.)	Response
	Quarterly
Frequency of council events (e.g., annually, quarterly etc.)	Response
	Quarterly
Percent of Senior Leadership on council	Response
	0.06%
Percent of employees on council	Response
	41%
Count of Senior Leadership on council	Response
	1
Count of employees on council	Response
	16
Total number of people on council	Response
	17

FEORP Progress Tracker

Development Program-	Quantitative Questions (# or %)
Percent of GS1-4 who participated	**Response**
	0.00%
Percent of GS 5-8 who participated	**Response**
	0.00%
Percent of GS 9-12 who participated	**Response**
	18%
Percent of GS 13-15 who participated	**Response**
	82%
Percent of SES who have participated	**Response**
	0.06
Count of GS1-4 who have participated	**Response**
	0
Count of GS 5-8 who participated	**Response**
	0
Count of GS 9-12 who participated	**Response**
	3
Count of GS 13-15 who participated	**Response**
	13
Count of SES who participated	**Response**
	1
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	**Response**
	17

FEORP Progress Tracker

Does your agency have a Diversity and Inclusion element in the following groups' performance plans (this may also be incorporated in

1. D&I Element in SES performance plans

Yes or No	Percentage
Yes	0.00%

2. D&I Element in Mangement/Supervisor performance plans

Yes or No	Percentage
Yes	0.00%

3. D&I Element in employee performance plans

Yes or No	Percentage
Yes	0.00%

Demographic Information

Mentoring- (Mentee data)	Demographic Data
Percent of Asian American Mentees	**Response** 13.00%
Percent of Black Mentees	**Response** 20.00%
Percent of Hispanic Mentees	**Response** 20.00%
Percent of Native American Mentees	**Response** 0.00%
Percent of Native Hawaiian/ Pacific Islander Mentees	**Response** 0.00%
Percent of Mentees Two or More Races	**Response** 0.00%
Percent of White Mentees	**Response** 46.00%
Percent of Female Mentees	**Response** 93.00%
Percent of Male Mentees	**Response** 7.00%
Percent of Veteran Mentees	**Response** 6.00%
Percent of Mentees that are People with Disabilities	**Response** 0.00%
Total number of participants (The count used to calculate the Mentee percentages)	**Response** 15

Demographic Information

Mentoring- (Mentor data)	Demographic Data
	Response
Percent of Asian American Mentors	0.00%
	Response
Percent of Black Mentors	20.00%
	Response
Percent of Hispanic Mentors	0.00%
	Response
Percent of Native American Mentors	0.00%
	Response
Percent of Native Hawaiian/ Pacific Islander Mentors	0.00%
	Response
Percent of Mentors Two or More Races	0.00%
	Response
Percent of White Mentors	80.00%
	Response
Percent of Female Mentors	53.00%
	Response
Percent of Male Mentors	47.00%
	Response
Percent of Veteran Mentors	13.00%
Percent of Mentors that are People with Disabilities	Response
	0.00%
Total number of Mentors (The count used to calculate the Mentor percentages)	Response
	15

Demographic Information

Development Programs -	Demographic Data
	Response
Percent of Asian American taking part in Development Programs	0.00%
	Response
Percent of Blacks taking part in Development Programs	25.00%
	Response
Percent of Hispanics taking part in Development Programs	0.00%
	Response
Percent of Native Americans taking part in Development Programs	0.00%
	Response
Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs	0.00%
	Response
Percent of persons Two More or Races taking part in Development Programs	0.00%
	Response
Percent of Whites taking part in Development Programs	75.00%
	Response
Percent of Females taking part in Development Programs	50.00%
	Response
Percent of Males taking part in Development Programs	50.00%
	Response
Percent of Veterans taking part in Development Programs	25.00%
	Response
Percent of People with Disabilities taking part in Development Programs	0.00%
	Response
Total number of participants (The count used to calculate the Development Program participation percentages)	4

ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2017

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)*:

Altivia Jackson, Director
Office of Equal Employment Opportunity
Altivia.jackson@usitc.gov
(202) 205-2239
Fax: (202) 205-3004

Eric Mozie, Director
Office of Human Resources
Eric.mozie@usitc.gov
(202) 205-2223
Fax: (202) 306-6681

C. Name and Title of Contact Person *(if address is different from Section A, include e-mail address and telephone and fax numbers)*:
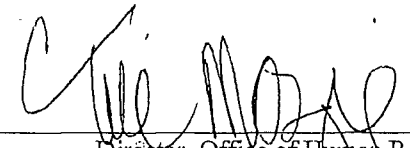
Denise Banks, EEO Specialist
Office of Equal Employment Opportunity
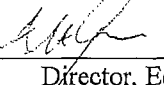Denise.banks@usitc.gov
(202) 205-2572
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Charlee B. Marcus
Human Resources Specialist
Charlee.Marcus@usitc.gov
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Fax: (202) 306-6681

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 12/19/16
          Director, Office of Human Resources

SIGNATURE _____ DATE 12/19/16
          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.