

**EEOC FORM  
715-01  
PART E**

**U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL  
EEO PROGRAM STATUS REPORT**

**U.S. International Trade Commission**

**For period covering October 1, 2015, to September 30, 2016**

**EXECUTIVE SUMMARY**

**USITC Mission**

Headquartered in Washington, DC, the U.S. International Trade Commission (USITC) is an independent Agency that serves the public by implementing U.S. laws and contributing to the development of sound and informed U.S. trade policy. The USITC's mission is to: administer U.S. trade remedy laws within its mandate in a fair and objective manner; provide the President, the United States Trade Representative (USTR), and Congress, with independent quality analysis information and support on matters relating to tariffs and international trade and competitiveness; and maintain the Harmonized Tariff Schedule of the United States. The USITC's major occupations include Attorneys, Economists, and International Trade Analysts.

The U.S. Equal Employment Opportunity Commission (EEOC) set forth in Management Directive 715 (MD715), the Six Essential Elements of a Model Equal Employment Opportunity (EEO) Program. Essential Element B of a model EEO program is integration of EEO into an agency's strategic mission. In the USITC, EEO is a component of the Agency's strategic mission to sustain a diverse workforce. The USITC's EEO Director assists the Chairman, Commissioners, managers, and supervisors in increasing the participation rates of minority groups, women, and people with disabilities, particularly in the USITC's major occupations and leadership ranks.

The USITC maintains its commitment to the mission of equal employment opportunity and continuously strives to provide a discrimination-free work environment where conflicts and complaints are resolved as quickly as possible. In addition, the USITC embraces diversity by emphasizing the appreciation of differences that exist in our society and promoting an environment in which everyone feels valued and accepted. In conjunction with the USITC's EEO Office, USITC managers and supervisors are responsible for implementing the Equal Employment Opportunity and Diversity Program and are held accountable for meeting program objectives. This report will highlight USITC's accomplishments during FY 2016. It will also identify areas that are deficient and include a plan of action to eliminate the deficiencies.

**Workforce Demographics**

With regard to our permanent employees, total males (47.73%) consistently remained below the Civilian Labor Force (CLF) (52.27%), whereas total females (52.27%) remained above the CLF (48.16%). Hispanic males (.57%) and Hispanic females (1.70%) represent a low participation rate compared to the CLF of (5.17%) and (4.79%), respectively. White males (34.94%) are slightly below the CLF (38.33%), and White females (25.57%) are well below the CLF (34.03%). Black males (7.39%) and Black females (18.75%) are above the CLF of (5.49%) males and (6.53%) females. Asian males (4.55%) and Asian females (4.83%) are above the CLF (1.97%) and (1.93%). Native Hawaiian/Other Pacific Islander males and females (0%) are below the CLF (0.07%). American Indian/Alaska Native males (0.28%) are slightly below the CLF (0.55%), and American Indian/Alaska Native females (0.85%) are above the CLF (0.53%). Two or more races males (0%) are below the CLF (0.26%) and two or more races females (0.57%) are above the participation rate compared to the CLF (0.28%).

A review of the workforce data as of September 30, 2016 indicates that the most significant disparity in participation rates among USITC employees, as compared to the Civilian Labor Force (CLF), continues to be among Hispanics, White and Black males, and people with targeted disabilities. Another disparity is found in the senior level positions where there is a significant underrepresentation of Hispanic, Black, and Asian males, as well as women in all groups.

This report primarily addresses the groups that have been identified as underrepresented. Other groups will continue to be monitored in regards to their participation rates in the USITC workforce. If we identify other groups that are underrepresented we will investigate if there are barriers that account for this underrepresentation and will take remedial actions if they are barriers we can address. Our consideration will extend to temporary employees whose numbers were significant in FY 2016.

Our specific demographic goal for FY 2017 is to increase representation for employees with disabilities by 1.0 percentage point, and continue working to increase representation until we reach the Federal goal of 2.0 percent.

#### **Essential Element A - Demonstrated Commitment from Agency Leadership**

The USITC's leadership continues to demonstrate a strong commitment to equal opportunity for all employees and applicants. On June 17th, 2016, a new Chairman was assigned to head the Commission. The Chairman issued his EEO policy letters and statements to affirm his commitment to EEO on September 15, 2016. The Office of Equal Employment Opportunity (OEEO) revisited and revised the agency's Alternative Dispute Resolution Policy and Anti-Harassment Policy. In addition, the agency's Reasonable Accommodations Procedures were approved by the Equal Employment Opportunity Commission.

During FY 2017, we will develop a handbook containing EEO and Diversity policies, practices, and procedures. The handbook will be posted on the internal and external website. In addition, each employee will receive an electronic and hard copy for easy access.

#### **Essential Element B - Integration of EEO into the Agency's Strategic Mission**

The Office of Equal Employment Opportunity (OEEO) is integrated into the Agency's Strategic Mission. The Office Director is a member of the Executive Management Council (EMC). The EMC discusses issues that affect or impact every aspect of the agency's operations and resources. Also, the Office Director is one of the nine voting members on the Human Capital Committee. This committee has responsibility for overseeing the agency's human resources services, such as: workforce planning and organizational development, awards, performance, recruitment and retention, employee relations, and training and development.

During FY 2017, EEO and Diversity will be incorporated in the Agency's Strategic Plan with actual performance measures.

#### **Essential Element C - Management and Program Accountability**

During FY 2016, USITC's OEEO continuously provided support in three areas to strengthen and assist the workforce in achieving positive results: 1) provide advice and assistance to managers/supervisors regarding their Equal Employment Opportunity (EEO) responsibilities; 2) conduct analyses on policies and procedures to ensure that unnecessary barriers are not present; and 3) ensure the workforce receives training in such areas as EEO, Diversity and Inclusion, teambuilding, and communication.

On March 8, 2016, the U.S. Equal Employment Opportunity Commission (EEOC), Office of Federal Operations (OFO) met with the U.S. International Trade Commission (USITC), to review the status of its EEO program with respect to its: (1) Schedule A Hiring; (2) anti-harassment program; (3) reasonable accommodation program; (4) barrier analysis focused on access to executive level positions; and (5) compliance with EEOC's Management Directives.

During the review EEOC made several recommendations that primarily focused on the underrepresentation of women in Senior Executive Service positions, career development opportunities for women in positions with upward mobility, and individuals with targeted disabilities. To address these recommendations we have or will be implementing several strategies. We intend to revisit the selection panel and process for higher grade positions to ensure diversity is considered when applicants are equally qualified. A Leadership Development Program (LDP) is in the developmental stage to address career advancement opportunities for women and other underrepresented groups. The LDP will complement the Mentor Program that was established and implemented during FY 2015. To address the low number of employees with targeted disabilities, we intend to provide training to managers on the Schedule A hiring authority, and assist managers in locating qualified applicants with targeted disabilities. We will continue to track applicant flow data through USA Staffing to determine which groups we need to reach. The Diversity and Inclusion Council Outreach Team will continue their relationships with numerous organizations, colleges, universities, and state and local government agencies to educate and build networks to increase the visibility of USITC's mission.

During FY 2016, all employees received and completed web based training on the EEO complaint process and the biennial training on the Notification and Federal Employee Antidiscrimination and Retaliation (NoFEAR) Act of 2002. Employees who arrived after the training completion date received the NoFEAR training during the new employee orientation. As of September 30, 2016, all current employees have received the NoFEAR training.

During FY 2017, the agency's workforce will receive annual EEO training that will be face-to-face to encourage discussion and ensure understanding of the EEO Complaint Process, Alternative Dispute Resolution, and Reasonable Accommodations.

#### **Essential Element D - Proactive Prevention of Unlawful Discrimination**

During FY 2016, USITC continued its formal Mentoring Program. The program provides employees with developmental opportunities in operational and soft skill areas. Currently, we have 16 mentees (grades GS-9 – GS-13) and 16 mentors (grades GS-15 and SES).

During FY 2016, the agency conducted a thorough review of all of its orders, directives, and policies to ensure they reflect current guidance and are fair and equitable.

During FY 2017, to maximize the agency's Pathway Program experience, the D&I Council will be conducting a workplace study involving Pathway participants and their managers. The study will identify how the Pathways participants are integrated in the agency and how their skills can be better utilized. Upon completion of the study, management will receive a briefing on the results. Furthermore, a guide or pamphlet with tips on how to get the most out of the Pathway's experience will be developed and distributed to participants and their managers.

During FY 2017, the D&I Council will launch a series of brown bag events to increase communication between offices. Although there is collaboration throughout the agency on various projects, we discovered through focus groups and conversations that many of the agency employees do not know the roles or operations of the other offices. The brown bag series will give participants an overview of the functions of each office and how it correlates with the agency's mission.

During FY 2017, the D&I Council will continue to conduct diversity events to promote a broad meaning of diversity that extends beyond race, gender, and ethnicity.

#### **Essential Element E – Efficiency**

During EEOC's, March 8, 2016 review, EEOC recommended the Commission acquire an automated complaint tracking system. Currently, the OEEO uses an excel spreadsheet to track EEO complaints, inquiries, and reasonable accommodation requests. The OEEO is working with the OCIO to ensure EEO complaint related data can be accurately tracked through automation by the end of FY 2017.

During FY 2016, the Form 462 identified that complaints were processed timely; complainants were offered ADR (one accepted), and there were no new formal complaints. The low number of complaints is due to an effective approach to early conflict resolution to resolve issues quickly, and managers' and employees' willingness to participate in an open dialogue to communicate concerns.

#### **Essential Element F -- Responsiveness and Legal Compliance**

During FY 2016, the USITC was in full compliance with federal EEO statutes and regulations, policy guidance, and other applicable written instructions. There were no findings of discrimination or judgments. There were two Reasonable Accommodations request that were processed timely. There were no formal complaints filed, and no investigations were conducted.

Our goal is to establish an environment where employees and supervisors are able to discuss issues openly without fear of reprisal, and employees are treated fairly based on their actual abilities and performance regardless of race, age, color, sex, religion, national origin, or disability. To facilitate this type of environment the OEEO regularly conducts focus groups with individual workgroups.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

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**Altivia Jackson**

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Principal EEO Director/Official for

**U.S. International Trade Commission**

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report  
is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee

Date