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Description of document: List of United States International Trade Commission (USITC) Administrative Orders, 2017

Appeal date: 23-September-2017

Released date: 31-October-2017

Posted date: 24- September-2018

Source of document: Freedom of Information Act Request
Chief FOIA Officer
500 E Street, SW
Washington, DC 20436
Fax: 202-205-2104

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Office of the Secretary



UNITED STATES INTERNATIONAL TRADE COMMISSION

Washington, D.C. 20436

October 31, 2017

Re: Appeal of Response to Freedom of Information Act (FOIA) Request 17-47

The Commission has considered the FOIA appeal set forth in your letter to the Chairman dated September 23, 2017, received on October 2, 2017. The Commission has determined to grant your appeal.

By letter dated September 20, 2017, the Secretary responded to your FOIA Request (No. 17-47), and under Exemption 2 (5 U.S.C. 552(b)(2)), withheld the Commission's listing of Administrative Orders from 2012 to the present. In your appeal, you requested that the Commission review the Secretary's denial.

A further review of the records withheld by the Secretary has resulted in a determination that the withheld record may be disclosed. Although the Commission has determined that Exemption 2 could be applied to portions of the listing, it is releasing the list of Administrative Orders from 2012 to the present in full. With regards to your request for Administrative Procedures, the Commission's search revealed that no records are maintained in a category of that name. Nonetheless, the Commission is providing a listing of its Directives (which are internal documents that set forth Commission policies and procedures) issued from 2012 to the present.

If you need any further assistance or would like to discuss any aspect of your request please do not hesitate to contact our FOIA Public Liaison Jacqueline Gross at 202-205-2595 or foia.se.se@usitc.gov.

You are hereby advised of your right to seek judicial review of the Commission's determination in the United States District Court pursuant to 5 U.S.C. § 552(a)(4)(B).

Both the Office of Government Information Services (OGIS) and our FOIA Public Liaison offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

By Mail:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS,
College Park, MD 20740-6001

By email:

ogis@nara.gov

By telephone or fax:

202-741-5770
202-741-5769 (fax)
Toll-free: 1-877-684-6448.

By Order of the Commission










Lisa R. Barton
Secretary to the Commission

Administrative Order Number	Administrative Order Name
12-01	Organizational Changes - Changes to Administrative Order 11-15
12-02	Chief Operating Officer - Designation
12-03	Performance Improvement Officer - Designation
12-04	Agency Acceptance of Holiday Party Invitations
12-05	Labor-Management Partnership Council Membership
12-06	Renaming the Natural Resources and Metals Division
12-07	Organizational Changes - Office of the Chief Financial Officer
12-08	Procedures for Performance Measurement, Verification, and Validation
12-09	Occupational Safety and Health Program
12-10	Labor-Management Occupational Safety and Health Committee – Change in Membership
12-11	Procurement Functions
12-12	Competition Advocate - Designation
12-13	Litigation Holds
12-14	Law Library Check-In and Check-Out Procedures
12-15	Executive Resources Board - Change in Membership
12-16	Incentive Awards Committee - Change in Membership
12-17	Designated Agency Ethics Official
12-18	Travel Official – Designation
13-01	Staffing in Commissioners Offices for FY 2013 - FY 2014
13-02	Executive Management Council - Charter
13-03	Standing Management Committees - Charter
13-04	Acceptance of Holiday Party Invitations
13-05	Information Technology Committee-Charter
13-06	Labor-Management Occupational Safety and Health Committee - Change in Membership
13-07	Changes in Membership of the SES Performance Review Board (PRB)
13-08	Designated Agency Ethics Official
13-09	13-09 Authorization of Partial Subsidy for Employee Parking and Significant Impairment Determination - Number Corrected
14-01	Designated Agency Ethics Official
14-02	Executive Resources Board (ERB) - Change in Membership
14-03	Performance Review Board (PRB) - Changes in Membership

14-04	Agency Acceptance of Holiday Party Invitations
14-05	Waiver of Recovery of Overpayments
14-06	Designation - Authority to Make Determinations on Waiver of Recovery of Overpayments
14-07	Organizational Changes - OAS and CFO
14-08	Chief Operating Officer - Designation
14-09	Procedures for Performance Measurement Verification and Validation
14-10	Senior Official for Overseeing Classified Information Sharing and Safeguarding Efforts - Designation
14-11	Executive Resources Board - Change in Membership
15-01	Labor-Management Occupational Safety and Health Committee - Change in Membership
15-02	Privacy Breach Notification Policy
15-03	Agency Acceptance of Holiday Party Invitations
15-04	Rule Waiver Concerning Participation in APO Breach Investigations
15-05	Staffing in Commissioners' Offices for FY 2015 and FY 2016
15-06	Authorizing Official for Information Systems - Designation
15-07	Organizational Changes - Office of the Chief Information Officer
15-08	Insider Threat Detection Program and Implementation Framework
15-09	Designation - Senior Accountable Officer for Employee Engagement AC
16-01	Acknowledgement and Disclaimer Provisions Regarding Disclosure of CBI or BPI
16-02	Agency Acceptance of Holiday Party Invitations
16-03	USITC Phased Retirement Program Final
16-04	USITC Physical Security Program
16-05	USITC Personnel Security and Suitability Program
16-06	Amended Authorization of Partial Subsidy for Employee Parking
16-07	Executive Resources Board - Change in Membership
17-01	Changes in Membership of the SES Performance Review Board (PRB)
17-02	Agency Acceptance of Holiday Party Invitations
17-03	Agency Acceptance of Food and Refreshment Offered to Employees by Host Companies while on Investigative Field Trips
17-04	Cancellation of Directives 1025.0 1031.1 and 1032.0

17-05	Cancellation of Administrative Order 03-02 Organizational Changes
17-06	Designation - Competition Advocate
17-07	Cancellation of Directives 3050.0 3051.0 3350.1 3550.3 3555.1 3605.0 and 4205.0
17-08	Joyce Rylyk Health and Fitness Program
17-09	Staffing in Commissioners' Offices for FY 2017
17-10	Executive Resources Board - Change in Membership
17-11	Administrative Order 17-11 Designation - Senior Accountable Official for Cybersecurity Risk Management
17-12	Privacy Breach Response Policy
17-13	Details of Employees Involving Competitive and Excepted Service Positions
17-14	Details Involving Senior Executive Service (SES) Positions

✓		Name	Doc Date
		1024.3 Office of Security and Support Services Mission and Functions Statement	... 6/24/2016
		Office of Security and Support Services Mission and Functions Statement	... 6/16/2016
		3150.2, USITC Records Management Program	... 6/14/2016
		1033.0, USITC Cyber Security Program	... 6/14/2016
		1340.1, USITC Management of National Security Classified and Controlled Unclassified Information	... 6/14/2016
		4802.1 SES Performance Management System	... 5/14/2013