

## U.S. INTERNATIONAL TRADE COMMISSION

### CONDITIONS OF EMPLOYMENT

The U.S. International Trade Commission's (USITC) mission is to: (1) administer U.S. trade remedy laws within its mandate in a fair and objective manner; (2) provide the President, the United Trade Representative (USTR), and Congress with independent, quality analysis, information, and support on matters of tariffs and international trade and competitiveness; and (3) maintain the Harmonized Tariff Schedule of the United States. In so doing, the USITC serves the public by implementing U.S. law and contributing to the development of sound and informed U.S. trade policy. As an employee of the Agency, the following special employment criteria govern employment with the USITC.

Citizenship: Except in rare circumstances, U.S. citizenship is required for employment with the USITC. All exceptions must be approved by the Chairman.

Security: All positions with the USITC require that the employee must be able to obtain and retain a SECRET security clearance.

Individuals may be conditionally appointed prior to completion of a full personal history background investigation, but continued employment with the USITC is contingent upon satisfactory completion of an investigation which results in a SECRET clearance. This investigation will include verification of experience, education, and personal history. All statements and claims made in employment and security forms are subject to investigative verification. In addition, all USITC employees are subject to reinvestigation every 10 years.

Drug Free Workplace: One element of ensuring a drug-free workplace is testing for drug use. USITC employees in positions designated as testing designated positions (TDP) are subject to random drug testing.

Financial Disclosure Reports: Employee financial disclosure reports are tools used by the agency's ethics personnel to determine whether the filer is in compliance with the Government's conflict of interest laws and regulations. An annual financial disclosure report is required for all GS-13 and above employees. Generally, the financial disclosure reporting requirement is completing a form that requires a disclosure of the employee's assets, liabilities, business associations, arrangements and gifts.

Code of Ethics: Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain.

To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of

ethical conduct standards contained in 18 USC § 202-208, 5 CFR Part 2635, and in supplemental agency regulations. All new employees are required to complete new ethics training within one month of their start date. Please contact the ethics office at 205-3088 for instructions. On an annual basis, all USITC employees are required to participate in ethics training.

Classified Information Nondisclosure Agreement: All employees are required to read and understand the policies and procedures for the handling and safeguarding of classified information and to sign the SF 312, Classified Information Nondisclosure Agreement. The agreement informs employees of (a) the trust that is placed in them by providing them access to classified information; (b) their responsibilities to protect that information from unauthorized disclosure; and (c) the consequences that may result from the failure to meet these responsibilities. In addition, all employees (permanent, temporary, term, and contract) must receive an annual information security briefing. Attendance at the briefing and/or certifying the receipt of briefing materials is mandatory.

Probationary Periods: Newly appointed Federal employees, supervisors, and attorneys are required to complete a one year probationary period.

Electronic Direct Deposit: Electronic direct deposit of net pay and reimbursements are mandatory for all employees. Electronic direct deposit assures that an employee's pay check is deposited at their designated financial institution on payday.

Agency Credit Card: All employees are required to use the USITC's government issued travel charge card for all official travel expenses unless an exemption has been granted. Charges and cash advances applied to the agency issued travel credit cards are limited to approved government travel expenses. Appropriate disciplinary action may be taken for using a government issued travel charge card for purposes other than those associated with official travel.

### CERTIFICATION

This is to certify that I have read and acknowledge the conditions of employment contained in this document.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE