

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of September 30, 2007)	PROGRESS Fourth Quarter, FY 2007	COMMENTS
<p>Initiative:</p> <p>HUMAN CAPITAL</p> <p>Bureau Lead: Ron Glaser</p> <p>DOC Initiative Owner: Deborah Jefferson</p> <p>DOC HC Officer: Janice Guinyard</p>	<p align="center"> Yellow</p> <p>Human Capital Planning <i>Comprehensive human capital plan</i> <u>X</u> aligns with agency mission and strategically integrates all HC planning efforts <u>X</u> results analyzed & used <i>Organizational structuring</i> <u>X</u> organizational structuring incorporates workforce planning <u>X</u> achieves efficiencies in performance, service and cost</p> <p>Human Capital Implementation <i>Leadership/Knowledge Management</i> <u>X</u> implements leadership succession strategies and meets milestones <u>X</u> meets competency gap and bench strength targets <i>Results-Oriented Performance Culture</i> <u>X</u> performance pilot implemented <u>X</u> SES, mgrs.' performance plans aligned, etc, <u>X</u> implemented strategies to address workforce diversity __ performance pilot completed (Q3 FY08) <u>X</u> 70%+ of employees covered by PM systems <u>X</u> utilizes workforce diversity to achieve results <i>Talent Management</i> <u>X</u> meets competency gap closure milestones <u>X</u> implements improve-hiring strategy <u>X</u> meets competency gap targets and significantly reduce vacancies in MCOs <u>X</u> meets hiring improvement targets</p> <p>Human Capital Evaluation <i>Accountability</i> __ delivers HCAR including SSM results (Q3 FY08) <u>X</u> conducts audits <u>X</u> takes corrective action __ HR customer service delivery target met (Q3 FY08)</p>	<p align="center"> Green</p> <p><u>Actions taken this quarter:</u></p> <ul style="list-style-type: none"> • Implemented a \$500K training fund and plan to address and take action to close the gaps in the ITA leadership and Technical Skills competencies. • Implemented an Employee Engagement Steering Group and Go Teams as part of the ITA HC initiative to improve ITA. • Successfully completed the ITA pilot on the Supervisory Leadership Development Program, an 80-hour comprehensive nine-month program with a pre and post assessment. 24 supervisors graduated. • Hosted an HR Open House for customers. • Developed and launched an ITA OHRM transactional Customer Satisfaction Survey. • Presented to the Training Officer's Council, ITA's progress in closing targeted competency gaps in ITA 's mission-critical occupations. Received a score of 4.2 out of 5. • Communicated guidance to ITA workforce on end-of-year FY 2007 summary ratings. • Hosted an Operation WarFighter active duty service member in coordination with the Department. • Attended the League of United Latin American Citizens annual conference in Chicago and a Florida International University Outreach Event in Miami, an institution with a 49% Hispanic student population. <p><u>Planned actions for next quarter:</u></p> <ul style="list-style-type: none"> • Submit Quarterly Hiring Timeline (July-Sep data). • Submit Annual HC Management Report, on leadership competency gap closure results on ITA specific MCO competency gaps. • Continue to improve performance management systems as needed. • Communicate to ITA workforce to participate the Commerce Annual Employee Survey (AES) in Oct/Nov. 	<ul style="list-style-type: none"> • ITA continues to make progress by demonstrating and documenting results based on the Human Capital initiative standards and PTB V deliverables. • ITA launched a human capital initiative and plan to improve the performance culture based on the results of the 2006 Federal Human Capital Survey • In order to retain the checkmark for "70%+ employees covered by PM systems", ITA must be scored using the OPM criteria to demonstrate that the appraisal and awards systems link effectively and PM system policy and procedures meet requirements. • ITA must continue to demonstrate measurable results in the areas of providing high quality HC services and products to customers as measured by feedback tools such as surveys and focus groups and implementing improvements based on results of audits.