



February 19, 2019

MEMORANDUM FOR: Gilbert B. Kaplan
Under Secretary of Commerce for International Trade
International Trade Administration

Carol N. Rice

FROM: Carol N. Rice
Assistant Inspector General for Audit and Evaluation

SUBJECT: Evaluation of the 2018 U.S. & Foreign Commercial Service Officer
Promotion Process (#2019-341)

We are initiating an evaluation of the U.S. & Foreign Commercial Service's (US&FCS) officer promotion process. Our objective is to determine whether US&FCS, which is part of the International Trade Administration's Global Markets business unit, adhered to applicable laws, regulations, and policies when conducting the 2018 officer promotion process.

We will contact your audit liaison to schedule an entrance conference, at which time we will discuss this evaluation in further detail. If you have any questions about this, please contact me at (202) 482-6020, or Patricia McBarnette, Audit Director, at (202) 482-3391.

We thank you in advance for your cooperation during this evaluation.

cc: Lisa Casias, Deputy Assistant Secretary for Administration
Ian Steff, Assistant Secretary for Global Markets and Director General of the U.S. and Foreign Commercial Service
Jennifer Eveland, Senior Management and Program Analyst, ITA
Blanche Ziv, Director, Organizational Excellence Division