

COURT SERVICES AND OFFENDER SUPERVISION AGENCY FOR THE DISTRICT OF COLUMBIA



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ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM PLAN ACCOMPLISHMENT REPORT

AND

HISPANIC EMPLOYMENT REPORT



FISCAL YEAR 2015 PLAN CERTIFICATION

Prepared By
Office of EEO, Diversity and Special Programs

December 1, 2014

**COURT SERVICES AND OFFENDER SUPERVISION AGENCY
FOR THE DISTRICT OF COLUMBIA**

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**ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2015**

A. Name and Address of Agency:

Court Services and Offender Supervision Agency for the District of Columbia
633 Indiana Avenue, NW
Washington, DC 20004

B. Name and Title of Designated FEORP Official (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

Vern Best, EEO Director, Office of EEO, Diversity and Special Programs
655 15th Street, NW, Suite 840, Washington, DC 20005
vern.best@csosa.gov; (202) 442-1680 (Office) (202) 442-1689 (Fax)

C. Name and Title of Contact Person (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

Michelle Payton-Kenner, Senior EEO Specialist
655 15th Street, NW, Suite 840, Washington, DC 20005
michelle.payton-kenner@csosa.gov; (202) 442-1683 (Office) (202) 442-1689 (Fax)

CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

SIGNATURE  DATE 12/11/14
Associate Director of Human Resources

SIGNATURE  DATE DEC 12 2014
Director, Equal Employment Opportunity

SIGNATURE  DATE DEC 12 2014
Director, Diversity and Inclusion

****Note**** If you are unable to use the digital signature function, please sign the Annual FEORP Plan Certification and send it electronically with your submission.

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2014 Plan Accomplishments

Guidance: Utilizing your FEORP plan from Fiscal Year 2014 indicate the goals that were set in each area based on the 3 goals of Diversity, Inclusion, Sustainability) and indicate the agency current outcomes using the benchmarks previously established. Below you will find an example that lists 2-3 strategies for each of the goal areas, which are broken out into Agency Objective, Strategic Activity, Benchmarks, and Outcomes.

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
Diversity	Develop a diversity and inclusion brochure (or other material) to present diversity and inclusion information to new employees during the hiring process.	<p>a. Distribute diversity and inclusion brochure at orientation along with recruitment and hiring packages at job fairs and Agency's special events.</p> <p>b. Deploy a member from the D&I Council to conduct a presentation of the Agency's D&I initiatives at new employee orientation and special Agency events.</p>	Within 30-60 days of new hires.	The Hispanic Employment Program Committee (HEPC) developed a pamphlet that is distributed at orientations and other events. The HEPC is planning in FY 2015 to expand the pamphlet to include all of CSOSA's D&I programs and opportunities.
Diversity	Work with the Agency's Office of Information Technology to allow the use of social media to target job openings to diverse groups.	Contact several large and mid-size agencies on how to track recruitment efforts and use of social media to target job opening.	Connect with one large and two mid-size agencies and provide information on recruitment programs through the use of social media.	Actions on contact with one large and two mid-size agencies on recruitment information and social media completed on March 30, 2014.
Diversity				

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2014 Plan Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
Inclusion	Establish a structured mentoring program within CSOSA.	Obtain a copy of Pretrial Services Agency (PSA) current mentoring program, along with several other agencies to structure CSOSA's formal mentoring program.	Formalize mentoring program to include developing guidance and policy, and explore cross-agency mentoring opportunities.	Mentoring guidance and policy was developed and is currently being vetted through the various program offices within CSOSA.
Inclusion	Develop and launch a formal shadowing program within CSOSA.	Review participant surveys from PSA's shadowing program to determine how to enhance the program.	Analyze data and share results with the D&I Council.	Planned Activity for FY 2015.

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2014 Plan Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
Sustainability	Establish Diversity and Inclusion Benchmarks.	a. Integrate diversity within organizational culture, and b. Establish D&I metric to include statistics on hiring, retention, promotion, EEO complaint activity, grievance, diversity of talent pipelines/outreach efforts, and employee affinity and resource groups.	Expand the use of student educational programs and internship to improve pipeline of diverse candidates for entry-level positions, and analyze and monitor applicant flow and hiring data on a quarterly basis.	D&I benchmarks were identified and some actions associated with those benchmarks were completed in FY 2012 and 2013 as it relates to metric on hiring, retention, promotion and EEO complaint activity. Diversity of talent pipelines/outreach efforts are currently being processed, and a Veterans' Affinity Groups was established in FY 2014.
Sustainability	Develop Skill Assessment	Develop skill assessment instrument that measures or identify skills and skill gaps of managers and supervisors at the GS-14 and above grade level.	Collaborate and support efforts taken by CSOSA's OHR to develop and administer a skill assessment instrument that is modeled after OPM's HCAP instrument.	Skill tool assessment was developed and implemented throughout the Agency in FY 2014.

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2015 Agency Plan

Guidance: Identify at least one strategy for each goal area from your Diversity & Inclusion Strategic Plan (based on the 3 goals of Diversity, Inclusion, Sustainability) that your agency will work on in Fiscal Year 2014. Below you will find an example that lists 2 - 3 Strategies for each of the goal areas, which are broken out into Agency Objective, Strategic Activity, Benchmarks, and Driver.

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Diversity	Reestablish the Agency's Disability Advisory Committee to oversee current workforce planning to ensure that the Agency is improving on its demographics for people with disabilities and in compliance with Executive Order 13548.	Select new Senior Executive to Chair the Disability Advisory Committee and new Committee members.	By the end of FY 2015.
Diversity	Use strategic hiring initiatives for people with disabilities and veterans, and support Special Emphasis Programs to promote diversity within the workforce.	Provide training and require all new managers to attend training on special hiring authorities, and collaborate with SEPM's who will act as advisor on hiring and promotions.	10-20% of newly hired managers attend training on Schedule A and other special hiring authorities and involve SEPM's in Human Capital Management Initiatives.
Diversity			

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2015 Agency Plan

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Inclusion	Promote diversity and inclusion in leadership development programs at grade levels GS 9-15.	Review leadership development programs at grade levels GS 9-15 to determine whether barriers exist.	Measure the total percentage of GS 9-15 by demographic group and compare with the percent of each group that participate in leadership development programs in the past 12 months.
Inclusion	Enhance CSOSA mentoring programs for employees at all grade levels with an emphasis on aspiring Executive level groups at the GS-13 and above grade level.	Measure the number of GS-13 and above grade level employees engaged in mentoring relationships by demographic categories.	Analysis of data and results shared.

Annual Federal Equal Opportunity Recruitment Program (FEORP)

CSOSA FY 2015 Agency Plan

Goal Area	Agency Objective	Strategic Activity	Benchmarks
Sustainability	Blend diversity into all learning and development initiatives.	Ensure all employees have access to D&I training and education to include the proper implementation of the Agency specific D&I Strategic Plan, as well as relevant legal requirement	# and % of employees participating in D&I training and education by demographics and grade levels.
Sustainability	Demonstrate leadership accountability, commitment, and involvement regarding D&I in the workplace.	Create and release D&I performance objectives that detail the responsibility of the agency leaders, managers, and employees in supporting D&I programs and policies.	D&I performance objectives released and rollout strategies for execution.

FEORP Progress Tracker

Court Services and Offenders Supervision Agency (CSOSA)
Fiscal Year 2014

PROGRESS TRACKER AND DEMOGRAPHIC DATA EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have some of the following characteristics:

Announcement	Organization announces program to all qualified groups and individuals.
Recruitment	Candidates are identified through a request for nominations or for applications to the program.
Competitive Selection	Organization screens and selects candidates based on merit system principles using predetermined criteria for program.
Training	Training program is finalized for selected participants which includes a formal training experience that may involve developmental assignments (continued service agreements usually required).
Monitoring	Organization monitors participants' training activities and progress in program against pre-established objectives.
Evaluation	Organization evaluates effectiveness of the formal training provided to individual participants and the effectiveness of the formal development itself in meeting organizational goals.

In order to complete FEORP report please email an electronic copy of this progress tracker to diversityandinclusion@opm.gov printed copies will not be accepted.

FEORP Progress Tracker

Mentoring -		Qualitative Questions (Yes or No)
Agency has A Formal Mentoring Program	Response	No
Mentoring Training provided	Response	No
Program is evaluated	Response	No
Feedback is provided	Response	No
Program is announced to all qualified individuals	Response	No
All employees briefed on agency's Diversity and Inclusion Policies	Response	Yes
Diversity and Inclusion Training -		Qualitative Questions (Yes or No)
Formal Diversity and Inclusion Training provided	Response	Yes
Training on unconscious bias provided	Response	Yes
All employees briefed on agency's Diversity and Inclusion Policies	Response	Yes
Diversity and Inclusion Council -		Qualitative Questions (Yes or No)
Agency has a Diversity and Inclusion Council	Response	Yes
Diversity and Inclusion Council has a charter	Response	Yes
Members have received training	Response	Yes
Council's mission is in alignment with agency	Response	Yes

CSOSA did not have a mentoring program in FY 2014. A mentoring program is planned for FY 2015

FEORP Progress Tracker

Development Program -	Qualitative Questions (Yes or No)
Agency has a Career Development Program	Response
	Yes
Program is evaluated	Response
	Yes
Program is announced to all qualified individuals	Response
	Yes

Mentoring -	Quantitative Questions (# or %)
Frequency of Program Evaluation (e.g., annually, quarterly etc.)	Response
	Quarterly
Percent of employees involved with mentoring	Response
	0.00%
Percent of SES involved with mentoring	Response
	0.00%
Percent of managers involved with mentoring	Response
	0.00%
Percent of supervisors involved with mentoring	Response
	0.00%
Count of employees involved with mentoring	Response
	0
Count of SES involved with mentoring	Response
	0
Count of managers involved with mentoring	Response
	0
Count of supervisors involved with mentoring	Response
	0
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	0

CSOSA did not have a mentoring program in FY 2014. A mentoring program is planned for FY 2015

FEORP Progress Tracker

Diversity and Inclusion Training-		Quantitative Questions (# or %)
Frequency of Diversity and Inclusion Training per year (e.g., annually, quarterly etc.)	Response	Quarterly
Percent of employees who have participated this year in formal Diversity and Inclusion Training	Response	27.00%
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response	0.00%
Count of employees who have participated in formal Diversity and Inclusion Training	Response	243
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response	0
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response	881
Diversity and Inclusion Council-		Quantitative Questions (# or %)
Frequency of council meetings in FY2013 (e.g., annually, quarterly etc.)	Response	Quarterly
Frequency of council events (e.g., annually, quarterly etc.)	Response	Quarterly
Percent of Senior Leadership on council	Response	44.44%
Percent of employees on council	Response	55.56%
Count of Senior Leadership on council	Response	8
Count of employees on council	Response	10
Total number of people on council	Response	18

CSOSA did not have a mentoring program in FY 2014. A mentoring program is planned for FY 2015

FEORP Progress Tracker

Development Program-	Quantitative Questions (# or %)
Percent of GS1-4 who participated	Response
	0.00%
Percent of GS 5-8 who participated	Response
	0.00%
Percent of GS 9-12 who participated	Response
	0.00%
Percent of GS 13-15 who participated	Response
	0.00%
Percent of SES who have participated	Response
	0.00%
Count of GS1-4 who have participated	Response
	0
Count of GS 5-8 who participated	Response
	0
Count of GS 9-12 who participated	Response
	0
Count of GS 13-15 who participated	Response
	0
Count of SES who participated	Response
	0
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	0

CSOSA did not have a mentoring program in FY 2014. A mentoring program is planned for FY 2015

FEORP Progress Tracker

Does your agency have a Diversity and Inclusion element in the following groups' performance plans (this may also be incorporated

1. D&I Element in SES performance plans

Yes or No	Percentage
Yes	0.00%

2. D&I Element in Mangement/Supervisor performance plans

Yes or No	Percentage
Yes	0.00%

3. D&I Element in employee performance plans

Yes or No	Percentage
No	0.00%

Demographic Information

Mentoring- (Mentee data)	Demographic Data
Percent of Asian American Mentees	Response
	0.00%
Percent of Black Mentees	Response
	0.00%
Percent of Hispanic Mentees	Response
	0.00%
Percent of Native American Mentees	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islander Mentees	Response
	0.00%
Percent of Mentees Two or More Races	Response
	0.00%
Percent of White Mentees	Response
	0.00%
Percent of Female Mentees	Response
	0.00%
Percent of Male Mentees	Response
	0.00%
Percent of Veteran Mentees	Response
	0.00%
Percent of Mentees that are People with Disabilities	Response
	0.00%
Total number of participants (The count used to calculate the Mentee percentages)	Response
	0

CSOSA did not have a mentoring program in FY 2014. A mentoring program is planned for FY 2015

Demographic Information

Mentoring- (Mentor data)	Demographic Data
Percent of Asian American Mentors	Response
	0.00%
Percent of Black Mentors	Response
	0.00%
Percent of Hispanic Mentors	Response
	0.00%
Percent of Native American Mentors	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islander Mentors	Response
	0.00%
Percent of Mentors Two or More Races	Response
	0.00%
Percent of White Mentors	Response
	0.00%
Percent of Female Mentors	Response
	0.00%
Percent of Male Mentors	Response
	0.00%
Percent of Veteran Mentors	Response
	0.00%
Percent of Mentors that are People with Disabilities	Response
	0.00%
Total number of Mentors (The count used to calculate the Mentor percentages)	Response
	0

CSOSA did not have a mentoring program in FY 2014. A mentoring program is planned for FY 2015

Demographic Information

Development Programs -	Demographic Data
Percent of Asian American taking part in Development Programs	Response
	0.00%
Percent of Blacks taking part in Development Programs	Response
	0.00%
Percent of Hispanics taking part in Development Programs	Response
	0.00%
Percent of Native Americans taking part in Development Programs	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs	Response
	0.00%
Percent of persons Two More or Races taking part in Development Programs	Response
	0.00%
Percent of Whites taking part in Development Programs	Response
	0.00%
Percent of Females taking part in Development Programs	Response
	0.00%
Percent of Males taking part in Development Programs	Response
	0.00%
Percent of Veterans taking part in Development Programs	Response
	0.00%
Percent of People with Disabilities taking part in Development Programs	Response
	0.00%
Total number of participants (The count used to calculate the Development Program participation percentages)	Response
	0

CSOSA did not have a mentoring program in FY 2014. A mentoring program is planned for FY 2015

FEORP Progress Tracker

Pretrial Services Agency (PSA)

Fiscal Year 2014

PROGRESS TRACKER AND DEMOGRAPHIC DATA EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have some of the following characteristics:

Announcement	Organization announces program to all qualified groups and individuals.
Recruitment	Candidates are identified through a request for nominations or for applications to the program.
Competitive Selection	Organization screens and selects candidates based on merit system principles using predetermined criteria for program.
Training	Training program is finalized for selected participants which includes a formal training experience that may involve developmental assignments (continued service agreements usually required).
Monitoring	Organization monitors participants' training activities and progress in program against pre-established objectives.
Evaluation	Organization evaluates effectiveness of the formal training provided to individual participants and the effectiveness of the formal development itself in meeting organizational goals.

In order to complete FEORP report please email an electronic copy of this progress tracker to diversityandinclusion@opm.gov printed copies will not be accepted.

FEORP Progress Tracker

Mentoring - Qualitative Questions (Yes or No)	
Agency has A Formal Mentoring Program	Response
	Yes
Mentoring Training provided	Response
	Yes
Program is evaluated	Response
	Yes
Feedback is provided	Response
	Yes
Program is announced to all qualified individuals	Response
	Yes
All employees briefed on agency's Diversity and Inclusion Policies	Response
	Yes
Diversity and Inclusion Training - Qualitative Questions (Yes or No)	
Formal Diversity and Inclusion Training provided	Response
	Yes
Training on unconscious bias provided	Response
	Yes
All employees briefed on agency's Diversity and Inclusion Policies	Response
	Yes
Diversity and Inclusion Council - Qualitative Questions (Yes or No)	
Agency has a Diversity and Inclusion Council	Response
	Yes
Diversity and Inclusion Council has a charter	Response
	Yes
Members have received training	Response
	Yes
Council's mission is in alignment with agency	Response
	Yes

FEORP Progress Tracker

Development Program -	Qualitative Questions (Yes or No)
Agency has a Career Development Program	Response
	Yes
Program is evaluated	Response
	Yes
Program is announced to all qualified individuals	Response
	Yes

Mentoring -	Quantitative Questions (# or %)
Frequency of Program Evaluation (e.g., annually, quarterly etc.)	Response
	Generally Annually
Percent of employees involved with mentoring	Response
	0.00%
Percent of SES involved with mentoring	Response
	0.00%
Percent of managers involved with mentoring	Response
	0.00%
Percent of supervisors involved with mentoring	Response
	0.00%
Count of employees involved with mentoring	Response
	0
Count of SES involved with mentoring	Response
	0
Count of managers involved with mentoring	Response
	0
Count of supervisors involved with mentoring	Response
	0
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	0

FEORP Progress Tracker

Diversity and Inclusion Training-		Quantitative Questions (# or %)
Frequency of Diversity and Inclusion Training per year (e.g., annually, quarterly etc.)	Response	when hired - mandatory, throughout the year - voluntary
	Response	20.00%
Percent of employees who have participated this year in formal Diversity and Inclusion Training	Response	45.45%
	Response	70
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response	5
	Response	375
Diversity and Inclusion Council-		Quantitative Questions (# or %)
Frequency of council meetings in FY2013 (e.g., annually, quarterly etc.)	Response	Quarterly
	Response	Quarterly
Percent of Senior Leadership on council	Response	36.36%
	Response	1.33%
Count of Senior Leadership on council	Response	4
	Response	5
Total number of people on council	Response	9

FEORP Progress Tracker

Development Program-	Quantitative Questions (# or %)
Percent of GS1-4 who participated	Response
	0.00%
Percent of GS 5-8 who participated	Response
	25.81%
Percent of GS 9-12 who participated	Response
	51.61%
Percent of GS 13-15 who participated	Response
	22.58%
Percent of SES who have participated	Response
	0.00%
Count of GS1-4 who have participated	Response
	0
Count of GS 5-8 who participated	Response
	8
Count of GS 9-12 who participated	Response
	16
Count of GS 13-15 who participated	Response
	7
Count of SES who participated	Response
	0
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	371

FEORP Progress Tracker

Does your agency have a Diversity and Inclusion element in the following groups' performance plans (this may also be incorporated

1. D&I Element in SES performance plans

Yes or No	Percentage
Yes	100.00%

2. D&I Element in Mangement/Supervisor performance plans

Yes or No	Percentage
Yes	100.00%

3. D&I Element in employee performance plans

Yes or No	Percentage
No	0.00%

Demographic Information

Mentoring- (Mentee data)	Demographic Data
Percent of Asian American Mentees	Response 0.00%
Percent of Black Mentees	Response 0.00%
Percent of Hispanic Mentees	Response 0.00%
Percent of Native American Mentees	Response 0.00%
Percent of Native Hawaiian/ Pacific Islander Mentees	Response 0.00%
Percent of Mentees Two or More Races	Response 0.00%
Percent of White Mentees	Response 0.00%
Percent of Female Mentees	Response 0.00%
Percent of Male Mentees	Response 0.00%
Percent of Veteran Mentees	Response 0.00%
Percent of Mentees that are People with Disabilities	Response 0.00%
Total number of participants (The count used to calculate the Mentee percentages)	Response 0

Demographic Information

Mentoring- (Mentor data)	Demographic Data
Percent of Asian American Mentors	Response
	0.00%
Percent of Black Mentors	Response
	0.00%
Percent of Hispanic Mentors	Response
	0.00%
Percent of Native American Mentors	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islander Mentors	Response
	0.00%
Percent of Mentors Two or More Races	Response
	0.00%
Percent of White Mentors	Response
	0.00%
Percent of Female Mentors	Response
	0.00%
Percent of Male Mentors	Response
	0.00%
Percent of Veteran Mentors	Response
	0.00%
Percent of Mentors that are People with Disabilities	Response
	0.00%
Total number of Mentors (The count used to calculate the Mentor percentages)	Response
	0

Demographic Information

Development Programs -	Demographic Data
Percent of Asian American taking part in Development Programs	Response
	0.00%
Percent of Blacks taking part in Development Programs	Response
	83.87%
Percent of Hispanics taking part in Development Programs	Response
	9.68%
Percent of Native Americans taking part in Development Programs	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs	Response
	0.00%
Percent of persons Two More or Races taking part in Development Programs	Response
	0.00%
Percent of Whites taking part in Development Programs	Response
	6.45%
Percent of Females taking part in Development Programs	Response
	64.52%
Percent of Males taking part in Development Programs	Response
	35.48%
Percent of Veterans taking part in Development Programs	Response
	3.23%
Percent of People with Disabilities taking part in Development Programs	Response
	9.68%
Total number of participants (The count used to calculate the Development Program participation percentages)	Response
	31



Identify a policy, practice or procedures where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan.

In compliance with FEORP's annual reporting requirement, the Court Services and Offender Supervision Agency (CSOSA) and Pretrial Services Agency (PSA), an independent entity within CSOSA, will highlight the progress it has made in implementing some of the strategies outlined in its FY 2012-2014 Diversity and Inclusion Strategic Plan. For the purposes of this report, in some instances, CSOSA and PSA will be referred to jointly as the "Agency." The Agency's D&I Strategic Plan was aligned with our human capital management strategic objectives to recruit, develop, and retain a competent, committed, and diverse workforce that reflects the communities we serve. Our D&I Strategic Plan are based on OPM's three goals of *Workforce Diversity*, *Workplace Inclusion*, and *Sustainability*.

In our agency's Diversity and Strategic Plan, one of our benchmarks identified under *Workforce Diversity* was to better utilize details, cross-training, leadership development, and non-monetary rewards throughout the Agency. In FY 14, CSOSA's Office of Human Resources (OHR) rolled out the new Leadership Competency Assessment tool that is being used to help the Agency build a leadership pipeline, and aid the Agency in better concentrating resources on appropriate employee training, and development activities. The assessment results will benefit staff by assisting employees in determining what skills they should concentrate on if they would like to move into an upper-level leadership position within the Federal government. OHR is also working with each program office to develop specific steps to address employee morale and other challenge areas identified in CSOSA's results from the Federal Employee Viewpoint Survey (EVS). These results will allow staff in several offices to have more direct input into how their work environment can be enhanced. Also, in FY 2014, a Veterans affinity group was established agency-wide.

As part of the Diversity Council, the Human Capital Officer who is a member of the *Workforce Diversity (Recruitment and Retention)* subcommittee worked on developing and implementing an action plan to increase the positive response rate on CSOSA's FEVS. Additionally, PSA's Office of Strategic Development (OSD) conducted focus groups designed to further explore FEVS responses with staff.

Under our goal of *Sustainability* in FY 14, the Sustainability Committee was tasked with exploring the feasibility of establishing an agency-wide rotational assignment module. As a result, the Agency is in the developmental stages of establishing not only a rotational assignment module, but also a mentoring program which is being vetted through the various program offices for release in FY 2015.

Additionally, in FY 2014, the Directors of CSOSA and PSA developed and released a combined memorandum on EEO and Diversity reaffirming their personal commitment to promoting diversity and inclusion within CSOSA and PSA, and ensuring true equal employment opportunities for every employee and applicant for employment.

In FY 2014, OHR continued to recruit using CSOSA-wide vacancy announcements, reassignments and non-competitive appointments. Also in FY 2014, OHR continued to provide informal mentoring/coaching and Individual Development Plans (IDP) which is offered through CSOSA's Training and Career Development Center. Additionally, listed below are groups CSOSA has maintained contact with for the purpose of recruiting and filling core positions within the Agency. This list reflects the recruitment efforts that were pursued during FY 14.

In FY 14, OHR in collaboration with EEO participated in the following job fairs:

- Eleanor Holmes Norton Job Fair, Washington, DC
- Quantico Marine Base Job Fair for Veterans

Additionally, to assist with the anticipated hiring for the agency, the Agency continued its long standing partnerships and offering of non-paid internships with the following academic institutions:

- American University, Washington D.C.
- Howard University, Washington D.C.
- [Virginia Commonwealth University](#), Richmond VA
- George Mason University, Fairfax, VA
- George Washington University, Washington DC
- Gallaudet College, Washington DC
- University of Maryland, College Park MD
- Catholic University, Washington, D.C.
- George Washington, Washington, D.C.
- Towson, University, Towson, MD
- Bowie State University
- The Chicago School of Professional Psychology, DC

In FY 14, OHR continued its partnership with the Virginia Department of Rehabilitative Services (VDRS) in which all CSOSA vacancy announcements are forwarded to the Business Development Manager, and the HR Specialist works with the manager to find job matches for individuals seeking employment through the VDRS. Additionally, in FY 14, OHR continued to disseminate vacancy announcements via email to local colleges and universities.

STRATEGIES ACTIVITIES OR ACTIONS RELATED TO HISPANIC EMPLOYMENT

Strategic activities or action related to Hispanic employment. Identify strategic activities or actions the agency is implementing, or will implement, to address the underrepresentation and retention of Hispanics. Of particular interest is the collection of applicant flow data to identify and address barriers to employment and promotion.

In FY 2014, the Hispanic Employment Program Committee (HEPC) continued its work on developing a survey which will be used to assess the needs and barriers of Hispanic employees who are currently employed with CSOSA and PSA. The survey was conducted by the Hispanic Employment Program Manager (HEPM) and submitted to the Diversity and Inclusion Council for consideration. Many of the survey questions were similar to the Federal Employee Viewpoint Survey (FEVS), and the results showed the commonality with other groups in the agency and disparity in other areas of the survey.

In FY 2014, the HEPC released a new edition of the Newsletter titled “*La Diversidad*” which highlights and celebrates the Hispanic workforce within the Agency, but also celebrates the Latino experience in America. The articles are thought-provoking and informative about the issues impacting the Latino community and the Agency’s Hispanic workforce.

In FY 2014, CSOSA’s and PSA’s Offices of Financial Management allocated funds for the Foreign Language Award, for those Hispanic employees who use their bilingual language skills in the performance of their duties. With the issuance of this year’s award, morale among Hispanic employees within the workforce has improved.

In FY 2014, the Agency extended its Memorandum of Understanding (MOU) with the Columbia Heights Educational Campus (CHEC) to include development of internship opportunities. Additionally, in FY 2014, funding was approved to host two Hispanic Association of Colleges and Universities (HACU) interns.

In FY 2014, many Hispanic and non-Hispanic employees attended the LULAC Federal Training Institute held in Washington, DC to obtain mentoring, networking opportunities, and career progression information in preparation for applying for higher grade level positions at the GS-13 through senior executive service.

In FY 2014, the HEPC continued its outreach efforts with organizations such as the Mayor’s Office of Latino Affairs (OLA), League of United Latin American Citizens (LULAC), the National Council of Hispanic Employment Program Managers (NCHEPM), and other federal agencies to identify the best practices for recruitment and outreach of Hispanics.

In FY 2014, PSA continues to expand its outreach efforts to groups that are underrepresented in the workforce, with particular focus on Hispanic recruitment. PSA continues to research and build relationships with organizations with a high constituency of Hispanics and organizations with the ability to connect Hispanic job seekers with the organization through efforts of CSOSA's special emphasis groups.

PLANNED ACTIVITIES FOR FY 2015

In FY 2015, the HEPC will implement new social media outreach not only to the Agency's Hispanic workforce, but also to other interested applicants who are interested in employment with CSOSA and PSA.

In FY 2015, the HEPC will conduct research to further evaluate the bilingual language skills of new hires and existing employees within the Agency's workforce.

In FY 2015, the HEPC in collaboration with OHR and OHCM will look at developing internship opportunities for many high school students to get a glimpse of the Agency's criminal justice program.

In FY 2015, the HEPC will implement a Flash Mentoring program to acquire a better understanding of the needs of the Agency's Hispanic workforce, and move forward with an in-house mentoring/mentorship program to assist interested parties in progressing to the GS-13 or higher grade levels with minimal barriers to the application process.



**STRATEGIC ACTIVITIES OR ACTIONS RELATED TO
THE EMPLOYMENT OF PEOPLE WITH DISABILITIES**

Identify strategic activities or actions the agency is implementing to meet the goals set forth in Executive Order 13548-Increasing Federal Employment of Individuals with Disabilities.

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

In FY 2014, CSOSA continued its ongoing partnership with the Department of Rehabilitative Services (DRS) to assist individuals with disabilities in securing gainful employment commensurate with their abilities and capabilities.

In FY 2014, CSOSA continued to work with the Wounded Warrior Regiment - Career Resource Management Center at Quantico and the DC Department on Disability Services, Rehabilitation Services to hire disabled individuals and provide those individuals with work experience.

In FY 2014, CSOSA continued to provide employees with disabilities with a multitude of trainings and developmental opportunities. This allowed individuals to gain skills and competencies needed for successful performance of their jobs, and to further enhance their career opportunities.

PRETRIAL SERVICES AGENCY

In support of the CSOSA/PSA Diversity and Inclusion Strategic Plan goal to “provide training for recruiting and hiring officials and staffing personnel about working with persons with disabilities, reasonable accommodation, and accessibility issues,” PSA executive management required that disability awareness training be made mandatory for all PSA supervisors and Office of Human Capital Management (OHCM) employees. In addition, training on providing reasonable accommodation for employees with disabilities has been made mandatory for all PSA supervisors. Moreover, employees are now required to take this training. Through this training, PSA intends to increase awareness of how persons with disabilities can contribute to its mission-critical efforts and improve Schedule A hiring efforts.

PSA’s continued support of diversity and prohibition of discrimination is illustrated in the percentage of positive responses by PSA employees to the following two questions on the 2014 Federal Employee Viewpoint Survey:

- Seventy percent (70%) of PSA’s employees provided positive responses to the question “Policies and programs promote diversity in the workplace (for example, recruiting minorities and women, training in awareness of diversity issues, mentoring)” as compared to 56% of the government-wide sample.

- Seventy-four percent (74%) of PSA employees provided positive responses to the question “Prohibited Personnel Practices (for example, illegally discriminating for or against any employee/applicant, obstructing a person’s right to compete for employment, knowingly violating veterans’ preference requirements) are not tolerated” as compared to 65% of the government-wide sample.



WORKFORCE ANALYSIS AND APPLICANT FLOW

WORKFORCE ANALYSIS

The Agency's total workforce, including permanent and temporary employees, decreased from 1218 at the end of FY 13 to 1180 in FY 14. Much of the Agency loss for FY 14 was due mainly to retirements and buy-outs through VERA/VISP. As in FY 13, women continued to comprise the majority of the Agency's workforce (64.4% or 760 employees). Correspondingly, males comprised 35.6% (420) of the Agency's total workforce.

Likewise, black employees continue to constitute the major racial group of the Agency's workforce. In FY 14, this group also experienced a decrease in the overall number of employees going from (976) of 1218 in FY 13 to (937) of 1180 in FY 14. The cumulative percentage of non-black minorities--Hispanic, Asian, Native Hawaiian, American Indian/Alaska Native, and individuals of two or more races increased from 7.72% (94 of 1218) in FY 13 to 7.80% (92 of 1180) in FY 14.

Along with the increases of the combined total of non-black minorities in the Agency, there was a decrease in the individual participation rate of Hispanics from 4.03% (49) in FY 13 to 3.90% (46) in FY 14. There was a slight numerical increase in the participate rate of Asians 2.06% (25) in FY 13 to 2.29% (27) in FY 14. The participation rate of American Indian/Alaska Native changed slightly from 0.50% (6) in FY 13 to 0.51% (6) in FY 14. Similarly, employees who are of two or more races remained relatively the same from 0.99%(12) in FY 13 to 0.94 (11) in FY 14. Additionally, at the end of the reporting period, Native Hawaiian or Other Pacific Islander increased to 2 or 0.17% of our workforce.

HISPANIC EMPLOYMENT

Hispanic employment in the Agency's workforce represents 3.90% (46) of the workforce as of September 30, 2014, compared to 9.96% of the civilian labor force (CLF) based on the 2010 Census data and 7.81% compared to the government-wide participation rate of 2011.

Hispanic men represent 1.78% (21) of the Agency's workforce in comparison to 5.17% of the CLF; and Hispanic women represent 2.12% (25) of the Agency's workforce in comparison of 4.79% of the CLF.

MAJOR OCCUPATIONS

With respect to the race/ethnicity and gender distribution of employees across major occupational groups, 55.6% (656) of the Agency's workforce is in the Social Science series (0101), and of those 656 employees, 66.16% (434) are female. Black employees constitute 80.8% (530) of the employees in this series, white employees are 10.83% (71), Hispanic employees are 5.64% (37), Asian employees are 1.22% (8), Native Hawaiian or Other Pacific

Islander are 0.15% (1), American Indian/Alaska Native employees are 0.30% (2), and employees of two or more races are 1.07% (7) of this occupational category.

The next largest mission critical occupation is that of Miscellaneous Clerk and Assistant series 0303. Of the 95 employees in this series, 94.7% (90) are female and 5.26% (5) are male. In terms of race and national origin, 5.26% (5) are white, 93.7% (89) are black, and 1.05% (1) are of two or more races. There are no Hispanics, White males, Asians, or American Indian/Alaska Native employees in this occupational category.

The next largest mission critical occupation is that of Social Science Aid and Technician series 0102, and of the 71 employees in this series, 52.13% (37) are male and 47.9% (34) are female. In terms of race and national origin, 4.23% (3) are Hispanic, 8.45% (6) are white, 84.5% (60) are black, 1.41% (1) is Asian, and 1.41% (1) is American Indian/Alaska Native in this occupational category.

APPLICANT FLOW DATA

For a number of years now, CSOSA has continued to use AVUE Technologies Corporation as its automated employment platform. Identification of race, gender and ethnicity is voluntary, and typically 94% of the job applicants self-identify. The quality of the applicant flow data that CSOSA has been receiving through AVUE is reliable. CSOSA has used this data to target its recruitment efforts to underrepresented groups in CSOSA's workforce, and to evaluate the effectiveness of this targeted recruitment effort. Thus far, the process has been working smoothly and CSOSA sees no need to modify its collection of applicant flow data.

In FY 14, there were 19 new hires in the Agency's workforce, four of whom did not self-identify their RNO status. Of the 15 new hires who identified themselves in the AVUE system, 1 or 6.7% was Hispanic, 4 or 26.6% were white, 7 or 46.7% were black, 1 or 6.7% was Asian, and 2 or 13.3% were two or more races.

Unlike the national civilian labor force (NCLF), white employees are identified as a minority in the Agency's workforce, and have been targeted as an underrepresented group for our recruitment efforts. The participation rate of white employees in the Agency's workforce increased from 12.2% (148) in FY 13 to 12.8% (151) in FY 14.