



**COURT SERVICES AND OFFENDER SUPERVISION AGENCY  
FOR THE DISTRICT OF COLUMBIA  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MANAGEMENT DIRECTIVE 715  
OCTOBER 1, 2013 – SEPTEMBER 30, 2014**



**Prepared By:  
Office of Equal Employment Opportunity,  
Diversity and Special Programs**

| EEOC FORM<br>715-01<br>PART A - D  | <i>U.S. Equal Employment Opportunity Commission</i><br>FEDERAL AGENCY ANNUAL<br>EEO PROGRAM STATUS REPORT |   |   |                |
|--|---|---|---|----------------|
| <b>For period covering October 1,2013, to September 30,2014.</b>                               |   |   |   |                |
| <b>PART A</b><br>Department<br>or Agency<br>Identifying<br>Information                         | <b>1. Agency</b>  |   | <b>1. Court Services and Offender Supervision Agency for the District of Columbia</b> |                |
|  | 1.a. 2 <sup>nd</sup> level reporting component  |   |   |                |
|  | 1.b. 3 <sup>rd</sup> level reporting component  |   |   |                |
|  | 1.c. 4 <sup>th</sup> level reporting component  |   |   |                |
|  | <b>2. Address</b>   |   | <b>2. 633 Indiana Avenue, NW</b>  |                |
|  | <b>3. City, State, Zip Code</b>   |   | <b>3. Washington, DC 20005-5705</b>   |                |
|  | 4. CPDF Code  | 5. FIPS code(s)   | 4. <b>CD1010</b>  | 5. <b>8840</b> |
| <b>PART B</b><br>Total<br>Employment   | 1. Enter total number of permanent full-time and part-time employees                                      |   |   | 1. <b>1171</b> |
|  | 2. Enter total number of temporary employees  |   |   | 2. <b>9</b>    |
|  | 3. Enter total number employees paid from non-appropriated funds  |   |   | 3. <b>0</b>    |
|  | <b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>  |   |   | <b>4. 1180</b> |
| <b>PART C</b><br>Agency<br>Official(s)<br>Responsible<br>For Oversight<br>of EEO<br>Program(s) | 1. Head of Agency Official Title  |   | <b>1. Nancy M. Ware, Director</b>   |                |
|  | 2. Agency Head Designee   |   | <b>2. James Berry, Deputy Director</b>  |                |
|  | 3. Principal EEO Director/Official Official Title/series/grade  |   | <b>3. Vern Best, Director of EEO, GS-0260-15</b>                                      |                |
|  | 4. Title VII Affirmative EEO Program Official   |   | <b>4. Michelle Payton-Kenner, Senior EEO Specialist/Special Programs Manager</b>      |                |
|  | 5. Section 501 Affirmative Action Program Official  |   | <b>5.</b>   |                |
|  | 6. Complaint Processing Program Manager   |   | <b>6. Angela Fox, EEO Specialist/Compliance Officer</b>                               |                |
|  | 7. Other Responsible EEO Staff  |   | Johanna Aragon, Hispanic Employment Program Manager                                   |                |
| Tarinna Terrell, Federal Women's Program Manager   |   |   |   |                |
| Brasilia Lowe, Disability Employment Program Manager   |   |   |   |                |
|  |   | Hyun-Ju E. Park, Asian-Pacific American Program Manager |   |                |

| EEOC FORM<br>715-01<br>PART A - D  | U.S. Equal Employment Opportunity Commission<br>FEDERAL AGENCY ANNUAL<br>EEO PROGRAM STATUS REPORT |   |                        |
|--|--|---|------------------------|
| <b>PART D</b><br>List of Subordinate Components Covered in This Report                                   | Subordinate Component and Location<br>(City/State)   |   | CPDF and FIPS<br>codes |
|  | CSOSA and PSA  |   | CD1010      8840       |
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| EEOC FORMS and Documents Included With This Report   |  |   |                        |
| *Executive Summary [FORM 715-01 PART E], that includes:  | X  | *Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]   |                        |
| Brief paragraph describing the agency's mission and mission-related functions                            | X  | *EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement                         |                        |
| Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"                | X  | *EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier  |                        |
| Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF          | X  | *Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J] |                        |
| Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies  | X  | *Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans   |                        |
| Summary of EEO Plan action items implemented or accomplished   | X  | *Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues      |                        |
| *Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]     | X  | *Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects   |                        |
| *Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements | X  | *Organizational Chart   |                        |

# **EXECUTIVE SUMMARY**

## **EXECUTIVE SUMMARY**

This report, prepared pursuant to Equal Employment Commission Management Directive 715, presents an assessment of the progress made toward establishing a model EEO program by the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA), and the independent entity within it, the Pretrial Services Agency for the District of Columbia (PSA) in Fiscal Year 2014. CSOSA's Annual EEO Program Status Report highlights our efforts to identify and eliminate barriers to the equitable treatment of all employees within the Agency, and reaffirms our commitment to ensure equal employment opportunity and promote workforce diversity.

CSOSA was established by Congress to consolidate parole, probation, supervised release and pretrial functions for the District of Columbia under a single federal executive branch agency. CSOSA provides community supervision to adult offenders on probation, parole and supervised release in the District of Columbia. PSA provides release recommendations to the Court and pretrial supervision of defendants released into the community. Throughout this report, CSOSA and PSA will be referred to collectively as the "Agency."

CSOSA's mission is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. PSA's mission is to promote pretrial justice and community safety by assisting judicial officers in making appropriate release decisions, and by providing supervision and pro-social interventions to defendants released into the community.

The Agency will continue to demonstrate a full commitment to EEO principles in all of its activities. We are confident that by continuing the incremental progress outlined in this report, we will reach our goal of operating a model EEO program as envisioned by EEOC.

## WORKFORCE ANALYSIS

### WORKFORCE ANALYSIS SUMMARY

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 losses in FY 14 were due to not being able to recruit nor hire for one of its major components, which is Community Supervision Services, and not being able to recruit in relation to the total separations, i.e. resignations, retirements, transfers, deaths, and buy-outs through VERA/VISP. During FY 2014, we also had a soft hiring freeze in place. 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. **(Workforce Data Table A1)**<sup>1</sup>

Similarly, black employees continue to constitute the major racial group of the Agency's workforce. In FY 14, this group experienced an almost 1% decrease in its overall number of employees going from (976) of 1218 in FY 13 to (937) of 1180 in FY 14. There was a slight cumulative increase of non-black minorities--Hispanic, Asian, Native Hawaiian, American Indian/Alaska Native, and individuals of two or more races. This increase went from 7.72% (94 of 1218) in FY 13 to 7.80% (92 of 1180) in FY 14. **(Workforce Data Table A1)**

While the combined total of non-black minorities grew this past fiscal year, individual ethnic groups, experienced a decrease in their participation rate. Hispanics' participation rate, for instance, went from 4.03% (49) in FY 13 to 3.90% (46) in FY 14. On the other hand, there was a slight numerical increase in the participation rate of Asians 2.06% (25) in FY 13 to 2.29% (27) in FY 14. The participation rate of American Indian/Alaska Native essentially remained the same going 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 1.0% (12) in FY 13 to 0.94% (11) in FY 14. There was no change at the end of the reporting period of Native Hawaiian or Other Pacific Islander who remained at 2 or 0.16% of our workforce. **(Workforce Data Table A1)**

### MAJOR OCCUPATIONS

With respect to the race/ethnicity and gender distribution of employees across major occupational groups, 56.0% (656) of the Agency's workforce is in the Social Science series (0101), and of those 66.2% (434) are female. Black employees constitute 81% (530) of the employees in this series, white employees are 10.8% (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/Alaskan Natives 0.30% (2), and two or more races 1.1% (7). **(Workforce Data Table A6)**

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Footnote<sup>1</sup>: In FY 13, we reported a permanent and temporary workforce of 1220. Subsequent reports from NFC revealed that the size of the workforce at the end of FY 13 was 1218. Accordingly, we will be using the 1218 figure as a prior year workforce size for comparison purposes with FY 13.

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 1.1% (1) is of two or more races. There are no Hispanics, White males, Asians, or American Indian/Alaska Native employees in this occupational category. (**Workforce Data Table A6**)

The next largest mission critical occupation is that of Social Science Aid and Technician series 0102, and of the 71 employees in this series, 52.11% (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. (**Workforce Data Table A6**)

The next largest mission critical occupation is that of Information Technology series 2210, and of the 64 employees in this series, 62.5% (40) are male and 37.5% (24) are females. In terms of race and national origin, 1.6% (1) is Hispanic, 26.6% (17) are white, 50.0% (32) are black, 18.8% (12) are Asian, 1.6% (1) is American Indian or Alaska Native, and 1.6% (1) is of two or more races in this occupational category. (**Workforce Data Table A6**)

#### **INTERNAL COMPETITIVE PROMOTIONS FOR THE MAJOR OCCUPATIONS**

Internal competitive promotions remained the same between FY 13 and FY 14. There were five internal competitive promotions in FY 14; two in the occupational category of Social Science (0101), and three in other non-major occupational categories of 0260, Equal Employment Opportunity, and 0343, Management Program Analysis. Both employees promoted in FY 14 in the Social Science category of 0101, were male, one Hispanic and one was white. In the other non-major occupational category internal competitive promotions, one was a black male, a black female, and an Asian male. (**Workforce Data Table A9**)

#### **INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14/15 AND SES)**

In FY 14, there was a white male selected for a SES position. At the senior grades of 13 through 15, there were two selections made. One of the selectees was a white male and the other was a black female. (**Workforce Data Table A11**)

#### **SEPARATIONS**

In FY 14, there was a sharp increase in the number of separations 75 in comparison to 60 in FY 13. Fifty-one (68.0%) of the 75 separating employees in FY 14 were female, 24 (32.0%) were male, 4 (5.34%) were Hispanic, 11 (14.7%) were white, 58 (77.3%) were black, 1 (1.33%) was Asian, and 1(1.33%) was two or more races. Voluntary separations accounted for 100% of all separations in FY 13 and 99% (74) of all separations in FY 14. We attribute this increase in the separation rate in part to the fact that CSOSA offered buy-outs to eligible employees via VERA and VSIP, which accounted for nine of the separations. (**Workforce Data Table A14**)

Also, in FY 14, of the 75 employees who separated from the Agency, five or 6.67% had disabilities. **(Workforce Data Table B14)**

### **PERSONS WITH TARGETED DISABILITIES**

In FY 14, there was no statistical change in the number of persons with targeted disabilities (PWTD) employed by the Agency. As previously stated in our Strategic Plan for Increasing Employment of People with Disabilities we established a goal of a 100% increase in the number of PWTD in our workforce by the end of FY 16. The five current PWTD represents a 0.42% participation rate in our Agency's permanent workforce. Given that CSOSA and PSA are criminal justice agencies; our goal is to increase the participation rate of PWTD in our workforce to 1% by the end of year 2016.

It is further noted that 78 or 6.66% of our permanent workforce has self-identified as having a disability. When the participation rate of both PWTD and employees with other disabilities is considered, 7.11% of our Agency's workforce has a disability. **(Workforce Data Table B1)**

The grade distribution for persons with disabilities (PWD) across the general pay schedules is consistent with that of the Agency's general workforce. The majority of PWDs are clustered at the GS- 12 and above grade levels. **(Workforce Data Table B4-2)**

Of the 78 permanent employees with disabilities in FY 14, 46 (60%) held positions at the GS-12 and above grade level, 32 (41.0%) at grades GS-11 and below. **(Workforce Data Table B1 and B4-2).**

### **APPLICANT FLOW**

For a number of years now, CSOSA has continued to contract with the AVUE Technologies Corporation for 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.

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 of two or more races. **(Workforce Data Table A8)**

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 recruitment purposes. 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.

## **TRIGGERS AND BARRIERS**

In FY 14, the Agency continued to have a lower participation rate of Hispanics (3.90%) in the total workforce as compared to their availability in the 2010 CLF of (9.96%). **(Workforce Data Table A1)**

In FY 14, the Agency continued to have a lower participation rate of white employees in the Major Occupation of Social Science (10.82%) as compared to their representation in the CLF (82.46%). Similarly, the representation of white employees in the Major Occupation of Social Science Aide (8.45%) was well below their representation in the 2010 CLF of (72.4%). **(Workforce Data Tables A1 and A6)**

In FY 14, the Agency continued to have a lower participation rate of Asians (2.29%) in the total workforce as compared to their participation in the 2010 CLF of (3.9%). **(Workforce Data Table A1)**

With respect to the senior grade levels, namely grades GS-13 to SES, in FY 14, the Agency had a low participation rate of Hispanics and black females in these grade levels as compared to their participation rate in the Agency's permanent workforce. Specifically, we note that of the 308 employees at these grade levels, only 7 or 2.27% are Hispanic and only 127 or 41.23% are black females. **(Workforce Data Tables A1 and A4-1)**

In FY 14, the Agency had a low participation rate of white employees (151 or 12.8%) in the total workforce as compared to their availability in the CLF of (72.4%). In terms of attrition, a higher percentage of whites, 14.7% separated from the Agency in FY 2014, then their participation rate in the workforce as a whole of 12.8%. **(Workforce Data Tables A1 and A4-1)**

The Agency also had a lower than expected participation rate of Persons with Targeted Disabilities (0.42%), in its total workforce as compared to the federal aspirational goal of (2.0%) for this protected group.

## **EEO COMPLAINT TRENDS**

In FY 2014, the Agency continued its efforts to promote the use of Alternative Dispute Resolution (ADR) to resolve complaints at the earliest stage possible. During FY 2014, twelve (12) informal EEO complainants' were offered mediation, and six (6) of the twelve accepted mediation. Of the six (6) informal complaints that underwent mediation, two (2) were resolved through the ADR process and four (4) were not.

In FY 2014, the Agency continued to review EEO complaint data to identify potential barriers to the timely processing of EEO complaints, the completion of investigations, and the reduction of the average numbers of days to issue Final Agency Decisions. There was significant improvement in the average number of days in issuing our Report of Investigations from 209 days in FY 13 to 166 in FY 14. Furthermore, the average number of days to issue a Final Agency Decision decreased from 53 days in FY 2013 to 39 days in FY 2014. While, the average number days to issue a Final Order in response to Administrative Judge's Decision increased slightly from 33 days in FY 2013 to 38 days in

was still below the prescribed time period for taking such actions as established by the governing EEOC Regulations. In effect, complaints at the investigatory and at the final action stage were processed in a timely manner in FY 2014.

The Agency continues to focus on improving the quality and timeliness of complaint processing. The EEO Office will continue to use Micro Pact's iComplaint and other internal ticklers to increase the timely completion of EEO investigations.

In FY 2014, the Agency instituted a mandatory agency-wide ADR refresher training for employees, managers and supervisors. During the fiscal year 103 employees and managers were trained and a broader representation of employees will be trained in the current year. The ADR training courses assisted the Agency in enhancing its marketing strategies to promote greater awareness of ADR, and drive a more accurate understanding of ADR services and value across agency stakeholder groups.

### **SUMMARY OF AGENCY SELF-ASSESSMENT CHECKLIST**

#### **Essential Element A – Demonstrated commitment from Agency leadership**

##### *Strengths:*

During FY 14, CSOSA like many federal agencies maintained the fiscal restraints imposed in the previous fiscal year, resulting in the Agency's ability to fill only the most critical positions and provide employee training and development opportunities. Nevertheless, the Agency has remained in a strong position to achieve its human capital management objective. CSOSA will continue to build on its previous successes, implement new initiatives such as the release of the Leadership Competency Assessment Tool that will help CSOSA build a leadership pipeline, and aid the Agency in better concentrating resources on appropriate employment training and development activities. This assessment process will ensure that employees have the competencies, tools, and work environment they need to meet the Agency's mission.

In FY 14, the annual EEO and Diversity Policy Statement was issued with a joint memorandum from the Agency Heads of both CSOSA and PSA reaffirming their personal commitment to promote diversity and inclusiveness, and to ensure equal employment opportunity for every employee and applicant for employment. These actions are part of our continued effort to build a model EEO program.

##### *Deficiency:*

As reported in FY 13's annual MD-715 report, the Reasonable Accommodation Policy (RAP) and Anti-Harassment Policy Statement are still in the vetting process due to the departure of Agency's General Counsel. However it should be noted that the revised RAP includes the recommendations from the Equal Employment Opportunity Commission to revise these components of the RAP: (1) Initiating the Reasonable Accommodation Process; (2) Processing Request for Reasonable Accommodations; (3) Medical Information; (4) Information Tracking; (5) Informal Dispute Resolution and (6) EEO Complaints.

In Part H, the Agency will establish a plan of action to ensure that its reasonable accommodation procedures are consistent with EEOC guidance. In the interim, we currently supplement the RAP issued in 2001 with the governing EEOC regulations as codified in 29 CFR Part 1630 when handling reasonable accommodation matters. Regarding the development of a Section 508 policy and implementation plan, the Agency in FY 13, posted a Section 508 Accessibility Statement on its internet-intranet and established a Section 508 electronic mail box. However, the Agency's 508 policy statement and implementation plan is still in the draft stage.

### **Essential Element B – Integration of EEO into the Agency's Strategic Mission**

#### *Strengths:*

In FY 14, as a result of an Agency reorganization, the EEO Director reports directly to the Agency Head.

Additionally, in September of 2014, the EEO Director conducted the annual "State of the Agency EEO Briefing" to the Directors of CSOSA and PSA, as well as to the Agency's Diversity Council. That presentation included an assessment of the Agency's performance in each of the six elements of a Model EEO Program. Also, in FY 14, the Agency established a Veterans affinity group.

#### *Deficiency:*

EEO Officials are not present during Agency deliberations prior to decisions regarding vacancy projections, succession planning, and other workforce changes.

### **Essential Element C – Management and Program Accountability**

#### *Strengths:*

The Director of EEO, CSOSA's Director of Human Resources, and PSA's Director of Human Capital Management continue to meet monthly to discuss and assess personnel programs, policies, and procedures that may present systemic barriers to the full participation of all groups in the workplace.

#### *Deficiency:*

EEO officials have not yet implemented a targeted recruitment strategy, coordinated with the Office of Human Resources.

### **Essential Element D – Proactive prevention of unlawful discrimination**

#### *Strengths:*

The Agency has been prompt in its Compliance of EEOC's orders. CSOSA continues to take disciplinary action against its employees who are found to have engaged in discriminatory actions. The Agency continues to have a very active and vibrant ADR

program and all employees who engage in protected EEO activity are given the option of resolving their disputes through the dispute resolution process. During FY 14, 50% of those individual who initiated EEO complaints, chose ADR to resolve their disputes. Moreover, the Agency continues to require that all employees take mandatory EEO training which covers subjects such as the prevention of sexual harassment, and disability awareness training within 90 days of reporting onboard. Additionally, all employees are required to retake this training biennially. During FY 14, the Agency trained the remainder of its 243 employees, managers, and supervisors in diversity and inclusion.

*Deficiency: There are no identified deficiencies under this element.*

### **Essential Element E – Efficiency**

#### *Strengths:*

In FY 2014, the Agency continued its efforts to promote the use of Alternative Dispute Resolution (ADR) to resolve complaints at the earliest stage possible. Twelve (12) informal complainants were offered mediation, and six (6) of the twelve (12) accepted. Of the six (6) informal complaints that underwent mediation, two (2) were resolved through the ADR process and four (4) were not.

The Agency continues to focus on improving the quality and timeliness of complaint processing. The EEO Office will continue to use Micro Pact's I Complaint and other internal trackers to maintain its current practice of timely completing investigations and issuance of Final Agency decisions.

#### *Deficiency:*

Responsible Management Officials involved in the dispute process do not always have Settlement Authority.

### **Essential Element F - Responsiveness and legal compliance**

#### *Strengths:*

EEO personnel are held accountable for the timely completion of actions required to comply with EEOC orders. The Agency has also been prompt in complying with the EEOC's compliance orders in those few cases that were remanded to the Agency for further processing. Moreover, we note that the Agency was timely in the submission of its oversight reports such as the FEORP, DVAAP, and the 462 report.

*Deficiency: There are no identified deficiencies under this element.*

## ACCOMPLISHMENTS

### CSOSA PROMISING PRACTICES

In our agency's Diversity and Inclusion Strategic Plan, one of the benchmarks identified under *Workforce Diversity* is 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 empower employees in the performance of their work. Hopefully, these results will allow staff in several offices to have more direct input into how their work environment can be enhanced.

In FY 2014, a Veterans affinity group was established. This Veterans initiative was spearheaded by Agency employees who are in the Army Reserves or the D.C. National Guards and who served tours of duty in Iraq and Afghanistan. Upon returning to the Agency, these citizen soldiers felt a need to share their experiences reintegrating into the workforce, and into civilian life, with each other as well as with the Agency's supervisory chain. They also felt the need to acknowledge the service they rendered to our country and the resources available to those who need them. Consequently, for the past two years, they have sponsored educational workshops for all Veterans, irrespective of whether they participated in the Iraq and Afghanistan Campaigns and they have also held special observances during the Veterans Day period.

CSOSA has been responsive to the Employee Viewpoint Survey (EVS) results and has developed robust response planning initiatives. As part of the Diversity Council, PSA's 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 Federal Employee Viewpoint Survey (FEVS). All CSOSA executives were also charged with developing and implementing EVS Response plans. 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 mentoring and shadowing programs. The latter two draft policies are 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) training 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 in part, 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, MD
- 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. Our HR Specialists work 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. In FY15, the EEO Office, in collaboration with the Office of Human Resources will develop and implement an expanded strategy to recruit employees in the targeted groups.

#### **STRATEGIC ACTIVITIES OR ACTIONS RELATED TO HISPANIC EMPLOYMENT**

In FY 2014, the Hispanic Employment Program Committee (HEPC) developed a survey which was 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 FEVS, and the results showed the commonality and differences with other groups in the Agency.

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.

## **STRATEGIC ACTIVITIES OR ACTIONS RELATED TO THE EMPLOYMENT OF PEOPLE 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’s 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.

EEOC FORM  
715-01  
PART F

U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL  
EEO PROGRAM STATUS REPORT

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, **Vern Best, Director of EEO, GS-0260-15** am the

(Insert name above)

(Insert official  
title/series/grade above)

Principal EEO Director/Official for **Court Services and Offender Supervision Agency for the District of Columbia**

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Vern Best



1/23/2015

Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Nancy M. Ware



2/2/15

Signature of Agency Head or Agency Head Designee

Date

**PART G: AGENCY SELF-ASSESSMENT  
CHECKLIST MEASURING ESSENTIAL ELEMENTS  
OF A MODEL EEO PROGRAM**

| EEOC FORM<br>715-01<br>PART G   |  | U.S. Equal Employment Opportunity Commission<br>FEDERAL AGENCY ANNUAL<br>EEO PROGRAM STATUS REPORT |                      |    |  |
|---|--|--|----------------------|----|--|
| Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP<br>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.                 |  |  |                      |    |  |
|  Compliance Indicator  |  | EEO policy statements are up-to-date.  | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures  |  |  | Yes                  | No |  |
| <p>The Agency Head was installed on <b>12/08/2011</b>. The EEO policy statement was issued on <b>11/22/2011</b>.<br/>Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head?<br/>If no, provide an explanation.</p> |  |  | X                    |    | The new EEO policy statement under the new Agency Head that was installed on 12/08/2011 was signed and issued on June 17, 2014.                        |
| <p>During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually?<br/>If no, provide an explanation.</p>  |  |  | X                    |    | See comment in above.  |
| <p>Are new employees provided a copy of the EEO policy statement during orientation?</p>  |  |  | X                    |    |  |
| <p>When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?</p>  |  |  | X                    |    |  |
|  Compliance Indicator  |  | EEO policy statements have been communicated to all employees.                                     | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures  |  |  | Yes                  | No |  |
| <p>Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?</p>  |  |  | X                    |    |  |
| <p>Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?</p>  |  |  | X                    |    |  |
| <p>Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]</p>   |  |  | X                    |    |  |

|  Compliance Indicator   | Agency EEO policy is vigorously enforced by agency management. | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|--|--|----------------------|----|--|
|  |  | Yes                  | No |  |
|  Measures   |  |                      |    |  |
| Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:  |  | X                    |    |  |
| resolve problems/disagreements and other conflicts in their respective work environments as they arise?  |  | X                    |    |  |
| address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?  |  | X                    |    |  |
| support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?   |  | X                    |    |  |
| ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?  |  | X                    |    |  |
| ensure a workplace that is free from all forms of discrimination, harassment and retaliation?  |  | X                    |    |  |
| ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?  |  | X                    |    |  |
| ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?  |  | X                    |    |  |
| ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?  |  | X                    |    |  |
| Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?  |  | X                    |    | The Agency's Anti-Discrimination Policy and its Sexual Harassment are displayed on the Agency's website as of 09/30/2012.                              |
| Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.  |  |                      |    |  |
| Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet? |  | X                    |    |  |
| Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?   |  | X                    |    |  |

| <b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b><br><b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>   |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
|  <b>Compliance Indicator</b>   | <b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>   | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b><br>For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official?<br>(For example, does the Regional EEO Officer report to the Regional Administrator?)   |  | X                           |           |   |
| Are the duties and responsibilities of EEO officials clearly defined?   |  | X                           |           |   |
| Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?   |  | X                           |           |   |
| If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?   |  |                             |           | N/A   |
| If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?  |  |                             |           | N/A   |
| If not, please describe how EEO program authority is delegated to subordinate reporting components.   |  |                             |           |   |
|  <b>Compliance Indicator</b>   | <b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?   |  | X                           |           |   |
| Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of? |  | X                           |           |   |
| Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?   |  |                             | X         | See Part H.   |
| Does the agency consider whether any group of employees or applicants might   |  | X                           |           |   |

|  |   |                             |           |  |
|--|---|-----------------------------|-----------|--|
| be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?  |   |                             |           |  |
| Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants?<br><b>[see 29 C.F.R. § 1614.102(b)(3)]</b>                           |   | X                           |           |  |
| Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?  |   |                             | X         | The EEO Director is not included in the Agency's strategic planning, especially the Agency's human capital plan regarding succession planning and that EEO concerns are not integrated into the Agency's strategic mission. See Part H |
|  <b>Compliance Indicator</b>  | <b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>  |
|  <b>Measures</b>  |   | <b>Yes</b>                  | <b>No</b> |  |
| Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?   |   | X                           |           |  |
| Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?   |   | X                           |           |  |
| Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?   |   | X                           |           |  |
| Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204   |   | X                           |           |  |
| Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204  |   | X                           |           |  |
| People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709   |   | X                           |           |  |
| Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs? |   | X                           |           |  |

|  Compliance Indicator   | The agency has committed sufficient budget to support the success of its EEO Programs. | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|--|--|----------------------|----|--|
|  |  | Yes                  | No |  |
|  Measures   |  |                      |    |  |
| Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems  |  | X                    |    |  |
| there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?) |  | X                    |    |  |
| Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?  |  | X                    |    |  |
| Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?  |  | X                    |    |  |
| Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?   |  | X                    |    |  |
| Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?  |  | X                    |    |  |
| Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? <b>[see 29 C.F.R. § 1614.102(b)(5)]</b>   |  | X                    |    |  |
| Is there sufficient funding to ensure that all employees have access to this training and information?   |  | X                    |    |  |
| Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:   |  | X                    |    |  |
| for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?  |  | X                    |    |  |
| to provide religious accommodations?   |  | X                    |    |  |
| to provide disability accommodations in accordance with the agency's written procedures?   |  | X                    |    |  |
| in the EEO discrimination complaint process?   |  | X                    |    |  |
| to participate in ADR?   |  | X                    |    |  |

| <b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>   |   |                      |    |  |
|---|---|----------------------|----|--|
| This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan. |   |                      |    |  |
|  Compliance Indicator  | <b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>   | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures  |   | Yes                  | No |  |
|   | Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?  | X                    |    |  |
|   | Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?                         | X                    |    |  |
|  Compliance Indicator  | <b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b> | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures  |   | Yes                  | No |  |
|   | Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?                 | X                    |    |  |
|   | Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?                        | X                    |    |  |
|   | Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?                         | X                    |    |  |
|  Compliance Indicator  | <b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>   | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures  |   | Yes                  | No |  |
|   | Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?  | X                    |    |  |
|   | Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?  | X                    |    |  |
|   | Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?  | X                    |    |  |

If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation. In FY 11, one employee was found to have discriminated against another employee and the disciplinary action taken was a suspension.

|   |  |                             |    |   |
|---|--|-----------------------------|----|---|
| Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?                         |  | X                           |    |   |
| Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?                                      |  | X                           |    |   |
| <b>Essential Element D: PROACTIVE PREVENTION</b><br><b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b> |  |                             |    |   |
|  <b>Compliance Indicator</b>   | <b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b> | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | Yes                         | No |   |
| Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?                     |  | X                           |    |   |
| When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?   |  | X                           |    |   |
| Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?  |  | X                           |    |   |
| Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?  |  | X                           |    |   |
| Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?   |  | X                           |    |   |
| Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?   |  | X                           |    |   |
| Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?  |  | X                           |    |   |
| Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?  |  | X                           |    |   |
|  <b>Compliance Indicator</b>   | <b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>                   | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | Yes                         | No |   |
| Are all employees encouraged to use ADR?  |  | X                           |    |   |

|  |  |                             |           |   |
|--|--|-----------------------------|-----------|---|
| Is the participation of supervisors and managers in the ADR process required?  |  | X                           |           |   |
| <b>Essential Element E: EFFICIENCY</b><br>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process. |  |                             |           |   |
|  <b>Compliance Indicator</b>  | <b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>                             | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |  | <b>Yes</b>                  | <b>No</b> |   |
| Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?  |  | X                           |           |   |
| Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?   |  | X                           |           |   |
| Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?   |  | X                           |           |   |
| Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?  |  | X                           |           |   |
| Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?   |  | X                           |           |   |
|  <b>Compliance Indicator</b>  | <b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |  | <b>Yes</b>                  | <b>No</b> |   |
| Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?                                     |  | X                           |           |   |
| Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?                                   |  | X                           |           |   |
| Does the agency hold contractors accountable for delay in counseling and investigation processing times?   |  | X                           |           |   |
| If yes, briefly describe how: If there is a delay in counseling or investigation by contractor, they are notified in writing and also in the statement of work that funds will be withheld until the Agency's receives a satisfactory product.                 |  |                             |           |   |
| Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?                                     |  | X                           |           |   |

|   |   |                             |           |   |
|---|---|-----------------------------|-----------|---|
| Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?                          |   | X                           |           |   |
|  <b>Compliance Indicator</b>   | <b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |   | <b>Yes</b>                  | <b>No</b> |   |
| Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?  |   | X                           |           |   |
| Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?   |   | X                           |           |   |
| Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?  |   | X                           |           |   |
| Does the agency complete the investigations within the applicable prescribed time frame?  |   | X                           |           |   |
| When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?  |   | X                           |           |   |
| When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?  |   | X                           |           |   |
| When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?   |   | X                           |           |   |
| Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?   |   | X                           |           |   |
|  <b>Compliance Indicator</b>   | <b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>                                      | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |   | <b>Yes</b>                  | <b>No</b> |   |
| In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?   |   | X                           |           |   |
| Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? |   | X                           |           |   |
| After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?   |   | X                           |           |   |

|   |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
| Does the responsible management official directly involved in the dispute have settlement authority?  |  |                             | X         | Settlement Authority is centralized in the Agency's Office of the Director.   |
|  <b>Compliance Indicator</b>   | <b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?  |  | X                           |           |   |
| Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?  |  | X                           |           |   |
| Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC? |  | X                           |           |   |
| Do the agency's EEO programs address all of the laws enforced by the EEOC?  |  | X                           |           |   |
| Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?  |  | X                           |           |   |
| Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?   |  | X                           |           |   |
| Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?  |  | X                           |           |   |
|  <b>Compliance Indicator</b>   | <b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?   |  | X                           |           |   |
| Does the agency discrimination complaint process ensure a neutral adjudication function?  |  | X                           |           |   |
| If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?  |  | X                           |           |   |

| <b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b>   |   |                             |    |  |
|---|---|-----------------------------|----|--|
| This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions. |   |                             |    |  |
| <br><b>Compliance Indicator</b>  | <b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>   | <b>Measure has been met</b> |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| <br><b>Measures</b>  |   | Yes                         | No |  |
|   | Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?                                 | X                           |    |  |
| <br><b>Compliance Indicator</b>  | <b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b> | <b>Measure has been met</b> |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| <br><b>Measures</b>  |   | Yes                         | No |  |
|   | Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.  | X                           |    |  |
|   | Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?  | X                           |    |  |
|   | Are procedures in place to promptly process other forms of ordered relief?  | X                           |    |  |
| <br><b>Compliance Indicator</b>  | <b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>  | <b>Measure has been met</b> |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
| <br><b>Measures</b>  |   | Yes                         | No |  |
|   | Is compliance with EEOC orders encompassed in the performance standards of any agency employees?  | X                           |    |  |
|   | If so, please identify the employees by title in the comments section, and state how performance is measured.   |                             |    |  |
|   | Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?  | X                           |    |  |
|   | If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.   |                             |    |  |
|   | Have the involved employees received any formal training in EEO compliance?   | X                           |    |  |
|   | Does the agency promptly provide to the EEOC the following documentation for completing compliance:   | X                           |    |  |

|  |   |  |  |
|--|---|--|--|
| Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?   | X |  |  |
| Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?  | X |  |  |
| Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?  | X |  |  |
| Compensatory Damages: The final agency decision and evidence of payment, if made?  | X |  |  |
| Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?   | X |  |  |
| Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s   | X |  |  |
| Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.  | X |  |  |
| Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter). | X |  |  |
| Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.   | X |  |  |
| Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.   | X |  |  |
| Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.   | X |  |  |
| Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.  | X |  |  |

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

**PART H: EEO PLAN FOR ATTAINING THE  
ESSENTIAL ELEMENTS OF A MODEL EEO  
PROGRAM**

EEOC FORM  
715-01 PART H

**#**U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 14 – COURT SERVICES AND OFFENDER SUPERVISION AGENCY

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| <b>Essential Element A (Demonstrated Commitment from Agency Leadership) - Section 3: Evaluation of Managers and Supervisors on their Commitment to EEO Principles Indicator (Carryover from FY 2011 and Modified in FY 2014)</b> |   |
| <b>STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>  | The Agency does not have a Section 508 policy statement, compliance procedures or implementation plan to eliminate barriers in information technology accessibility to people with disabilities in accordance with the amendment to the Rehabilitation Act of 1973. |
| <b>OBJECTIVE:</b>  | Develop a Section 508 policy statement to include compliance procedures and implementation plan to ensure Agency compliance with Section 508.   |
| <b>RESPONSIBLE OFFICIAL:</b>   | Director CSOSA, IT Associate Director, OHR Associate Director, and EEO Director   |
| <b>DATE OBJECTIVE INITIATED:</b>   | June 1, 2011  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>  | January 30, 2016  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>  | <b>TARGET DATE</b>  |
| 1. Review Section 508 compliance standards to determine if the Agency is in compliance with Section 508.   | Completed<br>May 11, 2012   |
| 2. Draft a Section 508 policy statement to include implementation plan and compliance procedures.  | June 2015   |
| 3. Vet Section 508 policy statement, implementation plan and compliance procedures to various stakeholders for comments and review.  | August 30, 2015   |
| 4. Publish and post 508 policy statements, implementation plan and compliance procedures to the Agency internal and external websites.   | December 31,<br>2015  |
| 5. Coordinate training for the workforce through the Agency's training and information technology divisions.   | January 30, 2016  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  |   |
| Planned Activities 2, 3, 4 and 5 have not been completed and are planned for FY 15, to be completed by FY 2016.  |   |

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EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 14 – COURT SERVICES AND OFFENDER SUPERVISION AGENCY

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| <b>Essential Element A (Demonstrated Commitment from Agency Leadership) - Section 1: Issuance of EEO Policy Statement (Carryover FY 2012 and Modified in FY 2014)</b>  |  |
| <b>STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>  | The EEO/Diversity Policy Statement was not issued within 6-9 months of the installation of the new Agency Heads. |
| <b>OBJECTIVE:</b>  | Issue revised EEO/Diversity Policy by December 2013.   |
| <b>RESPONSIBLE OFFICIAL:</b>   | Director of EEO  |
| <b>DATE OBJECTIVE INITIATED:</b>   | November 30, 2012  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>  | December 31, 2013  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>  | <b>TARGET DATE</b>   |
| 1. Revise current EEO/Diversity Policy Memorandum by changing it to an EEO/Diversity Policy Statement to be in compliance with the "Policy and Procedure Management" Policy Statement 1000 dated 11/25/2003.   | Completed November 15, 2013  |
| 2. Vet revised EEO/Diversity Policy Statement through the various organizational units for review and comments.  | Completed February 25, 2014  |
| 3. Secure signatures from Directors of PSA and CSOSA.  | Completed June 16, 2014  |
| 4. Publish and post EEO/Diversity Policy Statement to PSA and CSOSA intranet and internet websites.  | Completed June 17, 2014  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  |  |
| <p><b>Planned Activities 1 through 4</b> has been completed. The Agency Head approved the EEO and Diversity Policy Statement on February 25, 2014. The Policy Statement was signed on June 17, 2014 and posted to the Agency's website on June 18, 2014. Prior to the issuance of the EEO Policy Statement, a joint memorandum from the Directors of CSOSA and PSA was issued reaffirming their personal commitment to promote diversity and inclusiveness with CSOSA and PSA, and to ensure equal employment opportunity for every employee and applicant for employment on June 9, 2014.</p> |  |

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#U.S. Equal Employment Opportunity Commission

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EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 14 – COURT SERVICES AND OFFENDER SUPERVISION AGENCY

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| <b>Essential Element A (Demonstrated Commitment from Agency Leadership) - Section 3: Agency EEO policy is vigorously enforced by agency management</b>   |   |
| <b>STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>  | The Reasonable Accommodation (RA) Policy initially enacted in 2001 has not been updated since the amendments to American Disability Act in 2008. Our current RAP needs to be updated to incorporate the recommendations and feedback given to us by the EEOC to update this policy to make it more effective and expeditious. |
| <b>OBJECTIVE:</b>  | Establish a plan to ensure that the Agency's RA policy and its procedures and guidelines are consistent with EEOC's guidance.   |
| <b>RESPONSIBLE OFFICIAL:</b>   | CSOSA's OHR Associate Director, PSA's Director of Human Capital Management, and EEO Director  |
| <b>DATE OBJECTIVE INITIATED:</b>   | October 30, 2014  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>  | January 30, 2016  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>  | <b>TARGET DATE</b>  |
| 1. Establish a workgroup which would include the Offices of EEO, CSOSA OHR, CSOSA Office of Employee and Labor Relations, PSA's Office of Human Capital Management (OHCM), and the General Counsel to discuss revision of the current RA policy. | March 31, 2015  |
| 2. Vet revised RA policy and plan to all Agency stakeholders for final comments and review.  | June 30, 2015   |
| 3. Secure signatures from Directors of CSOSA and PSA.  | August 30, 2015   |
| 4. Publish and post RA policy and procedures to CSOSA and PSA intranet and internet websites.  | September 30, 2015  |
| 5. Submit revised RA Policy to EEOC to ensure compliance with Executive Order 13164.   | December 31, 2015   |
| 6. Coordinate training for the workforce through the Agency's training and information technology divisions.   | January 30, 2016  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  |   |

EEOC FORM  
715-01 PART H

**#**U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 14 – COURT SERVICES AND OFFENDER SUPERVISION AGENCY

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|--|---|
| <b>Essential Element A (Demonstrated Commitment from Agency Leadership) - Section 3: Agency EEO policy is vigorously enforced by agency management</b> |   |
| <b>STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>  | CSOSA Anti-Harassment Policy and Procedures allows 150 days to complete the processing of harassment allegations. |
| <b>OBJECTIVE:</b>  | Reduce processing timeframe of harassment allegations,  |
| <b>RESPONSIBLE OFFICIAL:</b>   | Director of CSOSA, General Counsel and EEO Director   |
| <b>DATE OBJECTIVE INITIATED:</b>   | October 30, 2014  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>  | December 30, 2015   |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>  | <b>TARGET DATE</b>  |
| 1. Review CSOSA Anti-Harassment Policy Statement and make recommended changes to reducing the processing timeframe of harassment allegations.          | March 30, 2015  |
| 2. Resubmit and vet revised policy to Agency stakeholders to include union for review and comment.   | June 30, 2015   |
| 3. Secure signature from Director of CSOSA.  | August 30, 2015   |
| 5. Post revised policy and procedures to CSOSA intranet and internet websites.   | Post 30, 2015   |
| 6. Coordinate training for the workforce through CSOSA's training and information technology divisions.  | December 31, 2015   |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  |   |

#U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 14 – COURT SERVICES AND OFFENDER SUPERVISION AGENCY

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| <b>Essential Element B.2.c (Integration of EEO into the Agency's Strategic Mission) Section 2: EEO Communication with Senior Leaders Indicator (Carryover FY 2011 and Modified in FY 2014)</b>   |   |
| <b>STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>  | EEO officials are not present during agency pre-decisional deliberations prior to decisions regarding vacancy projections, succession planning, and other workforce changes.                      |
| <b>OBJECTIVE:</b>  | To ensure that the Director of EEO is a regular participant and consulted on Agency's pre-deliberation decisions regarding vacancy projections, succession planning, and other workforce changes. |
| <b>RESPONSIBLE OFFICIAL:</b>   | Directors CSOSA and PSA, Associate Director of CSOSA OHR and Director of PSA OHCM   |
| <b>DATE OBJECTIVE INITIATED:</b>   | October 31, 2011  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>  | December 31, 2015   |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>  | <b>TARGET DATE</b>  |
| 1. Executive Staff solicits input from the Director of EEO when vacancy projection, succession planning and other workforce changes are being considered   | December 31, 2015   |
| 2. Associate Director and Office Heads consult with Director of EEO on the projected vacancies, succession planning, and other workforce changes before decisions are made that could adversely impact the Agency.   | December 31, 2015   |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  |   |
| <p><b>Planned activities 1 and 2</b> have not been completed. EEO program officials continue to be absent during agency deliberations prior to decisions regarding vacancy projections and succession planning; nor is the EEO Director included in the Agency's strategic planning meetings to ensure the integration of EEO concerns. The EEO Director does, however, continue to participate in an EEO/HR Workgroup where EEO matters are reviewed and resolved. New target dates for completion are reflected in planned activities 1 and 2.</p> |   |

# **PART I: EEO PLAN TO ELIMINATE IDENTIFIED BARRIERS**

**EEOC FORM  
715-01 PART I**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

**FY 14 - Court Services and Offender Supervision Agency  
(Essential Element D, Section 1: Barrier Analysis Process Indicator)  
(Carryover from 2012 and Modified in FY 2014)**

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| <p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p> | <p>In FY 14, the Agency had a lower than expected participation rate of Hispanic employees (3.90%) compared to the NCLF of 9.96%.</p>  |
| <p><b>BARRIER ANALYSIS:</b></p> <p>Describe the steps taken and the data sources analyzed to determine the cause of the condition.</p>   | <p>The Offices of EEO, Human Resources, and Research and Evaluation conducted an analysis of the Agency's total workforce which included distribution of workforce by race, ethnicity, sex, occupational category, and participation rates.</p>  |
| <p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>                | <p>The majority of the [defendant and] offender population that the Agency serves are African American. The Agency attempts to hire bi-lingual employees (primarily Spanish-speaking) to serve the needs of its clients for whom English is not their native language. Additionally, as a law enforcement Agency, the agency has a very rigorous security clearance and entrance examination process for all applicants.</p>   |
| <p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>  | <p>(1) Develop comprehensive recruitment plan in collaboration with the Office of Human Resources to increase the representation of Hispanic employees, (2) Outreach to the Hispanic community through the Hispanic Employment Manager to create a pool of Hispanic applicants, (3) Target recruiting at colleges and universities throughout the country with a high percentage of Hispanic students, and (4) As a law enforcement Agency, we need to adhere to our security process.</p> |
| <p><b>RESPONSIBLE OFFICIAL:</b></p>  | <p>EEO and HR Directors</p>  |
| <p><b>DATE OBJECTIVE INITIATED:</b></p>  | <p>September, 2008</p>   |
| <p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>   | <p>Ongoing</p>   |

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|---|--|--|
| <p align="center"><b>EEOC FORM<br/>715-01<br/>(PART I)</b></p>  | <p align="center"><b>EEO Plan to Eliminate Identified Barriers</b></p> |  |
| <p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>  | <p align="center"><b>TARGET DATE<br/>(Must be specific)</b></p>        |  |
| <p>1. The HEPM in collaboration with EEO and OHR will establish a baseline metrics reporting system to identify and eliminate any barriers present in the recruiting process used to recruit and/or select Hispanic applicants for initial employment or promotion, including but not limited to promotion into grade levels of GS 13 and above to Senior Executive Service (SES).</p>                              | <p align="center">January 31, 2016</p>                                 |  |
| <p>2. Recruit and hire Hispanics with disabilities through Schedule A and Hispanic Veterans organizations.</p>  | <p align="center">December 31, 2015</p>                                |  |
| <p>3. Promote participation of Hispanic employees in career development programs, e.g., mentoring, training, the SES Candidate Development Program, Federal Executive Institute, to enhance leadership skills for career advancement. Aggressively advertise these developmental programs by holding five (5) brown bags meeting with Hispanic employees.</p>   | <p align="center">December 31, 2015</p>                                |  |
| <p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p>  |  |  |
| <p><b>Planned activities 1 through 3</b> have been completed, and action associated with those planned activities is ongoing. In FY 14, the HEPC completed a number of accomplishments highlighted in the Executive Summary of this report under <i>Strategic Activity or Actions Related to Hispanic Employment</i>. <b>Planned activities 1 through 3</b> are ongoing action items until tasks are completed.</p> |  |  |

**EEOC FORM  
715-01 PART I**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

**FY 14 - Court Services and Offender Supervision Agency  
(Essential Element D, Section 1: Barrier Analysis Process Indicator)  
(Carryover from 2012 and modified in FY 2014)**

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| <p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p> | <p>The Agency has a lower than expected participation rate for white males and white females in the Major Occupation (0101) - Social Science (10.82%) (Compared to their availability in the Occupational Civilian Labor Force (OCLF) of (82.46%) in the Agency's workforce. <b>(Permanent Workforce Data Table A6)</b></p> |
| <p><b>BARRIER ANALYSIS:</b></p> <p>Describe the steps taken and the data sources analyzed to determine the cause of the condition.</p>   | <p>Workforce Data Tables Reviewed: This condition was identified by the EEO and HR office.</p>  |
| <p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the cause of the undesired condition.</p>                  | <p>The Agency's customers are primarily black and Hispanic. We attempt to match our Community Supervision Officers with the demographics that we serve.</p>   |
| <p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>  | <p>Revise the Agency's practice to expand recruitment efforts for white males and white female irrespective of whether the offender population is predominately black or Hispanic.</p>  |
| <p><b>RESPONSIBLE OFFICIAL:</b></p>  | <p>HR/HCM and EEO Directors</p>   |
| <p><b>DATE OBJECTIVE INITIATED:</b></p>  | <p>February 8, 2013</p>   |
| <p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>   | <p>December 31, 2015</p>  |
| <p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>   | <p><b>TARGET DATE<br/>(Must be specific)</b></p>  |
| <p>1. Identify positions that require "targeted" outreach/recruitment efforts, i.e. social science, information technology, human resources, and financial management.</p>   | <p>Completed January 31, 2014</p>   |
| <p>2. Use Census 2010 data to target underrepresented communities for recruitment.</p>   | <p>Completed February 28, 2014</p>  |
| <p>3. Develop recruitment initiatives to attract and retain talent.</p>  | <p>February 28, 2015</p>  |
| <p>4. Develop partnerships with local school systems and affinity groups to secure their participation in existing Agency internship programs.</p>   | <p>December 31, 2015</p>  |
| <p>5. Expand use of student educational programs and internship to improve pipeline of diverse candidates for entry-level positions.</p>   | <p>December 31, 2015</p>  |
| <p>6. Actively promote and market the Agency as an "Employer of Choice" through the use of social media.</p>   | <p>December 31, 2015</p>  |

**EEOC FORM  
715-01  
(PART I)**

**EEO Plan to Eliminate Identified Barriers**

**REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE**

**Planned Activities 1 and 2** have been completed as a result of the analysis conducted during a review of the Agency's workforce in preparation of the FY 2014 MD-715 report. New target dates for completion are reflected in planned activities 3 through 6.

**EEOC FORM  
715-01 PART I**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

**FY 14 - Court Services and Offender Supervision Agency  
(Essential Element D, Section 1: Barrier Analysis Process Indicator)(Carryover from FY 2012 and Modified in FY 2014)**

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| <p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p> | <p>In FY 14, the Agency had a lower than expected participation rate of Asian Americans (2.29%) in the total workforce as compared to their availability in the CLF of 3.90%. (<b>Workforce Data Tables A1</b>)</p>  |
| <p><b>BARRIER ANALYSIS:</b></p> <p>Describe the steps taken and the data sources analyzed to determine the cause of the condition.</p>   | <p>The Offices of EEO and Human Resources/Human Capital Management conducted an analysis of the Agency's total workforce which included distribution of workforce by race, ethnicity, sex, occupational category, and participation rates.</p>   |
| <p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>                | <p>The Offices of Human Resources and Human Capital Management have not focused its recruitment efforts of Asian Americans at colleges and universities that had a significant number of Asian Americans.</p>  |
| <p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>  | <p>(1) Develop comprehensive recruitment plan to increase the representation of Asian Americans, (2) Target recruitment at colleges and universities throughout the country with a high percentage of Asian Americans, and (3) Initiate dialogue to establish long-term relationships with Asian Americans professional organizations and advocacy groups.</p> |
| <p><b>RESPONSIBLE OFFICIAL:</b></p>  | <p>HR/HCM and EEO Directors</p>  |
| <p><b>DATE OBJECTIVE INITIATED:</b></p>  | <p>December, 2008</p>  |
| <p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>   | <p>December, 2016</p>  |
| <p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>   | <p><b>TARGET DATE<br/>(Must be specific)</b></p>   |
| <p>1. Increase the representation of Asians within the Agency to a number closer to comparable relevant civilian labor force (RCLF).</p>   | <p>December 31, 2015</p>   |
| <p>2. Develop strategic partnerships with 2-year and 4-year Asian American/Pacific Islander Serving Institutions, trade schools and apprentice programs.</p>   | <p>August 30, 2015</p>   |
| <p>3. Partner with national and community-based groups to support and increase awareness of the Student Pathway Program.</p>   | <p>August 30, 2015</p>   |
| <p>4. Increase the number of Asian applicants in supervisory feeder pools.</p>   | <p>December 31, 2015</p>   |
| <p>5. Conduct outreach and develop partnerships with Asians affinity groups for guidance and support.</p>  | <p>December 31, 2015</p>   |

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|---|---|---|
| <b>EEOC FORM<br/>715-01<br/>PART I</b>  | <b>EEO Plan to Eliminate Identified Barrier</b> |   |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   |   | <b>TARGET DATE<br/>(Must be specific)</b> |
| 6. Use social media and other networking website to publicize referral incentives.  |   | November 30, 2016                         |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>   |   |   |
| <p><b>Planned Activities 1 through 6</b> have not been completed; however, progress has been made with several objectives.</p> <p>In FY 2014, the Agency's Diversity and Inclusion Council approved a motion to establish the Asian Pacific American (APA) special emphasis program (SEP). Soon thereafter, the Program Manager, Deputy Program Manager and committee members were appointed by the EEO Office Director. For the inaugural year of the committee's formation, the primary focus has been the development and implementation of the Committee Charter, planning and delivery of the Asian Pacific American Heritage Month Celebration, development of Committee's Action Plan to support the objectives listed in the FY 2013 and FY 2014 MD-715 Report.</p> <p>In order to better understand the Agency's objectives and needs, the committee hosted a "Meet and Greet" event with the agency employees. The event was conducted to introduce the newly formed committee to the Agency Leadership and employees and to receive feedback of the role of APAC in promoting diversity and inclusion within the Agency and possible strategies on how the APAC can support CSOSA OHR and PSA OHCM with recruiting, retaining and promoting Asian Pacific Americans.</p> <p>In FY 2014, the APAC committee members, with support of the CSOSA and PSA's OHR began working on establishing contact with local 2-year and 4-year higher learning institutions and military/veterans organizations to work towards establishing strategic partnerships to increase the APA representation within the Agency. In addition, a protocol was established with HR to distribute all position announcements to various military and community organizations serving APA. New target dates for completion are reflected in planned activities 1 through 6.</p> |   |   |

**EEOC FORM  
715-01 PART I**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

**FY 14 - Court Services and Offender Supervision Agency  
(Essential Element D, Section 1: Barrier Analysis Process Indicator)(Carryover from 2012 and Modified in FY 2014)**

|  |  |
|--|--|
| <p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p> | <p>The Agency has a lower than expected participation rate of Persons with targeted disabilities (0.42%). (<b>Workforce Data Tables B1</b>)</p>  |
| <p><b>BARRIER ANALYSIS:</b></p> <p>Describe the steps taken and the data sources analyzed to determine the cause of the condition.</p>   | <p>The Offices of EEO and Human Resources/Human Capital Management conducted an analysis of the Agency's total workforce which included distribution of workforce by race, ethnicity, sex, occupational category, and participation rates.</p>   |
| <p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>                | <p>The Offices of Human Resources and Human Capital Management have not focused its recruitment efforts of persons with targeted disabilities.</p>   |
| <p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>  | <p>(1) Develop a comprehensive recruitment plan to increase the representation of persons with targeted disabilities by 2% by the year 2016, and (2) Increase recruitment visits to institutions of higher learning with significant numbers of students with targeted disabilities.</p> |
| <p><b>RESPONSIBLE OFFICIAL:</b></p>  | <p>HR/HCM and EEO Directors</p>  |
| <p><b>DATE OBJECTIVE INITIATED:</b></p>  | <p>September 30, 2008</p>  |
| <p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>   | <p>December 2016</p>   |
| <p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>   | <p><b>TARGET DATE<br/>(Must be specific)</b></p>   |
| <p>1. Establish recruitment goal of 2% for employees with targeted disabilities.</p>   | <p>December 31, 2015</p>   |
| <p>2. Develop recruitment incentives to attract and retain talent of PWTD,</p>   | <p>December 31, 2015</p>   |
| <p>3. Identify positions that require "targeted" outreach/recruitment efforts, i.e. information technology, financial management, human capital.</p>   | <p>December 31, 2015</p>   |
| <p>4. Expand use of student educational employment program and internship to improve pipelines of PWTD and people with disabilities for entry-level positions.</p>   | <p>December 31, 2015</p>   |

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|---|---|---|
| <b>EEOC FORM<br/>715-01<br/>PART I</b>  | <b>EEO Plan to Eliminate Identified Barrier</b> |   |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   |   | <b>TARGET DATE<br/>(Must be specific)</b> |
| 5. Use Executive Orders and hiring authorities, which may be used to fill positions.  |   | Ongoing                                   |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>   |   |   |
| <b>Planned Activities 1 through 5</b> have not been completed. However, during FY 2014, we employed a disabled student through the Workforce Recruitment Program (WRP) coordinated by the Department of Labor, Office of Disability and Employment Policy. New target dates for completion are reflected in planned activities 1 through 5. |   |   |

**EEOC FORM  
715-01 PART I**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

**FY 14 - Court Services and Offender Supervision Agency  
(Essential Element D, Section 1: Barrier Analysis Process Indicator)**

|  |   |
|--|---|
| <p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>   | <p>There is a glass ceiling and blocked pipeline barriers for Hispanic males and females, and Asians at the GS-13 and above grade levels, and in occupational series 2210. <b>(Workforce Data Tables A7, A8 and A9)</b></p>   |
| <p><b>BARRIER ANALYSIS:</b></p> <p>Describe the steps taken and the data sources analyzed to determine the cause of the condition.</p>   | <p>An analysis was conducted by the EEOC of our Agency's Complement Plan in FY 2014. As a result, the Office of EEO conducted a further analysis of Workforce Data Tables A7, A8 and A9 which includes applicant flow of major occupations, new hires and selections for internal competitive promotions for major occupations and participation rates.</p> |
| <p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>  | <p>The Offices of Human Resources, and Human Capital Management, and EEO have not focused on possible connections between the triggers in its workforce statistics and any policies, procedures, or practices that might be causing the discrepancies.</p>  |
| <p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>  | <p>(1) Develop a comprehensive recruitment plan to increase the representation and participation rates of Hispanics and Asians at the GS-13 to SES grade level by 1% over the next four years; and (2) Increase recruitment visits to institutions of higher learning with significant numbers of students that are Hispanic and Asian.</p>                 |
| <p><b>RESPONSIBLE OFFICIAL:</b></p>  | <p>HR/HCM and EEO Directors</p>   |
| <p><b>DATE OBJECTIVE INITIATED:</b></p>  | <p>October 30, 2014</p>   |
| <p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>   | <p>December 2016</p>  |
| <p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>   | <p><b>TARGET DATE<br/>(Must be specific)</b></p>  |
| <p>1. Assemble a workgroup of personnel from OHR, OCHM, Special Emphasis Program Managers from the Hispanic and Asian Employment Program, Office of Research and Evaluation, EEO and CSOSA's Human Capital Officer to address and conduct a review of CSOSA and PSA merit promotion and recruitment plans.</p> | <p>February 28, 2015</p>  |
| <p>2. Identify the typical background and experience of individuals selected to the senior grade levels.</p>   | <p>March 30, 2015</p>   |
| <p>3. Review the qualification of Hispanic and Asian candidates seeking career advancement.</p>  | <p>April 30, 2015</p>   |
| <p>4. Examine the recruitment of Hispanic employees into the senior grade levels and management positions.</p>   | <p>May 30, 2015</p>   |

|   |  |   |
|---|--|---|
| <b>EEOC FORM<br/>715-01<br/>PART I</b>                          | <b>EEO Plan to Eliminate Identified Barrier</b>  |   |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>       |  | <b>TARGET DATE<br/>(Must be specific)</b> |
| 5.  | Investigate every phase of the merit promotion process and career development programs beginning at grade GS-13..  | June 30, 2016                             |
| 6.  | Conduct a longitudinal review if applicant flow statistics in workforce data tables A7, A9, A11 and A12 for past five years.                                       | July 30, 2016                             |
| 7.  | Review the participation of Hispanic and Asians employees by grade levels in the major occupations with upward mobility.   | August 30, 2016                           |
| 8.  | Meet with selecting and management officials to examine their experience in the hiring process and to discuss their perceptions of Hispanic and Asians candidates. | September 30, 2016                        |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> |  |   |

**PART J – SPECIAL PROGRAM PLAN  
FOR THE RECRUITMENT, HIRING,  
AND ADVANCEMENT OF  
INDIVIDUALS WITH TARGETED  
DISABILITIES**

## PART J, SECTION 1 - Employment Trend and Special Recruitment for Individuals with Targeted Disabilities

| Enter Actual Number at the... | ...Beginning of FY | ...End of FY | Net Change   |
|-------------------------------|--------------------|--------------|--------------|
| Total Workforce               | 1218               | 1180         | -38 (-3.12%) |
| Reportable Disability         | 81                 | 79           | -2 (-2.47%)  |
| Targeted Disability           | 5                  | 5            | 0.00%        |

## PART J, SECTION 2 - Applications and Selections for Individuals with Targeted Disabilities

| Measures  | During the Current Fiscal Year |
|---|--------------------------------|
| Total Number of Applications Received from Individuals with Targeted Disabilities | 29                             |
| Total Number of Selections of Individuals with Targeted Disabilities              | 0                              |

## PART J, SECTION 3 - Participation Rates in Agency Employment Programs

| Other Employment/Personnel Programs                   | Total   | Reportable Disability | Targeted Disability | Not Identified | No Disability |
|---|---------|-----------------------|---------------------|----------------|---------------|
| Competitive Promotions                                | 19      | 0                     | 0                   | 2              | 8             |
| Non-Competitive Promotions                            | 28      | 1                     | 0                   | 0              | 27            |
| Employee Career Development Programs                  | 7       | 0                     | 0                   | 4              | 3             |
| Employee Career Development Programs: Grades 5 - 12   | 4       | 0                     | 0                   | 4              | 0             |
| Employee Career Development Programs: Grades 13 - 14  | 2       | 0                     | 0                   | 0              | 2             |
| Employee Career Development Programs: Grades 15 - SES | 1       | 0                     | 0                   | 0              | 1             |
| Employee Recognition and Awards                       | 695     | 41                    | 1                   | 6              | 648           |
| Time-Off Awards (Total hours awarded)                 | 2518    | 155                   | 0                   | 0              | 2363          |
| Cash Awards (Total \$\$\$ awarded)                    | 401,029 | 19,648                | 0                   | 4033           | 350,499       |
| Quality-Step Increase                                 | 34      | 2                     | 1                   | 0              | 32            |
| Details and Task Force Assignment                     | 0       | 0                     | 0                   | 0              | 0             |

## **PART J, SECTION 4 - Numerical Hiring Goal**

| <b>Types of Numerical Goals</b> | <b>Goal Used?</b> | <b>Goal (# or %)</b>    |
|---------------------------------|-------------------|-------------------------|
| % of PWTD in Total Workforce    | 0.42%             | 1%over five year period |
| # of PWTD in New Hires          | 6                 | 1%over five year period |
| % of PWTD in New Hires          | 100%              | 1%over five year period |

## **PART J, SECTION 5 – Objectives**

The Office of EEO, Diversity and Special Programs, in conjunction with CSOSA’s Office of Human Resource and PSA’s Office of Human Capital Management, continues to refine the Agency’s Strategic Plan with the goal of increasing employment of People with Disabilities to meet the requirements of Executive Order 13548. However, based on sequestration and budgetary cuts, the Agency was unable to meet its 1% goal of hiring people with targeted disabilities in FY 14. The Agency will continue to work towards its objective of increasing the representation of persons with targeted disabilities by 1% over the next four years.

## **PART J, SECTION 7 – Accomplishments**

Listed below are the Agency’s noteworthy accomplishments in FY 14 in its efforts to recruit, retain, and advance employment opportunities for people with disabilities:

- In FY 14, the Agency continued to disseminate employment information and other information in alternative formats, such as, large print, video, and accessible Internet sites for all applicants to include disabled veterans.
- In FY 14, the Agency’s Offices of Human Resources (HR) and Human Capital Management continued to advise and encourage managers and supervisors during various mandatory training sessions to consider creating career opportunities for people with disabilities as well as for disabled veterans.
- In FY 14, the Disability Employment Program Committee (DEPC) continued to coordinated agency activities for both CSOSA and PSA.
- 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.

# **CSOSA WORKFORCE DATA TABLES**







**Table A4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex (Permanent)**

| GS/GM, SES, AND RELATED GRADES |      | TOTAL EMPLOYEES |       |        | RACE/ETHNICITY     |        |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |
|--------------------------------|------|-----------------|-------|--------|--------------------|--------|-------------------------|--------|---------------------------|--------|-------|--------|---|--------|----------------------------------|--------|-------------------|--------|
|                                |      |                 |       |        | Hispanic or Latino |        | Non- Hispanic or Latino |        |                           |        |       |        |   |        |                                  |        |                   |        |
|                                |      |                 |       |        |                    |        | White                   |        | Black or African American |        | Asian |        | Native Hawaiian or Other Pacific Islander |        | American Indian or Alaska Native |        | Two or more races |        |
|                                |      |                 |       |        |                    |        | male                    | female | male                      | female | male  | female | male                                      | female | male                             | female | male              | female |
| All                            | male | female          | male  | female | male               | female | male                    | female | male                      | female | male  | female | male                                      | female | male                             | female |                   |        |
| GS-01                          | #    | 0               | 0     | 0      | 0                  | 0      | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 0.00  | 0.00   | 0.00               | 0.00   | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-02                          | #    | 0               | 0     | 0      | 0                  | 0      | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 0.00  | 0.00   | 0.00               | 0.00   | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-03                          | #    | 0               | 0     | 0      | 0                  | 0      | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 0.00  | 0.00   | 0.00               | 0.00   | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-04                          | #    | 9               | 1     | 8      | 0                  | 0      | 0                       | 0      | 1                         | 8      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 11.11 | 88.89  | 0.00               | 0.00   | 0.00                    | 0.00   | 11.11                     | 88.89  | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-05                          | #    | 7               | 3     | 4      | 0                  | 0      | 2                       | 1      | 1                         | 3      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 42.86 | 57.14  | 0.00               | 0.00   | 28.57                   | 14.29  | 14.29                     | 42.86  | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-06                          | #    | 8               | 4     | 4      | 0                  | 0      | 1                       | 0      | 2                         | 4      | 0     | 0      | 0   | 0      | 1                                | 0      | 0                 |        |
|                                | %    | 100.00          | 50.00 | 50.00  | 0.00               | 0.00   | 12.50                   | 0.00   | 25.00                     | 50.00  | 0.00  | 0.00   | 0.00                                      | 0.00   | 12.50                            | 0.00   | 0.00              |        |
| GS-07                          | #    | 124             | 33    | 91     | 1                  | 1      | 3                       | 5      | 29                        | 82     | 0     | 2      | 0   | 0      | 0                                | 0      | 1                 |        |
|                                | %    | 100.00          | 26.61 | 73.39  | 0.81               | 0.81   | 2.42                    | 4.03   | 23.39                     | 66.13  | 0.00  | 1.61   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.81              |        |
| GS-08                          | #    | 28              | 2     | 26     | 0                  | 0      | 0                       | 2      | 2                         | 24     | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 7.14  | 92.86  | 0.00               | 0.00   | 0.00                    | 7.14   | 7.14                      | 85.71  | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-09                          | #    | 53              | 26    | 27     | 0                  | 1      | 1                       | 1      | 23                        | 25     | 1     | 0      | 1   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 49.06 | 50.94  | 0.00               | 1.89   | 1.89                    | 1.89   | 43.40                     | 47.17  | 1.89  | 0.00   | 1.89                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-10                          | #    | 0               | 0     | 0      | 0                  | 0      | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 0.00  | 0.00   | 0.00               | 0.00   | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| GS-11                          | #    | 102             | 42    | 60     | 3                  | 2      | 6                       | 5      | 30                        | 51     | 0     | 0      | 0   | 0      | 0                                | 3      | 2                 |        |
|                                | %    | 100.00          | 41.18 | 58.82  | 2.94               | 1.96   | 5.88                    | 4.90   | 29.41                     | 50.00  | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 2.94   | 1.96              |        |
| GS-12                          | #    | 532             | 166   | 366    | 13                 | 17     | 23                      | 37     | 125                       | 303    | 5     | 4      | 0   | 0      | 0                                | 1      | 0                 |        |
|                                | %    | 100.00          | 31.20 | 68.80  | 2.44               | 3.20   | 4.32                    | 6.95   | 23.50                     | 56.95  | 0.94  | 0.75   | 0.00                                      | 0.00   | 0.00                             | 0.19   | 0.00              |        |
| GS-13                          | #    | 182             | 74    | 108    | 0                  | 4      | 15                      | 10     | 54                        | 89     | 4     | 3      | 0   | 0      | 1                                | 2      | 0                 |        |
|                                | %    | 100.00          | 40.66 | 59.34  | 0.00               | 2.20   | 8.24                    | 5.49   | 29.67                     | 48.90  | 2.20  | 1.65   | 0.00                                      | 0.00   | 0.55                             | 1.10   | 0.00              |        |
| GS-14                          | #    | 82              | 39    | 43     | 2                  | 0      | 14                      | 14     | 19                        | 25     | 4     | 3      | 0   | 0      | 0                                | 1      | 0                 |        |
|                                | %    | 100.00          | 47.56 | 52.44  | 2.44               | 0.00   | 17.07                   | 17.07  | 23.17                     | 30.49  | 4.88  | 3.66   | 0.00                                      | 0.00   | 0.00                             | 1.22   | 0.00              |        |
| GS-15                          | #    | 31              | 18    | 13     | 1                  | 0      | 3                       | 3      | 12                        | 9      | 1     | 0      | 0   | 1      | 0                                | 0      | 1                 |        |
|                                | %    | 100.00          | 58.06 | 41.94  | 3.23               | 0.00   | 9.68                    | 9.68   | 38.71                     | 29.03  | 3.23  | 0.00   | 0.00                                      | 3.23   | 0.00                             | 0.00   | 3.23              |        |
| All other (unspecified GS)     | #    | 0               | 0     | 0      | 0                  | 0      | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 0.00  | 0.00   | 0.00               | 0.00   | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| Senior Executive Service       | #    | 13              | 9     | 4      | 0                  | 0      | 4                       | 0      | 5                         | 4      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 69.23 | 30.77  | 0.00               | 0.00   | 30.77                   | 0.00   | 38.46                     | 30.77  | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| Other Senior Pay (Non-SES)     | #    | 0               | 0     | 0      | 0                  | 0      | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 |        |
|                                | %    | 100.00          | 0.00  | 0.00   | 0.00               | 0.00   | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              |        |
| TOTAL                          | #    | 1171            | 417   | 754    | 20                 | 25     | 72                      | 78     | 303                       | 627    | 15    | 12     | 1   | 1      | 2                                | 4      | 4                 |        |
|                                | %    | 100.00          | 35.61 | 64.39  | 1.71               | 2.13   | 6.15                    | 6.66   | 25.88                     | 53.54  | 1.28  | 1.02   | 0.09                                      | 0.09   | 0.17                             | 0.34   | 0.34              |        |



















**Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex (Permanent)**

| Employment Tenure                            | TOTAL WORKFORCE |        |        | RACE/ETHNICITY     |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
|--|-----------------|--------|--------|--------------------|--------|---------------------------|--------|-------|--------|---|--------|----------------------------------|--------|-------------------|--------|------|--------|-------|
|  |                 |        |        | Hispanic or Latino |        | Non- Hispanic or Latino   |        |       |        |   |        |                                  |        |                   |        |      |        |       |
|  |                 |        | White  |                    |        | Black or African American |        | Asian |        | Native Hawaiian or Other Pacific Islander |        | American Indian or Alaska Native |        | Two or more races |        |      |        |       |
|  | All             | male   | female | male               | female | male                      | female | male  | female | male                                      | female | male                             | female | male              | female | male | female |       |
| <b>Occupation Series Code (Four Digits):</b> |                 |        |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Total Received                               | #               | 67     |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Voluntarily Identified                       | #               | 65     | 45     | 20                 | 4      | 0                         | 9      | 2     | 29     | 16  | 1      | 1                                | 0      | 0                 | 0      | 0    | 2      | 1     |
|  | %               | 100.00 | 69.23  | 30.77              | 6.15   | 0.00                      | 13.85  | 3.08  | 44.62  | 24.62                                     | 1.54   | 1.54                             | 0.00   | 0.00              | 0.00   | 0.00 | 3.08   | 1.54  |
| Qualified of those Identified                | #               | 61     | 42     | 19                 | 4      | 0                         | 8      | 2     | 27     | 15  | 1      | 1                                | 0      | 0                 | 0      | 0    | 2      | 1     |
|  | %               | 100.00 | 68.85  | 31.15              | 6.56   | 0.00                      | 13.11  | 3.28  | 44.26  | 24.59                                     | 1.64   | 1.64                             | 0.00   | 0.00              | 0.00   | 0.00 | 3.28   | 1.64  |
| Selected of those Identified                 | #               | 2      | 1      | 1                  | 0      | 0                         | 0      | 0     | 1      | 1   | 0      | 0                                | 0      | 0                 | 0      | 0    | 0      | 0     |
|  | %               | 100.00 | 50.00  | 50.00              | 0.00   | 0.00                      | 0.00   | 0.00  | 50.00  | 50.00                                     | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 0.00  |
| Occupational CLF                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 0.00  |
| <b>Occupation Series Code (Four Digits):</b> |                 |        |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Total Received                               | #               | 18     |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Voluntarily Identified                       | #               | 18     | 11     | 7                  | 0      | 0                         | 3      | 0     | 8      | 7   | 0      | 0                                | 0      | 0                 | 0      | 0    | 0      | 0     |
|  | %               | 100.00 | 61.11  | 38.89              | 0.00   | 0.00                      | 16.67  | 0.00  | 44.44  | 38.89                                     | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 0.00  |
| Qualified of those Identified                | #               | 18     | 11     | 7                  | 0      | 0                         | 3      | 0     | 8      | 7   | 0      | 0                                | 0      | 0                 | 0      | 0    | 0      | 0     |
|  | %               | 100.00 | 61.11  | 38.89              | 0.00   | 0.00                      | 16.67  | 0.00  | 44.44  | 38.89                                     | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 0.00  |
| Selected of those Identified                 | #               | 0      | 0      | 0                  | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    | 0      | 0     |
|  | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 0.00  |
| Occupational CLF                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 0.00  |
| <b>Occupation Series Code (Four Digits):</b> |                 |        |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Total Received                               | #               | 63     |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Voluntarily Identified                       | #               | 60     | 36     | 24                 | 5      | 3                         | 15     | 3     | 11     | 17  | 3      | 0                                | 0      | 0                 | 1      | 0    | 1      | 1     |
|  | %               | 100.00 | 60.00  | 40.00              | 8.33   | 5.00                      | 25.00  | 5.00  | 18.33  | 28.33                                     | 5.00   | 0.00                             | 0.00   | 0.00              | 1.67   | 0.00 | 1.67   | 1.67  |
| Qualified of those Identified                | #               | 59     | 36     | 23                 | 5      | 3                         | 15     | 3     | 11     | 16  | 3      | 0                                | 0      | 0                 | 1      | 0    | 1      | 1     |
|  | %               | 100.00 | 61.02  | 38.98              | 8.47   | 5.08                      | 25.42  | 5.08  | 18.64  | 27.12                                     | 5.08   | 0.00                             | 0.00   | 0.00              | 1.69   | 0.00 | 1.69   | 1.69  |
| Selected of those Identified                 | #               | 3      | 0      | 3                  | 0      | 0                         | 0      | 1     | 0      | 1   | 0      | 0                                | 0      | 0                 | 0      | 0    | 0      | 1     |
|  | %               | 100.00 | 0.00   | 100.00             | 0.00   | 0.00                      | 0.00   | 33.33 | 0.00   | 33.33                                     | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 33.33 |
| Occupational CLF                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 0.00   | 0.00  |
| <b>Occupation Series Code (Four Digits):</b> |                 |        |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Total Received                               | #               | 6      |        |                    |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |       |
| Voluntarily Identified                       | #               | 6      | 5      | 1                  | 0      | 0                         | 0      | 0     | 3      | 1   | 1      | 0                                | 0      | 0                 | 0      | 0    | 1      | 0     |
|  | %               | 100.00 | 83.33  | 16.67              | 0.00   | 0.00                      | 0.00   | 0.00  | 50.00  | 16.67                                     | 16.67  | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 16.67  | 0.00  |
| Qualified of those Identified                | #               | 6      | 5      | 1                  | 0      | 0                         | 0      | 0     | 3      | 1   | 1      | 0                                | 0      | 0                 | 0      | 0    | 1      | 0     |
|  | %               | 100.00 | 83.33  | 16.67              | 0.00   | 0.00                      | 0.00   | 0.00  | 50.00  | 16.67                                     | 16.67  | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 | 16.67  | 0.00  |





























Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

| Employment Tenure | TOTAL WORKFORCE |        |                           | RACE/ETHNICITY     |      |                         |      |   |      |                                  |      |                   |      |        |      |        |      |        |
|-------------------|-----------------|--------|---------------------------|--------------------|------|-------------------------|------|---|------|----------------------------------|------|-------------------|------|--------|------|--------|------|--------|
|                   |                 |        |                           | Hispanic or Latino |      | Non- Hispanic or Latino |      |   |      |                                  |      |                   |      |        |      |        |      |        |
|                   | White           |        | Black or African American |                    |      | Asian                   |      | Native Hawaiian or Other Pacific Islander |      | American Indian or Alaska Native |      | Two or more races |      |        |      |        |      |        |
| All               | male            | female | male                      | female             | male | female                  | male | female                                    | male | female                           | male | female            | male | female | male | female | male | female |

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

**Occupation Series Code (Four Digits):**

|                                    |   |        |        |       |       |      |       |      |       |       |      |      |      |      |      |      |      |      |
|------------------------------------|---|--------|--------|-------|-------|------|-------|------|-------|-------|------|------|------|------|------|------|------|------|
| <b>Total Applications Received</b> | # | 135    | 45     | 90    | 3     | 6    | 4     | 8    | 36    | 66    | 0    | 5    | 0    | 0    | 1    | 1    | 1    | 4    |
| <b>Qualified</b>                   | # | 129    | 43     | 86    | 3     | 6    | 4     | 8    | 34    | 63    | 0    | 5    | 0    | 0    | 1    | 1    | 1    | 3    |
|                                    | % | 100.00 | 33.33  | 66.67 | 2.33  | 4.65 | 3.10  | 6.20 | 26.36 | 48.84 | 0.00 | 3.88 | 0.00 | 0.00 | 0.78 | 0.78 | 0.78 | 2.33 |
| <b>Selected</b>                    | # | 2      | 2      | 0     | 1     | 0    | 1     | 0    | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
|                                    | % | 100.00 | 100.00 | 0.00  | 50.00 | 0.00 | 50.00 | 0.00 | 0.00  | 0.00  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>Relevant Applicant Pool</b>     | % | 100.00 | 0.00   | 0.00  | 0.00  | 0.00 | 0.00  | 0.00 | 0.00  | 0.00  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Occupation Series Code (Four Digits):**

|                                    |   |        |       |       |      |      |      |       |       |       |      |      |      |      |      |      |      |      |
|------------------------------------|---|--------|-------|-------|------|------|------|-------|-------|-------|------|------|------|------|------|------|------|------|
| <b>Total Applications Received</b> | # | 84     | 19    | 65    | 2    | 3    | 5    | 10    | 10    | 48    | 0    | 0    | 0    | 0    | 2    | 1    | 0    | 3    |
| <b>Qualified</b>                   | # | 80     | 19    | 61    | 2    | 3    | 5    | 9     | 10    | 45    | 0    | 0    | 0    | 0    | 2    | 1    | 0    | 3    |
|                                    | % | 100.00 | 23.75 | 76.25 | 2.50 | 3.75 | 6.25 | 11.25 | 12.50 | 56.25 | 0.00 | 0.00 | 0.00 | 0.00 | 2.50 | 1.25 | 0.00 | 3.75 |
| <b>Selected</b>                    | # | 0      | 0     | 0     | 0    | 0    | 0    | 0     | 0     | 0     | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
|                                    | % | 100.00 | 0.00  | 0.00  | 0.00 | 0.00 | 0.00 | 0.00  | 0.00  | 0.00  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>Relevant Applicant Pool</b>     | % | 100.00 | 0.00  | 0.00  | 0.00 | 0.00 | 0.00 | 0.00  | 0.00  | 0.00  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Occupation Series Code (Four Digits):**

|                                    |   |        |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
|------------------------------------|---|--------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| <b>Total Applications Received</b> | # | 0      | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| <b>Qualified</b>                   | # | 0      | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
|                                    | % | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>Selected</b>                    | # | 0      | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
|                                    | % | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>Relevant Applicant Pool</b>     | % | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Occupation Series Code (Four Digits):**

|                                    |   |        |       |      |      |      |       |      |       |      |       |      |      |      |      |      |      |      |
|------------------------------------|---|--------|-------|------|------|------|-------|------|-------|------|-------|------|------|------|------|------|------|------|
| <b>Total Applications Received</b> | # | 23     | 21    | 2    | 1    | 0    | 6     | 0    | 9     | 1    | 5     | 0    | 0    | 0    | 0    | 0    | 0    | 1    |
| <b>Qualified</b>                   | # | 23     | 21    | 2    | 1    | 0    | 6     | 0    | 9     | 1    | 5     | 0    | 0    | 0    | 0    | 0    | 0    | 1    |
|                                    | % | 100.00 | 91.30 | 8.70 | 4.35 | 0.00 | 26.09 | 0.00 | 39.13 | 4.35 | 21.74 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.35 |
| <b>Selected</b>                    | # | 0      | 0     | 0    | 0    | 0    | 0     | 0    | 0     | 0    | 0     | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
|                                    | % | 100.00 | 0.00  | 0.00 | 0.00 | 0.00 | 0.00  | 0.00 | 0.00  | 0.00 | 0.00  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <b>Relevant Applicant Pool</b>     | % | 100.00 | 0.00  | 0.00 | 0.00 | 0.00 | 0.00  | 0.00 | 0.00  | 0.00 | 0.00  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Occupation Series Code (Four Digits):**













**Table A11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, AND SES) by Race/Ethnicity and Sex**

| Employment Tenure           | TOTAL WORKFORCE |        |        | RACE/ETHNICITY     |        |       |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
|-----------------------------|-----------------|--------|--------|--------------------|--------|-------|--------|---------------------------|--------|-------|--------|---|--------|----------------------------------|--------|-------------------|--------|------|
|                             |                 |        |        | Hispanic or Latino |        | White |        | Black or African American |        | Asian |        | Native Hawaiian or Other Pacific Islander |        | American Indian or Alaska Native |        | Two or more races |        |      |
|                             | All             | male   | female | male               | female | male  | female | male                      | female | male  | female | male                                      | female | male                             | female | male              | female |      |
| <b>Plan - Grade: GS-13</b>  |                 |        |        |                    |        |       |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Total Applications Received | #               | 0      | 0      | 0                  | 0      | 0     | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Qualified                   | #               | 0      | 0      | 0                  | 0      | 0     | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Selected                    | #               | 0      | 0      | 0                  | 0      | 0     | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Relevant Applicant Pool     | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| <b>Plan - Grade: GS-14</b>  |                 |        |        |                    |        |       |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Total Applications Received | #               | 24     | 14     | 10                 | 0      | 0     | 2      | 5                         | 12     | 5     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 58.33  | 41.67              | 0.00   | 0.00  | 8.33   | 20.83                     | 50.00  | 20.83 | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Qualified                   | #               | 18     | 11     | 7                  | 0      | 0     | 2      | 4                         | 9      | 3     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 61.11  | 38.89              | 0.00   | 0.00  | 11.11  | 22.22                     | 50.00  | 16.67 | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Selected                    | #               | 2      | 1      | 1                  | 0      | 0     | 1      | 0                         | 0      | 1     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 50.00  | 50.00              | 0.00   | 0.00  | 50.00  | 0.00                      | 0.00   | 50.00 | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Relevant Applicant Pool     | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| <b>Plan - Grade: GS-15</b>  |                 |        |        |                    |        |       |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Total Applications Received | #               | 0      | 0      | 0                  | 0      | 0     | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Qualified                   | #               | 0      | 0      | 0                  | 0      | 0     | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Selected                    | #               | 0      | 0      | 0                  | 0      | 0     | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Relevant Applicant Pool     | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| <b>Plan - Grade: SES</b>    |                 |        |        |                    |        |       |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Total Applications Received | #               | 5      | 3      | 2                  | 0      | 0     | 1      | 0                         | 2      | 1     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 60.00  | 40.00              | 0.00   | 0.00  | 20.00  | 0.00                      | 40.00  | 20.00 | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Qualified                   | #               | 5      | 3      | 2                  | 0      | 0     | 1      | 0                         | 2      | 1     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 60.00  | 40.00              | 0.00   | 0.00  | 20.00  | 0.00                      | 40.00  | 20.00 | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Selected                    | #               | 1      | 1      | 0                  | 0      | 0     | 1      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|                             | %               | 100.00 | 100.00 | 0.00               | 0.00   | 0.00  | 100.00 | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Relevant Applicant Pool     | %               | 100.00 | 0.00   | 0.00               | 0.00   | 0.00  | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

**Table A12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Race/Ethnicity and Sex**

| Employment Tenure                                    | TOTAL WORKFORCE |        |       | RACE/ETHNICITY     |      |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
|--|-----------------|--------|-------|--------------------|------|-------------------------|--------|---------------------------|--------|-------|--------|---|--------|----------------------------------|--------|-------------------|--------|------|
|  |                 |        |       | Hispanic or Latino |      | Non- Hispanic or Latino |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
|  |                 |        |       |                    |      | White                   |        | Black or African American |        | Asian |        | Native Hawaiian or Other Pacific Islander |        | American Indian or Alaska Native |        | Two or more races |        |      |
|  |                 |        |       |                    |      | male                    | female | male                      | female | male  | female | male                                      | female | male                             | female | male              | female | male |
| <b>Career Development Programs for GS 5-12</b>       |                 |        |       |                    |      |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Slots  | #               | 4      |       |                    |      |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Relevant Applicant Pool                              | %               | 100.00 | 0.00  | 0.00               | 0.00 | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Applied  | #               | 11     | 7     | 4                  | 0    | 0                       | 0      | 1                         | 7      | 3     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|  | %               | 100.00 | 63.64 | 36.36              | 0.00 | 0.00                    | 0.00   | 9.09                      | 63.64  | 27.27 | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Participants   | #               | 4      | 0     | 4                  | 0    | 0                       | 0      | 1                         | 0      | 3     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|  | %               | 100.00 | 0.00  | 100.00             | 0.00 | 0.00                    | 0.00   | 25.00                     | 0.00   | 75.00 | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| <b>Career Development Programs for GS 13-14</b>      |                 |        |       |                    |      |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Slots  | #               | 0      |       |                    |      |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Relevant Applicant Pool                              | %               | 100.00 | 0.00  | 0.00               | 0.00 | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Applied  | #               | 0      | 0     | 0                  | 0    | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|  | %               | 100.00 | 0.00  | 0.00               | 0.00 | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Participants   | #               | 0      | 0     | 0                  | 0    | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|  | %               | 100.00 | 0.00  | 0.00               | 0.00 | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| <b>Career Development Programs for GS 15 and SES</b> |                 |        |       |                    |      |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Slots  | #               | 0      |       |                    |      |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |
| Relevant Applicant Pool                              | %               | 100.00 | 0.00  | 0.00               | 0.00 | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Applied  | #               | 0      | 0     | 0                  | 0    | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|  | %               | 100.00 | 0.00  | 0.00               | 0.00 | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |
| Participants   | #               | 0      | 0     | 0                  | 0    | 0                       | 0      | 0                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      | 0    |
|  | %               | 100.00 | 0.00  | 0.00               | 0.00 | 0.00                    | 0.00   | 0.00                      | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   | 0.00 |

**"Relevant Applicant Pool" includes all employees in pay grades eligible for the career development program.**

**Table A13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race/Ethnicity and Sex**

| Employment Tenure                   | TOTAL WORKFORCE |             |             | RACE/ETHNICITY     |        |                         |             |                           |             |        |             |   |        |                                  |        |                   |        |
|-------------------------------------|-----------------|-------------|-------------|--------------------|--------|-------------------------|-------------|---------------------------|-------------|--------|-------------|---|--------|----------------------------------|--------|-------------------|--------|
|                                     |                 |             |             | Hispanic or Latino |        | Non- Hispanic or Latino |             |                           |             |        |             |   |        |                                  |        |                   |        |
|                                     |                 |             |             |                    |        | White                   |             | Black or African American |             | Asian  |             | Native Hawaiian or Other Pacific Islander |        | American Indian or Alaska Native |        | Two or more races |        |
|                                     |                 |             |             |                    |        | male                    | female      | male                      | female      | male   | female      | male                                      | female | male                             | female | male              | female |
| All                                 | male            | female      | male        | female             | male   | female                  | male        | female                    | male        | female | male        | female                                    | male   | female                           | male   | female            |        |
| <b>Time Off-Awards: 1-9 hours</b>   |                 |             |             |                    |        |                         |             |                           |             |        |             |   |        |                                  |        |                   |        |
| Total Time-Off Awards Given         | #               | 248         | 67          | 181                | 3      | 5                       | 18          | 15                        | 46          | 157    | 0           | 3   | 0      | 0                                | 0      | 0                 | 1      |
|                                     | %               | 100.00      | 27.02       | 72.98              | 1.21   | 2.02                    | 7.26        | 6.05                      | 18.55       | 63.31  | 0.00        | 1.21                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.40   |
| Total Hours                         | 1499            | 397         | 1102        | 14                 | 33     | 118                     | 88          | 265                       | 952         | 0      | 25          | 0   | 0      | 0                                | 0      | 0                 | 4      |
| Average Hours                       | 6.044354839     | 5.925373134 | 6.08839779  | 4.666666667        | 6.6    | 6.555555556             | 5.866666667 | 5.760869565               | 6.063694268 | 0      | 8.333333333 | 0   | 0      | 0                                | 0      | 0                 | 4      |
| <b>Time Off-Awards: 9+ hours</b>    |                 |             |             |                    |        |                         |             |                           |             |        |             |   |        |                                  |        |                   |        |
| Total Time-Off Awards Given         | #               | 53          | 16          | 37                 | 1      | 1                       | 2           | 6                         | 13          | 29     | 0           | 0   | 0      | 0                                | 0      | 0                 | 1      |
|                                     | %               | 100.00      | 30.19       | 69.81              | 1.89   | 1.89                    | 3.77        | 11.32                     | 24.53       | 54.72  | 0.00        | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 1.89   |
| Total Hours                         | 1019            | 292         | 727         | 16                 | 24     | 34                      | 94          | 242                       | 583         | 0      | 0           | 0   | 0      | 0                                | 0      | 0                 | 26     |
| Average Hours                       | 19.22641509     | 18.25       | 19.64864865 | 16                 | 24     | 17                      | 15.66666667 | 18.61538462               | 20.10344828 | 0      | 0           | 0   | 0      | 0                                | 0      | 0                 | 26     |
| <b>Cash Awards: \$100 - \$500</b>   |                 |             |             |                    |        |                         |             |                           |             |        |             |   |        |                                  |        |                   |        |
| Total Cash Awards Given             | #               | 74          | 23          | 51                 | 1      | 1                       | 3           | 5                         | 19          | 44     | 0           | 0   | 0      | 0                                | 0      | 1                 | 0      |
|                                     | %               | 100.00      | 31.08       | 68.92              | 1.35   | 1.35                    | 4.05        | 6.76                      | 25.68       | 59.46  | 0.00        | 0.00                                      | 0.00   | 0.00                             | 0.00   | 1.35              | 0.00   |
| Total Amount                        | 24737           | 8109        | 16628       | 462                | 76     | 795                     | 1226        | 6852                      | 14841       | 0      | 0           | 0   | 0      | 0                                | 485    | 0                 | 0      |
| Average Amount                      | 334.2837838     | 352.5652174 | 326.0392157 | 462                | 76     | 265                     | 245.2       | 360.6315789               | 337.2954545 | 0      | 0           | 0   | 0      | 0                                | 485    | 0                 | 0      |
| <b>Cash Awards: \$501+</b>          |                 |             |             |                    |        |                         |             |                           |             |        |             |   |        |                                  |        |                   |        |
| Total Cash Awards Given             | #               | 286         | 110         | 176                | 11     | 10                      | 20          | 31                        | 74          | 128    | 5           | 6   | 0      | 0                                | 0      | 0                 | 1      |
|                                     | %               | 100.00      | 38.46       | 61.54              | 3.85   | 3.50                    | 6.99        | 10.84                     | 25.87       | 44.76  | 1.75        | 2.10                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.35   |
| Total Amount                        | 299924          | 121379      | 178545      | 11000              | 10309  | 23132                   | 36902       | 82092                     | 124288      | 5155   | 5958        | 0   | 0      | 0                                | 0      | 0                 | 1088   |
| Average Amount                      | 1048.685315     | 1103.445455 | 1014.460227 | 1000               | 1030.9 | 1156.6                  | 1190.387097 | 1109.351351               | 971         | 1031   | 993         | 0   | 0      | 0                                | 0      | 0                 | 1088   |
| <b>Quality Step Increases (QSI)</b> |                 |             |             |                    |        |                         |             |                           |             |        |             |   |        |                                  |        |                   |        |
| Total QSIs Awarded                  | #               | 34          | 12          | 22                 | 0      | 1                       | 3           | 2                         | 8           | 19     | 1           | 0   | 0      | 0                                | 0      | 0                 | 0      |
|                                     | %               | 100.00      | 35.29       | 64.71              | 0.00   | 2.94                    | 8.82        | 5.88                      | 23.53       | 55.88  | 2.94        | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   |
| Total Benefit                       | 76368           | 29966       | 46402       | 0                  | 2009   | 7703                    | 5674        | 20254                     | 38719       | 2009   | 0           | 0   | 0      | 0                                | 0      | 0                 | 0      |
| Average Benefit                     | 2246.117647     | 2497.166667 | 2109.181818 | 0                  | 2009   | 2567.666667             | 2837        | 2531.75                   | 2037.842105 | 2009   | 0           | 0   | 0      | 0                                | 0      | 0                 | 0      |

**Table A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex**

| Employment Tenure |      | TOTAL WORKFORCE |        |        | RACE/ETHNICITY     |        |                         |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |
|-------------------|------|-----------------|--------|--------|--------------------|--------|-------------------------|--------|---------------------------|--------|-------|--------|---|--------|----------------------------------|--------|-------------------|--------|------|--------|
|                   |      |                 |        |        | Hispanic or Latino |        | Non- Hispanic or Latino |        |                           |        |       |        |   |        |                                  |        |                   |        |      |        |
|                   |      |                 |        |        |                    |        | White                   |        | Black or African American |        | Asian |        | Native Hawaiian or Other Pacific Islander |        | American Indian or Alaska Native |        | Two or more races |        |      |        |
|                   |      |                 |        |        |                    |        | male                    | female | male                      | female | male  | female | male                                      | female | male                             | female | male              | female | male | female |
| All               | male | female          | male   | female | male               | female | male                    | female | male                      | female | male  | female | male                                      | female | male                             | female |                   |        |      |        |
| Voluntary         | #    | 74              | 23     | 51     | 2                  | 2      | 3                       | 8      | 18                        | 39     | 0     | 1      | 0   | 0      | 0                                | 0      | 0                 | 1      |      |        |
|                   | %    | 100.00          | 31.08  | 68.92  | 2.70               | 2.70   | 4.05                    | 10.81  | 24.32                     | 52.70  | 0.00  | 1.35   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 1.35   |      |        |
| Involuntary       | #    | 1               | 1      | 0      | 0                  | 0      | 0                       | 0      | 1                         | 0      | 0     | 0      | 0   | 0      | 0                                | 0      | 0                 | 0      |      |        |
|                   | %    | 100.00          | 100.00 | 0.00   | 0.00               | 0.00   | 0.00                    | 0.00   | 100.00                    | 0.00   | 0.00  | 0.00   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 0.00   |      |        |
| Total Separations | #    | 75              | 24     | 51     | 2                  | 2      | 3                       | 8      | 19                        | 39     | 0     | 1      | 0   | 0      | 0                                | 0      | 0                 | 1      |      |        |
|                   | %    | 100.00          | 32.00  | 68.00  | 2.67               | 2.67   | 4.00                    | 10.67  | 25.33                     | 52.00  | 0.00  | 1.33   | 0.00                                      | 0.00   | 0.00                             | 0.00   | 0.00              | 1.33   |      |        |
| Total Workforce   | #    | 1171            | 417    | 754    | 24                 | 31     | 72                      | 78     | 302                       | 625    | 15    | 12     | 0   | 1      | 2                                | 4      | 2                 | 3      |      |        |
|                   | %    | 100.00          | 35.61  | 64.39  | 2.05               | 2.65   | 6.15                    | 6.66   | 25.79                     | 53.37  | 1.28  | 1.02   | 0.00                                      | 0.09   | 0.17                             | 0.34   | 0.17              | 0.26   |      |        |









**Table B4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability (Temporary)**

| GS/GM, SES,<br>and Related<br>Grade | TOTAL | Total by Disability Status |                     |                    |                     | Detail for Targeted Disabilities |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
|-------------------------------------|-------|----------------------------|---------------------|--------------------|---------------------|----------------------------------|----------------------|---------------------------------------|---------------------------------|----------------------------------|---------------|-------------------------------------|-----------------------------|---------------|------|
|                                     |       | No Disability [05]         | Not Identified [01] | Disability [06-94] | Targeted Disability | Hearing [16/17 or 18]            | Vision [23/25 or 21] | Missing Extremities [28, 32-38 or 30] | Partial Paralysis [64-68 or 69] | Complete Paralysis [71-78 or 79] | Epilepsy [82] | Severe Intellectual Disability [90] | Psychiatric Disability [91] | Dwarfism [92] |      |
| GS-01                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-02                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-03                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-04                               | #     | 2                          | 2                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 100.00              | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-05                               | #     | 2                          | 2                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 100.00              | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-06                               | #     | 1                          | 1                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 100.00              | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-07                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-08                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-09                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-10                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-11                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-12                               | #     | 1                          | 0                   | 0                  | 1                   | 1                                | 0                    | 0                                     | 0                               | 1                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 100.00              | 100.00                           | 0.00                 | 0.00                                  | 0.00                            | 100.00                           | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-13                               | #     | 1                          | 1                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 100.00              | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-14                               | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| GS-15                               | #     | 2                          | 2                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 100.00              | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| All Other (Unspecified GS)          | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Senior Executive Service            | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Other Senior Pay (Non-SES)          | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| TOTAL                               | #     | 9                          | 8                   | 0                  | 1                   | 1                                | 0                    | 0                                     | 0                               | 1                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                     | %     | 100.00                     | 88.89               | 0.00               | 11.11               | 11.11                            | 0.00                 | 0.00                                  | 0.00                            | 11.11                            | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |











































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|                  |
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**Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL (GS 13/14, GS 15, SES) POSITIONS by Disability**

| Internal Selections for Senior Level | TOTAL | Total by Disability Status |                     |                   |                     | Detail for Targeted Disabilities |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
|--------------------------------------|-------|----------------------------|---------------------|-------------------|---------------------|----------------------------------|----------------------|---------------------------------------|---------------------------------|----------------------------------|---------------|-------------------------------------|-----------------------------|---------------|------|
|                                      |       | No Disability [05]         | Not Identified [01] | Disability[06-94] | Targeted Disability | Hearing [16/17 or 18]            | Vision [23/25 or 21] | Missing Extremities [28, 32-38 or 30] | Partial Paralysis [64-68 or 69] | Complete Paralysis [71-78 or 79] | Epilepsy [82] | Severe Intellectual Disability [90] | Psychiatric Disability [91] | Dwarfism [92] |      |
| <b>Plan - Grade: GS-13</b>           |       |                            |                     |                   |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Relevant Applicant Pool              | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Applications Received          | #     | 0                          | 0                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Qualified                            | #     | 0                          | 0                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Selected                             | #     | 0                          | 0                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| <b>Plan - Grade: GS-14</b>           |       |                            |                     |                   |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Relevant Applicant Pool              | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Applications Received          | #     | 24                         | 24                  | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 100.00              | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Qualified                            | #     | 18                         | 18                  | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 100.00              | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Selected                             | #     | 2                          | 2                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 100.00              | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| <b>Plan - Grade: GS-15</b>           |       |                            |                     |                   |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Relevant Applicant Pool              | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Applications Received          | #     | 0                          | 0                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Qualified                            | #     | 0                          | 0                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Selected                             | #     | 0                          | 0                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| <b>Plan - Grade: SES</b>             |       |                            |                     |                   |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Relevant Applicant Pool              | %     | 100.00                     | 0.00                | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Applications Received          | #     | 5                          | 5                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 100.00              | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Qualified                            | #     | 5                          | 5                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 100.00              | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Selected                             | #     | 1                          | 1                   | 0                 | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|                                      | %     | 100.00                     | 100.00              | 0.00              | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |

"Relevant Applicant Pool"= all employees in the next lower pay grade and in all series that qualify them for the position announced.

**Table B12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Disability**

| Career Development                                   | TOTAL | Total by Disability Status |                     |                    |                     | Detail for Targeted Disabilities |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
|--|-------|----------------------------|---------------------|--------------------|---------------------|----------------------------------|----------------------|---------------------------------------|---------------------------------|----------------------------------|---------------|-------------------------------------|-----------------------------|---------------|------|
|  |       | No Disability [05]         | Not Identified [01] | Disability [06-94] | Targeted Disability | Hearing [16/17 or 18]            | Vision [23/25 or 21] | Missing Extremities [28, 32-38 or 30] | Partial Paralysis [64-68 or 69] | Complete Paralysis [71-78 or 79] | Epilepsy [82] | Severe Intellectual Disability [90] | Psychiatric Disability [91] | Dwarfism [92] |      |
| <b>Career Development Programs for GS 5-12</b>       |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Slots  | #     | 4                          |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Relevant Applicant Pool                              | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Applied  | #     | 11                         | 11                  | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 100.00              | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Participants   | #     | 4                          | 4                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 100.00              | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| <b>Career Development Programs for GS 13-14</b>      |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Slots  | #     | 0                          |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Relevant Applicant Pool                              | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Applied  | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Participants   | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| <b>Career Development Programs for GS 15 and SES</b> |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Slots  | #     | 0                          |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Relevant Applicant Pool                              | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Applied  | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Participants   | #     | 0                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 0.00                | 0.00               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

**Table B13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability**

| Recognition or Award Program # Awards Given Total Cash | TOTAL | Total by Disability Status |                     |                    |                     | Detail for Targeted Disabilities |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
|--|-------|----------------------------|---------------------|--------------------|---------------------|----------------------------------|----------------------|---------------------------------------|---------------------------------|----------------------------------|---------------|-------------------------------------|-----------------------------|---------------|------|
|  |       | No Disability [05]         | Not Identified [01] | Disability[0 6-94] | Targeted Disability | Hearing [16/17 or 18]            | Vision [23/25 or 21] | Missing Extremities [28, 32-38 or 30] | Partial Paralysis [64-68 or 69] | Complete Paralysis [71-78 or 79] | Epilepsy [82] | Severe Intellectual Disability [90] | Psychiatric Disability [91] | Dwarfism [92] |      |
| <b>Time Off-Awards: 1-9 hours</b>                      |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Total Time-Off Awards Given                            | #     | 248                        | 234                 | 0                  | 14                  | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 94.35               | 0.00               | 5.65                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Hours  |       | 1499                       | 1400                | 0                  | 99                  | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| Average Hours  |       | 6.04435                    | 5.98291             | 0                  | 7.0714              | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| <b>Time Off-Awards: 9+ hours</b>                       |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Total Time-Off Awards Given                            | #     | 53                         | 50                  | 0                  | 3                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 94.34               | 0.00               | 5.66                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Hours  |       | 1019                       | 963                 | 0                  | 56                  | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| Average Hours  |       | 19.2264                    | 19.26               | 0                  | 18.667              | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| <b>Cash Awards: \$100 - \$500</b>                      |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Total Cash Awards Given                                | #     | 74                         | 68                  | 1                  | 5                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 91.89               | 1.35               | 6.76                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Amount   |       | 24737                      | 22811               | 340                | 1586                | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| Average Amount   |       | 334.284                    | 335.456             | 340                | 317.2               | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| <b>Cash Awards: \$501+</b>                             |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Total Cash Awards Given                                | #     | 286                        | 264                 | 5                  | 17                  | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 92.31               | 1.75               | 5.94                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Amount   |       | 299924                     | 278169              | 3693               | 18062               | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| Average Amount   |       | 1048.69                    | 1053.67             | 738.6              | 1062.5              | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| <b>Quality Step Increases (QSI)</b>                    |       |                            |                     |                    |                     |                                  |                      |                                       |                                 |                                  |               |                                     |                             |               |      |
| Total QSI Award  | #     | 34                         | 32                  | 0                  | 2                   | 1                                | 0                    | 0                                     | 1                               | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
|  | %     | 100.00                     | 94.12               | 0.00               | 5.88                | 2.94                             | 0.00                 | 0.00                                  | 2.94                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          | 0.00 |
| Total Benefit  |       | 76368                      | 72330               | 0                  | 4038                | 2029                             | 0                    | 0                                     | 2029                            | 0                                | 0             | 0                                   | 0                           | 0             | 0    |
| Average Benefit  |       | 2246.12                    | 2260.31             | 0                  | 2019                | 2029                             | 0                    | 0                                     | 2029                            | 0                                | 0             | 0                                   | 0                           | 0             | 0    |

**Table B14: SEPARATION by Type of Separation - Distribution by Disability**

| Type of Separation |   | TOTAL  | Total by Disability Status |                     |                    |                     | Detail for Targeted Disabilities |                      |                                       |                                 |                                  |               |                                     |                             |               |
|--------------------|---|--------|----------------------------|---------------------|--------------------|---------------------|----------------------------------|----------------------|---------------------------------------|---------------------------------|----------------------------------|---------------|-------------------------------------|-----------------------------|---------------|
|                    |   |        | No Disability [05]         | Not Identified [01] | Disability [06-94] | Targeted Disability | Hearing [16/17 or 18]            | Vision [23/25 or 21] | Missing Extremities [28, 32-38 or 30] | Partial Paralysis [64-68 or 69] | Complete Paralysis [71-78 or 79] | Epilepsy [82] | Severe Intellectual Disability [90] | Psychiatric Disability [91] | Dwarfism [92] |
| Voluntary          | # | 74     | 69                         | 0                   | 5                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             |
|                    | % | 100.00 | 93.24                      | 0.00                | 6.76               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          |
| Involuntary        | # | 1      | 1                          | 0                   | 0                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             |
|                    | % | 100.00 | 100.00                     | 0.00                | 0.00               | 0.00                | #DIV/0!                          | 0.00                 | 0.00                                  | #DIV/0!                         | #DIV/0!                          | #DIV/0!       | #DIV/0!                             | #DIV/0!                     | #DIV/0!       |
| Total Separations  | # | 75     | 70                         | 0                   | 5                  | 0                   | 0                                | 0                    | 0                                     | 0                               | 0                                | 0             | 0                                   | 0                           | 0             |
|                    | % | 100.00 | 93.33                      | 0.00                | 6.67               | 0.00                | 0.00                             | 0.00                 | 0.00                                  | 0.00                            | 0.00                             | 0.00          | 0.00                                | 0.00                        | 0.00          |
| Total Workforce    | # | 1171   | 1079                       | 14                  | 78                 | 4                   | 0                                | 0                    | 2                                     | 0                               | 1                                | 0             | 0                                   | 1                           | 0             |
|                    | % | 100.00 | 92.14                      | 1.20                | 6.66               | 0.34                | 0.00                             | 0.00                 | 0.17                                  | 0.00                            | 0.09                             | 0.00          | 0.00                                | 0.09                        | 0.00          |



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