



FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Management Directive 715 | October 1, 2016 to September 30, 2017

PREPARED BY

COURT SERVICES AND OFFENDER SUPERVISION AGENCY
Office of Equal Employment Opportunity, Diversity, and Special Programs

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Court Services and Offender Supervision Agency for the District of Columbia			For period covering October 1, 2016 to September 30, 2017		
PART A Department or Agency Identifying Information	1. Agency		Court Services and Offender Supervision Agency for the District of Columbia		
	1.a. 2nd level reporting component				
	1.b. 3rd level reporting component				
	1.c. 4th level reporting component				
	2. Address		633 Indiana Avenue, NW		
	3. City, State, Zip Code		Washington	District of Columbia	20005-5705
	4. Agency Code	5. FIPS code(s)	CD1010	8840	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1170	
	2. Enter total number of temporary employees			3	
	3. Enter total number employees paid from non-appropriated funds			0	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			1173	

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision Agency for the District of Columbia	For period covering October 1, 2016 to September 30, 2017	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Agency Head	Director (Acting) James Berry, Director (Retired 12/31/2017) Nancy W. Ware
	2. Agency Head Designee	
	3. EEO Director	Director of EEO, Diversity and Special Programs Vern Best
	4. Affirmative Employment Manager	Senior EEO Specialist Michelle Payton-Kenner
	5. Complaint Processing Manager	Complaints/Compliance Program Manager Kathie Lacie-Storost
	6. Other EEO Staff	Asian Employment Program Manager Walter Chin
	7. MD-715 Preparer	Senior EEO Special Programs Manager Michelle Payton-Kenner
	8. Diversity and Inclusion Officer	
	9. Disability Special Emphasis Program Manager	Disability Special Emphasis Program Manager Rosa Taylor
	10. Hispanic Special Emphasis Program Manager	Hispanic Employment Program Manager Ilario Contreras
	11. Women's Special Emphasis Program Manager	Federal Women's Program Manager Tarinna Terrell
	12. Anti-Harassment Program Manager	
	13. Reasonable Accommodation Program Manager	

Court Services and Offender Supervision
Agency for the District of Columbia

For period covering October 1, 2016 to September 30, 2017

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	

EXECUTIVE SUMMARY

Part E.1 – Executive Summary: Mission

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 2017. 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.

Agency's Mission and Mission Related Functions

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.

CSOSA's (FY) 2017 Summary to the Annual Equal Employment Opportunity (EEO) Program Status Report outlines progress; identifies program deficiencies and barriers to achieving a model EEO program; delineates the planned actions necessary to address and/or eliminate the program deficiencies and barriers; and outlines the Agency's accomplishments toward addressing the program. 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 the Equal Employment Opportunity Commission (EEOC).

Management Directive 715 divides the essential elements of a model agency EEO program into six broad categories as reflected below:

1. Demonstrated Commitment from Agency Leadership;
2. Integration of EEO into the Agency's Strategic Mission;
3. Management and Program Accountability;
4. Proactive Prevention of Unlawful Discrimination;
5. Efficiency; and
6. Responsiveness and Legal Compliance.

The Agency reviewed its EEO and personnel programs, policies, and performance in light of these elements to identify where the EEO program can become more effective. These six elements serve as the organizing principles by which the Agency can assess and improve its EEO program. The major initiatives that were implemented for FY 2017, and which are planned for FY 2018 are listed below.

Essential Element A: Demonstrated Commitment from Agency Leadership

Strengths:

In FY 2017, the Agency's leadership communicated its commitment to EEO by taking the following actions:

- CSOSA's offices of Human Resources and EEO began work on developing a strategic recruitment plan to promote greater diversity in its workforce and to tie our recruitment efforts to the under-represented groups in our workforce.
- The Agency-wide Diversity and Inclusion Council (D&IC) continued to develop and implement strategies to promote Diversity and Inclusion. As a result of the efforts of the D&IC in FY 2017, the following actions were taken:
 - CSOSA established and implemented a structured mentoring program in the second quarter of FY 2017; and
 - CSOSA established and implemented a formal shadowing program in the second quarter of FY 2017.

• The Agency's joint EEO and Diversity Policy Statement was issued in a Joint memorandum from the Heads of CSOSA and PSA on April 1, 2017. In this statement, the Directors reaffirmed their personal commitment to promote diversity and inclusion, and to ensure equal employment opportunity for every employee and applicant for employment.

Deficiencies identified based on the New Part G Self-Assessment Checklist are as follows:

A.3 – The Agency assesses and ensures EEO principles are part of its culture.

- The Agency currently does not have a recognition program for superior accomplishment in equal employment opportunity for employees, supervisors, managers, and organizational units. However, in FY 2017, OHR in an effort to promote EEO principles created the "Diversity and Inclusion Award" that has been given since FY 2015 for an employee who compassionately

models inclusive behavior and attitudes and welcomes the broad range of human diversity. Lastly, the EEO office recognizes its EEO Counselor's and Special Emphasis and Observance Programs with cash awards.

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

In the Agency's revised Diversity and Inclusion Strategic Plan, one of the actions identified is to increase inclusion in the workplace. In FY 2017, the Agency developed a plan to offer and promote training for supervisors and managers in an effort to improve communication and collaboration across agency and organizational units.

Additionally, in an effort to increase inclusion in the workplace, CSOSA has created and nurtured the Agency's Diversity Council to be a proactive voice on Agency-wide recruitment, training, and promotional policies. The Agency continues to offer staff training in improving communication and collaboration across agency and organizational units. Using the paradigm of the new IQ as our guide, we continue to stress the importance of employee support and engagement.

Over the past several years the Agency's score on the Federal Employee Viewpoint Survey as it relates to the new IQ Index has either been equal to or above that of the government-wide score. Moreover, the Agency's EEO programs are structured to maintain a workplace that is free from discrimination and supports the Agency's strategic mission in the following actions:

Strengths:

- Under the strategic goal of Diversity in the Workplace, all new selecting officials attended sessions referencing the special hiring authorities for people with disabilities, veterans, and supporting Special Emphasis groups to ensure diversity within the workforce. As a result of those efforts in FY 2017, sixty percent of new selecting officials received training.

- In FY 2017, the Office of Human Resources (OHR) continued to work with each program office to address employee morale and other challenge areas identified in CSOSA's results from the Federal Employee Viewpoint Survey (EVS). Recognized challenges were improving diversity in various positions and identifying other methods to obtain quality candidate pools for selection.

Essential Element C – Management and Program Accountability

Strengths:

In FY 2017, CSOSA's Office of Human Resources (OHR) hosted quarterly government-wide Leadership Effectiveness Exchanges that offered workshops open to Federal leaders within CSOSA and PSA. These sessions offered opportunities for leaders to share ideas and experiences and increase their leadership skills. These workshops served to assist the Agency in building a stronger leadership pipeline, and aided the Agency in better concentrating resources on appropriate employee training and development activities.

Additionally, in FY 2017, the Office of Human Resources (OHR) continued to work with each program office to address employee morale and other challenge areas identified in CSOSA's results from the Federal Employee Viewpoint Survey (EVS). Recognized challenges were improving diversity in various positions and identifying other methods to obtain quality candidate pools for selection.

Essential Element D – Proactive prevention of unlawful discrimination

Strengths:

CSOSA continued its partnership with the Hispanic Association of Colleges and Universities (HACU). As a result of this valuable partnership, CSOSA hosted three HACU Interns during the summer of 2017.

Also, in FY 2017, CSOSA's Office of Human Resources (OHR) hired five Schedule A employees at the GS 7, 9, and 11 grade levels. Additionally, CSOSA's OHR also sponsored an intern under the General Exploration Program. The program affords opportunities for high school students to explore careers and gain practical work experience in preparation for full employment opportunities.

Deficiencies Identified based on the New Part G Self-Assessment Checklist are as follows:

D.4 – The Agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.

- The Agency has a People with Disabilities Strategic Plan that was developed in FY 2011, which includes some affirmative action recruitment initiatives for people with disabilities, including targeted disabilities. In FY2018, the Agency will develop an affirmative action plan for people with disabilities, including those with a targeted disabilities.

Essential Element E – Efficiency

Strengths:

EEO Complaint Trends

In FY 2017, the Agency continued to promote and offer Alternative Dispute Resolution (ADR) to resolve both non-EEO and EEO inquiries and complaints. Of the twenty-three (23) informal complaints filed, all were offered ADR. Three of the aggrieved employees were repeat filers who elected not to pursue ADR again. Of the remaining complaints; four withdrew their complaints during or after ADR proceedings commenced and one resulted in resolution.

On a quarterly basis, the Agency reviews complaints data in conjunction with the No Fear Report to identify potential barriers and complaints trends. During FY 2017, the Agency has worked to reduce the backlog of formal complaints awaiting investigation. Acknowledgement letters for formal complaints were issued within three days of receipt. Given the backlog of complaints at the investigatory stage, the average number of days to conduct an investigation has increased from 149 in FY 2016 to 178.1 in FY 2017. This new processing time for investigating complaints is still below EEOC's 180 day prescribed time period. With respect to the timely issuance of final agency decisions (FAD), the average number of days to issue a FAD increased from 36 in FY 2016 to 37 during FY 2017. The Agency processing time is still less than the 40 days prescribed by the EEOC to issue a final order.

While the number of formal complaints filed in FY 2017 remained the same as in FY 2016 (21), there was an increase in the number of EEO inquiries and informal complaints filed. The vast majority of these informal complaints or contacts were administratively closed.

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. With the exception of revision of the Reasonable Accommodation and Anti-Harassment policies, the Agency has been prompt in complying with the EEOC's feedback and 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.

Workforce Analysis Summary

The Agency's total workforce, including permanent and temporary employees, increased from 1166 in FY 16 to 1173 in FY 17. As in FY 16, women continued to comprise the majority of the Agency's workforce – 64.88% or 761 employees. (Workforce Data Table A1)

Likewise, African -Americans continue to constitute the largest racial group of the Agency's workforce. In FY 17, the percentage of African-American employees 79.79% (936) remained virtually unchanged from FY 16 79.93% (932). The cumulative percentage of non-black minorities--Hispanic, Asian, Native Hawaiian, American Indian/Alaska Native, and individuals of two or more races increased from 8.58% (100) in FY 16 to 8.95% (105) in FY 17. The number of white employees on the other hand continued to decline from 11.49% (134) in fiscal year 2016, to 11.25% (132) in fiscal year 2017.

Along with the increases of the combined total of non-black minorities in the Agency, there was a slight increase in the individual participation rate of Hispanics from 3.86% (45) in FY 16 to 4.09% (48) in FY 17. There was a slight increase in the participate rate of Asians 2.83% (33) in FY 16 to 2.99% (35) in FY 17, and Native Hawaiian or Other Pacific Islanders 0.09% (1) in FY 16 to 0.17% (2) in FY 17. American Indian/Alaskan Native remained unchanged from FY 16 (0.34% or 4 of 1166) to (0.34 or 4 of 1173) in FY 17. Additionally, there was a major increase of employees who are of two or more races increasing from 0.34% (4) in FY 16 to 0.94% (11) in FY 17.

Hispanic Employment

Hispanic employment in the Agency's workforce represents 4.09% (48) of the workforce as of September 30, 2017, compared to 9.96% of the civilian labor force (CLF) based on the 2010 Census data and 7.95% compared to the government-wide participation rate of 2011. Hispanic men represent 1.71% (20) of the Agency's workforce in comparison to 5.17% of the CLF; and Hispanic women represent 2.39% (28) of the Agency's workforce in comparison of 4.79% of the CLF. (Workforce Data Table A1)

Major Occupations

With respect to the race/ethnicity and gender distribution of employees across major occupational groups, 55.92% (656) of the Agency's workforce is in the Social Science series (0101), and of those 656 employees, 66.76% (438) are female. African-American employees constitute 79.85% (527) of the employees in this series, white employees are 10.46% (69), Hispanic employees are 6.86% (45), Asian employees are 1.68% (11), and American Indian/Alaska Native employees are 0.30% (2), and two or more races are 0.30% (2) of this occupational category. (Workforce Data Table A6)

The next largest mission critical occupation is that of Miscellaneous Clerk and Assistant series: 0303. Of the 92 employees in this series, 92.39% (85) are female and 7.61% (7) are male. In terms of race and national origin, 4.35% (4) are white, 94.57% (87) are black, and 1.09% (1) is Hispanic. There are no Asians, Native Hawaiian or Other Pacific Islander, American Indian/Alaska Native, nor two or more races of employees in this occupational category.

The next largest mission critical occupation is that of Information Technology Management: series 2210. Of the 67 employees in this series, 35.82% (24) are females and 64.18% (43) are male. In terms of race and national origin, 2.98% (2) are Hispanic, 22.39% (15) are white, 50.75% (34) are black, 22.39% (15) are Asians, and 1.49% (1) is American Indian/Alaskan Native in this occupational category.

The next largest mission critical occupation is that of Social Science Aid and Technician series: 0102. Of the 64 employees in this series, 53.13% (34) are male and 46.88% (30) are female. In terms of race and national origin, 87.5% (56) are black, 7.81% (5) are white, 3.12% (2) are Hispanic, and 1.56% (1) is Asian in this occupational category.

Internal Competitive Promotions for the Major Occupations

In FY 2017, there was a significant decrease in the number of internal competitive promotions for major occupations (8) in comparison to FY 2016, when there were (62) internal competitive promotions. Of the eight internal competitive promotions in FY 2017; seven were in the occupational category of Social Science (0101). Among those promotions, 3 or 37.5% were female, and 5 or 62.5% were male. In the major occupational category of Information Technology (2210) one black male was promoted. (Workforce Data Table A9)

Internal Selections for Senior Level Positions (GS 13/14/15 and SES)

In FY 2017, there were six employees selected for senior level positions at the GS-13 through 14 grade level. There were six selections made: a Hispanic female, two white males, a white female, and two black females. (Workforce Data Table A11)

Separations

In FY 2017, there was an increase in the number of separations, 80 compared to 72 in FY 2016. Forty-five of the 80 or (56.25%) separating employees in FY 2017 were female, and 35 (41.75%) were male. Of the eighty separations, 60 or (75.0%) were black, 15 or (18.75%) were white, 3 or (3.75%) were Hispanic, and two were Asians at 2.50%. Voluntary separations accounted for 97.5% of all separations in FY 2017 and 93.1% of all separations in FY 2016. Also, in FY 2017, of the 80 employees who separated from the Agency, eight or (10.00%) had disabilities. (Workforce Data Tables A14 and B14)

Persons with Targeted Disabilities

As background, in FY 2016, the EEOC proposed to amend its regulations requiring the federal government to engage in affirmative action for individuals with disabilities. These changes clarified the obligations that the Rehabilitation Act of 1973 imposed on federal agencies as employers, in addition to the obligation not to discriminate on the basis of disability. This amendment codified a variety of obligations currently placed on federal agencies by management directives and Executive Orders, and adds three substantive affirmative action requirements: (1) Agencies must meet goals set by the EEOC, rather than by the agencies themselves as currently required, for employment of people who have disabilities as defined under Section 501; (2) agencies must meet sub-goals set by the EEOC, rather than by the agencies themselves as currently required, for the employment of people with targeted/severe (hereinafter "targeted") disabilities as defined by the Office of Personnel Management's ("OPM's") Standard Form 256 ("SF-256"); and (3) agencies must provide personal assistants to employees who, because of disabilities, require such assistance in order to be at work or participate in work-related travel, unless the provision of such services would impose an undue hardship on the agency.

With that being stated, during the FY 2017 reporting period, there was an increase in the number of persons with targeted disabilities (PWTD) employed by the Agency. As such, the number of employees with Targeted Disabilities (TD) increased from sixteen (16) in FY 2016 to eighteen (18) in FY 2017. The eighteen PWTD represents a 1.53% participation rate in our Agency's permanent workforce. Given that CSOSA and PSA are criminal justice agencies; our goal was to increase the participation rate of PWTD in our workforce to 1% in the next few years. As of this reporting period, we have met our goal.

It is further noted that 7.18% (84) 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, 8.78% 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 evenly between grades levels 3 through 11 and GS-12 and above grade levels. Of the 84 permanent employees with disabilities in FY 2017, 47 (55.95%) held positions at the GS-12 and above grade level, while 47 (55.95%) were at grades GS-11 and below. (Workforce Data Tables B1 and B4-2)

Applicant Flow

CSOSA has continued to use AVUE Technologies Corporation as its automated employment platform. Identification of race, gender and ethnicity is voluntary, and typically 94% of the job applicants self-identify. The quality of the applicant flow data that CSOSA has been receiving through AVUE is reliable. CSOSA has used this data to target its recruitment efforts of underrepresented groups in CSOSA's workforce, and to evaluate the effectiveness of its targeted recruitment efforts.

In FY 2017, there was a decrease in the numbers of new hires by Agency. Of the 65 new hires, 51 or (78.5%) were black, 10 or (15.4%) were white, 1 or (1.64%) was Hispanic, 3 or (4.62%) were Asian, 1 or (1.64%) was a Native Hawaiian or Other Pacific Islander. Additionally, 34 (52.31%) were females and 31 (47.69%) were males. (Workforce Data Table A8).

Unlike the national civilian labor force (NCLF), at CSOSA, white employees are identified as a minority and have been targeted as an underrepresented group as part of our recruitment efforts. The participation rate of white employees in the Agency's workforce remained relatively flat changing from 11.5% (134) in FY 2016 to 11.3% (132) in FY 2017.

Triggers and Barriers

In FY 2017, the Agency continued to have a lower participation rate of white employees (11.3% in its total workforce as compared to their availability in the CLF of 72.4%),

Hispanics (4.1% in the total workforce as compared to their availability in the CLF of 9.96%), as well as, Asians (2.99% in the total workforce as compared to their participation in the 2010 CLF of 3.9%). (Workforce Data Table A1)

The Agency in FY 2017 met its goal of increasing Persons with Targeted Disabilities by (1.53%), in its total workforce as compared to the federal goal of (2.0%) for this protected group.

In addition, the Agency continued to have substantially lower participation rate of white employees in the Major Occupation of Social Science (10.46%) when compared to their representation in the CLF (82.4%). Similarly, the representation of White employees in the Major Occupation of Social Science Aide (7.81%) was well below their representation in the 2010 CLF of (73.6%). (Workforce Data Tables A1 and A6)

With respect to the senior grade levels, namely grades GS-13 to SES, in FY 2017, the Agency had continues to have a relatively low representation of both Hispanic and black female employees in these grade levels compared to their participation rate in the Agency's permanent workforce. Specifically, we note that of the 332 employees at these grade levels, only 8 (2.40%) are Hispanic and only 144 (43.4%) are black females. (Workforce Data Tables A1 and A4-1)

In terms of separations, blacks separated at a higher rate 60 or (75.0%) than any other racial or ethnic group. However their rate of separation was still lower than their overall level of participation in the workforce of 79.8%. Whites on the other hand, separated from the Agency at a rate of 18.75% which is higher than their participation rate of 11.3% in the workforce as a whole. The attrition rate of all of the other protected groups was lower than their participation rate in the workforce as a whole. (Workforce Data Tables A1, A4-1 and A14)

Accomplishments

In an effort to increase diversity and inclusion in the workplace the Agency has created and nurtured the Diversity & Inclusion Council. In FY 2017, the Agency's Sustainability Subcommittee in collaboration with the Diversity and Inclusion Advisory Council, the Office of the Director, the Office of Human Resources, and the Office of Equal Employment Opportunity, Diversity and Special Programs evaluated how we as an Agency retain and engage our workforce in order to determine the most effective practices and actions to foster a more inclusive work environment. Questions addressed during this review ranged from what are some of the human capital flexibilities that we can use to keep our workforce engaged to how we utilize our employees to work on special projects, initiatives, and filling temporary gaps in resources.

FY 2017 Workforce Diversity Committee D&I accomplishments:

- Enhanced EVS marketing and promotion efforts. As a result the Agency exceeded federal EVS participation rates;
- Held a Public Recognition Week. There were 350 nominations;
- Hosted a Veteran’s Mentoring Workshop and a Brown Bag to identify initiatives for, and unite veterans;
- Held a Veterans Special Emphasis program for all staff;
- Held a Diversity Through My Eyes contest;
- Utilized detail, mentoring and shadowing opportunities; and
- Organized peer recognition and non-monetary awards. There were 111 nominations, those selected were recognized at the Agency’s Town Hall and Employee Recognition Ceremony. An award for Diversity and Inclusion was included.
- During FY 17, PSA’s Training and Career Development Center (T&CDC) created the Diversity and Inclusion Chat & Chew sessions to build awareness and promote a more inclusive agency. The Chat and Chew sessions were designed to create opportunities for employees to engage in thought-provoking discussion and conversations that allow for differences and similarities to be explored and shared. The T&CDC used the results of the 2016 D&I survey, along with other staff feedback to develop topic for the Chat & Chew forums. Each session was scheduled for 90 minutes with the goals of:

- Increasing knowledge and awareness on diversity and inclusion (D&I);
- Promoting comfort and safety by creating an inclusive workplace;
- Building an atmosphere of trust, dignity and respect;
- Creating a workplace environment that promotes and encourages open conversations around D&I; and,
- Increasing ownership of biases that may interfere with meeting the Agency’s vision and core values.

The Chat & Chew sessions were scheduled quarterly and expanded to include CSOSA staff in the August 17th session. The schedule and topics outlined below provide PSA an opportunity to engage with staff and foster a more inclusive work environment.

2017 Date	Time	Topic
February 16th	9:30am-11:00am	How to Overcome Your Biases
May 18th	2:00pm-3:30pm	Employee Engagement Roundtable PT 2- Closing the Perceived Gap
August 17th	9:30am-11:00am	Between Management and Line Staff.
November 16th	2:00pm-3:30pm	Redlining & the Criminal Justice System Respect in the Workplace

The Chat & Chew sessions were well attended by management, supervisory and line staff. They supported the development of an inclusive environment to increase employee engagement, and productivity, as well as support the overall goals of the D&I council.

CSOSA Promising Practices

In FY 2017, in an attempt to enhance the current state of the Agency, Pretrial Services Agency (PSA) in conjunction with the Hispanic Employee Program Committee (HEPC) and other targeted groups established an ongoing dialogue on ways to improve recruitment incentives and work processes. As a result of this effort, PSA has incorporated questions on the Agency’s support for diversity and inclusion into the exit survey administered to all employees leaving the Agency.

CSOSA’s Office of Human Resources (OHR) in FY 2017, hosted quarterly government-wide Leadership Effectiveness Exchanges that offered workshops open to Federal leaders within CSOSA and PSA. These sessions offered opportunities for leaders to share ideas and experiences and increase their leadership skills. These workshops served to assist the Agency in building a stronger leadership pipeline, and aided the Agency in better concentrating resources on appropriate employee training and development activities.

In response to the FY 2016 requests made by employees on the cultural state of the Agency and need for change, CSOSA worked on developing a series of informative Brown Bag sessions throughout FY 2017. Additionally, in FY 2017, CSOSA’s Hispanic Employment Program Committee and its Human Capital Manager initiated a series of sessions for employees to include workshops on Resume Preparation and Interview Techniques. The purpose of these workshops was to provide Hispanic employees within the Agency the opportunity to develop their skills in order to advance or secure higher level positions in the Agency. Since the inception of this brown bag series, CSOSA can report that several participants have been selected for advancement throughout the agency.

In the Diversity and Inclusion Strategic Plan, one of PSA’s actions identified under Workforce Diversity through Active Engagement of Leaderships was to empower management staff to embrace their roles as leaders and champions of diversity and inclusion through, cross-training, leadership development, and staff developmental opportunities.

In FY 2017, PSA continued to provide Leadership/Supervisory Training to its supervisory management team to further assist the Agency in building a stronger leadership pipeline and ensure adherence to the Collective Bargaining Agreement. Furthermore, the baseline goal of this training has aided the Agency in better concentrating resources on appropriate employee training, developmental activities, wellness/work life balance, and policies and procedures related to employee rights.

Additionally, in FY 2017, PSA continued to hold workgroups with each of its program offices to address employee morale and other challenge areas identified in PSA’s results from the Federal Employee Viewpoint Survey (EVS). PSA’s management team continues to be fully engaged and invested in making improvements around employee morale. There were marginal improvements in the Agency’s FEVS scores in the areas of job satisfaction in FY 2017 as compared to the results for FY 2016. The data captured reflected improvements in areas such as employees having a feeling of personal empowerment and

supervisors acknowledging and respecting employee's work goals and priorities. The data also reflects that supervisors are supportive of employee work/life balance. PSA employees are highly satisfied with programs related to telework, alternative work schedules, health and wellness, Employee Assistance Program (EAP), Child Care and Elder Care programs. Also, in FY 2017, PSA worked with members of the diversity and inclusion taskforce on its recruitment strategies and building cohesiveness among underrepresented groups. PSA's Office of Human Capital Management (OHCM) has worked with supervisors to help them engage with their employees who have disabilities. In order to keep employees with disabilities as productive members of the team, OHCM works with supervisors in providing additional support and training through outsourced (other federal agencies) best learned practices.

Strategic Activities Related to Hispanic Employment

Recognizing the challenges specific to recruiting and retaining Hispanic employees, in FY 2017, several efforts were undertaken by the Agency to be more responsive:

- CSOSA's Office of Financial Management and Pretrial Services Agency's (PSA's) Office of Finance and Administration continued its allocation of funding for the Foreign Language Award for Hispanic employees who use their bilingual language skills in the performance of their duties. Also, Hispanic employees and other groups were recognized for their work and commitment to various social events associated with diversity. These incentives underscore the value of the work performed by our bilingual employees.
- CSOSA continued its Memorandum of Understanding (MOU) with the Columbia Heights Educational Campus (CHEC). CHEC's ROTC and 20 additional students participated in the Agency's National Hispanic Heritage Month Celebration. Additionally, in FY 2017, the Agency received CHEC's Partnership of the Year Award.
- CSOSA continued its MOU with the Hispanic Association of Colleges and Universities (HACU). As a result of this valuable partnership, CSOSA hosted three HACU Interns over the summer of 2017.
- CSOSA's Hispanic Employment Program Committee (HEPC) hosted its Annual National Hispanic Heritage Month Celebration that featured local Latin and Hispanic guest speakers as well as culturally relevant traditions, practices and artifacts.
- CSOSA's Hispanic Employment Program Manager and several of members of the HEPC were invited to join the agency's Diversion and Inclusion Council (D&I), where they actively participated in the following three subcommittees: Sustainability Committee, Workplace Inclusion Committee, and the Workforce Diversity Committee. Additionally, the HEP Manager was a member of the D&I Strategic Planning Group responsible for revising the Agency D&I Strategic Plan for FY 2017-2018.
- The Agency continued to work to address the needs and barriers of its Hispanic workforce by hosting a series of focus groups attended by top management officials, to include both the CSOSA and PSA Directors. As a result of those groups, PSA has expanded its use of translation services to ease the burden on bilingual employees and updated client intake forms for processing.
- In FY 2017, PSA continued its commitment to incorporating diversity and inclusion strategic activities into the overall Strategic Plan. The main focus of these strategic activities is to align work groups that focus on recruitment and retention of Hispanic and other underrepresented groups. This is illustrated in the PSA Office of Human Capital Management (OHCM) year-end reporting which includes performance data on Hispanic workforce participation.
- In FY 2017, PSA continued to engage its Hispanic employees in outreach efforts to groups that are underrepresented in the workforce, with particular focus on recruitment. PSA continued 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.

- In FY 2017, PSA held three 90 minute Diversity Chat & Chews that focused on understanding HEPC matters in the community and helping to bridge any communication barriers.

Strategic Activities Related to the Employment of People with Disabilities

Court Services and Offender Supervision Agency

In FY 2017, CSOSA continued its ongoing partnership with the D.C. government's Department of Rehabilitative Services Administration (DRSA) to provide expanded opportunities for individuals with disabilities to gain access to meaningful employment with CSOSA and PSA. This partnership involves DRSA hosting monthly Employer Spotlight Events, which allows CSOSA and PSA to share pertinent information on Schedule A hiring authority and practices. During these important informational sessions, CSOSA and PSA representatives provide audience members information on Agency vacancies, and conduct mock interviews designed to assist people with disabilities in enhancing their interview skills.

Also, in FY 2017, CSOSA's Office of Human Resources (OHR) hired five Schedule A employees at the GS 7, 9, and 11 grade levels. Additionally, CSOSA's OHR also sponsored an intern under the General Exploration Program. The program affords opportunities for high school students to explore careers and gain practical work experience in preparation for full employment opportunities.

Another key strategic action related to the employment of people with disabilities taken by the Agency in FY 2017 involved

enhanced collaboration with the Wounded Warrior Regiment – Career Resources Management Center in Quantico, the DC Department on Disability Services, and Virginia Rehabilitation Services for purposes of providing disabled individuals real-life work experience.

Lastly, in FY 2017, the Agency was able to better connect with state disability agencies as a result of our longstanding affiliation with the AVUE talent acquisition system. CSOSA effectively uses this system to provide advance and targeted notifications to agencies and entities that specialize in the employment of people with disabilities. The Agency's Selective Placement Coordinator, which is responsible for the hiring of persons with disabilities, then receives communication from applicants interested in seeking employment with CSOSA. Additionally, CSOSA continued to provide employees with disabilities a multitude of trainings and developmental opportunities, which allows 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's goal to "provide training for recruiting and hiring officials and staffing personnel about working with persons with disabilities, reasonable accommodation, and accessibility issues," PSA involves management officials in the recruitment process of hiring persons with disabilities. PSA continues to have contact and engagement with partners who specialize in hiring persons with disabilities.

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)

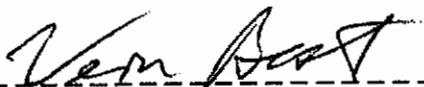
Principal EEO Director/Official for Court Services and Offender Supervision Agency for the District of Columbia

(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.

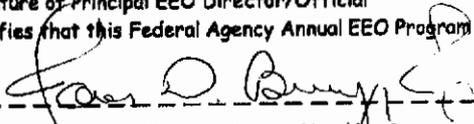
I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



6/8/2018

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date



6/11/2018

Signature of Agency Head or Agency Head Designee

Date

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT				
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.						
Court Services and Offender Supervision Agency for the District of Columbia			For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator		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	N/A		
EEO policy statements are up-to-date.						
The Agency Head was installed on <u>12/08/2011</u> . The EEO policy statement was issued on <u>10/20/2016</u> . Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			The EEO and Diversity Policy Memorandum for FY 2017 was issued on 04/01/2017.	
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X				
Are new employees provided a copy of the EEO policy statement during orientation?		X				
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X				
Compliance Indicator		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	N/A		
EEO policy statements have been communicated to all employees.						
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X			Pretrial Services Agency is not an subordinate reporting component. However the support of all Agency EEO policies are distributed through the ranks and it is a joint policy memorandum and statement.	
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?		X				
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)]		X				

Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
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
Measures		Yes	No	N/A	
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? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			
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			The RA Guidelines of 2001 are still made readily available and accessible while the update RA Policy and guidelines are being revised.
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X			

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION 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.					
Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	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.	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	N/A	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (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 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				X	
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting				X	
If not, please describe how EEO program authority is delegated to subordinate reporting components.				X	
Compliance Indicator	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.	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	N/A	
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			X		EEO program officials are not present during agency deliberations on any workforce changes.

Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?		X			
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? [see 29 C.F.R. § 1614.102(b)(3)]		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		X			
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	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	N/A	
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		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
Measures		Yes	No	N/A	

Court Services and Offender Supervision Agency for the District of Columbia	For period covering October 1, 2016 to September 30, 2017			
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			
Is 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? [see 29 C.F.R. § 1614.102(b)(5)]	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:				
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			

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

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.

**Court Services and Offender Supervision
Agency for the District of Columbia**

For period covering October 1, 2016 to September 30, 2017

Compliance Indicator	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.	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	N/A	
Measures					
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	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)]	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	N/A	
Measures					
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	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	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	N/A	
Measures					
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			

Court Services and Offender Supervision Agency for the District of Columbia	For period covering October 1, 2016 to September 30, 2017			
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				
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			

Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.					
Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	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	N/A	
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			
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior 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
Measures		Yes	No	N/A	
Are all employees encouraged to use ADR?		X			
Is the participation of supervisors and managers in the ADR process required?		X			

Essential Element E: EFFICIENCY 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.					
Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	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	N/A	
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			
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's 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
Measures		Yes	No	N/A	
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:					
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			

Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	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.	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	N/A	
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			
Compliance Indicator	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.	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	N/A	
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			

Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?			X		Settlement Authority typically resides in the Agency's Executive Staff; namely those at the SES level.
Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness 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
Measures		Yes	No	N/A	
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		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		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			
Compliance Indicator	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.	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	N/A	
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		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			

**Court Services and Offender Supervision
Agency for the District of Columbia**

For period covering October 1, 2016 to September 30, 2017

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

**Court Services and Offender Supervision
Agency for the District of Columbia**

For period covering October 1, 2016 to September 30, 2017

Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	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	N/A	
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		X			
Compliance Indicator	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.	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	N/A	
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			
Compliance Indicator	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.	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	N/A	
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:					
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			

Court Services and Offender Supervision Agency for the District of Columbia	For period covering October 1, 2016 to September 30, 2017			
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

EEOC FORM 715-01 PART H-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Agency does not have a formal recognition program for superior accomplishment in EEO for employees, supervisors, managers, and organizational units.	
OBJECTIVE:	Establish a formal EEO recognition program for superior accomplishment in EEO for employees, supervisors, managers and organizational units.	
RESPONSIBLE OFFICIAL:	CSOSA's OHR Associate Director, PSA's Director of HCM and EEO Director	
DATE OBJECTIVE INITIATED:	01/30/2018	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	11/30/2019	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
The Office of EEO, Diversity and Special Programs officials will develop the criteria to establish a formal recognition program for superior accomplishment in EEO for employees, supervisors, managers, and organizational unit. TARGET DATE: 02/28/2019		
Meet with CSOSA OHR and PSA OHCM to discuss consolidating the formal EEO recognition program into both CSOSA and PSA's Annual Town Hall Meeting and Award Ceremony for FY 2018. TARGET DATE: 03/30/2019		
Once approved, brief Agency Head on the recognition program to get final approval. TARGET DATE: 04/30/2019		
Once final approval from Agency, post information to CSOSA and PSA intranet websites. TARGET DATE: 05/30/2019		
Via email, notify workforce of application process and deadlines for submission. TARGET DATE: 06/30/2019		
Establish EEO award panel to evaluate application and make selection. TARGET DATE: 08/30/2019		
Prepare Awards Certificates and Awards. TARGET DATE: 09/30/2019		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART H-2	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The EEO Director does not regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues.	
OBJECTIVE:	To ensure that the EEO Director is a regular participant in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues.	
RESPONSIBLE OFFICIAL:	Directors of CSOSA and PSA	
DATE OBJECTIVE INITIATED:	01/30/2018	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	12/30/2018	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Senior-level management solicits input from the Director of EEO concerning personnel, budget, technology, and other workforce issues on a quarterly basis.		
TARGET DATE: 06/30/2018		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
EEOC FORM 715-01 PART H-3	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision Agency for the District of Columbia		For period covering October 1, 2016 to September 30, 2017
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO officials are not present during agency pre-decisional deliberations prior to decisions regarding vacancy projections, succession planning, and other workforce changes.	
OBJECTIVE:	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.	
RESPONSIBLE OFFICIAL:	Directors CSOSA and PSA, Associate Director of CSOSA OHR and Director of PSA OHCM	
DATE OBJECTIVE INITIATED:	10/31/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	12/31/2017	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
1. Executive Staff solicits input from the Director of EEO when vacancy projection, succession planning and other workforce changes are being considered.		
TARGET DATE: 03/30/2017		

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.

TARGET DATE: 04/30/2017

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Planned activities 1 and 2 have been completed.

**EEOC FORM
715-01
PART H-4**

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

**Court Services and Offender Supervision
Agency for the District of Columbia**

For period covering October 1, 2016 to September 30, 2017

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

The Reasonable Accommodation Policy (RAP) initially enacted in 2001 has not been updated since the amendments to American Disability Act in 2008. Our current RAP guidelines need to be updated to incorporate the guidance promulgated by the EEOC in its Section 501 regulations.

OBJECTIVE:

Establish a plan to ensure that the Agency's RA policy and its procedures and guidelines are consistent with EEOC's guidance

RESPONSIBLE OFFICIAL:

Director of EEO

DATE OBJECTIVE INITIATED:

10/30/2014

TARGET DATE FOR
COMPLETION OF OBJECTIVE:

12/30/2019

**PLANNED ACTIVITIES TOWARD
COMPLETION OF OBJECTIVE:**

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 guidelines.

TARGET DATE: 01/30/2016

Workgroup will review all revised changes to RA policy, past and present and make recommendation on which revised policy is to move forward with new comments and recommended changes to the stakeholders.

TARGET DATE: 12/31/2016

Vet revised RA policy and plan to all Agency stakeholders for final review and comments.

TARGET DATE: 06/30/2018

Submit revised RA Policy to EEOC to ensure compliance with Executive Order 13164.

TARGET DATE: 12/31/2018

Make recommended changes in accordance with EEOC, if applicable.

TARGET DATE: 12/31/2018

Secure signatures from Directors of CSOSA and PSA.

TARGET DATE: 12/31/2018

Publish and post RA policy and procedures to CSOSA and PSA intranet and internet websites.

TARGET DATE: 12/31/2018

Coordinate training for the workforce through the Agency's training center.

TARGET DATE: 12/31/2018

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

Noting the importance of getting the revised RA policy updated, the Agency is currently reviewing and revising the RA guidelines which will become a policy to ensure compliance with EEOC guidelines and updates pertaining to the amendment to Section 501 of the Rehabilitation Act of 1973. The expectation is that the revised policy will be released by the end of FY 2018.

EEOC FORM 715-01 PART I-1		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision		For period covering October 1, 2016 to September 30, 2017	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		In FY 17, the Agency had a lower than expected participation rate of Hispanic employees (4.09%) compared to the NCLF of 9.96%.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		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. Additionally, the Agency reviewed workforce data Tables A1, A4, and A6-8 to track the career path of the EEO group to the GS-15, and to identify whether the EEO Group is applying for positions at the GS 14-15 and SES level.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		As a law enforcement Agency, CSOSA has a very rigorous security clearance process and entrance examination process for applicants in key positions. While neutral on its face, it may impose an adverse impact on Applicants who are speak English as a second language.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		1) Develop comprehensive recruitment plan in collaboration with the Office of Human Resources to increase the representation of Hispanic employees, (2) Continued 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.	
RESPONSIBLE OFFICIAL:		Directors of EEO, CSOSA OHR and PSA OCHM	
DATE OBJECTIVE INITIATED:		09/30/2008	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2020	
EEOC FORM 715-01 PART I-1		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
The HEPC will work in collaboration with CSOSA's OHR and PSA's OCHM to further enhance the Agency's Mentoring Program.		09/30/2019	
The HEPC will work with CSOSA's OHR and PSA's OHCM on venues for targeted outreach by identifying contacts, collaborating with the Diversity and Inclusion Council on development of a Resume Bank of qualified Hispanic and bilingual candidates, and working with management on strategies that affect other affinity groups.		09/30/2019	

In FY 2018, the HEPC will continue to work with CSOSA and PSA management on ways of improving the systems and forms related to Hispanic client intake. Furthermore, the HEPC will continue to work with CSOSA and PSA management on engaging any newly hired bilingual Community Services Officer and Pretrial Service Officers through enhanced training and language certifications.

09/30/2019

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

CSOSA's Office of Financial Management and Pretrial Services Agency's (PSA's) Office of Finance and Administration continued its allocation of funding for the Foreign Language Award for Hispanic employees who use their bilingual language skills in the performance of their duties. Also, Hispanic employees and other groups were recognized for their work and commitment to various social events associated with diversity. These incentives underscore the value of the work performed by our bilingual employees.

CSOSA continued its Memorandum of Understanding (MOU) with the Columbia Heights Educational Campus (CHEC). CHEC's ROTC and 20 additional students participated in the Agency's National Hispanic Heritage Month Celebration. Additionally, in FY 2017, the Agency received CHEC's Partnership of the Year Award.

CSOSA continued its MOU with the Hispanic Association of Colleges and Universities (HACU). As a result of this valuable partnership, CSOSA hosted three HACU Interns over the summer of 2017.

The Agency continued to work to address the needs and barriers of its Hispanic workforce by hosting a series of focus groups attended by top management officials, to include both the CSOSA and PSA Directors. As a result of those groups, PSA has expanded its use of translation services to ease the burden on bilingual employees and updated client intake forms for processing.

In FY 2017, PSA continued its commitment to incorporating diversity and inclusion strategic activities into the overall Strategic Plan. The main focus of these strategic activities is to align work groups that focus on recruitment and retention of Hispanic and other underrepresented groups. The PSA Office of Human Capital Management (OHCM) year-end reporting includes performance data on the percentage of workforce that are Hispanic.

In FY 2017, PSA continued to engage its Hispanic employees in outreach efforts to groups that are underrepresented in the workforce, with particular focus on recruitment. PSA continued 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.

EEOC FORM 715-01 PART I-2		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision		For period covering October 1, 2016 to September 30, 2017	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		The Agency has a lower than expected participation rate for white males and white females in the Major Occupation (0101) - Social Science (10.52%) (Compared to their availability in the Occupational Civilian Labor Force (OCLF) of (82.0%) in the Agency's workforce. (Permanent Workforce Data Table A6)	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		Workforce Data Tables Reviewed: This condition was identified by the EEO and HR offices. Additionally, the Agency reviewed workforce data Tables A1 and A6.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		The majority of the defendant and offender population that the Agency serves is African American and Hispanic/Latino. Because CSOSA serves a local function in an increasingly diverse and changing Washington, DC community, the Officer core (positions in the 0101 job series, which constitute the largest share of positions) generally reflect the demographics of the supervised population.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Continue to recruit locally for all Agency positions and expand and diversify national recruitment efforts for hard to fill positions.	
RESPONSIBLE OFFICIAL:		Director of EEO, CSOSA OHR and PSA OHCM	
DATE OBJECTIVE INITIATED:		02/08/2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2018	
EEOC FORM 715-01 PART I-2		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
2. Actively promote and market the Agency as an "Employer of Choice" through the use of social media.		06/30/2016	
1. Develop recruitment initiatives to attract and retain talent.		02/28/2015	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
In FY 2017, The Federal Women's Program (FWP), the Asian Pacific American Committee (APAC), the Hispanic Employment Program (HEP) and the Disability Employment Committee (DEPC) continued their partnerships and collaboration with several affinity groups such as Federally Employed Women (FEW), Federal Asian Pacific American Council (FAPAC), Disability Awareness Network, and Veterans just to name a few, to explore future training and internship opportunities. CSOSA's OHR and PSA's OCHM will continue to work on new recruitment strategies to attract new talent.			

EEOC FORM 715-01 PART I-3	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision	For period covering October 1, 2016 to September 30, 2017	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</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 17, the Agency had a lower than expected participation rate of Asian Americans (2.98%) in the total workforce as compared to their availability in the CLF of 3.90%. (Workforce Data Tables A1)</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine 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. Additionally, the Agency reviewed workforce data Table A1.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</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 Resource 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. Additionally, the EEO Office does not adequately consult with OHR to develop and implement a more robust recruitment strategies for targeted groups.</p>	
<p>OBJECTIVE:</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 American.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director of EEO, CSOSA OHR and PSA OHCM</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>12/31/2008</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>12/30/2016</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Target recruitment at colleges and universities throughout the country with a high percentage of Asian Americans.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director of EEO, CSOSA OHR and PSA OHCM</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>12/30/2008</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>09/30/2017</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Initiate dialogue to establish long-term relationships with Asian American professional organizations and advocacy group.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director of EEO, CSOSA OHR and PSA OHCM</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>12/30/2008</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>12/30/2016</p>	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Provide skill development opportunities to AAPI employees in order to allow them to be competitive for professional progress within the Agency..	09/30/2017	
Assist CSOSA OHR and PSA OHCM to develop strategies that incorporate the APA action items and objectives into the Diversity and Inclusion Strategic Plan as well as the Agency's Strategic Plan under human capital.	09/30/2017	
Increase APA participation in leadership development programs.	09/30/2017	
Use social media and other networking website to publicize referral incentives.	09/30/2017	
Increase the representation of Asians within the Agency to a number closer to comparable relevant civilian labor force (RCLF).	09/30/2017	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
Continued support of APAC in its outreach efforts to the Asian Pacific Community.		

EEOC FORM 715-01 PART I-4		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Court Services and Offender Supervision		For period covering October 1, 2016 to September 30, 2017	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		Employment barriers exists for Hispanic males and females, and Asians at the GS-13 and above grade levels, and in occupational series 2210.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		The Agency reviewed and conducted a barrier analysis of workforce data Tables A4, A7, A8 and A9.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		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.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		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.	
RESPONSIBLE OFFICIAL:		Director of EEO, CSOSA OHR and PSA OHCM	
DATE OBJECTIVE INITIATED:		10/31/2014	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		12/31/2018	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Increase recruitment visits to institutions of higher learning with significant numbers of students tht are Hispanic and Asian.	
RESPONSIBLE OFFICIAL:		Director of EEO, CSOSA OHR and PSA OHCM	
DATE OBJECTIVE INITIATED:		10/30/2014	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		12/31/2018	
EEOC FORM 715-01 PART I-4		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
Review the participation of Hispanic and Asians employees by grade levels in the major occupations with upward mobility.		08/31/2016	
Meet with selecting and management officials to examine their experience in the hiring process and to discuss their perceptions of Hispanic and Asians candidates.		09/30/2016	

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.	02/27/2015
Identify the typical background and experience of individuals selected to the senior grade levels.	03/31/2015
Review the qualification of Hispanic and Asian candidates seeking career advancement	04/30/2015
Examine the recruitment of Hispanic employees into the senior grade levels and management positions.	05/29/2015
Investigate every phase of the merit promotion process and career development programs beginning at grade GS-13.	06/30/2016
Conduct a longitudinal review of applicant flow statistics in workforce data tables A7, A9, A11 and A12 for the past five years.	07/29/2016
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
In Fiscal year 2017, the Agency created a Special Unit in its Community Supervision Services Branch that led to the hiring of a Supervisory Community Supervision Officer (SCSO) at the GS-13 level. This supervisory position was only open to employees who were bi-lingual.	

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

SECTION I: EFFORTS TO REACH REGULATORY GOALS	2
SECTION II: MODEL DISABILITY PROGRAM	3
A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR DISABILITY PROGRAM	3
B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM	4
SECTION III: PROGRAM DEFICIENCIES IN THE DISABILITY PROGRAM	4
SECTION IV: PLAN TO RECRUIT AND HIRE INDIVIDUALS WITH DISABILITIES	4
A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES	4
B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS	6
C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)	6
SECTION V: PLAN TO ENSURE ADVANCEMENT OPPORTUNITIES FOR EMPLOYEES WITH DISABILITIES	7
A. ADVANCEMENT PROGRAM PLAN	8
B. CAREER DEVELOPMENT OPPORTUNITIES	8
C. AWARDS	9
D. PROMOTIONS	9
SECTION VI: PLAN TO IMPROVE RETENTION OF PERSONS WITH DISABILITIES	12
A. VOLUNTARY AND INVOLUNTARY SEPARATIONS	13
B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES	13
C. REASONABLE ACCOMMODATION PROGRAM	14
D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE	14
SECTION VII: EEO COMPLAINT AND FINDINGS DATA	15
A. EEO COMPLAINT DATA INVOLVING HARASSMENT	15
B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION	15
SECTION VIII: IDENTIFICATION AND REMOVAL OF BARRIERS	16

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)

Answer: Yes

b. Cluster GS-11 to SES (PWD)

Answer: Yes

The percentage of PWD in the GS-1 to GS-10 cluster was 10.48% and the percentage of PWD in the GS-11 to SES cluster was 6.38%, which both fall below the goal of 12% in FY 2017.

* For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD)

Answer: Yes

b. Cluster GS-11 to SES (PWTD)

Answer: Yes

The percentage of PWTD in the GS-1 to GS-10 cluster was 1.75% and the percentage of PWTD in the GS-11-SES cluster was 1.49%, which both fall below the goal of 2% in FY 2017.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

Based on this new requirement, the Agency’s Disability Advisory Committee (ADAC) will need to be re-established in FY 2018 to support the improvements in the participation rate for people with disabilities and compliance with the requirements of the MD-715 Annual Report. The ADAC will work with the Equal Employment Opportunity Office and the Office of Human Resources will collaboratively develop and implement a targeted recruitment plan. The Agency’s Human Capital and Human Resources Offices, will also be responsible for identifying suitable positions, assisting in the recruitment of qualified disabled applicants, expanding use of the Schedule A process (where applicable), assisting in the advertising of any mandatory or optional training programs, and ensuring that the goals and requirements within EO 13548 and Part J of the MD-715 Annual Report are communicated and acted upon throughout the organization. ADAC members will also reinforce CSOSA/PSA’s core values in their respective areas by discussing the hiring program at staff meetings.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer: No

Because of the size of the Agency and limited resources, the Agency will designate a Disability Affirmative Action Program Manager (DPM) from the existing cadre of staff. The DPM will be responsible for the reasonable accommodation program. Among the proposed duties and responsibilities of the DPM will be coordination of the personal assistance and anti-harassment program. This task should be completed by the first quarter of FY 2019.

2. Identify all staff responsible for implementing the agency’s disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTB	1	0	0	Karen Schmitz, Selective Placement Coordinator, OHR, Karen.Schmitz@csosa.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Karen Schmitz, Selective Placement Coordinator, OHR, Karen.Schmitz@csosa.gov

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	0	3	0	Dee Calvert, Assistant Director, HR, E&LR, Dee.Calvert@csosa.gov
Section 508 Compliance	0	1	0	Vern Best, Director, EEO, Vern.Best@csosa.gov Cedric Hendricks, Associate Director, Office of Legislative Intergovernmental and Public Affairs, Cedric.Hendricks@csosa.gov
Architectural Barriers Act Compliance	0	1	0	Vern Best, Director EEO Office Vern.Best@csosa.gov Reggie James, Associate Director, Administration Reggie.James@csosa.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Rosa Taylor, DEP Manager, Rosa.Taylor@csosa.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training(s) that disability program staff have received. If “no”, describe the training(s) planned for the upcoming year.

Answer: No

Based on the new requirement for Part J of the MD-715 and the Agency’s new Affirmative Action Plan and Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities, all staff associated with the current function will need to be retrained by December 31, 2018.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer: No

A recommendation will be made to the Executive Staff of both CSOSA and PSA to have a dedicated fund for Reasonable Accommodation and Personal Assistance Services (PAS).

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Over the last fiscal year, the Agency utilized a variety of recruitment strategies designed to increase the number of qualified applicants with disabilities and applicants with targeted disabilities. Currently, the Agency is still below the 12% goal of PWD in the GS-1 to GS-10 cluster at 10.48% and PWTD in the same cluster are 1.75%, which fall slightly below the 2% goal of the Federal government goal. Additionally, the Agency falls well below the goals set forth in the final rule for senior grade level positions that have upward mobility into the senior grades. At the Agency senior grade levels are at 4.52% for PWD and 1.51% for PWTD. As such, the Agency will reestablish the following multi-pronged and multi-year recruitment strategies in FY 2019:

Targeting recruitment of People with Disabilities by reviewing and reinforcing the function of the OHR's Selective Placement Coordinator who has responsibilities for the staffing and recruitment of People with Disabilities. With the assistance of the Agency's ADAC the Agency will continue its partnerships with the Virginia and the District of Columbia's Vocational Rehabilitation Service and national organizations such as:

- Disabled Veterans' Outreach Programs;
 - Disabled Transition Assistance Programs;
 - Disability Resources Centers at colleges and universities; and
 - CSOSA/PSA will explore the potential opportunities/resources of OPM's shared register for applicants with disabilities, designed by Bender Consulting Services.
- The Agency will continue its partnership with the Workforce Recruitment Program to recruit post-secondary students and recent graduates with disabilities who would be an ideal match for the mission of the Agency for positions that are temporary and permanent for which they qualify.

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

The Agency uses all available hiring authorities to recruit and hire PWD and PWTD. Recruitment efforts include:

- Partnership with the D.C. government's Department of Rehabilitative Services Administration (DRSA) to provide expanded opportunities for individuals with disabilities to gain access to meaningful employment with CSOSA and PSA. This partnership involves DRSA hosting monthly Employer Spotlight Events, which allows CSOSA and PSA to share pertinent information on Schedule A hiring authority and practices. During these important informational sessions, CSOSA and PSA representatives provide audience members information on Agency vacancies, and

conduct mock interviews designed to assist people with disabilities in enhancing their interview skills.

- Additionally, CSOSA's OHR also sponsored an intern under the General Exploration Program. The program affords opportunities for high school students to explore careers and gain practical work experience in preparation for full employment opportunities.

- In support of the CSOSA/PSA Diversity and Inclusion Strategic Plan's goal to "provide training for recruiting and hiring officials and staffing personnel about working with persons with disabilities, reasonable accommodation, and accessibility issues," PSA involves management officials in the recruitment process of hiring persons with disabilities. PSA continues to have contact and engagement with partners who specialize in hiring persons with disabilities.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Through the Agency's talent acquisition system Avue, the Agency connects with state disability agencies by sending job announcements at the time the announcements are posted in real time. The Agency's Selective Placement Coordinator receives communication from interested applicants who seek employment with CSOSA. Additionally, CSOSA continues to provide employees with disabilities with a multitude of trainings and developmental opportunities, which allows individuals to gain skills and competencies needed for successful performance of their jobs, and to further enhance their career opportunities.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer: Yes

The Agency provides disability-related training annually during mandatory EEO training for managers, supervisors and employees as well as during New Employee Orientation. This training covers the special hiring authorities, hiring goals, the reasonable accommodation programs and diversity and inclusion topics.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The Agency maintains contact with organizations that assist PWD, including PWTD with securing and maintaining employment. Currently the Agency collaborates with

the Wounded Warrior Regiment – Career Resources Management Center in Quantico, the DC Department on Disability Services, and the Virginia Rehabilitation Services to provide disabled individuals real-life work experience. In FY 2017, CSOSA’s Office of Human Resources (OHR) hired five Schedule A employees at the GS 7, 9, and 11 grade levels.

Additionally the Agency collaborated with the DC Mayor’s Office of Veterans Affairs (MOVA) to assist Veterans in the filing of VA Disability claims.

Lastly, the Selective Placement Coordinator along with various members from other Special Emphasis Program within the Agency served as volunteer recruiters at various job fairs that are recruiting People with Disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer: Yes

b. New Hires for Permanent Workforce (PWTD) Answer: No

Among the new hires in the permanent workforce, a trigger exist for PWD (11.5%), which falls slightly below the respective benchmark of 12% for PWD.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

a. New Hires for MCO (PWD) Answer: Yes

b. New Hires for MCO (PWTD) Answer: Yes

In comparison to the benchmark, triggers exist for PWD and PWTD in all four of the Agency’s mission-critical occupations. However, it should be noted that the MCO in this Agency are Law Enforcement positions and a certain degree of physical fitness and ability is needed.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

a. Qualified Applicants for MCO (PWD) Answer: Yes

b. Qualified Applicants for MCO (PWTD) Answer: Yes

In comparison to the benchmark, triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations. However, it should be noted that the MCO in this Agency are Law Enforcement positions and a certain degree of physical fitness and ability is needed.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below.

a. Promotions for MCO (PWD)

Answer: No

b. Promotions for MCO (PWTD)

Answer: No

N/A.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

Within the next six months, the Agency plans to improve and strengthen its opportunities for advancement for PWD, including PWTD in the following initiatives:

- Review and revise the training provided to managers and supervisors on disability recruitment and hiring appointments and authorities;
- Establish recruitment goals of 12% for PWD and continue in the next several fiscal years our recruitment and hiring goal of 2% for PWTD;
- Continue our partnerships with the various external organizations to identify qualified individuals with PWTD; and
- Increase career advancement opportunities in leadership development programs, and mentoring and shadowing programs.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

CSOSA/PSA Shadowing and Mentoring programs
American Probation and Parole Association Leadership Program
Graduate School's Aspiring Leader Program
Graduate School's New Leader Program
Susan Shaffer Leadership Academy (PSA)
Graduate School's Executive Potential Program
Graduate School's Executive Leadership Program
Graduate School's New Leader Program

2. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)

Answer: No

b. Selections (PWD)

Answer: No

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)

Answer: No

b. Selections (PWTD)

Answer: No

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD) Answer: No

b. Awards, Bonuses, & Incentives (PWTD) Answer: No

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer: No

b. Pay Increases (PWTD) Answer: No

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer: N/A

b. Other Types of Recognition (PWTD) Answer: N/A

N/A

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer: No

ii. Internal Selections (PWD) Answer: No

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2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWD) Answer: No

b. New Hires to GS-15 (PWD) Answer: No

c. New Hires to GS-14 (PWD) Answer: No

d. New Hires to GS-13 (PWD) Answer: No

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

- a. New Hires to SES (PWTD) Answer: No
- b. New Hires to GS-15 (PWTD) Answer: No
- c. New Hires to GS-14 (PWTD) Answer: No
- d. New Hires to GS-13 (PWTD) Answer: No

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

b. Managers

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

c. Supervisors

- i. Qualified Internal Applicants (PWD) Answer: No
- ii. Internal Selections (PWD) Answer: No

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

b. Managers

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer: No

ii. Internal Selections (PWTD) Answer: No

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD) Answer: No

b. New Hires for Managers (PWD) Answer: No

c. New Hires for Supervisors (PWD) Answer: No

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD) Answer: No

b. New Hires for Managers (PWTD) Answer: No

c. New Hires for Supervisors (PWTD) Answer: No

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer: Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)

Answer: No

b. Involuntary Separations (PWD)

Answer: No

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD)

Answer: No

b. Involuntary Separations (PWTD)

Answer: No

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151 – 4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The Agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint can be found at www.csosa.gov/disclaimers/accessibility.aspx

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

The Agency is currently revising its agency's public website to include adding its notice explaining employees' and applicants' right under the Architectural Barriers Act, including a description of how to file a complaint.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

Working with our Facilities Department the EEO Office in collaboration with its Disability Employment Program Committee intends to conduct an Audit of all the Agency's Field Offices to ensure that they are accessible to disabled persons.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The current RA guideline is 60 days to process RA request and 71% of timely processed request for RA is based on current Agency guidelines.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

All Managers and Supervisors are required to take EEO Refresher training every two years. This training includes models on reasonable accommodation.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Agency has not established procedures for processing requests for Personal Assistance Services (PAS) since this is a new requirement by EEOC to all Federal agencies this reporting period. Therefore, in FY2018 the Agency will develop and in FY 2019, the procedures for processing requests for PAS will be imple

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer: N/A

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer: N/A

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

There have been no findings of discrimination alleging harassment based on disability status during the last fiscal year.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer: No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer: No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A.

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer: Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer: Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Trigger 1	Low Participation Rate of People wth Disabilities in Core Occupations.	
Barrier(s)		
Objective(s)	Given that CSOSA and PSA are Law Enforcement Agencies, Recruitment is focused on persons with a broad range of abilities.	
Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)	
Human Resources, Human Capital and EEO	No	
Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)	
Yes	Yes	

Sources of Data		Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables		Yes			
Complaint Data (Trends)		No			
Grievance Data (Trends)		No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		No			
Climate Assessment Survey (e.g., FEVS)		Yes			
Exit Interview Data		No			
Focus Groups		No			
Interviews		No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		No			
Other (Please Describe)		No			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	
12/31/2019	1. Hold Symposium on Hiring PWD. 2. Train all Managers and Supervisors.	Yes			
Fiscal Year	Accomplishments				

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

Given that CSOSA and PSA are Law Enforcement Agencies, recruitment iis focused on persons with broad range of abilities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

The planned activities for this objective has not been completed.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A.

Table A2: TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
TOTAL FY	#	1170	411	759	25	36	59	73	304	629	20	15	2	0	1	3	0	3
TOTAL FY percent row	%	100	35.13	64.87	2.14	3.08	5.04	6.24	25.98	53.76	1.71	1.28	0.17	0.00	0.09	0.26	0.00	0.26
CLF2010	%	100	51.86	48.14	5.17	4.79	38.33	34.03	5.49	6.53	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28
Alternate Benchmark	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CSOSA (EXC PSA)	#	830	276	554	13	22	36	41	206	467	14	12	1	0	1	2	5	10
CSOSA (EXC PSA) percent row	%	100	33.25	66.75	1.57	2.65	4.34	4.94	24.82	56.27	1.69	1.45	0.12	0.00	0.12	0.24	0.60	1.20
PRETRIAL SERVICES AGENCY	#	340	135	205	7	6	23	32	98	162	6	3	1	0	0	1	0	1
PRETRIAL SERVICES AGENCY percent row	%	100	39.71	60.29	2.06	1.76	6.76	9.41	28.82	47.65	1.76	0.88	0.29	0.00	0.00	0.29	0.00	0.29

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: 12/28/2017 03:22 PM

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Senior Executive Service percent row	%	100	57.14	42.86	0.00	0.00	21.43	0.00	35.71	42.86	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	0	0	0
Other Senior Pay (Non-SES) percent row	%	100	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
TOTAL	#	1170	411	759	25	36	59	73	304	629	20	15	2	0	1	3	0	3
TOTAL percent row	%	100	35.13	64.87	2.14	3.08	5.04	6.24	25.98	53.76	1.71	1.28	0.17	0.00	0.09	0.26	0.00	0.26

Court Services and Offender Supervision Agency for the District of Columbia

File Process Date and Time: 12/28/2017 03:22 PM

Table A8: NEW HIRES BY TYPE OF APPOINTMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Permanent New Hires	#	61	30	31	0	1	6	3	21	26	2	1	1	0	0	0	0	0
Permanent New Hires percent row	%	100	49.18	50.82	0.00	1.64	9.84	4.92	34.43	42.62	3.28	1.64	1.64	0.00	0.00	0.00	0.00	0.00
Temporary New Hires	#	4	1	3	0	0	0	1	1	2	0	0	0	0	0	0	0	0
Temporary New Hires percent row	%	100	25.00	75.00	0.00	0.00	0.00	25.00	25.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Appropriated New Hires	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Appropriated New Hires percent row	%	100	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
Total New Hires	#	65	31	34	0	1	6	4	22	28	2	1	1	0	0	0	0	0
Total New Hires percent row	%	100	47.69	52.31	0.00	1.54	9.23	6.15	33.85	43.08	3.08	1.54	1.54	0.00	0.00	0.00	0.00	0.00
Alternate Benchmark	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLF2010	%	100	51.86	48.14	5.17	4.79	38.33	34.03	5.49	6.53	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28

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

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
0101: SOCIAL SCIENCE	#	140	39	83	3	3	2	7	32	69	0	0	0	0	1	1	3	5
0101: SOCIAL SCIENCE percent row	%	100	27.86	59.29	2.14	2.14	1.43	5.00	22.86	49.29	0.00	0.00	0.00	0.00	0.71	0.71	2.14	3.57
Qualified	#	128	40	74	3	3	2	7	32	59	0	0	0	0	1	1	3	4
Qualified percent row	%	100	31.25	57.81	2.34	2.34	1.56	5.47	25.00	46.09	0.00	0.00	0.00	0.00	0.78	0.78	2.34	3.13
Selected	#	5	4	1	1	1	1	0	3	0	0	0	0	0	1	1	0	0
Selected percent row	%	100	80.00	20.00	20.00	20.00	20.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00	0.00	0.00
Relevant Applicant Pool	#	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0102: SOCIAL SCIENCE AID & TECHNICIAN	#	14	6	8	1	1	3	0	3	8	0	0	0	0	0	0	0	0
0102: SOCIAL SCIENCE AID & TECHNICIAN percent row	%	100	42.86	57.14	7.14	7.14	21.43	0.00	21.43	57.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	14	6	8	1	1	3	0	3	8	0	0	0	0	0	0	0	0
Qualified percent row	%	100	42.86	57.14	7.14	7.14	21.43	0.00	21.43	57.14	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
Selected percent row	%	100	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0303: MISCELLANEOUS CLERK & ASSISTANT	#	193	42	129	4	2	13	6	25	115	1	1	0	0	0	0	1	7
0303: MISCELLANEOUS CLERK & ASSISTANT percent row	%	100	21.76	66.84	2.07	1.04	6.74	3.11	12.95	59.59	0.52	0.52	0.00	0.00	0.00	0.00	0.52	3.63
Qualified	#	188	43	132	4	2	13	5	24	112	1	1	0	0	0	0	1	7
Qualified percent row	%	100	22.87	70.21	2.13	1.06	6.91	2.66	12.77	59.57	0.53	0.53	0.00	0.00	0.00	0.00	0.53	3.72
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2210: INFORMATION TECHNOLOGY MANAGEMENT	#	92	65	11	10	0	16	2	36	6	4	1	0	0	0	1	7	1
2210: INFORMATION TECHNOLOGY MANAGEMENT percent row	%	100	70.65	11.96	10.87	0.00	17.39	2.17	39.13	6.52	4.35	1.09	0.00	0.00	0.00	1.09	7.61	1.09
Qualified	#	92	66	12	10	0	16	2	36	6	4	1	0	0	0	1	7	1
Qualified percent row	%	100	71.74	13.04	10.87	0.00	17.39	2.17	39.13	6.52	4.35	1.09	0.00	0.00	0.00	1.09	7.61	1.09
Selected	#	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	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
Relevant Applicant Pool	#	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Relevant Applicant Pool	#	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
"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	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Slots for GS-5 to GS-12 Program	#	0																
Relevant Pool for GS-5 to GS-12 Program	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-5 to GS-12 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-5 to GS-12 Program percent row	%	100	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 for GS-5 to GS-12 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants for GS-5 to GS-12 Program percent row	%	100	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
Slots for GS-13 to GS-14 Program	#	0																
Relevant Pool for GS-13 to GS-14 Program	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-13 to GS-14 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-13 to GS-14 Program percent row	%	100	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 for GS-13 to GS-14 Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants for GS-13 to GS-14 Program percent row	%	100	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
Slots for GS-15 to SES Program	#	0																
Relevant Pool for GS-15 to SES Program	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-15 to SES Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied for GS-15 to SES Program percent row	%	100	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 for GS-15 to SES Program	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants for GS-15 to SES Program percent row	%	100	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 A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Voluntary Separations	#	78	34	44	1	2	11	4	22	36	0	2	0	0	0	0	0	0
Voluntary Separations percent row	%	100	43.59	56.41	1.28	2.56	14.10	5.13	28.21	46.15	0.00	2.56	0.00	0.00	0.00	0.00	0.00	0.00
Involuntary Separations	#	2	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0
Involuntary Separations percent row	%	100	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
Total Separations	#	80	35	45	1	2	11	4	23	37	0	2	0	0	0	0	0	0
Total Separations percent row	%	100	43.75	56.25	1.25	2.50	13.75	5.00	28.75	46.25	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce	#	1170	411	759	25	36	59	73	304	629	20	15	2	0	1	3	0	3
Total Workforce percent row	%	100	35.13	64.87	2.14	3.08	5.04	6.24	25.98	53.76	1.71	1.28	0.17	0.00	0.09	0.26	0.00	0.26

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

Grade Level		Total Workforce	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
GS-01 percent row	%	100	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
GS-02 percent row	%	100	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	#	1	0	0	1	0	0	0	0	0	0	0	0	0	0
GS-03 percent row	%	100	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
GS-04	#	4	2	1	1	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	100	50.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	25	20	3	2	0	0	0	0	0	0	0	0	0	0
GS-05 percent row	%	100	80.00	12.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	14	11	1	2	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	100	78.57	7.14	14.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	98	86	2	10	3	1	0	0	0	0	0	0	0	0
GS-07 percent row	%	100	87.76	2.04	10.20	3.06	1.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	31	25	1	5	0	0	0	0	0	0	0	0	0	0
GS-08 percent row	%	100	80.65	3.23	16.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	56	52	1	3	1	0	1	0	0	0	0	0	0	0
GS-09 percent row	%	100	92.86	1.79	5.36	1.79	0.00	1.79	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
GS-10 percent row	%	100	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	#	105	88	4	13	4	2	0	0	0	1	1	0	0	0
GS-11 percent row	%	100	83.81	3.81	12.38	3.81	1.90	0.00	0.00	0.00	0.95	0.95	0.00	0.00	0.00
GS-12	#	504	468	4	32	5	0	2	1	0	2	0	0	0	0
GS-12 percent row	%	100	92.86	0.79	6.35	0.99	0.00	0.40	0.20	0.00	0.40	0.00	0.00	0.00	0.00
GS-13	#	191	182	2	7	4	0	2	2	0	0	0	0	0	0
GS-13 percent row	%	100	95.29	1.05	3.66	2.09	0.00	1.05	1.05	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	95	89	3	3	0	0	0	0	0	0	0	0	0	0
GS-14 percent row	%	100	93.68	3.16	3.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	32	28	0	4	1	0	0	0	0	0	0	0	1	0
GS-15 percent row	%	100	87.50	0.00	12.50	3.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) percent row	%	100	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	#	14	13	0	1	0	0	0	0	0	0	0	0	0	0
Senior Executive Service percent row	%	100	92.86	0.00	7.14	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
Other Senior Pay (Non-SES) percent row	%	100	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	#	1170	1064	22	84	18	3	5	3	0	3	1	0	1	0

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: 12/28/2017 03:22 PM

Grade Level		Total Workforce	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]
TOTAL percent row	%	100	90.94	1.88	7.18	1.54	0.26	0.43	0.26	0.00	0.26	0.09	0.00	0.09	0.00

Table B9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Disability

Internal Competitive Promotions		Total Workforce	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]
0101: SOCIAL SCIENCE	#	140	120	15	5	1	0	0	1	0	0	0	0	0	0
0101: SOCIAL SCIENCE percent row	%	100	85.71	10.71	3.57	0.71	0.00	0.00	0.71	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	128	108	15	5	1	0	0	1	0	0	0	0	0	0
Qualified percent row	%	100	84.38	11.72	3.91	0.78	0.00	0.00	0.78	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	6	6	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	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	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0
0102: SOCIAL SCIENCE AID & TECHNICIAN	#	14	12	0	2	0	0	0	0	0	0	0	0	0	0
0102: SOCIAL SCIENCE AID & TECHNICIAN percent row	%	100	85.71	0.00	14.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	14	12	0	2	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	85.71	0.00	14.29	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
Selected percent row	%	100	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	0	0	0	0	0	0	0	0	0	0	0	0	0
0303: MISCELLANEOUS CLERK & ASSISTANT	#	193	164	15	14	7	0	0	1	0	0	0	1	4	1
0303: MISCELLANEOUS CLERK & ASSISTANT percent row	%	100	84.97	7.77	7.25	3.63	0.00	0.00	0.52	0.00	0.00	0.00	0.52	2.07	0.52
Qualified	#	188	159	15	14	7	0	0	1	0	0	0	1	4	1
Qualified percent row	%	100	84.57	7.98	7.45	3.72	0.00	0.00	0.53	0.00	0.00	0.00	0.53	2.13	0.53
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	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	0	0	0	0	0	0	0	0	0	0	0	0	0
2210: INFORMATION TECHNOLOGY MANAGEMENT	#	92	74	14	4	1	0	0	0	0	0	0	0	1	0
2210: INFORMATION TECHNOLOGY MANAGEMENT percent row	%	100	80.43	15.22	4.35	1.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.09	0.00
Qualified	#	92	74	14	4	1	0	0	0	0	0	0	0	1	0
Qualified percent row	%	100	80.43	15.22	4.35	1.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.09	0.00
Selected	#	1	1	0	0	0	0	0	0	0	0	0	0	1	0
Selected percent row	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0

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

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

Internal Selections for Senior Level		Total Workforce	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]
Plan - Grade: GS-13: Total Applications Received	#	72	0	72	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Total Applications Received percent row	%	100	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
Plan - Grade: GS-13: Qualified	#	38	0	38	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Qualified percent row	%	100	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
Plan - Grade: GS-13: Selected	#	3	0	3	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Selected percent row	%	100	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
Plan - Grade: GS-13: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Total Applications Received	#	54	0	54	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Total Applications Received percent row	%	100	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
Plan - Grade: GS-14: Qualified	#	16	0	16	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Qualified percent row	%	100	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
Plan - Grade: GS-14: Selected	#	3	0	3	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Selected percent row	%	100	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
Plan - Grade: GS-15: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Total Applications Received percent row	%	100	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
Plan - Grade: GS-15: Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Qualified percent row	%	100	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
Plan - Grade: GS-15: Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Selected percent row	%	100	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	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Total Applications Received percent row	%	100	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
Plan - Grade: SES: Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Qualified percent row	%	100	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
Plan - Grade: SES: Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: SES: Selected percent row	%	100	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 B14: SEPARATION by Type of Separation - Distribution by Disability

Types of Separations		Total Workforce	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 Separations	#	78	68	3	7	0	0	0	0	0	0	0	0	0	0
Voluntary Separations percent row	%	100	87.18	3.85	8.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Involuntary Separations	#	2	1	0	1	0	0	0	0	0	0	0	0	0	0
Involuntary Separations percent row	%	100	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
Total Separations	#	80	69	3	8	0	0	0	0	0	0	0	0	0	0
Total Separations percent row	%	100	86.25	3.75	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce	#	1170	1064	22	84	18	3	5	3	0	3	1	0	1	0
Total Workforce percent row	%	100	90.94	1.88	7.18	1.54	0.26	0.43	0.26	0.00	0.26	0.09	0.00	0.09	0.00

Occupational Categories	Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
NOTE: Percentages computed down columns and NOT across rows.																	

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: 12/28/2017 03:22 PM

Grade Level		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	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	0.00
TOTAL	#	1170	411	759	25	36	59	73	304	629	20	15	2	0	1	3	0	3
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	100.00	100.00	0.00	100.00

NOTE: Percentages computed down columns and NOT across rows.

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: 12/28/2017 03:22 PM

Grade Level		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	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	0.00
TOTAL	#	3	1	2	0	0	0	0	1	2	0	0	0	0	0	0	0	0
TOTAL percent row	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

Table B3: Occupational Categories - Distribution by Disability: Calculated within Group

Occupational Categories		Total Workforce	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]
Executive/Senior Level Officials and Managers (Grades 15 and Above)	#	42	37	0	5	1	0	0	0	0	0	0	0	1	0
Executive/Senior Level Officials and Managers (Grades 15 and Above) percent row	%	3.59	3.48	0.00	5.95	5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Mid-level (Grades 13-14)	#	127	120	1	6	3	0	2	1	0	0	0	0	0	0
Mid-level (Grades 13-14) percent row	%	10.85	11.28	4.55	7.14	16.67	0.00	40.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00
First-Level (Grades 12 and Below)	#	8	7	0	1	0	0	0	0	0	0	0	0	0	0
First-Level (Grades 12 and Below) percent row	%	0.68	0.66	0.00	1.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	#	150	137	4	9	4	0	1	1	0	1	1	0	0	0
Other percent row	%	12.82	12.88	18.18	10.71	22.22	0.00	20.00	33.33	0.00	33.33	100.00	0.00	0.00	0.00
Officials and Managers - TOTAL	#	327	301	5	21	8	0	3	2	0	1	1	0	1	0
Officials and Managers - TOTAL percent row	%	27.95	28.29	22.73	25.00	44.44	0.00	60.00	66.67	0.00	33.33	100.00	0.00	100.00	0.00
Professionals	#	662	611	9	42	8	3	2	1	0	2	0	0	0	0
Professionals percent row	%	56.58	57.42	40.91	50.00	44.44	100.00	40.00	33.33	0.00	66.67	0.00	0.00	0.00	0.00
Technicians	#	64	52	5	7	1	0	0	0	0	0	0	0	0	0
Technicians percent row	%	5.47	4.89	22.73	8.33	5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales Workers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers percent row	%	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
Administrative Support Workers	#	111	94	3	14	1	0	0	0	0	0	0	0	0	0
Administrative Support Workers percent row	%	9.49	8.83	13.64	16.67	5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Craft Workers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craft Workers percent row	%	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
Operatives	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives percent row	%	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
Laborers and Helpers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers percent row	%	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
Service Workers	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers percent row	%	0.17	0.19	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 Workforce	#	1170	1064	22	84	18	3	5	3	0	3	1	0	1	0
Total Workforce percent row	%	100	100	100	100	100	100	100	100	100	100	100	100	100	100

NOTE: Percentages computed down columns and NOT across rows.

Table B4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability (Permanent): Calculated within Group

Grade Level		Total Workforce	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
GS-01 percent row	%	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
GS-02 percent row	%	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	#	1	0	0	1	0	0	0	0	0	0	0	0	0	0
GS-03 percent row	%	0.09	0.00	0.00	1.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	4	2	1	1	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	0.34	0.19	4.55	1.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	25	20	3	2	0	0	0	0	0	0	0	0	0	0
GS-05 percent row	%	2.14	1.88	13.64	2.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	14	11	1	2	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	1.20	1.03	4.55	2.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	98	86	2	10	3	1	0	0	0	0	0	0	0	0
GS-07 percent row	%	8.38	8.08	9.09	11.90	16.67	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	31	25	1	5	0	0	0	0	0	0	0	0	0	0
GS-08 percent row	%	2.65	2.35	4.55	5.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	56	52	1	3	1	0	1	0	0	0	0	0	0	0
GS-09 percent row	%	4.79	4.89	4.55	3.57	5.56	0.00	20.00	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
GS-10 percent row	%	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	#	105	88	4	13	4	2	0	0	0	1	1	0	0	0
GS-11 percent row	%	8.97	8.27	18.18	15.48	22.22	66.67	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
GS-12	#	504	468	4	32	5	0	2	1	0	2	0	0	0	0
GS-12 percent row	%	43.08	43.98	18.18	38.10	27.78	0.00	40.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00
GS-13	#	191	182	2	7	4	0	2	2	0	0	0	0	0	0
GS-13 percent row	%	16.32	17.11	9.09	8.33	22.22	0.00	40.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	95	89	3	3	0	0	0	0	0	0	0	0	0	0
GS-14 percent row	%	8.12	8.36	13.64	3.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	32	28	0	4	1	0	0	0	0	0	0	0	1	0
GS-15 percent row	%	2.74	2.63	0.00	4.76	5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) percent row	%	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	#	14	13	0	1	0	0	0	0	0	0	0	0	0	0
Senior Executive Service percent row	%	1.20	1.22	0.00	1.19	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
Other Senior Pay (Non-SES) percent row	%	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	#	1170	1064	22	84	18	3	5	3	0	3	1	0	1	0

Grade Level		Total Workforce	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]
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00	100.00	0.00	100.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

Grade Level		Total Workforce	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]
TOTAL percent row	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

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