



# FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Management Directive 715 | October 1, 2017 to September 30, 2018

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

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2017 to September 30, 2018

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>	1. Court Services and Offender Supervision Agency for the District of Columbia		
	<b>1.a</b> 2nd level reporting component			
	<b>2. Address</b>	2. 633 Indiana Avenue, NW		
	<b>3. City, State, Zip Code</b>	3. Washington, DC 20004		
	<b>4. Agency Code</b>   <b>5. FIPS code(s)</b>	<b>4. FQ00</b>	<b>5. 8840</b>	

<b>PART B</b> Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>	<b>1. 1134</b>
	<b>2. Enter total number of temporary employees</b>	<b>2. 2</b>
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>4. 1136</b>

<b>PART C</b>	<b>Title Type</b>	<b>Name</b>	<b>Title</b>
Agency Official(s) Responsible For Oversight of EEO Program(s)	Head of Agency	Richard S. Tischner	Director
	Head of Agency Designee	James Berry	Deputy Director
	Principal EEO Director/Official	Vern Best	Director of EEO, Diversity and Special Programs
	Affirmative Employment Program Manager	Michelle Payton-Kenner	Senior EEO Specialist
	Complaint Processing Program Manager	Kathie Lacy-Storost	EEO Specialist
	Diversity & Inclusion Officer	Vern Best	Director of EEO, Diversity and Special Programs
	Hispanic Program Manager (SEPM)	Nydia Quinones-Ramos	Pretrial Service Officer
	Women's Program Manager (SEPM)	Stacey Abraham	CEAC Coordinator
	Disability Program Manager (SEPM)	Dwayne Marigny	Program Support Specialist
	Special Placement Program Coordinator (Individuals with Disabilities)	Karen Schmitz	Senior HR Specialist
	ADR Program Manager	LeVale Jenkins	Director of ADR
	Compliance Manager	Kathie Lacy-Storost	EEO Specialist
	Principal MD-715 Preparer	Michelle Payton-Kenner	Senior EEO Specialist
	Other EEO Staff	Sunghee Park	Policy Analyst (Asian Employment Program Manager)

For period covering October 1, 2017 to September 30, 2018

<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
<b>EEOC FORMS and Documents</b>	<b>Required</b>	<b>Uploaded</b>	
EEO Policy Statement	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Organization Chart	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Agency Strategic Plan	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
EEO Strategic Plan	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Diversity Policy Statement	N	Y	
Human Capital Strategic Plan	N	N	

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: MISSION**

**Introduction**

This report, prepared pursuant to Equal Employment Opportunity 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 2018. 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) 2018 Summary of 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:

Demonstrated Commitment from Agency Leadership;  
Integration of EEO into the Agency's Strategic Mission;  
Management and Program Accountability;  
Proactive Prevention of Unlawful Discrimination;  
Efficiency; and  
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 implemented in FY 2018, and planned for FY 2019 are listed below.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

**Essential Element A: Demonstrated Commitment from Agency Leadership**

The Agency is dedicated to the principles of EEO and maintaining a successful EEO Program. This commitment is evident at all levels of the Agency, including senior executives, managers, and employees. Demonstration of this commitment includes, but is not limited to, activities that help maintain an environment free from discrimination, retaliation, and harassment.

CSOSA's Office of Human Resources (OHR) continued to work on developing a strategic recruitment plan to promote greater diversity in its workforce and tie our recruitment efforts to the under-represented groups identified in the Agency's workforce.

The EEO, OHR, and the Senior Executive Leadership Team (SELT) are involved in the recruitment, promotion, and hiring process in various ways. Specifically, the Diversity and Inclusion Council (D&IC) is responsible for identifying effective recruitment strategies and vacancy projections. The D&IC also establishes timetables for reviewing Merit Promotion Program policy and procedures, the Employee Recognition Awards Program, and Employee Developmental training programs to address systemic barriers that may impact the career progress of several protected groups within the Agency's workforce. As a result of its review, the D&IC developed and will begin to implement; its action plans to eliminate barriers to equal employment opportunities.

CSOSA instituted a formal, year-long, agency-wide mentoring program that provides mentors and protégés with extensive developmental opportunities within the Agency, focusing primarily on entry and mid-level grade employees.

The Agency's joint EEO and Diversity Policy Statement was issued in a joint memorandum from the Acting Head of CSOSA and Director of PSA on April 18, 2018. In this statement, the Directors reaffirmed their commitment to promote diversity and inclusion and to ensure equal employment opportunity for every employee and applicant for employment.

Although the Agency currently does not have a recognition program specifically designated for superior accomplishment in equal employment opportunity for employees, supervisors, managers, and organizational units, the "Diversity and Inclusion Award," created in FY 2015, is presented annually to an employee who compassionately models inclusive behavior and attitudes and welcomes the broad range of human diversity. Lastly, the EEO office recognizes its EEO Counselors and Collateral Duty Employees who coordinate its Special Emphasis Programs with Special Act awards each year.

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

CSOSA's core mission is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community, and 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. To improve efficiency and effectiveness, the Agency's Strategic Plan commits to developing and maintaining a highly-skilled, diverse, and engaged workforce.

Additionally, the Agency is committed to the integration of EEO into several other critical areas .  
Of management including, but not limited to, the following:

Reporting Structure: The Director of EEO has appropriate authority and resources to effectively carry out a successful EEO program and reports day-to-day operations to CSOSA's Deputy Director to ensure accountability throughout the Agency. The Director of EEO provides technical guidance in the implementation of EEO programs, including action plans in accordance with MD-715 guidance.

Communication: The annual MD-715 report, covering FY17 accomplishments, planned activities, and strategies, was made available and posted on the Agency's internal website. The Director of EEO attends monthly senior management meetings to inform top management officials of the effectiveness, efficiency, and legal compliance of the Agency's EEO program. In addition, the Director of EEO collaborates with CSOSA's OHR and PSA's Office of Human Capital Management (OHCM) to devise strategies to address identified triggers and potential barriers to implementing a model EEO program, as identified in Part H of this report. The creation of a model EEO program as identified in Part H of this report.

Self-Identification of the Workforce: CSOSA's OHR and PSA's OHCM conducted a re-survey of its workforce in FY18 in which

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

it encouraged all employees to self-identify or update their information using descriptions from the Office of Personnel Management's revised Standard Form 256 - Self Identification of Disability through Employee Express.

Special Emphasis Programs: The Agency's Special Emphasis Programs (SEPs) support equal opportunities throughout the Agency to include areas within the employment life cycle such as outreach and recruitment, hiring, advancement, training, and awards/promotions. By establishing and utilizing SEPs and engaging with affinity groups, the Agency continued to raise employee awareness of EEO and diversity and inclusion while demonstrating the Agency's commitment to a model EEO workplace.

In support of the Agency's Diversity and Inclusion Priority, PSA's OHCM developed and published a desk guide for hiring officials to assist them throughout the hiring process. It provides general information about the hiring process, the application of preference eligibility, and the use of hiring flexibilities, such as Schedule A. Human Resources Specialists now consult with selecting officials when hiring authority is granted to review the guide, explain the process in detail, answer any questions, and encourage the use of hiring flexibilities when possible.

With respect to the Federal Employee Viewpoint Survey (FEVS), over the past several years, the Agency's score as it relates to the new IQ Index continues to be equal to or above that of the government-wide score.

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

Attracting and engaging a diverse and effective workforce is a primary goal of the OHR and the Office of Equal Employment Opportunity, Diversity, and Special Programs. CSOSA's OHR hosted quarterly government-wide Leadership Effectiveness Exchanges that offered workshops open to Federal leaders within CSOSA and PSA at which leaders had the opportunity to share ideas and experiences and increase their leadership skills. These workshops served to assist the Agency in building a stronger leadership pipeline, and in better concentrating resources on appropriate employee training and development activities.

In support of the Agency's priority to empower management staff to embrace their roles as leaders and champions of diversity, PSA's Training and Career Development Center continues to revise and expand new supervisory training, adding topics, such as how to manage a diverse workforce. While the new program is still currently under development, training is expected to include a wide range of topics to improve supervisors' abilities to respond to challenging situations. Executives also received coaching to improve their management skills and a policy to provide coaching for other employees at all levels is in development. In addition, PSA has supported leadership development throughout all levels of the Agency, sending employees to Executive and Potential Leadership Programs. All of these efforts focus on providing supervisors, managers and employees with the leadership skills needed to support a positive and productive work environment that fosters mission accomplishment.

During FY 18, at the direction of the Agency's Deputy Director, the Agency's Office of EEO, Diversity and Special Programs convened a workgroup to draft an updated Reasonable Accommodation Policy (RAP). The workgroup completed the draft RAP on November 1, 2018, and the draft is currently under review by the Directors of CSOSA and PSA. Once reviewed, the revised RAP will be submitted to the EEOC for review and comment.

Additionally, the Agency drafted a Personal Assistance Services (PAS) policy. This draft policy will be vetted with the various Agency stakeholders and once approved by CSOSA and PSA's Directors will be issued to the workforce as a whole. The Agency's goal is to have the procedures posted by the end of calendar year 2019.

**Essential Element D – Proactive Prevention of Unlawful Discrimination**

CSOSA continued its valuable partnership with the Hispanic Association of Colleges and Universities (HACU) and hosted four HACU Interns during the spring and summer of 2018.

In a continued effort to keep our agency visible and to provide potential training ground via unpaid internships, shadow programs and established Memorandum of Understandings (MOU's) with academic institutions at various levels, we have created a recruitment pipeline that reaches underrepresented groups within our workforce. As a result of these efforts, we have entered into partnerships with the below academic institutions or community partners:

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

Howard University, Washington, D.C.

University of the District of Columbia

University of Maryland, College Park MD

Hispanic Association of Colleges and Universities (HACU)

Columbia Heights Educational Campus (CHEC)

Congresswoman Eleanor Holmes Norton's Annual Job Fair

In FY18, veterans accounted for 1.7% of CSOSA's new hires, with disabled veterans representing 0.8% of new hires. With staff transitioning (seeking employment outside the Agency and retirements) and the separation of individuals from military service, the Agency experienced an increase in the number of applicants with targeted disabilities.

In FY18, the Agency developed Part J of its Affirmative Action Plan for People with Disabilities, including those with targeted disabilities. The Agency's goal over the next several years is to strengthen our partnership with Veterans' and rehabilitation services organizations to reach the Agency adopted goals of 12% participation rate in our workforce for People with Disabilities (PWD) and 2% participation rate for People with Targeted Disabilities (PWTD).

During FY18, PSA continued to host at least one meeting per quarter, focusing on a range of topics to improve employee engagement and to support an inclusive work environment. These quarterly meetings, referred to as "Chat-N-Chews," are open to all employees throughout the Agency and facilitate discussions about Diversity and Inclusion related topics. Topics have included traditional EEO bases such as race, religion and sexual orientation, as well as different work styles, and organizational culture. Because of the overwhelmingly positive feedback received from employees, PSA intends to continue hosting these Chat-N-Chews.

In FY 18, the Agency provided training opportunities and funding for employees to participate in career and leadership development programs, such as:

- Aspiring Leaders Program for grade levels GS 4-6);
- The Susan Shaffer Leadership Academy (sponsored by PSA for grade levels GS-9 and below) preparing individuals for potential leadership roles within and outside the Agency;
- The American Parole and Probation (APPA) Leadership Institute which is an annual conference attended by Community Supervision Officers (CSO's) that focuses on leadership competencies unique to community justice employees at grade levels 12 through 15; and
- Supervisory Mentoring Program, a component of PSA's Career Management System that provides mentors with extensive management and leadership experience to new supervisors in their first year of management.

The Agency has several ongoing strategies in place to improve recruitment and employment opportunities for disabled veterans. These strategies include promoting the Workforce Recruitment Program (WRP) and Operation War Fighter (OWF) Internship Programs to agency managers as alternative methods for recruiting highly qualified applicants. Additionally, the Agency will continue its recruitment partnership with The Wounded Warrior Regiment, M4Life Program.

**Essential Element E – Efficiency**

EEO Complaint Trends

In FY 18, the Agency continued to promote and offer Alternative Dispute Resolution (ADR) to resolve both non-EEO and EEO inquiries and complaints. Of the 19 informal complaints filed, seven elected ADR, two of which were resolved through a settlement agreement. Three of the aggrieved employees were repeat filers who elected not to pursue ADR. Of the remaining

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

complaints; three withdrew their complaints, and nine filed a formal complaint.

Every quarter, the Agency reviews complaints data in conjunction with the No Fear Report to identify potential barriers and complaint trends. In FY 18, all backlogged formal complaints were investigated, or are currently under active investigation. Acknowledgment letters for formal complaints are issued within three business days of receipt. Given the number of backlogged complaints, the average number of days to conduct an investigation has increased from 178.1 in FY 17 to 225.8 in FY 18, which exceeds EEOC's 180-day prescribed time frame. The average number of days to issue final agency decision (FAD) has also increased from 37 in FY 17 to 49 in FY 18, which also exceeds EEOC's 40-day prescribed time frame. Additionally, the Agency processing time to issue a final agency order (FAO) also exceeded the EEOC 40 day prescribed time frame.

While the number of formal complaints filed in FY 18 decreased from 21 to 19 compared to FY 17, there was an increase in the number of EEO contacts and informal complaints filed. The vast majority of these contacts were administratively closed.

**Essential Element F - Responsiveness and Legal Compliance**

EEO personnel is held accountable for the timely completion of actions required to comply with EEOC orders. Except for revision of the Reasonable Accommodation Procedures and Anti-Harassment policies, the Agency has been prompt in complying with the EEOC's feedback and compliance orders. Moreover, we note that the Agency was timely in its submission of its oversight reports such as the Federal Equal Opportunity Program (FEORP) and the Disabled Veterans Affirmative Action Program (DVAAP).



Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: WORKFORCE ANALYSES****Workforce Analysis Summary**

The Agency analyzed cumulative data from October 1, 2017, through September 30, 2018, to identify triggers that may require further inquiry to determine whether barriers to equal employment opportunities for employee groups based on race and national origin (RNO), sex, or disability exist. Where applicable, the Agency's plans to complete barrier analyses are within this EEO Program Status Report. The Agency's total workforce consists of permanent and temporary employees. The workforce distribution by disability includes permanent and temporary employees, employees with "no disability," "with a disability," "with a targeted disability," and those who "did not identify" any disability. In this report, when comparisons are made, only the triggers with statistically significant decreases or increases are noted.

**Total Workforce**

The Agency's total workforce, including permanent and temporary employees, decreased from 1171 in FY17 to 1136 in FY18, a difference of 35 permanent and temporary employees and a net change of 2.99%. As in FY17, women continued to comprise the majority of the Agency's workforce at 735 employees (64.70%). Correspondingly, males comprised 401 (35.30%) employees of the Agency's total workforce. (Workforce Data Table A1)

The 35.30% participation rate of males in CSOSA's total workforce is below the 2010 National Civilian Labor Force's (CLF) benchmark of 51.84%. The Agency's female participation rate of 64.7% is above the 2010 CLF benchmark of 48.16%. In comparison, as of September 30, 2017, males comprised 411 (35.10%) and females comprised 760 (64.90%) of the Agency's total workforce. Between September 30, 2017, and September 30, 2018, the number of male employees decreased by 10, and female employees decreased by 25. In FY17, Black employees continued to constitute the major racial group of the Agency's workforce, with 934 of 1171 employees. In FY18, this group decreased by 25 and comprised 909 of 1136 employees, and constituted 82% of CSOSA's workforce. The number of non-black minorities--Hispanic, Asian, Native Hawaiian, American Indian/Alaska Native, and individuals of two or more races decreased slightly from 100 of 1171 in FY17 to 99 of 1136 in FY18. Also, the number of white employees decreased from 131 in FY17 to 128 in FY18. In addition to the decrease in the combined total of non-black minorities in the Agency, there was a slight decrease in the individual participation rate of Hispanics from 62 in FY17 to 56 in FY18.

Although the number of Asian employees decreased slightly from 35 in FY17 to 34 in FY18, the participation rate for this group remained constant at 2.99%. There was also a minor decrease in Native Hawaiian or Other Pacific Islander employees from two in FY17 to one in FY18. There was a minor increase in American Indian/Alaskan Native employees from four of 1171 in FY17 to five of 1136 in FY18. Employees that identified as two or more races remained unchanged at three (0.26%) in FY17 and FY18.

**Hispanic Employment**

Hispanic employment in the Agency's permanent workforce was at 4.9% (56) as of September 30, 2018. This 5% participation rate is lower than the 9.96% CLF benchmark based on the 2010 Census data. It is also lower than the 7.95% participation rate of Hispanics government-wide based on the most recent data. 20 Hispanic men represent 1.8% of the Agency's workforce, and 36 Hispanic women represent 3.1% of the Agency's workforce. (Workforce Data Table A1)

**Major Occupations**

With respect to the race/ethnicity and gender distribution of employees across major occupational groups, 640 employees, or 56.34% of the Agency's workforce, are in the Social Science series (0101). 213 of those 640 employees, or 33.28%, are males, which is below the Occupational Civilian Labor Force (OCLF) rate of 50.10%, and 427 or 66.72% are female, which is well above the OCLF rate of 49.90%. Black employees constitute 513, or 80.15% of the employees in this series, which is above the OCLF rate of 6.20%. 67 White employees comprise 10.47% of this series, which is below the OCLF rate of 82.40%. 45 Hispanic employees comprise 7.03% of the series, which is above the OCLF rate of 4.10%. 11 Asian employees comprise 1.72% of the series, which is above the OCLF rate of 0.10%, and two American Indian/Alaska Native employees comprise 0.31% of the series, which is below the OCLF rate of 4.10%, and two employees of two or more races comprise 0.31% of the series, which is below the OCLF rate of 1.4% for this occupational category. (Workforce Data Table A6)

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: WORKFORCE ANALYSES**

The next largest mission-critical occupation is that of Miscellaneous Clerk and Assistant Series: 0303. Of the 84 employees in this series, 77 female employees comprise 91.67% , and 7 males comprise 8.33% of the series. In terms of race and national origin, three White employees comprise 3.57% of the series, 79 Black employees comprise 94.04%, one Hispanic employee and one American Indian/Alaska Native each comprise 1.19% of the series. There are no Asian, Native Hawaiian or Other Pacific Islander employees, nor employees of two or more races in this occupational category.

The next largest mission-critical occupation is that of Information Technology Management: series 2210. Of the 66 employees in this series, 23 females comprise 34.85%, and 43 males comprise 65.15% of the series. In terms of race and national origin, two Hispanic employees comprise 3.04% of the series, 15 White employees comprise 22.73% of the series, and 34 Black employees comprise 51.52% of the series, 14 Asian employees comprise 21.22% of the series, and one American Indian/Alaskan Native comprises 1.49% of the series.

The next largest mission-critical occupation is that of Social Science Aid and Technician series: 0102. Of the 62 employees in this series, 22 males comprise 35.48% of the series, and 40 females comprise 64.52% of the series. In terms of race and national origin, 54 Black employees comprise 87.10% of the series, seven White employees comprise 11.29% of the series, and two Hispanic employees comprise 3.23% of the series.

**New Hires by Type of Appointment**

The Agency had a total (permanent/temporary) workforce of 27 new hires in FY18. 24 (88.89%) were permanent new hires, and 11 (45.83%) were males, and 13 (54.17%) were females. There was a total of three temporary new hires, of which one (33.33%) was male, and two (66.67%) were females. (Workforce Data Table A8).

Of the 24 permanent new hires of People with Disabilities, 20 (83.33%) had no disability, and four (16.67%) had a disability. Of the three temporary new hires, all three (100%) had no disability. The EEOC provided Federal agencies an ongoing Federal benchmark of 12% for PWD and 2% for PWTD within the workforce. (Workforce Data Table B8)

**Internal Competitive Promotions for the Major Occupations**

The seven internal competitive promotions for major occupations in FY18, was a slight decrease from the eight in FY17. Of the seven internal competitive promotions in FY18; two were in the occupational category of Social Science (0101). Among those promoted employees, one (50%) was female, and one (50%) was male. Both employees in this occupational series were Black. In the Social Science Aid and Technician major occupational category, the one promoted employee (100%) was male and Black. In the Miscellaneous Clerk and Assistant category, four employees were internally promoted. All (100%) were female and Black. (Workforce Data Table A9)

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

In FY18, there were 34 employees selected for senior-level positions at the GS-13 through 15-grade levels. Of the 13 employees selected at the GS-13 grade level, 12 (92.31%) were male, and one (7.69%) was female. In the RNO internal selection category for senior-level positions, six (46.15%) were Hispanic, one (7.69%) was White, two (15.38%) were Black, and four (30.77%) were Asian. In grade-level GS-14, 10 (43%) were male, and four (28.57%) were female. In the RNO category of the GS-14, seven (50%) were Hispanic, three (21.43%) were Black, and four (28.57%) were Asian. At the GS-15 grade level, there were seven selections. Four (57.14%) were male, and three (42.86%) were female. Of the RNO category, three (42.86%) were Hispanic, and four (57.15%) were Black. (Workforce Data Table A11)

**Employee Recognition and Awards**

During FY 18, the Agency allocated awards according to overall performance rating, using a consistent percentage cash amount.

Regarding awards allocated to employees by race and gender, there were no significant statistical differences between awards allocation and population group in FY18. For example, the following is an examination of the percentage differences in the highest cash awards category of (\$501+) between the size of the population and the awards provided. Fewer Hispanic males (.21%) received awards than the relative population, and more Hispanic females (1.57%) received more wards than the relative

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: WORKFORCE ANALYSES**

population. More Asian male and female employees received awards than the relative population. In all of the award categories in FY18, fewer Black male and Black female employees received awards than the relative population. More White male and White female employees received awards than the relative population. The American Indian and Native Hawaiian or Other Pacific Islanders population at CSOSA is very small, making it difficult to draw meaningful statistical conclusions. CSOSA will continue to monitor the awards provided to this employee population.

In FY18, employees with disabilities and non-disabled employees received awards at a comparable rate. For example, 7.22% of the CSOSA workforce that identified as having a disability, and 7.29% of people without disabilities received the highest cash award. It is important to note that the highest award that CSOSA provides is the Quality Step Increase (QSI). 11.5% of employees with disabilities received QSI awards in FY18, which is higher than their participation rate in the workforce as a whole. Overall, the FY18 QSI and cash award totals indicate that employees with disabilities received a high percentage of top Agency awards. (Workforce Data Tables A13 and B14)

**Separations**

In FY 18, there was no change in the number of separations as compared to FY 17. In both years, 80 employees separated either voluntarily or involuntarily from the Agency. 49 of the 80 (61.25%) separating employees in FY 18 were female, and 31 (38.75%) were male. Of the 80 separations, 57 (71.25%) were Black, 12 or (15%) were White, six (7.5%) were Hispanic, three (3.75%) were Asians, and two (2.50%) were Native Hawaiian or Other Pacific Islander. Seven (8.75%) of the separating employees had disabilities, and one (1.25%) had a targeted disability. Voluntary separations accounted for 95% of all separations in FY 18 and 97.5% of all separations in FY 17. (Workforce Data Tables A14 and B14)

**Persons with Targeted Disabilities**

In FY 2016, the EEOC proposed an amendment to 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 based on 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 the agencies' self-imposed goals 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 the agencies' self-imposed goals, as currently required, for the employment of people with targeted/severe disabilities (hereinafter "targeted") 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.

From FY 17 to FY 18, the number of persons with targeted disabilities (PWTd) employed by the Agency decreased by one, from 18 (1.54%) to 17 (1.50%). The Federal Goal for PWTd is 2.00%. The 17 PWTd represents a 1.50% participation rate in our Agency's permanent workforce. Given that CSOSA and PSA are law enforcement agencies, the vast majority of our employees are required to meet certain physical and mental qualifications. However, the Agency's goal is to increase its PWTd participation rate by two percent focusing its recruitment efforts in the Agency's administrative components that are not law-enforcement related, such as OHR, the Office of Financial Management, the Office of General Counsel, the Office of Administration, and the Office of Information Technology. As of this reporting period, we have not met our goal.

Eighty-two (82) or (7.22%) of our permanent workforce self-identified as having a disability. When considering the participation rate of both PWTd and employees with other disabilities, 8.72% of our Agency's workforce has a disability. The grade distribution for persons with disabilities (PWD) across the general pay schedule is consistent with that of the Agency's general workforce. The majority of PWDs are at the GS-12 and above-grade levels. Of the 82 permanent employees with disabilities in FY 18, 52 (63.41%) held positions at the GS-12 and above grade level, while 30 (36.59%) were at grades GS-11 and below. (Workforce Data Tables B1 and B4-2)

**Applicant Flow**

CSOSA continued to use AVUE Technologies Corporation as its automated employment platform. Identification of race, gender, and ethnicity are voluntary, and typically, 94% of job applicants self-identify. The quality of the applicant flow data that

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: WORKFORCE ANALYSES**

CSOSA receives through AVUE is reliable. CSOSA used this data to target its recruitment efforts to underrepresented groups in CSOSA's workforce and to evaluate the effectiveness of this targeted recruitment effort. Thus far, the process has been working smoothly.

In FY 18, there were 48 new hires in the Agency's workforce. Nine (18.75%) were White, 35 (72.92%) were Black, two (4.44%) were Asian, one (2.22%) was Native Hawaiian or Other Pacific Islander, and one (2.22%) was American Indian or Alaska Native. (Workforce Data Table A8)

Unlike the national civilian labor force (NCLF), White employees are identified as an underrepresented group in the Agency's workforce and are targeted for our recruitment efforts. The participation rate of White employees in the Agency's workforce decreased from 133 (11.3%) in FY 17 to 128 (11.2%) in FY 18.

**Triggers and Barriers**

In FY 18, the Agency continued to have a lower participation rate of White, Hispanic, and Asian employees in its total workforce, as compared to each group's availability in the 2010 CLF. White employees' availability in the CLF was 72.36%, and their participation rate in the Agency was 11.27%. Hispanic employees availability in the CLF was 9.96%, and their participation rate in the Agency was 4.93%. Asian employees availability in the CLF was 3.9%, and their participation rate in the Agency was 2.99%. (Workforce Data Table A1)

The Agency continued to have a substantially lower participation rate of White employees in the Major Occupation of Social Science 10.47% when compared to their representation in the CLF of 82.40%. Similarly, the representation of White employees in the Major Occupation of Social Science Aid and Technician (11.29%) was well below their representation in the 2010 CLF data of 73.6%. (Workforce Data Tables A1 and A6)

In FY 18, the Agency continued to have a relatively low representation of both Hispanic and Black female employees in senior grade levels GS-13 through SES compared to their participation rate in the Agency's permanent workforce. Specifically, we note that of the 319 employees at these grade levels, nine or 2.82% were Hispanic, and 138 (43.26%) were Black females. (Workforce Data Tables A1 and A4-1)

Fifty-seven (57) Black employees separated from the Agency, a higher rate (71.25%) than any other racial or ethnic group. However, their rate of separation was still lower than their overall 80.12% level of participation in the workforce. White employees, on the other hand, separated from the Agency at a rate of 15%, 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)

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**EXECUTIVE SUMMARY: PLANNED ACTIVITIES**

**FY 2019 – FY 2020 Plan Requirement to Correct Deficiencies**

Outlined below are program deficiencies identified in the Agency's FY17 Affirmative Action Plan, which the Agency projects will be addressed in FY20.

**Plan to Recruit and Hire Individuals with Disabilities**

The Agency plans to determine whether barriers exist for PWD and PWTD in the recruitment and/or selection processes for the 0101, 0303, and 2210 series. This data will be incorporated into CSOSA's comprehensive recruitment plan, which is currently under development. The Agency is also open to expanding its contacts to include America Job Centers, Centers for Independent Living, and employment network service providers.

**Plans to Ensure Advancement Opportunities for Employees with Disabilities**

The Agency plans to investigate whether PWD and PWTD have barriers in recruitment and/or selection processes for new hires and promotions to its senior grade levels and management positions as well as in the distribution of awards. The Agency will also consider the use of details and job assignments as tools for PWD to obtain significant work experience.

**Plan to Improve Retention of Persons with Disabilities**

The Agency will establish a plan to collect exit interview data by disability status and identify reasons PWD are leaving the agency. The Agency also plans to conduct stay-interviews to encourage PWD who may be considering leaving to stay.

**Identification and Removal of Barriers**

The Agency will incorporate a plan to investigate triggers involving the low participation rate of PWD in the major occupations into the responsible official's performance plan. The Agency also plans to utilize additional sources of data to: (1) identify any policies, procedures, and practices that limit PWD's employment opportunities; (2) investigate whether PWD are experiencing barriers that either prevent them from applying for and/or being selected for promotions or new hires to the senior grade levels; (3) identify the proportion of mission-critical occupations that lead to Manager positions and if PWD has a low participation rate, assemble a focus group with said population to reveal impediments to their advancement within the Agency; (4) examine whether any of our policies, procedures, and practices are motivating PWD to leave the agency; (5) evaluate policies, practices and procedures surrounding reasonable accommodation requests, career development opportunities, job assignments, performance appraisals, awards and the work environment; and (6.) conduct climate assessment surveys, focus groups and individual interviews to get the perspectives of current PWDs.

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, Vern Best, Director of EEO, Diversity and Special Programs, 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

(Insert Agency/Component Name above)

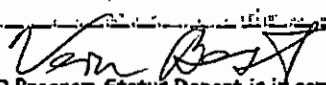
The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for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

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

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

Vern Best

Signature of Principal EEO Director/Official



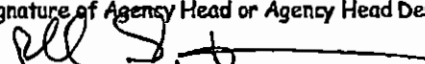
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

7/31/19

Date

Richard S. Tischner

Signature of Agency Head or Agency Head Designee



7/31/19



Date

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 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
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			The Combined EEO Diversity Policy Memorandum was issued on April 18, 2018 by the Acting Director until a new Agency Head is confirmed. 4/18/2018
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			See Comments in A.1.a

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



 <b>Compliance Indicator</b>		Measure Has Been Met			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	N/A	
 <b>Measures</b>	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			<a href="https://intranet.csosa.gov/Pages/Directives-EEO.aspx">https://intranet.csosa.gov/Pages/Directives-EEO.aspx</a>
	A.2.c. Does the agency inform its employees about the following topics:				
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			During the onboarding process of new employee orientation and through mandatory biannual EEO training. Further, all Policy statements and Procedures are on the Agency's intranet site.
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			See Comments above at A.2.c.1
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			See Comments above at A.2.c.1
	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			See Comments above at A.2.c.1
	A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.	X			Training is provided annually and on an as needed basis.



Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



 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
		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.				
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .			X		The Agency recognizes EEO Counselors and Special Emphasis Programs staff whose contributions to the EEO program are collateral duties with Special Act Awards. Moreover, while not consistent, the Agency has recognized employees for their efforts in promoting Diversity and Inclusion.
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



Essential Element: B Integration of EEO into the agency's Strategic Mission

 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
		Yes	No	N/A	
 Measures	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.				
	B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X			The Deputy Director for the Agency is the immediate supervisor of the EEO Director, who has day-to-day control over the EEO office. The Agency Director is the second-line supervisor and the EEO Director has a direct line to the Agency Director
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	X			James Berry, Deputy Director, CSOSA
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	X			July 25, 2018
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X		The EEO Director does not participate in senior level staff meetings concerning personnel, budget, technology, and other workforce issues when requested.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 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
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]			X	There are no subcomponent levels of CSOSA.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 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
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Yes	No	N/A	
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			The Agency's Strategic Plan for FY 2014 through FY 2018 references EEO/ diversity and inclusion principles, and are identified in the Strategic Plan under Management Objective 1.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018





Agency Self-Assessment Checklist

 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 <b>Measures</b>	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]			X	CSOSA has no subcomponents.
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



 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
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	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	
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



Essential Element: C Management and Program Accountability

 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
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.				
	C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	CSOSA has no subcomponents
	C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	CSOSA has no subcomponents
	C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]			X	CSOSA has no subcomponents

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist

 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
		Yes	No	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X		The EEO Director also serves as the Anti-Harassment Coordinator.
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			



Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

<p>C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]</p>	<p>X</p>		<p>The Reasonable Accommodation Process is coordinated by the Office of Human Resources (OHR). We don't currently have a Reasonable Accommodation Coordinator (RAC) i.e., a Disability Program Manager position at this time. However, the Agency is exploring the possibility of creating such a position.</p>
<p>C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]</p>	<p>X</p>		
<p>C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]</p>		<p>X</p>	<p>Our current reasonable accommodation guidelines state the agency should process the request within 60 calendar days.</p>
<p>C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.</p>		<p>X</p>	<p>71% of accommodation requests are processed timely according to current Agency guidelines.</p>
<p>C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]</p>		<p>X</p>	
<p>C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.</p>		<p>X</p>	<p>The Agency is in the process of drafting the PAS policy.</p>

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 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
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
	C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
	C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
	C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]	X			
	C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
	C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
	C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
	C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			
	C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018





Agency Self-Assessment Checklist

 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
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		X		Although an AAP for Individuals with Disabilities was developed in FY 2017, the plan is being revised to establish numerical goals for People with Disabilities and Targeted Disabilities specifically at grade level positions GS-12 and above and in the Agency's major job series.
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist





 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
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			One case of disciplinary action was undertaken during the relevant time period.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	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	
	C.6. The EEO office advises managers/supervisors on EEO matters.	Yes	No	N/A	
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			The EEO Office shares a monthly Complaint Tracker with the Directors and Deputy Directors of CSOSA and PSA. The EEO Director also conducts an annual briefing of the MD-715 report.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist





Essential Element: D Proactive Prevention

 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
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			N/A	
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	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	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			The Agency regularly reviews IComplaints, No Fear Quarterly Report, Requests for Quarterly Workforce data which include exit surveys and climate assessments etc. to find barriers.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 <b>Measures</b>	D.3. The agency establishes appropriate action plans to remove identified barriers.	Yes	No	N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			See: <a href="https://www.csosa.gov/wp-content/uploads/bsk-pdf-manager/2018/10/FY2017-Annual-EEO-Program-Status-Report.pdf">https://www.csosa.gov/wp-content/uploads/bsk-pdf-manager/2018/10/FY2017-Annual-EEO-Program-Status-Report.pdf</a> .
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



Essential Element: E Efficiency

 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
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X			
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X			
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X			
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X			Within 10 -15 days after receipt of EEO Counselor's Report.
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X			
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	X			
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	X			
	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	X			
	E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	X			
	E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	X			The Agency reviews contractors' work product for sufficiency and if not sufficient, payment is withheld
	E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X			
	E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist





 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
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.				
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The Office of the General Counsel is the defensive function in the EEO process, and it is a clear separation between its EEO Complaints program.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			The EEO Director is an attorney who conducts sufficiency reviews of EEO cases.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			See comments in E.2.b
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			



Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 <b>Measures</b>	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			
 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Yes	No	N/A	
	E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist





 Compliance Indicator	 Measures	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	
E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.					
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The EEO Director prepares annual and quarterly trend analysis for the Executive Staff.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The Agency reviews other agencies' policies when crafting similar policies of our own. In this regard, we have looked at policies from the Departments of Commerce, Justice, Navy and NRC in crafting our Harassment and Reasonable Accommodation Policies.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]			X		There is an EEO scorecard, but the Agency does not compare its performance in the EEO process to other federal agencies of similar size.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 <b>Measures</b>	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X			
 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist

 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
		Yes	No	N/A	
 Measures	F.3. The agency reports to EEOC its program efforts and accomplishments.				
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.1

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.2

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]

The Agency has not implemented the Affirmative Action Plan for Individuals with Disabilities that was developed in 2017.

<b>OBJECTIVE:</b>	<u>Date Objective Initiated:</u> Aug 1, 2019	<u>Target Date For Completion Of Initiative:</u> Mar 30, 2020
	Revise the Affirmative Action Plan (AAP) for Individuals with Disabilities to establish numerical goals for People with Disabilities and Targeted Disabilities at grade level GS-12 and above in the Agency's major occupational series.	

**Responsible Official** Linda Mays, Najuma Lake and Vern Best

<b>PlannedActivities</b>	<u>Target Date</u>	<u>Planned Activity</u>
		Sep 30, 2019 12:00 AM
	Sep 30, 2019 12:00 AM	Establish work group of stakeholders from CSOSA's Office of Human Resources and PSA's Office of Human Capital Management to review the current AAP and begin the process of revising the language of the plan in accordance with EEOC's guidance, laws and regulations governing individuals with disabilities and targeted disabilities.
	Jan 31, 2020 12:00 AM	Vet the revised AAP to various stakeholders for review and comment.
	Feb 20, 2020 12:00 AM	Finalize the AAP and post to the Agency's intranet and internet.

**Report of Accomplishments  
and Modifications to  
Objective**

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.3

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]

There is no Agency mechanism in place to compare its performance in the EEO process to other federal agencies of similar size.

<b>OBJECTIVE:</b>	<b><u>Date Objective Initiated:</u></b> Aug 1, 2019	<b><u>Target Date For Completion Of Initiative:</u></b> Mar 30, 2020
	Develop an Agency EEO performance scorecard.	
<b>Responsible Official</b>	James Berry, Deputy Director and Vern Best, Director of EEO	
<b>Planned Activities</b>	<b><u>Target Date</u></b>	<b><u>Planned Activity</u></b>
	Sep 30, 2019 12:00 AM	Conduct a review of the benchmarks for a Model EEO Program to develop performance benchmarks.
	Dec 31, 2019 12:00 AM	Share performance benchmarks with other federal agencies of similar size for ideas and/or enhancements on what has been developed by the Agency.
	Jan 31, 2020 12:00 AM	Review and consolidate ideas and comments into the EEO performance benchmark and vet through Agency stakeholders for review and comments.
	Feb 20, 2020 12:00 AM	Finalize the EEO Performance Benchmarks and post to the Agency's internet and share with the Small Agencies Council.
<b>Report of Accomplishments and Modifications to Objective</b>		

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.4

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i) (M)]

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.

<b>OBJECTIVE:</b>	<i>Date Objective Initiated:</i>	<i>Target Date For Completion Of Initiative:</i>
	Oct 30, 2014	Dec 30, 2019
Establish a plan to ensure that the Agency's RA policy and its procedures and guidelines are consistent with EEOC's guidance.		
<b>Responsible Official</b>	Vern Best	
<b>Planned Activities</b>	<b>Target Date</b>	<b>Planned Activity</b>
	Jan 30, 2016 12:00 AM	Establish a workgroup to include EEO, CSOSA OHR, Office of Legislative, Intergovernmental & Public Affairs (OLIPA), PSA's Office of Human Capital Management (OHCM), and the General Counsel to discuss revision of the current RA guidelines.
	Dec 31, 2016 12:00 AM	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
	Jun 30, 2018 12:00 AM	Vet revised RA policy and plan to all Agency stakeholders for final review and comments.
	Sep 30, 2019 12:00 AM	Submit revised RA Policy to EEOC to ensure compliance with Executive Order 13164.
	Nov 29, 2019 12:00 AM	Make recommended changes in accordance with EEOC, if applicable.
	Dec 31, 2019 12:00 AM	Publish and post RA policy and procedures to CSOSA and PSA intranet and internet websites.
	Dec 31, 2019 12:00 AM	Secure signatures from Directors of CSOSA and PSA.
	Dec 31, 2019 12:00 AM	Coordinate training for the workforce through the Agency's training center.
<b>Report of Accomplishments and Modifications to Objective</b>	At the direction of the Deputy Director, CSOSA's EEO convened a workgroup to draft an updated Reasonable Accommodation Policy (RAP). The workgroup completed the draft RAP on November 1, 2018 and the draft is currently under review by the Directors of CSOSA and PSA, respectively. Once the review is completed, the revised RAP will be submitted to EEOC for review and comment. The estimated submission deadline is on or before September 30, 2019.	



Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.5

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]

The EEO Director does not regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues.

<b>OBJECTIVE:</b>	<b><u>Date Objective Initiated:</u></b> Jan 30, 2018	<b><u>Target Date For Completion Of Initiative:</u></b> Dec 30, 2019
	To ensure that the EEO Director is a regular participant in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues.	

<b>Responsible Official</b>	Richard Tischner, CSOSA and Leslie Cooper, PSA
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<b>Planned Activities</b>	<b><u>Target Date</u></b>	<b><u>Planned Activity</u></b>
	Dec 30, 2018 12:00 AM	EEO Director has monthly meetings with CSOSA's Deputy Director and other members of the Senior Executive Leadership Team on a Monthly basis.
Jun 30, 2019 12:00 AM	Senior-level management solicits input from the Director of EEO concerning personnel, budget, technology, and other workforce issues on a regular basis.	

<b>Report of Accomplishments and Modifications to Objective</b>	With the change of a new Agency Head in the second quarter of FY 2019, the new Agency Head has had monthly meeting with the EEO Director to discuss personnel and budget issues.
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Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.6

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If “yes”, provide one or two examples in the comments section. .

The Agency does not have a formal recognition program for superior accomplishment in EEO for employees, supervisors, managers, and organizational units.

<b>OBJECTIVE:</b>	<u>Date Objective Initiated:</u> Jan 30, 2018	<u>Target Date For Completion Of Initiative:</u> Dec 31, 2019
	Establish a formal EEO recognition program for superior accomplishment in EEO for employees, supervisors, managers and organizational units.	

**Responsible Official** Linda Mays, Najuma Lake and Vern Best

<b>Planned Activities</b>	<u>Target Date</u>	<u>Planned Activity</u>
		Sep 27, 2019 12:00 AM
	Oct 30, 2019 12:00 AM	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 2019.
	Nov 29, 2019 12:00 AM	Once approved, brief Agency Head on the recognition program to get final approval.
	Dec 30, 2019 12:00 AM	Once final approval from Agency Head, post information to CSOSA and PSA intranet websites.
	Jan 30, 2020 12:00 AM	Notify workforce of application process and deadlines for submission via email.
	Jan 30, 2020 12:00 AM	Establish EEO award panel to evaluate applications and make selections.

**Report of Accomplishments and Modifications to Objective** An EEO work group is being assembled in the fourth quarter to being working on this project.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.7

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	
The Agency has not established procedures for processing requests for Personal Assistance Services (PAS) that comply with EEOC regulations, enforcement guidance, and other applicable executive orders, guidance and standards in accordance with 29 CFR §1614.203(d)(6).		
<b>OBJECTIVE:</b>	<u>Date Objective Initiated:</u> Feb 2, 2018	<u>Target Date For Completion Of Initiative:</u> Dec 30, 2019
Establishing procedures for processing requests for PAS that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance and standards in accordance with 29 CFR §1614.203(d)(6).		
<b>Responsible Official</b>	Linda Mays, Najuma Lake and Vern Best	
<b>Planned Activities</b>	<u>Target Date</u>	<u>Planned Activity</u>
	Sep 30, 2018 12:00 AM	Develop policy statement, guidelines and procedures for processing requests for Personal Assistance Services (PAS).
	Sep 30, 2019 12:00 AM	Vet the PAS policy statement to various stakeholders for review and comments.
Dec 30, 2019 12:00 AM	Finalize the PAS and post to the Agency's intranet and internet.	
<b>Report of Accomplishments and Modifications to Objective</b>	CSOSA has developed a draft PAS Policy. It needs to be shared with various stakeholder groups for their edits and comments. It is our goal to have these procedures posted by the end of the calendar year.	

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.8

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.9

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.10

STATEMENT of  
MODEL PROGRAM  
ESSENTIAL ELEMENT  
DEFICIENCY:

C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director?  
[see MD-110, Ch. 1(IV)(A)]

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.1

**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

In FY 18, the Agency had a lower than expected participation rate of Hispanic employees (4.93%) compared to the NCLF of 9.96%.

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

**STATEMENT OF BARRIER GROUPS:**

*Barrier Group*

Hispanic or Latino Males

Hispanic or Latino Females

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

**STATEMENT OF IDENTIFIED BARRIER:**

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 speak English as a second language.

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

**Objective**

Develop comprehensive recruitment plan in collaboration with the Office of Human Resour increase the representation of Hispanic employees.

**Date Objective Initiated** | Sep 30, 2008

**Target Date For Completion Of Objective** | Sep 30, 2019

Continued outreach to the Hispanic community through the Hispanic Employment Manager pool of Hispanic applicants.

**Date Objective Initiated** | Sep 30, 2008

**Target Date For Completion Of Objective** | Sep 30, 2019

Target recruiting at colleges and universities throughout the country with a high percentage students. As a law enforcement Agency, we need to adhere to our security process.

**Date Objective Initiated** | Sep 30, 2008

**Target Date For Completion Of Objective** | Sep 30, 2018

**Responsible Officials**

Vern Best, Linda Mays (CSOSA) and Najuma Lake Directors of EEO, CSOSA OHR and PSA OHCM

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**Plan to Eliminate Identified Barriers**

	<b>Planned Activity</b>	<b>Target Date</b>
<b>Planned Activities Toward Completion of Objective</b>	In FY 2019, the HEPC will continue to work with CSOSA and PSA management on ways to improve the systems and forms related to Hispanic client intake. Additionally, the HEPC will continue to work with CSOSA and PSA management to engage any newly hired bilingual Community Services Officers and Pretrial Service Officers through enhanced training and language certifications.	Sep 30, 209
	The HEPC will continue to work in collaboration with CSOSA's OHR and PSA's OHCM to further enhance the Agency's mentoring program.	Sep 30, 2019
	The HEPC will continue to work with CSOSA's OHR and PSA's OHCM to identify 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 group.	Sep 30, 2019

<b>Report of Accomplishments and Modifications to Objective</b>	<p>The Agency continued to focus on cross training opportunities, shadowing experiences, details, mentoring and career development opportunities to develop and retain Hispanic employees. As a result of the Agency's focus on training, three Hispanic employees attended the League of United Latin American Citizens (LULAC) Training Conference to engage in mentoring and networking opportunities, and career advancement information in preparing Hispanic employees for higher grade level positions at the GS-13 through Senior Executive Service level positions within the Agency. Two Hispanic employees attended the National Image Conference, two Hispanic females attended the Latina Symposium held in Washington DC, and five Hispanic employees attended the Senior Executive &amp; Leadership Development Workshops and Leadership Roundtable &amp; Speed Mentoring for GS 7-12 and GS 13-15 grade levels at the Department of Labor.</p> <p>CSOSA's Office of Financial Management and PSA's Office of Financial Administration allocated funds for the Foreign Language Award to recognize employees who use their bilingual language skills in the performance of their duties. In the past, the majority of the recipients of this award were Hispanic employees. With the establishment of this award seven years ago, morale among Hispanic employees within the workforce have improved.</p> <p>The Agency renewed its Memorandum of Understanding (MOU) with the Columbia Heights Educational Campus (CHEC). Also, CHEC's ROTC and 20 additional students participated in the Agency's National Hispanic Heritage Month Celebration in 2018. Additionally, during FY 18, Hispanic Employment Program (HEP) representatives participated in OPM's career fair.</p> <p>The Agency's leadership conducted a meeting with the Hispanic Employment Program Committee (HEPC) to discuss the HEPC action plan, achievement and projected goals to address Hispanic employees' needs such as: professional translation of documents, mentoring programs, diversity and inclusion training and hiring of more Hispanics. The Agency's leadership committed to working with the HEPC on diversity concerns and to address diversity and inclusion training needs.</p> <p>The HEPC hosted a brown bag training session on Resume Writing. Additionally, during FY 2018, the HEPC celebrated National Hispanic Heritage Month with a local Latin musical group, ethnic food sampling, a dynamic speaker and a video about Hispanic heritage.</p> <p>Members of the Hispanic Employment Program Committee (HEPC) continued their participation on the Diversity and Inclusion Council (D&amp;IC).</p> <p>The Agency continued to engage Hispanic employees through their outreach efforts to groups that are underrepresented in the workforce, with particular focus on providing training and internship opportunities. The Agency will continue 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 the Agency's special emphasis groups.</p> <p>CSOSA continued its partnership with the Hispanic Association of Colleges and Universities (HACU), and hosted three HACU Interns over the spring and summer of 2018.</p>
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Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.2

**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 Asian males and females at the GS-13 and above grade levels, and in occupational series 2210.

**STATEMENT OF BARRIER GROUPS:**

*Barrier Group*

Hispanic or Latino Males

Hispanic or Latino Females

Asian Males

Asian Females

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

**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**

Develop a comprehensive recruitment plan to increase the representation and participation of Hispanics and Asians at the GS-13 to SES grade level by 1% over the next four years.

**Date Objective Initiated** | Oct 30, 2014

**Target Date For Completion Of Objective** | Dec 31, 2019

Increase recruitment visits to institutions of higher learning with significant numbers of Hispanic and Asian students.

**Date Objective Initiated** | Oct 30, 2014

**Target Date For Completion Of Objective** | Dec 31, 2020

**Responsible Officials**

Vern Best, Linda Mays and Najuma Lake Director of EEO, CSOSA OHR and PSA OHCM

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

**Plan to Eliminate Identified Barriers**

	<b>Planned Activity</b>	<b>Target Date</b>
<b>Planned Activities Toward Completion of Objective</b>	Conduct a longitudinal review of applicant flow statistics in workforce data tables A7, A9, A11 and A12 for past five years.	Jul 30, 2020
	Investigate every phase of the merit promotion process and career development programs beginning at grade GS-13.	Jun 30, 2019
	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.	Feb 28, 2019
	Identify the typical background and experience of individuals selected to the senior grade levels.	Mar 30, 2019
	Examine the recruitment of Hispanic employees into the senior grade levels and management positions.	May 30, 2019
	Meet with selecting and management officials to examine their experience in the hiring process and to discuss their perceptions of Hispanic and Asian candidates.	Sep 30, 2019
	Review the qualifications of Hispanic and Asian candidates seeking career advancement.	Apr 30, 2019
	Review the participation of Hispanic and Asians employees by grade levels in the major occupations with upward mobility.	Aug 30, 2019

**Report of Accomplishments and Modifications to Objective** Planned Activities identified above are ongoing and planned for completion in 2019 and 2020.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.3

**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 females in the Major Occupation (0101) - Social Science (10.47%) (Compared to their availability in the Occupational Civilian Labor Force (OCLF) (82.40%)) in the Agency's workforce.

**STATEMENT OF BARRIER GROUPS:**

*Barrier Group*  
White Males  
White Females

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

**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 corps (positions in the 0101 job series, which constitute the largest share of positions) generally reflect the demographics of the supervised population.

**Objective**

Continue to recruit locally for all Agency positions and expand and diversify national recruit for hard to fill positions.  
**Date Objective Initiated** Feb 8, 2013  
**Target Date For Completion Of Objective** Dec 31, 2015

**Responsible Officials**

Vern Best, Linda Mays and Najuma Lake Director of EEO, CSOSA OHR and PSA OHCM

**Planned Activities Toward Completion of Objective**

Planned Activity	Target Date
Develop recruitment initiatives to attract and retain talent.	Feb 28, 2017
Actively promote and market the Agency as an "Employer of Choice" through the use of social media.	Sep 30, 2019

**Report of Accomplishments and Modifications to Objective**

CSOSA's OHR and PSA's OCHM will continue to work on new recruitment strategies to attract new talent.

Court Services and Offender Supervision Agency for the District of  
Columbia

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.4

**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 18, the Agency had a lower than expected participation rate of Asian Americans (2.99%) in the total workforce as compared to their availability in the CLF (3.90%).

**STATEMENT OF BARRIER GROUPS:**

*Barrier Group*  
Asian Males  
Asian Females

**BARRIER ANALYSIS:**

Provide a description of the steps taken and data analyzed to determine cause of the condition.

**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 Equal Employment Opportunity Offices does not adequately consult with the Offices of Human Resources to develop and implement more robust recruitment strategies for targeted groups.

**Objective**

Target recruitment at colleges and universities throughout the country with a high percentag Americans.

<b>Date Objective Initiated</b>	Dec 30, 2008
<b>Target Date For Completion Of Objective</b>	Dec 30, 2016

**Responsible Officials**

Vern Best, Linda Mays and Najuma Lake Director of EEO, CSOSA OHR and PSA OHCM

**Planned Activities Toward Completion of Objective**

<b>Planned Activity</b>	<b>Target Date</b>
Increase APA participation in leadership development programs.	Jun 30, 2020
Provide skill development opportunities to AAPI employees in order to allow them to be competitive for professional progress within the Agency.	Jun 30, 2020
Increase the representation of Asians within the Agency to a number closer to comparable relevant civilian labor force (RCLF).	Jun 30, 2020
Assist CSOSA OHR and PSA OHCM with developing 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.	Jun 30, 2020
Use social media and other networking website to publicize referral incentives.	Mar 30, 2020

**Report of Accomplishments and Modifications to Objective**

Continued support of APAC in its outreach efforts to the Asian Pacific Community.

**MD-715 – Part J**  
**Special Program 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 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with 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 |

In FY 2018, the percentage of PWD in the GS-1 to GS-10 cluster of the permanent workforce participated at 10.74%, a lower rate than the expected 12% benchmark, indicating a trigger. PWD in GS-11 to SES cluster of the permanent workforce participated at 6.41%, a lower rate than the expected 12% benchmark, indicating a trigger.

\*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 |

In FY 2018, the percentage of PWTD in the GS-1 to GS-10 cluster of the permanent workforce was 1.87%, a slightly lower rate than the expected 2% benchmark, indicating a trigger. PWTD in the GS-11 to SES cluster of the permanent workforce participated at 1.41%, a lower rate than the expected 2% benchmark, indicating a trigger.

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

The Agency utilizes the EEOC's 12% and 2% benchmarks for PWD and PWTD, respectively, as targets. To communicate the goals along with additional stakeholders' information on PWD/PWTD, the Agency encouraged Program Offices to increase hiring and the use of Schedule A hiring authorities. The Agency also held several briefings/training sessions in FY 2018 during the mandatory EEO and Leadership Training. These sessions educated approximately 339 managers, supervisors, and employees on disability hiring tools, including Schedule A, Workforce Recruitment Program, and Reasonable Accommodations. The Agency's FY 2017 Affirmative Action Plan indicated that it would re-establish the Agency Disability Advisory Committee (ADAC) to support the improvements in the participation rate for people with disabilities and compliance with the requirements of the MD-715 Annual Report. However, due to the departure of the previous Agency Head, reorganization, and the anticipated arrival of a new Agency Head, this objective was tabled for FY 2019. Once established, the ADAC will work with the Equal Employment Opportunity Office and the Office of Human Resources to develop and implement a targeted recruitment plan. The Agency's Human Capital and Human Resources Offices will also be responsible for: (1) identifying suitable positions; (2) assisting in the recruitment of qualified disabled applicants; (3) expanding the use of the Schedule A process (where applicable); (4) assisting in the advertising of any mandatory or optional training programs; and (5) ensuring that the goals and requirements within EO 13548 and Part J of the MD-715 Annual Report are communicated and implemented 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 THE 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

The Agency did not meet this objective in FY 2018 because of the size of the Agency and its limited resources. The duties and responsibilities of this function continue to be performed by the staff of CSOSA's OHR, E&LR in collaboration with the Office of EEO until an FTE can be secured to create either a Disability Affirmative Action Program Manager (DPM) or Reasonable Accommodation Manager.

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 PWTD	1	0	0	Karen Schmitz, Selective Placement Coordinator, OHR
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Karen Schmitz, Selective Placemen Coordinator, OHR
Processing reasonable accommodation requests from applicants and employees	0	3	0	Dee Calvert, Assistant Director, HR, E&LR
Section 508 Compliance	0	2	0	Vern Best, Director EEO Office vern.best@csosa.gov william.kirkendale@csosa.gov
Architectural Barriers Act Compliance	0	1	0	Vern Best, Director EEO Office vern.best@csosa.gov reggie.jasmes@csosa.gov
Special Emphasis Program for PWD and PWTD	0	0	1	Dwayne Marigny, DEP Manager dwayne.marigny@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 that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer No

During FY 2018, members of the EEO staff received the following disabilities training: 1. No FEAR Act Training 2. EEOC Section 501 Affirmative Action Plan instructional guidance 3. Excel and FDR Training Conferences 2018 (MD-715 Disability and Reasonable Accommodation Track) 4. EEO Mandatory Training which covers Reasonable Accommodation. However, to fully meet this objective, the staff responsible for expediting the RA process will need extensive training on disability laws, policies, and regulations, to include some course work and mandated EEOC training on RA. Training is projected to be completed by December 31, 2019.

## 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 new Agency Head of CSOSA and the Director of PSA to dedicate funding for Reasonable Accommodations and Personal Assistance Services (PAS) to be completed by December 31, 2019.

## 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 APPLICATIONS 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, even with limited resources, the Agency continued to utilize 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 10.74%, and slightly below the Federal government goal of 2% of PWTD in the same cluster at 1.87%. Additionally, the Agency falls well below the goals outlined in the final rule for senior grade level positions that have upward mobility into the senior grades. Agency senior grade levels are at 6.41% for PWD and 1.41% for PWTD. As such, the Agency will reestablish the following multi-pronged and multi-year recruitment strategies in FY 2019: a. Continue to target recruitment of People with Disabilities by reviewing and reinforcing the function of the OHR's Selective Placement Coordinator who has responsibility for the staffing and recruitment of People with Disabilities. With the assistance of the Agency's ADAC (once reactivated), the Agency will continue to partner with Virginia's and the District of Columbia's Vocational Rehabilitation Services and national organizations such as: o Disabled Veterans' Outreach Programs; o Disabled Transition Assistance Programs; o Disability Resource Centers at colleges and universities; and o CSOSA/PSA will explore the potential opportunities/resources of OPM's shared register for applicants with disabilities, designed by Bender Consulting Services. b. 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 temporary and permanent positions for which they qualify. c. Develop collaborative recruiting partnerships with community, academic and governmental groups that can reach individuals with targeted disabilities to maximize recruiting from all sources when filling positions at the GS-11 level and above, including managerial and supervisory positions at grades GS-13 to SES. d. Increase the Agency's presence at meetings, conferences, and career fairs sponsored by organizations serving individuals with targeted disabilities to reach a larger pool of potential candidates.

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: o 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 with information on vacancies within the Agency and conduct mock interviews designed to assist people with disabilities to enhance their interview skills. o CSOSA's OHR sponsored an intern under the General Exploration Program. This program affords opportunities for high school students to explore careers and gain practical work experience in preparation for full employment opportunities. o 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 accommodations, 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 its talent acquisition system, Avue, the Agency connects with state disability agencies by sending job announcements in real-time when announcements are posted. The Agency's Selective Placement Coordinator receives communications from interested applicants who seek employment with CSOSA. Additionally, CSOSA continues to provide employees with disabilities with a multitude of training and developmental opportunities, which allow individuals to gain skills and competencies needed for the successful performance of their jobs, and to 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

OHR and PSA's Office of Human Capital Management informs hiring managers of the use of special hiring authorities that consider disability. Managers and supervisors receive formal and informal training during the year as part of the annual 8 hour mandatory EEO and Diversity training requirements. This training covers the special hiring authorities, hiring goals, 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. The Agency currently collaborates with the Wounded Warrior Regiment – Career Resources Management Center in Quantico, Virginia, the D.C. Department on Disability Services, and the Virginia Rehabilitation Services to provide disabled individuals real-life work experience. The Agency also collaborated with the D.C. Mayor's Office of Veterans Affairs (MOVA) to assist Veterans filing VA Disability claims. Lastly, the Selective Placement Coordinator, along with various members of Special Emphasis Programs within the Agency, served as volunteer recruiters at various job fairs for 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. Cluster GS-1 to GS-10 (PWTD) Answer No
- b. Cluster GS-11 to SES (PWTD) Answer Yes

Using the goal of 2% for PWTD among the new hires for FY 2018, a trigger does exist. In FY 2018, we hired four (4) new hires with disabilities, but none of them identified as habing a targeted disability. As a result, we came no closer to meeting the 2% goal for PWTD as it relates to the EEOC's benchmark

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

In FY 2018, we hired four (4) new hires with disabilities, but none of them identified as habing a targeted disability. As a result, we came no closer to meeting the 2% goal for PWTD as it relates to the EEOC's benchmark. However, it should be noted that the MCO in this Agency are Law Enforcement positions, which requires a certain degree of physical fitness and ability.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Using the relevant internal applicant pool for any of the mission-critical occupations, triggers continue to exist for PWD in series 0101, 0102 and 2210. For PWTD, the trigger continues to exist for all four mission-critical occupations. It should be noted that the MCO in this Agency are Law Enforcement positions, which require a certain degree of physical fitness.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD) Answer Yes

b. Promotions for MCO (PWTD) Answer Yes

Using the qualified applicant pool of employees promoted to any of the mission-critical occupations, triggers exist for PWD in series 0101, 0102 and 2210. For PWTD, the triggers continue to exist in all four mission-critical occupations. It should be noted that the MCO in this Agency are Law Enforcement positions, which require a certain degree of physical fitness.

#### **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.

During FY 2020, the Agency plans to improve and strengthen its opportunities for advancement for PWD, including PWTD, utilizing the following initiatives: • Determine whether barriers exist for PWD and PWTD in the recruitment and/or selection process for the 0101, 0303, and 2210 occupational series. This data will be incorporated into CSOSA's comprehensive recruitment plan, which is currently under development. The Agency is also open to expanding its contacts to include America Job Centers and employment network service providers. • Incorporate a plan to investigate a trigger involving the low participation rate of PWD in the major occupations into the responsible official's performance plan. • Utilize additional sources of data to: (1) identify policies, procedures, and practices that limit PWD's employment opportunities; (2) investigate whether PWD are experiencing barriers that either prevent them from applying for and/or being selected for promotions or new hires to the senior grade levels; (3) identify the proportion of mission-critical occupations that lead to managerial positions, and if PWD have a low participation rate, conduct a focus group with the population to identify impediments to their advancement within the Agency; (4) examine whether any of our policies, procedures, and practices are motivating PWD to leave the Agency; (5) evaluate policies, practices and procedures surrounding reasonable accommodation requests, career development opportunities, job assignments, performance appraisals, awards, and the work environment; and (6) conduct climate assessment surveys, and focus groups. • Plan to investigate whether PWD and PWTD have barriers in recruitment and/or selection processes for new hires and promotions to senior grade levels and management positions as well as the distribution of awards. The Agency will also consider the use of details and job assignments as tools for PWD to obtain significant work experience. • Establish a plan to collect exit interview data by disability status and identify reasons PWD are leaving the Agency. The Agency will also plan to conduct stay-interviews to encourage PWD who may be considering leaving to stay.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

Employee training is encouraged and available through a variety of programs offered to all employees. Training promotes professional and personal development. Employees with disabilities are actively encouraged to apply to these developmental opportunities. Opportunities are advertised locally and through the Agency's intranet. The Agency tracks employees selected for training and details through its established HR systems of record and has other mechanisms in place for limited tracking of employees selected for mentoring, fellowships, and coaching. Some of those career development opportunities are listed below:

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

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs						
Fellowship Programs						
Detail Programs						
Mentoring Programs	26	26				
Coaching Programs	3	3				
Training Programs	11	11				
Other Career Development Programs	18	16				

3. 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 the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer Yes

The Agency data is unavailable for FY18 to determine triggers for all EEO groups. There is limited tracking information for PWD/PWTD. The current Learning Management System (LMS) for all employees, including PWD/PWTD, does not populate into workforce data tables A/B-12 Career Development Distributed by Disability. The Agency will enhance its capability to collect certain data. In FY19, we anticipate further development of the NFC personnel system to enable captured data to include PWD/PWTD.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer Yes

The Agency data is unavailable for FY18 to determine triggers for all EEO groups. There is limited tracking information for PWD/PWTD. The current Learning Management System (LMS) for all employees, including PWD/PWTD, does not populate into workforce data tables A/B-12 Career Development Distributed by Disability. The Agency will enhance its capability to collect certain data. In FY19, we anticipate further development of the NFC personnel system to enable captured data to include PWD/PWTD.

### 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

In FY18, individuals with disabilities received awards at a comparable rate to other employees. For example, 7.22% of the CSOSA workforce identified as having a disability, and 7.29% of employees who received the highest cash awards also identified as having a disability.

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

The highest award that CSOSA provides is the Quality Step Increase (QSI), which was awarded to employees with disabilities at a much higher rate than the workforce as a whole. QSI's comprise the vast majority of awards greater than \$500. In FY 18, three employees with disabilities received QSI's, representing 11.5% of total QSI's awarded. CSOSA employees who receive QSI's are ineligible to also receive a performance award for the same performance year. Overall, the FY18 QSI and cash award totals indicate that employees with disabilities received a high percentage of top Agency awards.

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 |

#### 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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data 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 | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |
| c. Grade GS-14                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |
| d. Grade GS-13                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |

The qualified internal applicant rate of 3.70% fell substantially below the relevant pool of 7.41%. However, the relevant pool includes all GS-13 employees, some of whom may not be qualified.

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data 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 (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	Yes
b. New Hires to GS-15 (PWD)	Answer	Yes
c. New Hires to GS-14 (PWD)	Answer	Yes
d. New Hires to GS-13 (PWD)	Answer	Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWD among the new hires to the senior grade level, and the results of that analysis will be included in the FY 2019 Report.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTB)	Answer	Yes
b. New Hires to GS-15 (PWTB)	Answer	Yes
c. New Hires to GS-14 (PWTB)	Answer	Yes
d. New Hires to GS-13 (PWTB)	Answer	Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWTB among the new hires to the senior grade level, and the results of that analysis will be included in the FY 2019 Report.

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A
b. Managers		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions, and the results of that analysis will be included in the FY 2019 Report.

6. Does your agency have a trigger involving PWTB 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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTB)	Answer	Yes
ii. Internal Selections (PWTB)	Answer	Yes

b. Managers

i. Qualified Internal Applicants (PWTB)	Answer	Yes
ii. Internal Selections (PWTB)	Answer	Yes

c. Supervisors

i. Qualified Internal Applicants (PWTB)	Answer	Yes
ii. Internal Selections (PWTB)	Answer	Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions, and the results of that analysis will be included in the FY 2019 Report.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD)	Answer	Yes
b. New Hires for Managers (PWD)	Answer	Yes
c. New Hires for Supervisors (PWD)	Answer	Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWD among the selectees for new hires to supervisory positions. The results of the analysis will be included in the FY 2019 Report.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTB)	Answer	Yes
b. New Hires for Managers (PWTB)	Answer	Yes
c. New Hires for Supervisors (PWTB)	Answer	Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWTB among the qualified internal applicants and/or selectees for new hires to supervisory positions. The results of the analysis will be included in the FY 2019 Report.

**Section V: Plan to Improve Retention of Persons with Disabilities**

To be 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 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 CFR § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer No



There is no statistical data available during this reporting period to determine if the Agency converted any eligible Schedule A employees with disabilities. The Agency will endeavor to modify and retrieve this information from the personnel database in FY 2019

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

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

a. Voluntary Separations (PWTDD) Answer No

b. Involuntary Separations (PWTDD) Answer No

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

The Agency's exit survey is voluntary, and there was insufficient data collected during the reporting period to allow for analysis. Typically, the most common type of separation for both PWD and PWTDD is voluntary retirement or accepted appointments in other federal agencies.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR § 1614.203(d)(4), federal agencies are required to inform 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 includes notice and an explanation of employees' and applicants' rights under Section 508 of the Rehabilitation Act, including instructions for filing a complaint, and can be found at [www.csosa.gov/disclaimers/accessibility.aspx](http://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 public website to include notice and explanation of employees' and applicants' right under the Architectural Barriers Act, including instructions for filing 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.

The EEO, in collaboration with the Disability Employment Program Committee, is working with our Facilities Department to conduct an audit of all 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 Agency's current guideline for Reasonable Accommodation (RA) request processing is 60 days. Based on current Agency guidelines, 71% of RA requests were timely processed.

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 of reasonable accommodation.

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

Pursuant to 29 CFR §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 for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Agency is currently developing Personal Assistance Services (PAS) procedures and guidelines. The goal is to have the procedures vetted and posted in the fourth quarter of FY 2019.

## 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 No

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 No

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.

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## 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

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

N/A

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

N/A

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	#	1134	401	733	20	36	60	68	298	609	21	13	1	0	1	4	0	3
TOTAL FY percent row	%	100	35.36	64.64	1.76	3.17	5.29	6.00	26.28	53.70	1.85	1.15	0.09	0.00	0.09	0.35	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	#	799	267	532	13	30	35	36	202	451	15	10	1	0	1	3	0	2
CSOSA percent row	%	100	33.42	66.58	1.63	3.75	4.38	4.51	25.28	56.45	1.88	1.25	0.13	0.00	0.13	0.38	0.00	0.25
PSA	#	335	134	201	7	6	25	32	96	158	6	3	0	0	0	1	0	1
PSA percent row	%	100	40.00	60.00	2.09	1.79	7.46	9.55	28.66	47.16	1.79	0.90	0.00	0.00	0.00	0.30	0.00	0.30





Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2017 to September 30, 2018.

File Process Date and Time: 04/19/2019 08:28 AM

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	#	1134	401	733	20	36	60	68	298	609	21	13	1	0	1	4	0	3
TOTAL percent row	%	100	35.36	64.64	1.76	3.17	5.29	6.00	26.28	53.70	1.85	1.15	0.09	0.00	0.09	0.35	0.00	0.26







**Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Race/Ethnicity and Sex (Permanent)**

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		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	#	640	213	427	15	30	24	43	170	343	4	7	0	0	0	2	0	2
0101: SOCIAL SCIENCE percent row	%	100	33.28	66.72	2.34	4.69	3.75	6.72	26.56	53.59	0.63	1.09	0.00	0.00	0.00	0.31	0.00	0.31
Occupational CLF	%	100	0.5	0.5	0.02	0.02	0.42	0.4	0.02	0.04	0	0	0.01	0.01	0.02	0.02	0.01	0.01
0303: MISCELLANEOUS CLERK & ASSISTANT	#	84	7	77	0	1	0	3	7	72	0	0	0	0	0	1	0	0
0303: MISCELLANEOUS CLERK & ASSISTANT percent row	%	100	8.33	91.67	0.00	1.19	0.00	3.57	8.33	85.71	0.00	0.00	0.00	0.00	0.00	1.19	0.00	0.00
Occupational CLF	%	100	0.27	0.73	0.02	0.06	0.2	0.55	0.03	0.09	0	0	0	0.01	0.01	0.02	0	0.01
2210: INFORMATION TECHNOLOGY MANAGEMENT	#	66	43	23	1	1	9	6	21	13	11	3	0	0	1	0	0	0
2210: INFORMATION TECHNOLOGY MANAGEMENT percent row	%	100	65.15	34.85	1.52	1.52	13.64	9.09	31.82	19.70	16.67	4.55	0.00	0.00	1.52	0.00	0.00	0.00
Occupational CLF	%	100	0.67	0.33	0.03	0.02	0.5	0.25	0.04	0.04	0	0	0	0	0.07	0.03	0.01	0
0102: SOCIAL SCIENCE AID & TECHNICIAN	#	62	32	30	0	1	6	1	26	28	0	0	0	0	0	0	0	0
0102: SOCIAL SCIENCE AID & TECHNICIAN percent row	%	100	51.61	48.39	0.00	1.61	9.68	1.61	41.94	45.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.53	0.47	0.03	0.03	0.4	0.33	0.04	0.05	0	0	0.01	0	0.04	0.04	0.01	0

**Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Race/Ethnicity and Sex (Temporary)**

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		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	#	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
0101: SOCIAL SCIENCE percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100	0.5	0.5	0.02	0.02	0.42	0.4	0.02	0.04	0	0	0.01	0.01	0.02	0.02	0.01	0.01

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

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		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
<b>0101: SOCIAL SCIENCE</b>	#	25																
Voluntarily Identified	#	23	14	9	0	0	1	1	13	5	0	0	0	0	0	0	0	3
Voluntarily Identified percent row	%	100	60.87	39.13	0.00	0.00	4.35	4.35	56.52	21.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.04
Qualified of those Identified	#	23	14	9	0	0	1	1	13	5	0	0	0	0	0	0	0	3
Qualified of those Identified percent row	%	100	60.87	39.13	0.00	0.00	4.35	4.35	56.52	21.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.04
Selected of those Identified	#	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	50.08	49.92	1.9	2.21	42.05	40.41	2.41	3.82	1.99	2.08	0.08	0.03	0.55	0.5	1.09	0.99
<b>0102: SOCIAL SCIENCE AID &amp; TECHNICIAN</b>	#	17																
Voluntarily Identified	#	13	11	2	0	0	1	0	10	2	0	0	0	0	0	0	0	0
Voluntarily Identified percent row	%	100	84.62	15.38	0.00	0.00	7.69	0.00	76.92	15.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified of those Identified	#	13	11	2	0	0	1	0	10	2	0	0	0	0	0	0	0	0
Qualified of those Identified percent row	%	100	84.62	15.38	0.00	0.00	7.69	0.00	76.92	15.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected of those Identified	#	2	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	52	48	2.67	2.67	6.67	1.33	41.33	40	0	2.67	0	0	1.33	0	0	1.33
<b>0303: MISCELLANEOUS CLERK &amp; ASSISTANT</b>	#	13																
Voluntarily Identified	#	13	10	3	1	0	1	1	7	0	0	1	0	0	0	0	1	1
Voluntarily Identified percent row	%	100	76.92	23.08	7.69	0.00	7.69	7.69	53.85	0.00	0.00	7.69	0.00	0.00	0.00	0.00	7.69	7.69
Qualified of those Identified	#	13	10	3	1	0	1	1	7	0	0	1	0	0	0	0	1	1
Qualified of those Identified percent row	%	100	76.92	23.08	7.69	0.00	7.69	7.69	53.85	0.00	0.00	7.69	0.00	0.00	0.00	0.00	7.69	7.69
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	26	73.4	2.3	5.77	19.74	54.68	2.75	8.94	1.11	2.32	0.03	0.09	0.17	0.46	0.5	1.15
<b>2210: INFORMATION TECHNOLOGY MANAGEMENT</b>	#	0																
Voluntarily Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified 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
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified of those Identified 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
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	66.77	33.23	3.14	1.55	50.42	24.73	4.29	3.48	7.4	2.89	0.05	0.02	0.24	0.11	1.23	0.45

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

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		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
<b>0101: SOCIAL SCIENCE</b>	#	25																
Voluntarily Identified	#	23	14	9	0	0	1	1	13	5	0	0	0	0	0	0	0	3
Voluntarily Identified percent row	%	100	60.87	39.13	0.00	0.00	4.35	4.35	56.52	21.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.04
Qualified of those Identified	#	23	14	9	0	0	1	1	13	5	0	0	0	0	0	0	0	3
Qualified of those Identified percent row	%	100	60.87	39.13	0.00	0.00	4.35	4.35	56.52	21.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.04
Selected of those Identified	#	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	50.08	49.92	1.9	2.21	42.05	40.41	2.41	3.82	1.99	2.08	0.08	0.03	0.55	0.5	1.09	0.99
<b>0102: SOCIAL SCIENCE AID &amp; TECHNICIAN</b>	#	0																
Voluntarily Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified 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
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified of those Identified 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
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	52	48	2.67	2.67	6.67	1.33	41.33	40	0	2.67	0	0	1.33	0	0	1.33
<b>0102: SOCIAL SCIENCE AID &amp; TECHNICIAN</b>	#	0																
Voluntarily Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified 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
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified of those Identified 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
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	52	48	2.67	2.67	6.67	1.33	41.33	40	0	2.67	0	0	1.33	0	0	1.33
<b>0303: MISCELLANEOUS CLERK &amp; ASSISTANT</b>	#	0																
Voluntarily Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified 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
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified of those Identified 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
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	26	73.4	2.3	5.77	19.74	54.68	2.75	8.94	1.11	2.32	0.03	0.09	0.17	0.46	0.5	1.15

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2017 to September 30, 2018.

File Process Date and Time: 04/19/2019 08:28 AM

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		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
2210: INFORMATION TECHNOLOGY MANAGEMENT	#	0																
Voluntarily Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified 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
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified of those Identified 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
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected of those Identified 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
Occupational CLF	%	100	66.77	33.23	3.14	1.55	50.42	24.73	4.29	3.48	7.4	2.89	0.05	0.02	0.24	0.11	1.23	0.45

Court Services and Offender Supervision Agency for the District of Columbia

File Process Date and Time: 04/19/2019 08:28 AM

**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	#	24	11	13	0	0	1	0	9	12	1	0	0	0	0	0	0	1
Permanent New Hires percent row	%	100	45.83	54.17	0.00	0.00	4.17	0.00	37.50	50.00	4.17	0.00	0.00	0.00	0.00	0.00	0.00	4.17
Temporary New Hires	#	3	1	2	0	0	0	0	1	2	0	0	0	0	0	0	0	0
Temporary New Hires percent row	%	100	33.33	66.67	0.00	0.00	0.00	0.00	33.33	66.67	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	#	27	12	15	0	0	1	0	10	14	1	0	0	0	0	0	0	1
Total New Hires percent row	%	100	44.44	55.56	0.00	0.00	3.70	0.00	37.04	51.85	3.70	0.00	0.00	0.00	0.00	0.00	0.00	3.70
Alternate Benchmark	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>CLF2010</b>	%	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	#	92	32	48	0	1	3	5	27	37	0	0	0	0	0	0	2	5
0101: SOCIAL SCIENCE percent row	%	100	34.78	52.17	0.00	1.09	3.26	5.43	29.35	40.22	0.00	0.00	0.00	0.00	0.00	0.00	2.17	5.43
Qualified	#	88	30	48	0	1	3	5	25	36	0	0	0	0	0	0	2	4
Qualified percent row	%	100	34.09	54.55	0.00	1.14	3.41	5.68	28.41	40.91	0.00	0.00	0.00	0.00	0.00	0.00	2.27	4.55
Selected	#	2	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0
Selected 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
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	#	69	16	41	0	1	3	2	12	34	0	0	0	0	0	1	1	3
0102: SOCIAL SCIENCE AID & TECHNICIAN percent row	%	100	23.19	59.42	0.00	1.45	4.35	2.90	17.39	49.28	0.00	0.00	0.00	0.00	0.00	1.45	1.45	4.35
Qualified	#	69	17	43	0	1	3	2	12	34	0	0	0	0	0	1	1	3
Qualified percent row	%	100	24.64	62.32	0.00	1.45	4.35	2.90	17.39	49.28	0.00	0.00	0.00	0.00	0.00	1.45	1.45	4.35
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
0303: MISCELLANEOUS CLERK & ASSISTANT	#	64	10	44	0	1	3	2	6	33	0	2	0	1	0	0	1	5
0303: MISCELLANEOUS CLERK & ASSISTANT percent row	%	100	15.63	68.75	0.00	1.56	4.69	3.13	9.38	51.56	0.00	3.13	0.00	1.56	0.00	0.00	1.56	7.81
Qualified	#	63	11	44	0	1	3	2	6	32	0	2	0	1	0	0	1	5
Qualified percent row	%	100	17.46	69.84	0.00	1.59	4.76	3.17	9.52	50.79	0.00	3.17	0.00	1.59	0.00	0.00	1.59	7.94
Selected	#	4	0	4	0	0	0	0	0	4	0	0	0	0	0	0	0	0
Selected percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	#	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2210: INFORMATION TECHNOLOGY MANAGEMENT	#	3	3	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0
2210: INFORMATION TECHNOLOGY MANAGEMENT percent row	%	100	100.00	0.00	0.00	0.00	0.00	0.00	66.67	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	3	3	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0
Qualified percent row	%	100	100.00	0.00	0.00	0.00	0.00	0.00	66.67	0.00	33.33	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

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

**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 A13: EMPLOYEE RECOGNITION AND AWARDS - 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
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	#	176	50	126	4	6	8	16	32	99	5	3	0	0	1	1	0	1
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given percent row	%	100	28.41	71.59	2.27	3.41	4.55	9.09	18.18	56.25	2.84	1.70	0.00	0.00	0.57	0.57	0.00	0.57
Time-Off Awards: 1-9 hours : Total Hours	#	1127	331	796	27	42	61	95	204	627	33	18	0	0	6	8	0	6
Time-Off Awards: 1-9 hours : Average Hours	#	6.4	6.62	6.32	6.75	7	7.63	5.94	6.38	6.33	6.6	6	0	0	6	8	0	6
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	#	131	38	93	3	0	5	6	27	86	3	0	0	0	0	0	0	1
Time-Off Awards: 9+ hours : Total Time-Off Awards Given percent row	%	100	29.01	70.99	2.29	0.00	3.82	4.58	20.61	65.65	2.29	0.00	0.00	0.00	0.00	0.00	0.00	0.76
Time-Off Awards: 9+ hours : Total Hours	#	3004	948	2056	100	0	108	154	682	1878	58	0	0	0	0	0	0	24
Time-Off Awards: 9+ hours : Average Hours	#	22.93	24.95	22.11	33.33	0	21.6	25.67	25.26	21.84	19.33	0	0	0	0	0	0	24
Cash Awards: \$100 - \$500: Total Cash Awards Given	#	160	47	113	3	20	5	9	36	76	3	6	0	0	0	1	0	1
Cash Awards: \$100 - \$500: Total Cash Awards Given percent row	%	100	29.38	70.63	1.88	12.50	3.13	5.63	22.50	47.50	1.88	3.75	0.00	0.00	0.00	0.63	0.00	0.63
Cash Awards: \$100 - \$500: Total Amount	\$	48290.00	14910.00	33380.00	1085.00	6206.00	1474.00	3090.00	11251.00	21334.00	1100.00	1750.00	0.00	0.00	0.00	500.00	0.00	500.00
Cash Awards: \$100 - \$500: Average Amount	\$	301.81	317.23	295.40	361.67	310.30	294.80	343.33	312.53	280.71	366.67	291.67	0.00	0.00	0.00	500.00	0.00	500.00
Cash Awards: \$501+: Total Cash Awards Given	#	903	303	600	15	38	48	61	220	484	18	13	1	0	1	3	0	0
Cash Awards: \$501+: Total Cash Awards Given percent row	%	100	33.55	66.45	1.66	4.21	5.32	6.76	24.36	53.60	1.99	1.44	0.11	0.00	0.11	0.33	0.00	0.00
Cash Awards: \$501+: Total Amount	\$	1553586.00	536735.00	1016851.00	23919.00	63098.00	88343.00	116052.00	380555.00	806801.00	39982.00	23914.00	2009.00	0.00	1927.00	5318.00	0.00	1668.00
Cash Awards: \$501+: Average Amount	\$	1720.47	1771.40	1694.75	1594.60	1660.47	1840.48	1902.49	1729.80	1666.94	2221.22	1839.54	2009.00	0.00	1927.00	1772.67	0.00	0.00
Quality Step Increases (QSI): Total QSIs Awarded	#	31	10	21	0	1	3	1	7	18	0	0	0	0	0	1	0	0
Quality Step Increases (QSI): Total QSIs Awarded percent row	%	100	32.26	67.74	0.00	3.23	9.68	3.23	22.58	58.06	0.00	0.00	0.00	0.00	0.00	3.23	0.00	0.00
Quality Step Increases (QSI): Total Benefit	\$	72230.00	23894.00	48336.00	0.00	2120.00	8145.00	3456.00	15749.00	41898.00	0.00	0.00	0.00	0.00	0.00	862.00	0.00	0.00
Quality Step Increases (QSI): Average Benefit	\$	2330.00	2389.40	2301.71	0.00	2120.00	2715.00	3456.00	2249.86	2327.67	0.00	0.00	0.00	0.00	0.00	862.00	0.00	0.00

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

<b>Employment Tenure</b>		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	#	76	28	48	5	0	4	8	16	38	1	2	2	0	0	0	0	0
Voluntary Separations percent row	%	100	36.84	63.16	6.58	0.00	5.26	10.53	21.05	50.00	1.32	2.63	2.63	0.00	0.00	0.00	0.00	0.00
Involuntary Separations	#	4	3	1	1	0	0	0	2	1	0	0	0	0	0	0	0	0
Involuntary Separations percent row	%	100	75.00	25.00	25.00	0.00	0.00	0.00	50.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Separations	#	80	31	49	6	0	4	8	18	39	1	2	2	0	0	0	0	0
Total Separations percent row	%	100	38.75	61.25	7.50	0.00	5.00	10.00	22.50	48.75	1.25	2.50	2.50	0.00	0.00	0.00	0.00	0.00
Total Workforce	#	1134	401	733	20	36	60	68	298	609	21	13	1	0	1	4	0	3
Total Workforce percent row	%	100	35.36	64.64	1.76	3.17	5.29	6.00	26.28	53.70	1.85	1.15	0.09	0.00	0.09	0.35	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 [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
GS-01	#	0	0	0	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	0.00	0.00	0.00
GS-02	#	0	0	0	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	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03 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
GS-04	#	5	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	100	60.00	20.00	20.00	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-05	#	13	11	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-05 percent row	%	100	84.62	7.69	7.69	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-06	#	24	19	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	100	79.17	16.67	4.17	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-07	#	84	74	2	8	1	1	0	0	0	0	0	0	0	0	0	0	0
GS-07 percent row	%	100	88.10	2.38	9.52	1.19	1.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	32	23	1	8	1	0	0	0	0	0	1	0	0	0	0	0	0
GS-08 percent row	%	100	71.88	3.13	25.00	3.13	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	56	49	3	4	2	0	0	1	1	0	0	0	0	0	0	0	0
GS-09 percent row	%	100	87.50	5.36	7.14	3.57	0.00	0.00	1.79	1.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0.00	0.00	0.00
GS-11	#	77	67	3	7	2	0	0	1	0	0	0	1	0	0	0	0	0
GS-11 percent row	%	100	87.01	3.90	9.09	2.60	0.00	0.00	1.30	0.00	0.00	0.00	1.30	0.00	0.00	0.00	0.00	0.00
GS-12	#	524	482	7	35	6	0	0	0	2	1	0	2	1	0	0	0	0
GS-12 percent row	%	100	91.98	1.34	6.68	1.15	0.00	0.00	0.00	0.38	0.19	0.00	0.38	0.19	0.00	0.00	0.00	0.00
GS-13	#	178	168	3	7	4	0	0	0	2	2	0	0	0	0	0	0	0
GS-13 percent row	%	100	94.38	1.69	3.93	2.25	0.00	0.00	0.00	1.12	1.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	95	88	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-14 percent row	%	100	92.63	2.11	5.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	32	28	0	4	1	0	0	0	0	0	0	0	0	0	1	0	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	0.00	0.00	3.13	0.00	0.00
All Other (Unspecified GS)	#	0	0	0	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	0.00	0.00	0.00
Senior Executive Service	#	14	13	0	1	0	0	0	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	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	#	1134	1025	27	82	17	1	0	2	5	3	1	3	1	0	1	0	0

File Process Date and Time: 04/19/2019 08:28 AM

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
TOTAL percent row	%	100	90.39	2.38	7.23	1.50	0.09	0.00	0.18	0.44	0.26	0.09	0.26	0.09	0.00	0.09	0.00	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 [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
0101: SOCIAL SCIENCE	#	92	81	7	4	0	0	0	0	0	0	0	0	0	0	0	0	0
0101: SOCIAL SCIENCE percent row	%	100	88.04	7.61	4.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	88	78	6	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	88.64	6.82	4.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	75.00	25.00	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
0102: SOCIAL SCIENCE AID & TECHNICIAN	#	69	58	3	8	1	0	0	0	0	0	0	0	1	0	0	0	0
0102: SOCIAL SCIENCE AID & TECHNICIAN percent row	%	100	84.06	4.35	11.59	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.45	0.00	0.00	0.00	0.00
Qualified	#	69	58	3	8	1	0	0	0	0	0	0	0	1	0	0	0	0
Qualified percent row	%	100	84.06	4.35	11.59	1.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.45	0.00	0.00	0.00	0.00
Selected	#	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selected percent row	%	100	50.00	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	#	64	46	4	14	2	2	0	0	0	0	0	0	0	0	0	0	0
0303: MISCELLANEOUS CLERK & ASSISTANT percent row	%	100	71.88	6.25	21.88	3.13	3.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	63	45	4	14	2	2	0	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	71.43	6.35	22.22	3.17	3.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	4	3	0	1	0	0	0	0	0	0	0	0	0	0			
Selected percent row	%	100	75.00	0.00	25.00	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	#	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
2210: INFORMATION TECHNOLOGY MANAGEMENT percent row	%	100	66.67	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	3	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified percent row	%	100	66.67	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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

"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 [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Plan - Grade: GS-13: Total Applications Received	#	15	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Total Applications Received 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	0.00	0.00	0.00
Plan - Grade: GS-13: Qualified	#	13	12	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Qualified percent row	%	100	92.31	0.00	7.69	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-13: Selected	#	13	12	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-13: Selected percent row	%	100	92.31	0.00	7.69	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-13: Relevant Applicant Pool	%	100	0	0	0	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	0	0	0
Plan - Grade: GS-14: Total Applications Received	#	18	16	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Total Applications Received percent row	%	100	88.89	5.56	5.56	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-14: Qualified	#	14	12	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Qualified percent row	%	100	85.71	7.14	7.14	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-14: Selected	#	14	12	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-14: Selected percent row	%	100	85.71	7.14	7.14	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: Relevant Applicant Pool	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Total Applications Received	#	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Total Applications Received 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	0.00	0.00	0.00
Plan - Grade: GS-15: Qualified	#	10	9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Qualified percent row	%	100	90.00	10.00	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
Plan - Grade: GS-15: Selected	#	7	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plan - Grade: GS-15: Selected percent row	%	100	85.71	14.29	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
Plan - Grade: SES: Total Applications Received	#	0	0	0	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	0.00	0.00	0.00
Plan - Grade: SES: Qualified	#	0	0	0	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	0.00	0.00	0.00
Plan - Grade: SES: Selected	#	0	0	0	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	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 [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
Voluntary Separations	#	76	69	2	5	1	0	0	1	0	0	0	0	0	0	0	0	0
Voluntary Separations percent row	%	100	90.79	2.63	6.58	1.32	0.00	0.00	1.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Involuntary Separations	#	4	2	0	2	0	0	0	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	0.00	0.00	0.00
Total Separations	#	80	71	2	7	1	0	0	1	0	0	0	0	0	0	0	0	0
Total Separations percent row	%	100	88.75	2.50	8.75	1.25	0.00	0.00	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce	#	1134	1025	27	82	17	1	0	2	5	3	1	3	1	0	1	0	0
Total Workforce percent row	%	100	90.39	2.38	7.23	1.50	0.09	0.00	0.18	0.44	0.26	0.09	0.26	0.09	0.00	0.09	0.00	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
<b>NOTE: Percentages computed down columns and NOT across rows.</b>																	



File Process Date and Time: 04/19/2019 08:28 AM

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	#	1134	401	733	20	36	60	68	298	609	21	13	1	0	1	4	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, 2017 to September 30, 2018.

File Process Date and Time: 04/19/2019 08:28 AM

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	#	2	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0
TOTAL percent row	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**NOTE: Percentages computed down columns and NOT across rows.**

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

File Process Date and Time: 04/19/2019 08:28 AM

**For period covering October 1, 2017 to September 30, 2018.**

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

File Process Date and Time: 04/19/2019 08:28 AM

**For period covering October 1, 2017 to September 30, 2018.**

**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 [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
GS-01	#	0	0	0	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	0.00	0.00	0.00
GS-02	#	0	0	0	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	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03 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
GS-04	#	5	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	0.44	0.29	3.70	1.22	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-05	#	13	11	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-05 percent row	%	1.15	1.07	3.70	1.22	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-06	#	24	19	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	2.12	1.85	14.81	1.22	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-07	#	84	74	2	8	1	1	0	0	0	0	0	0	0	0	0	0	0
GS-07 percent row	%	7.41	7.22	7.41	9.76	5.88	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	32	23	1	8	1	0	0	0	0	0	1	0	0	0	0	0	0
GS-08 percent row	%	2.82	2.24	3.70	9.76	5.88	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	56	49	3	4	2	0	0	1	1	0	0	0	0	0	0	0	0
GS-09 percent row	%	4.94	4.78	11.11	4.88	11.76	0.00	0.00	50.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0.00	0.00	0.00
GS-11	#	77	67	3	7	2	0	0	1	0	0	0	1	0	0	0	0	0
GS-11 percent row	%	6.79	6.54	11.11	8.54	11.76	0.00	0.00	50.00	0.00	0.00	0.00	33.33	0.00	0.00	0.00	0.00	0.00
GS-12	#	524	482	7	35	6	0	0	0	2	1	0	2	1	0	0	0	0
GS-12 percent row	%	46.21	47.02	25.93	42.68	35.29	0.00	0.00	0.00	40.00	33.33	0.00	66.67	100.00	0.00	0.00	0.00	0.00
GS-13	#	178	168	3	7	4	0	0	0	2	2	0	0	0	0	0	0	0
GS-13 percent row	%	15.70	16.39	11.11	8.54	23.53	0.00	0.00	0.00	40.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	95	88	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-14 percent row	%	8.38	8.59	7.41	6.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	32	28	0	4	1	0	0	0	0	0	0	0	0	0	1	0	0
GS-15 percent row	%	2.82	2.73	0.00	4.88	5.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
All Other (Unspecified GS)	#	0	0	0	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	0.00	0.00	0.00
Senior Executive Service	#	14	13	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior Executive Service percent row	%	1.23	1.27	0.00	1.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	#	1134	1025	27	82	17	1	0	2	5	3	1	3	1	0	1	0	0

Grade Level	Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	100.00	0.00	0.00

**NOTE: Percentages computed down columns and NOT across rows.**



Grade Level	Total Workforce	No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]
TOTAL percent row	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**NOTE: Percentages computed down columns and NOT across rows.**

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

File Process Date and Time: 04/19/2019 08:28 AM

**For period covering October 1, 2017 to September 30, 2018.**



## 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 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with 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 |

In FY 2018, the percentage of PWD in the GS-1 to GS-10 cluster of the permanent workforce participated at 10.74%, a lower rate than the expected 12% benchmark, indicating a trigger. PWD in GS-11 to SES cluster of the permanent workforce participated at 6.41%, a lower rate than the expected 12% benchmark, indicating a trigger.

\*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 |

In FY 2018, the percentage of PWTD in the GS-1 to GS-10 cluster of the permanent workforce was 1.87%, a slightly lower rate than the expected 2% benchmark, indicating a trigger. PWTD in the GS-11 to SES cluster of the permanent workforce participated at 1.41%, a lower rate than the expected 2% benchmark, indicating a trigger.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	214	23	10.75	4	1.87
Grades GS-11 to SES	920	59	6.41	13	1.41

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

The Agency utilizes the EEOC's 12% and 2% benchmarks for PWD and PWTD, respectively, as targets. To communicate the goals

along with additional stakeholders' information on PWD/PWTD, the Agency encouraged Program Offices to increase hiring and the use of Schedule A hiring authorities. The Agency also held several briefings/training sessions in FY 2018 during the mandatory EEO and Leadership Training. These sessions educated approximately 339 managers, supervisors, and employees on disability hiring tools, including Schedule A, Workforce Recruitment Program, and Reasonable Accommodations. The Agency's FY 2017 Affirmative Action Plan indicated that it would re-establish the Agency Disability Advisory Committee (ADAC) to support the improvements in the participation rate for people with disabilities and compliance with the requirements of the MD-715 Annual Report. However, due to the departure of the previous Agency Head, reorganization, and the anticipated arrival of a new Agency Head, this objective was tabled for FY 2019. Once established, the ADAC will work with the Equal Employment Opportunity Office and the Office of Human Resources to develop and implement a targeted recruitment plan. The Agency's Human Capital and Human Resources Offices will also be responsible for: (1) identifying suitable positions; (2) assisting in the recruitment of qualified disabled applicants; (3) expanding the use of the Schedule A process (where applicable); (4) assisting in the advertising of any mandatory or optional training programs; and (5) ensuring that the goals and requirements within EO 13548 and Part J of the MD-715 Annual Report are communicated and implemented 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 THE 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

The Agency did not meet this objective in FY 2018 because of the size of the Agency and its limited resources. The duties and responsibilities of this function continue to be performed by the staff of CSOSA's OHR, E&LR in collaboration with the Office of EEO until an FTE can be secured to create either a Disability Affirmative Action Program Manager (DPM) or Reasonable Accommodation Manager.

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 PWTD	1	0	0	Karen Schmitz, Selective Placement Coordinator, OHR
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Karen Schmitz, Selective Placemen Coordinator, OHR
Processing reasonable accommodation requests from applicants and employees	0	3	0	Dee Calvert, Assistant Director, HR, E&LR
Section 508 Compliance	0	2	0	william.kirkendale@csosa.;

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act Compliance	0	1	0	Vern Best, Director EEO Office vern.best@csosa.gov reggie.jasmes@csosa.gov
Special Emphasis Program for PWD and PWTD	0	0	1	dwayne.marigny@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 that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer No

During FY 2018, members of the EEO staff received the following disabilities training: 1. No FEAR Act Training 2. EEOC Section 501 Affirmative Action Plan instructional guidance 3. Excel and FDR Training Conferences 2018 (MD-715 Disability and Reasonable Accommodation Track) 4. EEO Mandatory Training which covers Reasonable Accommodation. However, to fully meet this objective, the staff responsible for expediting the RA process will need extensive training on disability laws, policies, and regulations, to include some course work and mandated EEOC training on RA. Training is projected to be completed by December 31, 2019.

**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 new Agency Head of CSOSA and the Director of PSA to dedicate funding for Reasonable Accommodations and Personal Assistance Services (PAS) to be completed by December 31, 2019.

**Section III: Program Deficiencies In The Disability Program**

<b>Brief Description of Program Deficiency</b>	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]
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<b>Brief Description of Program Deficiency</b>	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]		
<b>Objective</b>	Establish a plan to ensure that the Agency's RA policy and its procedures and guidelines are consistent with EEOC's guidance.		
<b>Target Date</b>	Dec 30, 2019		
<b>Completion Date</b>	Nov 1, 2018		
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 30, 2016	July 18, 2018	Establish a workgroup to include EEO, CSOSA OHR, Office of Legislative, Intergovernmental & Public Affairs (OLIPA), PSA's Office of Human Capital Management (OHCM), and the General Counsel to discuss revision of the current RA guidelines.
	Dec 31, 2016	October 30, 2018	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
	Jun 30, 2018	December 6, 2018	Vet revised RA policy and plan to all Agency stakeholders for final review and comments.
	Sep 30, 2019		Submit revised RA Policy to EEOC to ensure compliance with Executive Order 13164.
	Nov 29, 2019		Make recommended changes in accordance with EEOC, if applicable.
	Dec 31, 2019		Publish and post RA policy and procedures to CSOSA and PSA intranet and internet websites.
	Dec 31, 2019 Dec 31, 2019		Secure signatures from Directors of CSOSA and PSA. Coordinate training for the workforce through the Agency's training center.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	At the direction of the Deputy Director, CSOSA's EEO convened a workgroup to draft an updated Reasonable Accommodation Policy (RAP). The workgroup completed the draft RAP on November 1, 2018 and the draft is currently under review by the Directors of CSOSA and PSA, respectively. Once the review is completed, the revised RAP will be submitted to EEOC for review and comment. The estimated submission deadline is on or before September 30, 2019.	

<b>Brief Description of Program Deficiency</b>	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
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<b>Brief Description of Program Deficiency</b>	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]		
<b>Objective</b>	Establishing procedures for processing requests for PAS that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance and standards in accordance with 29 CFR §1614.203(d)(6).		
<b>Target Date</b>	Dec 30, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2018		Develop policy statement, guidelines and procedures for processing requests for Personal Assistance Services (PAS).
	Sep 30, 2019		Vet the PAS policy statement to various stakeholders for review and comments.
	Dec 30, 2019		Finalize the PAS and post to the Agency's intranet and internet.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	CSOSA has developed a draft PAS Policy. It needs to be shared with various stakeholder groups for their edits and comments. It is our goal to have these procedures posted by the end of the calendar year.	

<b>Brief Description of Program Deficiency</b>	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.
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<b>Brief Description of Program Deficiency</b>	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
<b>Objective</b>	Revise the Affirmative Action Plan (AAP) for Individuals with Disabilities to establish numerical goals for People with Disabilities and Targeted Disabilities at grade level GS-12 and above in the Agency's major occupational series.		
<b>Target Date</b>	Mar 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019		Establish numerical goals for five years for People with Disabilities and Targeted Disabilities specifically at grade levels GS-12 and above and in some of the Agency's occupational series that are not law enforcement major occupational categories.
	Sep 30, 2019		Establish work group of stakeholders from CSOSA's Office of Human Resources and PSA's Office of Human Capital Management to review the current AAP and begin the process of revising the language of the plan in accordance with EEOC's guidance, laws and regulations governing individuals with disabilities and targeted disabilities.
	Jan 31, 2020		Vet the revised AAP to various stakeholders for review and comment.
	Feb 20, 2020		Finalize the AAP and post to the Agency's intranet and internet.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

## Section IV: 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 PWTDD

## A. PLAN TO IDENTIFY JOB APPLICATIONS 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, even with limited resources, the Agency continued to utilize 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 10.74%, and slightly below the Federal government goal of 2% of PWTD in the same cluster at 1.87%. Additionally, the Agency falls well below the goals outlined in the final rule for senior grade level positions that have upward mobility into the senior grades. Agency senior grade levels are at 6.41% for PWD and 1.41% for PWTD. As such, the Agency will reestablish the following multi-pronged and multi-year recruitment strategies in FY 2019: a. Continue to target recruitment of People with Disabilities by reviewing and reinforcing the function of the OHR's Selective Placement Coordinator who has responsibility for the staffing and recruitment of People with Disabilities. With the assistance of the Agency's ADAC (once reactivated), the Agency will continue to partner with Virginia's and the District of Columbia's Vocational Rehabilitation Services and national organizations such as: o Disabled Veterans' Outreach Programs; o Disabled Transition Assistance Programs; o Disability Resource Centers at colleges and universities; and o CSOSA/PSA will explore the potential opportunities/resources of OPM's shared register for applicants with disabilities, designed by Bender Consulting Services. b. 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 temporary and permanent positions for which they qualify. c. Develop collaborative recruiting partnerships with community, academic and governmental groups that can reach individuals with targeted disabilities to maximize recruiting from all sources when filling positions at the GS-11 level and above, including managerial and supervisory positions at grades GS-13 to SES. d. Increase the Agency's presence at meetings, conferences, and career fairs sponsored by organizations serving individuals with targeted disabilities to reach a larger pool of potential candidates.

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: o 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 with information on vacancies within the Agency and conduct mock interviews designed to assist people with disabilities to enhance their interview skills. o CSOSA's OHR sponsored an intern under the General Exploration Program. This program affords opportunities for high school students to explore careers and gain practical work experience in preparation for full employment opportunities. o 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 accommodations, 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 its talent acquisition system, Avue, the Agency connects with state disability agencies by sending job announcements in real-time when announcements are posted. The Agency's Selective Placement Coordinator receives communications from interested applicants who seek employment with CSOSA. Additionally, CSOSA continues to provide employees with disabilities with a multitude of training and developmental opportunities, which allow individuals to gain skills and competencies needed for the successful performance of their jobs, and to 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

OHR and PSA’s Office of Human Capital Management informs hiring managers of the use of special hiring authorities that consider disability. Managers and supervisors receive formal and informal training during the year as part of the annual 8 hour mandatory EEO and Diversity training requirements. This training covers the special hiring authorities, hiring goals, 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. The Agency currently collaborates with the Wounded Warrior Regiment – Career Resources Management Center in Quantico, Virginia, the D.C. Department on Disability Services, and the Virginia Rehabilitation Services to provide disabled individuals real-life work experience. The Agency also collaborated with the D.C. Mayor’s Office of Veterans Affairs (MOVA) to assist Veterans filing VA Disability claims. Lastly, the Selective Placement Coordinator, along with various members of Special Emphasis Programs within the Agency, served as volunteer recruiters at various job fairs for 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 No
- b. New Hires for Permanent Workforce (PWTD) Answer Yes

Using the goal of 2% for PWTD among the new hires for FY 2018, a trigger does exist. In FY 2018, we hired four (4) new hires with disabilities, but none of them identified as habing a targeted disability. As a result, we came no closer to meeting the 2% goal for PWTD as it relates to the EEOC’s benchmark

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	49	2.04	0.00	0.00	0.00
% of Qualified Applicants	49	4.08	0.00	0.00	0.00
% of New Hires	3	33.33	0.00	0.00	0.00

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

In FY 2018, we hired four (4) new hires with disabilities, but none of them identified as having a targeted disability. As a result, we came no closer to meeting the 2% goal for PWTD as it relates to the EEOC’s benchmark. However, it should be noted that the MCO in this Agency are Law Enforcement positions, which requires a certain degree of physical fitness and ability.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0101SOCIAL SCIENCE	25	0.00	0.00	0.00	0.00
0102SOCIAL SCIENCE AID & TECHNICIAN	17	5.88	5.88	0.00	0.00
0303MISCELLANEOUS CLERK & ASSISTANT	13	7.69	0.00	0.00	0.00
2210INFORMATION TECHNOLOGY MANAGEMENT	0	0.00	0.00	0.00	0.00

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer Yes
- b. Qualified Applicants for MCO (PWTD) Answer Yes

Using the relevant internal applicant pool for any of the mission-critical occupations, triggers continue to exist for PWD in series 0101, 0102 and 2210. For PWTD, the trigger continues to exist for all four mission-critical occupations. It should be noted that the MCO in this Agency are Law Enforcement positions, which require a certain degree of physical fitness.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Promotions for MCO (PWD) Answer Yes
- b. Promotions for MCO (PWTD) Answer Yes

Using the qualified applicant pool of employees promoted to any of the mission-critical occupations, triggers exist for PWD in series 0101, 0102 and 2210. For PWTD, the triggers continue to exist in all four mission-critical occupations. It should be noted that the MCO in this Agency are Law Enforcement positions, which require a certain degree of physical fitness.

## Section V: 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.

During FY 2020, the Agency plans to improve and strengthen its opportunities for advancement for PWD, including PWTD, utilizing the following initiatives: • Determine whether barriers exist for PWD and PWTD in the recruitment and/or selection process for the 0101, 0303, and 2210 occupational series. This data will be incorporated into CSOSA’s comprehensive recruitment plan, which is currently under development. The Agency is also open to expanding its contacts to include America Job Centers and employment network service providers. • Incorporate a plan to investigate a trigger involving the low participation rate of PWD in the major occupations into the responsible official’s performance plan. • Utilize additional sources of data to: (1) identify policies, procedures, and practices that limit PWD’s employment opportunities; (2) investigate whether PWD are experiencing barriers that either prevent them from applying for and/or being selected for promotions or new hires to the senior grade levels; (3) identify the proportion of mission-critical occupations that lead to managerial positions, and if PWD have a low participation rate, conduct a focus group with the population to identify impediments to their advancement within the Agency; (4) examine whether any of our policies, procedures, and practices are motivating PWD to leave the Agency; (5) evaluate policies, practices and procedures surrounding reasonable accommodation requests, career development opportunities, job assignments, performance appraisals, awards, and the work environment; and (6) conduct climate assessment surveys, and focus groups. • Plan to investigate whether PWD and PWTD have barriers in recruitment and/or selection processes for new hires and promotions to senior grade levels and management positions as well as the distribution of awards. The Agency will also consider the use of details and job assignments as tools for PWD to obtain significant work experience. • Establish a plan to collect exit interview data by disability status and identify reasons PWD are leaving the Agency. The Agency will also plan to conduct stay-interviews to encourage PWD who may be considering leaving to stay.

**B. CAREER DEVELOPMENT OPPORTUNITES**

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

Employee training is encouraged and available through a variety of programs offered to all employees. Training promotes professional and personal development. Employees with disabilities are actively encouraged to apply to these developmental opportunities. Opportunities are advertised locally and through the Agency’s intranet. The Agency tracks employees selected for training and details through its established HR systems of record and has other mechanisms in place for limited tracking of employees selected for mentoring, fellowships, and coaching. Some of those career development opportunities are listed below: o CSOSA/PSA Shadowing and Mentoring programs o American Probation and Parole Association Leadership Program o Graduate School’s Aspiring Leader Program o Graduate School’s New Leader Program o Susan Shaffer Leadership Academy (PSA) o Graduate School’s Executive Potential Program o Graduate School’s Executive Leadership Program o Graduate School’s New Leader Program

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Fellowship Programs						
Detail Programs						
Mentoring Programs	26	26				
Coaching Programs	3	3				
Training Programs	11	11				
Other Career Development Programs	18	16				

3. 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 the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer Yes

The Agency data is unavailable for FY18 to determine triggers for all EEO groups. There is limited tracking information for PWD/PWTD. The current Learning Management System (LMS) for all employees, including PWD/PWTD, does not populate into workforce data tables A/B-12 Career Development Distributed by Disability. The Agency will enhance its capability to collect certain data. In FY19, we anticipate further development of the NFC personnel system to enable captured data to include PWD/PWTD.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer Yes

The Agency data is unavailable for FY18 to determine triggers for all EEO groups. There is limited tracking information for PWD/PWTD. The current Learning Management System (LMS) for all employees, including PWD/PWTD, does not populate into workforce data tables A/B-12 Career Development Distributed by Disability. The Agency will enhance its capability to collect certain data. In FY19, we anticipate further development of the NFC personnel system to enable captured data to include PWD/PWTD.

**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

In FY18, individuals with disabilities received awards at a comparable rate to other employees. For example, 7.22% of the CSOSA workforce identified as having a disability, and 7.29% of employees who received the highest cash awards also identified as having a disability.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	176	5.11	91.48	2.27	2.84
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	131	7.63	87.79	2.29	5.34

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$100 - \$500: Total Cash Awards Given	160	8.13	91.88	2.50	5.63

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501+: Total Cash Awards Given	916	6.77	93.23	1.53	5.24

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

The highest award that CSOSA provides is the Quality Step Increase (QSI), which was awarded to employees with disabilities at a much higher rate than the workforce as a whole. QSI’s comprise the vast majority of awards greater than \$500. In FY 18, three employees with disabilities received QSI’s, representing 11.5% of total QSI’s awarded. CSOSA employees who receive QSI’s are ineligible to also receive a performance award for the same performance year. Overall, the FY18 QSI and cash award totals indicate that employees with disabilities received a high percentage of top Agency awards.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Quality Step Increases (QSI): Total QSIs Awarded	31	9.68	90.32	0.00	9.68
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

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

**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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data 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 Yes
- ii. Internal Selections (PWD) Answer Yes
- c. Grade GS-14
- i. Qualified Internal Applicants (PWD) Answer Yes
- ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

The qualified internal applicant rate of 3.70% fell substantially below the relevant pool of 7.41%. However, the relevant pool includes all GS-13 employees, some of whom may not be qualified.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data 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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer Yes

b. New Hires to GS-15 (PWD) Answer Yes

c. New Hires to GS-14 (PWD) Answer Yes

d. New Hires to GS-13 (PWD) Answer Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWD among the new hires to the senior grade level, and the results of that analysis will be included in the FY 2019 Report.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |                              |        |     |
|------------------------------|--------|-----|
| a. New Hires to SES (PWTD)   | Answer | Yes |
| b. New Hires to GS-15 (PWTD) | Answer | Yes |
| c. New Hires to GS-14 (PWTD) | Answer | Yes |
| d. New Hires to GS-13 (PWTD) | Answer | Yes |

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWTD among the new hires to the senior grade level, and the results of that analysis will be included in the FY 2019 Report.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |  |        |     |
|--|--------|-----|
| a. Executives                          |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD)          | Answer | N/A |
| b. Managers                            |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD)          | Answer | N/A |
| c. Supervisors                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD)          | Answer | N/A |

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions, and the results of that analysis will be included in the FY 2019 Report.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- |   |        |     |
|---|--------|-----|
| a. Executives                           |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |
| ii. Internal Selections (PWTD)          | Answer | Yes |
| b. Managers                             |        |     |
| i. Qualified Internal Applicants (PWTD) | Answer | Yes |

- ii. Internal Selections (PWTD) Answer Yes
- c. Supervisors
  - i. Qualified Internal Applicants (PWTD) Answer Yes
  - ii. Internal Selections (PWTD) Answer Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions, and the results of that analysis will be included in the FY 2019 Report.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWD) Answer Yes
  - b. New Hires for Managers (PWD) Answer Yes
  - c. New Hires for Supervisors (PWD) Answer Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWD among the selectees for new hires to supervisory positions. The results of the analysis will be included in the FY 2019 Report.

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. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires for Executives (PWTD) Answer Yes
  - b. New Hires for Managers (PWTD) Answer Yes
  - c. New Hires for Supervisors (PWTD) Answer Yes

The Agency is currently in the process of improving the analysis of the qualified applicant pool of PWTD among the qualified internal applicants and/or selectees for new hires to supervisory positions. The results of the analysis will be included in the FY 2019 Report.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be 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 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 No

There is no statistical data available during this reporting period to determine if the Agency converted any eligible Schedule A employees with disabilities. The Agency will endeavor to modify and retrieve this information from the personnel database in FY 2019

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permenant Workforce	1134	7.23	92.77
Total Separations	80	8.75	91.25
Voluntary Separations	76	6.58	93.42
Involuntary Separations	4	50.00	50.00

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permenant Workforce	1134	1.50	98.50
Total Separations	80	1.25	98.75
Voluntary Separations	76	1.32	98.68
Involuntary Separations	4	0.00	100.00

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.

The Agency’s exit survey is voluntary, and there was insufficient data collected during the reporting period to allow for analysis. Typically, the most common type of separation for both PWD and PWTD is voluntary retirement or accepted appointments in other federal agencies.

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform 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 includes notice and an explanation of employees' and applicants' rights under Section 508 of the Rehabilitation Act, including instructions for filing a complaint, and can be found at [www.csosa.gov/disclaimers/accessibility.aspx](http://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 public website to include notice and explanation of employees' and applicants' right under the Architectural Barriers Act, including instructions for filing 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.

The EEO, in collaboration with the Disability Employment Program Committee, is working with our Facilities Department to conduct an audit of all 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 Agency's current guideline for Reasonable Accommodation (RA) request processing is 60 days. Based on current Agency guidelines, 71% of RA requests were timely processed.

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 of reasonable accommodation.

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

*Pursuant to 29 CFR §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 for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Agency is currently developing Personal Assistance Services (PAS) procedures and guidelines. The goal is to have the procedures vetted and posted in the fourth quarter of FY 2019.

## Section VII: 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 governmentwide average?

Answer No

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 No

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.

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**Section VIII: 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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Low Participation Rate of People with Disabilities in Core Occupations</p>							
<p><b>STATEMENT OF BARRIER GROUPS:</b></p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Given that CSOSA and PSA are Law Enforcement Agencies, Recruitment is focused on persons with a broad range of abilities.</p>							
<p><b>Objective</b></p>	<p>Increase the Number of Disabled Employees in Non-Mission-Critical positions such as Finance, Procurement, EEO, and OHR.</p> <table border="1" data-bbox="487 1008 779 1155"> <tr> <td><b>Date Objective Initiated</b></td> <td>Aug 30, 2019</td> </tr> <tr> <td><b>Target Date For Completion Of Objective</b></td> <td>Dec 31, 2019</td> </tr> </table>				<b>Date Objective Initiated</b>	Aug 30, 2019	<b>Target Date For Completion Of Objective</b>	Dec 31, 2019
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<b>Target Date For Completion Of Objective</b>	Dec 31, 2019							
<p><b>Responsible Officials</b></p>		<p>Vern Best, Linda Mays and Najuma Lake Director of EEO, CSOSA OHR and PSA OHCM</p>						
<p><b>Target Date (mm/dd/yyyy)</b></p>	<p><b>Planned Activities</b></p>		<p><b>Sufficient Staffing &amp; Funding (Yes or No)</b></p>	<p><b>Modified Date (mm/dd/yyyy)</b></p>	<p><b>Completion Date (mm/dd/yyyy)</b></p>			
<p>12/31/2019</p>	<p>Hold Symposium on Hiring PWD</p>		<p>Yes</p>					
<p>12/31/2019</p>	<p>Train all Managers &amp; Supervisors</p>		<p>Yes</p>					
<p><b>Fiscal Year</b></p>	<p><b>Accomplishments</b></p>							
<p>2018</p>	<p>30% of all managers and supervisors were trained on Reasonable Accommodation in FY 2018.</p>							

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

N/A

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

N/A

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

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