



FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Management Directive 715 | October 1, 2018 to September 30, 2019

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, 2018 to September 30, 2019

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

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 1102
	2. Enter total number of temporary employees	2. 1
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 1103

PART C	Title Type	Name	Title
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	Denise Clark	Director of EEO, Diversity and Special Programs (As of 01/01/2020)
	Affirmative Employment Program Manager	Michelle Payton-Kenner	Senior EEO Specialist
	Complaint Processing Program Manager	Kathie Lacy-Storost	EEO Specialist
	Diversity & Inclusion Officer	Denise Clark	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
	Reasonable Accommodation Program Manager	Denise Clark	Director of EEO
	Anti-Harassment Program Manager	Denise Clark	Director of EEO
	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, 2018 to September 30, 2019

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

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: MISSION

Part E – Executive Summary

PART E.1 – EXECUTIVE SUMMARY: MISSION

Introduction

Pursuant to the Equal Employment Opportunity Commission's Management Directive 715 (MD-715), the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) and the Pretrial Services Agency for the District of Columbia (PSA), an independent entity within CSOSA, present this report which assesses the progress made toward establishing a model equal employment opportunity (EEO) program in Fiscal Year (FY) 2019. Throughout this report, CSOSA and PSA will be referred to collectively as the Agency, but will also be referred to individually as appropriate. The Agency'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 ensuring equal employment opportunity and promoting workforce diversity.

The Office of Equal Employment Opportunity, Diversity, and Special Programs

The Office of Equal Employment Opportunity, Diversity, and Special Programs (EEO Office) provides leadership, direction, and guidance carrying out the Agency's EEO program. The EEO Office ensures compliance with federal nondiscrimination employment laws, regulations, and executive orders. The Agency's leadership has established EEO as a top priority by recognizing that building and supporting a diverse and talented workforce is critical to the Agency's mission.

Agency's Mission and Mission Related Functions

The Agency 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. Its 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 enhance community safety. PSA assists judicial officers in making appropriate release decisions, and provides supervision and pro-social interventions to defendants released into the community before trial.

The Agency's FY 2019 summary of the Annual EEO Program Status Report outlines the progress the Agency made towards achieving a model EEO program; identifies program deficiencies and barriers to achieving such a program; and sets forth the planned actions designed to address and/or eliminate the program deficiencies and barriers. We are confident that, by continuing the 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).

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

The MD-715 divides the essential elements of a model agency EEO program into the six broad categories 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.

These six elements serve as the organizing principles by which the Agency can assess and improve its EEO program. Accordingly, the Agency reviewed its EEO and personnel programs, policies, and performance in light of these elements to identify where the EEO program has made progress and where it can become more effective. The major initiatives implemented in FY 2019 and planned for FY 2020 are listed below.

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, harassment, and retaliation.

The Director of CSOSA and the Director of PSA issued a joint EEO and Diversity Policy Statement on August 2, 2019. In this statement, the Directors reaffirmed their commitment to promoting diversity and inclusion and to ensuring equal employment opportunity for every employee and applicant for employment.

In furtherance of that commitment, the EEO Office, CSOSA's Office of Human Resources (OHR), and the Senior Executive Leadership Team (SELT) continued to be involved in the recruitment, promotion, and hiring processes in various ways. Indeed, OHR continued its work on developing a strategic recruitment plan to promote greater diversity and better reach those groups that have been identified as being underrepresented in the Agency's workforce.

Although the Agency currently does not have a recognition program specifically designated for superior accomplishment in equal employment opportunity, the Agency created its annual "Diversity and Inclusion Award" in FY 2015 to recognize employees who compassionately model inclusive behavior and attitudes and welcome the broad range of human diversity. This award was most recently presented in the fall of FY 2019. The EEO Office also recognized EEO Counselors and the staff of the Special Emphasis Programs, all of whom performed these duties on a collateral basis, with Special Act awards in FY 2019.

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. PSA's mission is to promote pretrial justice and community safety by assisting judicial officers in making appropriate release decisions, and by providing supervision and pro-social interventions to defendants released into the community. The Agency is committed to developing and maintaining a highly-skilled, diverse, and engaged workforce as the Agency appreciates how critical such a workforce is to accomplishing its missions.

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

Reporting Structure: The EEO Director continued to have appropriate authority and resources to effectively carry out a successful EEO program. The EEO Director continued to provide technical guidance in the implementation of EEO programs,

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

including action plans in accordance with MD-715 guidance. During FY 2019, the Director reported the EEO Office's day-to-day operations to CSOSA's Deputy Director to ensure accountability throughout the Agency and had direct access to the Directors of CSOSA and PSA.

Communication: The annual MD-715 report, covering the Agency's FY 2018 accomplishments, planned activities, and strategies, was posted on the Agency's intranet as well as its public website domain found at www.csosa.gov. The annual report for FY 2019 will be posted in both locations as well.

Self-Identification of the Workforce: In FY 2019, CSOSA's OHR and PSA's Office of Human Capital Management (OHCM) conducted a survey of the Agency's workforce to determine the number of employees who self-identified as having a disability based on the descriptions provided by the Office of Personnel Management's revised Standard Form 256 - Self Identification of Disability. This survey also served the purpose of raising awareness about disabilities in the workplace.

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

With respect to the Federal Employee Viewpoint Survey (FEVS) for FY 2019, the Agency's score as it related to the Inclusion Quotient (IQ) Index continued to equal or exceed the government-wide score. The survey was posted on the Agency's intranet.

Essential Element C – Management and Program Accountability

Attracting and engaging a diverse and effective workforce is a primary goal of the Agency. In support of the Agency's priority to empower management staff to embrace their role as leaders and champions of diversity and inclusion, PSA developed an 18-month supervisory training program for new supervisors. The new program supports inclusion and employee engagement by training new supervisors in these areas throughout the different phases of the program. In the first three months of the program, for example, the new supervisors are introduced to the basics of coaching employees and communicating with their staff in ways that engage and motivate employees. Thereafter, the supervisors are provided with a series of classes that build upon these basics and further develop their ability to coach and mentor their staff, increase employee engagement, and foster a more inclusive workplace. While not yet fully implemented, this program has already increased the diversity and inclusion training provided to supervisors.

In addition, PSA supported leadership development throughout all levels of the Agency, including 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.

Upon the installation of the current CSOSA Director in February 2019, CSOSA began a comprehensive review of a number of its policies and procedures, including the Reasonable Accommodation policy and other EEO policies and procedures. As a result, the Anti-Harassment and the Reasonable Accommodation policies and procedures have been reviewed and are currently in the revision process. CSOSA expects this process to be completed in FY 2020 and anticipates training supervisors and managers, in particular, on these policies and their responsibilities thereunder beginning in early FY 2021.

Essential Element D – Proactive Prevention of Unlawful Discrimination

The Agency continued its proactive efforts to prevent unlawful discrimination in FY 2019. As indicated above, CSOSA began a comprehensive review of the EEO policies and procedures in order to update them. CSOSA also implemented the use of web-based EEO and No FEAR Act training to ensure employees received such training on a biennial basis and to ensure new employees received such training within 90 days of their arrival at the Agency. This web-based training had the additional advantage of providing employees with another resource to access if they had questions about EEO issues. Eighty (80) percent of the Agency's employees participated in the biennial training in FY 2019.

In FY 2019, the Agency continued to sponsor discussions and trainings focused on diversity and inclusion. As part of those ongoing efforts, PSA held both a meeting and training on unconscious bias. The meeting, referred to as a "Chat-N-Chew," was

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

open to all employees and was structured to encourage open and frank discussion between employees and management on building positive workplace relationships by recognizing and eliminating unconscious bias and other hindrances. The PSA training similarly provided the participants with a meaningful opportunity to understand and examine implicit and unconscious bias in the workplace. CSOSA also offered several classes focused on increasing employee engagement using diversity and inclusion training.

During FY 2019, the Agency continued its discussions about 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 partnerships with Veterans' and rehabilitation services organizations to reach the Agency's adopted goals of 12% participation rate in our workforce for People with Disabilities (PWD) and 2% participation rate for People with Targeted Disabilities (PWTD).

In order to reach our adopted goals, the Agency continued its focus on outreach and recruitment of employees with disabilities in FY 2019. To that end, CSOSA assigned the duties of the Agency's Disabled Veterans Affirmative Action Program Manager (DVAAPM) to the OHR's Program Support Specialist, who is also a veteran. This designated individual is a strong advocate for veterans and has been working in collaboration with the Agency's Disability Coordinator on the recruitment and hiring of veterans and people with disabilities who are seeking employment with the Agency. The DVAAPM continued to develop partnerships with the District of Columbia, Maryland, and Virginia Veterans' Administrations, and worked collaboratively with these partners to identify qualified disabled veterans for employment with the Agency. In addition, the Agency continued its working relationship with Walter Reed National Military Medical Center and the Department of Defense Program "Operation Warfighter" to provide guidance to injured soldiers regarding applying for positions with CSOSA.

During FY 2019, the Agency continued to employ several other strategies designed to improve recruitment and employment opportunities for disabled veterans. These strategies included promoting the Workforce Recruitment Program and Operation War Fighter Internship Program to managers as alternative methods for recruiting highly qualified applicants. Additionally, the Agency continued its recruitment partnership with The Wounded Warrior Regiment, M4Life Program. The Agency plans to continue its relationships with these partners in FY 2020.

In FY 2019, the Agency also continued its efforts to provide detail assignments, mentoring, and career development opportunities to develop and retain Hispanic employees. For example, 2 Hispanic employees attended the National Image Conference and 2 Hispanic females attended the National Latina Symposium held in Washington D.C. One (1) Hispanic female employee began a detail assignment with the Environmental Protection Agency's Office of Civil Rights.

The Agency continued to prime its recruitment pipeline to underrepresented groups within its workforce. To this end, the Agency maintained a Memorandum of Understanding (MOU) with the Columbia Heights Educational campus (CHEC) Bell Multicultural High School, a bilingual-themed school with a majority Hispanic student population. Through this relationship, the Agency assists students with learning about various career paths and employment opportunities available at the Agency and the Federal government.

In FY 2019, the Agency continued providing training opportunities and funding for employees to participate in career and leadership 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, which prepares individuals for potential leadership roles within and outside the Agency;
- the American Parole and Probation Association Leadership Institute, which is an annual conference attended by Community Supervision Officers that focuses on leadership competencies unique to community justice employees at grade levels GS-12-15;
- Supervisory Mentoring Program, a component of PSA's Career Management System that provides mentors with extensive supervisory, management and leadership experience to new supervisors in their first year;
- New Leaders Program for grade levels GS 7-11; and

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

- CSOSA's Mentoring Program for supervisory and non-supervisory employees.

Essential Element E – Efficiency

EEO Complaint Trends

In FY 2019, the Agency continued to promote and offer Alternative Dispute Resolution (ADR) to resolve both EEO and non-EEO inquiries and complaints. Of the 23 EEO pre-complaints filed, 7 elected ADR. Four (4) of the aggrieved employees were repeat filers who elected not to pursue ADR. Fifteen (15) of the 23 pre-complaints ended with the employees filing formal complaints.

Every quarter, the Agency reviewed the complaints data in conjunction with the No Fear Report to identify potential barriers and complaint trends. In FY 2019, the EEO Office continued to work on a backlog of formal complaints. During that period, all the investigations for those backlogged formal complaints were completed or were ongoing. Acknowledgment letters for formal complaints were issued within three business days of receipt. Due to the number of backlogged complaints, the average number of days to conduct an investigation increased from 228.5 in FY 2018 to 287.50 in FY 2019.

The number of formal complaints filed decreased from 19 in FY 2018 to 15 in FY 2019. The overall number of EEO contacts also continued to decrease. The vast majority of these contacts were administratively closed or withdrawn.

Essential Element F - Responsiveness and Legal Compliance

EEO personnel continued to be held accountable for the timely completion of actions required to comply with EEOC orders. Although the Agency did not complete its revisions to the Reasonable Accommodation and Anti-Harassment policies and procedures in FY 2019, the Agency was otherwise prompt in complying with the EEOC's feedback and compliance orders. Moreover, it must be noted 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) for FY 2019.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Workforce Analysis Summary

The Agency analyzed cumulative data from October 1, 2018, through September 30, 2019, to identify triggers that may require further inquiry to determine if 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 for completing barrier analyses are included in 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 as well as employees with "no disability," employees "with a disability," employees "with a targeted disability," and employees 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 1136 in FY 2018 to 1103 in FY 2019, a difference of -33 employees and a net change of -2.90%. In FY 2019, women continued to comprise the majority of the Agency's workforce totaling 708 employees and 64.2% of the workforce. Correspondingly, the male employees totaled 395 and comprised 35.8% of the Agency's total workforce. (**Workforce Data Table A1**).

The 35.8% participation rate of males in the Agency's total workforce was below the 2010 National Civilian Labor Force's (CLF) benchmark of 51.86%. The Agency's female participation rate of 64.2% was above the 2010 CLF benchmark of 48.14%. In comparison, as of October 1, 2018, there were 401 males who comprised 35.3% and 735 females who comprised 64.8% of the Agency's total workforce. Between October 1, 2018, and September 30, 2019, the number of male employees decreased by 6, and female employees decreased by 27.

In FY 2018, Black employees continued to constitute the major racial group in the Agency's workforce, totaling 909 of the 1136 employees. In FY 2019, this group decreased by 35 to 874 of the 1103 employees, and constituted 79.3% of the Agency's workforce. The number of White employees remained unchanged at 128 between FY 2018 and FY 2019. However, the number of certain non-black minorities -- the total group of which is comprised of Hispanic, Asian, Native Hawaiian, American Indian/Alaska Native, and individuals of two or more races -- increased slightly from 99 of 1136 in FY 2018 to 101 of 1103 in FY 2019, as set forth more fully below.

With respect to Hispanic employees, there was a slight increase in numbers from 56 in FY 2018 to 57 in FY 2019. The number of Asian employees increased slightly from 34 in FY 2018 to 36 in FY 2019, and the participation rate for this group increased from 3.00% in FY 2018 to 3.26% in FY 2019. The number of employees who identified as being of two or more races increased from 3 or 0.26% in FY 2018 to 4 or 0.36% in FY 2019. However, two non-black minority groups experienced a decrease. The number of Native Hawaiian or Other Pacific Islander employees went from 1 in FY 2018 to none in FY 2019. Also, the number of American Indian/Alaskan Native employees decreased from 5 of 1136 in FY 2018 to 4 of 1103 in FY 2019. Notwithstanding these decreases, the overall number of non-black minorities increased by 2 employees in FY 2019.

Hispanic Employment

Hispanic employment in the Agency's permanent workforce represented 5.17% (57 of the 1103 employees) of the workforce as of September 30, 2019, compared to 9.96% of the civilian labor force (CLF) based on the 2010 Census data, and 7.95% compared to the government-wide participation rate in 2011. Twenty (20) Hispanic men represented 1.8% of the Agency's workforce in comparison to 5.17% of the CLF; and 37 Hispanic women represented 3.4% of the Agency's workforce in comparison to 4.79% of the CLF. (**Workforce Data Table A1**).

Mission-Critical Occupation

In FY 2019, the EEOC simplified the process of identifying triggers, and substantially revised and consolidated the workforce data tables by topic. For example, the new A6 workforce data table incorporates data for employees in mission-critical occupations (formerly referred to as major occupations) and applicant flow data for external hires and internal promotions. These new tables make it easier to assess the impact of the Agency's workplace policies on the overall participation and upward mobility of various EEO groups.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

The Agency has one mission-critical occupation necessary for the Agency to fulfill its missions, which is the Social Science series of 0101. In FY 2019, 621 employees, or 56.3% of the Agency's workforce, were in the Social Science series. Of those 621 employees, 205, or 33.0%, were male, which was below the Occupational Civilian Labor Force (OCLF) rate of 50.1%, and 416 or 66.9% were female, which was well above the OCLF rate of 49.90%. Black employees constituted 499, or 80.4% of the employees in this series, which was above the OCLF rate of 6.20%. Sixty-three (63) White employees comprised 10.1% of this series, which was below the OCLF rate of 82.40%. Forty-four (44) Hispanic employees comprised 7.1% of the series, which was above the OCLF rate of 4.10%. Eleven (11) Asian employees comprised 1.8% of the series, which was above the OCLF rate of 0.10%, and 2 American Indian/Alaska Native employees comprised 0.32% of the series, which was below the OCLF rate of 4.10%. Two (2) employees, who identified as being of two or more races, comprised 0.32% of the series, which was below the OCLF rate of 1.4% for this occupational category. **(Workforce Data Table A6-P)**.

As it relates to selections for internal competitive promotions for the Agency's mission critical occupational series of 0101, the Agency selected 31 employees. Of the 31 employees selected for internal competitive promotion in the Agency's mission critical occupational series of 0101, 15, or 48.4%, were male and 16, or 51.68%, were female. Five (5), or 16.1%, were White. Twenty-six (26), or 83.9%, were Black. **(Workforce Data Table A9-P)**.

New Hires by Type of Appointment

In FY 2019, the Agency had a total of 44 new permanent hires. Twenty (20), or 45.5%, were male and 24, or 54.6%, were female. (Workforce Data Table A8). Of the 44 permanent new hires, 38, or 86.4%, had no disability; 4, or 9.1%, had a disability; and 1 of those 4 new hires, or 2.3 %, had a targeted disability. Two (2) employees, or 4.6%, did not identify their disability. (Workforce Data Table B8). The EEOC has provided Federal agencies with an ongoing Federal benchmark of 12% for PWD and 2% for People with Targeted Disabilities (PWTD) within their respective workforces.

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

In FY 2019, there were 20 employees selected for senior-level positions at the GS-13 through 14-grade levels. Of the 10 employees selected at the GS-13 grade level, 4 employees, or 40.0%, were male, and 6 employees, or 60.0%, was female. One (1) selectee, or 10.0%, was White; 8 selectees, or 80%, were Black; and 1 selectee, or 10.0%, was Asian. In the GS-14 grade level, there were 10 selectees. Three (4) selectees, or 40.0%, were male and 6, or 60.0%, were female. Two (2) of the 10 selectees, or 20.0%, were White, and 7 selectees, or 70.0%, were Black. One (1) of the 10 selectees, or 10.0%, was Asian. At the GS-15 grade level, there were no selections made. **(Workforce Data Table A11)**.

Employee Recognition and Awards

In FY 2019, the Agency determined that the best approach to allocating awards was to establish a consistent percentage cash amount tied to the overall performance rating.

With respect to awards allocated to employees by race and gender, there were no significant statistical differences between awards allocation and population group in FY 2019. For example, the following is an examination of the percentage differences in the highest cash awards (\$500+-\$5,000+) between the size of the particular race or gender population and the awards provided. Hispanic males and Hispanic females received awards at a greater rate of .46 and .85, respectively as compared to the relative population. While Asian males received .06% less in awards compared to the relative population, Asian females received .43% more awards. The FY 2019 totals for Black employees were statistically similar with Black males receiving 1.3% less than the relative population and Black females receiving 1.1% more than the relative population. The FY 2019 total for White males was .25% less than the relative population while White females received 0.41% more in awards.

Due to the small size of the American Indian and Native Hawaiian or Other Pacific Islander population at the Agency, it was difficult to make meaningful statistical determinations and draw any statistical conclusions. The Agency will continue to monitor the awards provided to these groups. **(Workforce Data Table A13)**.

Separations

In FY 2019, 76 employees separated either voluntarily or involuntarily from the Agency. Fifty-one (51) or 67.11%, of the separating employees in FY 2019 were female, and 25, or 32.89%, were male. Of the 76 separations, 60, or 78.95%, were Black; 13, or 17.1%, were White; 1, or 1.32%, was Hispanic; 1, or 1.32%, was an American Indian and/or an Alaskan Native;

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

and 1, or 1.32%, was of two or more races. Regarding separations by PWD, 64, or 84.21%, of separating employees identified as having no disability; 6, or 7.89%, did not identify; 6, or 7.89%, identified as having disabilities; and 1, or 1.32%, had a targeted disability. Voluntary separations accounted for 100% of all separations in FY 2019 and 95.0% of all separations in FY 2018. (**Workforce Data Tables A16 and B16**).

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 placed on Federal agencies by management directives and executive orders, and added three substantive affirmative action requirements including that: (1) agencies must meet goals set by the EEOC for employment of people who have disabilities as defined under Section 501; (2) agencies must meet sub-goals set by the EEOC 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 2018 to FY 2019, the number of persons with targeted disabilities (PWTD) employed by the Agency decreased by 3, from 17, or 1.50%, to 14, or 1.27%. The Federal goal for PWTD is 2.00%. Given that the Agency is a law enforcement agency, 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 to 2.00% by 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 the FY 2019 reporting period, we were still striving towards this goal.

Seventy-eight (78), or 7.07%, of our permanent workforce self-identified as having a disability in FY 2019. The majority of PWD were at the GS-12 and above-grade levels. In fact, of the 78 permanent employees with disabilities in FY 2019, 50 employees, or 64.1%, held positions at the GS-12 and above grade level, while 28, or 35.9%, were at grades GS-11 and below. (**Workforce Data Tables B1 and B4-P**).

Applicant Flow

The Agency uses automated employment platforms. Identification of race, gender, and ethnicity was voluntary, and typically, 94% of job applicants self-identified. The quality of the applicant flow data that the Agency received through the employment platforms was reliable. The Agency used this data to target its recruitment efforts to underrepresented groups in the Agency's workforce and to evaluate the effectiveness of this targeted recruitment effort. Thus far, the process has been working smoothly.

Unlike the national civilian labor force (NCLF), White employees were identified as an underrepresented group in the Agency's workforce in FY 2019 and were targeted for our recruitment efforts. However, the number of White employees in the Agency's workforce remained the same at 128 employees in FY 2018 and FY 2019. The participation rate of White employees in the Agency's workforce increased from 11.2% in FY 2018 to 11.6% in FY 2019.

Triggers and Barriers

In FY 2019, 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 11.6%. Hispanic employees' availability in the CLF was 9.96%, and their participation rate in the Agency was 5.17%. Asian employees' availability in the CLF was 3.9%, and their participation rate in the Agency was 3.26%.

In FY 2019, the Agency continued to have a substantially lower participation rate of White employees in its mission critical occupational series 0101 at 10.1% when compared to their representation in the CLF of 82.40%. (**Workforce Data Tables A1 and A6-P**).

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

In FY 2019, 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 329 employees at these grade levels, 7, or 2.13%, were Hispanic, and 136, or 41.36%, were Black females. (**Workforce Data Tables A1 and A4-P**).

Sixty (60) Black employees separated from the Agency. Black employees separated at a higher rate (78.9%) than any other racial or ethnic group. While White employees separated from the Agency at a rate of 17.1%, this separation rate was higher than White employees' participation rate of 11.6% in the Agency's 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-P and A16**)

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

The Agency's accomplishments are identified throughout the Executive Summary.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

FY 2019 – FY 2020 Plan Requirement to Correct Deficiencies

Outlined below are program deficiencies identified in the Agency's FY 2017 Affirmative Action Plan, which the Agency projects will be addressed as part as of a multi-year strategy.

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 mission critical occupational category of 0101 (Social Science) series. This data will be incorporated into the Agency's comprehensive recruitment plan, which is under development. The Agency is also open to expanding its contacts to include the America Job Centers.

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 highly performing PWD are leaving the agency. The Agency also plans to explore the possibility of conducting interviews to encourage valued PWD who may be considering leaving to remain with the Agency

Identification and Removal of Barriers

The Agency will explore the idea of including the requirement to investigate triggers involving the low participation rate of PWD in the mission-critical occupation series 0101 into the responsible officials' performance plans. The Agency also expects to utilize additional sources of data to: (1) identify policies, procedures, and practices that limit PWD's and PWTD's employment opportunities; (2) investigate whether PWD and PWTD 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 occupation series 0101 that lead to managerial positions, and if PWD and PWTD 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 policies, procedures, and practices are motivating PWD and PWTD 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.

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, _____ am the

(Insert name above)

(Insert official title/series/grade above)

Principal EEO
Director/Official for

(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.

Signature of Principal EEO Director/Official

Date

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

Signature of Agency Head or Agency Head Designee



Date

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

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 Agency issued its annual EEO policy statement memorandum on Agency letterhead on August 2, 2019. 8/2/2019
	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, 2018 to September 30, 2019

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	
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			In FY 2019, the current Anti-Harassment policy continued to be posted on the Agency's intranet and internet sites. Further, this Policy is currently undergoing revision.
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		X			The Reasonable Accommodation procedures continued to be posted on the Agency's intranet and internet sites. Further, these Procedures are currently undergoing revision.
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			During FY 2019, the written materials concerning the EEO program, laws, and policy statements, and the operation of the EEO complaint process continued to be posted on the Agency's intranet and internet websites.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019



Agency Self-Assessment Checklist

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		https://intranet.csosa.gov/Pages/Directives-EEO.aspx
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 FY 2019, the Agency disseminated these policies and procedures during the on-boarding process for new employees and reviewed these policies and procedures during new employee orientation and in the mandatory biennial EEO training. Further, all policy statements and procedures were posted 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, 2018 to September 30, 2019



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 continued to recognize the contributions of its EEO Counselors and Special Emphasis Programs staff, all of whom perform the duties on a collateral basis, with Special Act Awards. Moreover, the Agency continued to recognize employees for their efforts in modeling inclusive behavior and attitudes and welcoming the broad range of human diversity with its annual D&I award.
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, 2018 to September 30, 2019

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.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			During FY 2019, the Deputy Director served as the immediate supervisor of the EEO Director, who had day-to-day control over the Office of Equal Employment Opportunity, Diversity, and Special Programs (the EEO Office). The Agency Head was the second-line supervisor to whom the EEO Director had direct access.
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			August 28, 2019

Court Services and Offender Supervision Agency for the District of
Columbia



For period covering October 1, 2018 to September 30, 2019

Agency Self-Assessment Checklist

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

During FY 2019, the EEO Director did not regularly participate in senior level staff meetings concerning personnel, budget, technology, and other workforce issues. This issue has been identified as a deficiency and will be addressed in Part H.

 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

The Agency has no subordinate level components.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019



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.				
	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 current plan is supported by four strategic goals and seven management objectives. The EEO relevant measures are encompassed within management directive 1 and performance goal M.1.3.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

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.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		This program has been revised and is under review by the EEOC. As part of those revisions, a designated staff member from CSOSA's Office of Human Resources (OHR) will be designated the Reasonable Accommodation Coordinator. This change will greatly increase the efficiency with which Reasonable Accommodation requests are processed.
	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		This issue has been identified as deficiency and will be addressed in Part H.
	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	The Agency has no components or field EEO offices.
	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			

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019





Agency Self-Assessment Checklist

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			This program is currently undergoing revision. As part of those revisions, the Office of Professional Responsibility (OPR) will assume responsibility for managing the Anti-Harassment program. This change is intended to further enhance the effective management of the program and to establish a firewall between the EEO Office and the Anti-Harassment program. See Comment below at C.2.a.
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, 2018 to September 30, 2019

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, 2018 to September 30, 2019

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	The Agency has no sub-components.
	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	The Agency has no sub-components.
	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	The Agency has no sub-components.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

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		The Anti-Harassment policy and procedures are currently being revised to ensure compliance with EEOC's enforcement guidance. Those revisions are ongoing. One of the revisions includes transferring the management of the program to OPR. This issue has been identified as a deficiency and will be addressed in Part H.
	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 Anti-Harassment policy and procedures are currently being revised. One of the revisions includes having the OPR Director serve as the Anti-Harassment Coordinator. This will effectively build a firewall between that position and the EEO Director position. This issue has been identified as a deficiency and will be addressed in Part H.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Agency Self-Assessment Checklist

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		The Reasonable Accommodation policy and procedures have been revised to remedy this issue, which has been identified as a deficiency and will be addressed in Part H. The policy and procedures are currently under review by the EEOC.
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			The Employee and Labor Relations staff of CSOSA's OHR as well as PSA's OHCM coordinated and/or assisted with processing request for disability accommodations.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019



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>		X	<p>The Reasonable Accommodation policy and procedures have been revised and are under review by the EEOC. One of the revisions includes having one of OHR's staff assume the duties of the Reasonable Accommodation Coordinator. This will effectively build a firewall between that position and the EEO Director position. This issue has been identified as a deficiency and will be addressed in Part H.</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>	X		
<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>	X		
<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>		X	<p>In FY 2019, 79% of accommodation requests were processed within the timeframe set forth within the procedures. This issue has been identified as a deficiency and will be addressed in Part H.</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>		X	<p>The Agency has drafted its procedures for processing requests for Personal Assistance Services, which are under review by the EEOC. This issue has been identified as a deficiency and will be addressed in Part H.</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>		X	<p>See above response to C.2.c.</p>

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019



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	
		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	There has not been an occasion for this issue to be addressed in 14 years.
		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, 2018 to September 30, 2019





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 Affirmative Action Plan 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, 2018 to September 30, 2019

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			EEO 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, 2018 to September 30, 2019

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.				
	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			The Agency uses the following sources for trigger identification: workforce data; complaint/grievance data; exit surveys; and employee climate surveys.
	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			

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019



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	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)				
	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, the annual and quarterly No Fear Reports, and Requests for Quarterly Workforce data which include exit surveys and climate assessments as well as other tools to find barriers.
 Compliance Indicator	D.3. The agency establishes appropriate action plans to remove identified barriers.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	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			

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019



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	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	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 https://www.csosa.gov/wp-content/uploads/bsk-pdf-manager/2018/10/FY2017-Annual-EEO-Program-Status-Report.pdf .
	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, 2018 to September 30, 2019



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.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			In FY 2019, the average processing time for the issuance of acceptance letters and dismissal decisions was 43.5 days.
	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		This issue has been identified as a deficiency and will be addressed in Part H.
	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		This issue has been identified as a deficiency and will be addressed in Part H.
	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		This issue has been identified as a deficiency and will be addressed in Part H.
	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 reviewed contractors' work product for sufficiency and if not sufficient, payment was 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			

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019





Agency Self-Assessment Checklist

E.1.1. 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			
 Compliance Indicator	E.2. The agency has a neutral EEO process.	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	
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			In FY 2019, the EEO Director was an attorney who conducted 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, 2018 to September 30, 2019



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.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			
 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	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			The Agency use the Federal Employee Viewpoint Survey.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

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 prepared annual and quarterly trend analysis for the Executive Staff upon request.
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 reviewed other agencies' policies when crafting EEO policies. For example, the Agency reviewed policies from the Departments of Commerce, Justice, and Navy in revising the Anti-Harassment and Reasonable Accommodation Policies and Procedures.
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		In FY 2019, the Agency did not compare its performance in the EEO process to other federal agencies of similar size. This issue has been identified as a deficiency and will be addressed in Part H.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 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.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			
 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	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, 2018 to September 30, 2019

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			

Essential Element: Other

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.1

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.

OBJECTIVE:

Date Objective Initiated: Jan 30, 2018 Target Date For Completion Of Initiative: Dec 31, 2019

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

Responsible Official

Linda Mays, Najuma Lake and Denise Clark

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Feb 28, 2018 12:00 AM	Develop the criteria to establish a formal recognition program for superior accomplishment in EEO for employees, supervisors, managers, and organizational unit.
Mar 30, 2018 12:00 AM	Meet with CSOSA's OHR and PSA's OHCM to discuss consolidating the formal EEO recognition program into both CSOSA and PSA's Annual Town Hall Meeting and Award Ceremony for FY 2021.
Apr 30, 2018 12:00 AM	Once approved, brief Directors of CSOSA and PSA on the recognition program to get final approval.
Jun 30, 2018 12:00 AM	Once final approval is obtained, post information to CSOSA and PSA intranet websites.
Jul 30, 2018 12:00 AM	Notify workforce of application process and deadlines for submission via email.
Aug 30, 2018 12:00 AM	Establish EEO award panel to evaluate applications and make selections.

Report of Accomplishments and Modifications to Objective

The Agency had further discussions regarding this objective.
The Agency continues to discuss this objective and plans to complete it by FY 2021.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.2

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)]

In FY 2019, the EEO Director did not regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues.I

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

Responsible Official Richard Tischner, CSOSA and Leslie Cooper, PSA

PlannedActivities	<i>Target Date</i>	<i>Planned Activity</i>
		Jan 30, 2018 12:00 AM
	Jan 30, 2018 12:00 AM	Senior-level management will solicit input from the EEO Director concerning personnel, budget, technology, and other workforce issues on a regular basis.
	Sep 30, 2020 12:00 AM	EEO Directory regularly will meet with senior leadership concerning personnel, budget, technology, and other workforce issues

Report of Accomplishments and Modifications to Objective

The EEO Director began meeting monthly with the Deputy Director of the Agency. However, the EEO Director did not meet with Senior Leadership on a monthly basis concerning personnel, budget, technology, and other workforce issues.

The EEO Director has begun participating in meetings with senior-level management regarding personnel and other workforce issues.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.3

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]

The Agency has not provided sufficient staffing, training, and funding to effectively manage the reasonable accommodation program.

OBJECTIVE:	<u>Date Objective Initiated:</u> Oct 30, 2018	<u>Target Date For Completion Of Initiative:</u> Dec 30, 2019
	Evaluate Agency's current staffing, training, and funding levels to determine sufficiency for effectively managing the Reasonable Accommodation program.	

Responsible Official Linda Mays, CSOSA; Najuma Lake, PSA; and Denise Clark. EEO

Planned Activities	Target Date	Planned Activity
	Nov 30, 2018 12:00 AM	Review the staffing of the EEO Office to determine if a full-time and/or part-time FTE can be established to manage the Agency's Reasonable Accommodation program.
	Dec 30, 2018 12:00 AM	Review the staffing of the OHR Office to determine if a full-time or part-time FTE is available to perform duties of Disability Program Manager/Reasonable Accommodation Coordinator.
	Dec 30, 2018 12:00 AM	Identify the OHR position to serve as Reasonable Accommodation Coordinator in revised Reasonable Accommodation policy and procedures.
	Dec 30, 2018 12:00 AM	Revise the Reasonable Accommodation policy and procedures.
	Jan 30, 2019 12:00 AM	Once revised Reasonable Accommodation policy and procedures are implemented, begin the process of monitoring timeliness of responses to Reasonable Accommodation requests under the revised program.

**Report of Accomplishments
and Modifications to
Objective**

The Agency expects to complete this objective by the end of the fiscal year.
The Agency completed the review of the staffing levels of EEO and OHR and identified the OHR position to serve as the Reasonable Accommodation Coordinator.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.4

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	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)]
---	--

The Agency has not provided sufficient staffing, training, and funding to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews.

OBJECTIVE:	<i>Date Objective Initiated:</i> Sep 15, 2019	<i>Target Date For Completion Of Initiative:</i> Sep 30, 2020
	Evaluate the EEO's current staffing, training, and funding to determine sufficiency for the timely processing of EEO complaints.	

Responsible Official	Denise Clark
-----------------------------	--------------

	<i>Target Date</i>	<i>Planned Activity</i>
Planned Activities	Dec 30, 2019 12:00 AM	Review the staffing of the EEO Office to determine if training and staffing are sufficient.
	Jan 30, 2020 12:00 AM	If training insufficient, identify additional training resources to provide.
	Mar 30, 2020 12:00 AM	If staffing level is insufficient, determine if a full-time and/or part-time FTE can be established to increase timeliness in complaint processing.

Report of Accomplishments and Modifications to Objective	<p>The Agency has continued its discussions regarding this objective and expects to complete this objective by the end of the fiscal year.</p> <p>The Agency had preliminary discussions about this objective.</p>
---	--

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.5

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)]

Does the EEO office collaborate with the HR office to implement the Affirmative Action Plan for Individuals with Disabilities?

OBJECTIVE:

Date Objective Initiated: Oct 30, 2018 Target Date For Completion Of Initiative: Oct 30, 2018

Establish a process for implementing the Affirmative Action Plan for Individuals with Disabilities.

Responsible Official

Linda Mays, Najuma Lake and Denise Clark

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Oct 30, 2018 12:00 AM	EEO, CSOSA's OHR and PSA's OHCM begin to formulate viable plans to implement the Affirmative Action Plan for Individuals with Disabilities.
Oct 30, 2018 12:00 AM	Explore the current usage of the Agency's Schedule A database and identify methods or processes to increase usage of the database.
Jan 30, 2019 12:00 AM	Provide training to all hiring managers on the use of hiring authorities that take disability into account. Training should also include upward mobility strategies for PWD.
Jan 30, 2019 12:00 AM	When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A, 30% Disabled Veteran), create a standardized process for determining if the individual is eligible for appointment under such authority. If so, forward the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

**Report of Accomplishments
and Modifications to
Objective**

The Agency had preliminary discussions.
The Agency expects to continue these discussions into the next fiscal year.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.7

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

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)]

The Agency's Anti-Harassment policy and procedures do not comply with EEOC guidance.

OBJECTIVE:

Date Objective Initiated: Oct 30, 2018 Target Date For Completion Of Initiative: Dec 30, 2019

Review and revise the Agency's current Anti-Harassment policy and procedures to ensure compliance with EEOC guidance.

Responsible Official

Linda Mays, OHR; Denise Simmonds, ICA; and Denise Clark, EEO

Planned Activities

Target Date	Planned Activity
Oct 30, 2018 12:00 AM	Review and revise the current Agency Anti-Harassment policy and procedures to ensure compliance with EEOC's enforcement guidance.
Aug 30, 2019 12:00 AM	Vet policy with stakeholders for review and comment.
Sep 30, 2019 12:00 AM	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
Nov 29, 2019 12:00 AM	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
Nov 29, 2019 12:00 AM	Make recommended changes in accordance with EEOC's guidance, if applicable.
Dec 1, 2019 12:00 AM	Further revise policy to incorporate feedback from ICA/OPR.
Dec 31, 2019 12:00 AM	Secure signatures from Directors of CSOSA and PSA.
Apr 15, 2020 12:00 AM	Vet further revised policy with stakeholders for review and comment.
May 30, 2020 12:00 AM	Revise to incorporate feedback.
Aug 30, 2020 12:00 AM	Post revised Anti-Harassment policy and procedures on Agency's intranet and internet sites.
Aug 30, 2020 12:00 AM	Revise current Anti-Harassment training module.
Sep 30, 2020 12:00 AM	Schedule training on the new revised Anti-Harassment policy and procedures.

Report of Accomplishments
and Modifications to
Objective

The Agency's working group drafted a revised policy that was submitted for further review.
The Agency expects to complete and post its revised Anti-Harassment policy and procedures by the end of this fiscal year.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.8

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

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)]

The Agency has not established Reasonable Accommodation procedures that comply with EEOC's regulations and guidance.

OBJECTIVE:	<u>Date Objective Initiated:</u> Oct 30, 2014	<u>Target Date For Completion Of Initiative:</u> Jun 30, 2018
	Review and revise the Agency's current Reasonable Accommodation policy and procedures to ensure compliance with EEOC guidance.	

Responsible Official Linda Mays, Najuma Lake and Denise Clark

Planned Activities	<u>Target Date</u>	<u>Planned Activity</u>
		Jan 30, 2016 12:00 AM
	Dec 31, 2016 12:00 AM	Review proposed changes to policy and recommend changes to stakeholders.
	Jun 30, 2018 12:00 AM	Vet policy and procedures with stakeholders for review and comment.
	Sep 30, 2019 12:00 AM	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
	Nov 29, 2019 12:00 AM	Make recommended changes in accordance with EEOC's review, if applicable.
	Dec 1, 2019 12:00 AM	Further revise policy to incorporate feedback and identify the Reasonable Accommodation Coordinator.
	Dec 31, 2019 12:00 AM	Secure signatures from Directors of CSOSA and PSA.
	Apr 15, 2020 12:00 AM	Vet further revised policy with stakeholders for review and comment.
	May 30, 2020 12:00 AM	Revise to incorporate feedback.
	Aug 30, 2020 12:00 AM	Post revised Reasonable Accommodation policy and procedures on Agency's intranet and internet sites.
	Aug 30, 2020 12:00 AM	Revise current Reasonable Accommodation training module.
	Sep 30, 2020 12:00 AM	Schedule training on the new Reasonable Accommodation policy and procedures.

Report of Accomplishments and Modifications to Objective The working group completed a draft on November 1, 2018, which was submitted for further review. The Agency expects to have the revised policy and procedures signed by the end of this fiscal year.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.9

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.

The Agency does not timely process all reasonable accommodation requests, although it did timely process such requests 79% of the time.

OBJECTIVE:

Date Objective Initiated: Sep 20, 2019 Target Date For Completion Of Initiative: Dec 30, 2019

Process all reasonable accommodation requests in a timely manner.

Responsible Official

Linda Mays, Najuma Lake and Denise Clark

PlannedActivities

<i>Target Date</i>	<i>Planned Activity</i>
Jan 31, 2019 12:00 AM	Once revised Reasonable Accommodation procedures are implemented, designated Reasonable Accommodation Coordinator (RAC) will process all reasonable accommodation requests.
Mar 30, 2019 12:00 AM	Schedule training for supervisors on Reasonable Accommodation policy and procedures.
Sep 20, 2019 12:00 AM	Consult with OHR to discuss impediments to timely processing of all reasonable accommodation requests.
Apr 30, 2020 12:00 AM	Begin monitoring timeliness of request processing under revised program.

Report of Accomplishments and Modifications to Objective

The working group completed a draft on November 1, 2018, which was submitted for further review.
The Agency expects to have the revised policy and procedures signed by the end of this fiscal year.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.10

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).		
OBJECTIVE:	<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).		
Responsible Official	Linda Mays, Najuma Lake and Denise Clark	
Planned Activities	Target Date	Planned Activity
	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.
	Sep 30, 2019 12:00 AM	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
	Nov 29, 2019 12:00 AM	Make recommended changes in accordance with EEOC's review, if applicable.
	Dec 31, 2019 12:00 AM	Secure signatures from Directors of CSOSA and PSA.
May 30, 2020 12:00 AM	Revise to incorporate feedback.	
Report of Accomplishments and Modifications to Objective	A working group began drafting a Personal Assistance Services policy. Although a draft of policy was completed in FY 2019, the Agency decided to incorporate the Personal Assistance Services policy into the Reasonable Accommodation policy, which was undergoing revision.	

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.11

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)]

The Agency has not established a firewall between the Anti-Harassment Coordinator and the EEO Director.

OBJECTIVE:

Date Objective Initiated: Sep 20, 2018
Target Date For Completion Of Initiative: Mar 30, 2019

Establish a firewall between the Director of EEO and the Anti-Harassment Coordinator.

Responsible Official

Linda Mays, OHR; Denise Simmonds, ICA/OPR; Najuma Lake, PSA; and Denise Clark, EEO

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Sep 30, 2019 12:00 AM	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
Nov 29, 2019 12:00 AM	Make recommended changes in accordance with EEOC's guidance, if applicable.
Dec 31, 2019 12:00 AM	Secure signatures from Directors of CSOSA and PSA.
May 30, 2020 12:00 AM	Revise to incorporate feedback.
Aug 30, 2020 12:00 AM	Post revised Anti-Harassment policy and procedures on Agency's intranet and internet sites.
Aug 30, 2020 12:00 AM	Revise current Anti-Harassment training module.
Sep 30, 2020 12:00 AM	Schedule training on the new revised Anti-Harassment policy and procedures.09

**Report of Accomplishments
and Modifications to
Objective**

The Agency expects to complete and post its revised Anti-Harassment policy and procedures by the end of this fiscal year.
The Agency's working group drafted a revised policy that was submitted for further review.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.12

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.

The Agency has not posted Personal Assistance Services (PAS) procedures on its public website.

OBJECTIVE:

Date Objective Initiated: Oct 30, 2018 Target Date For Completion Of Initiative: Sep 30, 2020

Establish PAS procedures and post to the Agency’s intranet and internet.

Responsible Official

Linda Mays, Najuma Lake and Denise Clark

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Sep 30, 2019 12:00 AM	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
Nov 29, 2019 12:00 AM	Make recommended changes in accordance with EEOC’s review, if applicable.
Dec 1, 2019 12:00 AM	Incorporate PAS policy and procedures into revised Reasonable Accommodation policy and procedures as much as possible, except create separate PAS procedures to define terms unique to PAS and to set forth any procedures that unique to PAS requests.
Dec 31, 2019 12:00 AM	Secure signatures from Directors of CSOSA and PSA.
Apr 15, 2020 12:00 AM	Vet PAS specific procedures with stakeholders for review and comment.
May 30, 2020 12:00 AM	Revise to incorporate feedback.
Aug 30, 2020 12:00 AM	Post revised combined policy and procedures on Agency’s intranet and internet sites.

**Report of Accomplishments
and Modifications to
Objective**

Although a draft of policy was completed in FY 2019, the Agency decided to incorporate the Personal Assistance Services policy into the Reasonable Accommodation policy, which was undergoing revision.
The Agency expects the revised Reasonable Accommodation policy which will include the Personal Assistance Services policy, the Reasonable Accommodation procedures, and the PAS specific procedures to be signed and posted by the end of the fiscal year

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.14

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)]

The Agency does not compare its performance in the EEO process with other agencies.

OBJECTIVE:	<u>Date Objective Initiated:</u> Aug 16, 2018	<u>Target Date For Completion Of Initiative:</u> May 30, 2019
	Contact other small and or mid-size agencies to discuss and collaborate on how to compare performance in the EEO process with other agencies.	

Responsible Official	Denise Clark
-----------------------------	--------------

Planned Activities	<i>Target Date</i>	<i>Planned Activity</i>
		Oct 30, 2018 12:00 AM
	Oct 30, 2018 12:00 AM	Forward the new performance benchmarks and performance measurements to the Director of EEO for approval.
	Oct 30, 2018 12:00 AM	Implement the approved performance benchmarks in FY 2021.

Report of Accomplishments and Modifications to Objective	<p>The Agency began reaching out to similarly sized agencies to discuss performance benchmarks.</p> <p>The Agency continued its preliminary discussions.</p>
---	--

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Attain Essential Elements

PART H.16

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?

The Agency did not timely complete investigations, issue final agency decisions, or issue final actions following receipt of hearing file and the administrative judge's decisions.

OBJECTIVE:

Date Objective Initiated: Sep 20, 2019 *Target Date For Completion Of Initiative:* Jun 30, 2020

Increase the Agency's timeliness in completing investigations, final agency decisions, and final agency actions.

Responsible Official

Denise Clark

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Sep 20, 2019 12:00 AM	Encourage and mandate that EEO Counselors adhere to the 30 day timeframe to process informal inquiries.
Feb 1, 2020 12:00 AM	Monitor the tracking system for the timeliness of counselings, investigations, final agency decisions, and final agency actions.
Mar 30, 2020 12:00 AM	Create templates to increase efficiency of handling investigations, final agency decisions, and final agency actions.
Mar 30, 2020 12:00 AM	If aggrieved employees during the EEO counseling process request ADR, track timeframe for mediation to ensure timeframes are met.
Jun 30, 2020 12:00 AM	Explore increasing training for and number of collateral duty EEO Counselors as well as EEO staff.

**Report of Accomplishments
and Modifications to
Objective**

The Agency had preliminary discussions regarding the timeliness of complaints processing.
The Agency has begun creating templates and assessing training and staffing needs.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Eliminate Identified Barriers

PART I.1

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>There was 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 329 employees at these grade levels, 7, or 2.13%, were Hispanic, and 136, or 41.36%, were Black females.</p>																			
<p>STATEMENT OF BARRIER GROUPS:</p>	<p>Barrier Group</p> <p>Hispanic or Latino Females</p> <p>Black or African American Females</p>																			
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>																				
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>EEO, OHR, and OCHM will explore possible connections between the triggers in its workforce statistics and policies, procedures, or practices that might be causing the discrepancies.</p>																			
<p>Objective</p>	<p>Develop a comprehensive recruitment plan to increase the representation and participation rates of Hispanics and Black females at the GS-13 to SES grade levels by 1% over the next four years.</p> <table border="1" data-bbox="760 993 1557 1146"> <tr> <td data-bbox="760 993 922 1052">Date Objective Initiated</td> <td data-bbox="922 993 1557 1052">Oct 30, 2014</td> </tr> <tr> <td data-bbox="760 1052 922 1146">Target Date For Completion Of Objective</td> <td data-bbox="922 1052 1557 1146">Dec 31, 2019</td> </tr> </table>		Date Objective Initiated	Oct 30, 2014	Target Date For Completion Of Objective	Dec 31, 2019														
Date Objective Initiated	Oct 30, 2014																			
Target Date For Completion Of Objective	Dec 31, 2019																			
<p>Responsible Officials</p>	<p>Denise Clark, EEO; Linda Mays, CSOSA; and Najuma Lake, PSA Directors of EEO, CSOSA's OHR, and PSA's OHCM</p>																			
<p>Planned Activities Toward Completion of Objective</p>	<table border="1" data-bbox="711 1220 1557 1892"> <thead> <tr> <th data-bbox="711 1220 1312 1262">Planned Activity</th> <th data-bbox="1312 1220 1557 1262">Target Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="711 1262 1312 1392">Assemble a workgroup of personnel from EEO, OHR, OCHM, Special Emphasis Program Managers from the Hispanic and Federal Women's Program, and the Office of Research and Evaluation to review of CSOSA and PSA merit promotion and recruitment plans.</td> <td data-bbox="1312 1262 1557 1392">Feb 28, 2019</td> </tr> <tr> <td data-bbox="711 1392 1312 1451">Review the qualifications of Hispanic candidates and Black female candidates seeking career advancement.</td> <td data-bbox="1312 1392 1557 1451">Apr 30, 2019</td> </tr> <tr> <td data-bbox="711 1451 1312 1512">Examine the recruitment of Hispanics and Black females into the senior grade levels and management positions.</td> <td data-bbox="1312 1451 1557 1512">May 30, 2019</td> </tr> <tr> <td data-bbox="711 1512 1312 1572">Identify the typical background and experience of individuals selected to the senior grade levels.</td> <td data-bbox="1312 1512 1557 1572">Mar 30, 2019</td> </tr> <tr> <td data-bbox="711 1572 1312 1633">Investigate every phase of the merit promotion process and career development programs beginning at grade GS-13.</td> <td data-bbox="1312 1572 1557 1633">Jun 30, 2019</td> </tr> <tr> <td data-bbox="711 1633 1312 1694">Conduct a longitudinal review of applicant flow statistics in workforce data tables A7, A9, A11 and A12 for past five years.</td> <td data-bbox="1312 1633 1557 1694">Jul 30, 2019</td> </tr> <tr> <td data-bbox="711 1694 1312 1780">Review the participation of Hispanics and Black females by grade levels in the mission critical occupation with upward mobility.</td> <td data-bbox="1312 1694 1557 1780">Aug 30, 2019</td> </tr> <tr> <td data-bbox="711 1780 1312 1892">Meet with selecting and management officials to examine their experience in the hiring process and to discuss their perceptions of Hispanic candidates and Black female candidates.</td> <td data-bbox="1312 1780 1557 1892">Sep 30, 2019</td> </tr> </tbody> </table>		Planned Activity	Target Date	Assemble a workgroup of personnel from EEO, OHR, OCHM, Special Emphasis Program Managers from the Hispanic and Federal Women's Program, and the Office of Research and Evaluation to review of CSOSA and PSA merit promotion and recruitment plans.	Feb 28, 2019	Review the qualifications of Hispanic candidates and Black female candidates seeking career advancement.	Apr 30, 2019	Examine the recruitment of Hispanics and Black females into the senior grade levels and management positions.	May 30, 2019	Identify the typical background and experience of individuals selected to the senior grade levels.	Mar 30, 2019	Investigate every phase of the merit promotion process and career development programs beginning at grade GS-13.	Jun 30, 2019	Conduct a longitudinal review of applicant flow statistics in workforce data tables A7, A9, A11 and A12 for past five years.	Jul 30, 2019	Review the participation of Hispanics and Black females by grade levels in the mission critical occupation with upward mobility.	Aug 30, 2019	Meet with selecting and management officials to examine their experience in the hiring process and to discuss their perceptions of Hispanic candidates and Black female candidates.	Sep 30, 2019
Planned Activity	Target Date																			
Assemble a workgroup of personnel from EEO, OHR, OCHM, Special Emphasis Program Managers from the Hispanic and Federal Women's Program, and the Office of Research and Evaluation to review of CSOSA and PSA merit promotion and recruitment plans.	Feb 28, 2019																			
Review the qualifications of Hispanic candidates and Black female candidates seeking career advancement.	Apr 30, 2019																			
Examine the recruitment of Hispanics and Black females into the senior grade levels and management positions.	May 30, 2019																			
Identify the typical background and experience of individuals selected to the senior grade levels.	Mar 30, 2019																			
Investigate every phase of the merit promotion process and career development programs beginning at grade GS-13.	Jun 30, 2019																			
Conduct a longitudinal review of applicant flow statistics in workforce data tables A7, A9, A11 and A12 for past five years.	Jul 30, 2019																			
Review the participation of Hispanics and Black females by grade levels in the mission critical occupation with upward mobility.	Aug 30, 2019																			
Meet with selecting and management officials to examine their experience in the hiring process and to discuss their perceptions of Hispanic candidates and Black female candidates.	Sep 30, 2019																			
<p>Report of Accomplishments and Modifications to Objective</p>	<p>The planned activities are ongoing.</p>																			

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

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?

In FY 2019, the Agency had a lower than expected participation rate of Hispanic employees at 5.17% as compared to the National Civilian Labor Force (NCLF) of 9.96%.

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:

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

The EEO, OHR, and OCHM must continue to consult in order to develop and implement more robust recruitment strategies for targeted groups.

Objective

Target recruiting at colleges and universities with a high percentage of Hispanic students to the extent the budget allows. 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, 2009

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

Date Objective Initiated | Oct 30, 2014

Target Date For Completion Of Objective | Dec 31, 2019

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

Date Objective Initiated | Oct 30, 2014

Target Date For Completion Of Objective | Dec 31, 2020

Responsible Officials

Denise Clark, Linda Mays and Najuma Lake Directors of the Office of Equal Employment, Diversity, and Special Programs (EEO), CSOSA's Office of Human Resources (OHR) and PSA's Office of Human Capital Management (OHCM)

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

Plan to Eliminate Identified Barriers

	Planned Activity	Target Date
Planned Activities Toward Completion of Objective	The HEPC will continue to work with CSOSA and PSA management on ways to improve the systems and forms related to Hispanic client intake. The HEPC will continue to work with CSOSA and PSA management to engage newly hired bilingual Community Services Officers and Pretrial Service Officers with enhanced training and language certifications.	Sep 30, 2019
	The Hispanic Employment Program Committee (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 the development of an email distribution list to alert Hispanic and bilingual candidates of vacancies, and working with management on strategies that affect affinity groups.	Sep 30, 2019

Report of Accomplishments and Modifications to Objective	<p>The Agency continued to focus on shadowing experiences, details, mentoring, and career development opportunities to develop and retain Hispanic employees. In FY 2019, two Hispanic employees attended the National Image Conference and two Hispanic females attended the Latina Symposium held in Washington D.C. One Hispanic female employee began a detail with the Environmental Protection Agency.</p> <p>CSOSA's Office of Financial Management and PSA's Office of Financial Administration allocated funds for the Foreign Language Award to recognize law enforcement employees who used their bilingual language skills in the performance of their duties. With the issuance of this year's awards, morale among Spanish-speaking employees within the workforce continued to improve.</p> <p>The Agency's leadership conducted a meeting with HEPC to discuss the HEPC's action plan, achievements, and projected goals to address the need for the professional translation of documents, mentoring programs, diversity and inclusion training, and increased hiring of Hispanic employees. The Agency's leadership remains committed to working with the HEPC on these issues.</p> <p>The HEPC's FY 2019 accomplishments included:</p> <ul style="list-style-type: none"> • hosting a National Hispanic Heritage Month program at which there were two student speakers from our partner high school who discussed their experiences adapting to U.S. culture as well as a dynamic guest speaker, a video about Hispanic heritage, a performance by a local Latin musical group, and a Latin food sampling; • hosting a brown bag training session on resume writing; and • participating on the Agency's Diversity and Inclusion Council. <p>The Agency continued to engage Hispanic employees through outreach efforts to students in groups that are underrepresented in the workforce. In this regard, the Agency continued its Memorandum of Understanding (MOU) with the Columbia Heights Educational Campus (CHEC) Bell Multicultural High School, a bilingual-themed school with a majority Hispanic student population. The Agency's HEPC members assisted students with developing job skills, such as public speaking, by participating on the panels evaluating the senior class members' portfolio presentations and having students serve as the key note speakers for the Agency's National Hispanic Heritage Month Celebration. HEPC members' interaction with the students also allowed the students to learn about various career paths and employment opportunities available at the Agency.</p>
---	---

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

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 had a lower than expected participation rate of White employees in its Mission-Critical Occupation. The participation rate was 10.1% as compared to this group's 82.4% availability rate in the Occupational Civilian Labor Force (OCLF).

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 demographics of the Agency's workforce had traditionally been more reflective of the locality it has served. Indeed, in 2000, when the Agency was certified, the population of White residents of the District was only 30.8% while the population of Black residents was 60%. While the demographics of the District have changed substantially over the last 20 years, the turnover of the Agency's work force has been at a much slower rate as has the change in the Agency's demographics. Therefore, the Agency's EEO, OHR, and OCHM must continue to consult in order to develop and implement more robust recruitment strategies aimed at increasing the representation for this and other targeted groups.

Objective

Continue to recruit locally for all Agency positions and expand and diversify national recruitment efforts for hard to fill positions to the extent the budget allows.

Date Objective Initiated	Feb 8, 2013
Target Date For Completion Of Objective	Dec 31, 2015

Responsible Officials

Denise Clark, EEO; Linda Mays, CSOSA; and Najuma Lake, PSA 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 from colleges and universities such as Georgetown, American University, and University of Maryland who major in social science and/or criminal justice.	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

This continues to be an ongoing initiative that depends on the availability of funds to conduct recruitment.

Court Services and Offender Supervision Agency for the District of
Columbia

For period covering October 1, 2018 to September 30, 2019

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 2019, the Agency had a lower than expected participation rate of Asian Americans at 3.26% as compared to this group's 3.90% availability in the CLF.

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 EEO, OHR, and OCHM must continue to consult in order to develop and implement more robust recruitment strategies for targeted groups.

Objective

Target recruitment at colleges and universities throughout the country with a high percentage of Asian Americans.

Date Objective Initiated Dec 30, 2008

Target Date For Completion Of Objective Dec 30, 2016

Responsible Officials

Denise Clark, EEO; Linda Mays, CSOSA; and Najuma Lake, PSA Director of EEO, CSOSA OHR and PSA OHCM

Planned Activities Toward Completion of Objective

Planned Activity	Target Date
Increase APA participation in leadership development programs.	Jun 30, 2020
Provide skill development opportunities to APA employees in order to allow them to be competitive for professional progress within the Agency.	Jun 30, 2020
Increase the representation of Asians and Pacific Americans (APA) within the Agency to a number closer to comparable relevant civilian labor force (RCLF).	Jun 30, 2020
Assist CSOSA's OHR and PSA's 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

In FY 2019, the representation of Asian Pacific Americans within the Agency increased from 34, 2.99%, in FY 2018 to 36, or 3.26%, in FY 2019.

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 2019, the percentage of PWD in the GS-1 to GS-10 cluster of the permanent workforce was 11.23%, a slightly lower rate than the expected 12% benchmark, indicating a trigger. PWD in the GS-11 to SES cluster of the permanent workforce participated at a rate of 6.23%, 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 2019, the percentage of PWTD in the GS-1 to GS-10 cluster of the permanent workforce was 1.07%, 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 a rate of 1.31%, 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. The Agency communicates these goals and provides additional information on the hiring of PWD and PWTD as part of its efforts to encourage Program Offices to use Schedule A hiring authorities. The Agency also plans to re-establish a Disability Advisory Committee (ADAC) to assist with developing ideas for encouraging increased use of the Schedule A authorities and improving the participation rate for PWD and PTWD. Once re-established, the ADAC will work with the Office of Equal Employment Opportunity, Diversity, and Special Programs (EEO), the Office of Human Resources (OHR), and the Office of Human Capital Management (OCHM) to develop and implement a targeted recruitment plan. The Agency's OHR and OCHM 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 Executive Order 13548 and Part J of the MD-715 Annual Report are communicated and implemented throughout the organization. ADAC members will also reinforce the Agency'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

During FY 2019, the duties and responsibilities of this function continued to be performed by OHCM and OHR’s Employee and Labor Relations staff in collaboration with EEO. However, as part of the Agency’s efforts at retooling the Disability Program, the Agency identified an OHR employee who will serve as the Reasonable Accommodation Coordinator (RAC) upon the implementation of the revised Reasonable Accommodation policy and procedures.

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 reasonable accommodation requests from applicants and employees	0	3	0	Vacant, Assistant Director, OHR, E&LR
Section 508 Compliance	0	2	0	Denise Clark, Director EEO Office denise.clark@csosa.gov william.kirkendale@csosa.gov
Architectural Barriers Act Compliance	0	2	0	Wikita Stegman, Director of Facilities wikita.stegman@csosa.gov reggie.jasmes@csosa.gov
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
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 2019, members of the EEO staff and the Special Emphasis Program Manager for People with Disabilities received the following training with respect to their disability program duties: 1. EEOC Section 501 Affirmative Action Plan instructional guidance 2. Excel and FDR Training Conferences 2019 (MD-715 Disability and Reasonable Accommodation Track) 3. Mandatory EEO training on Reasonable Accommodation and the No FEAR Act. 4. EEOC’s Disability Program Management Training The Agency will continue to focus on providing training opportunities to the OHR employee who will serve as the Reasonable Accommodation Coordinator (RAC) upon the implementation of the revised Reasonable Accommodation policy and procedures.

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

The Agency has identified an OHR employee who will serve as the RAC upon the implementation of the revised Reasonable Accommodation policy and procedures. Once the RAC begins processing requests, the Agency will be in a better position to assess what, if any, additional resources may be necessary.

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. In FY 2019, the Agency was slightly below the 12% goal of PWD in the GS-1 to GS-10 cluster at 11.23%, and slightly below the goal of 2% of PWTD in the same cluster at 1.07%. Additionally, the Agency fell 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 were at 6.23% for PWD and 1.31% for PWTD. The Agency will implement the following multi-pronged and multi-year recruitment strategies in FY 2020, FY 2021, and FY 2022: 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 Disabled Veterans Affirmative Action Plan Manager (DVAAPM), 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. 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 used all available hiring authorities to recruit and hire PWD and PWTD. Recruitment efforts included: o Use of the Workforce Recruitment Program. o Continued 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. o Partnership with Operation War Fighter Internship Program and the Wounded Warrior Regiment M4Life Program o Continued involvement by PSA's management officials in the recruitment process of hiring persons with disabilities and use of PSA's 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 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

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.

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 OPPORTUNITIES

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 (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 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 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 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

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

a. Voluntary Separations (PWTD)	Answer	No
b. Involuntary Separations (PWTD)	Answer	No

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

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

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.

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

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 2019, the percentage of PWD in the GS-1 to GS-10 cluster of the permanent workforce was 11.23%, a slightly lower rate than the expected 12% benchmark, indicating a trigger. PWD in the GS-11 to SES cluster of the permanent workforce participated at a rate of 6.23%, 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 2019, the percentage of PWTD in the GS-1 to GS-10 cluster of the permanent workforce was 1.07%, 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 a rate of 1.31%, 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					
Grades GS-11 to SES					

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. The Agency

communicates these goals and provides additional information on the hiring of PWD and PWTB as part of its efforts to encourage Program Offices to use Schedule A hiring authorities. The Agency also plans to re-establish a Disability Advisory Committee (ADAC) to assist with developing ideas for encouraging increased use of the Schedule A authorities and improving the participation rate for PWD and PTWD. Once re-established, the ADAC will work with the Office of Equal Employment Opportunity, Diversity, and Special Programs (EEO), the Office of Human Resources (OHR), and the Office of Human Capital Management (OCHM) to develop and implement a targeted recruitment plan. The Agency's OHR and OCHM 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 Executive Order 13548 and Part J of the MD-715 Annual Report are communicated and implemented throughout the organization. ADAC members will also reinforce the Agency'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

During FY 2019, the duties and responsibilities of this function continued to be performed by OCHM and OHR's Employee and Labor Relations staff in collaboration with EEO. However, as part of the Agency's efforts at retooling the Disability Program, the Agency identified an OHR employee who will serve as the Reasonable Accommodation Coordinator (RAC) upon the implementation of the revised Reasonable Accommodation policy and procedures.

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 reasonable accommodation requests from applicants and employees	0	3	0	Vacant, Assistant Director, OHR, E&LR
Section 508 Compliance	0	2	0	william.kirkendale@csosa.gov
Architectural Barriers Act Compliance	0	2	0	Wikita Stegman, Director of Facilities wikita.stegman@csosa.gov reggie.jasmes@csosa.gov
Processing applications from PWD and PWTB	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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	0	0	1	dwayne.marigny@csosa.go

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 2019, members of the EEO staff and the Special Emphasis Program Manager for People with Disabilities received the following training with respect to their disability program duties: 1. EEOC Section 501 Affirmative Action Plan instructional guidance 2. Excel and FDR Training Conferences 2019 (MD-715 Disability and Reasonable Accommodation Track) 3. Mandatory EEO training on Reasonable Accommodation and the No FEAR Act. 4. EEOC’s Disability Program Management Training The Agency will continue to focus on providing training opportunities to the OHR employee who will serve as the Reasonable Accommodation Coordinator (RAC) upon the implementation of the revised Reasonable Accommodation policy and procedures.

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

The Agency has identified an OHR employee who will serve as the RAC upon the implementation of the revised Reasonable Accommodation policy and procedures. Once the RAC begins processing requests, the Agency will be in a better position to assess what, if any, additional resources may be necessary.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	Evaluate Agency’s current staffing, training, and funding levels to determine sufficiency for effectively managing the Reasonable Accommodation program.		
Target Date	Dec 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Nov 30, 2018	May 30, 2019	Review the staffing of the EEO Office to determine if a full-time and/or part-time FTE can be established to manage the Agency’s Reasonable Accommodation program.
	Dec 30, 2018	June 30, 2019	Review the staffing of the OHR Office to determine if a full-time or part-time FTE is available to perform duties of Disability Program Manager/ Reasonable Accommodation Coordinator.
	Dec 30, 2018	June 30, 2019	Identify the OHR position to serve as Reasonable Accommodation Coordinator in revised Reasonable Accommodation policy and procedures.
	Dec 30, 2018 Jan 30, 2019		Revise the Reasonable Accommodation policy and procedures. Once revised Reasonable Accommodation policy and procedures are implemented, begin the process of monitoring timeliness of responses to Reasonable Accommodation requests under the revised program.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	The Agency expects to complete this objective by the end of the fiscal year.	
	2019	The Agency completed the review of the staffing levels of EEO and OHR and identified the OHR position to serve as the Reasonable Accommodation Coordinator.	

Brief Description of Program Deficiency	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)]		
Objective	Review and revise the Agency's current Reasonable Accommodation policy and procedures to ensure compliance with EEOC guidance.		
Target Date	Jun 30, 2018		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 30, 2016	April 30, 2019	Discuss revision of current Reasonable Accommodation policy and procedures.
	Dec 31, 2016	November 30, 2019	Review proposed changes to policy and recommend changes to stakeholders.
	Jun 30, 2018	November 30, 2019	Vet policy and procedures with stakeholders for review and comment.
	Sep 30, 2019	June 10, 2020	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
	Nov 29, 2019		Make recommended changes in accordance with EEOC's review, if applicable.
	Dec 1, 2019		Further revise policy to incorporate feedback and identify the Reasonable Accommodation Coordinator.
	Dec 31, 2019		Secure signatures from Directors of CSOSA and PSA.
	Apr 15, 2020	April 30, 2020	Vet further revised policy with stakeholders for review and comment.
	May 30, 2020	May 30, 2020	Revise to incorporate feedback.
	Aug 30, 2020		Post revised Reasonable Accommodation policy and procedures on Agency's intranet and internet sites.
Aug 30, 2020		Revise current Reasonable Accommodation training module.	
Sep 30, 2020		Schedule training on the new Reasonable Accommodation policy and procedures.	
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The working group completed a draft on November 1, 2018, which was submitted for further review.	
	2020	The Agency expects to have the revised policy and procedures signed by the end of this fiscal year.	

Brief Description of Program 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)]
--	--

Brief Description of Program 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.		
Objective	Process all reasonable accommodation requests in a timely manner.		
Target Date	Dec 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 31, 2019		Once revised Reasonable Accommodation procedures are implemented, designated Reasonable Accommodation Coordinator (RAC) will process all reasonable accommodation requests.
	Mar 30, 2019		Schedule training for supervisors on Reasonable Accommodation policy and procedures.
	Sep 20, 2019		Consult with OHR to discuss impediments to timely processing of all reasonable accommodation requests.
	Apr 30, 2020		Begin monitoring timeliness of request processing under revised program.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The working group completed a draft on November 1, 2018, which was submitted for further review.	
	2020	The Agency expects to have the revised policy and procedures signed by the end of this fiscal year.	

Brief Description of Program 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)]		
Objective	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).		
Target Date	Dec 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2018	June 30, 2020	Develop policy statement, guidelines and procedures for processing requests for Personal Assistance Services (PAS).
	Sep 30, 2019	June 30, 2020	Vet the PAS policy statement to various stakeholders for review and comments.
	Sep 30, 2019	July 13, 2020	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
	Nov 29, 2019		Make recommended changes in accordance with EEOC’s review, if applicable.
	Dec 31, 2019 May 30, 2020	June 30, 2020	Secure signatures from Directors of CSOSA and PSA. Revise to incorporate feedback.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	A working group began drafting a Personal Assistance Services policy.	
	2019	Although a draft of policy was completed in FY 2019, the Agency decided to incorporate the Personal Assistance Services policy into the Reasonable Accommodation policy, which was undergoing revision.	

Brief Description of Program 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.		
Objective	Establish PAS procedures and post to the Agency’s intranet and internet.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019	July 13, 2020	Submit revised policy to EEOC to ensure compliance with EEOC guidance.
	Nov 29, 2019		Make recommended changes in accordance with EEOC’s review, if applicable.
	Dec 1, 2019	May 30, 2020	Incorporate PAS policy and procedures into revised Reasonable Accommodation policy and procedures as much as possible, except create separate PAS procedures to define terms unique to PAS and to set forth any procedures that unique to PAS requests.
	Dec 31, 2019		Secure signatures from Directors of CSOSA and PSA.
	Apr 15, 2020	May 30, 2020	Vet PAS specific procedures with stakeholders for review and comment.
	May 30, 2020	June 30, 2020	Revise to incorporate feedback.
	Aug 30, 2020		Post revised combined policy and procedures on Agency’s intranet and internet sites.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Although a draft of policy was completed in FY 2019, the Agency decided to incorporate the Personal Assistance Services policy into the Reasonable Accommodation policy, which was undergoing revision.	
	2020	The Agency expects the revised Reasonable Accommodation policy which will include the Personal Assistance Services policy, the Reasonable Accommodation procedures, and the PAS specific procedures to be signed and posted by the end of the fiscal year	

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	Establish a process for implementing the Affirmative Action Plan for Individuals with Disabilities.		
Target Date	Oct 30, 2018		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 30, 2018		EEO, CSOSA’s OHR and PSA’s OHCM begin to formulate viable plans to implement the Affirmative Action Plan for Individuals with Disabilities.
	Oct 30, 2018		Explore the current usage of the Agency’s Schedule A database and identify methods or processes to increase usage of the database.
	Jan 30, 2019		Provide training to all hiring managers on the use of hiring authorities that take disability into account. Training should also include upward mobility strategies for PWD.
	Jan 30, 2019		When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A, 30% Disabled Veteran), create a standardized process for determining if the individual is eligible for appointment under such authority. If so, forward the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The Agency had preliminary discussions.	
	2020	The Agency expects to continue these discussions into the next fiscal year.	

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 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. In FY 2019, the Agency was slightly below the 12% goal of PWD in the GS-1 to GS-10 cluster at 11.23%, and slightly below the goal of 2% of PWTD in the same cluster at 1.07%. Additionally, the Agency fell 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 were at 6.23% for PWD and 1.31% for PWTD. The Agency will implement the following multi-pronged and multi-year recruitment strategies in FY 2020, FY 2021, and FY 2022: 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 Disabled Veterans Affirmative Action Plan Manager (DVAAPM), 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. 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 used all available hiring authorities to recruit and hire PWD and PWTD. Recruitment efforts included: o Use of the Workforce Recruitment Program. o Continued 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. o Partnership with Operation War Fighter Internship Program and the Wounded Warrior Regiment M4Life Program o Continued involvement by PSA's management officials in the recruitment process of hiring persons with disabilities and use of PSA's 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	0				
% of Qualified Applicants	0				
% of New Hires	0				

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%	

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 %
Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted 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.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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

- 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

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
-------------	---------	---------------------------	-----------------------------------

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

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
-------------	---------	-------------------------	---------------------------------

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

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.

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>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Low Participation Rate of People with Disabilities in Core Occupations</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Given that CSOSA and PSA are a law enforcement agencies, the Agency is focused on the recruitment of persons with a broad range of abilities for a variety of positions.</p>							
<p>Objective</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="483 1016 781 1163"> <tr> <td>Date Objective Initiated</td> <td>Aug 30, 2019</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Dec 31, 2019</td> </tr> </table>				Date Objective Initiated	Aug 30, 2019	Target Date For Completion Of Objective	Dec 31, 2019
Date Objective Initiated	Aug 30, 2019							
Target Date For Completion Of Objective	Dec 31, 2019							
<p>Responsible Officials Denise Clark, Linda Mays and Najuma Lake Director of EEO, CSOSA OHR and PSA OHCM</p>								
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>12/31/2019</p>	<p>Training for managers and supervisors.</p>	<p>Yes</p>	<p>12/30/2020</p>					
<p>Fiscal Year</p>	<p>Accomplishments</p>							
<p>2019</p>	<p>Thirty (30) percent of the managers and supervisors were trained on Reasonable Accommodation.</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

Table A2: PERMANENT WORKFORCE BY COMPONENT - Distribution by Race, Ethnicity, and Sex (Participation Rate)

Employment Tenure for Sub-Components	Total	Total Males	Total Females	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 Alaska Native Male	American Indian or Alaska Native Female	Two or More Races Male	Two or More Races Female
CLF 2010 %	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
Alternative Benchmark %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Permanent Workforce #	1102	395	707	20	37	61	67	290	583	22	14	0	0	1	3	1	3
Permanent Workforce %	100	35.84	64.16	1.81	3.36	5.54	6.08	26.32	52.90	2.00	1.27	0.00	0.00	0.09	0.27	0.09	0.27

Table A7: Senior Grade Levels by Race, Ethnicity, and Sex (Participation Rate)

Senior Grade Levels	Total	Total Males	Total Females	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 Alaska Native Male	American Indian or Alaska Native Female	Two or More Races Male	Two or More Races Female
Upward Mobility Benchmark %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alternative Benchmark %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Senior Grades #	328	148	181	4	7	34	30	93	136	15	6	0	0	1	2	0	0
Total Senior Grades %	100	45.12	55.18	1.22	2.13	10.37	9.15	28.35	41.46	4.57	1.83	0.00	0.00	0.30	0.61	0.00	0.00
INTERNAL COMPETITIVE PROMOTIONS																	
Vacancy Announcements #	0																
Relevant Applicant Pool %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Applications #	6	1	5	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Internal Applications %	100	16.67	83.33	0.00	0.00	0.00	0.00	0.00	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified Internal Applicants #	3	0	3	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Qualified Internal Applicants %	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
Internal Selections #	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Internal Selections %	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
NEW HIRES																	
Vacancy Announcements #	0																
Voluntarily Identified Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified Applicants %	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 External Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified External Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
External Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Selections %	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
CAREER DEVELOPMENT PROGRAM																	

Court Services and Offender Supervision Agency for the District of Columbia

File Process Date and Time: 07/30/2020 06:19 PM

Table A8: MANAGEMENT POSITIONS - Distribution by Race, Ethnicity, and Sex (Participation Rate)

Upward Mobility To Management Positions	Total	Total Males	Total Females	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 Alaska Native Male	American Indian or Alaska Native Female	Two or More Races Male	Two or More Races Female
Upward Mobility Benchmark %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alternative Benchmark %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Management #	326	129	197	5	9	30	20	87	164	6	2	0	0	0	2	1	0
Total Management %	100	39.57	60.43	1.53	2.76	9.20	6.13	26.69	50.31	1.84	0.61	0.00	0.00	0.00	0.61	0.31	0.00
EXECUTIVES																	
Executives #	46	26	20	1	0	10	5	14	14	1	1	0	0	0	0	0	0
Executives %	100	56.52	43.48	2.17	0.00	21.74	10.87	30.43	30.43	2.17	2.17	0.00	0.00	0.00	0.00	0.00	0.00
INTERNAL COMPETITIVE PROMOTIONS																	
Vacancy Announcements #	0																
Relevant Applicant Pool %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Applications #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Applications %	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 Internal Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified Internal Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
Internal Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Selections %	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
NEW HIRES																	
Vacancy Announcements #	0																
Voluntarily Identified Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified Applicants %	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 External Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified External Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
External Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Selections %	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
CAREER DEVELOPMENT PROGRAM																	

Court Services and Offender Supervision Agency for the District of Columbia

File Process Date and Time: 07/30/2020 06:19 PM

Upward Mobility To Management Positions	Total	Total Males	Total Females	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 Alaska Native Male	American Indian or Alaska Native Female	Two or More Races Male	Two or More Races Female
Voluntarily Identified Applicants %	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 External Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified External Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
External Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Selections %	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
CAREER DEVELOPMENT PROGRAM																	

Table A9: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race, Ethnicity, and Sex (Participation Rate)

Awards	Total	Total Males	Total Females	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 Alaska Native Male	American Indian or Alaska Native Female	Two or More Races Male	Two or More Races Female
Permanent Workforce #	1102	395	707	20	37	61	67	290	583	22	14	0	0	1	3	1	3
Permanent Workforce %	100	35.84	64.16	1.81	3.36	5.54	6.08	26.32	52.90	2.00	1.27	0.00	0.00	0.09	0.27	0.09	0.27
Alternative Benchmark %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TIME OFF AWARDS																	
Time-Off Awards 1 - 10 hours: Awards Given #	142	50	92	1	2	10	9	36	77	3	4	0	0	0	0	0	0
Time-Off Awards 1 - 10 hours: Awards Given %	100	35.21	64.79	0.70	1.41	7.04	6.34	25.35	54.23	2.11	2.82	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours #	1038	381	657	17	14	70	64	271	549	23	30	0	0	0	0	0	0
Time-Off Awards 1 - 10 Hours: Average Hours #	7.31	7.62	7.14	17	7	7	7.11	7.53	7.13	7.67	7.5	0	0	0	0	0	0
Time-Off Awards 11 - 20 hours: Awards Given #	103	27	76	1	3	5	8	18	64	3	0	0	0	0	0	0	1
Time-Off Awards 11 - 20 hours: Awards Given %	100	26.21	73.79	0.97	2.91	4.85	7.77	17.48	62.14	2.91	0.00	0.00	0.00	0.00	0.00	0.00	0.97
Time-Off Awards 11 - 20 Hours: Total Hours #	1669	417	1252	18	54	68	134	291	1048	40	0	0	0	0	0	0	16
Time-Off Awards 11 - 20 Hours: Average Hours #	16.2	15.44	16.47	18	18	13.6	16.75	16.17	16.38	13.33	0	0	0	0	0	0	16
Time-Off Awards 21 - 30 hours: Awards Given #	27	8	19	1	1	1	1	6	17	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 hours: Awards Given %	100	29.63	70.37	3.70	3.70	3.70	3.70	22.22	62.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours #	658	201	457	24	24	24	24	153	409	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 Hours: Average Hours #	24.37	25.13	24.05	24	24	24	24	25.5	24.06	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 hours: Awards Given #	6	2	4	0	0	0	1	2	3	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 hours: Awards Given %	100	33.33	66.67	0.00	0.00	0.00	16.67	33.33	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours #	207	67	140	0	0	0	40	67	100	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 Hours: Average Hours #	34.5	33.5	35	0	0	0	40	33.5	33.33	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Awards Given #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Awards Given %	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
Time-Off Awards 41 or more Hours: Total Hours #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Average Hours #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CASH AWARDS																	
Cash Awards \$500 and Under: Awards Given #	183	48	135	6	28	4	10	35	93	3	1	0	0	0	1	0	2
Cash Awards \$500 and Under: Awards Given %	100	26.23	73.77	3.28	15.30	2.19	5.46	19.13	50.82	1.64	0.55	0.00	0.00	0.00	0.55	0.00	1.09
Cash Awards \$500 and Under: Total Amount \$	55408.77	14824.06	40584.71	1492.61	7625.11	1185.22	2844.57	11246.23	28722.42	900	400	0	0	500	500	700	492.61
Cash Awards \$500 and Under: Average Amount \$	302.78	308.83	300.63	248.77	272.33	296.31	284.46	321.32	308.84	300	400	0	0	0	500	0	246.31
Cash Awards: \$501 - \$999: Awards Given #	67	26	41	2	2	3	4	21	33	0	2	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Awards Given %	100	38.81	61.19	2.99	2.99	4.48	5.97	31.34	49.25	0.00	2.99	0.00	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount \$	56448.74	21279.51	35169.53	1618.77	1460	2861.75	3403.53	16798.99	28906	0	1400	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Average Amount \$	842.52	818.44	857.79	809.39	730	953.92	850.88	799.95	875.94	0	700	0	0	0	0	0	0
Cash Awards: \$1000 - \$1999: Awards Given #	472	154	318	11	28	16	18	119	259	5	7	0	0	1	2	2	4
Cash Awards: \$1000 - \$1999: Awards Given %	100	32.63	67.37	2.33	5.93	3.39	3.81	25.21	54.87	1.06	1.48	0.00	0.00	0.21	0.42	0.42	0.85
Cash Awards: \$1000 - \$1999: Total Amount \$	724346.9	233272.85	491074.05	14128	42919.85	25860.74	28630.19	180211.95	398484.81	7876	11809.61	0	0	1911	3068.78	32845.16	6160.81

Table B1-1: TOTAL WORKFORCE - Distribution by Disability Status (Participation Rate)

Employment Tenure	Total	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 Disfigurer [93]
TOTAL WORKFORCE																	
Total Workforce: Prior FY #	1136	1027	27	82	17	1	0	2	5	3	1	3	1	0	1	0	0
Total Workforce: Prior FY %	100	90.40	2.38	7.22	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
Total Workforce: Current FY #	1103	999	26	78	14	0	0	1	4	3	0	3	1	0	2	0	0
Total Workforce: Current FY %	100	90.57	2.36	7.07	1.27	0.00	0.00	0.09	0.36	0.27	0.00	0.27	0.09	0.00	0.18	0.00	0.00
Total Workforce: 501 Goal %				12.00	2.00												
Total Workforce: Difference #	-33	-28	-1	-4	-3	-1	0	-1	-1	0	-1	0	0	0	1	0	0
Total Workforce: Ratio Change %	0.00	0.17	-0.02	-0.15	-0.23	-0.09	0.00	-0.09	-0.08	0.01	-0.09	0.01	0.00	0.00	0.09	0.00	0.00
Total Workforce: Net Change %	-2.90	-2.73	-3.70	-4.88	-17.65	-100.00	0.00	-50.00	-20.00	0.00	-100.00	0.00	0.00	0.00	100.00	0.00	0.00
EMPLOYEE GAINS																	
Total Workforce: New Hires #	44	38	2	4	1	0	0	0	0	0	0	0	0	0	1	0	0
Total Workforce: New Hires %	100	86.36	4.55	9.09	2.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.27	0.00	0.00
EMPLOYEE LOSSES																	
Total Workforce: Reduction in Force #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Reduction in Force %	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 Workforce: Removal #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Removal %	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 Workforce: Resignation #	15	12	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Resignation %	100	80.00	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	0.00
Total Workforce: Retirement #	29	22	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Retirement %	100	75.86	6.90	17.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce: Other Separations #	32	30	1	1	1	0	0	0	0	0	1	0	0	0	0	0	0
Total Workforce: Other Separations %	100	93.75	3.13	3.13	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
Total Workforce: Total Separations #	76	64	6	6	1	0	0	0	0	0	1	0	0	0	0	0	0
Total Workforce: Total Separations %	100	84.21	7.89	7.89	1.32	0.00	0.00	0.00	0.00	0.00	1.32	0.00	0.00	0.00	0.00	0.00	0.00
PERMANENT WORKFORCE																	
Permanent Workforce: Prior FY #	1134	1025	27	82	17	1	0	2	5	3	1	3	1	0	1	0	0
Permanent Workforce: Prior FY %	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
Permanent Workforce: Current FY #	1102	998	26	78	14	0	0	1	4	3	0	3	1	0	2	0	0
Permanent Workforce: Current FY %	100	90.56	2.36	7.08	1.27	0.00	0.00	0.09	0.36	0.27	0.00	0.27	0.09	0.00	0.18	0.00	0.00
Permanent Workforce: Difference #	-32	-27	-1	-4	-3	-1	0	-1	-1	0	-1	0	0	0	1	0	0
Permanent Workforce: Ratio Change %	0.00	0.17	-0.02	-0.15	-0.23	-0.09	0.00	-0.09	-0.08	0.01	-0.09	0.01	0.00	0.00	0.09	0.00	0.00
Permanent Workforce: Net Change %	-2.82	-2.63	-3.70	-4.88	-17.65	-100.00	0.00	-50.00	-20.00	0.00	-100.00	0.00	0.00	0.00	100.00	0.00	0.00
EMPLOYEE GAINS																	

Table B1-2: TOTAL WORKFORCE - Distribution by Disability Status (Inclusion Rate)

Employment Tenure	Total	Persons Without Disability	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 WORKFORCE (Participation Rate)																		
Total Workforce: Prior FY #	1136	1054	1027	27	82	17	1	0	2	5	3	1	3	1	0	1	0	0
Total Workforce: Prior FY %	100	92.78	90.40	2.38	7.22	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
Total Workforce: Current FY #	1103	1025	999	26	78	14	0	0	1	4	3	0	3	1	0	2	0	0
Total Workforce: Current FY %	100	92.93	90.57	2.36	7.07	1.27	0.00	0.00	0.09	0.36	0.27	0.00	0.27	0.09	0.00	0.18	0.00	0.00
Total Workforce: 501 Goal %					12.00	2.00												
Total Workforce: Difference #	-33	-29	-28	-1	-4	-3	-1	0	-1	-1	0	-1	0	0	0	1	0	0
Total Workforce: Ratio Change %	0.00	0.15	0.17	-0.02	-0.15	-0.23	-0.09	0.00	-0.09	-0.08	0.01	-0.09	0.01	0.00	0.00	0.09	0.00	0.00
Total Workforce: Net Change %	-2.90	-2.75	-2.73	-3.70	-4.88	-17.65	-100.00	0.00	-50.00	-20.00	0.00	-100.00	0.00	0.00	0.00	100.00	0.00	0.00
EMPLOYEE GAINS (Participation Rate)																		
Total Workforce: New Hires #	44	40	38	2	4	1	0	0	0	0	0	0	0	0	0	1	0	0
Total Workforce: New Hires %	100	90.91	86.36	4.55	9.09	2.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.27	0.00	0.00
EMPLOYEE LOSSES (Inclusion Rate)																		
Total Workforce: Reduction in Force #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Reduction in Force %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce: Removal #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Removal %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce: Resignation #	15	15	12	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Resignation %	1.36	1.46	1.20	11.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce: Retirement #	29	24	22	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce: Retirement %	2.63	2.34	2.20	7.69	6.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce: Other Separations #	32	31	30	1	1	1	0	0	0	0	0	1	0	0	0	0	0	0
Total Workforce: Other Separations %	2.90	3.02	3.00	3.85	1.28	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
Total Workforce: Total Separations #	76	70	64	6	6	1	0	0	0	0	0	1	0	0	0	0	0	0
Total Workforce: Total Separations %	6.89	6.83	6.41	23.08	7.69	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
PERMANENT WORKFORCE (Participation Rate)																		
Permanent Workforce: Prior FY #	1134	1052	1025	27	82	17	1	0	2	5	3	1	3	1	0	1	0	0
Permanent Workforce: Prior FY %	100	92.77	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
Permanent Workforce: Current FY #	1102	1024	998	26	78	14	0	0	1	4	3	0	3	1	0	2	0	0
Permanent Workforce: Current FY %	100	92.92	90.56	2.36	7.08	1.27	0.00	0.00	0.09	0.36	0.27	0.00	0.27	0.09	0.00	0.18	0.00	0.00
Permanent Workforce: Difference #	-32	-28	-27	-1	-4	-3	-1	0	-1	-1	0	-1	0	0	0	1	0	0
Permanent Workforce: Ratio Change %	0.00	0.15	0.17	-0.02	-0.15	-0.23	-0.09	0.00	-0.09	-0.08	0.01	-0.09	0.01	0.00	0.00	0.09	0.00	0.00
Permanent Workforce: Net Change %	-2.82	-2.66	-2.63	-3.70	-4.88	-17.65	-100.00	0.00	-50.00	-20.00	0.00	-100.00	0.00	0.00	0.00	100.00	0.00	0.00
EMPLOYEE GAINS (Participation Rate)																		

Table B2: PERMANENT WORKFORCE BY COMPONENT - Distribution by Disability Status (Participation Rate)

Subordinate Component	Total	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 Disfigurer [93]
501 Goal %				12.00	2.00												
Permanent Workforce #	1102	998	26	78	14	0	0	1	4	3	0	3	1	0	2	0	0
Permanent Workforce %	100	90.56	2.36	7.08	1.27	0.00	0.00	0.09	0.36	0.27	0.00	0.27	0.09	0.00	0.18	0.00	0.00

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2018 to September 30, 2019.

File Process Date and Time: 07/30/2020 06:19 PM

GS/GM/GL GRADES	Total	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]
All Other (Unspecified GS) %	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 GS Employees #	1087	984	26	77	14	0	0	1	3	3	0	3	1	0	2	0	0
Total GS Employees %	100	90.52	2.39	7.08	1.29	0.00	0.00	0.09	0.28	0.28	0.00	0.28	0.09	0.00	0.18	0.00	0.00
SES #	14	13	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
SES %	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 #	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay %	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
Total Senior Pay #	15	14	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Senior Pay %	100	93.33	0.00	6.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-1 to GS-10 #	187	157	9	21	2	0	0	0	1	0	0	0	0	0	1	0	0
GS-1 to GS-10 %	100	83.96	4.81	11.23	1.07	0.00	0.00	0.00	0.53	0.00	0.00	0.00	0.00	0.00	0.53	0.00	0.00
GS-11 to SES #	915	841	17	57	12	0	0	1	3	3	0	3	1	0	1	0	0
GS-11 to SES %	100	91.91	1.86	6.23	1.31	0.00	0.00	0.11	0.33	0.33	0.00	0.33	0.11	0.00	0.11	0.00	0.00

Court Services and Offender Supervision Agency for the District of Columbia

For period covering October 1, 2018 to September 30, 2019.

File Process Date and Time: 07/30/2020 06:19 PM

Upward Mobility to Senior Grade Levels	Total	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]
Eligible for Career Development Program #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eligible for Career Development Program %	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
Applicants for Career Development Program #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applicants for Career Development Program %	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
Selections for Career Development Program #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selections for Career Development Program %	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-15 or Equivalent #																	
GS-15 or Equivalent %	38	32	1	5	1	0	0	0	0	0	0	0	0	0	1	0	0
	100	84.21	2.63	13.16	2.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.63	0.00	0.00
INTERNAL COMPETITIVE PROMOTIONS																	
Vacancy Announcements #	0																
Relevant Applicant Pool %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Applications #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Applications %	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 Internal Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified Internal Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
Internal Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Selections %	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
NEW HIRES																	
Vacancy Announcements #	0																
Voluntarily Identified Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified Applicants %	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 External Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified External Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
External Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Selections %	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
CAREER DEVELOPMENT PROGRAM																	

Table B8: MANAGEMENT POSITIONS - Distribution by Disability (Participation Rate)

Upward Mobility To Management Positions	Total	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]
501 Goal %				12.00	2.00												
Total Management #	326	297	7	22	8	0	0	0	2	2	0	1	1	0	2	0	0
Total Management %	100	91.10	2.15	6.75	2.45	0.00	0.00	0.00	0.61	0.61	0.00	0.31	0.31	0.00	0.61	0.00	0.00
Executives #	46	39	1	6	1	0	0	0	0	0	0	0	0	0	1	0	0
Executives %	100	84.78	2.17	13.04	2.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.17	0.00	0.00
INTERNAL COMPETITIVE PROMOTIONS																	
Vacancy Announcements #	0																
Relevant Applicant Pool %	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Applications #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Applications %	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 Internal Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified Internal Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
Internal Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Internal Selections %	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
NEW HIRES																	
Vacancy Announcements #	0																
Voluntarily Identified Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Voluntarily Identified Applicants %	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 External Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified External Applicants %	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
Referred Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred Applicants %	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
Interviewed Applicants #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed Applicants %	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
External Selections #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
External Selections %	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
CAREER DEVELOPMENT PROGRAM																	
Managers #	146	130	5	11	5	0	0	0	1	1	0	1	1	0	1	0	0
Managers %	100	89.04	3.42	7.53	3.42	0.00	0.00	0.00	0.68	0.68	0.00	0.68	0.68	0.00	0.68	0.00	0.00

File Process Date and Time: 07/30/2020 06:19 PM

Upward Mobility To Management Positions	Total	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]
External Selections %	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
CAREER DEVELOPMENT PROGRAM																	

Table B9-1: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability (Participation Rate)

Awards	Total	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]
TIME OFF AWARDS																	
Time-Off Awards 1 - 10 hours: Awards Given #	142	125	10	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 1 - 10 hours: Awards Given %	100	88.03	7.04	4.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours #	1038	915	68	55	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 1 - 10 Hours: Average Hours #	7.31	7.32	6.8	7.86	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 11 - 20 hours: Awards Given #	103	94	3	6	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 11 - 20 hours: Awards Given %	100	91.26	2.91	5.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours #	1669	1527	46	96	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 11 - 20 Hours: Average Hours #	16.2	16.24	15.33	16	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 hours: Awards Given #	27	25	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 hours: Awards Given %	100	92.59	3.70	3.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours #	658	585	27	24	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 Hours: Average Hours #	24.37	23.4	27	24	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 hours: Awards Given #	6	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 hours: Awards Given %	100	83.33	0.00	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours #	207	175	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 Hours: Average Hours #	34.5	35	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Awards Given #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Awards Given %	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
Time-Off Awards 41 or more Hours: Total Hours #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Average Hours #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CASH AWARDS																	
Cash Awards \$500 and Under: Awards Given #	183	171	3	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards \$500 and Under: Awards Given %	100	93.44	1.64	4.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Awards \$500 and Under: Total Amount \$	55408.77	51548.11	800	3060.66	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards \$500 and Under: Average Amount \$	302.78	301.45	266.67	340.07	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Awards Given #	67	58	5	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Awards Given %	100	86.57	7.46	5.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount \$	56448.74	48387.74	4242	3819	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Average Amount \$	842.52	834.27	848.4	954.75	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$1000 - \$1999: Awards Given #	472	438	9	25	1	0	0	0	0	0	0	0	0	0	1	0	0
Cash Awards: \$1000 - \$1999: Awards Given %	100	92.80	1.91	5.30	0.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount \$	724346.9	675444.9	12255	36647	1465	0	0	0	0	0	0	0	0	0	1465	0	0
Cash Awards: \$1000 - \$1999: Average Amount \$	1534.63	1542.11	1361.67	1465.88	1465	0	0	0	0	0	0	0	0	0	1465	0	0
Cash Awards: \$2000 - \$2999: Awards Given #	280	266	5	9	1	0	0	0	0	0	0	0	0	0	1	0	0
Cash Awards: \$2000 - \$2999: Awards Given %	100	95.00	1.79	3.21	0.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.36	0.00	0.00

Table B9-2: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability (Inclusion Rate)

Awards	Total	Persons Without Disability	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]
TIME OFF AWARDS																		
Time-Off Awards 1 - 10 hours: Awards Given #	142	135	125	10	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 1 - 10 hours: Awards Given %	12.89	13.18	12.53	38.46	8.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours #	1038	983	915	68	55	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 1 - 10 Hours: Average Hours #	7.31	0	7.32	6.8	7.86	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 11 - 20 hours: Awards Given #	103	97	94	3	6	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 11 - 20 hours: Awards Given %	9.35	9.47	9.42	11.54	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
Time-Off Awards 11 - 20 Hours: Total Hours #	1669	1573	1527	46	96	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 11 - 20 Hours: Average Hours #	16.2	0	16.24	15.33	16	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 hours: Awards Given #	27	26	25	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 hours: Awards Given %	2.45	2.54	2.51	3.85	1.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours #	658	634	585	27	24	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 21 - 30 Hours: Average Hours #	24.37	0	23.4	27	24	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 hours: Awards Given #	6	5	5	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 hours: Awards Given %	0.54	0.49	0.50	0.00	1.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours #	207	175	175	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 31 - 40 Hours: Average Hours #	34.5	2	35	0	32	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Awards Given #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Awards Given %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Time-Off Awards 41 or more Hours: Average Hours #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CASH AWARDS																		
Cash Awards \$500 and Under: Awards Given #	183	174	171	3	9	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards \$500 and Under: Awards Given %	16.61	16.99	17.13	11.54	11.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Awards \$500 and Under: Total Amount \$	55408.77	52348	51548.11	800	3060.66	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards \$500 and Under: Average Amount \$	302.78	-37	301.45	266.67	340.07	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Awards Given #	67	63	58	5	4	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Awards Given %	6.08	6.15	5.81	19.23	5.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount \$	56448.74	52629	48387.74	4242	3819	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$501 - \$999: Average Amount \$	842.52	-112	834.27	848.4	954.75	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Awards: \$1000 - \$1999: Awards Given #	472	447	438	9	25	1	0	0	0	0	0	0	0	0	0	1	0	0
Cash Awards: \$1000 - \$1999: Awards Given %	42.83	43.65	43.89	34.62	32.05	7.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount \$	724346.9	687699	675444.9	12255	36647	1465	0	0	0	0	0	0	0	0	0	1465	0	0
Cash Awards: \$1000 - \$1999: Average Amount \$	1534.63	68	1542.11	1361.67	1465.88	1465	0	0	0	0	0	0	0	0	0	1465	0	0
Cash Awards: \$2000 - \$2999: Awards Given #	280	271	266	5	9	1	0	0	0	0	0	0	0	0	0	1	0	0
Cash Awards: \$2000 - \$2999: Awards Given %	25.41	26.46	26.65	19.23	11.54	7.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00

COURT SERVICES AND OFFENDER SUPERVISION AGENCY
633 Indiana Avenue NW | Washington, DC 20004