

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

**DISABLED VETERANS AFFIRMATIVE
ACTION RECRUITMENT PLAN**

FISCAL YEAR 2011-2015



**PREPARED BY
OFFICE OF HUMAN RESOURCES**

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COURT SERVICES AND OFFENDER SUPERVISION AGENCY (CSOSA)

DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) PLAN

FISCAL YEAR 2011 – 2015 (AMENDED FY 15)

The Court Services and Offender Supervision Agency for the District of Columbia (CSOSA) is a unique agency, founded to strengthen the District of Columbia and strengthen an overburdened criminal justice system. CSOSA was established by the National Capital Revitalization and Self Government Improvement Act of 1997 (Revitalization Act). On August 4, 2000, CSOSA was certified as an independent executive branch agency. CSOSA is responsible for the probation, parole and pretrial services functions for adult offenders and defendants in the District of Columbia. PSA is an independent entity within CSOSA responsible for assessing and supervising pretrial defendants and assisting the courts in making pretrial release decisions. CSOSA and PSA share many clients and provide many similar services, but they do not overlap.

CSOSA's mission is to increase public safety, prevent crime, reduce recidivism, and support the fair administration of justice in close collaboration with the community. Both CSOSA's and PSA's human capital management strategies are aligned with this mission and integrated into its strategic plans, performance plans, and budgets. For the purposes of this plan, CSOSA and PSA will be referred to as the "Agency."

This Disabled Veterans Affirmative Action Program (DVAAP) Plan was prepared in accordance with Federal law as established in 38 U.S.C. § 4214, and the Office of Personnel Management (OPM) regulations set forth in 5 C.F.R. § 720. This current plan covers Fiscal Years 2013-2014. In addition, this recruitment action plan will be used to outline and define the Agency's recruitment strategy, which addresses current and future human capital needs as well as achieving and maintaining diversity in the workplace. This plan will be used in conjunction with the Office of Personnel Management's (OPM) Government-wide Veterans' Recruitment and Employment Strategic Plan for FY 2010-2012, CSOSA's Strategic Plan for Promoting Employment Opportunities for People with Disabilities for FY 2011-2016, the Federal Equal Employment Opportunity Recruitment Program (FEORP) Plan, and the Annual EEO Program Status Report (Management Directive 715) to ensure that recruitment efforts are focused on identifying specific and targeted hiring needs within the Agency. All of these factors are taken into consideration in establishing recruitment goals and strategies. This plan will also contain comparative analysis of FY 2013 and FY 2014 workforce data.

WORKFORCE ANALYSIS

The Agency's total workforce, including permanent and temporary employees, decreased from 1232 in FY 13 to 1179 at the end of FY 14. During this time, there was an increase in all veterans in the Agency's workforce from 93 or 7.5% in FY 13 to 100 or 8.4% at the end of FY 14. There was also an increase in the number of disabled veterans from 33 or 2.7% in FY 13 to 38 or 3.2% in FY 14. Additionally, there was an increase in disabled veterans with a 30% or more compensable disability, which rose from 26 or 2.1% in FY 13 to 27 or 2.3% in FY 14. The Agency's workforce demographics are provided in the chart below.

Agency	Total Workforce	All Veterans	Disabled Veterans	All 30% or more Disabled Veterans	Non-Competitive Appointments of 30% or more Disabled Veterans
CSOSA	833	69 (8.3%)	35 (4.2%)	25 (3.0%)	0
PSA	346	31 (9.0%)	3 (0.9%)	2 (1%)	0
Total	1179	100 (8.4%)	38 (3.2%)	27 (2.3%)	0

RECRUITMENT INITIATIVES

The objective of the Agency's recruitment program is to attract highly qualified candidates to meet staffing needs. The Agency will continue its efforts and collaboration with CSOSA's Office of Human Resources, PSA's Office of Human Capital Management, and the Office of EEO, Diversity and Special Programs to target and identify disabled veterans through the Agency's various targeted recruitment efforts.

Recruitment planning takes into account workforce demographics and trends, the agencies "mission critical" job classifications, future workforce needs as well as current ones, the Agency's strengths and weaknesses, achieving or maintaining diversity in the workplace, and feedback from new and exiting employees to include veterans. All of these factors are taken into consideration in adopting specific recruitment goals and strategies in increasing the number of veterans in the Agency's workforce. In addition, the Agency's DVAAP Plan requires that this plan be aligned with the Agency's Human Capital Plan, Workforce Development and the Annual Equal Employment Opportunity Program Status Report (Management Directive 715). The strategies in this plan are designed to help the Agency take a comprehensive and collaborative approach to veterans' employment. The strategies listed below will be a direct outcome of this plan.

LEADERSHIP COMMITMENT

Objective 1: Agency's leadership promote the value and importance of hiring and retaining veterans.

Strategy 1: Partner with the Veterans Administration to provide internship and employment opportunities for disabled veterans.

Strategy 2: Partner with the Department of Defense to provide internships to disabled veterans returning from the Iraq and Afghanistan war theaters under the Operation War Fighter internship program.

Objective 2: Collaborate between agency officials and employees the responsibilities for promoting veteran recruitment, employment, training, career development and retention.

Strategy 1: Utilize special hiring authorities, job development and mentoring programs for veterans.

Strategy 2: Educate and emphasize the importance of recruiting disabled veterans to management and selecting officials when advising them of best hiring practices.

SKILLS DEVELOPMENT AND EMPLOYMENT

Objective 1: Align veterans and transitioning service member's knowledge, skills and abilities to employment opportunities.

Strategy 1: Ensure all Human Resources Specialists are knowledgeable of the VetSuccess.gov program operated by the Department of Veterans Affairs, as well as its Vocational Rehabilitation and Employment Services. These services provide veterans with an interactive program to translate military skills to civilian occupations, as well as outline potential careers based on their military experience. Provide sources and referrals to all veteran applicants who inquire regarding CSOSA vacancies.

Strategy 2: Establish partnerships with vocational rehabilitation services offices, state employment offices, veteran's organizations, colleges/universities, and other facilities to obtain applications from disabled veterans.

Objective 2: Support veterans and transitioning service members in obtaining and maintaining employment opportunities,

Strategy 1: Promote the use of non-competitive appointment authorities, such as the

Veterans Recruitment Appointment (VRA) program, Veterans Employment Opportunities Act (VEOA), and other authorities applicable to veterans that are 30 percent or more disabled.

- Strategy 2: Align the Veterans Employment Initiative with other programs initiatives targeted to those Veterans who have the most difficulty in transitioning to employment, such as women, the homeless, and disabled veterans.
- Strategy 3: Partner with employees who are veterans with disabilities to participate in recruitment outreach efforts, including outreach to homeless and disabled veterans and their families.
- Strategy 4: Develop and implement programs to maximize the retention of veterans within the Agency's workforce, particularly in those occupations, which are in high demand, i.e. Community Supervision Officers, Pretrial Service Officers and Information Technology.
- Strategy 5: Develop a network of mentors within the Agency who will support the transition of veterans into the Agency's workforce.

MARKETING VETERANS EMPLOYMENT

Objective 1: Ensure veterans' knowledge, skills, ability and experience meet the requirements of the Agency's mission.

- Strategy 1: Promote CSOSA and PSA to veterans, their spouses and transitioning service members that the Agency is an "Employer of Choice."
- Strategy 2: Make reasonable accommodation and work life information available to veteran applicants during the recruitment process, posting of vacancy announcements, and through the Agency's website.
- Strategy 3: Include a link of OPM's Veterans Employment website on all job opportunities on the Agency's website.

INFORMATION GATEWAY

Objective 1: Ensure veterans, transitioning service members and their families, managers and supervisors receive accurate and consistent information regarding veterans' employment opportunities.

- Strategy 1: Establish a gateway to government-wide veterans' employment information, training and talent development resources, and transition assistance, reintegration and support services via the Agency's internet.

Strategy 2: Provide training to HR professionals and hiring officials on veteran's employment opportunities, including the strategic use of special hiring authorities, employment of military spouses, and reasonable accommodations for disabled veterans.

Strategy 3: Modify current learning technology to ensure maximum distribution of training on veteran's employment opportunities.

Additionally, Subpart C of part 720 of title 5 of the Code of Federal Regulations requires that the list of elements identified below must be included in our annual Agency's DVAAP plan certification and accomplishment report:

- A. Methods used to recruit and employ qualified disabled veterans, especially those who are 30 percent or more disabled.
- B. Methods used to provide or improve internal advancement opportunities for disabled veterans. Please indicate specific efforts and accomplishments in providing developmental (formal training) opportunities for veterans in the narrative of the accomplishment report.
- C. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.
- D. An explanation of the Agency's progress in implementing its affirmative employment plan during the fiscal year. In areas where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.

PROGRAM EVALUATION

CSOSA's Office of Human Resources, PSA's Office of Human Capital Management, and the Office of EEO, Diversity and Special Programs are responsible for evaluation of the DVAAP Plans and should monitor effectiveness on a continuous basis. Evaluations should show the effectiveness of each method used in terms of meeting our identified recruitment and retention goals, the methods utilized to increase veterans hiring, and the manner in which efforts have led to improvements. To the extent previous methods have not been successful, evaluations should specifically seek to identify new initiatives or modifications to be employed in the future to correct problem areas or to more readily ensure a successful program.

DVAAP DEFINITIONS

VETERAN: A person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable (Section 101(2) of Title 38, U.S.C).

DISABLED VETERAN: An individual who has served on active duty in the Armed Forces, has been separated under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a Military Department according to Title 5 United States Code (U.S.C.) sections 2108, 3504, and 3310.

NOTE: Below are basic definitions of the different types of Veterans' Preference and Veterans' Hiring Authorities. These are NOT all inclusive definitions, and users of this guidance should refer to the Office of Personnel Management's Vet Guide which can be found at:

<http://www.opm.gov/veterans/html/vetsInfo.asp>.

5 POINT VETERAN (TP): Five points are added to the passing examination score or rating of a veteran who served: during a war; during the period April 28, 1952 through July 1, 1955; for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; during the Gulf War from August 2, 1990, through January 2, 1992; for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; OR in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.

10-POINT COMPENSABLE DISABILITY PREFERENCE (CP): Ten points are added to the passing examination score or rating of a veteran who served at any time and who has a compensable service-connected disability rating of at least 10 percent but less than 30 percent.

10-POINT 30 PERCENT COMPENSABLE DISABILITY PREFERENCE (CPS): Ten points are added to the passing examination score or rating of a veteran who served at any time and who has a compensable service-connected disability rating of 30 percent or more.

10-Point Disability Preference (XP) [HTTP://WWW.OPM.GOV/VETERANS/HTML/VETGUIDE.ASP - TOP#TOP](http://www.opm.gov/veterans/html/vetguide.asp-top#top): Ten points are added to the passing examination score or rating of: A veteran who served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs but does not qualify as a CP or CPS; or A veteran who received a Purple Heart.

10-POINT DERIVED PREFERENCE (XP): Ten points are added to the passing examination score or rating of spouses, widows, widowers, or mothers of veterans who meet certain conditions. This type of preference is usually referred to as "derived preference" because it is based on service

of a veteran who is not able to use the preference.

VETERANS RECRUITMENT APPOINTMENT (VRA): The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. (The promotion potential of the position is not a factor.) VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service. There is no limitation to the number of VRA appointments an individual may receive, provided the individual is otherwise eligible.

VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) OF 1998: Provides that agencies must allow eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career conditional appointment. Veterans' preference is not a factor in these appointments. To be eligible for a VEOA appointment, a veteran must be: a preference eligible OR a veteran separated after 3 or more years of continuous active service performed under honorable conditions.

30% OR MORE DISABLED VETERAN APPOINTMENT AUTHORITY. An agency may give a noncompetitive temporary appointment of more than 60 days or a term appointment to any veteran retired from active military service with a disability rating of 30 percent or more; or rated by the Department of Veterans Affairs (VA) since 1991 or later to include disability determinations from a branch of the Armed Forces at any time, as having a compensable service-connected disability of 30 percent or more. There is no grade level limitation for this authority, but the appointee must meet all qualification requirements, including any written test requirement. The agency may convert the employee, without a break in service, to a career or career-conditional appointment at any time during the employee's temporary or term appointment.