



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

Office of the Director

MEMORANDUM FOR ALL CSOSA & PSA EMPLOYEES

FROM:


JASPER ORMOND, INTERIM DIRECTOR
CSOSA


SUSAN W. SHAFFER, DIRECTOR
PSA

Subject:

Recruitment for the Equal Employment Opportunity Counselor
Program

The Office of Equal Employment Opportunity, Diversity and Special Programs is currently recruiting employees who would like to become Equal Employment Opportunity (EEO) Counselors. Approximately fourteen (14) Counselors -- 10 for CSOSA and 4 for PSA -- are needed. EEO Counselors are the first point of contact with an employee or an applicant for employment who believes that (s)he has been discriminated against because of race, color, gender, age, religion, national origin, disability or reprisal. The Counselor's major duties are to gather facts and attempt to resolve EEO-related problems of alleged discrimination at the informal stage of the EEO complaints process. The Counselor is also a point of contact for employees and other staff who desire to take advantage of CSOSA's soon-to-be-instituted Pilot Alternative Dispute Resolution Program. Employees serve as EEO Counselors in a collateral-duty capacity. They are provided a maximum of 20% of their work time to perform counseling duties. An EEO-Counseling related performance element may be included in the performance plan of each Counselor and rated by the Director of the EEO Office.

I want to encourage all interested employees to seriously consider becoming an EEO Counselor. EEO Counseling is an essential part of the Federal system for processing and resolving employee and applicant EEO-related issues. It is also a challenging and rewarding experience.

Employees desiring to become EEO Counselors should call the EEO Office no later than February 9, 2000. You will be requested to provide information regarding your qualifications and have your supervisor approve your participation and complete an evaluation form. If you have additional questions regarding the Counselor Program, please contact the EEO Office on (202) 220-5467.