



**DISTRICT OF COLUMBIA
JUDICIAL NOMINATION COMMISSION**

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The Honorable Emmet G. Sullivan
Chairperson

Katherine L. Garrett
Executive Director

February 13, 2017

The Honorable Charles Allen
Chairperson, Committee on the Judiciary
Council of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 406
Washington, DC 20004

Dear Chairperson Allen:

On behalf of the District of Columbia Judicial Nomination Commission ("Commission"), I respectfully provide the following responses to the questions set forth in your letter dated January 25, 2017.

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel and provide the date that the information was collected on the chart.
 - a. Please provide an explanation of the roles and responsibilities for each division and subdivision.
 - b. Please provide a narrative explanation of any changes made during the previous year.

Response:

- (a) See attached organizational chart. Attachment 1.
 - (b) There were no organizational changes made during the year.
2. Please provide a current Schedule A for the agency which identifies all employees by title/position, current salaries, fringe benefits, and program. The Schedule A should also

indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.

- a. For each vacant position, please provide the status of the agency's efforts to fill the position, as well as the position number, title, program number, activity number, grade, salary, and fringe associated with each position. Separate salary and fringe. Please also indicate whether the position must be filled to comply with federal or local law.
- b. For each filled position, please provide the employee's length of service with the agency.

Response:

- (a) See Attachment 2.
 - (b) Length of service: Executive Director Katherine L. Garrett EOD April 20, 2015; Executive Assistant Cecelia Harper EOD September 21, 2015.
3. Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Response: None.

4. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY16 and FY17, to date;

Response: Executive Director – Katherine L. Garrett has received and retained an iPhone 6 at agency expense since starting at the agency in April 2015.

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY16 and FY17, to date;

Response: None.

- c. A list of employee bonuses or special award pay granted in FY16 and FY17, to date;

Response: None.

- d. A list of travel expenses, arranged by employee for FY16 and FY17, to date, including the justification for travel; and

Response: None.

- e. A list of the total overtime and workers' compensation payments paid in FY16 and FY17, to date, including the number of employees who received overtime and workers' compensation payments.

Response: See Attachment 3.

5. Regarding the use of communication devices:

- a. What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.
- b. How does your agency limit the costs associated with its mobile devices?
- c. For FY16 and FY17, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?

Response: The Commission is an agency with two employees. One employee, the Executive Director, is assigned a mobile device (cell phone). The Executive Director evaluates the Commission's need for additional mobile devices, and has worked with OCTO to ensure that costs are contained and inventory is controlled.

6. For FY16 and FY17, to date, please list all intra-District transfers to or from the agency.

Response: See Attachment 4.

7. For FY16 and FY17, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; (5) expenditures of funds, including the purpose of each expenditure; and (6) the current fund balance.

Response: None.

8. For FY16 and FY17, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Response: See Attachment 5.

9. Please list all memoranda of understanding ("MOU") entered into by your agency during FY16 and FY17, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response: The Commission has an MOU with the Office of the Chief Technology Officer (OCTO) to build the judicial application database on SharePoint. See Attachment 6.

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY16 and FY17, to date.

Response: The Commission has entered into an Interagency Agreement with the United States Department of Justice Federal Bureau of Investigation, Records Management Division, to secure information through the National Name Check Program concerning applicants for judicial vacancies. The current Interagency Agreement was signed October 27, 2015 and is in effect through September 30, 2018, and covers the Commission's use of the FBI's Next Generation Name Check Program (NGNCP), which replaced the prior system in September 2016.

The Commission participates in the list serve launched August 31, 2016 by the Institute for the Advancement of the American Legal System (IAALS) at the University of Denver that is designed to connect Judicial Nomination Commissions around the country in order to share best practices. The Commission has also provides information about judicial vacancies to over 50 non-profit voluntary bar associations in the District of Columbia, and to the network of non-profit legal services organizations in the District; a number of those entities in turn share vacancy information with their membership, staff, and pro bono networks, thus expanding the Commission's outreach.

11. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY16 and FY17, to date, and the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:
- An update on all capital projects begun, in progress, or concluded in FY15, FY16, and FY17, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
 - An update on all capital projects planned for FY17, FY18, FY19, FY20, FY21, and FY22.
 - Do the capital projects begun, in progress, or concluded in FY15, FY16, or FY17, to date, have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.

Response: The Commission has no capital projects under its purview.

12. Please provide a list of all budget enhancement requests (including, but not limited to, capital improvement needs) for FY16 and FY17, to date. For each, include a description of the need and the amount of funding requested.

Response: None.

13. Please list, in chronological order, every reprogramming in FY16 and FY17, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY16 and FY17. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Response: On May 17, 2016, JNC reallocated Personnel Service funds totaling \$35,000 to NPS, to increase the amount available for supplies, contracts, equipment, and other services to address Commission needs. This reprogramming allowed the Commission to, among other things, purchase new computers to replace old IT equipment, to cover the increased costs of investigation of applicants, and to cover the costs associated with bringing the SharePoint database online for Commissioners. See discussion in response to Agency Operations Question 8. Please see Attachment 7 for the reprogramming report and revised final budgets for FY16 and FY17.

14. Please list each grant or sub-grant received by your agency in FY16 and FY17, to date. List the date, amount, and purpose of the grant or sub-grant received.

Response: None.

15. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

Response: None.

16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District of Columbia to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

Response: None.

17. Please provide the total number of administrative complaints or grievances that the agency received in FY16 and FY17, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.

Response: None.

18. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY16 and FY17, to date.

Response: None.

19. Please describe any anticipated spending pressures for the remainder of FY17. Include a description of the pressure, the estimated amount, and any proposed solutions.

Response: None.

20. Please provide a copy of the agency's FY16 performance plan. Please explain which performance plan objectives were completed in FY16 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response: See Attachment 8.

21. Please provide a copy of your agency's FY17 performance plan as submitted to the Office of the City Administrator.

Response: See Attachment 9.

22. Please provide the number of FOIA requests for FY16 and FY17, to date, submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

Response: None.

23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY16 and FY17, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.

Response: The Commission publishes annually an updated report on recommendations to fill judicial vacancies on the Superior Court of the District of Columbia and the District of Columbia Court of Appeals, as well as designations to the position of Chief Judge of each Court. A copy of the most recent report, published in FY16, and covering activity through September 30, 2016, accompanies this letter.

24. Please separately list each employee whose salary was \$100,000 or more in FY16 and FY17, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Response: See Attachment 10.

25. Please list in descending order the top 25 overtime earners in your agency in FY16 and FY17, to date, if applicable. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

Response: See response to Question 4e, and Attachment 3.

26. For FY16 and FY17, to date, please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Response: None.

27. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.

Response: None.

28. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, and wards of residence of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY16 or FY17, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

Response: See Attachment 11, for a listing of Commission members, current as of February 13, 2017. As previously communicated to the Committee, JNC cannot disclose on the public record the Ward of residence of current JNC Chair, US District Judge Emmet G. Sullivan.

The Commission meets when it has Commission business to resolve and when it considers applicants for a pending judicial vacancy or designation of a Chief Judge of either the Superior Court of the District of Columbia or the District of Columbia Court of Appeals. The Commission does not meet when it has no business to consider or act upon. The Commission did not convene during the following months in FY16 and FY17 to date:

FY16: October, November, and December 2015; January, April, July, and September 2016.

FY17: November and December 2016.

Proceedings of the Commission are closed to the public, and D.C. Code § 1-207.42 does not apply. In addition, information, records and other materials furnished to or developed

by the Commission during the performance of its duties are privileged and confidential. As a result, the Commission respectfully declines to attach agendas and minutes of its meetings. Press releases reporting the Commission's decisions on vacancies and Chief Judge designations are published on JNC's website, www.jnc.dc.gov/newsroom and are listed in the Report submitted in response to Question 23.

29. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

Response: None.

30. Please list each contract, procurement, lease, and grant awarded, entered into, extended and option years exercised, by your agency during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including budgeted amount and actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid;
- f. The name of the agency's contract monitor and the results of any monitoring activity; and
- g. Funding source.

Response: None.

31. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, as well as the number of agency employees that were trained.

Response: Apart from training and opportunities made available on SkillPort, JNC staff were offered training by OCFO entitled *Budget Boot Camp*; JNC's Executive Assistant attended. See Attachment 12 for the training/continuing education programs in which JNC's staff participated.

32. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response: The Executive Director conducts annual performance evaluations of the Commission's Executive Assistant. The Director meets regularly with the Executive Assistant to discuss work assignments and requirements.

Agency Operations

1. Please describe any initiatives that the agency implemented in FY16 or FY17, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Response: None.

2. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY17.

Response: The commission's top priorities are:

- Timely recommend to the President of the United States a list of three persons for possible nomination for each vacancy on the District of Columbia Court of Appeals and the Superior Court of the District of Columbia.
- Timely designate Chief Judges for the District of Columbia Court of Appeals and the Superior Court of the District of Columbia.
- Maintain a secure applicant database to streamline the application and review process, while maintaining appropriate data safeguards; and
- Conduct regular outreach to educate the legal community about the judicial application process.

The Commission continues to track judicial terms, and stays in close contact with the District of Columbia Court leadership and the District of Columbia Commission on Judicial Disabilities and Tenure to identify additional vacancies. This ensures that the Commission is able to timely publicize vacancies. Close contact with Court leadership ensured that the most recent Chief Judge designation processes were run timely and effectively.

JNC revised its application form and materials, and has launched its new database, providing Commissioners with a secure site for the review of all application materials. JNC is working with OCTO to develop and put in place a secure gateway application that will allow applicants to submit materials online.

3. Please list each new program implemented by the agency during FY16 and FY17, to date. For each initiative please provide:
 - a. A description of the initiative;
 - b. The funding required to implement to the initiative; and

- c. Any documented results of the initiative.

Response: None.

4. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY16 and FY17, to date.

Response: With respect to judicial vacancies, JNC measures programmatic success by (a) whether vacancies are announced timely and broadly, (b) whether applications are received and processed to allow for timely consideration, (c) whether public comment on candidates is timely requested and received, and (d) whether candidates are submitted for the President's consideration within the statutory deadline. With respect to the designation of Chief Judges of the DC Courts, JNC measures programmatic success by (a) whether the end of a Chief Judge's term is timely announced, (b) whether applications are received and processed to allow for timely consideration, (c) whether comments are timely requested and received, and (d) whether a Chief Judge is designated. There have been no changes to outcomes measurements in FY16 and FY17, to date. A list of all judicial vacancies that were pending during FY16 and FY17 to date is at Attachment 13.

5. Please list the task forces and organizations of which the agency is a member.

Response: None.

6. Please explain the impact on your agency of any legislation passed at the federal level during FY16 and FY17, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.

Response: None.

7. Please describe any steps the agency took in FY16 and FY17, to date, to improve the transparency of agency operations.

Response: JNC increased its outreach and posted an informational brochure describing the judicial selection process. JNC also increased communication with applicants and candidates sent forward for possible nomination, in order to keep all affected individuals informed about the status of their application.

8. Please identify all electronic databases maintained by your agency, including the following:

- a. A detailed description of the information tracked within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether the public can be granted access to all or part of each system.

Response: JNC currently maintains an applicant database via the District's secure SharePoint application. For each judicial applicant, JNC maintains the applicant questionnaire, letter of interest, resume, writing samples, letters of comment/support, evaluations received, and a summary of JNC's background investigation. The District maintains the SharePoint application and JNC's SharePoint site just became operational in mid-FY16. JNC is currently working with OCTO to launch a secure gateway that will allow applicants to submit application materials electronically, for direct upload to the SharePoint website. No public access can be granted to any of the materials submitted, consistent with D.C. Code §1-204.34(c)(3).

9. Please provide a detailed description about any new technology acquired in FY16 and FY17, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

Response: JNC made the following changes with respect to technology in FY16:

- SharePoint database through OCTO, for applicant materials. See MOU provided in response to General Question 9, above. This database is described in response to Agency Operations Question 8, above.
- New computers (purchased through OCTO to replace old Dell monitors & stacks at a total cost of \$2,283.54)
- We also are now using a new FBI database for our background checks, the Next Generation Name Check Program (NGNCP). JNC received log in credentials and training when the old FBI database was phased out. This is pursuant to an Interagency Agreement, referenced in response to General Question 10, above, and is without cost to JNC.

10. Has there been a noticeable difference in the number of applicants after the agency decided to accept online applications?

Response: JNC began accepting applications by email in 2008. This practice has been suspended, in order to ensure that best practices concerning the safeguarding of applicants' personally identifying information are being followed. As noted in Response to Agency Operations Question 8, JNC anticipates launching the capacity for secure electronic submission of application materials in FY17. The number of applications received has not been affected by any of these changes, so far as JNC can determine.

11. Please provide a list of outreach sessions that the agency has planned in FY16 and FY17, to date, and the number of individuals in attendance at those sessions.

- a. Did the sessions lead to an increased number of applicants?
- b. Did the agency make an effort to reach out to diverse groups of candidates through these sessions?
- c. Does the agency have plans to increase the number of sessions that are held?

Response: See Attachment 14 for a list of outreach panels held and/or calendared. JNC has been working with bar associations in the District, institutional litigants, District of Columbia law schools, and other interested organizations to conduct in-person outreach sessions. As a result, eleven such sessions have been either held or calendared through April 2017. Through these sessions, JNC has reached lawyers in different practice settings (private, public, commercial, prosecutorial, defense, etc.) and in voluntary bar associations reflecting the diversity of the District's legal community. JNC continues to schedule such sessions. Attendance typically averages 20-25 participants at each session.

In addition, JNC learned that some prospective applicants would be receptive to outreach sessions that permitted them to participate remotely, and anonymously. As a result, JNC has, since April 2016, scheduled regular "Open Conference Calls," in which anyone interested in the judicial application process can dial in to a conference call, learn about the process, and ask any questions they may have. Calls are held during the work day. Information about these calls is posted on JNC's website, and is circulated via social media and through JNC's list serve. As of February 13, 2017, twenty-four (24) such calls have been held. Additional calls are scheduled for the remainder of the Fiscal Year. JNC schedules one call per month, with more dates added if a judicial vacancy is posted. Participation rates in the calls vary, but more than 50 people have been reached so far.

JNC has observed that there has been a modest increase in the number of new applicants following its early outreach efforts (six first-time applicants applied for the two vacancies posted in April 2016, compared to two first-time applicants for the November 2015 vacancy). There are many factors that affect applicant numbers, including the likelihood of delays in the nomination and confirmation process. Nevertheless, JNC is encouraged at this early positive result.

Respectfully submitted,

A handwritten signature in blue ink, reading "Katherine L. Garrett". The signature is fluid and cursive, with the first name "Katherine" and last name "Garrett" clearly legible.

Katherine L. Garrett
Executive Director

Attachments

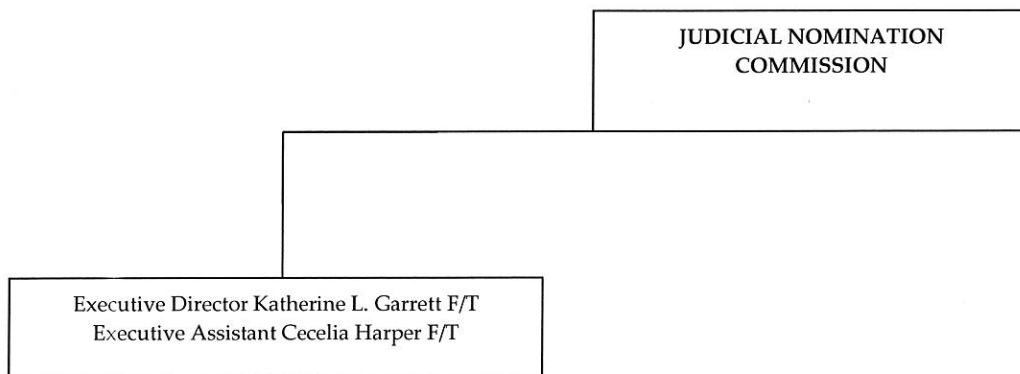
Enclosure

DV0 DC Judicial Nomination Commission

Attachment 1

District of Columbia Judicial Nomination Commission

Organizational Chart



As of February 13, 2017

DVO DC Judicial Nomination Commission

Attachment 2

JUDICIAL NOMINATIONS COMMISSION
FY 2017 SCHEDULE A

Agency Code	Fiscal Year	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe	FTE	Reg/Temp /Term	Filled by Law Y/N
DVO	16	2000	2500	F	Executive Director	Garrett, Katherine	04/20/15	14	10	123,403.00	36,139.48	1.00	Reg	Y
DVO	16	2000	2500	F	Executive Assistant	Harper, Cecilia	09/21/15	12	2	72,528.00	12,716.08	1.00	Reg	Y
AGENCY GRAND TOTAL											\$ 195,931.00	\$ 48,855.56	2.00	

DV0 DC Judicial Nomination Commission

Attachment 3

JUDICIAL NOMINATIONS COMMISSION
FY 2016 OVERTIME EARNINGS AND WORKER'S COMPENSATION BY EMPLOYEE

Agency Code	Fiscal Year	Employee Name	Position Number	Position Title	Overtime Pay	Worker's Comp
DV0	16	Harper, Cecelia	00070180	Executive Assistant	49.26	0.00
AGENCY GRAND TOTAL					\$49.26	\$0.00

JUDICIAL NOMINATIONS COMMISSION
FY 2017 OVERTIME EARNINGS AND WORKER'S COMPENSATION BY EMPLOYEE

Agency Code	Fiscal Year	Employee Name	Position Number	Position Title	Overtime Pay	Worker's Comp
DV0	17	Harper, Cecelia	00070180	Executive Assistant	26.16	0.00
AGENCY GRAND TOTAL					\$26.16	\$0.00

DV0 DC Judicial Nomination Commission

Attachment 4

FY 2016 Intra-District Summary - BUYER

JUDICIAL NOMINATIONS COMMISSION

SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING SENT	FUNDING DUE
The Office of Contracting and Procurement	Purchase Card	7,338.33	0.00
Office of the Chief Technology Officer	Telecom	5,651.16	0.00
Office of the Chief Technology Officer	Services and Maintenance	4,213.28	0.00
TOTAL		17,202.77	0.00

FY 2015 Intra-District Summary - SELLER

JUDICIAL NOMINATIONS COMMISSION

BUYING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING RECEIVED	FUNDING OWED
N/A			
TOTAL		0	0

FY 2017 Intra-District Summary - BUYER

JUDICIAL NOMINATIONS COMMISSION

SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING SENT	FUNDING DUE
The Office of Contracting and Procurement	Purchase Card	11,418.34	0.00
Office of the Chief Technology	Telecom	6,681.70	0.00
Office of the Chief Technology	Services and Maintenance	7,511.66	0.00
TOTAL		25,611.70	0.00

FY 2015 Intra-District Summary - SELLER

JUDICIAL NOMINATIONS COMMISSION

BUYING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING RECEIVED	FUNDING OWED
N/A			
TOTAL		0	0

DV0 DC Judicial Nomination Commission

Attachment 5

JUDICIAL NOMINATIONS COMMISSION
FY 2017 SMART PAY CARD PURCHASES BY EMPLOYEE

Agency Code	Fiscal Year	Cardholder Name	Purchase Limits		Expense Amount	General Purpose
			Single Items	Monthly		
DV0	17	Katherine Garrett	5,000.00	20,000.00	0.00	
DV0	17	Cecelia Harper	5,000.00	20,000.00	2,601.42	Office support and supplies
AGENCY GRAND TOTAL					\$2,601.42	

JUDICIAL NOMINATIONS COMMISSION
FY 2016 SMART PAY CARD PURCHASES BY EMPLOYEE

Agency Code	Fiscal Year	Cardholder Name	Purchase Limits		Expense Amount	General Purpose
			Single Items	Monthly		
DV0	16	Katherine Garrett	5,000.00	20,000.00	130.27	Office support and supplies
DV0	16	Cecelia Harper	5,000.00	20,000.00	7,208.06	Office support and supplies
AGENCY GRAND TOTAL					\$7,338.33	

DV0 DC Judicial Nomination Commission

Attachment 6

FY 2016 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY

JUDICIAL NOMINATIONS COMMISSION

SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	AMOUNT	Start Date	End Date
Office of the Chief Technology Officer (OCTO)	Developed an online site to store applications for open judicial vacancies	8,800.00	10/1/2015	9/30/2016
TOTAL		8,800.00		

FY 2017 MEMORANDA OF UNDERSTANDING (MOU) - BUYER SUMMARY					
JUDICIAL NOMINATIONS COMMISSION					
SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	AMOUNT	Start Date	End Date	
TOTAL		0.00			

DV0 DC Judicial Nomination Commission

Attachment 7

JUDICIAL NOMINATIONS COMMISSION	
FY 2016 REPROGRAMMING LIST	

FEDERAL PAYMENT				Starting Budget	\$270,000
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2016	8110	5/17/2016		Reallocate Personnel Service funds to NPS	(\$35,000)
				Increase supplies, contracts, equipment, and other services to address Commission needs.	\$35,000
				Final Budget	\$270,000

JUDICIAL NOMINATIONS COMMISSION
FY 2017 REPROGRAMMING LIST

FEDERAL PAYMENT				Starting Budget	\$275,000
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2017	8110				\$0
				Final Budget	\$275,000

DV0 DC Judicial Nomination Commission

Attachment 8



FY 2016 PERFORMANCE PLAN
District of Columbia Judicial Nomination Commission

MISSION

The mission of the District of Columbia Judicial Nomination Commission (JNC) is to screen, select, and recommend candidates to the President of the United States for consideration in appointing judges to the District of Columbia Court of Appeals and Superior Court of the District of Columbia. The JNC also appoints the chief judges of both courts.

SUMMARY OF SERVICES

The JNC advertises judicial vacancies, solicits applications, conducts background investigations, carefully reviews investigative materials, reads briefs and other application materials, interviews applicants, solicits and considers input from the bench, bar, and public regarding applicants' fitness to serve, and carefully evaluates each candidate's application and background. The JNC also appoints the chief judges of the District of Columbia Court of Appeals and Superior Court of the District of Columbia.

AGENCY WORKLOAD MEASURES

Measure	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
Number of Superior Court Judicial Vacancies	3	2	2	2
Number of Court of Appeals Judicial Vacancies	0	0	1	0
Number of Superior Court Chief Judge Designations	1	0	0	0
Number of Court of Appeals Chief Judge Designations	0	1	0	0

OBJECTIVE 1: Increase the pool of highly qualified applicants to fill each judicial vacancy within the required 60- day period either prior to or following the occurrence of a vacancy in accordance with the agency's governing statute.

INITIATIVE 1.1: Enhance the content of the JNC website to enhance outreach efforts and simplify the solicitation and receipt of comments on applicants, and automate the application review process while keeping applicant data secure, by the end of FY 2016.

The expected outcomes include, but are not limited to, streamlining the application process, increasing the number of highly qualified applicants with diverse backgrounds, and improving the quality of information received by the JNC to enable the JNC members to review applications and related background investigation results in a more efficient manner. This projected completion date is May 2016.

PROPOSED KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual¹	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Percent of candidate panels for judicial vacancies presented within statutory time frames	100	100	100	100	100	100
Percent of required background investigations on judicial vacancy applicants conducted and completed within statutory time frames	100	100	100	100	100	100

¹ Actual as of September 30, 2015.

DV0 DC Judicial Nomination Commission

Attachment 9