



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #028-13HR**

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: FY 2012-2013 Affirmative Action Plan

DATE: September 13, 2013

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*

**Diamond R. Litty**  
*Public Defender*

**Jerry Hill**  
*State Attorney*

**Nancy Daniels**  
*Public Defender*

The time has arrived to begin preparing for your Affirmative Action Plans. As you may recall, for the last few years we have still been using the 2000 Census Data. The Department of Management Services (DMS) has indicated they should have an update about the use of the 2010 Census Data soon. In order to move this process along, however, you do not have to wait on that information to complete the worksheet.

If you would like the Justice Administrative Commission (JAC) to complete Exhibits 1-7 for you, we will need the following information:

1. The EEO breakdown 06-30-2013 Ending Workforce
2. The EEO breakdown 07-01-2012 Beginning Workforce
3. The EEO breakdown FY12-13 Applicants for Hire
4. The EEO breakdown FY12-13 New Hires
5. The EEO breakdown FY12-13 Applicants for Promotion
6. The EEO breakdown FY12-13 Terminations
7. The EEO breakdown FY12-13 Promotions

Please complete and return the attached worksheet **by the close of business on September 20, 2013**. Once your information is received, your report will be completed by JAC and returned to you for verification and final submission.

Please let us know by the above date if you plan to complete Exhibits 1-7 on your own.

We will update you shortly with the date by which your Affirmative Action Plans should be sent to us, as well as information regarding the 2010 Census Data.

If you have any questions, or need assistance with the data collection, please contact Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org) or (850) 488-2415, ext. 291.

Attachment