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# FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP) FOR FISCAL YEAR (FY) 2021

## FY21 ACCOMPLISHMENTS AND SUCCESSFUL / PROMISING PRACTICES

### **RECRUITMENT**

#### Strategic Activities relating to Hispanic, Women and Persons with Disabilities

The DTRA Equity, Diversity and Inclusion Office (EI) and HR Directorate attended 71 recruitment and outreach events with over 12,000 participants that included a wide range of diverse backgrounds, to include minorities (Hispanic), persons with disabilities, veterans, and women with a specific focus on STEM occupations.

- **Events included:** *the Society of Hispanic Professional Engineers (SHPE) – Regional Leadership Development Conference; Federally Employed Women (FEW) Virtual Leadership Summit; the Inaugural FEW STEM Day Panel for Women and Girls; Bender Disability Virtual Career Fair; CAREERS; the disabled Virtual Career Fair; the Diversity and Inclusion Virtual Fair; and the STEM Diversity Career Expo.*

#### Strategic Partnership with Academic Institutions and Associations

DTRA is developing strategic partnerships with Academic Institutions and Associations to bolster existing well-established outreach relationships, while building new relationships and partnerships for recruitment opportunities. DTRA already works with hundreds of identified schools/universities, specifically targeting career services, faculty members, student organizations, and clubs, etc., to facilitate targeted recruiting and outreach efforts. Additionally DTRA provides opportunities for students, Career Services staff, and faculty members to visit DTRA work sites to observe firsthand the exciting mission tasks being accomplished by the Agency.

#### Support Minority Serving Institutions

DTRA will continue its partnerships with minority serving institutions, affinity groups, Wounded Warrior Transition Units, Transitioning Services Offices, and STEM organizations by engaging program offices, information sessions, STEM competitions, etc., to ensure the recruitment of a diverse workforce. DTRA currently engages with 37 primary MSIs to include partnership/collaboration w/PNNL DID Program efforts at 7 universities.

### **MENTORING PROGRAM**

The Defense Threat Reduction Agency (DTRA) Mentoring Program grows internal talent and increases the overall communication and collaboration across DTRA as it continues to be the Department of Defense (DoD) model. The DTRA Mentoring Program is designed to improve the leadership skills and increase organizational awareness for civilian and military employees. The FY21 program consisted of 148 civilian employees (mentors and mentees combined). Among our mentors were 10 Senior Executive members. DTRA Senior Leaders played an active part in the program by hosting brown bags and participating in key program activities. Senior leaders met with mentees on a regular basis in a virtual environment to discuss key points from the program's featured book, "The Power of Positive Leadership," by Jon Gordon. The members participated in a "Presenting with Peers" session which was a stretch assignment for those that desired to practice their PowerPoint presentation and public speaking skills in front of other participants and receive feedback. The DTRA Director also showed his support by meeting with the participants to share mission updates and provided an opportunity for them to ask questions in a casual virtual setting.

#### FY22 Planned Activities:

FY22 planned activities includes the agency's mentoring program, leadership and professional development programs, and diversity training. The FY22 Mentoring Program will follow the same guidelines as FY21 with the exception of adding more surveys/feedback at the end of every event within the nine month program (Jan-Oct 2022).

### Diversity Training and Outreach

The HR Directorate offered two training opportunities, “Understanding and Developing Cultural Diversity” and “Why Diversity Matters and How to Recognize and Overcome Unconscious Bias” in which 47 employees participated. The Equity, Diversity and Inclusion Office host quarterly Diversity Chat and Chew discussions with the workforce. These sessions encouraged open dialogue. The sessions also assisted employees and managers in recognizing and addressing unconscious and implicit bias to create a sense of belonging and inclusivity throughout DTRA. Over 100 employees participated in each virtual session.

### Leadership Development Programs

The Leadership Development Programs (LDP) is centered on an intentional effort to assist employees in learning about oneself and others, enhance skills and abilities, and adapt to new circumstances.

- **Track 1.** *Provides non-competitive learning and development opportunities for all employees.*
- **Track 2.** *Provides employees the opportunity to participate in developmental programs for their professional and career enhancement. This track includes the ability for civilians to pursue an undergraduate and/or graduate degrees on their time; and in some cases, the ability to also pursue a Masters or a Doctorate degree as a full-time student, for one academic year.*
- **Track 3.** *Designed to train, develop, and prepare participants for obtaining higher level leadership positions; formal training & leadership development opportunities are the foundation of this program.*
- **Track 4.** *Specifically focused on Senior Executive Service/General Officer executive development.*
- **Action:** *In FY21 across Tracks 1-3, successfully completed solicitation for 12 programs. New Mexico Leadership Development Program, Executive Leadership Development Program, Executive Leadership Program Leadership for a Democratic Society, Seminar XXI, White House Leadership Development Program, New Leader Program, Defense Civilian Emerging Leaders Program, Defense Senior Leadership Development Program, Executive Potential Program, Legislative Fellows Program, and the Senior Executive Fellows.*
- **Measure:** *In FY21 of the 12 programs that were solicited for agency-wide interest, only 7 programs received applications. One program was placed in a hold status due to COVID-19. Another program was delayed which resulted in a lack of time to prepare solicitation packages.*
- **Outcome:** *Based on these solicitations 14 individuals were selected to participate in our various LDPs.*

FY22 Leadership Development Programs Solicitations are scheduled during the following cycles:

- **December 2021 Solicitations:** *Executive Leadership Development Program, Executive Leadership Program, Leadership for a Democratic Society, Seminar XXI, White House Leadership Development Program and the New Leader Program.*
- **April 2022 Solicitations:** *Defense Civilian Emerging Leadership Program, Defense Senior Leadership Development Program, Executive Potential Program, Legislative Fellows Program and the Senior Executive Fellows.*

**FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)  
FOR FISCAL YEAR (FY) 2021**

**FY21 DIVERSITY AND INCLUSION STRATEGIC PLAN**

The Defense Threat Reduction Agency (DTRA) established a Diversity and Inclusion Council and six Employee Resource Groups (ERGs). They are as follows: African American (AA) ERG, Asian American and Pacific Islander (AAPI) ERG, Hispanic ERG, Individuals with Disabilities (IwD) ERG, Women ERG and the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual/Ally (LGBTQIA+).

***GOAL 1: DIVERSIFY THE DTRA WORKFORCE THROUGH ACTIVE ENGAGEMENT OF LEADERSHIP***

**DEIA Strategic Plan:** The Equity, Diversity and Inclusion Office drafted a Diversity and Inclusion Strategic Plan. The plan is under revision to align with the new Executive Order 14035 and the White House Government Strategic Plan to advance Diversity, Equity, Inclusion, and Accessibility in the Federal Workplace.

The Diversity and Inclusion Council and the Equity, Diversity and Inclusion Office developed a **CHARGE Newsletter** to provide an overview of D&I global initiatives that are occurring throughout the Agency.

**AAPI ERG:** Worked with the DTRA HR Talent Acquisition Program (TAP), Ilocano Society of America Inc., and the Pan Pacific American Leaders and Mentors throughout 2021 and will continue to doing so through 2022. By continuing participation with various HR TAP & Outreach recruiting events, and focusing on locations with predominant AAPI communities, it would support one of the AAPI ERG's goal to increase AAPI workforce population ratio at DTRA.

**Hispanic ERG:** Coordinated with DTRA's Mentoring Program Manager to garner opportunities for Hispanic mentoring opportunities, participation at round tables, and gauging the workforce.

***GOAL 2: INCLUDING AND ENGAGING DTRA'S WORKFORCE***

**AAPI ERG:** Promoted awareness on AAPI issues and activities to the DTRA Workforce throughout 2021 and will continue doing so through 2022. One goal of the AAPI ERG is to develop education activities to increase awareness of the AAPI communities and culture. As part of the AAPI Heritage Month in 2021, the ERG hosted four separate events for the DTRA audience; DTRA AAPI Senior Leader Round Table, AAPI Cultural Display & Virtual Cooking Demonstrations, Combatting Anti-Asian Violence, and Salute to our AAPI Heroes and DTRA AAPI Awards Ceremony.

**Hispanic ERG:** Sought opportunities to leverage internal DTRA and external resources for career broadening opportunities while building Hispanic cultural awareness and mission activities.

**LGBTQIA+ ERG:** Promoted a respectful and professional workplace in accordance with Executive Guidance. In order to reduce instances of workplace harassment, discrimination, or conflicts, the LGBTQIA+ ERG will undergo efforts to educate and reach out to the workforce. This begins with basic posting and education on Executive Orders and DoD policy. Actions along this Line of Effort, (LOE), extend to creating forums for discussion of concerns or questions, and to the education of the workforce in proper language and methods of addressing differences.

**AA ERG:** Promoted Black history and achievements with blogs and presentations for Martin Luther King's Birthday, Black History Month, Juneteenth, Pride, and had two brown bag sessions on Implicit Bias. Each month the AA ERG also spotlights an employee of the month on their SharePoint page.

**IwD ERG:** Promoted outreach to the disability community throughout 2021 and will continue doing so through 2022. One of goals of the IwD ERG is to support active duty and retired military members with disabilities. As part of National Disability Employment Awareness Month in 2021, the IwD ERG host two speakers from the Wounded Warrior Project.

The IwD ERG will continue to work with the Wounded Warrior Project by holding additional speaking engagements and promoting specific resources enabled by the Wounded Warrior Project when appropriate.

**Women ERG:** Planned and executed DTRA's Women's History Month observance.

*A. Agency Objective: Educate the DTRA workforce about Women's History, celebrate women's contributions at DTRA, and provide mentorship and visibility to and for DTRA's women.*

*B. Strategic Activity: Agency-wide communications push & observation; Leadership Panel or Guest Speaker; Leadership Challenge Pledge.*

*C. Benchmarks: Plan proposed NLT Jan 2022; Women's History Month celebrate Mar 2022*

### **GOAL 3: OPTIMIZE INCLUSIVE DIVERSITY EFFORTS USING DATA DRIVEN APPROACHES**

**Women ERG:** Reviewed DTRA's 2021 MD-715 (along with past studies and documentation) to ascertain known barriers for women at DTRA and opportunities for further study/policy work.

*A. Agency Objective: Fully understand the known data DTRA has collected and analyzed in the past regarding barriers for Women, and develop follow-on actions for Women's ERG.*

*B. Strategic Activity: Review; report remaining (or newly-identified) reporting or policy actions to the D&I Council & EI office; propose follow-on actions.*

**Trigger and Barrier Analysis:** Data analysis has been conducted to identify triggers and barriers for Women, AAPIs, IwDs and African Americans in the DTRA workforce.

#### **FY22 Planned Activities:**

**AAPI ERG:** Will continue this goal through 2022, the AAPI ERG would invite diverse AAPI members of academia and corporate level to speak and present to all DTRA personnel, develop AAPI cultural topics/briefs, and coordinate with other ERGs on the topic of Combating Stereotypes.

**LGBTQIA+ ERG:** June is Pride Month, and October is LGBTQIA+ History Month and will be observed with an intent of educating the workforce, and inviting participation into the ERG. During the month of December, the LGBTQIA+ ERG will host a "Family of Choice" Holiday Dinner, to recognize that differing family ideologies may make holidays a stressful time for many LGBTQIA+ individuals.

**Women ERG:** Identify benchmarks with existing data analysis review to be complete Jun 2022; follow-on studies proposed for FY23.

**AA ERG:** MLK Holiday possible day of service and Black History Month events and activities. Educating the workforce of Black achievements and history. Establish barrier analysis information to promote and develop mentorship and increase footprint, as well as increase ERG membership.

**AA, AAPI, Hispanic, IwD, LGBTQIA+ and Women ERGs:** Will continue to participate with various HR TAP & Outreach recruiting job fairs, college, and university online/Skype engagements; to increase ERG's workforce population ratio within DTRA.

**FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)  
FOR FISCAL YEAR (FY) 2021**

## **FY21 STRATEGIC ACTIVITIES RELATED TO HISPANIC EMPLOYMENT**

### ***RECRUITMENT, RETENTION AND OUTREACH***

In FY21, the Hispanic Employee Resource Group (H/ERG) led the Agency's celebration of National Hispanic Heritage Month. The H/ERG provided employees with educational materials about the contributions of notable Hispanic and Latino Americans, H/ERG members staffed an information table during the DTRA ABQ summer picnic, and promoted a virtual educational Jeopardy event commemorating the month. During each Strategic Recruitment Discussion (SRD) with Hiring Managers, Hispanic Serving Institutions (HSI) are promoted as recruitment options.

- **Outcome:** *The H/ERG focused on commemorative activities to cultivate interest, education, and provide existing employees with Hispanic experience.*

The Equity, Diversity, and Inclusion Office assisted the (H/ERG) examining the Management Directive (MD) workforce demographics to identify and address any actual or perceived barriers within the Hispanic population.

- **Action:** *The Hispanic ERG (H/ERG) in collaboration with the EI office initiated the process of analyzing data for the Hispanic workforce at DTRA. Analysis is being conducted to determine if barriers exist in many of DTRA's administrative processes.*
- **Measure:** *Hispanic employees comprised 6.59% (83 of the 1259 employees) of the Agency's permanent workforce as of September 30, 2021, compared to 9.96% of the civilian labor force (CLF) based on the 2010 Census data, and 8.9% compared to the government-wide participation rate in 2017. Fifty-six (56) Hispanic men represented 4.45% of the Agency's workforce in comparison to 5.17% of the CLF; or 86.07% of CLF parity. Twenty-seven (27) Hispanic women represented 2.14% of the Agency's workforce in comparison to 4.79% of the CLF; or 44.67% of CLF parity.*
- **Outcome:** *H/ERG is continuing its review and barrier analysis of the triggers and will work in partnership with HR to determine recruitment strategies, identify outreach sources, provide management training, and ensure a fair and equitable recruitment and hiring process.*

### **FY22 Planned Activities:**

DTRA recognizes that ERGs are an integral part of the recruitment, retention, training and outreach for the purpose of educating, acknowledging accomplishments, and ensuring equal opportunity for potential and current Hispanic employees.

- *In FY22, the H/ERG will continue to work with the Agency's EI Office, HR and Diversity Council on identifying barriers.*
- *The H/ERG will seek partnerships with Hispanic Serving Institutions (HSIs).*
- *Encourage DTRA to work with the Hispanic Association of Colleges and Universities and HSIs, and other organizations to establish student entry-level internship programs.*
- *The H/ERG will collaborate with the ABQ EI Specialist, to initiate partnerships with local community leaders to promote DTRA recruitment interest in the local Hispanic community.*
- *The H/ERG will monitor targeted recruitment program activities and funding to ensure that resources are available to allow participation in recruitment events sponsored by national Hispanic Organizations.*
- *Identify systemic barriers reported by exiting Hispanic employees by monitoring exit surveys, interviews or*

*any other data collection method currently being used to ensure that management officials are aware of any systemic barriers requiring corrective action.*

## **FY21 STRATEGIC ACTIVITIES RELATED TO THE EMPLOYMENT OF PEOPLE WITH DISABILITIES**

### ***SELF-IDENTIFICATION***

The Federal Government has established practices to facilitate the hiring, advancement, and retention of individuals with disabilities. Self-identification of disability status is important for workforce data demographics. The Defense Threat Reduction Agency (DTRA) has 24% of the workforce that has self-identified as individuals with disability.

### ***OUTREACH AND RECRUITMENT***

In FY21 DTRA continued to utilize a variety of recruitment strategies designed to increase the number of qualified applicants with disabilities and with targeted disabilities, include the following:

- The DTRA Talent Acquisition Program (TAP) and Outreach Team partnered with the Department of Defense Operation Warfighter (OWF) Program.*
- DTRA participated in four Employment and Education Initiative & OWF Programs, the inaugural virtual event, two additional virtual and one in-person event, with a total of 455 OWF Internship candidates. IwDs were able to provide their resumes and Schedule A letter to the Agency's Disability Program Manager (DPM).*
- TAP's partnership with CareerEco and RecruitMilitary secured 11 successful diversity, disability, veteran, and STEM outreach engagements, resulting with 7,585 participants.*
- TAP collaboration with Handshake rendered 22 various nation-wide collegiate events with 4,257 students.*
- Utilizing the Agency Strategic Plan along with the Equity, Diversity and Inclusion Office Recruitment Plan, TAP ensured, facilitated and created open-dialogue for DTRA leaders, key stakeholders, hiring managers and Employee Resources Groups (ERG) to reach academia, corporate industry, infinity groups, communities and under-represented groups through outreach efforts.*
- The DPM provides Schedule A applicants with job announcements and information from USAJobs and career job fairs. The DPM provides the Human Resources Staffing Team the applicants' documents to forward to the hiring managers for consideration of employment.*

### ***HIRING***

DTRA utilizes the Equal Employment Opportunity Commission's (EEOC) 12% and 2% benchmarks for Individuals with Disabilities (IwDs) and Individual with Targeted Disabilities (IwTDs), respectively, as targets for the percentage of employees with disabilities and targeted disabilities in the workplace.

- Of the 126 new employees hired in FY21, 20 (or 15.87% of new hires) self-identified as having a disability, and 5 (3.97% of new hires) self-identified as having a targeted disability.*
- The Agency utilized the Workforce Recruitment Program resume database to search for candidates for temporary summer student positions.*
- The Agency communicates these goals to hiring officials. The Agency also strongly encourages hiring managers to utilize the Schedule A hiring authority whenever possible to increase the number of IwDs and IwTDs in the workplace.*



# FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP) FOR FISCAL YEAR (FY) 2021

## ***REASONABLE ACCOMMODATIONS***

During FY21, the Agency completed the process of revising its Reasonable Accommodation Handbook and submitted to the EEOC for approval.

Reasonable Accommodation Coordinator work with managers and supervisors, and Computer/Electronic Accommodations Program (CAP) to provide reasonable accommodations (i.e. sign language interpreter) for employees or applicants, as needed.

The Agency processed 16 RA requests, which included a combination of IT assistive technologies, sit/stand workstations and ergonomic chairs. The RA Program Manager worked closely with the Information Management & Technology Directorate and Acquisition, Contracts, and Logistics Directorate to provide the approved accommodations for individuals, such as 3 sit/stand workstations, 1 extra laptop, 1 dragon software and 3 ergonomic chairs. The Agency also processed 3 Computer Accommodation Program (CAP) requests with no cost to DTRA as CAP is a free service provided by DoD.

## ***INTERNAL AND EXTERNAL COMMUNICATION***

DTRA educates and promotes awareness to employees, including Individuals with Disabilities on available developmental opportunities. Career development opportunities are promoted through a variety of sources, including DTRA-wide announcements, internal websites (DTRA1) and consultations provided to employees with Disabilities. DTRA provided career and leadership development opportunities for employees through different programs, rotational opportunities, and detail appointments.

The Selective Placement Program Coordinator provides email listings of the Agency's current job vacancy announcements on USAJobs and local career fairs to IWDs. The Agency worked to achieve a culture that connects employees to the organization: encourages collaboration, fairness, and leverages diversity throughout the organization, so that all individuals are able to participate and contribute to their full potential. The Disability Program Manager networked with the NASA Disability Program Manager and the Special Emphasis Program Manager for ways to improve best practices.

## ***TRAINING AND EDUCATION***

The Equity, Diversity and Inclusion Office, Diversity and Inclusion Council, and the IwDs Employee Resource Group provided training and recognition of National Disability Employment Awareness Month. These programs promoted diversity awareness and cultural sensitivity to the DTRA workforce regarding IwDs and IwTDs.

### **FY22 Planned Activities:**

- *Coordinate with HR and IwD ERG to educate and emphasize the importance of recruiting individuals with disabilities to management staff and hiring officials during various forums.*
- *Collaborate with the HR Talent Acquisition Program Coordinators on developing an effective recruitment outreach plan to target IwDs.*
- *Provide management staff and hiring officials with tools and resources to assist them with information and benefits of hiring and using the Schedule A Hiring Authority.*
- *Human Resources Office will collaborate with hiring managers to discuss ways to improve advancement opportunities for individuals with disabilities.*
- *Collaborate with IWDs ERGs to conduct workforce analysis to identify potential barriers in the advancement of employees with disabilities.*

**FY 2021 FEORP PROGRESS TRACKER**

***DEFENSE THREAT REDUCTION AGENCY (DTRA)***

**Mentoring**

Mentoring Qualitative Questions	If “No” or “Other”, please use this section to provide a detailed explanation.	
Agency has a Formal Mentoring Program	Response	/
	Yes	
Mentoring Training provided	Response	/
	Yes	
Program is evaluated	Response	/
	Yes	
Frequency of Program Evaluation (e.g. annual, semiannual, quarterly, other)	Response	/
	Yes	
Feedback is provided	Response	/
	Yes	
Program is announced to all qualified individuals	Response	/
	Yes	
Agency collects demographic data of mentoring participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response	/
	Yes	

**FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)  
FOR FISCAL YEAR (FY) 2021**

<b>Mentoring Quantitative Questions (# or %)</b>		
Percent of employees involved with mentoring in FY 2021	Response	
	7.11%	
Percent of SES involved with mentoring in FY 2021	Response	
	83.33%	
Percent of managers involved with mentoring in FY 2021	Response	
	0.09%	
Percent of supervisors involved with mentoring in FY 2021	Response	
	54.86%	
Count of employees involved with mentoring in FY 2021	Response	
	150	
Count of SES involved with mentoring in FY 2021	Response	
	10	
Count of managers involved with mentoring in FY 2021	Response	
	2	
Count of supervisors involved with mentoring in FY 2021	Response	
	79	
Total number of employees eligible to participate in FY 2021	Response	
	2111	

**EQUITY, DIVERSITY AND INCLUSION OFFICE (EI)**

Diversity and Inclusion Training				
Diversity and Inclusion Training Qualitative Questions	If “No” or “Other”, please use this section to provide a detailed explanation.			
Formal Diversity and Inclusion Training provided	<table border="1"> <tr><th style="background-color: #00728f; color: white;">Response</th></tr> <tr><td>No</td></tr> </table>	Response	No	There were three Diversity and Inclusion Training Courses offered to the workforce. In addition, Quarterly Diversity Chat and Chew sessions are offered to the workforce. There are also online Diversity and Inclusion Training in DTRA’s Learning Management System.
Response				
No				
Frequency of Diversity and Inclusion Training per year (e.g. annual, semiannual, quarterly, other)	<table border="1"> <tr><th style="background-color: #00728f; color: white;">Response</th></tr> <tr><td>Quarterly</td></tr> </table>	Response	Quarterly	Quarterly Training and Quarterly Chat and Chew Sessions
Response				
Quarterly				
All employees briefed on agency’s Diversity and Inclusion Policies	<table border="1"> <tr><th style="background-color: #00728f; color: white;">Response</th></tr> <tr><td>Yes</td></tr> </table>	Response	Yes	The Diversity and Inclusion Policy Statement is provided to all new employees during Onboarding and current employees during EEO for Employees and Supervisor Training.
Response				
Yes				
Diversity and Inclusion Training Quantitative Questions (# or %)				
Percent of employees who have participated in formal Diversity and Inclusion Training in FY 2021	<table border="1"> <tr><th style="background-color: #00728f; color: white;">Response</th></tr> <tr><td>0.00%</td></tr> </table>	Response	0.00%	
Response				
0.00%				
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2021	<table border="1"> <tr><th style="background-color: #00728f; color: white;">Response</th></tr> <tr><td>0.00%</td></tr> </table>	Response	0.00%	
Response				
0.00%				
Count of employees who have participated in formal Diversity and Inclusion Training in FY 2021	<table border="1"> <tr><th style="background-color: #00728f; color: white;">Response</th></tr> <tr><td>0</td></tr> </table>	Response	0	
Response				
0				
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated) in FY 2021	<table border="1"> <tr><th style="background-color: #00728f; color: white;">Response</th></tr> <tr><td>0</td></tr> </table>	Response	0	
Response				
0				

**FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)  
FOR FISCAL YEAR (FY) 2021**

<b><i>DIVERSITY AND INCLUSION COUNCIL</i></b>		
<b>Diversity and Inclusion Council Qualitative Questions</b>	<b>If “No” or “Other”, please use this section to provide a detailed explanation.</b>	
Agency has a Diversity and Inclusion Council	<b>Response</b>	
	Yes	
Diversity and Inclusion Council has a charter	<b>Response</b>	
	Yes	
Council members have received training	<b>Response</b>	In FY 21, the D&I Council and Equity, Diversity and Inclusion Office provided Barrier Analysis and Change Management Training. The Leadership and Learning Division does not offer any formal Diversity and Inclusion training,
	Yes	
Council’s mission aligns to agency mission	<b>Response</b>	
	Yes	
Frequency of council meetings (e.g. annual, semi-annual, quarterly, other)	<b>Response</b>	
	Monthly	
<b>Diversity and Inclusion Council Quantitative Questions (# or %)</b>		
Percent of employees on council	<b>Response</b>	
	0.05%	
Percent of Senior Leadership on council	<b>Response</b>	
	0.33%	
Count of employees on council	<b>Response</b>	
	73	
Count of Senior Leadership on council	<b>Response</b>	
	5	
Total number of people on council	<b>Response</b>	
	78	

**EQUITY, DIVERSITY AND INCLUSION OFFICE (EI)**

<b>DEVELOPMENT PROGRAMS</b>		
<b>Development Programs Qualitative Questions (Yes or No)</b>	<b>If “No” or “Other”, please use this section to provide a detailed explanation.</b>	
Agency has a SES Candidate Development Program that is announced to all qualified individuals	Response No	DoD does not have a SES Candidate Development Program in place.
The SES Candidate Development Program is evaluated regularly	Response No	N/A -- Program is not in place
Agency has a Career Development Program that is announced to all qualified individuals (this is a CDP that is different from the SES CDP program and geared towards the lower grade levels)	Response Yes	
The Career Development Program is evaluated regularly	Response Yes	
Agency collects demographic data of development program participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response Yes	
<b>Development Program Quantitative Questions (# or %)</b>		
Percent of employees who participated in the SES Candidate Development Program in FY 2021	Response 0.00%	
Percent of employees who participated in a Career Development Program in FY 2021	Response 0.70%	
Count of employees who participated in the SES Candidate Development Program in FY 2021	Response N/A	
Count of employees who participated in a Career Development Program in FY 2021	Response 14	

**FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)  
FOR FISCAL YEAR (FY) 2021**

<i>PERFORMANCE PLANS</i>			
<b>Does your agency have a Diversity and Inclusion (D&amp;I) element in the following groups' performance plans (this may also be incorporated in the leading people element)?</b>			
<b>D&amp;I Element in SES performance plans</b>			<b>Use this section to provide additional response or explanation as it relates to a D&amp;I element in performance plans (required for "No" responses)</b>
<b>Yes or No</b>	<b>Percentage</b>	<b>Count</b>	
Yes	100.00%	13	
<b>D&amp;I Element in Management / Supervisor performance plans</b>			<b>Use this section to provide additional response or explanation as it relates to a D&amp;I element in performance plans (required for "No" responses)</b>
<b>Yes or No</b>	<b>Percentage</b>	<b>Count</b>	
Yes	100.00%	227	
<b>D&amp;I Element in employee performance plans</b>			<b>Use this section to provide additional response or explanation as it relates to a D&amp;I element in performance plans (required for "No" responses)</b>
<b>Yes or No</b>	<b>Percentage</b>	<b>Count</b>	
No	0.00%		Non-supervisory employees are subject to either team-work or customer focus performance elements which includes working well with individuals, group and others to get the job done and/or providing quality/professional services fostering effective working relationships with customers through collaborate, cooperation and effective listening.

**ANNUAL FEORP PLAN CERTIFICATION**

**FOR FISCAL YEAR 2021**

*A. Name and Address of Agency:*

*Defense Threat Reduction Agency (DTRA)  
8725 John J. Kingman Road  
Fort Belvoir, VA 22060*

*B. Name and Title of Designated FEORP Official*

*(Include e-mail address, telephone and fax numbers. In addition, please include address):*

*Cheryl Williams-Payton  
Special Emphasis Program Manager  
cheryl.b.williams-payton.civ@mail.mil  
571-616-6422*

*Defense Threat Reduction Agency (DTRA)  
8725 John J. Kingman Road  
Fort Belvoir, VA 22060*

*C. Name and Title of Contact Person*

*(Include e-mail address, telephone and fax number. In addition, please include address):*

**CERTIFICATION**

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

Print Name: **Christine V. Enriquez** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title: **COL, AG**  
Email Address: **christine.v.enriquez.mil@mail.mil**  
Telephone: **571-616-6042**

Print Name: **Willisa M. Donald** Signature \_\_\_\_\_ Date February 23, 2022  
Title: **Director, Equity, Diversity and Inclusion Office**  
Email Address: **willisa.m.donald.civ@mail.mil**  
Telephone: **571.616.4544**

Print Name: Diversity Program Manager - Vacant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title:  
Email Address:  
Telephone: