

**Defense Threat Reduction Agency**

**2020 Annual Federal Equal  
Opportunity Recruitment Program  
(FEORP)**

**Fiscal Year 2020 Accomplishments  
and Fiscal Year 2021 Plan**

**Human Resources Directorate  
and  
Equity, Diversity and Inclusion  
Office**

**8725 John J. Kingman Road | Fort Belvoir, VA  
22060**

## **Table of Contents**

FY20 ACCOMPLISHMENTS AND PROMISING PRACTICES .....	4
FY20 WORKFORCE ANALYSIS:.....	4
FY2020 WORKFORCE AT-A-GLANCE .....	5
FY20 Mentoring Program Data .....	5
FY20 Career Development Program Data .....	5
FY21 DIVERSITY AND INCLUSION STRATEGIC PLAN.....	8
STRATEGIC ACTIVITIES RELATING TO HISPANIC EMPLOYMENT ACTIVITIES .....	10
STRATEGIC ACTIVITIES AND ACCOMPLISHMENTS RELATING TO THE EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES.....	12

**ANNUAL FEORP PLAN CERTIFICATION  
FOR THE 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):**

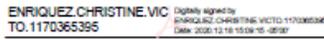
Christine V. Enriquez, Director of Human Resources Directorate  
Phone: 571-616-6042  
Fax: 703-767-5750

**C. Name and Title of Contact Person (Include e-mail address, telephone and fax number. In addition, please include address):**

Willisa Donald, Director, Equity, Diversity and Inclusion Office  
Phone: 571-616-4544  
Fax: 703-767-4435

**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, Colonel Signature  Date 12/18/2020  
Title: Director of Human Resources Directorate  
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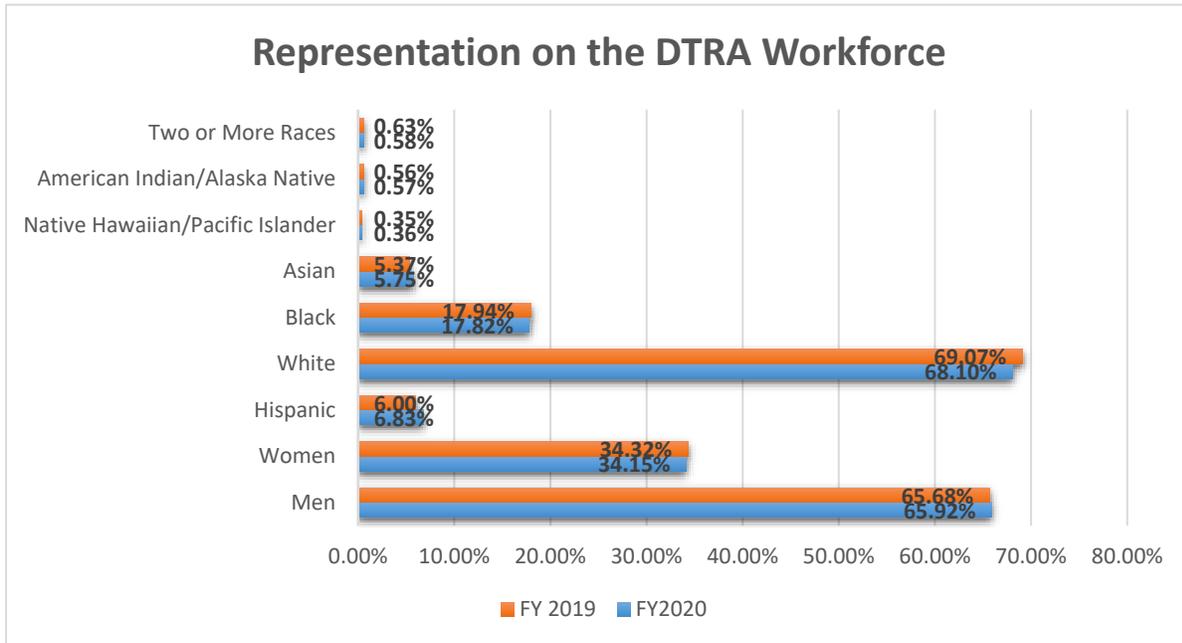
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## **FY20 ACCOMPLISHMENTS AND PROMISING PRACTICES**

### **FY20 WORKFORCE ANALYSIS:**

- **Women** comprise 34.15 percent (475) of the permanent Federal workforce as of September 30, 2020, compared to 34.32 percent in FY 2019.
- **Men** comprise 65.92 percent (917) of the permanent Federal workforce as of September 30, 2020, compared to 65.68 percent in FY 2019.
- **Hispanic** employees represent 6.83 percent (95) of the permanent Federal workforce as of September 30, 2020, compared to 6.0 percent (85) in FY 2019.
- **White** employees represent 68.1 percent (947) of the permanent Federal workforce as of September 30, 2020, compared to 69.0 percent (978) in FY 2019.
- **Black** employees represent 17.82 percent (248) of the permanent Federal workforce as of September 30, 2020, compared to 17.94 percent (254) in FY 2019.
- **Asian** employees represent 5.75 percent (80) of the permanent Federal workforce as of September 30, 2020, compared to 5.37 percent (76) in FY 2019.
- **Native Hawaiian/Pacific Islander** employees represent 0.36 percent (5) of the permanent Federal workforce as of September 30, 2020, the same as in FY 2019.
- **American Indian/Alaska Native** employees represent 0.57 percent (8) of the permanent Federal workforce as of September 30, 2020, the same as in FY 2019.
- **Two or more Races** employees represent 0.58 percent (8) of the permanent Federal workforce as of September 30, 2020, compared to 0.63 percent (9) in FY 2019.

## FY2020 WORKFORCE AT-A-GLANCE



### FY20 Mentoring Program Data

	Number of Participants in GS-12	Number of Participants in Grade 13-15	Number of SES participants
Mentee	5	45	0
Mentor	0	39	10

### FY20 Career Development Program Data

Program	Targeted Grades	Number of Participants
<b>Track 1</b> – A non-competitive learning and development curriculum for all employees.	7 thru 11	6
<b>Track 2</b> - Professional developmental opportunities and training activities for all employees.	N/A	12
<b>Competitive Academic Program (CAP)</b>	N/A	5
<b>Graduate Fellowship Program (GFP)</b>	14/15	1

**Mentoring Program:** The goal of the Agency Mentoring Program is to empower and grow talent while increasing member networking and collaboration throughout DTRA. This program continues to lead the fourth estate mentoring programs. The FY20 program consisted of 132 Agency civilian employees. Among our mentors were 10 Agency Senior Executive Service (SES) members. DTRA SES members played an active role in the program by hosting informal “brown bag” sessions and participating in key program activities. Agency senior leaders met virtually with mentees on a regular basis to discuss key points centered on the program's featured book, "Developing the Leader Within you 2.0", by John C. Maxwell. The program hosted a knowledge sharing workshop that focused on senior leader situational experiences, where the panel members helped mentoring participants through ideas, ownership, focus, and commitment. Additionally, individual mentoring cafés were held, where additional focus areas were discussed and are now an enduring program feature for future offerings. These sessions allowed mentees to share ideas and best practices with their fellow mentees. Similar sessions were also offered for program mentors.

**Diversity Internship for DTRA:** DTRA and the Pacific Northwest National Laboratory (PNNL) continue to collaborate by creating opportunities for diversity students in STEM and PolySci fields. The Diversity Internship for DTRA (DID) welcomes students currently attending a minority-serving institution (MSI) who are excited about tackling challenging problems in national security and applying cutting-edge research to make our nation safer and stronger. Internships are held for 8-12 weeks during the summer and were available virtually this year due to COVID-19 safeguards. Travel and housing assistance for interns was also available. For FY20, DTRA sponsored five DID interns and anticipate increasing that number in the future to further the Agency's diversity goals.

**Diversity in the Hiring Process:** The EI Office began participating in strategic conversations with HR and hiring managers to educate and provide awareness on achieving diversity in recruitment, hiring and the interviewing process. These conversations assist in increasing hiring managers awareness of various special hiring authorities, Diversity recruitment strategies and establishing a diverse hiring panel, beyond demographics.

**EEO Performance Element:** As directed by the Agency Director, the EI Office developed a new Diversity performance element for Supervisors and Senior Executive Service personnel. This element will assist leaders to measure their successes for diversity, equity and inclusion such as:

- Positive steps taken to incorporate diversity into strategies of their Directorate
- Creating an inclusive work environment where all employees are engaged, valued and respected for their individual cultural differences
- Encourage an environment of open exchange of information and diverse opinions
- Strive to create and maintain a work environment that is free of discrimination, harassment and retaliation
- Develop relevant strategic objectives and identify culture and learning solutions that meet those objectives

**Race Relations Sessions:** The EI Office hosted a series of five Race Relations Sessions from June 2020 through September 2020. The sessions in June were initiated to celebrate Juneteenth.

Additional sessions were scheduled based on the participation. The intent of the sessions were to create a safe and supportive environment for DTRA employees to candidly voice their concerns and share their experiences regarding race relations, and its possible effects in our workplace and communities, without attribution or judgement. The intended outcomes were to facilitate conversations, promote introspection, provide education and awareness of cultural differences and perspectives, and to take necessary actions to drive positive change. Each session was unique as guest moderators, external of the Agency, were invited to facilitate the sessions. As a result of these efforts, the Agency established a Diversity and Inclusion Council and five Employee Resource Groups.

**Diversity and Inclusion (D&I) Council:** The Agency established its Diversity and Inclusion Council to build an inclusive workforce. The Council is comprised of two Co-Chairs, one military general officer/flag officer representative, and a senior executive service representative with a duration of a 2-year term. The Council is comprised of voting members (ERG Leads, various Directorates, EI, Designated Senior Enlisted Leader and Directorate Lead. Advisory Members were also assigned from General Counsel, Inspector General and Office of the Chief of Staff. To date, the Council held a Kickoff meeting and a meeting with the Employee Resource Group (ERGs) appointed Leads and Co-Leads. The Council has established monthly meetings for the third Thursday of every month.

**Employee Resource Groups (ERGs):** The Agency established five ERGs (African American, Asian, Hispanic, Individuals with Disabilities and Women) in FY20. These ERGs recruited over 70 volunteers (5.39%) of the DTRA workforce. Each ERG was appointed a Lead and a Co-Lead to provide leadership, oversight, guidance and support for all functions of the ERGs. ERGs will support the Agency by serving a critical role on the D&I Council and creating a culture that encourages collaboration and flexibility, supporting and bringing employees together and provide recommendations and solutions to barriers in the workplace. ERGs will initiate activities in areas such as: data and barrier analysis; employee/workforce engagement; recruitment and outreach; and training and cultural awareness to resolve systemic workplace issues.

**Diversity and Inclusion Contract:** The EI Office established a contract to assist in developing and executing D&I strategies throughout the Agency. The contractor will assist in building a holistic D&I framework; creating a D&I Strategic Plan with a targeted Diversity Recruitment and Outreach Plan to recruit minorities and women in Science, Technology, Engineer and Mathematics (STEM) occupations; developing a DTRA brand and various communication strategies, in addition to building a robust diversity database.

**Anti-Harassment Program (AHP):** The EI Office continues to oversee and facilitate the AHP. A Supervisory Toolkit and an Employee Question and Answer Fact Sheet was developed to ensure the AHP process was clear and that supervisors understood their responsibilities in conducting timely inquires and investigations to ensure all workforce disputes are resolved promptly at the lowest level. The Anti-Harassment Instruction was finalized and both documents were submitted for coordination with Office of General Counsel, Human Resource and Inspector General.

## **FY21 DIVERSITY AND INCLUSION STRATEGIC PLAN**

The following are FY21 goals for Diversity and Inclusion Strategic Plan.

### **Goal 1: Diversify DTRA's Workforce through Active Recruitment:**

**Fiscal Year (FY)21 Recruitment Strategies:** In order to target a diverse, highly qualified workforce, the Human Resource (HR) Talent Acquisition team is actively collaborating with the Equity, Diversity and Inclusion Office (EI), Directorate SMEs, local universities, affinity groups, National Labs and Industry. These partnerships offer the Agency the opportunity to engage a large network of individuals creating a pipeline of talent in various skill-sets and the message that DTRA is an employer of choice within the federal space. DTRA continued to ensure the involvement of senior leadership, managers, supervisors, hiring officials, and other appropriate stakeholders in barrier analysis efforts, providing barrier training and communicating workforce demographics and education.

**Employee Resource Groups (ERGs) Action Plans:** The Agency's ERGs are in the initial phases of establishing action plans for their respective groups. These plans will highlight areas of improvement within the Agency's recruitment, hiring, career development, training and retention practices and procedures. In FY21, the ERGs will focus on examining the workforce demographics, conducting barrier analysis and collaborating with HR to develop and implement recruitment strategies and outreach activities for their respective groups.

**Goal 2: Including and Engaging DTRA's Workforce:** In FY21, the Agency will continue to strengthen its Diversity and Inclusion (D&I) Program. The EI Office will implement the following strategies:

- **Diversity and Inclusion Strategic Plan:** The EI Office, D&I Council and ERGs will create a D&I Strategic Plan to establish a cohesive and comprehensive framework. The plan will also incorporate a targeted Diversity Recruitment and Outreach Plan to recruit minorities and women in Science, Technology, Engineering and Mathematics (STEM) occupations. This effort will be facilitated with members of the D&I Council and ERG Leads and Co-Leads to provide various perspectives and ideas and ensure an inclusive Agency plan.
- **Employee Engagement Initiatives:** The Agency will develop a roadmap to foster and sustain Employee Engagement utilizing the Federal Employee Viewpoint Survey – New Inclusion Quotient (New IQ) index scores to position DTRA as one of the Best Places to Work. These efforts will ensure everyone is valued, appreciated and treated with respect while building a healthy and inclusive culture.
- **Communication and Branding:** The Agency will develop a DTRA brand and variety of communication strategies to integrate D&I throughout the Agency to promote an inclusive culture.

- **Best Practices for ERGs and D&I Council:** In FY21, the EI Office in collaboration with a contracted vendor, will collaborate to support the D&I Council and ERGs by providing best practices and strategies.

**Anti-Harassment Program (AHP):** In FY21, the Agency will finalize the coordination of the AHP Instruction with Office of General Counsel, Human Resource and Inspector General and issue the instruction to the DTRA workforce. In addition, EI will ensure disability-related examples are included in the training for supervisors and managers as well as immediate and appropriate corrective actions to prevent harassing conduct in the workplace. The Anti-Harassment Program Manager will also engage the workforce by conducting a Harassment Free Zone Training for supervisors and employees; market the AHP via blogs and the Agency website and enhance training and awareness at remote locations.

**IWD Communication for Career Development:** The IWD ERG will continue to engage the EI Office for an exchange of ideas and to assist in the success of the group. The Disability Program Manager (DPM) will collaborate with the IWD ERG to identify barriers for IWDs and IWTDs. In addition, the DPM and HR will collaborate on ways to disseminate information to the IWDs and IWTDs workforce to ensure career development, mentoring and other opportunities are timely available to the workforce.

### **Goal 3: Optimize Inclusive Diversity Effort using Data Driven Approaches**

**Trends Report/Data Monitoring Tool:** The EI Office will develop a process to explore ways to identify triggers and barriers in various data sources including EEO complaints data, exit interview data, climate surveys, anti-harassment program and special emphasis programs. EI will engage ERGs and conduct a barrier analysis workshop and provide other resources to ensure all sources of data are examined.

**Collect and Analyze External Applicant Flow Data:** The Agency will continue to collect and analyze applicant flow data to determine areas of low participation rates in its applicant pool and determine areas of improvement in the Agency's recruitment efforts. This information will be analyzed to learn the current demographics of the applicant pool and determine how our current recruiting and outreach practices can reach a diverse pool of qualified jobseekers.

**EEO Complaints:** EI has made great strides to track EEO complaint trends in the past year, to include entering complaints in the iComplaints data management tool. For the first time, EI was able to produce the FY20 462 Report through iComplaints based on the measures undertaken. Efforts to load prior year complaints into iComplaints will ensure a more comprehensive trends analysis. Additionally, EI will be onboarding a new team member who will have a primary duty of analyzing data, conducting trend analysis and detailing the information in periodic reports.

## **STRATEGIC ACTIVITIES RELATING TO HISPANIC EMPLOYMENT ACTIVITIES**

As of September 30, 2020, Hispanics comprised of 3.9 % of DTRA's workforce and 8.9% of the DTRA ABQ employees.

**Hispanic Employment:** DTRA ABQ continues to meet quarterly with the Albuquerque Hispano Chamber of Commerce to coordinate outreach and recruitment efforts with local and state governing bodies. These efforts allow DTRA to partner with the local government to meet the employment needs of the community.

**Hispanic Recruitment and Outreach:** DTRA continues to focus, review and modify recruitment strategies to ensure these efforts result in a diverse applicant pool that includes Hispanics. Ongoing recruiting efforts include outreach at virtual events, community events and informational briefs at local schools and colleges/universities with large Hispanic populations such as the University of New Mexico, New Mexico State University, Central New Mexico Community College and the Society of Hispanic Professional Engineers (SHPE) Regional Leadership Development Conference Region 3, the nation's largest association dedicated to fostering Hispanic leadership in the STEM field. In addition, special recruitment teams were established for engineering and scientist positions specifically targeted to Hispanic/Latino Americans seeking employment, as well as increased collaboration with professional Hispanic affinity organizations. DTRA attended one outreach event that engaged over 150 prospective candidates. The Agency had two additional Hispanic focused events cancelled due to COVID-19.

The Agency continues to use various strategic initiatives to improve Hispanic Employment within the Agency.

**Kirkland Air Force Base Hispanic Heritage Month Collaboration:** DTRA Albuquerque (ABQ) continued its outreach and recruitment efforts by partnering with neighboring federal agencies and engaging senior leadership. On October 3, 2019, The ABQ EI Office attended the 377th Air Base Wing Hispanic Heritage Month Observance and supported the event and promoted a table of resources on Science, Technology, Engineering, and Mathematics (STEM). DTRA ABQ met with the Hispano Chamber of Commerce to coordinate outreach and recruitment efforts with local and state governing bodies.

On November 5, 2019, DTRA's ABQ participated for the first time in the 377th Diversity Heritage Day which encompassed various ethnic events such as food tasting and cultural education and awareness. The event was available to all DTRA ABQ employees. In addition, DTRA ABQ participated in the Native American and Alaska Native Heritage Month event at the Sandia Lab Partnership. During the month of November, there were numerous cultural "storytelling" events held that was available to all DTRA personnel.

**Hispanic Working Group and Climate Assessment:** The Hispanic Working Group engaged Hispanic employees and discussed the Agency's efforts such as the Hispanic Working Group action plan report and next steps for outreach into the community. The Working Group

conducted a climate assessment for the ABQ workforce. Fifty-Two percent (52%) of the ABQ workforce took the assessment. The results indicated there is a need for improvement in employee recognition and promotion, career development and Senior Leadership. There were positive outcomes for ABQ's first line supervisor, mission and accountability.

**Community Action Board:** The ABQ EI Office consistently represents DTRA at the Kirtland AFB Community Action Board (CAB). The CAB promotes collaboration among helping agencies to reduce redundancies, identify gaps in services, and develops and implements local solutions to support the Total Force.

**Senior Leadership Engagement:** The EI Office sends out monthly "Food for Thought" emails to engage DTRA ABQ Senior Leadership around such topics as mentoring, allyship and improving opportunities for female employees.

In FY 2021, DTRA will continue its outreach, recruitment, hiring, career development, and retention of Hispanics through the use of the following strategic activities:

- Analyzing the applicant pool data to determine which segments of the population are applying for jobs.
- Providing students/interns an opportunity to work in an occupation directly related to their educational study.
- Creating opportunities for growth and advancement within the Agency to retain Hispanic talent and perform a comprehensive analysis to determine the causes of high separation rates for Hispanic employees, through exit surveys.
- Expanding formal and informal partnerships (e.g., professional societies, student organizations, Hispanic Serving Institutions, etc.) and outreach programs to increase the applicant pool's inclusion of minorities, individuals with disabilities, and veterans who possess the skills and competencies needed by the Agency.
- Pilot a direct recruitment initiative by presenting DTRA job announcements to Hispanic serving partners.
- Increase career ladder positions to broaden leadership opportunities

## **STRATEGIC ACTIVITIES AND ACCOMPLISHMENTS RELATING TO THE EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES**

DTRA continually strived to meet the DoD and Equal Employment Opportunity Commission (EEOC) challenge to increase our participation rate of Individuals with Disabilities (IwDs) (12%) and Individuals with Targeted Disabilities (IwTDs) (2%) by 2020. In FY20, the Disability workforce consisted of: Disability 187 (13.44%) and Targeted Disability 26 (1.87%).

**Disability Employment Program:** In FY20, the EI Office continued to manage the Workforce Recruitment Program (WRP). Three college students were hired for temporary summer employment and were placed in various Directorates utilizing their skills to support the mission. Two WRP interns were permanently hired into government positions. DTRA continues to recruit 30 percent or more disabled Veterans. In FY20, the civilian workforce was 1,404 of which 771 (55%) were Veterans. Of the 771 Veterans, 380 (49%) were identified as disabled Veterans, and 324 (42%) were identified as 30% or more disabled Veterans. The Agency new hires were 138; 70 (51%) were Veterans and 35 (25%) were identified as 30% or more disabled Veterans.

**Disability Awareness Training:** The Agency hosted a virtual Disability Awareness and Inclusive Training for the workforce on August 13, 2020. Guest presenters were Ms. Diane McBride from the Department of the Blind and Vision Impairment (DBVI) and Ms. LaPearl Smith from Department for Aging and Rehabilitation Services (DARS) educated the workforce of how to interact with Individuals with Disabilities. This event was well supported, 26 individuals participated virtually and were engaged.

**National Disability Employment Awareness Month (NDEAM):** This year marked not only the 75<sup>th</sup> observance of NDEAM, but also the 30<sup>th</sup> anniversary of the American with Disabilities Act. The Agency hosted a Disability Awareness and Etiquette Training to educate the workforce on the Disability laws that support IwDs from being discriminated against, different hiring authorities for IwDs, reasonable accommodations, and areas that are required by law, and the proper ways to interact with IwDs. There were 55 individuals in attendance virtually.

**Reasonable Accommodation (RA):** The Agency processed 23 RA requests, which included a combination of assistive technologies, sit/stand workstations, chairs, keyboards, space heater, hearing aid monitor and real time captioning. The RA coordinator worked closely with the Information Technology Directorate and Building Manager to provide approved accommodations for individuals, such as eight sit/stand workstations, two ergonomic keyboard, one space heater and seven ergonomic chairs; coordinated with the Safety and Occupational Health Office to ensure ergonomic assessments were conducted upon request. The Agency provided Sign Language Interpreter (SLI) services for workplace meetings, conferences, training, and special events and maintained a SLI log which tracked expenditures for all events and requirements. The Agency processed five Computer Accommodation Program (CAP) requests at no cost to DTRA as CAP is a free service provided by DoD.

The EI Office hosted a **Veterans Day Celebration** to honor Veterans in the Agency for their service. The theme was, "Honoring Those Who Served." Guest speaker was SgtMaj (Retired) Michael Mack. SgtMaj Mack shared stories of his success and determination with thought provoking topics on Teamwork, Peace, Joy, and Purpose. He shared his experiences in the

military and the challenges he encountered. Several individuals throughout the Agency, were invited and willingly participated in the success of the program. The video was created to celebrate the accomplishments of Veterans and to reflect on the services they provided.

**Created Disability Toolkits:** The EI Office created two toolkits (Veterans Employment and Workforce Recruitment Program (WRP)) for Supervisors and Managers to assist in understanding the special hiring authorities, bring awareness of the programs and the benefits to the interns in the Agency.

The EI Office informed **Schedule A** applicants on the hiring process and provided them with a Schedule A Fact Sheet. Also, the Special Emphasis Program Manager held telephone conversations with Schedule A applicants to discuss the Schedule A hiring process.

**The Agency FY21 Planned Activities are as follows:**

- Coordinate with IwDs ERG to identify and conduct barrier analysis
- Establish a plan to correct the barrier(s) involving IwDs and IwTDs
- Host a Disability Information Sharing Session
- Provide Disability Etiquette Training for Managers/Supervisors
- Conduct a Section 504/508 Bi-annual discussion
- Create a Disability Toolkit for Managers/Supervisors

# FY 2020 FEORP Progress Tracker

Type Agency Name Below

Defense Threat Reduction Agency (DTRA)

## Mentoring

### Mentoring Qualitative Questions (Text)

If "No" or "Other", please use this section to provide a detailed explanation.

Agency has a Formal Mentoring Program

Response

Yes

Example: The agency is in the process of launching a new mentoring program in the first quarter of FY 2020.

Mentoring Training provided

Response

Yes

Program is evaluated

Response

Yes

Frequency of Program Evaluation (e.g. annual, semiannual, quarterly, other)

Response

Annual

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

### Mentoring Quantitative Questions (# or %)

Percent of employees involved with mentoring in FY 2020

Response

5.00%

Percent of SES involved with mentoring in FY 2020

Response

56.00%

Percent of managers involved with mentoring in FY 2020

Response

0.00%

Percent of supervisors involved with mentoring in FY 2020	<b>Response</b>	
	0.00%	
Count of employees involved with mentoring in FY 2020	<b>Response</b>	
	121	
Count of SES involved with mentoring in FY 2020	<b>Response</b>	
	9	
Count of managers involved with mentoring in FY 2020	<b>Response</b>	
	52	
Count of supervisors involved with mentoring in FY 2020	<b>Response</b>	
	52	
Total number of employees eligible to participate in FY 2020	<b>Response</b>	
	2300	

### Diversity and Inclusion Training

<b>Diversity and Inclusion Training Qualitative Questions (Text)</b>	<b>If "No" or "Other", please use this section to provide a detailed explanation.</b>
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Formal Diversity and Inclusion Training provided	<b>Response</b>	In FY 21, the D&I Council and Equity, Diversity and Inclusion Office has scheduled to provide Barrier Analysis and Change Management Training.
	Yes	

Frequency of Diversity and Inclusion Training per year (e.g. annual, semiannual, quarterly, other)	<b>Response</b>	
	Annual	

All employees briefed on agency's Diversity and Inclusion Policies	<b>Response</b>	
	Yes	

<b>Diversity and Inclusion Training Quantitative Questions (# or %)</b>	
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Percent of employees who have participated in formal Diversity and Inclusion Training in FY 2020	<b>Response</b>	
	1.8%	

Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2020	<b>Response</b>	
	0.16%	

	<b>Response</b>	
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Count of employees who have participated in formal Diversity and Inclusion Training in FY 2020	435
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2020	<b>Response</b> 36
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 2020	<b>Response</b> 2300

### Diversity and Inclusion Council

<b>Diversity and Inclusion Council Qualitative Questions (Text)</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	The D&I Council was established in September 2020
Diversity and Inclusion Council has a charter	<b>Response</b> Yes	The charter was developed and signed in September 2020
Council members have received training	<b>Response</b> No	Executive Order - 13950 will not permit D&I/Unconscious Bias Training at this time.
Council's mission aligns to agency mission	<b>Response</b> Yes	
Frequency of council meetings (e.g. annual, semiannual, quarterly, other)	<b>Response</b> Quarterly	The Council has established monthly meetings for the third Thursday of every month.
<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>	

	69
Count of Senior Leadership on council	<b>Response</b> 9
Total number of people on council	<b>Response</b> 78

**Development Programs**

<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	<b>Response</b> Yes	
The SES Candidate Development Program is evaluated regularly	<b>Response</b> Yes	
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)	<b>Response</b> Yes	
The Career Development Program is evaluated regularly	<b>Response</b> Yes	
Agency collects demographic data of development program participants (Race, National Origin, Veteran, People with Disabilities, etc.)	<b>Response</b> Yes	
<b>Development Program Quantitative Questions (# or %)</b>		
Percent of employees who participated in the SES Candidate Development Program in FY 2020	<b>Response</b> 3.00%	
	<b>Response</b>	

Percent of employees who participated in a Career Development Program in FY 2020	6.00%
Count of employees who participated in the SES Candidate Development Program in FY 2020	<b>Response</b> 3
Count of employees who participated in a Career Development Program in FY 2020	<b>Response</b> 18

### Performance Plans

**Does your agency have a Diversity and Inclusion (D&I) element in the following groups' performance plans (this may also be incorporated in the leading people element)?**

<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>	The EI Office provided revised language for D&I elements for SES performance plans based on recommendations from the D&I Council.
Yes	0.00%	15	
<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>	The EI Office provided revised language for D&I elements for Supervisory performance plans based on recommendations from the D&I Council.
Yes	0.00%	199	
<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>	The EI Office will draft a D&I element for employee performance plan.
No	0.00%	1177	