

DOJ Drug Enforcement Administration

For period covering October 1, 2021 to September 30, 2022

PART A Department or Agency Identifying Information	1. Agency	1. DOJ Drug Enforcement Administration
	1.a 2nd level reporting component	
	2. Address	2. 700 Army Navy Drive
	3. City, State, Zip Code	3. Arlington, VA 22202
	4. Agency Code 5. FIPS code(s)	4. DJ06 5. 4002

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 8959
	2. Enter total number of temporary employees	2. 48
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 9007

PART C	Title Type	Name	Title
Agency Official(s) Responsible For Oversight of EEO Program(s)	Head of Agency	Anne Milgram	DEA Administrator
	Head of Agency Designee	John C DeLena	Associate Deputy Administrator
	Principal EEO Director/Official	Lorena O. McElwain	EEO Officer
	Affirmative Employment Program Manager	Bridgette Gant	Special Emphasis Programs (SEP) Unit Chief
	Complaint Processing Program Manager	Darryl Himes	Complaints Manager
	Diversity & Inclusion Officer	Melissa Gibson	Diversity & Inclusion Program Manager
	Women's Program Manager (SEPM)	Towana Gooch	EEO Program Manager
	Disability Program Manager (SEPM)	Derek Orr	EEO Program Manager
	Special Placement Program Coordinator (Individuals with Disabilities)	Tamara Wasson	Human Resource Specialist
	Reasonable Accommodation Program Manager	John Christie	Supervisory Human Resources Specialist
	ADR Program Manager	Taya Austin	EEO Specialist/ADR Coordinator
	Compliance Manager	Darryl Himes	Complaints Manager
	Principal MD-715 Preparer	Bridgette Gant	SEP Unit Chief
Other EEO Staff	John Hill	Statistician	

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
	DOJ Drug Enforcement Administration Arlington, VA	United States	DJ06
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EEOC FORMS and Documents	Required	Uploaded	
Reasonable Accommodation Procedure	Y	N	
Personal Assistance Services Procedures	Y	N	
EEO Policy Statement	Y	N	
Anti-Harassment Policy and Procedures	Y	N	
Agency Strategic Plan	Y	N	
Organization Chart	Y	N	
Alternative Dispute Resolution Procedures	Y	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	

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EXECUTIVE SUMMARY: MISSION

The mission of the DEA is to enforce the controlled substances laws and regulations of the United States and bring to the criminal and civil justice system of the United States, or any other competent jurisdiction, those organizations and principal members of organizations involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the United States; and to recommend and support non-enforcement programs aimed at reducing the availability of illicit controlled substances on the domestic and international markets.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Essential Element A: Demonstrated Commitment from Leadership - Ms. Anne Milgram was sworn in as DEA Administrator on 06/28/2021 and issued the agency's EEO, diversity, and anti-harassment statements within six months in December 2021 and re-issued the statement in December 2022. The DEA senior leadership team demonstrated commitment to advancing Diversity, Equity, Inclusion and Accessibility (DEIA), race and gender equity as required by the President's executive orders.

Essential Element B: Integration of EEO into Strategic Mission - The DEA EEO Office aligned its strategic plan to the Governmentwide DEIA Plan and the DOJ DEIA Plan. The DEA EEO Office led the development of the agency's policy on reasonable accommodation for religious exemptions within six weeks of the COVID vaccine requirement, establishing the framework to process several hundred requests within approximately 10 days. The EEO Officer represented the agency in DEIA, race and gender equity workgroups in DOJ and the Federal community to ensure strategic alignment of agency priorities.

Essential Element C: Management and Program Accountability - During FY22, the EEO Office conducted a diversity study of its intelligence analyst series, based on which the Intelligence Division committed to enhancing the participation rate of persons with disabilities in the 0132 workforce, successfully increasing representation from 4.84% to 5.86%. In addition, the agency strengthened DEIA performance language for SES and GS supervisors in FY22, and implemented the new mandatory EEO element in FY23.

Essential Element D: Proactive Prevention - The DEA established an ADR program in FY21, resulting in increased use of ADR in 2022, and lowering monetary costs associated with complaint closures from \$730K in 2020 and \$633K in 2021 to \$450K in 2022. The agency released its first Diversity Dashboard, providing executive stakeholders real-time statistics on workforce demographics, hiring and separations to assist in workforce planning and to help advance DEA's targeted recruitment and retention goals, and in support of the new, mandatory, supervisory EEO element. The agency implemented the *DEA We See the Leader within You!* Initiative, a strategic approach to employee engagement and development, averaging more than 80 participants per event.

DEA emphasized the benefits of using the non-competitive recruitment authority of Schedule A 5 CFR 213.3102 (u) during Strategic Recruitment Discussions with Hiring Managers and with those that are involved in the hiring process. In addition, HR promoted the use of the Bender List, where Hiring Managers can identify potential candidates for their vacancies. HR collaborated with EEO Office to update the exit survey to provide more meaningful and actionable data. The Chief Diversity Officer and Special Emphasis Program Director partnered with the Training Division to enhance EEO and DEIA requirements in the curriculum for core occupations. DEA exported several of these best practices to the Federal EEO and DEIA community through speaking engagements at national conferences.

Essential Element E: Efficiency - the DEA EEO Office received approval to convert contract legal sufficiency functions to a full-time equivalent in FY22, which will ensure legal sufficiency reviews and other critical functions remain permanently staffed at savings of 30% and contribute to process improvements. The EEO Office also competed a new contract for counseling services, which will allow DEA to move from collateral-duty counselors to professional counselors to ensure timeliness and enhanced customer service. During FY22, the EEO Office recomputed its investigation contract and included enhanced performance language in its statement of work to reduce risk of sanctions resulting from untimely investigations and added customer service standards for contract investigators starting in FY23. DEA improved the informal to formal complaint conversion rate from 73% in FY21 to 67% in FY22.

Essential Element F: Responsiveness and Legal Compliance - the agency continued to be responsive to EEOC and other third parties in EEO matters. During FY22, the agency received three findings of discrimination, and implemented corrective actions in a timely manner.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

During FY22, the DEA total workforce decreased by 2.68% to 9,007. The DEA total workforce exceeded the Civilian Labor Force in the following categories:

- The participation rate of Asian Americans increased from 4.71% to 4.94% and was higher than the CLF (4.37%).
- The participation rate of African Americans decreased from 15.85% to 15.58% and continued to be higher than the CLF (12.31%).

The DEA made progress towards diversifying its total workforce in the remaining categories:

- The participation rate of Females increased from 37.31% to 37.65%, but was lower than the CLF (48.21%).
- The participation rate of Hispanics increased from 11.81% to 12.06%, closer to the CLF (12.98%).
- The participation rate of American Indians increased from .52% to .59%, closer to the CLF (.62%).
- The participation rate of people with disabilities increased from 5.22% to 6.17%, but was lower than the Federal benchmark of 12%.
- The participation rate of people with targeted disabilities increased from 1.21% to 1.29%, but was lower than the Federal benchmark of 2%.

The DEA made progress in FY22 towards advancing targeted recruitment goals in its core occupations where inequities were observed in FY21:

- The participation rate for women in the Special Agent Series increased from 12.15% to 13.24% but still below the occupational CLF (25%).
- The participation rate for persons with disabilities in the Diversion Investigator Series increased from 4.72% to 5.21% but still below the EEOC benchmark (12%).
- The participation rate for persons with disabilities in the Intelligence Analyst Series increased from 4.84% to 5.86% but still below the EEOC benchmark (12%).
- The participation rate for Asian Americans in the Chemist Series increased from 9.37% to 10.81% but still below the occupational CLF (14%). The participation rate for persons with disabilities in the Chemist Series increased from 1.81% to 2.4% but still below the EEOC benchmark (12%).

EXECUTIVE SUMMARY: ACCOMPLISHMENTS

KEY EEO Accomplishments in FY 2022:

- Issued policy on reasonable accommodation for religious exemptions within six weeks of the COVID vaccine requirement, establishing the framework to process several hundred requests within approximately 10 days.
- Conducted Continuing Legal Education (CLE) Credit training to agency attorneys during the 2022 Office of Chief Counsel summit.
- Incorporated EEO and DEIA training into curriculum for core occupations.
- Competed contracts for counseling (new) and investigations (re-compet) with language to reduce risk of sanctions resulting from untimely counselings and investigations.
- Increased use of ADR, resulting in lower monetary costs associated with complaint closures from \$730K in 2020 and \$633K in 2021 to \$450K in 2022.
- Improved informal to formal complaint conversion rate from 73% in FY21 to 67% in FY22.

Key DEIA Accomplishments in FY 2022:

- Unveiled Diversity Dashboard, providing executive stakeholders real-time statistics on workforce demographics, hiring and separations to assist in workforce planning and to help advance DEA's targeted recruitment and retention goals, and in support of mandatory EEO element
- Conducted diversity study based on which Intel committed to enhancing the participation rate of persons with disabilities in the 0132 workforce, increasing participation rate from 4.84% to 5.86%
- Revised DEIA Advisory Council charter, elevating the performance of DEA's diversity program on the OPM diversity maturity model from a 1 (low) to a 2 (medium)
- Implemented the Leader within You Initiative, a strategic approach to employee engagement and development, averaging more than 80 participants in each session
- Streamlined the nomination process for attending diversity conferences while staying within the budget limits set by DOJ JMD
- Transitioned to a virtual/hybrid approach to training and special emphasis programs, and converted paper posters to virtual as a way of reducing travel and mailing costs
- Exported best practices to the Federal EEO and DEIA community

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EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Key EEO Priorities in FY 2023:

- Establish Center for ADR
- Conduct Settlement/Resolving Official Training.
- Award counseling and investigation contract(s) with enhanced customer service standards and performance metrics for contract investigators.
- Conduct quality assurance reviews of proposed investigation plans.
- Implement *EEO SMARTS Campaign* to demystify the EEO process and encourage effective participation.
 - Release six (6) podcasts to increase awareness of EEO process and encourage effective behaviors while engaging in the EEO process.
 - Revise EEO letters to enhance customer service, manage stakeholder expectations, and include EAP referrals.
 - Conduct brown four (4) bag lunches.
 - Incorporate EEO Smarts themes in EEO and DEIA training.

Key DEIA Priorities in FY 2023:

- Align special emphasis events to the DEIA Strategic Plan, the agency's 50th anniversary and implement a partnership approach to special emphasis events, hosting a minimum of two events from the field and broadcasting to the rest of the agency.
- Implement the second annual *DEA We See the Leader within YOU!* initiative. - Disseminate training and tools to support the new mandatory EEO element in the SES and GS supervisory performance work plans.
- Establish a pilot mentoring program that includes internal and external (college partnership) components.
- Collaborate with HR to revamp the DEIA/EEO orientation module.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

[Redacted] am the
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]
(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee



Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, ll(A)]	X			Ms. Anne Milgram was sworn in as DEA Administrator on 6/28/2021 and issued the DEA's annual statement on Equal Employment Opportunity and Diversity on December 22, 2021. The statement was re-issued via broadcast agency-wide in December 2022. 12/22/2021
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
A.2.a. Does the agency disseminate the following policies and procedures to all employees:					
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:					
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			https://www.dea.gov/equal-opportunity-employer
A.2.c. Does the agency inform its employees about the following topics:					
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			Annually via DEALS Learning System as well as via in person training.
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Annually via DEALS Learning System as well as via in person training.
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			Ongoing via new employee training as well as other EEO training.
	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			Ongoing via in person training, and new employee training.
	A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.	X			Ongoing via in person training.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .	X			Assistant Administrator for Human Resources solicited nominations for the Drug Enforcement Administration's Administrator's Award. The awards criteria includes The Administrator's Award for Equal Employment Opportunity which recognizes significant contributions to the Equal Employment Opportunity (EEO) Program.
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X			

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Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.					
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			EEO Officer has direct access to Agency Head who is also her second-line supervisor.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X			EEO Officer reported to the Principal Deputy Administrator in FY22.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			June 2022 and November 2022
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	DEA does not issue FADS. They are issued by the Department of Justice.
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			The DEA implements diversity and inclusion principles outlined in the Department of Justice 2019-2022 Enterprise-wide Strategic Framework for Equal Employment Opportunity. The principles are contained in Goal 3 of the DOJ framework. The DEA's EEO Office established its first Diversity, Equity, Inclusion, and Accessibility Plan in FY 2022.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			The reasonable accommodation program was implemented through the Human Resources Division, Reasonable Accommodation Coordinator. In FY 2021, the Disability Employment Program Manager was realigned under the EEO Office.
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			(Responsibility is shared between EEO and the Office of Professional Responsibility).

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B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

 Compliance Indicator	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			

 Compliance Indicator	B.6. The agency involves managers in the implementation of its EEO program.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	



B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.				
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X			The Office of Inspections conducts inspections all year and includes questions about EEO. The EEO Office conducts semi-annual reports on EEO program matters and diversity demographics. Within this report, each Field Division is provided with a copy.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X			Twice a year
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			Employees and supervisors are directed to contact the Office of Professional Responsibility (OPR) to report harassment claims. The EEO Office also refers harassment claims to this office.
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]	X			
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			

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C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.	X			https://www.dea.gov/equal-opportunity-employer

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.

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<p>C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]</p>	<p>X</p>		<p>See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.</p>
<p>C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]</p>	<p>X</p>		<p>See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.</p>
<p>C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]</p>	<p>X</p>		<p>See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.</p>

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C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]

X

See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.

C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]

X

See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.

C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]

X

See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.

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C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]

X

See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.

C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]

X

See H.1 - A mandatory supervisory EEO performance element was crafted in FY22. New supervisors were placed on the standard in FY23 and current supervisors are transitioning through 11/1/52023. All SES have EEO language in the Leading People performance element.

C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]

X



C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]

X

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/ personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			DEA's EEO staff initiated a barrier analysis working group which will meet on a regular basis to develop an approach to consistent barrier analysis.
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.			X	Responsible officials no longer with agency.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.	Yes	No	N/A	
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			Semi-Annually
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.				
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			EEO Complaint Data, Program Evaluations, 462 Report, Exit Interviews, EVS, and Affinity Groups. The Reasonable Accommodation program is reviewed and analyzed for workplace barriers also.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.	Yes	No	N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			https://www.dea.gov/divisions/equal-opportunity-employer
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Essential Element: E Efficiency

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X			
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X			
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X			
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X			The average processing time is 39 days. This reflects a better rate than FY2019 of 52.3 days.
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X			
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	X			
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	X			
	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?			X	DEA does not issue final agency decisions. Final agency decisions are issued by a centralized office, the Complaints Adjudication Office, at the Department of Justice.
	E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?			X	DEA does not issue final actions. Final actions are issued by a centralized office, the Complaints Adjudication Office, at the Department of Justice.

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E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			Poor contractor performance is handled by not assigning new cases to them and through the acquisition process.
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			
 Compliance Indicator	E.2. The agency has a neutral EEO process.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The EEO Office has its own senior advisor who conducts legal sufficiency reviews and provides advice and guidance regarding the complaints process and other issues in the EEO program. The defensive function is performed by attorneys in the Office of Chief Counsel. There is a clear line between the two offices.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			EEO Office has its own contract attorney for legal sufficiency reviews.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]				X	N/A
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report



E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:

E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			FY22 applicant flow data is unavailable for Special Agents (GS-1811s), but will become available in FY23 with the transition to USAJobs for Special Agent applications.
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If “yes”, provide an example in the comments.		X			DEA is consistently monitoring recruitment, hiring and promotions of women across all job occupations, and particularly in the position of Special Agent. Workforce data, including new hires, is routinely examined to determine progress in increasing the participation of women. Workplace policies have been updated and revised to be consistent with OPM guidance on workplace flexibilities.
E.5.b. Does the agency review other agencies’ best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If “yes”, provide an example in the comments.		X			Collaborated with various federal agencies on barrier analysis practices. Learned strategies to attract first generation professionals; collaborated with other federal law enforcement agencies on recruitment of women and people of color for mission critical occupations; participated in innovative approaches to addressing harassment.

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E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size?
[see MD-715, II(E)]





X

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Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.	Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X			
 Compliance Indicator		Measure Has Been Met			
 Measures	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.3. The agency reports to EEOC its program efforts and accomplishments.				
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]		X			This data is provided to DOJ who then produces an agency-wide No FEAR Act report.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			The data is posted on DOJ's public website. The link on DEA.gov redirects to https://www.justice.gov/jmd/eo-programstatus-report , where Justice Management Division posts quarterly No FEAR Act data.

Essential Element: O Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency: C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?

Mandatory EEO Performance Element for Supervisors and Managers

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/30/2020	11/15/2023			Ensure 100% supervisory performance workplans comply with EEO requirements as described in the MD-715.

Responsible Officials

Title	Name	Standards Address the Plan?
Assistant Administrator for HR	Tammy VanKeuren	Yes
EEO Officer	Lorena McElwain	Yes
Chief Data Officer	Naomi Adaniya	Yes
Associate Deputy Administrator	Jon DeLena	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2022	Determine language for inclusion in supervisory and management performance standards in partnership with EEO, HR, and Senior Advisor in FY22 for potential implementation in FY23.	Yes		05/10/2022
11/15/2023	Begin implementing roll out strategy for mandatory EEO supervisory element in early FY 2023 in conjunction with USAPerformance rollout.	Yes		03/31/2023
09/30/2023	Design tools to support supervisors to effectively perform their EEO duties, including training (traditional, virtual, online) and job aids.	Yes		
11/15/2023	Include EEO element in all supervisory performance work plans	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	The EEO Officer briefed the Senior Advisor in August 2021. A follow up meeting occurred in September 2021 with the Assistant Administrator for Human Resources and Senior Advisor.
2022	The EEO Office collaborated with the Chief Data Officer, Human Resources and Chief Counsel staff to enhance the language in the SES leading people element, and develop language for supervisory performance work plans for GS employees. The language was finalized in May 2022 and the workgroup proceeded to plan a rollout strategy that includes communications, training and job aides to support successful performance in the EEO element.
2023	The HR Division transitioned to USAPerformance in early FY 2023 and updated the supervisory standards to ensure compliance with this requirement. The agency began placing new supervisors on the mandatory standard in FY23 and is transitioning existing supervisors through 11/15/23. All SES include EEO language in the Leading People performance element.

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Plan to Eliminate Identified Barriers

PART I1

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A4	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	In FY 2021, there was a potential glass ceiling affecting Women within higher graded positions. The data indicates the participation rate for Women in GS5-12 grades is disproportionately higher when compared to the participation rate of women in the total workforce. As the grade level increases, the participation rate of Women decreases. Overall, the participation rate for Women at GS13, 14, and SES is disproportionately lower. This indicates that there may be an existing glass ceiling or blocked pipeline.	
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> All Women All Women	
Barrier Analysis Process Completed?:	Y	
Barrier(s) Identified?:	Y	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name Women	Description of Policy, Procedure, or Practice The potential glass ceiling of Women at the senior grade levels (GS-13 through SES) appears to be due as part of the MCO, Criminal Investigator job series (1811). Criminal Investigators represent 47.39 percent of DEA's overall workforce; within this series Women did not meet the expected rate based on the Occupational Civilian Labor Force (OCLF). Particularly, all positions GS -13 through SES had less than expected female participation based on the OCLF with the exception of Asian Women at GS-13 & 14 grades and American Indian/Alaskan Native Women at grade GS-15.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2021	09/30/2022	Yes			To ensure DEA is meeting our plans to diversify the workforce and eradicate any barriers to equal opportunity employment, the DEA EEO Office will monitor biannual division reports and will conduct a formal analysis at the end of each fiscal year. The analysis will include the following data: applicant flow, separations, career board selections, and any exit interview data available.

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Plan to Eliminate Identified Barriers

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/07/2021	09/30/2024	Yes			DEA has established diversity recruitment and retention goals for the Agency. These goals have been established to address potential disability, gender and race inequities based on a recent five-year analysis of trends for DEA's five core occupations as compared to the corresponding occupational civilian labor force and the FY 20 MD-715 Data Tables. The goals will be removed or revised as the hiring and retention equity gaps are resolved.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Assistant Administrator for Human Resources Division	Tammy VanKeuren	Yes
EEO Officer	Lorena O. McElwain	Yes
Associate Deputy Administrator	Jon C DeLena	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
08/31/2021	DEA's Diversity Committee sponsored two flash mentoring events during FY21. These events were established to engage and develop employees at all grade levels through the support of a senior graded mentor. A total of 51 employees were provided mentorship through these flash mentoring events. Based on the positive feedback and support, DEA will continue these Flash Mentoring events in FY22.	Yes		
09/01/2021	DEA began planning "DEA, We See the Leader within You" initiative. This initiative is an inclusive approach to employee engagement and development as a way to retain employees, enhance competencies at all levels, and empower employees to take steps towards career development and growth. The initiative has two programs: (1) Leadership Letters provides DEA employees at all levels an inclusive space to share their experience and advice on leadership, career development, goal attainment, and life's lessons to inspire and propel the DEA workforce to reach professional and personal goals; and (2) Leadership workshops will provide DEA employees at all levels with an opportunity to strengthen or develop specific career-enhancing competencies, including: writing outcome-oriented accomplishments, identifying and addressing exclusion and its effects on the workplace, and empowering employees to take control of their career development based on the OPM leadership competency model.	Yes		02/01/2022

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Plan to Eliminate Identified Barriers

Report of Accomplishments

Fiscal Year	Accomplishments
2021	<p>In FY2021, DEA saw a net change of +2.81 percent of Women in the overall workforce. In 2021, DEA increased Women representation at grades GS-14, GS-15, SES and Senior Level. From FY20 to FY21, women within the GS-14 grade increased from 424 to 458; women within the GS-15 grade increased from 26 to 31; and SES and Senior Level grades increased from 141 to 142. DEA also increased women representation for Women in the Criminal Investigator job series (1811) from 530 in FY20 to 543 in FY21,. Women in the 1811 job series had an overall increase for women within grade GS-14 from 8.53 percent (81) in FY20 to 9.98 percent (91) in FY21; there was also an increase in the feeder grades GS-7 through GS-12 for women in the 1811 job series; this should result in greater representation of women at the higher paygrades in upcoming FYs.</p> <p>In FY21, DEA reinvigorated the DEA-Women Empowerment & Support Team (DEA-WEST) Affinity Group. The goal of this group is to promote the advancement of women in the DEA workforce.</p>
2022	<ul style="list-style-type: none"> - Incorporated DEIA training into curricula for core occupations. - Unveiled Diversity Dashboard, providing executive stakeholders real-time statistics on workforce demographics, hiring, separations and other actions to assist in workforce planning and help advance DEA's targeted recruitment and retention goals. - Developed language for mandatory EEO performance element that includes DEIA accountability language. - Conducted diversity workforce study of the Intelligence Analyst series. - Implemented the DEA We See the Leader Within You Initiative, a strategic approach to employee engagement and career development, averaging more than 80 participants each session. - Completed internal mentoring pilot in partnership with the DEIA Advisory Committee for implementation in FY 23.

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|-------------------------------|--------|-----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b.Cluster GS-11 to SES (PWD) | Answer | Yes |

Based on the utilization analysis of the DEA workforce by disability grouping, PWDs are participating at a rate of 18.28% percent in the GS-1 to GS-10 grades, and a rate of 5% percent in the GS-11 to SES grade cluster. An analysis of the SF-256 data identified an undercounting of Veterans 30% or more disabled in the permanent workforce of 426 PWD. These Veterans 30% or more disabled were not reflected in the B Tables used to prepare the FY '22 MD-715. When these 426 employees are factored into the total PWD, the actual workforce is comprised of 12% PWD (absent grade/cluster.)

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d) (7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- | | | |
|--------------------------------|--------|-----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD) | Answer | Yes |

Based on the utilization analysis of the DEA workforce by disability grouping, PWTDs (IWTD) are participating at a rate of 3% in the GS-1 to GS-10 grades, and at a rate of 0.01% percent in the GS-11 to SES grade clusters.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

Annual hiring goals for individuals with disabilities and targeted disabilities are formally announced on an annual basis from the DEA Administrator to all Executive Staff; the DEA HR Department to all Hiring Officials as well as by the DEA EEO Unit to all DEA Components during annual mandatory training events. The goals are further communicated to the DEA Diversity Council and DEA Affinity Groups as well as employees who touch the hiring process.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

DEA's Equal Employment Opportunity Unit has a full-time Disability Employment Program Manager (DEPM) who is responsible for implementing, monitoring and maturing the DEA Disability Employment Program. Also each DEA regional office nationally and internationally has one or more staff member's assigned collateral duties to support the Selective Placement Program, Disability Employment Program, Reasonable Accommodation Program, and the Operations Warfighter Program.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	0	0	0	Susan Gearhart-Marshall Section Chief
Processing reasonable accommodation requests from applicants and employees	0	0	1	John Christie RA Program Manager
Section 508 Compliance	0	0	1	Mildred Tyler 508 Compliance Coordinator
Special Emphasis Program for PWD and PWTD	1	0	0	Derek K. Orr Disability Employment Program Manager
Answering questions from the public about hiring authorities that take disability into account	0	0	10	Tamara Wasson HR Specialists
Architectural Barriers Act Compliance	0	0	1	Jeff Rashap Deputy Director of Operations

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

Answer Yes

The Disability Employment Program Manager, as well as several staff from the EEO Special Emphasis Program and the EEO Complaints Unit attended both local and national training events to enhance and expand their knowledge and understanding of emerging trends in the area of the employment of people with disabilities (to include those with targeted disabilities) as well as identified areas of "best practice." In FY '22 attendance at training programs included the LULAC National Training Conference; EEOC sponsored training programs; and DEA sponsored events.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer Yes

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

DEA participates in hiring fairs and outreach activities; uses the USASTAFF Talent Portal; attends Veterans hiring fairs; receives resumes through Selective Placement Programs; and maintains contact with Disability Program Managers throughout DOJ to find qualified Schedule A candidates. DEA also participates in the Wounded Warriors/Operation Warfighter programs from which it hires PWD and PWTD.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

DEA uses Schedule A(u) for PWD and PWTD and the Veterans 30% or more disabled hiring authorities to recruit and hire for positions in the permanent workforce.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

(1) The Recruitment, Staffing and Placement Section in HR reviews a candidate's Schedule A letter submitted with resume; reviews Veterans documentation that designate preference eligibility and disability status. (2) After confirming that the individual meets the minimum qualifications for a position, HR forwards resume by email to hiring official with explanation that individual may be appointed outside competitive process.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

Training is required every two years of all individuals involved in the hiring process on the use of special hiring authorities for individuals with disabilities, Veterans, and Veterans with disabilities. Training modules include: USERRA; Veterans Employment Training for Federal Hiring Managers; Guidance for Fair Employment Opportunities; Effective Interviewing and Hiring Strategies; Merit System Principles and Prohibited Personnel Practices; Putting the Hiring Back in Hiring People with Disabilities. New Senior Executives and new supervisors receive training in the first year of their appointment on Schedule A hiring authority for people with disabilities. Field Administrative Officers receive training annually on special hiring authorities and reasonable accommodations. Recruiters receive training annually on special hiring authorities and reasonable accommodations in the hiring process.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

DEA HR Staff as well as other staff that engage in outreach and recruitment efforts participate in the WRP (Workforce Recruitment Program)

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

- | | | |
|---|--------|-----|
| a. New Hires for Permanent Workforce (PWD) | Answer | No |
| b. New Hires for Permanent Workforce (PWTD) | Answer | Yes |

In FY '22, DEA recruitment and hiring for PWTD was .33%.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|-----------------------------|--------|-----|
| a. New Hires for MCO (PWD) | Answer | N/A |
| b. New Hires for MCO (PWTD) | Answer | N/A |

The data is inconclusive due to irregularities in the output from the multiple systems. With regard to 1811s, there is no data available.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

The data is inconclusive due to irregularities in the output from the multiple systems. With regard to 1811s, there is no data available.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Promotions for MCO (PWD) Answer N/A
- b. Promotions for MCO (PWTD) Answer N/A

The data is inconclusive due to irregularities in the output from the multiple systems. With regard to 1811s, there is no data available.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

All DEA employees are eligible to participate in career advancement opportunities, including PWD and PWTD. At DEA Headquarters, PWD are encouraged to attend career development training programs such as resume writing, interviewing skills and "flashmob" style mentoring events are held several times a year. DEA publicizes the availability of accommodations to attend such programs. PWD and PWTD attend courses at the DEA’s training academy and participate in training opportunities at HQ in the field divisions. DEA has a mentoring program for new Special Agents.

B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

DEA offers internships; training programs (HQ, Field Divisions, DEA Academy, online, outside entities such as USDA Grad School and Treasury Executive Institute); coaching via the Treasury Executive Institute; and mentoring for new Special Agents.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs	n/a	n/a	n/a	n/a	n/a	n/a
Training Programs	n/a	n/a	n/a	n/a	n/a	n/a
Fellowship Programs	n/a	n/a	n/a	n/a	n/a	n/a
Detail Programs	n/a	n/a	n/a	n/a	n/a	n/a
Mentoring Programs	n/a	n/a	n/a	n/a	n/a	n/a
Other Career Development Programs	n/a	n/a	n/a	n/a	n/a	n/a
Coaching Programs	n/a	n/a	n/a	n/a	n/a	n/a

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer N/A

b. Selections (PWD)

Answer N/A

DEA does not track applicants or selectees for career development programs by disability (or any other EEO status). Despite this, to the extent most structured career development opportunities are geared toward MCO (especially Special Agents), the lower representation of PWD in these occupations may result in few PWDs overall being included in career development programs.

4. Do triggers exist for PWTd among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTd)

Answer N/A

b. Selections (PWTd)

Answer N/A

DEA does not track applicants or selectees for career development programs by disability (or any other EEO status). Despite this, to the extent most structured career development opportunities are geared toward MCO (especially Special Agents), the lower representation of PWTd in these occupations may result in few PWTds overall being included in career development programs.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTd for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)

Answer No

b. Awards, Bonuses, & Incentives (PWTd)

Answer Yes

For PWTd a trigger exists at the "Cash Award" level of \$5,000 and more.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTd for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD)

Answer Yes

b. Pay Increases (PWTd)

Answer Yes

There are triggers for both PWD and PWTd.

3. If the agency has other types of employee recognition programs, are PWD and/or PWTd recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)

Answer No

b. Other Types of Recognition (PWTd)

Answer Yes

For PWTd a trigger exists across several categories with regards "Time Off Awards".

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions.

2. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD) Answer N/A

b. New Hires to GS-15 (PWD) Answer N/A

c. New Hires to GS-14 (PWD) Answer N/A

d. New Hires to GS-13 (PWD) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTB) Answer N/A

b. New Hires to GS-15 (PWTB) Answer N/A

c. New Hires to GS-14 (PWTB) Answer N/A

d. New Hires to GS-13 (PWTB) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool. However, the overall participation rates of PWD among supervisors (4.11%), managers (2.65%) and executives (4.11%) suggests that there may be a trigger for PWD in supervisory positions.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool. However, the overall participation rates of PWTD among supervisors (1.37%), managers (0.96%) and executives (0.92%) suggests that there may be a trigger for PWTD in supervisory positions.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD) Answer N/A

b. New Hires for Managers (PWD) Answer N/A

c. New Hires for Supervisors (PWD) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool. However, the overall rates of New Hires for PWD among supervisors (0%), managers (60.0%) and executives (12.5%) is inconclusive because new hires in those categories was very small.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- | | | |
|-------------------------------------|--------|-----|
| a. New Hires for Executives (PWTD) | Answer | N/A |
| b. New Hires for Managers (PWTD) | Answer | N/A |
| c. New Hires for Supervisors (PWTD) | Answer | N/A |

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool.

Section V: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

- | | | |
|----------------------------------|--------|----|
| a. Voluntary Separations (PWD) | Answer | No |
| b. Involuntary Separations (PWD) | Answer | No |

N/A

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

- | | | |
|-----------------------------------|--------|----|
| a. Voluntary Separations (PWTD) | Answer | No |
| b. Involuntary Separations (PWTD) | Answer | No |

N/A

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.dea.gov/divisions/equal-opportunity-employer>

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.dea.gov/divisions/equal-opportunity-employer>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

DEA completed a major renovation to our Headquarters located in Arlington, VA. in early 2022.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time for reasonable accommodation requests in FY '22 was greater than 30 days. The reason for this increase over FY '21 was related to DEA incorporating the availability of the "Federal Occupational Health" agency as a resource for the review of submitted/requested medical data by the RA Decision Maker. Initiating and implementing the contract with FOH impacted the average processing time of RA requests.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

All Regional Special Agents in Charge (SAC'); supervisors; hiring officials; and basic training candidates at Quantico receive training on Reasonable Accommodation upon hire. SAC's, managers and those involved with the hiring process must receive the training every two years after appointment.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

In FY '22, DEA did not have any requests for PAS services.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A.

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTB?

Answer Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTB?

Answer Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The participation rate of PWD increased from 5.22% in FY21 to 6.17%,in FY22, but continues to be lower than the EEOC goal of 12%. The participation rate of PWTD increased from 1.21%in FY21 to 1.29% in FY22,, but continues to be lower than the EEOC goal of 2%.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name	Description of Policy, Procedure, or Practice				
	Lack of Numeric Targeted Recruitment and Retention Goals	Lack of a target recruitment goal for persons with targeted disabilities reduced accountability in tracking and evaluating progress towards increasing the participation rate of persons with disabilities in the workforce.				
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
05/05/2021	08/31/2021	Yes		08/06/2021	Establish numeric targeted recruitment and retention goals for PWTD in total workforce and core occupations.	
03/31/2023	09/30/2023	Yes			Realign Reasonable Accommodation Program and Selective Placement Program back into EEO to manage these functions in alignment with the Disability Employment Program.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Assistant Administrator for HR		Tammy Van Keuren		No		
Acting Chief Financial Officer		Diane Parks		Yes		
Chief Compliance Officer		Mary Schaefer		Yes		
EEO Officer		Lorena McElwain		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
08/31/2021	Establish numeric targeted recruitment and retention goals for PWTD in total workforce and core occupations.			Yes		08/06/2021

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	The EEO Officer shall issue a memo to the Assistant Administrator for HR establishing numeric recruitment and retention goals.	Yes		09/07/2021
11/15/2023	Include language in mandatory supervisory EEO performance element to advance DEIA goals.	Yes		
12/31/2023	Provide training to key stake holders to advance DEIA goals and exceeding in the EEO performance element,	Yes		
06/30/2022	Develop language for mandatory supervisory EEO performance element that includes DEIA language.	Yes		05/10/2022

Report of Accomplishments

Fiscal Year	Accomplishments
2022	EEO partnered with the Intelligence Division to conduct a more in depth study and developed strategies for increasing the participation rate of persons with disabilities in the intelligence occupation.
2022	<ul style="list-style-type: none"> - The Intelligence Analyst occupation implemented activities based on the 2022 workforce study to enhance the participation rate of persons with disabilities in the intelligence occupation, resulting in an increase from 4.84% in FY21 to 5.86% in FY23. - Released diversity dashboard providing access to workforce demographics, including trends for people with disabilities. - Developed language for mandatory supervisory EEO performance element that includes advancing DEIA goals.

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

DEA HR Executive Management experienced personnel changes to the three (3) most senior HR management positions in FY '21. This resulted in an "Acting Assistant Administrator" for 12 months while these positions were recruited.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Increasing the participation rate of persons with targeted disabilities in the workforce is an ongoing priority and incremental progress will lead to an eventual correction.