



**The Defense Information Systems Agency
(DISA)**

**Notification and Federal Employee
Antidiscrimination and Retaliation Act (No FEAR)**

Fiscal Year 2018 Report

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I. INTRODUCTION

- EEO Program Reviews** – When conducting an EEO program review, at any DISA field site, the following program areas continue to be analyzed for regulatory compliance: program administration function; MD-715 compliance structure; recruitment strategies for under-represented groups; plan of action for the employment/advancement of Disabled Veterans; employment initiatives for the six special emphasis programs; quality of EEO counseling services, including meeting all recommended timeframes; quality of processing formal complaints, including ensuring all complaint compliance measures are observed/followed as described in 29 C.F.R. 1614 and Management Directive 110. It is also noteworthy to mention that DISA employs approximately 7,339 civilian & military personnel (combined), it also has approximately 7,500 contractors providing services to support its mission.

II. REPORTING REQUIREMENTS

a. *The number of cases in federal court pending or resolved in each fiscal year and arising under each of the respective provisions of the federal antidiscrimination laws and whistleblower protection laws applicable to them as defined in 5 C.F.R. §724.102, in which an employee, former federal employee, or application alleged a violation of these laws, separating data by the provision of law involved (5 C.F.R. 724.302(a)(1)) and the status or disposition of such cases (5 C.F.R. 724.302(a)(2)(i)).*

Statute	Cases Opened in FY18	Cases Resolved in FY18		Cases Pending at Close of FY18
		Settled	Other	
Title VII, Civil Rights Act of 1964 42 U.S.C. 2000e-16	23	2	0	16
Age Discrimination in Employment Act 29 U.S.C. 631, 633a	2	0	0	2
Fair Labor Standards Act of 1938 29 U.S.C. 206(d)	0	0	0	0
Section 501 of Rehabilitation Act 29 U.S.C. 791	0	0	0	0
Equal Pay Act 29 U.S.C. 206(d)	1	0	0	1
Whistleblower Protection Act 5 U.S.C. 2302(b)(1)	0	0	0	0

b. *The amount of money required to be reimbursed to the Judgment Fund by the agency for payments as defined in 5 C.F.R. §724.102 (5 C.F.R. 724.302(a)(2)(ii)), and the amount of reimbursement to the Fund for attorney's fees where such fees have been separately designated*

(5 C.F.R. 724.302(a)(2)(iii)), and any adjustment needed or made to the budget of the agency to comply with its Judgment Fund reimbursement obligation(s) incurred (5 C.F.R. 724.302(a)(8)).

\$ Reimbursed to Judgment Fund	\$ Attributed to Attorneys' Fees	Adjustment Needed
0	0	0

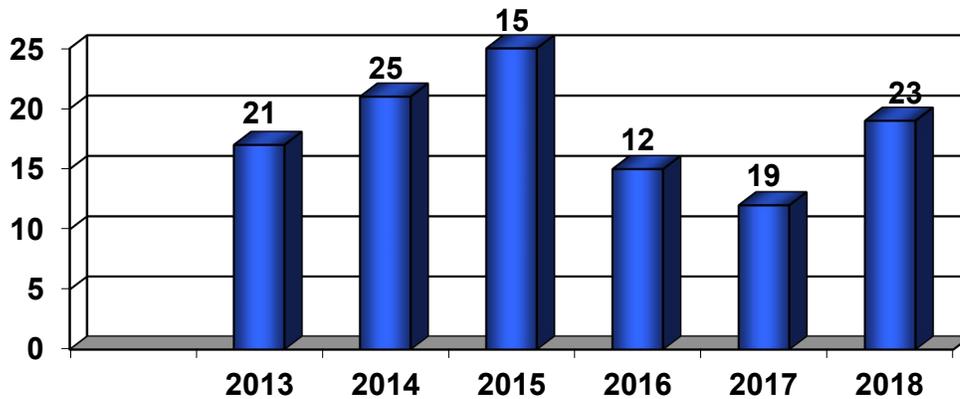
c. In connection with the cases identified above, the total number of employees in each fiscal year disciplined (reprimand, suspension without pay, reduction in grade or pay, or removal) and the specific nature of the disciplinary actions taken, separated by the provision(s) of law involved (5 C.F.R. 724.302(a)(3)) and the number of employees in each fiscal year disciplined in accordance with any agency policy, regardless of whether or not the matters are in connection to a federal court case (5 C.F.R. 724.302(a)(5)).

Statute	# of Employees Disciplined	Nature of Disciplinary Action (e.g., reprimand, dismissal, etc.)
Title VII, Civil Rights Act of 1964 42 U.S.C. 2000e-16	0	
Age Discrimination in Employment Act 29 U.S.C. 631, 633a	0	
Fair Labor Standards Act of 1938 29 U.S.C. 206(d)	0	
Section 501 of Rehabilitation Act 29 U.S.C. 791	0	
Equal Pay Act 29 U.S.C. 206(d)	0	
Whistleblower Protection Act 5 U.S.C. 2302(b)(1)	0	
Matters that did <u>NOT</u> result in a federal court case	0	

d. The final year-end data about discrimination complaints for each fiscal year that was posted in accordance with Equal Employment Opportunity Regulations 29 C.F.R. §§1614.701, et seq. (5 C.F.R. 724.302(a)(4)).

The NO FEAR Act data for the timeframe FY13 to FY18 reflects there were 115 total formal complaints with an average of 19 formal cases each year. Among the 115 total 3 complainants were repeat filers.

DISA Formal Complaints 2013 - 2018



See Appendix A

e. *A detailed description of the agency’s policy for taking disciplinary action against Federal employees for conduct that is inconsistent with Federal Antidiscrimination Laws and Whistleblower Protection Laws or for conduct that constitutes another prohibited personnel practice revealed in connection with agency investigations of alleged violations of these laws (5 C.F.R. 724.302(a)(6)).*

The agency’s policy statements for Prevention of Sexual Harassment, Equal Employment Opportunity, Anti-Harassment are updated and posted for the workforce after every change of Command. The agency’s New Employee Orientation introduce such policies and elements for discipline to the agency’s new employees. The agency provide new supervisors a 2 day in-depth New Supervisor Training, that spotlights the Supervisor’s responsibilities on a myriad of other personnel issues. The establishment of these policies have continues to communicate to the DISA’s workforce of the zero tolerant for discrimination. The Agency has an extremely aggressive policy to prevent discrimination and sexual harassment throughout the workforce. The Agency has a Sexual Assault Prevention and Response (SAPRO) Program Manager who provide mandatory training and manage the program. Additionally, the Agency has several options in place for employees to address any concerns, e.g., OEDI, Office of the Inspector General, Office of General Counsel, etc. In conjunction with the above-mentioned offices, the Workforce Services & Development (WSD) directorate works collaboratively to provide all new supervisors and employees with detailed training regarding the Agency’s anti-discrimination policies. When appropriate, discipline actions are administered by the appropriate management official utilizing the Agency’s personnel directive, (DISA Instruction 220-15-55, Chapter 752) and 5 C.F.R. 752. The agency follows a “Table of Offenses and Penalties” (DISA CIVPERS 220-15-55, Chapter 752) (Appendix E) if there is a violation.

See Appendix B – input link if available on web-site.

f. *The agency’s written plan to train its employees (5 C.F.R. 724.302(a)(9)).*

The training material developed by DISA is in compliant with the Act's requirements. The course addressed anti-discrimination and whistleblower protection laws and agency policies.

The Agency will continue to utilizing the mandatory online “No FEAR Act” Course. All employees are mandated to complete the course within the first 90 days of reporting and annually thereafter. All mandatory training courses are listed in each individual’s DISA Mandatory Training Plan. DISA E-Learning Online Training System has provided the Agency with an efficient and easy way to provide the workforce with the required training for a multitude of programs to include No FEAR training and the ability to track what percentage of the workforce that completed the training.

See Appendix C

III. ANALYSIS

An analysis of the information provided in paragraphs (a)(1) through (6) of this section in conjunction with data provided to the Equal Employment Opportunity Commission in compliance with 29 CFR part 1614 subpart F of the Code of Federal Regulations. Such analysis must include: (i) An examination of trends; (ii) Causal analysis; (iii) Practical knowledge gained through experience; and (iv) Any actions planned or taken to improve complaint or civil rights programs of the agency with the goal of eliminating discrimination and retaliation in the workplace (5 C.F.R. 724.302(a)(7)).

a. Examination of Trends

DISA overall formal complaint activity shows a slight increase in complaints file in this fiscal year. A trend analysis shows that in FY16 and FY17 the number of formal complaints filed was under 20. This year’s slight increase is attribute harassment that was non-sexual in nature.

b. Causal Analysis

As stated in the examination of trends, DISA’s formal complaint activity has slightly increased, from last year, which is; attributed to harassment (non-sexual) issues. In FY17, 53 pre-complaints were initiated for the entire Agency during this report cycle. Of those 53 pre-complaints, 19 proceeded to the formal complaints process. This fiscal year there were 47 pre-complaints initiated this reporting period, out of those pre-complaints 23 proceeded to the formal complaints process.

c. Practical Knowledge Gained Through Experience

The climate assessments are used by the agency as a gauge to measure there major areas: moral leadership and communication of our workforce and provide the information to the

manager of the participating activity. The trend analysis conducted for the Climate Assessment Programs shows that the assessments continues to afford the agency the opportunity to improve the morale of our employees, which has resulted in notable successes. The agency continues its efforts to create and maintain a harassment and discrimination-free workplace for all current and future agency employees. DISA conducted over 66 Climate Assessment from FY12 through FY18.

d. Actions Planned or Taken for Improvement Measures

- DISA will continue to aggressively promote a workplace free from harassment and discrimination through onsite climate assessments and/or electronic surveys.
- The agency continues to work proactively to prevent complaints and to preserve the integrity of the complaints process when complaints are file.
- To ensure DISA’s workforce is a diverse workforce and reflective of the civilian labor workforce.
- OEDI will received train the trainer training (Respectful Workplace Training for Employees and Leading for Respect Training for Supervisors/Manager) from Equal Employment Opportunity Commission (EEOC), which will afford the agency to train the agency’s Supervisors and Managers.
- OEDI stood up a training committee reach out to the workforce to survey what EEO training employee would like the agency to conduct. Two successful trainings (Diversity & Inclusion and Equal Employment Opportunity) were presented to the workforce.
- To develop strategies to equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches, on the bases of such data and institutionalize a culture of inclusion.
- The agency collaboratively and aggressively work with our Human Resource partners ensuring recruitment efforts are appropriately targeted to recruit from a diverse, qualified group of applicants to secure a high performance workforce drawn from all segments of society.
- The agency Employee Resource Groups (ERG) have increased in participation and membership of seven employee led ERG. The ERGs promotes cultural awareness and cross-communication amongst DISA's, diverse, population and leadership.

Note: These elements can be combined into one narrative as long as all four issues are addressed.

IV. CONCLUSION

DISA remains committed to providing a workforce free of discrimination and harassment, as well as ensuring whistleblower protection. The Office of Equality, Diversity, and Inclusion is always available to provide guidance and address questions regarding any EEO programs.

The following information is provided for additional information.

DISA Office Phone Number Website Email Address

Office of Equality, Diversity, and Inclusion (OEDI)
Main: 301-225-6458 <http://disa.mil/About/Our-Organization-Structure/EEOD>
disa.meade.eeod.mbx.eeod@mail.mil

Sexual Assault
Prevention and
Response Office
(SAPRO)
Main: 301-225-1325
Cellular: 301-250-0178
Hotlines:
301-225-1550
703-217-0006
DoD Safe Helpline:
877-995-5247
Email: victor.m.arthur.civ@mail.mil <http://disa.mil>

Office of General
Counsel (GC) Main: 301-225-6111 <http://disa.mil/About/Our-Organization-Structure/GC>
disa.meade.gc.mbx.disa-gencounsel@mail.mil

Office of Inspector
General (IG)
24 Hour Hotline: (301) 225-6236
Main: 301-225-6219/6220
<http://disa.mil/About/Our-Organization-Structure/IG>
disa.meade.ig.mbx.ighotline@mail.mil

Workforce
Services &
Development
(WSD)
Main: 301-225-1330 <http://disa.mil/About/Our-Organization-Structure/MPS>
disa.meade.mps.mbx.mps-frontoffice.mail.mil

APPENDIX A

*The final year-end data about discrimination complaints for each fiscal year that was posted in accordance with Equal Employment Opportunity Regulations
29 C.F.R. §§1614.701, et seq. (5 C.F.R. 724.302(a)(4)).*

Please do not include pages of zeros. Create a spreadsheet showing only those categories in which complaints were filed.



Complaints Report
FY18.pdf

APPENDIX B

A detailed description of the agency's policy for taking disciplinary action against Federal employees for conduct that is inconsistent with Federal Antidiscrimination Laws and Whistleblower Protection Laws or for conduct that constitutes another prohibited personnel practice revealed in connection with agency investigations of alleged violations of these laws (5 C.F.R. 724.302(a)(6)).

If the policy is available electronically, please only include the public link.



Equal Employment
Opportunity (EEO).p



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Prevention of Haras:

APPENDIX C

The agency's written plan to train its employees (5 C.F.R. 724.302(a)(9)).

Mandatory Training Course Matrix

Year	Course	Civilian & Military	Supervisor	On-site Contractor	Off-Site Contractor	Course Manager
2018	Annual Counterintelligence, Insider Threat Training (CY)	✓		✓	✓	Melissa Warren 301-225-1532
2019	Annual Cyber Awareness Training/PII (M) (FY)					Alan Cook 301-225-1339
2018	Annual Security Awareness Training (CY)	✓		✓	✓	Lynn Omondi 301-225-1207
2019	Antiterrorism Level 1 Awareness (N)					Tchamadjouti Pitcheka 301-225-1394
2018	Behavior-based Safety for Supervisors CY		✓			Jorge Ramos 301-225-1333
2019	Combating Trafficking in Persons (CTIP) (M)					Alan Cook 301-225-1339
2018	COOP Annual Awareness Training (CY)	✓		✓	✓	Theodore Einersen 301-225-3253
2019	Counterintelligence Awareness and Reporting (N)					Tchamadjouti Pitcheka 301-225-1394
2018	Derivative Classification Training (CY)	✓				Chanel Mcguire
2019	DoD Cyber Awareness Challenge V4 (N)					Tchamadjouti Pitcheka 301-225-1394

2019	DoD Information Assurance CyberAwareness Challenge (F)					Albert Letourneau 301-225-1395
2018	Ethics Annual Training (CY)	✓				Sharmaine Shorter 301-225-6116
2019	Force Protection (F)					Albert Letourneau 301-225-1395
2019	FY19 AT Level 1 (ARMY)					Stephen Horton 301-225-1356
2019	FY19 Combating Trafficking in Persons General Awareness Training	✓				Linda Sherman 301-225-1284
2019	FY19 Cyber Awareness Challenge	✓		✓	✓	John Jarvis 301-878-3132
2019	FY19 Cyber Awareness Challenge (ARMY)					Stephen Horton 301-225-1356
2019	FY19 Information Security (InfoSec) (ARMY)					Stephen Horton 301-225-1356
2019	FY19 JFHQ-DODIN Policy					Elizabeth Oliver 301-225-0705
2019	FY19 Operational Security - OPSEC (ARMY)					Stephen Horton 301-225-1356
2019	FY19 Personally Identifiable Information Training	✓		✓	✓	Jeanette Weathers-Jenkins 301-225-8158
2019	FY19 Phishing Ver 3.1 Training	✓		✓	✓	John Jarvis 301-878-3132
2019	FY19 Sexual Assault Prevention and Response Program (N)					Tchamadjouti Pitcheka 301-225-1394
2019	FY19 Sexual Harassment Prevention for Federal Employees Training	✓				Anita Deloach 301-225-6453

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2019	FY19 Sexual Harassment, Assault, Response, Prevention (SHARP) (ARMY)					Stephen Horton 301-225-1356
2019	FY19 The No Fear Act	✓				Anita Deloach 301-225-6453
2019	FY19 Threat Awareness & Reporting Program (TARP) (ARMY)					Stephen Horton 301-225-1356
2019	FY19 Workplace Diversity Awareness Training	✓				Anita Deloach 301-225-6453
2019	FY19 Your Role in Workplace Diversity	✓				Anita Deloach 301-225-6453
2018	Integrated SAPR/Suicide Prevention (Green Dot) Face to Face Training (F)					Albert Letourneau 301-225-1395
2018	Level I AT Awareness Training (M)					Alan Cook 301-225-1339
2018	Property Management Basics (CY)	✓				Kerline Elisca Jefferson 301-225-4031
2018	Records Management Training (CY)	✓		✓		Cynthia Meredith 301-225-1329
2018	Records Management Training (M)					Alan Cook 301-225-1339
2019	Religious Freedom Training (ZZ133109) (F)					Albert Letourneau 301-225-1395
2018	Slips, Trips and Falls	✓				Jorge Ramos 301-225-1333
2018	Suicide Awareness and Prevention Training (CY)	✓				Steven Jones 301-225-1511
2019	Suicide Awareness and Prevention Training (N)					Tchamadjouti Pitcheka 301-225-1394

2018	The Marine Corps Operations Security (OPSEC) Program (M)					Alan Cook 301-225-1339
2018	Tobacco Cessation (Semper Fit) (M)					Alan Cook 301-225-1339
2018	Working with Contractors: Common Legal and Ethical Issues (CY)	✓				Gerry Slagle 301-225-4088
Optional						
Year	Title	Audience Description			POC	
2019	Choosing Source Selection Method	Mandatory Training for source selection teams			Linda Goff 618-418-6486	
2018	COOP Phase I Training	This course is required for CONTINUITY Personnel ONLY.			Theodore Einersen 301-225-3253	
2019	Cross Domain Enterprise Email Training	Mandatory course to fulfill the 2875 Request for CDES DEE Entitlements requirements.			Quang Trinh 301-225-8539	
2018	Debriefing Unsuccessful Offerors	This course is mandatory for specific roles only.			Linda Goff 618-418-6486	
2018	Derivative Classification Training for Industry (CY)	2018 Derivative Classification Training for Industry			Chanel Mcguire	
2018	DISA Global-Security Education and Awareness-Controlled Area Training	This is mandatory training for all DISA CONUS Employees who have unescorted access to DISA CONUS controlled areas.			Kenneth Mosby 618-418-9684	
2018	DISA Orders Training	2018 DISA Orders Training			Steven Caroon 703-607-6671	
2018	DISA Sponsorship Training	This training is designed to help sponsors in their roles with new employees be effective and successful.			Thorne Murrell 301-225-1254	
2018	Documenting the Final Selection Recommendation Document (SRD)	This course is for specific roles only.			Linda Goff 618-418-6486	
2018	Establishing Evaluation Factors	This training is for specific roles only.			Linda Goff 618-418-6486	
2019	Establishing the Source Selection Team	This course is for specific procurement teams only.			Linda Goff 618-418-6486	

2019	Evaluating Proposals- Documenting the Evaluation	Required for source selection teams	Linda Goff 618-418-6486
2019	Exchanges with Industry for Market Research	Mandatory for Specific Roles Only	Linda Goff 618-418-6486
2019	Exchanges with Offerors After Receipt of Proposals	This course is mandatory for Specific Source Selection Teams Only.	Linda Goff 618-418-6486
2019	FY19 HQ Evacuation Training	Ensure you complete this course in person and then print the TMS certificate of completion.	Ronnie Martin 703-607-6390
2018	GSM-TMO QCR Phase II Administration Certification	This course is mandatory for civilian or military DISA employees who have been designated by DNC/CC as a Quality Control Reviewer (QCR) for the Global Information Grid Service Management (GSM-O) contract.	Jerry Cannon 202-
2018	HIPAA Job Specific Test (CY)	Training for Job Specific Requirements of Specific Job Roles.	VESNA DURKOVIC 301-225-4588
2016	International Programs Security Requirements Course (IPSR)	The IPSR-OL course covers the principles, policies and procedures that govern international technology transfer, export controls, and foreign disclosure. Specific lessons address processes for international program security, controlled unclassified information (CUI), foreign government information (FGI), the National Disclosure Policy (NDP), and the International Traffic in Arms Regulations (ITAR). The export approval and licensing process is covered along with the role of the Defense Security Service (DSS). Other topics include visits and assignments of foreign nationals, the Committee on Foreign Investment in the United States (CFIUS) and Foreign Ownership, Control or Influence (FOCI), international transfers of classified information, and Program Security Instruction (PSI), to include Multinational Industrial Security Working Group (MISWG) documents.	Shajuana Williams 301-225-8420
2018	Mechanicsburg Annual Security Refresher Brief	The 2018 Mechanicsburg Annual Security Refresher Brief, is required for all DISA Mechanicsburg employees, at the time of in-processing and thereafter annually, to optimize their security readiness through awareness training; clarify their roles and responsibilities regarding security; and meet DoD/DISA	Brian Earnshaw 717-918-6182

		requirements for continuing security training and education.	
2018	Monitoring and Reporting Program Protection Compromises	2018 Monitoring and Reporting Program Protection Compromises	JOSEPH RUFFINI 301 225-1385
2018	Operations Security (OPSEC) for Program Protection	2018 Operations Security (OPSEC) for Program Protection	JOSEPH RUFFINI 301 225-1385
2018	Original Classification Authority Training (CY)	This course provides the policy guidance for, and purpose of, original classification. The course defines original classification, identifies Original Classification Authority requirements and qualifications, reviews the six steps of the original classification decision process, discusses original classification limitations and prohibitions, explains the basics for determining classification levels and duration, and lists the authorized means for providing classification guidance. Target Audience: Those individuals serving in positions delegated as an Original Classification Authority (OCA). The following positions are designated as OCAs within DISA: <ul style="list-style-type: none"> • Director, Defense Information Systems Agency; • Vice Director, Defense Information Systems Agency; • Chief of Staff, Defense Information Systems Agency; • Director, Center for Operations (OC); and • Commander, White House Communications Agency (WHCA). 	Chanel Mcguire
2019	Overview of DISA's Source Selection Process	Mandatory course for Source Selection Teams	Linda Goff 618-418-6486
2019	Procurement Integrity Act	Mandatory Training for Source Selection Teams.	Linda Goff 618-418-6486
2018	Records Management Records Liaison Training	Records Liaison training is an annual mandatory requirement for: - Primary and alternate records liaisons (appointed in writing) It will take approximately 1 hour to complete this training. 1. Click the NEXT button (below) to begin the training. Select your CAC email certificate when prompted. Note: Do not click on the browser back button or the close tab X at the top of the page. 2. Return to the Mandatory Training webpage once you have read the PDF file. 3. Then click on the FINISH button (below) to receive credit for the training. This link provides validation status of completion. Printing certificates is not encouraged unless a hard copy is required by	Cynthia Meredith 301-225-1329

2018	SCRM: An Integral Part of Program Protection Planning	<p>your organization. Please contact Cynthia Meredith at 301-225-2603, DSN: 375 or at disa.meade.oc.mbx.records-managment@mail.mil for additional information regarding Records Liaison training.</p> <p>2018 Supply Chain Risk Management (SCRM)</p>	JOSEPH RUFFINI 301 225-1385
2018	Security Classification Guide (SCG) for Program Protection	2018 Security Classification Guide (SCG) for Program Protection	JOSEPH RUFFINI 301 225-1385
2017	Telework Orientation	The Telework Orientation training is mandatory for new DISA employees (within 30 days of their EOD) and employees interested in telework. This course is optional for those supervisors and managers who have attended the HRM Refresher course.	Carmen Wilson 301-225-1331
2018	USERRA 101 Training	This course is also mandatory for all HR Specialists, HR Admin, Supervisors and Managers and any other employee who is authorized to recommend, take or approve any civilian personnel action.	Tiffany Armstrong 301-225-2353