FDA | U.S. FOOD & DRUG ADMINISTRATION

OFFICE OF DIGITAL TRANSFORMATION DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY ACTION PLAN 2023

The Office of Digital Transformation (ODT) Diversity, Equity, Inclusion, and Accessibility (DEIA) Action Plan 2023 is intended to guide the efforts of all ODT offices and community members in advancing FDA's DEIA Strategic Plan 2022 – 2025. The aim of the resulting plan is to meet and exceed agency goals while aligning with ODT strategic priorities.

FDA Diversity, Equity, Inclusion, and Accessibility Strategic Plan 2022 - 2025

FDA Objective 1 - Increase inclusion of diverse groups by investing in community building and education	FDA Objective 2 - Enhance equitable treatment of all employees	FDA Objective 3 - Continue to promote a fair and protective workplace for all FDA	FDA Objective 4 - Enhance the collection, analysis, and reporting of demographic information	FDA Objective 5 - Enhance outreach, recruitment, and retention efforts to increase representation of underrepresented groups	FDA Objective 6 - Improve accessibility across the agency	FDA Objective 7 - Leverage innovation and creativity to meet Center/Office-specific DEIA needs
Invest in developing agency-wide Employee Resource Groups/Affinity Groups (ERG/AGs) with formal support mechanisms to respond to ERG/AG community priorities through agency actions. Increase the availability of DEIA trainings and organize events that celebrate diverse backgrounds and connect employees from across the agency.	Enhance fairness and accuracy of talent development processes, including performance evaluations, feedback mechanisms, promotion decision-making and allocation, and development opportunities (e.g., mentorship) throughout the employee lifecycle.	Establish standardized and centralized processes, procedures, and workflows, including technology- enabled case tracking, and launch a systematic and widespread approach to communicate and educate employees on anti-harassment.	Drive a set of tactical initiatives to enhance the availability and quality of demographic information available across the employee lifecycle, starting with the recruiting process, and a commitment to analyze available information for actionable insights.	Understand barriers to achieving representation that reflects the civilian workforce within each grade level and establish targeted programs to remove those barriers across various stages of the employee lifecycle.	Assess and bolster the effectiveness of practices used to provide accessibility for FDA employees and prospective employees, including reasonable accommodations, workplace accessibility, and accessibility in information and communication technologies.	Provide Center/Office leaders additional flexibility in meeting the DEIA needs of their workforces. Center/Office-specific initiatives that do not align to Strategic Objectives 1-6 will be captured under Objective 7 and the measurement approach will be defined on an initiative-by-initiative basis.

ODT Strategies and Key Performance Indicators

FDA Objective 1 - Increase inclusion of diverse groups by investing in community building and education	FDA Objective 2 - Enhance equitable treatment of all employees	FDA Objective 3 - Continue to promote a fair and protective workplace for all FDA	FDA Objective 4 - Enhance the collection, analysis, and reporting of demographic information	FDA Objective 5 - Enhance outreach, recruitment, and retention efforts to increase representation of underrepresented groups	FDA Objective 6 - Improve accessibility across the agency	FDA Objective 7 - Leverage innovation and creativity to meet Center/Office-specific DEIA needs
• Increase employee engagement in formal communities for diverse groups as evidenced by percent of ODT employees who participate in FDA ERG/AG groups. *(FDA 1a and 1b)* • Organize ODT events that help connect colleagues, celebrate diverse backgrounds and cultures, and enhance cross-collaboration as evidenced by total number of completed events and attendees by FY2023 Q4. *(FDA 1c)* • Expand DEIA awareness and competency by providing specialized learning opportunities and resources as evidenced by the total number of courses offered, total number of ODT participants, total number of FDA Academy learning paths developed, and total number of completed FDA Academy courses by FY2023 Q4. *(FDA 1d and 1e)* • Partner with the Office of Equal Employment Opportunity to develop an ODT DEIA program model and roadmap by FY2023 Q4. *(ODT Strategic Priority Organizational Excellence)*	• Increase accountability in performance management as evidenced by the percent of supervisors that complete ODT's mandatory Performance Management and Unconscious Bias training by FY2023 Q4. *(FDA 2a and 2b)* • Develop internal Executive Leadership Team performance evaluation review process to ensure consistency as evidenced by process implementation for the CY2023 performance period. *(FDA 2a and 2b)* • Develop ODT Cures strategy and review process to ensure fairness and consistency as evidenced by the initiation of Project Elixir by FY2023 Q1. *(FDA 2a and 2b)* • Promote the implementation of ODT's Open Door Policy as evidenced by the successful completion of a Skip Level Meeting Campaign by FY2023 Q3. *(FDA 2c)* • Develop a process for capturing and monitoring hiring actions, rewards, and training opportunities as evidenced by process implementation by FY2023 Q4. *(FDA 2d and 2e)*	• Support release of Agency-wide Anti-Harassment training to all employees, as evidenced by percent of ODT employees and supervisors that complete the training by FY2023 Q2. *(FDA 3a)* • Increase supervisor awareness of Equal Employment Opportunity laws and compliance as evidenced by percent of ODT supervisors that complete ODT's mandatory EEO training by FY2023 Q4. *(FDA 3a)* • Increase ODT supervisor and employee awareness of Agency-wide anti-harassment program, EEO policies and procedures, and related FDA resources as evidenced by total number of ODT Town Hall presentations and total number of completed communications by FY2023 Q4. *(FDA 3c, and 3d)*	• Support release of HHS Workforce Demographic Survey as evidenced by percent of ODT employees that complete the survey by FY2023 Q1 *(FDA 4a and 4e)*. • Increase ODT's capacity to collect and analyze workforce data by the development of a Human Capital Management Data Catalog by FY2023 Q2. *(FDA 4a, 4c, and 4e)* • Develop ODT and office-level workforce profiles that integrate demographic data as evidenced by the successful completion of quarterly and annual reports by FY2023 Q2. *(FDA 4d)*	• Develop a plan to address outreach, recruitment and retention opportunity areas identified through the FDA Barrier Assessment and ODT Workforce Profiles by FY2023 Q4. *(FDA 5a and 5b)* • Increase outreach, recruitment, and retention of underrepresented groups as evidenced by ODT's participation in the Barrier Analysis Working Group and utilization of FDA's Minority Service Institutions Program and First-Generation Professionals Program by FY2023 Q4. *(FDA 5c, 5d, and 5e)* • Integrate workforce demographic data and analysis into ODT's Retention Incentive and Cures Strategy development as evidenced by the creation of internal criteria and decision model, as well as the initiation of Project Elixir by FY2023 Q1. *(FDA 5f)* • Support the release of the Agency-wide Outreach and Recruitment Strategic Plan as evidenced by the development of an accompanying ODT Action Plan by FY2023 Q4. *(FDA 5g)*	• Supporting Agency-wide accessibility initiatives as evidenced by ODT's participation in the FDA Diversity Equity and Inclusion: Objective 6 Work Group, Advisory Committee for Employees with Disabilities, and the HHS Section 508 Group. *(FDA 6a-e)* • Support employee awareness of Information Technology accessibility and Section 508 Compliance as evidenced by the total number of attendees at ODT 508 Brown Bags and unique site visits of the IT Accessibility webpage by FY2023 Q4. *(FDA 6a-e)* • Increase ODT supervisor and employee awareness of Agency-wide Reasonable Accommodations Program, policies and procedures, and related FDA resources as evidenced by total number of completed communications by FY2023 Q4. *(FDA 6c)*	• Leverage technology to foster visibility, connectedness, and belonging as evidenced by ODT Water Cooler usage. *(ODT Strategic Priority Organizational Excellence)* • Integrate DEIA into ODT Communications and Employee Engagement initiatives as evidenced by the completion of the "I Am ODT" campaign by FY2023 Q4. *(ODT Strategic Priority Organizational Excellence)* • Advance the ODT Leadership Modernization Action Plan as evidenced by the diversity of the Senior Leadership Team and Strategic Leaders Program. *(ODT Strategic Priority Organizational Excellence and LMAP)* • Expand education and outreach as evidenced by the implementation of the aimHI Summer Incubator Program, creation of an ODT Speakers Bureau List, and total number of events attended by FY2023 Q4. *(TMAP, DMAP, and ODT Strategic Priority Organizational Excellence)* • Expand ODT workforce "smart skills" (communications, conflict resolution, teamwork, etc.) awareness and competency by providing specialized learning opportunities and resources as evidenced by total number of FDA Academy learning paths developed, and total number of completed FDA Academy courses by FY2023 Q4. *(ODT Strategic Priority Organizational Excellence)*