



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-5100





INFO MEMO


U-20-0374/CE

15 June 2020

FOR: DIA WORKFORCE

FROM: Chief of Staff 

Equal Opportunity and Diversity Office 

Directorate for Mission Services, Office of Human Resources 

SUBJECT: Gender Transition in the Workplace

DIA supports inclusive diversity by providing equal opportunities for the workforce regardless of race, color, religion, sex (including sexual orientation, gender identity, gender expression, gender stereotyping, or pregnancy), national origin, age, disability, genetic information, or status as a veteran or parent. DIA employees are expected to treat one another with dignity and respect. DIA encourages employees to utilize available inclusive diversity training and resources to support the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) community and colleagues transitioning in the workplace.

For the purposes of this document the term *transgender* describes a person whose *gender identity* differs from their *sex assigned at birth*. The term *transition* refers to steps that an employee may take to align themselves more fully with their *gender identity*. Transitioning employees, supervisors and managers, and colleagues should use this information to navigate transitioning while employed at DIA.

- Transitioning in the workplace is a personal decision. DIA encourages transitioning employees to openly communicate during the transitioning process; discuss plans for workplace transition with their supervisor or manager; and, as appropriate, include any steps that will prompt workplace changes (e.g., transitioning employees may begin using a different name or pronoun). The Human Resources Operations Center (HROC) in the Office of Human Resources (OHR) is available to take requests to ensure timely completion of personnel-related transition tasks (e.g., name or gender marker changes).
- Supervisors and managers are responsible for creating a productive work environment free from all forms of harassment and discriminatory behavior. The Equal Opportunity and Diversity (EO) Office is available to offer additional guidance or assistance, when requested. Further, supervisors and managers:

- Should not share information about an employee's transition or transgender identity without their explicit permission.
 - Should maintain open and clear communication with transitioning employees and respond to requests for workplace changes and corresponding timelines.
 - Will meet EO training requirements and consider requesting specialized EO training for their workforce if the transitioning employee makes such a request.
 - Should encourage their workforce to take inclusive diversity training such as Transgender Inclusion in the IC (IC Pride), Ally Training (IC Pride), Hidden Bias, and Understanding Equity and Unconscious Bias. These courses are currently available in AGILE and through other DIA and IC resources.
- Pronouns and name usage. As a matter of respect and dignity, employees will be referred to the name, pronoun, and honorific of their choice in all contexts and forms of communication. An employee does not need to provide documentation to a supervisor, manager, or colleague, but should communicate in some manner the appropriate name, pronoun, and/or honorific to be used. Persistent misuse of any employee's name, pronoun, and/or honorific may be considered harassment and disciplinary action may be taken in accordance with DIA Directive 1426.100, "Remedial, Disciplinary, Adverse, and Performance-Based Actions," Change 1, 8 March 2019.
 - Appearance standards. DIA does not have a dress code. Civilian employees and contractors may dress themselves in a manner that aligns with their *gender identity* or *gender expression*. Military service members must abide by the uniform of the day outlined by their respective service. The decision as to when and how to express their gender is at the discretion of the transitioning employee.
 - DIA restroom and facility access. Employees can use the restroom and other facilities that best align with their *gender identity* and are not restricted to use of a single-user restroom. Employees are not required to undergo or provide proof of any medical procedure to use restroom facilities designated for use by a specific gender.
 - Transition Plan. Employees may transition without prior coordination, or they may create a transition plan. If an employee chooses to create a workplace transition plan, they should consider the following items to help ensure a smooth process:
 - The date to begin expressing the employee's gender at work.
 - When and how to discuss transition with a colleague, supervisor, or manager, and who will be present (e.g. other leadership, support system).
 - Whether time off will be required to support aspects of the employee's transition.
 - Who in the workplace will be told and the method used to communicate necessary information about the transition (to coworkers/customers/other designated individuals, etc.).

- Administrative Record Updates

- Requesting a name or *gender marker* change. Contact the HROC to process a legal name and/or gender marker change in personnel and administrative records. HROC will coordinate with the appropriate party in OHR and provide an update when the action is complete. Employees requesting solely a name change are required to attach the following when submitting an HROC request: social security number or new social security card along with other supporting government documentation, i.e., an updated driver's license, court order, marriage certificate, or valid passport. For *gender marker* change requests, provide the HROC with supporting legal documentation, i.e. medical certification, passport, or another federal or state form of official identification that reflects the gender marker change. Following a name change, DIA employees should visit the Central Processing Office and Special Access Program Coordination Office, as appropriate, to ensure all clearances/accesses are maintained.
- Updating the electronic Official Personnel File (OPF). Transitioning employees who request an update to their electronic OPF are required to provide a written statement with their signature and date to the HROC at the time they are requesting a *gender marker* change. OHR will process the change and update the employee's electronic OPF in DIA's Human Resources Information System (also known as "myHR"). Other electronic profiles and related systems within the Office of Chief Information Officer and the Office of Security (SEC) will be updated through the daily upload from myHR to their respective systems of record.
- Changing DIA and IC badge, official passport, common access card (CAC). Transitioning employees submit requests to OHR and SEC for name changes on badges (IC and CAC) and classification systems (TITAN or JPAS), using a fillable form that requires a new social security card, driver's license, or a copy of a court order or other official document with the name change. Photograph changes for these identification documents are IAW DIA Directive 5700.100, "Access Identification Badges," and Intelligence Community Standard 704-01, "Intelligence Community Badge System."
- Employees in special status. OHR is responsible for contacting the appropriate office for guidance regarding personnel in special status to ensure those records are updated and accurate.

COORDINATION: OGC, OIG, EO, MS-OHR, and ODNI

Prepared by:

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