

DEA LEADERSHIP ENGAGEMENT SURVEY

The DEA Leadership Engagement Survey is an annual survey designed to provide an opportunity for employees to tell their leaders what they are thinking and feeling about their work, their careers, and the relationship they have with their leaders. The survey is mandatory for all DEA employees. Contractors and TFOs are strongly encouraged to provide their input. The survey is specifically targeted to help supervisors, managers, senior executives, and their work groups have meaningful conversations using feedback results about how to improve and maintain an effective workplace environment. Results will also be used for individual leadership development.

Your answers will be anonymous and will be combined with those given by others. The results of the survey will be given to the person evaluated as a picture of his/her leadership strengths and developmental needs. Please note that leaders in your organization will receive a summary of this information to use as a tool as they continually improve their leadership skills; therefore, your thoughtfulness and honesty in selecting and rating your leaders and providing meaningful recommendations will result in the most impactful feedback and improvement. A minimum of 5 responses is needed to report leader data.

CONFIDENTIALITY OF SURVEY DATA:

The following additional information about the survey is provided for survey administrators and participants:

- **Authorities for the collection of this information are found in 5 USC Part II (Civil Service Functions and Responsibilities) and Part III (Employees).**
- **Your responses will be held in the strictest confidence. No individual responses will be reported or results disclosed or displayed in any way that could potentially be used to identify individual respondents. Information provided will be aggregated and reported for each division within DEA.**
- **The purpose for collecting this information is to study and report attitudes and perceptions of the DEA workforce regarding their work environments, with a focus on various management policies and practices that affect them. The results will help your organization develop strategies to improve the quality of that work environment – one of the goals of DEA's senior leadership.**
- **Only authorized personnel that are responsible for collecting or analyzing the information will have access to raw data. Individual surveys will be anonymous and data cannot be linked to a respondent's name or email address.**

**LEADERSHIP
ENGAGEMENT
SURVEY** | 
**YOUR
VOICE**
Driving Excellence into Action

The survey has two parts:

Part 1 - My Workplace

Here you rate the climate of your most recent DEA workplace. Your most recent workplace is one in which you served at least 90 days (3 months). This section of the survey focuses on employee perceptions regarding key work-life areas related to job satisfaction, commitment, engagement, and work unit performance. Workplace data is aggregated. A minimum of 5 responses is needed to report workplace data.

Part 2 - My Leaders

In this section you will rate the leaders in your chain of command, from the first level up to the SES level.

- **First Line** asks you to rate the leader in your most recent direct chain of command in which you served continuously for at least 90 days.
- **Second Line** asks you to rate the leader at the second level in your most recent chain of command in which you served for at least 90 days.
- **SAC/OH/RD** asks you to rate your SAC, Office Head, or Regional Director. If you rated this person for Level 1 or Level 2, then you should rate the next higher leader in your most recent chain of command in which you served for at least 90 days.

Please respond to each item in the survey with the answer that most aligns with your perspective using the scale provided for each section. If an item is not applicable to you, or you do not have an opinion on the item, please choose the "No Basis to Judge" option.

Refer to the definitions below to distinguish among the different levels of leadership asked across all three parts of the survey.

Leader: Is the person with first-line supervisory or managerial responsibilities in your direct chain of command.

DEA HQ Senior Executive Leadership: The Headquarters Executive leadership team responsible for directing the policies of the DEA.

Division/Region Leadership: The Division/Region management team where you work. Includes everyone with supervisory or managerial responsibilities (i.e. Section Chief, RAC, SAC, Lab Director, Unit Chief, FIM, Country Attaché, etc.).

DEA LEADERSHIP ENGAGEMENT SURVEY

Employee Type (Select One):

- ☐ DEA Federal Employee
- ☐ Task Force Officer
- ☐ Detailed from another Federal agency.
- ☐ Contractor
- ☐ Student Volunteer

I have been on the job at DEA:

- ☐ Less than 90 days
- ☐ 90 days or more

I am currently in Basic Training:

- ☐ Yes
- ☐ No

I am a:

- ☐ Full-time Employee
- ☐ Part-time Employee

Part 1. My Workplace

Instructions:

This section of the survey provides employees an opportunity to tell their chain of command what they are thinking and feeling about their work, their Division/Region Leadership, Headquarters' Executive Leadership, their co-workers, and their relationship with the agency – including their intent to stay.

Please select the most recent location you worked continuously for 90 days (3 months) from the drop down menus below:

First, select your Division/Region by clicking on the down arrow in the Division/Region text box. Select from the options in the drop down menu. Next, follow the same process to select your Office/Section and Unit/Group. Your options for Office/Section and Unit/Group will be determined by the Division selected.

DIVISION / REGION *

OFFICE / SECTION

UNIT / GROUP

* Field is mandatory

For the workplace climate part of the survey (Part 1), please respond to each item with the answer that best matches your perceptions of the last place you worked continuously for 90 days (3 months). Use the scale below:

1-Strongly Disagree

2-Disagree

3-Neutral

4-Agree

5-Strongly Agree

6-No basis to judge

If an item is not applicable to you, or you do not have an opinion on the item, please choose the "No Basis to Judge" option.

When you have completed each page, please click the "Next" or "Save" button.

For the workplace climate part of the survey, please respond to each item with the answer that best matches your perceptions of the last place you worked continuously for 90 days (3 months).

[illegible]

[illegible]

For the workplace climate part of the survey, please respond to each item with the answer that best matches your perceptions of the last place you worked continuously for 90 days (3 months).

42. Are you considering leaving the DEA within the next year, and if so, why?

- ☐ N/A – I am a TFO or Contractor
- ☐ No
- ☐ Yes, to retire
- ☐ Yes, to take another job within the Federal Government
- ☐ Yes, to take another job outside the Federal Government
- ☐ Yes, other

General Comments:

When providing comments, please follow the guidelines below:

- Your comments will be reported verbatim
- Keep comments brief, constructive, and to the point. There is a 400 character limit.
- Avoid the use of terms which may identify you or a co-worker.
- When using examples, do not identify people by name or identify situations where only you or one person was involved.
- Remember the survey is for feedback purposes. It is not designed as a whistleblower reporting tool. Do not report any incidents involving professional misconduct for investigation. Allegations of misconduct should be reported through your chain of command, or in exigent or unusual circumstances, may be reported directly to the Office of Professional Responsibility. If you believe that you have been the victim of discrimination in your work or through DEA's employment process, you should initiate contact with an EEO Counselor. (See EEO Complaint Process.)
- Do not use any profanity or inappropriate language.

Please add any additional comments that you have about what you most want the Administrator to know about your perceptions of working at the DEA.

☐ N/A (check if no comments)

Please add any additional comments that you most want your SAC/Office Head/Regional Director to know about your perceptions of working in your Division/Office/Region. (Note – You will have an opportunity to provide direct comments on our Division Leaders in Part 2: My Leaders section.)

☐ N/A (check if no comments)

Part 2. My Leaders

Instruction:

Begin typing your First Level Supervisor's last name in the text box and a drop down menu will begin to auto populate so that you can choose from the names provided. You must have worked for this person at least 90 days (3 months). If you have not worked 90 days under your current first line supervisor/manager, you should use the previous first line supervisor/manager under whom you worked for at least 90 days.

Follow the same process to select your Second Level Supervisor and your SAC/Office/Regional Director Head. If you have already rated your SAC/Office/Regional Director Head as either your First Level or Second Level Supervisor, you should rate your next higher leader in this section. For both of these, you should select the leader in your most recent direct chain of command under whom you worked continuously for at least 90 days.

For each leader you select below, indicate whether the individual has been in your chain of command for 6 months or less and/or whether the individual is currently serving in an acting capacity.

First Level Supervisor *

6 months or less:

☐

Acting:

☐

Second Level Supervisor

☐☐

SAC/Office Head/Regional Director

☐☐

*Field is mandatory

For the leadership questions in Part 2, use the scale below to rate your leaders:

- 1-Absolutely not
- 2-To a small degree
- 3-Moderately
- 4-To a large degree
- 5-To a very exceptional degree
- 6-No basis to judge

Please respond to each item with the answer that best matches your observation of the leader **during the past year**. If an item is not applicable to you, or you do not have an opinion on the item, please choose the "No Basis to Judge" option. When you have completed each page, please click the "Save & Continue" button.

Please respond to each item with the answer that best matches your observations of the leader during the past year. If an item is not applicable to your or you do not have an opinion on the item, please choose the “No Basis to Judge” option.

[illegible]

Please respond to each item with the answer that best matches your observations of the leader during the past year. If an item is not applicable to your or you do not have an opinion on the item, please choose the “No Basis to Judge” option.

1 - Absolutely Not	2 - To a Small Degree	3 - Moderately	4 - To a Large Degree	5 - To a Very Exceptional Degree	6 - No Basis To Judge																						
							Jane Smith							Malcolm Baldwin							Jamie Fraser						
QUESTION							1	2	3	4	5	NBJ	1	2	3	4	5	NBJ	1	2	3	4	5	NBJ			
24. I have trust and confidence in this person.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
25. Fosters ethical behavior.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
26. Acts in a fair and ethical manner.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
27. Inspires trust.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
28. Keeps commitments and promises.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
29. Is one whose actions match his or her words.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
30. Given the opportunity, I would choose to work for this person again.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
31. Represents DEA well.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
32. I am willing to put in the extra effort to help this leader be successful.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
33. Is kind.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
34. Is humble.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			
35. Is genuine and sincere in relating to people.							O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O			

Important: The following items are negatively worded. If you think your leader is doing well, you would likely choose **1 or 2** for these items. If you think your leader is doing poorly, you would likely choose **4 or 5**.

36. Is more focused on the next job at the expense of his or her current job.	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
37. Is heard from only when problems or issues occur.	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
38. Allows emotions to cloud his or her judgment.	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
39. Micromanages the work of our group.	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

General Comments:

When providing comments, please follow the guidelines below:

- Your comments will be reported verbatim.
- Keep comments brief, constructive, and to the point. There is a 400 character limit.
- Avoid the use of terms which may identify you or a co-worker.
- When using examples, do not identify people by name or identify situations where only you or one person was involved.
- Remember the survey is for feedback purposes. It is not designed as a whistleblower reporting tool. Do not report any incidents involving professional misconduct for investigation. Allegations of misconduct should be reported through your chain of command, or in exigent or unusual circumstances, may be reported directly to the Office of Professional Responsibility. If you believe that you have been the victim of discrimination in your work or through DEA's employment process, you should initiate contact with an EEO Counselor. (See EEO Complaint Process.)
- Do not use profanity or inappropriate language.
- The most effective comments are specific and describe actual behaviors and desired outcomes – for example, “Start holding more staff meetings to keep us aware of the goals of our unit.” Describe exactly what you mean when you use terms such as “micromanagement” and “morale” – for example, instead of “Stop micromanaging”, state exactly what behaviors the leader is engaging in that you consider to be micromanagement.

First Level Supervisor: Jane Smith

What would you like this leader to **START** doing that they don't do now?

What would you like this leader to **CONTINUE** doing?

What would you like this leader to **STOP** doing in terms of their leadership?

Second Level Supervisor: Malcolm Baldwin

What would you like this leader to **START** doing that they don't do now?

What would you like this leader to **CONTINUE** doing?

What would you like this leader to **STOP** doing in terms of their leadership?

SAC / Office Head / Regional Director: Jamie Fraser

What would you like this leader to **START** doing that they don't do now?

What would you like this leader to **CONTINUE** doing?

What would you like this leader to **STOP** doing in terms of their leadership?

You Are Almost Done

Please click 'Print' if you would like a printed copy of your responses. Once you submit your survey responses, you will no longer be able to print as your responses will be separated from your Firebird address to ensure confidentiality.

Print

Click 'Submit' in order for your responses to be recorded.

Submit

This completes the survey.

To see prior results from the LES, please visit the
LES website:

<https://intranet13.shpt.sbu.dea.doj.gov/sites/hr/Leadership/Pages/Leadership.aspx>

To exit, please close your browser.