Diversity & Inclusion Quarterly Report

Second Quarter FY 2017

January - March
**AA02: Office of Diversity & Equal Opportunity**

**Principle 2: Employee Engagement and Effective Communication**

Goal: NASA builds an inclusion, collaborative, open, and innovative work environment that enhances employees’ work life

<table>
<thead>
<tr>
<th>Strategy 2.3  Broaden access to and number of opportunities for employees to develop leadership skills and abilities</th>
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<tbody>
<tr>
<td>• Action: Stennis Diversity Council members create site-wide summer student/intern social and networking opportunities</td>
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<tr>
<td>❖ Measurement:</td>
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<tr>
<td>○ Number of events conducted</td>
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<td>○ Number of students attending events</td>
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**Accomplishments:**

• Completed in 4\textsuperscript{th} Quarter FY2016
Principle 3: Continuous D&I Education, Awareness, and Skills Development
Goal: NASA has a continuous program built on ensuring that all employees have basic skill sets and are expected to model behaviors reflective of D&I principles

<table>
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<tr>
<th>Strategy 3.1 Identify and/or develop effective D&amp;I education programs</th>
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<tr>
<td>• Action: View and discuss the Diversity &amp; Inclusion “What If” video series by Dr. Steve Robbins in SATERN</td>
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<tr>
<td>❖ Measurement: number of organizations/employees presented to via attendance rosters</td>
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<tr>
<td>• Action: Conduct Reasonable Accommodations training for directorates</td>
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<td>❖ Measurement: number of organizations/employees presented to via attendance rosters</td>
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Accomplishments:

• D&I Board Stretch Assignees presented “What If” video series and “Privilege Walk” exercise to a total of 221 employees over a 4 month period. This action is complete.
**AA02: Office of Diversity & Equal Opportunity**

**Principle 4: Demonstrated Commitment to Community Partnerships**
Goal: NASA actively partners and builds constructive relationships with schools, community-based organizations, small businesses, and professional associations to expand outreach to diverse communities

**Strategy 4.1: Expand and/or improve existing education and outreach programs**

- Action: Conduct outreach at local universities, Department of Rehabilitation, and Veterans Administration
  - Measurement: number of visits to schools, Dept. of Rehab, and Veterans Administration

- Action: Develop potential leads for Individuals with Disabilities (IWDs)
  - Measurement: number of potential leads developed
  - Measurement: number of IWDs hired

**Accomplishments:**

- Initiated contact with disability service departments at four (4) colleges/universities to update their contact information and foster a better partnership
- Created a resume’ bank for Schedule A eligible candidates using contacts from disability services departments at colleges/universities, Mississippi Department of Rehabilitation Services, the OPM shared list, and the Department of Veterans Affairs.
- Conducted a Face-to–Face meeting with the State Coordinator from Mississippi Department of Rehabilitation Services to discuss potential candidates
- Made students with disabilities aware of the G.E.M.S. program opportunity by collaborating with ten (10) high schools and the Department of Rehabilitation Services to identify 20 students for participation in the program.
BA00: Office of Chief Financial Officer

Principle 3: Continuous D&I Education, Awareness, and Skills Development
Goal: NASA has a continuous program built on ensuring that all employees have basic skill sets and are expected to model behaviors reflective of D&I principles

Strategy 3.1 Identify and/or develop effective D&I education programs

- Action: Conduct Bi-Annual Cultural Awareness Events - The office will have a small diverse team that will plan and coordinate a 2 hour lunch-time event that will focus on a specific culture such as, Hispanic, Asian, etc. Various employees will volunteer or be asked to participate by sharing food, travel experiences, family knowledge and items with the rest of the team. This will include presentations, video, and/or show-n-tell type sharing events.
- Measurement: Cultural Event sign-in sheet, including cultural focus

Accomplishments:

- Conducted our first organizational Cultural Awareness event.
- Event was put together by a team consisting of an FMD new hire and an RMD Team Lead.
- Cultural focus was Brazil – included presentation, video, and Brazilian-inspired dishes for the pot luck.
- Brazil’s collaboration/participation with NASA was also highlighted.
- Attendance signed-in, the presentation, and the NASA information is on file. (~30 attendees)
**BA00: Office of Chief Financial Officer**

**Principle 5: Shared Accountability and Responsibility for D&I**

Goal: There are organizational objectives on diversity and inclusion. These objectives are reflected in criteria for evaluating performance. There is an expectation, communicated at the highest levels, that diversity and inclusion are shared responsibilities among all managers and employees.

**Strategy 5.1** Develop structure and strategies to equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches on the basis of such data, and institutionalize a culture of inclusion.

- **Actions:**
  - Conduct all hands meeting annually, include Diversity and Inclusion discussion/topics.
  - Focus on EVS:
    - Ensure relevant information and results from the Federal Employee Viewpoint Survey are timely/effectively communicated to staff.
    - Seek employee input to determine top 2-3 areas to focus improvement activities.
    - Provide support for effective response to and implementation of proposed focus areas.

- **Measurement:**
  - All hands agenda and sign in sheet
  - EVS employee input – objective evidence of employee inclusion either through a survey or voting.

**Accomplishments:**

- Continued presentation of D&I video series in conjunction with All Hands Safety meetings
- Q&A/discussion sessions conducted as follow-up
- Initial review/assessment of EVS results underway -- Meeting with OHC planned to discuss results
- Follow-up with employees to review results and identify proposed focus areas
CA00: Office of Chief Counsel

**Principle 1: Demonstrated Leadership Commitment**
Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization

**Strategy 1.2  Identify specific elements of D&I mission imperative for SSC**

- Action: Chief Counsel will recommend employees to various Center/Agency task teams.
  - Measurement: Encourage each employee to participate on at least 1 agency-wide team

**Accomplishments:**

- Encouraged and supported employee’s detail to the ODEO
- Encouraged and supported employee’s leadership role on the Agency Legal Enterprise Capability for Knowledge Sharing
**CA00: Office of Chief Counsel**

### Principle 2: Employee Engagement and Effective Communication

Goal: NASA builds an inclusion, collaborative, open, and innovative work environment that enhances employees’ work life

#### Strategy 2.1. Engage Employees in Articulating the SSC D&I Imperative

- **Action:** Integrate D&I goals/principles into employees’ performance plans
  - **Measurement:** Include D&I goal and principle into each employees’ performance plan no later than 27 May 2016.

- **Action:** Each employee conduct one D&I topic discussion during the performance period at the office staff meetings to expand the employees’ involvement in promoting the role of D&I and Stennis mission success.
  - **Measurement:** Develop the plan and implementation schedule for staff meetings for D&I topic discussions no later than 30 Jun 2016.

#### Strategy 2.2. Explore the use of Employee resources Groups (ERGs) to implement the D&I imperative (for mission success)

- **Action:** Ensure that implementation strategy for Women’s ERG is in accordance with NASA guidelines.
  - **Measurement:** For the Center Director’s approval, draft and coordinate on a proposed charter for *Women Inspiring Stennis Excellence (WISE)* no later than June 2016.

### Accomplishments:

- **Office discussion on how federal employees could discuss differences in political philosophy within the confines of the Hatch Act which prohibits political activity – i.e., activity directed at the success or failure of a political party, candidate for partisan political office, or partisan political group – while the employee is on duty or in any federal room or building.

- **Lead diversity and inclusion presentation on understanding and embracing generational differences in the workplace. The presentation was attended by various SSC staff, including Office of Education, Office of Human Capital, and Office of Communications.**
  - **Attendees commented:** the diversity & Inclusion training that your office facilitated was AWESOME...the timing couldn’t be more perfect...appreciated any chance to learn and/or understand new topics...I feel a greater appreciation for the generations before and coming behind me

- **Each employee’s performance plan contains a critical element that requires the facilitation of a discussion on D&I or writing a publishable article on D&I.**
CA00: Office of Chief Counsel

**Principle 4: Demonstrated Commitment to Community Partnerships**
Goal: NASA actively partners and builds constructive relationships with schools, community-based organizations, small businesses, and professional associations to expand outreach to diverse communities

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<tr>
<th>Strategy 4.1: Expand and/or improve existing education and outreach programs</th>
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<td>• Action: Conduct outreach at schools and universities</td>
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<td>• Measurement: number of visits to schools</td>
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**Accomplishments:**

- University of Georgia School of Law; African American History month and Women History month speaker
- Partnered with the Offices of Education and Communication
  - Participated on a panel at Hines Community College and Mississippi Valley State University; disseminated information about NASA’s programs and accomplishments
  - Participated in Pathways 2 Possibilities event in the Mississippi Delta; interacted with more than 400 children
**DA00: Office of Procurement**

### Principle 3: Continuous D&I Education, Awareness, and Skills Development

Goal: NASA has a continuous program built on ensuring that all employees have basic skill sets and are expected to model behaviors reflective of D&I principles

#### Strategy 3.1 Identify and/or develop effective D&I education programs: Actions and Measures

- **Action:** Train OP Employees on Reasonable Accommodations  
  - **Measurement:** OP Employees afforded Reasonable Accommodation Training at OP Staff Meeting

- **Action:** Invite ODEO to OP Staff Meeting to view Steve Robins Diversity and Inclusion Video  
  - **Measurement:** OP Employees afforded Steve Robins Video Training at OP Staff Meeting

#### Accomplishments:

- Steve Robbins Diversity and Inclusion Video scheduled for April 4, 2017
**DA00: Office of Procurement**

**Principle 4: Demonstrated Commitment to Community Partnerships**

Goal: NASA actively partners and builds constructive relationships with schools, community-based organizations, small businesses, and professional associations to expand outreach to diverse communities.

**Strategy 4.2  Enhance the Center’s Relationships with the Small Business Community: Actions and Measures**

- **Action:** Engage Local, Regional, and National Small Business Community as appropriate in planned outreach events in an effort to highlight Small Business opportunities at SSC.
  - **Measurement:** At a minimum, SSC Small Business Specialist will host two events annually in efforts to enhance relationships with the Small Business Community.

- **Action:** Enhance Acquisition Forecast reporting to provide accurate picture of upcoming requirements that assist small businesses with planning for future competition.
  - **Measurement:** Procurement Officer will ensure timely request for Center Acquisition Forecast input of all SSC Direct Reports. SSC Direct Reports will ensure timely input to SSC for Acquisition Forecast reporting.

**Accomplishments:**

- February 7, 2017 participated in the Marine Industries Science & Technology-MIST Small Business Summit, Stennis Space Center
- February 22, 2017 SBS briefed the Subcontractors Association of Mississippi on “Doing Business with NASA at the John C. Stennis Space Center, MS”, at the Subcontractors & Suppliers Alliance of Mississippi Quarterly Meeting, Gulfport MS
- March 7, 2017 participated in the WOSB Industry Day, NMO/JPL, Pasadena CA
- March 21, 2017 participated in the 28th Annual Jackson County Industrial Trade Show/Industrial Suppliers Association (ISA), Pascagoula MS
- January 26, 2017 **Hosted** a round table with Mississippi Enterprise for Technology (MSET)
- February 1, 2017 **Hosted** a round table with LSU Office of Research & Economic Development
- February 9, 2017 **Hosted** a WOSB round table with A2R
- March 15, 2017 **Hosted** a SDB round table with SaiTech, Inc.
- March 17, 2017 **Hosted** a SDB round table with RiverTech, LLC
- SSC’s FY 2017 Acquisition Forecast semiannual update submitted to HQ OP on February 27, 2017, ahead of March 1, 2017 suspense date
**EA00: Engineering & Test Directorate**

**Principle 1: Demonstrated Leadership Commitment**
Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization

**Strategy 1.2 Identify specific elements of D&I mission imperative for SSC**

- **Action:** Conduct D&I topic discussions once per quarter with supervisors in directorate staff - topic will be passed down to division and branch levels for discussions with their employees (In future years, as passed down from the Senior Leadership VITS)
  - **Measurement:**
    - Develop the plan and implementation schedule for staff meetings for D&I topic discussions
    - 2 discussions per calendar year – stretch goal of 4. Implementation: 5/1/16

**Accomplishments:**

- Plan was established at start of FY17 and submitted to D&I Leadership Team. Since then, 3 D&I topics have been created or initiated by the ETD Leadership team and flowed to all ETD personnel, and there have also been 2 directorate social gatherings to foster inclusion and good communication. ETD is actively tracking management assignment for quarterly development of a D&I subject and has additionally requested verification of flow-down to employees through sign-up participation rosters. ETD is on track to accomplish 4 discussions for FY17.
  - E&TD Leadership reviewed a video titled: “Diversity and Inclusion: It takes all of us together to win!” The video was available online and was subsequently disseminated to each office and division in ETD for viewing and discussion. This video contained basic information regarding key definitions and the importance of diversity and inclusion.
  - Developed and conducted with E&TD Leadership staff D&I topic discussion entitled “Diversity & Inclusion - Is it important? To Our Business? For Maintaining Our Customer Base ?” Leadership communicated to all E&TD personnel by end of 1st quarter FY17.
  - E&TD Leadership hosted a BBQ luncheon and recently held a pizza luncheon for all E&TD as a thank you for ongoing propulsion test efforts, to discuss ongoing strategic and leadership messages, as well as review EVS status and actions. These social/communication events have been essential at fostering an inclusive environment for all in the directorate.
EA00: Engineering & Test Directorate

Principle 2: Employee Engagement and Effective Communication
Goal: NASA builds an inclusion, collaborative, open, and innovative work environment that enhances employees’ work life

Strategy 2.1 Engage Employees in Articulating the SSC D&I Imperative

• Action: Advocate mentoring within the directorate - both through the formal mentoring program and informal at all levels of leadership
  ❖ Measurement: Ratio of mentoring relationships to total leaders in the directorate. Implementation: 5/1/16

Strategy 2.3 Broaden access to and number of opportunities for employees to develop leadership skills and abilities

• Action: Promote and provide opportunities for people to obtain leadership experience through detail/ temporary assignments
  ❖ Measurement:
    o Number of detail assignments created within the ETD. Implementation: 5/1/16
    o Number of people detailed from the ETD per year. Implementation: 5/1/16

Accomplishments:

• Strategy 2.1: ETD is actively engaged with their people with informal mentoring. All in all, ETD had many active and informal mentoring of which involved many different people - some mentored by more than one supervisor for various objectives. Mentoring of our people is important in today’s environment as the level of business has exceeded our normal load requiring our employees to do more with time.
  • For ETD, there are currently 26 active mentoring relationships, and 18 leaders, providing for a ratio of 1.44 mentoring relationships per leader. (Previous ratios were 1.65 and 1.5)

• Strategy 2.3: As previously stated in Strategy 2.1, the work load above normal has required us to step forward with extraordinary leadership assignments. Albeit this was a driver, it is always our intent to offer opportunities to potential candidates to help plan for future leadership roles. Training, experience and exposure to various sides of the business is critical for a leader to be successful.
  • There are currently 6 detail assignment opportunities that have been created within ETD, and there are 7 people from ETD that have taken on detail assignments (in or out of ETD) during the FY17 period.
  • There are also three informal, internal cross-training initiatives and sixteen internal leadership opportunities for employees to take a lead role with project management leadership and customer engagement.
**IA00: Office of Communications**

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### Principle 1: Demonstrated Leadership Commitment

Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization

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#### Strategy 1.2  Identify specific elements of D&I mission imperative for SSC

- **Action:** Leadership attendance at diversity programs and events
- **Action:** Incorporate regular discussion (monthly at minimum) of D&I during staff meetings to increase employee understanding and their role in achieving SSC D&I goals/objectives

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### Accomplishments:

Attended/participated in all diversity programs:
- Martin Luther King Day
- Black History Month
- MSFC Civil Rights History Conference
- Women’s History Month
- Asian Pacific American Heritage
- Holocaust Remembrance

Incorporated D&I discussions during staff meetings included:
- Vietnamese New Year presentation
- Discussion around Hidden Figures and NASA’s Modern Figures
IA00: Office of Communications

**Principle 4: Demonstrated Commitment to Community Partnerships**

Goal: NASA actively partners and builds constructive relationships with schools, community-based organizations, small businesses, and professional associations to expand outreach to diverse communities

**Strategy 4.1: Expand and/or improve existing education and outreach programs**

- Action: Develop SSC promotional videos and other products that demonstrate the D&I work of SSC for use with colleges and universities, career fairs, and career centers.
- Action: Partner with Human Resources on an outreach engagement for senior leadership in parallel with the annual retreat.

**Accomplishments:**

Negotiating/planning for presence at Essence Fest 2017
- Developed/Produced African American History Month celebration video featuring SSC employee, Cliff Arnold
- Developed/Produced Women’s History Month celebration video featuring SSC employee, Deborah Norton
- Developed/Produced Super Bowl video handoff across NASA

Engaged senior leadership in Outreach and providing VIP tours of SSC for several diverse organizations:
- Greenville Pathways to Possibilities; partnered with Education for Hinds County and Valley State Community College outreach
- Kemper County High School PACES (Parents and Community Equals Educational Success)
- The Links Inc. (professional women of color) Pensacola, FL chapter
- MLK Day Speaker
- German Fulbright Commission

Organized GEMS (Girls Excited about Math and Science) Event

Speaker’s Bureau and Outreach presentations reached a diverse audience of approx. 15,000 through nearly 30 events such as:
- Lakeshore High School Career Fair
- LSU Women’s History Panel
- Mississippi Region VI Science Fair
- STEM Day at the Mississippi Children’s Museum
Principle 1: Demonstrated Leadership Commitment
Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization

Strategy 1.2 Identify specific elements of D&I mission imperative for SSC

- Action: Develop a strategy for allowing senior leadership to participate in one reverse mentoring event per year
  - Measurement: number of participants in reverse mentoring at end of year and feedback on experience
- Action: Ensures sufficient resources are available, including continue to advertise opportunities for stretch assignments, etc.
  - Measurement: number of stretch assignments, developmental assignments, details, etc.

Accomplishments:

- Variety of detail opportunities are ongoing: SEPM Program details, Developmental Details Opportunities, and regular detail assignments;
- Roll out of the Advanced Degree Academic Program completed – program on hold due to funding;
- In conjunction with recognition of National Mentoring month, roll out of our regular mentoring program this month (January), as well as the reverse mentoring program opportunity for direct reports to participate
- Developed D&I metrics spreadsheet to track demographic actions for each organization. Updated and presented to org directors at beginning of the year and at mid-year.
**Principle 3: Continuous D&I Education and Skills Development**

Goal: NASA has a continuous program built on ensuring that all employees have basic skill sets and are expected to model behaviors reflective of D&I principles.

**Strategy 3.1 Identify and/or develop effective D&I education programs**

- **Action:** Increase D&I Competencies for Manages, Supervisors, and Team Leads through training
  - Measurement: number of training instances where D&I is discussed

- **Action:** Include Team Leads to attend supervisory training
  - Measurement: number of training instances that included Team Leads

- **Action:** Continue to embed D&I concepts in Center developmental training (NASA First, MLLP, SESCDP, LASER, etc.)
  - Measurement: number of developmental opportunities and number of participants

- **Action:** Strong Mentoring Programs - inventory mentoring practices, including informal coaching, and define promises practices

**Accomplishments:**

- Completed the “Shadow Your Boss for a Day” All OHC employees were allowed to participated in this event;
- Collaborate with the NSSC on training, i.e., Lean Six Sigma training;
- Supervisory training;
- Completed BSA Roadshows;
- Reverse Mentoring opportunities kicked off – includes reverse mentoring component;
- Retreat for 2017 was very successful – collaborated with OD specialist at KSC - reported out to the Center at recent all-hands;
- OD Assessment at the Center completed – several focus groups;
- Skip Level Assessments – completed 3 skip level meetings – giving feedback to orgs that participated.
**Principle 2: Employee Engagement and Effective Communication**

Goal: Explore the use of Employee Resource Groups to implement the D&I Imperative (for mission success)

**Strategy 2.2 Identify specific elements of D&I mission imperative for SSC**

- Action: Utilize Objectives, Goals, Strategies and Measures (OGSM) process products to provide the framework for an employee group to act on the identified strategies and measure as well as determine their effectiveness. In parallel, a leadership group will take similar actions for assigned strategy. The results will be codified into events added to the Directorate calendar of events, opportunities for collaboration and opportunities to gain new experiences.

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**Accomplishments:**

- Members of the SMA directorate attend the Dr. Martin Luther King Day Event (19-Jan-17), Black History Month Event (17-Feb-16)


- Provided 2 one hour talks with students at Uplift Academy in Dallas, TX, via the NASA SSC Digital Learning Network (DLN). The SSC DLN Studio allowed for virtual interaction with students in Dallas, TX. Interfaced with students regarding STEM careers, the importance of education and reaching their professional and academic potential. Offered charts and videos during his talk, which covered robotic space crafts, human space systems, and rocket propulsion engine testing. This was a very successful two events, which reached over 70 students.

- Conducted presentation and activity for Daisy Girl Scout troop on basics of flight and NASA programs.

- Served as the chair of panel during the 2017 NASA Fellowships Review. This panel consisted of 5 professors, each from different universities, and each with various technical backgrounds. The panel members helped to evaluate several technical fellowship proposals geared toward collaborative research between students, professors and NASA centers. The effort involved multiple centers including the Director of Education at NASA Ames Research Center and involved representatives from NASA Langley Research Center and NASA Glenn Research Center.

Second Quarter FY 2017 (January – March)
**Principle 2: Employee Engagement and Effective Communication**

Goal: Explore the use of Employee Resource Groups to implement the D&I Imperative (for mission success)

**Strategy 2.2 Identify specific elements of D&I mission imperative for SSC**

- Action: Utilize Objectives, Goals, Strategies and Measures (OGSM) process products to provide the framework for an employee group to act on the identified strategies and measure as well as determine their effectiveness. In parallel, a leadership group will take similar actions for assigned strategy. The results will be codified into events added to the Directorate calendar of events, opportunities for collaboration and opportunities to gain new experiences.

**Accomplishments:**

- D&I moments at staff meetings included Colin Powell Leadership Primers, 9, 10 and 11 addressing Organizations, Ego, and Stereotypes.
- Participated in the Supervisory Intensive Program as a participant and faculty member; which included modules addressing diversity and inclusion.
- Served as Development Guide and Calibration Team member for LASER program; which included modules addressing diversity and inclusion.
- Conducted three birthday potluck events for this period.
QA00: Safety & Mission Assurance Directorate

Principle 3: Continuous D&I Education and Skills Development
Goal: NASA has a continuous program built on ensuring that all employees have basic skill sets and are expected to model behaviors reflective of D&I principles.

Strategy 3.1 Identify and/or develop effective D&I education programs

- Action: Continue the utilization of the Objectives, Goals, Strategies and Measures (OGSM) process to educate the office on the diverse views and actionable steps to address feedback received from organizational retreats and Employee Viewpoint Survey. Next steps include sharing the results of the first evolution of OGSM products and gaining employee acceptance of the outcomes as viable and relative to their concerns.

Accomplishments:

- SMA organization participated in Skip Level Leadership activity facilitated by consultants from Curtis and Associates. Activity provided individuals with opportunities to express positive and negative viewpoints and provide additional information related to EVS results.

- One SMA member participated in the Supervisor Intensive Training Program and an additional member participated as a faculty member in the same program.

- Columbia/Challenger accident remembrance - senior SMA staff shared their experiences with each accident

- Provided Safe Dieting Presentation for start of CY2017

- Conducted "Lunch & Learn" session, discussing "Operational Readiness Assessment". (OGSM goal 4)

- Conducted Knowledge Sharing for LOTO and ISO transition, (OGSM goal 4)

- Ninety-five percent of OGSM tasks are complete. The remainder are on track for scheduled completion date.
**RA00: Center Operations Directorate**

**Principle 1: Demonstrated Leadership Commitment**
Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization

**Strategy 1.2 Identify specific elements of D&I mission imperative for SSC**

- Action: Incorporate regular discussion of D&I within organization meetings to increase employee understanding and their role in achieving D&I goals.

**Accomplishments:**

(RA00) Supported the SSC Internship Poster Presentations.
(RA00/RA01) Attended Diversity and Inclusion events at SSC including the Black History session, Martin Luther King day, Remembering the Holocaust, and Asian and Pacific Islanders presentation.
(RA00/RA01) Added Diversity and Inclusion Performance Element to employees FY17-FY18 Performance Plans.
(RA00/RA01) Participated in the EVS Survey results discussion during the Center Operations retreat. Shared those results with the RA01 Team.
(RA02) Office discussed diversity and inclusion considerations as it pertains to SSC’s efforts to have its workforce reflect its surrounding community, aiding recruiting and retention, as well as accessing the largest talent pool possible for SSC needs. Also discussed at an RA02 staff meeting was the variety of factors that create D&I workforce such as economic backgrounds, geographic origin, life experiences (such as time in the military) and other items beyond just factors that are addressed by anti-discrimination laws. Discussed was how these factors shape people’s outlooks and perspectives. They should be considered for interacting with an effective workforce, and when recognized, contribute to a better more effective team.
(RA40) February 7, 2017 – Participated in the Center Operations Directorate retreat for direct reports and deputies.
(RA40) February 24, 2017 – An employee served as a judge at the Mississippi Region VI Science Fair.
(RA40) March 3, 2017 – An employee supported the College Awareness Fair at West Harrison High School.
(RA40) March 23, 2017 – An employee supported the Career and College Awareness Fair at Central High School.
(RA40) January 12, 2017 - Employees attended the Martin Luther King, Jr Observance Program.
(RA40) March 29, 2017 – Employees attended the Women History Month Observance Program. To increase participation, a meeting notice was sent to all employees indicating this was not a mandatory event, putting on calendars as a reminder for those who want to attend.
Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization.

**Strategy 1.2 Identify specific elements of D&I mission imperative for SSC**

- Action: Incorporate regular discussion of D&I within organization meetings to increase employee understanding and their role in achieving D&I goals.

**Accomplishments:**

(RA03) One staff member attended Leading Through Influence (LTI) training.

(RA40) Employee served as a mentor to the Mandeville High School Robotics Team. The team participated at 3 regional and the championship competitions.

(RA40) Employee completed an 8 month detail with the Office of Education.

(RA40) Presented at 4 BSA Road Shows on IT on March 2, March 3, March 7 and March 10, 2017. Attended the BSA Organizational Development meeting on March 2, 2017.

(RA40) Employees attended the following events: (1) January 6, 2017 - All Hands meeting with the Administrator; (2) January 12, 2017 – Final Town Hall meeting with the Administrator and Deputy Administrator (remote attendance); (3) February 21, 2017 - Mardi Gras Social; and (4) Agency-wide All Hands meeting with Acting Administrator and Acting Chief Financial Officer (remote attendance).

(RA20) Volunteered at the 2017 National Veterans Golden Age Games on May 10th at the Biloxi Natatorium which allowed us to reach out to a diverse group of Veterans from all over the country. This event had more than 200 veteran men and women participants ranging in age from 55 to 93.

(RA20) Represented NASA at the University of Louisiana at Lafayette’s Engineering Day. All high schools in Louisiana are invited to attend in an effort to encourage graduating seniors to consider a career in engineering.

(RA20) Participated in the Agency OD Future State Assessment to help in growing and sustaining an Agency-wide capability that ensures a culture of continuous development, organizational health, and mission relevance.

(RA50) Facilitated Diversity and Inclusion discussions and training in RA50 weekly meetings.

(RA50) Attended various D&I events at SSC and in the community.

(RA50) Black History session

(RA50) Remembering the Holocaust

(RA50) Asian and Pacific Islanders presentation
Principle 1: Demonstrated Leadership Commitment
Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization

Strategy 1.2 Identify specific elements of D&I mission imperative for SSC

- Action: Incorporate regular discussion of D&I within organization meetings to increase employee understanding and their role in achieving D&I goals.

Accomplishments:

(RA00) is an active participant in the internship program at Stennis. This program is a benefit for both the intern and the mentors. It allows both a learning experience through the interaction and for the passing on of knowledge to the next generation.

(RA10) Actively participates in outreach activities with the community. Several science fairs were judged, career fairs attended and mentorships in the FIRST Robotics program highlight some of these outreach activities.
### Principle 2: Employee Engagement and Effective Communication

Goal: NASA builds an inclusion, collaborative, open, and innovative work environment that enhances employees’ work life.

#### Strategy 2.3 Broaden access to and number of opportunities for employees to develop leadership skills and abilities

- Action: Share EVS survey results with employees and engage organization’s leaders to actively utilize the data for work and team assignments that expand opportunities and participation in decision-making events.

### Accomplishments:

(RA00/RA01) Discussed EVS Survey results in Team meeting and solicited feedback for improvement.
(RA00/RA01) Promoted Diversity and Inclusion discussion and encouraged attendance of SSC Events in RA01 weekly staff meetings. Attended D&I events at SSC including Black History session, Martin Luther King day, Remembering the Holocaust, and Asian and Pacific Islanders presentation.
(RA02) At a staff meeting, reviewed the skip-level discussion regarding 7 EVS questions in particular and invited the team to speak freely about any opportunities and concerns. Have spoken to the RA02 team at several meetings on what EVS is as a tool for NASA and SSC, and how the data is acted upon by SSC leadership. Encouraged employees to take this year’s EVS, which launched in May.
(RA50) Ensured all RA50 members attended the skip level meetings to discuss EVS results.
(RA50) Used Center Operations Staff Meeting discussions on EVS as template to then brief RA50 personnel in Division meetings.
(RA50) Sent all Center and Agency Detail Opportunity information to all RA50 employees as soon as information was received.
(RA50) Center Operations has period informal cook outs that bring Center op’s personnel together in an informal setting to improve moral and general camaraderie.
(RA50) Center Operations staffs and conducts the three annual cook outs that NASA SSC has for the NASA personnel.
(RA10) During the period for the annual EVS survey, the need and importance of the survey was discussed in the weekly staff meeting. It was emphasized that these results are used to better understand the needs of the employees and make active changes to practices.
(RA10) Once the EVS results were shared, some of the highlights and lowlights of the results were shared in the weekly staff meeting to show areas that were seen as doing well and other areas that were needed for managers to work on.
**Principle 4: Demonstrated Commitment to Community Partnerships**
Goal: NASA actively partners and builds constructive relationships with schools, community-based organizations, small businesses, and professional associations to expand outreach to diverse communities

**Strategy 4.1: Expand and/or improve existing education and outreach programs**

- **Action:** Enhance the Center’s awareness of the Minority University Research and Education Programs (MUREP) and other Education programs. Provide information to organizations about the MUREP Program.
  - **Measurement:** Encourage participation in MUREP programs (i.e., NASA Days, NCAS, Mentoring in Student programs)

**Accomplishments:**
(RA00/RA01) Collaborating with Hancock County Utility Authority to provide sewerage treatment processing for SSC.
(RA00/RA01) Hold Quarterly Operations Review Steering Committee meetings with all SSC Tenants.
(RA01) Supported the FENP/NREL SSC Microgrid study.
(RA02) The Environmental Officer presented to a Gulfport high school group sponsored by the Education, Economics, Environmental, Climate and Health (EEECHO) organization.
(RA03) Conducted Active Shooter training/discussion with Hancock Sheriff Office (HSO) Special Weapons and Tactics (SWAT) (RA03) Team Leader to follow up on HSO capabilities and potential cross training evolutions
(RA03) Participated in first response effort to provide aid to Michoud Assembly Facility (MAF) in the wake of tornado event
(RA03) Participated with MAF Emergency Management and members of the National Weather Service in a visit and severe weather discussion at the Slidell office of the National Weather Service
(RA03) Hosted Security Officer Fundamental Certification Course (SOFCC) to support Michoud Assembly Facility (MAF). This is the 80 hour basic course (eventually will be replaced by FAA throughout the Agency).
### Principle 4: Demonstrated Commitment to Community Partnerships

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#### Accomplishments:

(RA02) Presented to a group of students a “Stay in School” themed presentation utilizing actual NASA job responsibilities to demonstrate technical and other opportunities available to students who complete their education.
(RA02) Participated as a science fair judge to a local school.
(RA02) Volunteered for the SSC year-long mentoring program, taking on a young employee.
(RA02) Working through a local Costa Rican organization, provided tutoring to 2 Costa Rican village girls to help them pass their high school matriculation exam.
(RA02) Rebuilt flooded out road in Costa Rica to enable locals to pass between home and rest of world.
(RA02) Assisted a single mother in earning her accounting certificate and is now gainfully employed supporting herself.
(RA02) Ensured diverse representation on a selection panel that was assembled to replace an environmental specialist.
(RA02) Participated on a selection panel for a different organization, bringing a diverse perspective to the selection team.
(RA10) Participated as a mentor for the Stennis NCAS forum which was held at Infinity the week of April 10, 2017
(RA50) NASA SSC was awarded the partnership award for the Engineering/Robotics STEM Academic Institute at Gulfport High School for 2016-2017.
(RA50) Participated with the taskforce committee to develop a framework for the MS. high school curriculum for General Engineering. This committee helped to develop the general engineering curriculum tailored to teach students the disciplines needed for the industries in the State of Mississippi.
**Principle 2: Employee Engagement and Effective Communication**

Goal: Explore the use of Employee Resource Groups to implement the D&I Imperative (for mission success)

**Strategy 2.3 Broaden access to opportunities for employees to develop leadership skills and abilities**

- Action: Continue to provide opportunities for individuals outside the organization to obtain program level experience through opportunities such as rotational assignments and internships.
  - Measurement: At least one opportunity/year

**Accomplishments:**

- No Interns or Rotational Assignments in the 2nd Quarter 2017.
  - Tom Jacks (EA) completed a Rotational Assignment in December 2016.
  - Two Summer Interns scheduled to begin in June.
**Principle 3: Continuous D&I Education and Skills Development**

Goal: NASA has a continuous program built on ensuring that all employees have basic skill sets and are expected to model behaviors reflective of D&I principles.

<table>
<thead>
<tr>
<th>Strategy 3.1 Identify and/or develop effective D&amp;I education programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Action: Initiate a quarterly D&amp;I message at staff meetings.</td>
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<tr>
<td>• Measurement: At least one message/training per quarter</td>
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</tbody>
</table>

**Accomplishments:**

• No training completed in the 2\textsuperscript{nd} Quarter due to Program Office travel schedule.
  • Future training will be performed at Quarterly Program Management Reviews.
  • Provides a multi-Center forum for D&I training.
## Principle 1: Demonstrated Leadership Commitment

Goal: NASA makes diversity and inclusion a matter of policy and demonstrates a commitment at the highest levels of the organization

### Strategy 1.2 Identify specific elements of D&I mission imperative for SSC

- **Action:** Education Director will incorporate regular discussion of D&I within organizations (e.g. staff meetings, etc.) to increase employee understanding and their role in achieving Stennis D&I goals/objectives.
  - **Measurement:** On a monthly basis employees will be asked to share D&I accomplishment or notable/promising practice
- **Action:** Education Director will recommend employees to various Center/Agency task teams.
  - **Measurement:** Encourage each employee to participate on at least 1 agency-wide team and have at least 1 to lead the team effort

### Accomplishments:

- Provided a stretch assignment and detail opportunity for two individuals to work with the Office of Education. These opportunities strengthened the employee’s leadership capabilities while providing a deeper understanding of the Education programs as well as internal and external factors affecting Education. The employees added great value to the organization and has continued to serve as liaisons for their respective organizations.
- Encouraged an increase involvement of the SSC technical organizations to collaborate with the Space Grant community while making visits to university campuses. Nominated Panel Reviewers for two rounds of review for the ASTAR Fellowship program, and Space Grant Panel Review. SSC typically has had limited participation outside of the Office of Education.
- Encouraged and recognized employees. Joy Smith was featured as one of the Faces of Stennis, Kelly Martin-Rivers for the LaSER and Lean Six Sigma Program, Chris Copelan to serve as the representative for the NASA 2100 AIM Challenge: Promoting Agency Collaboration, Creativity, & Unity with Innovative Teams.
- Continue to encourage participation in Special Emphasis programs (i.e. MLK, Black History) and other organizations who have hosted D & I discussions for orgs (i.e. Office of Chief Counsel). Made recommendations and discussions on ways to incorporate D & I in programming, underscore D & I accomplishments/highlights to share with other team members, and discussed D & I topics one-on-one with team members.
### Principle 2: Employee Engagement and Effective Communication
Goal: NASA builds an inclusion, collaborative, open, and innovative work environment that enhances employees’ work life

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<thead>
<tr>
<th>Strategy 2.1 Engage Employees in Articulating the SSC D&amp;I Imperative</th>
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<tbody>
<tr>
<td>• Action: Ask employees to write articles on D&amp;I topics for the LAGNAIPPE in the ODEO column and in other feature spaces.</td>
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<tr>
<td>❖ Measurement: Encourage team members to write articles on D &amp;I topics as appropriate.</td>
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<tr>
<th>Strategy 2.2 Explore the use of Employee Resource Groups (ERGs) to implement the D&amp;I imperative (for mission success)</th>
</tr>
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<tbody>
<tr>
<td>• Action: Solicit interest areas from employees that would provide mutual benefit to the Center and employees alike.</td>
</tr>
<tr>
<td>❖ Measurement: Encourage employee participation in the ERGs at SSC</td>
</tr>
</tbody>
</table>

### Accomplishments:

- Three individuals (Contractor and Civil Servant) were nominated from the Office of Education and have been featured as one of the faces of NASA in the LAGNAIPPE.
**Goal:** NASA actively partners and builds constructive relationships with schools, community-based organizations, small businesses, and professional associations to expand outreach to diverse communities

**Strategy 4.1: Expand and/or improve existing education and outreach programs**

- **Action:** Enhance the Center’s awareness of the Minority University Research and Education Programs (MUREP) and other Education programs. Provide information to organizations about the MUREP Program.
  - **Measurement:** Encourage participation in MUREP programs (i.e., NASA Days, NCAS, Mentoring in Student programs)

**Accomplishments:**

Participated in NASA Days at Minority Serving Institutions during this quarter. The purpose is to build relationships with Minority Serving Institutions and provide NASA Managers insight into the institutions’ technologies and students’ capabilities.

- **SSC MUREP Manager and Senior Leadership attended NASA Days at Hinds Community College-Utica on March 21, 2017.** Delivered a presentation to students about NASA Internship opportunities and how to apply. Specifically discussed opportunities at SSC. Approximately 300 students and faculty attended the workshop sessions.

- **NASA employees, attended the NASA Days at the University of Texas El Paso October 20-22, 2016.** The volunteers provided information about SSC, PATHWAYS and internship opportunities with NASA. Information about the available opportunities at SSC was distributed to the UTEP students and faculty. As a result of this interaction, one of the eight Spring interns were from UTEP.

- **SSC MUREP Manager and Senior Leadership attended NASA Days at Mississippi Valley State University on March 22, 2017.** Senior Leaders participated in panel presentations, sharing information about careers/jobs/internships with NASA. Collateral information was also shared at the NASA booths to students and faculty. Approximately 250 students and faculty attended.
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Accomplishments:
Supported the 43rd Annual National Society of Black Engineers Convention in Kansas City, MO, March 30-31, 2017. M
- SSC MUREP Manager and NASA engineers attended the 43rd National Society of Black Engineers Convention in Kansas City, MO. SSC supported the 43rd Annual National Society of Black Engineers Convention in Kansas City, MO, March 30-31, 2017. Joy Smith, SSC MUREP Manager, Dawn Davis and Robert Southers supported this convention. The SSC group and volunteers from other NASA centers supported two (2) days at the NASA Career Fair booth and provided information about NASA internship, PATHWAYS, and Fellowship opportunities. Additionally, Robert Southers facilitated the Mystery Design Challenge: Two (2), 1-hour sessions were scheduled for the Mystery Design Challenge as part of the NSBE Pre-Collegiate Initiative Innovation Lab.
- Established collaborations with Northshore LA Boys & Girls club, University of New Orleans, to expand and improve diversity reach of Astro Camp for Summer 2017 delivery.
- Coordination of NASA's participation in our Love your Local Community College event at the Grand Opening of Northshore Technical Community College STEM Campus and STEM Day Feb 14, 2017. This outreach targets the inclusion of the development of our technician workforce in our programs.
UA00: Office of Education

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Accomplishments:

- SSC Office of Education has offered summer fellowships to four minority serving community college faculty.
- Served as a speaker for a number of events in support of the “Hidden Figures to Modern Figures” initiative to get more girls and women aware and interested in STEM. These events were also highlighted in print and news media.