Diversity & Inclusion (D&I)

FY 2018 Org Plans
and
1st Quarter FY 2018
Accomplishment Report

March 5, 2018
Summary

**Demonstrated Leadership Commitment**
- Mentoring Experiences
  - Formal: 10
  - Informal: 7
  - Orgs: 6
  - Topics Shared: 12

**Continuous D&I Education, Awareness, and Skills Development**
- Conflict Resolution Activities: 4
- Conflict Resolution Participants: 87
- D&I Education Classes: 8
- D&I Education Attendees: 87
- Special Emphasis Observances: 3
- NASA Attendees: 63

**Employee Engagement & Effective Communication**
- Orgs: 5
- Employees: 23
- Engagement Activities: 27

**Demonstrated Commitment to Community Partnerships**
- Activities: 53
- Reached: 29,316
- Small Business Outreach: 9
  - Attendees: 1,799
**Principle 1 – Demonstrated Leadership Commitment**

**Strategy 1.1**
Senior Staff presents quarterly D&I reports at Senior Staff meetings highlighting their Directorate/Office’s participation in D&I initiatives.

**Center Action 1.1.1** - Report quarterly on D&I initiatives taken within Directorate/Office

**Primary Responsibility:** Senior Managers

**Center Action 1.1.2** - Develop a template for and maintain quarterly reports presented by Senior Staff members. Make Quarterly reports available to SSC employees via the ODEO webpage.

**Primary Responsibility:** Office of Diversity & Equal Opportunity (ODEO)

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**Accomplishments**

1.1.1
- (AA) ODEO rolled out and disseminated the FY2018 – FY2021 D&I Plan and posted on the ODEO website.

1.1.2
- (AA) ODEO developed template for organizations to input their FY18 D&I plans and a quarterly reporting tool to record plan accomplishments.
- (AA) ODEO compiled organizations’ plans and accomplishments in a single document for presentation at Senior Staff meeting.
- (AA) 1st Quarter D&I accomplishments report posted on ODEO’s website and report provided to Director’s Office.
### Principle 1 – Demonstrated Leadership Commitment

#### Strategy 1.2
Senior Staff promotes monthly D&I topics at select staff meetings. Topics should highlight specific desired behaviors, challenges, or information in order to help internalize D&I. Supervisors will then host the same topics at Directorate staff meetings.

#### Accomplishments

**1.2.1**

- **(AA)** ODEO presented the D&I topic entitled “Inclusion begins with I” at Senior Staff on October 30, 2017 on behalf of the Director’s Office.

**1.2.2**

- **(CA)** Presented talk on girls joining Boy Scouts D&I presentation in November.
- **(EA)** D&I topics presented at Senior Staff shared with employees in staff meetings along with reported outreach activities. D&I discussions held with each employee at mid-point performance reviews.
- **(QA)** Utilized Goalcast video clip to discuss various D&I concepts at staff meetings as follows: “At the end, you will get your turn” (October); "Rethink the meaning of potential“ (November); and "Steady Hand of the Surgeon” (December).
- **(RA)** Held a "Multicultural Tailgate Lunch" which celebrated employees' favorite teams. Employees also shared a cultural dish or a family favorite; Each division supervisor discussed the different D&I activities available at the Center with their staffs; Center Ops Leadership conducted a D&I discussion with employees during a safety meeting.
- **(UA)** Discussed Diversity in the Shared Workspace; Teaching to Diverse Student Groups; and Exploring Culturally Relevant Teaching and Classrooms.

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<thead>
<tr>
<th>Center Action 1.2.1</th>
<th>Twice quarterly present a D&amp;I topic</th>
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<tr>
<td><strong>Primary Responsibility:</strong></td>
<td>Senior Staff</td>
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<tr>
<th>Center Action 1.2.2</th>
<th>Supervisors at all levels conduct D&amp;I discussions at organizational staff meetings focused on the topic introduced at Senior Staff</th>
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<tr>
<td><strong>Primary Responsibility:</strong></td>
<td>Supervisors</td>
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### Principle 1 – Demonstrated Leadership Commitment

#### Strategy 1.3
Challenge Supervisors to mentor at least one employee who has a different set of experiences and share their experience.

#### Center Action 1.3.1 - Issue a challenge to SSC employees to participate in a mentoring experience

**Primary Responsibility:** Associate Director

#### Center Action 1.3.2 - Encourage participation in the SSC Mentoring Program, which offers reverse, traditional, informal, and situational mentoring experiences

**Primary Responsibility:** Supervisors

**Org Plans:**

- **(AA)** Establish and participate in informal mentoring arrangements
- **(CA)** Mentor a NASA engineer on a bi-monthly basis
- **(EA)** Engineering & Test Directorate (ETD) supervisors to encourage participation in a formal or informal mentoring experience
- **(LA)** a) Announce/advertise mentoring program to workforce; b) Encourage OHC employees to participate in mentoring activity; c) HR Manager participate in mentoring activity
- **(RA)** Encourage employees to serve as mentors and protégées in the various developmental programs.

### Accomplishments (1.3.2)

- **(AA)** Currently engaged in informal mentoring/shadowing arrangement with mid-career propulsion test engineer (female). She recently hosted a VIP visitor for an engine test.
- **(BA)** CFO participated in the formal Dynamic Mentoring Program as a mentor; one employee participated as a protégé in the formal Dynamic Mentoring Program.
- **(EA)** Mentored employee from SSC Systems Engineering/Project Management Development program, a Test Ops employee on a detail assignment, and employed and mentored a Pathways co-op student. Also mentored University of California San Diego students participating in the Space Exploration and Development of Space (SEDS) program and a graduating Senior from Salmen High School planning to major Engineering.
- **(LA)** Ongoing mentoring engagements occurring between 10 formal mentoring partnerships. Participant assessment will be completed at the end of the program.
- **(QA)** Providing senior executive mentorship to NASA employee at another NASA Center
- **(RA)** Employees served as mentors for the SSC's Dynamic Mentoring, System Engineering Project Management (SEPM) and Advanced Training programs; Center Operations employees participated in the Rocket Propulsion Test Young Engineers Challenge. The event included NASA employees from across the Agency.
- **(UA)** Proactively and continually mentor informally and situationally to internship and Center staff to improve presence in public and event functions, speaker opportunities, and student and public engagement. Providing 2 developmental assignments within the office.
**Strategy 1.4**
Challenge Senior Staff to make informal visits to employees (in and out of their Directorate) so that employees are given the opportunity to interact with management on a one-on-one basis and provide a snapshot of how they contribute to the mission.

**Primary Responsibility:** Deputy Director/Senior Staff

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**Center Action 1.4.1** - Deputy Director issues challenge to Senior Staff to engage in “management by walking around”

**Primary Responsibility:** Deputy Director/Senior Staff

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**Center Action 1.4.2** - Include “employee engagement” training for supervisors during supervisory training, address management styles during “Supervisory Cafes”

**Primary Responsibility:** Office of Human Capital (OHC)

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**Accomplishments**

**1.4.1**
- **(UA)** STEM Engagement Manager actively and consistently engages in "management by walking around" to meet and collaborate with employees internal and external to the office.
- **(AA)** ODEO Manager conducted management by walking around at the NSSC to introduce herself to employees and to inform them of our support of both SSC and NSSC.

**1.4.2**
- **(LA)** 1) Participated in and presented at "supervisory café’ events, i.e., performance management, dealing with poor performers, professional liability, time and attendance, etc. 2) Presented EVS data results to each organization for improvements in areas such as employee engagement, etc. 3) Held round table informational sessions for employees on the Agency System Engineering and Leadership Develop Program (SELDP) Program, and the Center System Engineering Project Management (SEPM) Program.
**Strategy 2.1**
Ensure that leadership and career development opportunities at all levels are available to a wide variety of potential leaders.

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**Center Action 2.1.1** - Continue to widely publicize opportunities associated with developmental opportunities and mentoring

**Primary Responsibility:** OHC/Office of Communications/ Supervisors

**Org Plans:**
(IA) Utilize the full suite of communication mechanisms to engage and effectively communicate with employees
(LA) Announce/advertise developmental opportunities

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**Accomplishments**

2.1.1

- **(EA)** ETD Design & Analysis employee is a member of the 2017 New Orleans Regional Leadership program and another employee attended a 2-day shadowing leadership developmental experience at JSC in December 2017. Employees actively engaged in formal leadership development program “SEPM Leadership Development.”

- **(LA)** 1) Announced developmental opportunities for detail assignments across organizational lines through emails, Orbiter, at senior staff meetings. 2) Encouraged OHC employees to participate in interested developmental opportunities. 3) Participated in the orientation of this year’s participants in the second class of the System Engineering Project Management (SEPM) Program - 10 participants selected for this class including one MAF employee; kicked off this year’s "NASA First" class of participants - selected a NASA SSC manager as the Senior Advisor to the group for SSC and NSSC; and completed selection process for the LASER supervisory training program.
## Strategy 2.1 - continued

Ensure that leadership and career development opportunities at all levels are available to a wide variety of potential leaders.

### Center Action 2.1.1 - Continue to widely publicize opportunities associated with developmental opportunities and mentoring

**Primary Responsibility:** OHC/Office of Communications/ Supervisors

**Org Plans:**
(QA) Support multiple employees engaging in educational and career growth opportunities, as well as encourage others to participate by communicating the benefits and details of opportunities
(RA) Discuss and notify employees of developmental opportunities and mentoring programs
(UA) Identify and market multiple opportunities to engage and contribute leadership in the STEM environment

### Accomplishments – 2.1.1 continued

- **(QA)** 1) Serving as Development Guide for Agency LASER training program. Participated in the LASER 3 participant readiness assessment, LASER 3 Guide Kick-off and LASER 3 Participant Orientation. 2) Two employees graduated from the Agency’s SMA Technical Excellence Program (STEP) Level 2 Cohort Program in December. 3) The CSO was the Black Belt Facilitator for LSS Event to review the SMA Document preparation and approval process, held in November. 4) In November, the employee-led LSS Committee presented the first annual summary of completed activities to Senior Staff and planned activities for next year. 5) Two employees attended the System Engineering Leadership Development Program Road Show in December.

- **(RA)** The Acting Director held monthly face-to-face meetings with each Division Chief; Incorporated general questions into staff meetings which focus on employee opinions and ideas; Discussed with each employee during mid-term performance review on career development possibilities which included details, job opportunities, special projects and other activities; Encouraged staff to attend all engagement and communications events; An employee is on an extended detail to the Office of Education.

- **(UA)** Recruit and Support NIFs Intern Mentors Fall; Participation in year-long Hancock County Leadership Program

### Center Action 2.1.2 – Solicit feedback on effectiveness of mentoring and career development opportunities such as detail and stretch assignments

**Primary Responsibility:** OHC/ODEO
**Strategy 2.2**
Ensure that employees have the opportunity to be heard and receive feedback, have appropriate access to critical information, and also ensure that diverse ideas and viewpoints are respected, valued, and encouraged.

**Center Action 2.2.1** - Continue to increase employee engagement at SSC, including “ask me anything events,” town halls, access to the SSC anonymous email account, Employee Resource Groups (ERGs), Supervisory Cafes, and Skip-Level Meetings

**Primary Responsibility:** Senior Staff/Office of Communications

**Org Plans:**

(AA) ODEO will conduct an office retreat and work as a team to improve any deficiencies discovered during retreat.

(BA) - One organizational “field trip” to broaden mission understanding.
- Host CFO Open House for tenants and reimbursable customers to enhance understanding of our processes and afford employees and customers the opportunity to put a face with the name, improving working relationships.

(CA) - Each employee is required to present two D&I topics during the performance period
- “Let’s Talk” series focusing on the diverse work and workforce

**Accomplishments 2.2.1**

- **(AA)** 1) ODEO held a site-wide Stennis Diversity Council Meeting on October 8. ODEO also held a Stennis Diversity Council Pizza Party/Award Ceremony on December 13, 2017 where awards were presented to members for: participation, program of the year, MVP, and partnership awards. 2) ODEO held an office retreat on October 13, 2017; the team first completed a DiSC Profile Assessment which is used as a framework for enhancing team performance. Facilitators conducted a strategic planning and teambuilding session and walked team members through a Road to Success model to establish the path to success for the office.

- **(CA)** Three employees from the Office of Chief Counsel attended the Disability Awareness program in October and two employees attended the Native American Heritage program in November. As part of the office "Let's Talk" series, Kay Doane, Small Business, briefed the staff on small business.

- **(DA)** In December 2017, an Office of Procurement (OP) employee received a peer recognition award for participation in SSC Diversity Council.

- **(EA)** ETD employees participated in SSC’s Supervisor Café, Stennis Native American Heritage Exhibit, and the Disability Awareness Month activity. ETD celebrated team members’ birthdays each month and held holiday luncheons.
Strategy 2.2.1 - continued
Ensure that employees have the opportunity to be heard and receive feedback, have appropriate access to critical information, and also ensure that diverse ideas and viewpoints are respected, valued, and encouraged.

Center Action 2.2.1 - Continue to increase employee engagement at SSC, including “ask me anything events,” town halls, access to the SSC anonymous email account, Employee Resource Groups (ERGs), Supervisory Cafes, and Skip-Level Meetings

Primary Responsibility: Senior Staff/Office of Communications

Org Plans:
(IA) Expand participation for supervisory cafe’
(LA) Conduct skip level meetings as necessary and present at supervisory cafe events
(QA) Hold lunch-n-learns, all-hands meetings, and other employee engagement opportunities to ensure employees are given information and given opportunity to provide feedback

Accomplishments 2.2.1 - continued

- (IA) Hosted two supervisory cafe sessions during this reporting cycle including a session with EAP focusing on work life balance.
- (LA) 1) Participated in and presented at "supervisory cafe’ events, i.e., performance management, dealing with poor performers, professional liability, time and attendance, etc. 2) Extreme Ideas Team suggestion/nomination for "Employee of the Quarter" has been approved and is in the process of being further developed, i.e., policy, procedures, guidelines, etc. to govern the program.
- (QA) 1) SMA Director attended QA10 staff meeting in November to discuss EVS results and conducted a Q&A session for any topics the employees wanted to discuss. 2) Monthly fellowship activities including birthday celebrations and team building meals. 3) Conducted Directorate end of year summary including Hails and Farewells, the Employee Viewpoint Survey, Safety Culture, and Skip Level survey results. 4) Two knowledge sharing events made available to all employees. 5) Supervisor attended Supervisory Cafe’.
## Principle 2 – Employee Engagement & Effective Communication

### Strategy 2.2.1 - continued
Ensure that employees have the opportunity to be heard and receive feedback, have appropriate access to critical information, and also ensure that diverse ideas and viewpoints are respected, valued, and encouraged.

**Center Action 2.2.1 - Continue to increase employee engagement at SSC, including “ask me anything events,” town halls, access to the SSC anonymous email account, Employee Resource Groups (ERGs), Supervisory Cafes, and Skip-Level Meetings**

**Primary Responsibility:** Senior Staff/Office of Communications

**Org Plans:**
(RA) Encourage employees to participate in on-site activities promoting inclusion, collaborative, open and innovative work environments

(UA) Encourage attendance and participation in communication, collaboration, and education events across the Center, within our org, and external to the Center. Encourage staff to deliver an Engagement and Communication topic for education and discussion once annually.

### Accomplishments 2.2.1 - continued

- (RA) 1) Attended Conversation Café during Conflict Resolution Week; 2) Reviewed conflict resolution methods with staff; 3) Attended Hispanic Heritage, National Disability and Black History Month observance programs; 4) Discussed ways to contribute to National Disability causes with staff; 5) Significant life events are recognized at the Center Operations monthly safety meetings. The directorate had a "Happy Veterans Day/Happy Birthday to the Marine Corps" event for all employees. All Veterans were recognized at the event. The Directorate also had a "Family Feud" activity with employees at the annual holiday luncheon. Support contract employees also participated in the event; 6) Held First Annual Cybersecurity Bowl for the entire Center. Employees from the different directorates and offices served as bowl participants and a large number of NASA employees attended the event.
### Principle 2 – Employee Engagement & Effective Communication

#### Strategy 2.2
Ensure that employees have the opportunity to be heard and receive feedback, have appropriate access to critical information, and also ensure that diverse ideas and viewpoints are respected, valued, and encouraged.

#### Center Action 2.2.2 - Encourage employees to form ERGs, teams, working groups, boards and participate in existing groups.

**Primary Responsibility:** Supervisors/ODEO

**Org Plans:**

- (RA) Encourage collaboration with off-site organizations with similar requirements or interests.

#### Accomplishments 2.2.2

- **(EA)** ETD Employees are encouraged to join working groups and participate in Center initiatives. Discussions take place at staff meetings and during performance planning/reviews.
- **(QA)** Participated in the Federal City working group, to help develop plans of where the Federal City might be in the next 15 years. Met twice a week for several months and then out-briefed to the Center Director.
**Strategy 3.1**
Assess the current state of D&I training and develop opportunities to ensure that state-of-the-art opportunities are available to meet workforce needs.

**Center Action 3.1.1** - Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

**Primary Responsibility:** ODEO/OHC

**Center Action 3.1.2** - Provide training and educational opportunities for Senior Staff, supervisors, and employees to develop awareness of D&I skills-based development and cultural competency to advance D&I at SSC.

**Primary Responsibility:** ODEO/OHC

**(AA)** 1) Once a quarter ODEO will view a D&I video and have an in-depth group discussion; 2) Once a month, on a rotating basis, staff members present a D&I topic at a staff meeting (or meal/snack/potluck) aligned with monthly special emphasis observance.

**(BA)** Have one Lunch & Learn highlighting a different culture

**(IA)** Enhance D&I knowledge and awareness by attending Special emphasis observances and D&I programs

**(UA)** Encourage employees to participate in Center D&I events and topics

**Accomplishments**

No Activity this quarter

**3.1.2**

- **(AA)** ODEO published monthly D&I related articles in Lagniappe: Reducing Risk of Workplace Conflict, Featured Native American Veteran, and Understanding Generational Diversity. ODEO also conducted Disability Etiquette training for one organization.

- **(LA)** OHC offered training opportunities: 1) "The Intersection Between Division and Conflict" through a VITS presentation from GSFC; 2) "Understanding the Influence of Individualism versus Collectiveness Cultures on Conflict Resolution"; 3) OHC participated in Conflict Resolution Day Open House.
Procurement Officer sent timely request to all Direct Reports for FY 2018 Acquisition Forecast input. All Direct Reports responded to SSC OP with input or a negative response for the FY 2018 Acquisition Forecast data call. SSC’s FY 2018 Acquisition Forecast submitted to HQ OP in advance of the suspense date.

**Strategy 4.1**
Continue to enhance and accomplish small business program objectives to ensure broad and diverse partnerships for SSC.

**Center Action 4.1.1** - Small Business Specialist continues to work to expand participation of diverse suppliers

**Primary Responsibility:** Office of Procurement

**Org Plans:**
(DA) Enhance Acquisition Forecast reporting to provide accurate picture of upcoming requirements that assist small businesses with planning for future competition.

**Accomplishments 4.1.1**

- (DA) Procurement Officer sent timely request to all Direct Reports for FY 2018 Acquisition Forecast input. All Direct Reports responded to SSC OP with input or a negative response for the FY 2018 Acquisition Forecast data call. SSC’s FY 2018 Acquisition Forecast submitted to HQ OP in advance of the suspense date.
Principle 4: Demonstrated Commitment to Community Partnerships

Strategy 4.1
Continue to enhance and accomplish small business program objectives to ensure broad and diverse partnerships for SSC.

Center Action 4.1.2 - Continue to participate in numerous Industry Days, Government Procurement Opportunities Conference, Small Business Summits, etc.

Primary Responsibility: Office of Procurement

Org Plans:
(DA) Engage Local, Regional, and National Small Business Community as appropriate in planned outreach events in an effort to educate and inform Small Businesses how to do business with NASA and its prime contractor at SSC.

Accomplishments 4.1.2

- (DA) Launch your Business with NASA and SSC was held October 10, 2017. SSC’s Small Business Specialist (SBS) provided a presentation on Doing Business with SSC to 53 small businesses (130 attendees) at Loyola University, New Orleans, LA. SSC SBS supported the NASA Kennedy Space Center Business Opportunities Expo 2017 on October 24, 2017 and made contact with 50 small businesses. There was 192 exhibitors and 1500 in attendance at the Expo. The SSC Small Business Showcase was held November 1, 2017 and hosted by SSC’s Associate Director, Procurement Officer and Small Business Specialist. Attendance included three (3) Division chiefs, two technical representatives, three (3) prime vendors, and five contracting officers. MSFC Mobile Regional Business Forum was held on November 2, 2017. SSC’s SBS provided a presentation on Doing Business with SSC to 32 small businesses (100 attendees). At the Partners for Stennis Quarterly Meeting on November 8, 2017, SSC’s SBS provided an overview of SSC’s Small Business Program to local business leaders and local businesses at Michoud Assembly Facility with approximately 50 in attendance.

- (EA) ETD employees are encouraged to volunteer as speakers, conduct technical demonstrations, and to participate in community developmental activities such as FIRST robotics. Discussions take place at staff meetings and during performance planning/reviews. ETD also attended conferences such as EnergyTech 2017, Innovation Louisiana 2017, Offshore Technology Conference, and SpaceCom 2017.

- (RA) Participated in the Louisiana Information Technology (IT) Symposium as a member of the Executive Board and attended the event.
**Strategy 4.2**
Engage students in the SSC mission and expand education and outreach for all, including under-represented communities.

**Center Action 4.2.1** - Continue to participate in Essence Festival and provide and coordinate high visibility speaking roles for leadership at Essence Festival

**Primary Responsibility:** Office of Communications

**Org Plans:**
(IA) Forge relationships with community chambers of commerce by utilizing employees who graduated from community leadership programs

**Accomplishments**

4.2.1
- (IA) Participated in Agency-level outreach with Women of Color event. Served as award presenter for NASA honorees; staffed exhibit and conducted hands-on STEM activities for elementary through high school level students; participated in career fair and one-on-one sessions with college level students. Total of over 5,000 touch points. Conducted site tour for French Aerospace Cluster for 20 guests

**Center Action 4.2.2 (a)** - Host programs at SSC such as Girls Excited about Math and Science and Take Your Children to Work Day

**Primary Responsibility:** Office of Communications/Office of Education/Senior Staff/All SSC Employees

- (RA) 1) Conducted a SSC mission, history and capability briefing for USAF cadets 2) Hosted a first year college freshman that is interested in pursuing an environmental career 3) Center Operations Directorate personnel completed Office of Education training for judging science fairs. 3) Provided a Center tour to students highlighting opportunities which are available for future employment and internships.

- (UA) Hosted NASA Community College Aerospace Scholars Oct 2017 and College and University student visits.
Principle 4: Demonstrated Commitment to Community Partnerships

Strategy 4.2
Engage students in the SSC mission and expand education and outreach for all, including under-represented communities.

Center Action 4.2.2 (b) - Participate in speaker’s bureau activities such as science fair judges, school demonstrations, and coaches for local robotics competitions

Primary Responsibility: Office of Communications/Office of Education/Senior Staff/All SSC Employees

Org Plans:
(IA) ETD supervisors to encourage participation in student outreach type activities such as science fair judges, school demonstrations (i.e. cryogenics & rocketry), and coaches or judges for robotics competitions.

(RA) Encourage employees to support off-site outreach & STEM events.
(UA) Continue to host/support a variety of programs (i.e. science fairs, judging seminars, STEM/School Science nights, School Career Fairs, NASA nights)

Accomplishments 4.2.2 (b)

• (BA) Participated in Lego League Competition Project (Robotics) at St. Patrick’s High School and Pathways2Possibilities.

• (EA) ETD employees mentored Boy Scout Troops as a District STEM merit badge counselor and served as mentor for the Slidell High School Tiger Robotics Team No. 3946, participating in two evening team meetings between October and December 2017, with 30 high school student team members. Also participated in cryogenic demos and outreach events and coached a First Lego Girl Scout team that finished 3rd in the state and was selected to participate in the First Lego International Open competition at LEGOLAND California.

• (IA) Hosted a skype career session with Rosslyn Academy in Nairobi, Kenya. Participated in the Big Girl Scout Event held in New Orleans, LA. Total of 1,545 students exposed to NASA missions and STEM disciplines.

• (RA) 1) Collaborated with the Choctaw Nation of Oklahoma regarding cultural aspects associated with Enterprise Park and the solar array system. 2) Supported the “Imagine the Possibilities” event in Tupelo, MS. The event fostered an environment for over 7,000 eighth-graders from 33 Northeast schools to interact with professionals from many different careers including industrial hygiene. 3) Supported the Pathways to Possibilities event in Biloxi, MS. 4) Participated in several STEM outreach activities at area schools including judging science fairs and career days. 5) Conducted a Cryo demonstration for a Science Day at a local school and participated in a local high school career fair. 6) Several employees serve as mentors to FIRST Robotics Teams at several local high schools.

• (UA) Participated in science fairs, cryogenics demos, robotics competitions, and NASA Nights
Principle 4: Demonstrated Commitment to Community Partnerships

Strategy 4.2
Engage students in the SSC mission and expand education and outreach for all, including under-represented communities.

Accomplishments 4.2.2 (c)

- **(EA)** A Design & Analysis employee arranged the December dinner meeting of the Greater New Orleans Section of AIAA and the AIAA LSU Student Branch with Alice Bowman, Mission Operations Manager for NASA's New Horizons mission. 23 people attended. Developed Mat Lab course material for LSU faculty member and students (30 students). Delivered an Excite Talk (11/11/17) to motivate LSU undergraduate students to pursue research (87 participants). Supported test stand tours with various student groups including NASA Community College Aerospace Scholars, University of Alabama at Huntsville and Alabama A&M (HBCU).

- **(IA)** Four outreach events hosted totaling over 15,000 contacts with a diverse audience that included veterans and students in underserved communities. Events: Imagine the Possibilities in Tupelo, MS; STEM NOLA in New Orleans, LA; Veteran’s Day Parade in Biloxi; and Pathways 2 Possibilities in Biloxi. Hosted guest speaker for “Highlighting NASA Careers” event (150 attendees.)

- **(QA)** 1) On-site interaction with a high school student, her father, and two SMA employees. The student is interested in studying engineering and wanted to know more about women in engineering and what it is really like to work in this field. 2) Employee supported Gulfport High School “Science Careers and Research Encounters” and Exploring STEM at USM.”

Center Action 4.2.2 (c) Participate in outreach events such as career fairs at schools/universities

Primary Responsibility: Office of Communications/Office of Education/Senior Staff/All SSC Employees)
**Principle 4: Demonstrated Commitment to Community Partnerships**

### Strategy 4.2
Engage students in the SSC mission and expand education and outreach for all, including under-represented communities.

### Center Action 4.2.2 (c) - 4.2.2 (c)
Participate in outreach events such as career fairs at schools/universities

**Primary Responsibility:** Office of Communications/Office of Education/Senior Staff/All SSC Employees

**Org Plans:**
- **(RA)** Encourage employees to support outreach and inclusion activities and programs.
- **(UA)** Continue to host/support a variety of programs (i.e. cryogenics demos, robotics competitions, NASA nights)

### Center Action 4.2.3 - Senior Staff actively supports and participates in at least one outreach program per year

**Primary Responsibility:** Senior Staff

### Accomplishments 4.2.2 (c) - continued

- **(RA)** 1) Partnered with the National Weather Service for SSC to be certified as a “Storm Ready Site;” 2) Participated in Conflict Resolution Day; provided handouts on how to react to an active shooter and a violent person; 3) "Represented SSC Emergency Management at the quarterly Louisiana Emergency Preparedness Partnership Meeting in New Orleans;” 4) Communicated with the MS Commercial Fisheries United, Inc, Director on the potential to provide safe harbor and mooring for vessels below the lock and dam system; 5) Had initial meet and greet with the new Hancock Country Sheriff Office (HCSO) point of contact to discuss requirements/expectations for their new contract; 6) Attended training conducted by the American Society of Industrial Security (ASIS) in New Orleans; 7) Conducted office visit with State Wildlife, Fisheries, and Parks Officer; 7) Supported the “Imagine the Possibilities” event in Tupelo, MS (October 2-October 6, 2017). The event fostered an environment for over 7,000 eighth-graders from 33 Northeast schools to interact with professionals from many different careers including industrial hygiene.
- **(UA)** Participated in STEM/School science nights, school career fairs
- **(TA)** Lead was the Keynote Speaker at the NASA Community College Aerospace Scholars (NCAS) Fall 2017 Session held at Stennis Space Center in October.
Principle 5: Shared Accountability and Responsibility for D&I

Strategy 5.1
D&I performance standards are reflected in the Supervisory Competency Element for Senior Leadership.

Center Action 5.1.1 - Continue to include mandatory D&I element in supervisory performance plans at all grade levels and occupations

Primary Responsibility: Center Director/OHC

Accomplishments

5.1.1
- (LA) D&I element in supervisory performance plans is an ongoing activity as supervisors are selected. For this reporting period, OHC selected two new supervisors and established new supervisory performance plans which included the D&I element.

Center Action 5.1.2 - Continue to randomly review performance plans for supervisors who receive a distinguished rating to ensure that diversity standards are being met

Primary Responsibility: OHC/ODEO

No activity this quarter
Principle 5: Shared Accountability and Responsibility for D&I

**Strategy 5.2**
Educate employees on the SSC D&I Strategic Implementation Plan to improve employee awareness of the Plan and SSC accountability for Plan success.

**Center Action 5.2.1** - Engage and educate employees on the Plan during Town Hall meetings hosted by the D&I Champion

**Primary Responsibility:** D&I Board

**Center Action 5.2.2** - Publish quarterly D&I Reports on the ODEO webpage

**Primary Responsibility:** ODEO

**Strategy 5.3**
Raise awareness of Inclusion and Innovation by providing Supervisors a “scorecard” which gives a workforce profile for each office.

**Center Action 5.3.1** - Provide each Supervisor a “scorecard” which gives up to date information on their employees, including diversity, age, disability, veteran status, movement and ratings

**Primary Responsibility:** OHC

**Accomplishments**

No activity this quarter

5.2.2

• (AA) Presented FY2017 D&I annual report and posted on ODEO website

No activity this quarter
## Tentative Schedule

### Quarterly Reports

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<th>April</th>
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<tr>
<td>April 2</td>
<td>Call to Senior Managers for 2nd Quarter Reports</td>
</tr>
<tr>
<td>April 16</td>
<td>2nd Quarter Reports due</td>
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<tr>
<td>April 23</td>
<td>2nd Quarter Reports presented at Senior Staff</td>
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<thead>
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<th>May</th>
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<tr>
<td>May 25</td>
<td>Call to Senior Managers for Top 3 FY2018 accomplishments and impacts</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
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<tr>
<td>October (Topic: “I is for Inclusion”)</td>
<td>AA</td>
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Note: ODEO has D&I topic resources available