



# NASA STENNIS SPACE CENTER



## **Model Center EEO Plan**

**FY 2015 - 2017**

## **Accomplishment Report**

**FY 2014**

**(EEOC MD-715)**

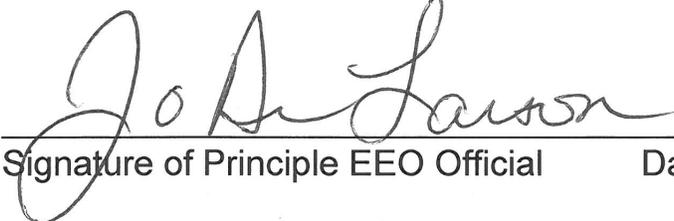
**Prepared by:**

**MD 715 Strategic Planning Team**

**NASA Stennis Space Center**  
**Model Center EEO Plan**  
**FY 2015 - 2017**

I certify that this Federal Agency EEO Program Plan is in compliance with EEO Management Directive (MD) 715.

Jo Ann M. Larson

 1/30/15  
Signature of Principle EEO Official      Date

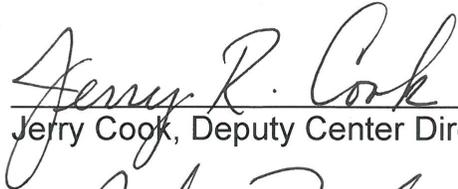
Richard J. Gilbrech, Ph.D.

 2-2-15  
Signature of Center Director      Date

## Commitment to Model EEO Agency Plan

At NASA Stennis Space Center, we believe that equal employment opportunity is critical to our success as an organization and to the accomplishment of our mission and strategic goals. Therefore, as an organization, we endorse and support this plan and its objectives.

### Model EEO Center Plan Strategic Planning Team Members



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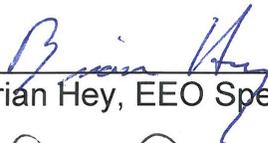
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## Executive Summary

In 2003, the U.S. Equal Employment Opportunity Commission (EEOC) issued Management Directive (MD) 715, requiring Federal Agencies to develop and implement annual “Model EEO Agency Plans” to advance equal employment opportunity (EEO) in the workplace. NASA’s Office of Diversity and Equal Opportunity (ODEO) leads the effort to evaluate NASA’s management infrastructure, including policies, procedures, and practices, to identify challenges to EEO, and to develop actions to address them. Success in completing these important actions will be achieved through a collaborative effort between ODEO and senior management across the Agency, all working together to make NASA a model EEO Agency.

This year, ODEO has shifted to a new approach to streamline the Model EEO Agency Plan. The purpose of this new approach is twofold: 1) to focus attention and actions on a limited number of high-priority challenges; and 2) to define the overarching Agency challenges and strategies, but leave it to the Centers to define the tactical actions they will use to address the challenges. In other words, it is intended that the Agency Plan will broadly state challenges and strategies, and Centers will decide how to best operationalize the strategies to meet the objectives. This is a departure from the past, when ODEO identified a number of detailed actions for all Centers to implement.

Stennis Space Center (SSC) was tasked to develop and implement a plan that aligns with the overarching objectives and strategies of the Agency Plan. In the process of developing the SSC Plan, several activities were conducted to obtain and analyze data to determine the Center’s EEO needs. To start with, eleven demographic groups met in separate randomly selected focus groups from supervisory and non-supervisory employees. The focus group demographics included senior management, supervisors, non-supervisors, veterans, women, men, minorities, non-minorities, and those over 40, 30, and 20 years of age. Each group was asked to identify their most significant issues/challenges of working at NASA SSC, as well as some follow-on questions.

A workforce data analysis was also performed to determine workforce demographics and employment trends, as well as, review recruitment, staffing, and retention, to identify and benchmark best practices or areas for improvement. A working group chaired by the SSC Deputy Director was formed with representatives from Center organizations to draft the Center’s MD 715 Plan. This same group worked on the Center’s Diversity and Inclusion (D&I) Plan.

Lastly, a technical assistance team from NASA Headquarters visited SSC to assist the Center in: 1) examining workforce data, EVS Inclusion Index information, and other employee input for the purpose of identifying the common challenges of achieving EEO objectives; 2) developing strategies that address the Center-specific EEO compliance challenges while infusing D&I workforce objectives when possible; and 3) drafting a Model EEO Center Plan that identifies the actions needed to achieve Center-specific EEO objectives, while also drawing on the Center’s existing actions identified in the Center’s D&I Plan, when possible.

The following SSC Plan addresses four of the six essential elements of a Model EEO Agency Plan, as identified by EEOC:

- 1) Demonstrated Leadership Commitment
- 2) Proactive Prevention of Discriminatory Actions
- 3) Integration of EEO into the Agency Strategic Mission
- 4) Management and Program Accountability

The following Plan describes high-level challenges and strategies that relate to each of the four identified essential elements. For each strategy listed, specific actions, measurements, lead offices, and timeframes for implementation have been identified and defined.

# Model EEO Center Plan

## FY 2015 - 2017

### 1. DEMONSTRATED LEADERSHIP COMMITMENT

**Challenge:** Stennis Space Center (SSC) Senior Management demonstrates its commitment to equal employment opportunity (EEO) by affirming EEO policy, communicating EEO messages, modeling EEO in personnel actions, and supporting the principals of the Agency and Center Diversity & Inclusion (D&I) Plan.

<p><b>Strategy 1.1:</b> SSC Senior Management demonstrates and advocates the importance of EEO through Center policy, messaging/communication, personnel actions, and behaviors reflective of EEO principles.</p>	<p><b>Lead Offices/Officials:</b> Center Director, Deputy Director, Supervisors, and Managers</p>
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<b>Actions and Measurements</b>	<b>Timeframe for Implementation</b>
<p>a) Shepherd development of communication products for use across organizations to communicate EEO and D&amp;I related information (includes “state of EEO” briefings, all hands, town hall/staff meetings, and retreats).</p>	<p>Ongoing 4<sup>th</sup> Quarter FY 2017</p>

### 2. PROACTIVE PREVENTION OF DISCRIMINATORY ACTIONS

**Challenge:** SSC takes actions to prevent EEO discrimination in hiring, promotions, leadership development, awards, and performance ratings.

<p><b>Strategy 2.1:</b> SSC will conduct outreach and recruitment activities for underrepresented groups in science, technology, engineering and math (STEM) occupations (i.e., Hispanics, Asian females, non-minority females, and individuals with disabilities (IWD)).</p>	<p><b>Lead Offices/Officials:</b> Office of Human Capital (OHC), Education Office, Office of Diversity &amp; Equal Opportunity (ODEO), office with a vacancy</p>
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<b>Actions and Measurements</b>	<b>Timeframe for Implementation</b>
<p>a) Target recruitment events and outreach activities for each underrepresented group including individuals with a targeted disability (IWTG) through Office of Personnel Management (OPM) Workforce Recruitment Program (WRP), HENAAC, and Pathways Program. Educate supervisors and managers on various hiring authorities, i.e. Schedule A.</p>	<p>Ongoing 4<sup>th</sup> Quarter FY 2015</p>

<b>Strategy 2.2:</b> SSC will retain individuals with targeted disabilities (IWTD), including disabled veterans, in all NASA occupational categories.	<b>Lead Offices/Officials:</b> Supervisors and Managers
<b>Actions and Measurements</b>	<b>Timeframe for Implementation</b>
a) Advance and retain employees, ensuring that accommodations are individualized to meet employee needs, as well as ensuring training and development opportunities are available.	2 <sup>nd</sup> Quarter FY 2016
<b>Strategy 2.3:</b> SSC will ensure fairness in hiring, promotions, performance ratings, performance and honor awards, and leadership development programs by considering demographic diversity during selection meetings and processes (i.e. boards, panels, etc.).	<b>Lead Offices/Officials:</b> Executive Resource Board including OHC and ODEO
<b>Actions and Measurements</b>	<b>Timeframe for Implementation</b>
a) Utilize executive review boards/panels and senior level meetings to review honor award nominations, leadership development nominations, awards, training, performance, and analysis of applicant and candidate pools to ensure EEO and diversity is considered in Center practices. Identify trends and take appropriate action, if warranted.	Ongoing FY 2017
b) ODEO input included in review of EEO and D&I elements for distinguished ratings.	Ongoing May 2015
<b>3. INTEGRATION OF EEO INTO THE AGENCY STRATEGIC MISSION</b>	
<b>Challenge:</b> EEO is a fundamental part of SSC's strategic mission that is directly linked to the Agency Strategic Plan.	
<b>Strategy 3.1:</b> Include EEO performance in SSC strategic policies and objectives.	<b>Lead Offices/Officials:</b> Center Director, Deputy Director, Supervisors, Managers, ODEO
<b>Actions and Measurements</b>	<b>Timeframe for Implementation</b>
a) Adopt Agency EEO and D&I language into all Center strategic documents. Ensure responsible parties understand the language and how it links to their performance. (See Agency plan.) 1. Language is evident in Center documents. 2. Language is linked to performance plans and evaluations.	Ongoing 1 <sup>st</sup> Quarter FY 2016
<b>Strategy 3.2:</b> Create policies and programs that facilitate open communication between employees at SSC.	<b>Lead Offices/Officials:</b> Managers, Supervisors, OHC
<b>Actions and Measurements</b>	<b>Timeframe for Implementation</b>
a) Establish/encourage rotational assignments to facilitate learning and communication across directorates and increase communication concerning such assignments. 1. Establish a process that increases the number, variety, structure, and duration of available rotational assignments.	3 <sup>rd</sup> Quarter FY 2015

## 4. MANAGEMENT AND PROGRAM ACCOUNTABILITY

**Challenge:** SSC managers and supervisors proactively demonstrate the advocacy and advancement of EEO goals, principles and objectives.

<p><b>Strategy 4.1:</b> Review EEO performance as part of annual performance plans.</p>	<p><b>Lead Offices/Officials:</b> Managers and Supervisors</p>
<p style="text-align: center;"><b>Actions and Measurements</b></p>	<p style="text-align: center;"><b>Timeframe for Implementation</b></p>
<p>a) Develop or adopt an automated scorecard that measures/accesses engagement of managers and supervisors with EEO principles and values; use to inform distinguished ratings.</p>	<p>3<sup>rd</sup> Quarter FY 2016</p>
<p><b>Strategy 4.2:</b> SSC leaders and supervisors make a concerted effort to obtain and listen to differing perspectives and encourage those under their supervision to ask questions and engage in meaningful discussions regarding how goals are met and decisions are made; thereby expanding communication and awareness of EEO-related values and principles.</p>	<p><b>Lead Offices/Officials:</b> Managers, Supervisors, ODEO, OHC</p>
<p style="text-align: center;"><b>Actions and Measurements</b></p>	<p style="text-align: center;"><b>Timeframe for Implementation</b></p>
<p>a) Establish Employee Resource Groups (ERGs), including supervisors and managers, to broaden Center participation in addressing EEO-related issues to share ideas/insights and innovative approaches to EEO.</p>	<p>Ongoing 3<sup>rd</sup> Quarter FY 2016</p>
<p>b) Leaders/Supervisors establish means of facilitating open communication with employees through staff meetings, anonymous feedback, or one-on-one meetings. Supervisors need to:</p> <ol style="list-style-type: none"> <li>1. communicate well with people from other organizations;</li> <li>2. provide meaningful performance reviews;</li> <li>3. know how to communicate the policies.</li> </ol>	<p>Ongoing 3<sup>rd</sup> Quarter FY 2015</p>

# MD 715 Fiscal Year (FY) 2014 Accomplishments

## FY 2014 Outreach

### **Office of Communications Community Outreach Overview**

NASA Stennis Space Center's (SSC) Community Outreach Program is comprised of hands-on, interactive activities hosted by engineers, scientists, and other professionals who represent the Agency as a means to inform and engage the public concerning NASA programs. The goal is to engage the audience in STEM (Science, Technology, Engineering and Mathematics). Our audience targets all individuals including students, parents, grandparents, libraries and museums, scouts, professional and technical organizations, and community groups. This year SSC coordinated more than 30 activities reaching over 35,000 men, women and children within the Mississippi Delta, Central Mississippi, Louisiana, and the Mississippi Gulf Coast.

Some of the activities included: INFINITY Science Fair; Double Decker Fest, Oxford, MS; Mississippi Children's Museum, Jackson, MS; STEM Outreach at Zephyr Field, New Orleans, LA; HENAAC Conference, New Orleans, LA; G.E.M.S (Girls Excited about Math and Science) Program; Pathways 2 Possibilities; Essence Festival, New Orleans, LA; Lillie Burney Elementary School, Hattiesburg, MS; Take Our Children To Work Day 2014; Speakers Bureau; and Employee Diversity Profiles.

### **Office of Education Community Outreach Overview**

NASA Stennis Space Center had several key milestones and accomplishments in FY 2014 and senior leaders have not only been supportive, but also played a key role in inspiring our next generation of STEM workforce. In 2014, SSC had 471 students in 18 Astro Camps; the NASA Educator Resource Center conducted 26 hands-on workshops serving 505 educators; the Digital Learning Network conducted 219 programs for 4,886 students and 372 educators; and 10,933 informal education interactions onsite and offsite presentations for students and educators, science fair support, and FIRST Robotics/FIRST LEGO League events to date (7/31/14).

A few accomplishment highlights included these activities: Inspiring the Next Generation, NASA Internships, Fellowships, and Scholarships; Partnerships, SSC plays a vital role in NASA's partnership with Honeywell and FMA Live! Forces in Motion; Robotics, SSC partners with FIRST Robotics by hosting the official Mississippi and Louisiana kickoff event; Inter-agency Partnerships, SSC was one of three Centers to participate in a pilot project with the Department of Education 21st Century Community Learning Center; and the INFINITY Science Center.

SSC was selected to lead the Agency in the implementation of NASA's participation in the HENAAC Great Minds in STEM Conference for a three-year period. SSC has completed two of the three years as Lead for the Agency. A Hispanic male was selected to lead the effort.

## Partnerships

Stennis plays a vital role in NASA's partnership with Honeywell and FMA Live! Forces in Motion. The program connects the basic laws of physics to potential science and engineering careers in real life. Honeywell and NASA are celebrating the 10th anniversary of the FMA Live! Tour, which has been performed before 400,000 students at 1,000 middle schools in all 48 contiguous U.S. States, Mexico, and Canada. Results from the FY 2014 (Fall 2013 and Spring 2014 Tour) included 26,775 middle school students from 49 schools during 78 performances. The tour reached 25 Title I schools and 6 DoDEA Partner Schools. The program generated 53 media stories, traveled 2,368 miles throughout the South and Southeast U.S., and visited 10 media markets and 8 new event cities. Educators unanimously stated they would recommend FMA Live! Forces in Motion to other teachers/schools. Ken Human, Center Associate Director, served as the NASA presenter during the FMA Live! at Broadmoor Middle School on March 17, 2014.

## **SSC ODEO Training**

SSC's Office of Diversity & Equal Opportunity offered several training opportunities for its employees during FY 2014. They included: NASA Anti-Harassment Classroom Training for Employees; Anti-Harassment Classroom Training for Managers and Supervisors; Alternative Dispute Resolution Overview; Basic Conflict Management in the Workplace for Employees; and High Risk Conflict Resolution. Curtis Lewis & Associates also conducted one-on-one conflict resolution sessions for one office.

## **FY 2014 New Hires**

SSC hired 11 employees in FY 2014. There were new hires in under-represented categories as follows: (3) non-minority females, (1) minority male, and (1) minority female.

In FY 2014, there were 13 students on board: (5) Non-minority males, (4) Non-minority females, (1) Asian male, (1) African American male, and (2) African American females. One (1) African American male veteran in the Pathways program was converted to a career conditional appointment. Twenty-nine (29) employees participated in Career Development/Leadership Programs: (20) Non-minorities, (1) Asian, and (8) African Americans. There were 26 participants in the Mentoring Program: (19) Non-minorities, (1) Hispanic, and (6) African Americans. NASA FIRST participants included: (1) African American male and (1) African American female. There was one (1) African American male in the Mid-Level Leadership Program (MLLP).

## **Diversity and Inclusion (D&I)**

In accordance with the Center D&I Plan, Center Principle I, Demonstrated Leadership Commitment, the Center Director's primary focus at the March 2014 Leadership Retreat was diversity and inclusion. Dr. William Guillory of Innovations International conducted one-on-one interviews with 20 managers and supervisors. A workshop was then developed to debrief the results of the interviews at the retreat.

The Center D&I plan was rolled out to the workforce in February 2014. Each employee received a copy of the plan.

SSC established its first Employee Resource Group, the Extreme Ideas Resource Group. This group evolved from what was previously known as the Extreme Ideas Team. The charter was signed in July 2014. The Center Director continues to show leadership commitment by attending the group meetings when possible.

In accordance with Center Principle 6 of the Center D&I Plan, SSC ODEO developed an interactive reporting tool for managers/supervisors to submit significant accomplishments, highlights and goals.

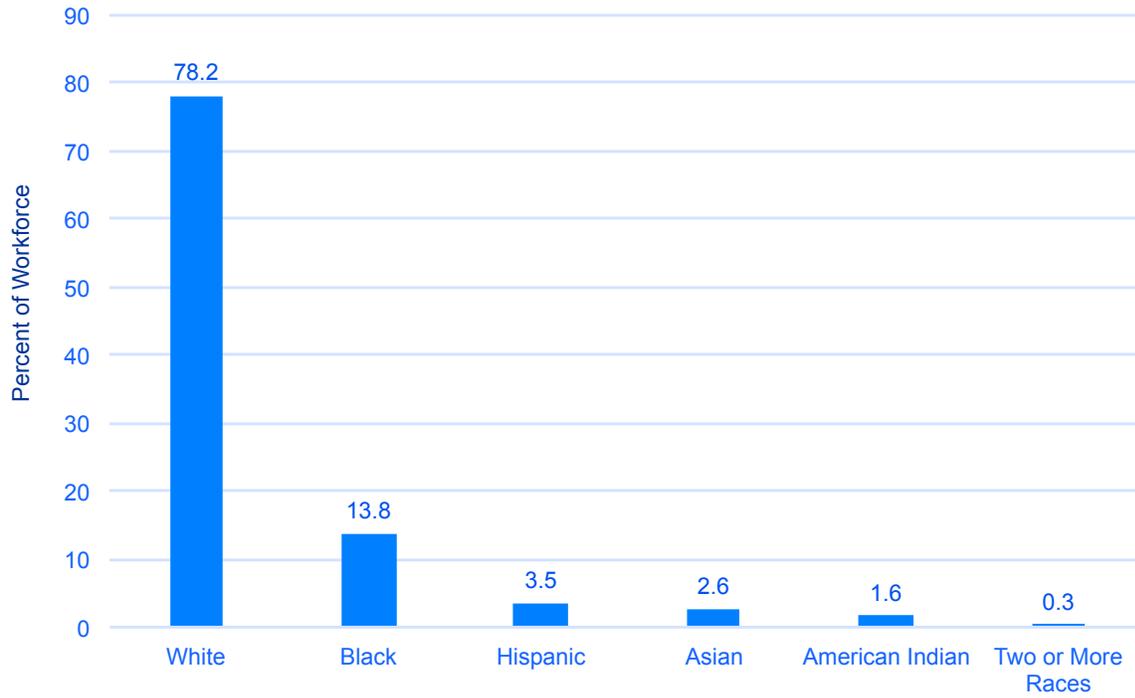
Additional inclusion and collaboration efforts included: ODEO Manager met monthly with Center Director, or as needed, to discuss issues/concerns; ODEO and OHC communicate and collaborate on many workforce initiatives, i.e. meet weekly to discuss issues/concerns; ODEO Manager serves on interview and selection panels; ODEO Manager is included in discussions on training initiatives and succession planning; and ODEO Manager is a member of the Center's Executive Resource Panel, Award Evaluation Panel, and Promotion Review Board (PRB).

# Appendix A: Workforce Analysis

National Aeronautics and Space Administration



## SSC Workforce by Race/National Origin (RNO) as of 9/30/2014



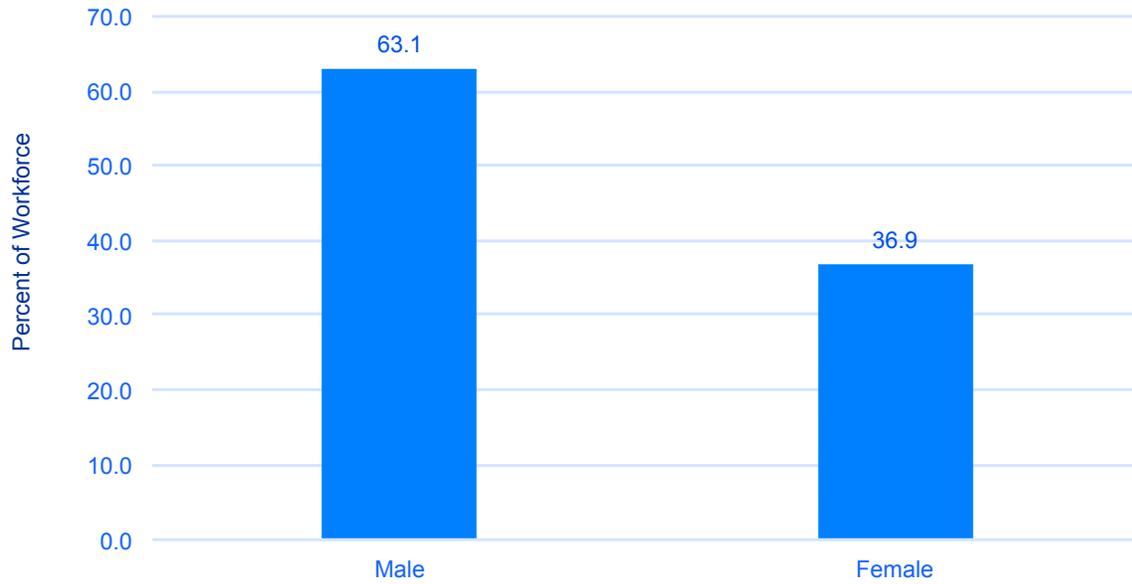
Total workforce = 312

Note: Used Table A1: Total Workforce

[www.nasa.gov](http://www.nasa.gov)



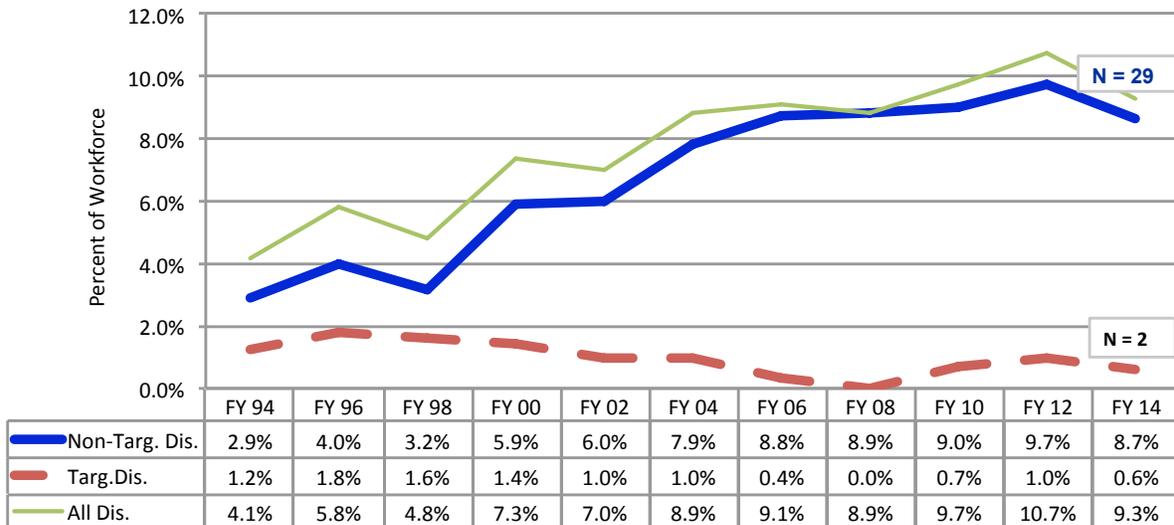
## SSC Workforce by Gender as of 9/30/2014



Total workforce = 312



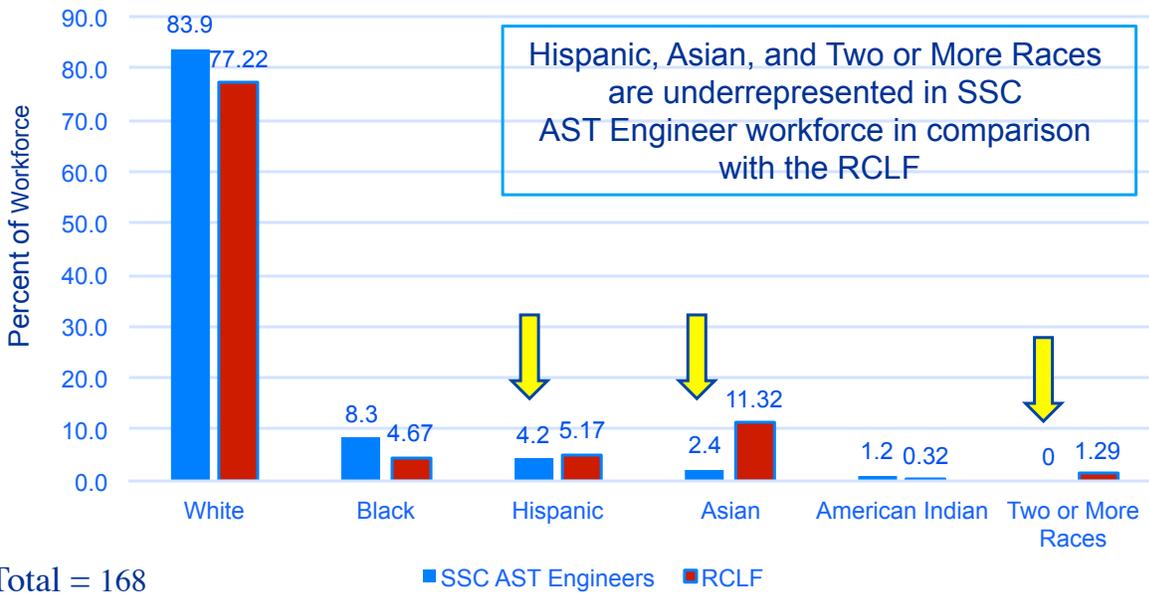
## Individuals with Disabilities Since FY 94



- Government-wide goal for IWTD is 2% of the workforce
- NASA-wide goal for IWD is 7% of the workforce



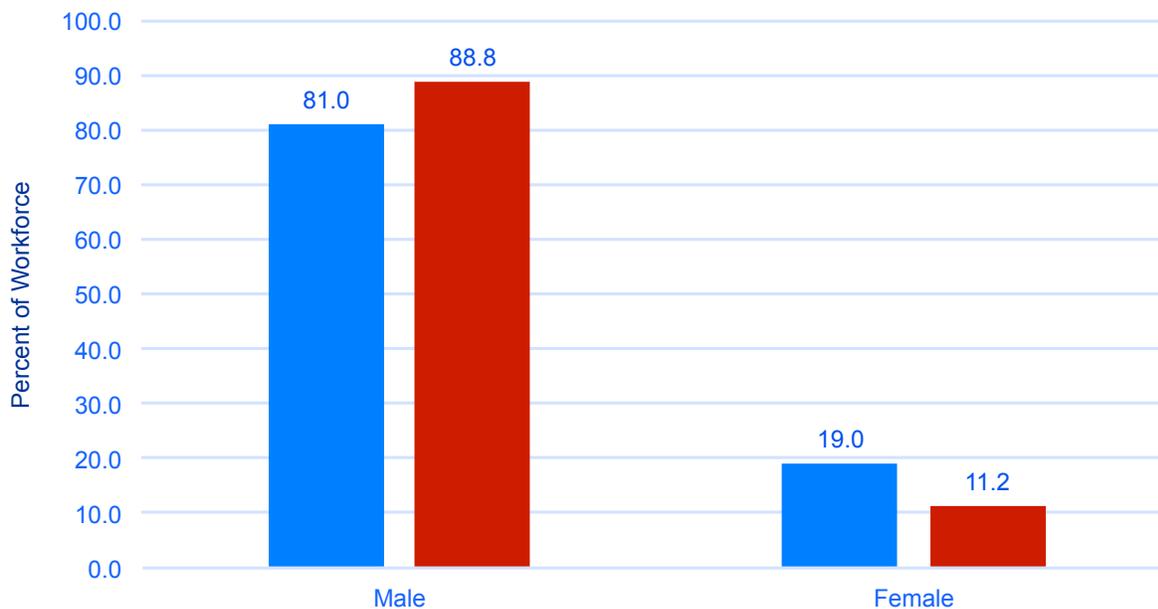
## SSC AST Engineers by RNO Compared to the Relevant Civilian Labor Force (RCLF)\*



\*RCLF includes General (0801), Computer (0854), Electronic (0855), and Aerospace (0861) Engineers.



## SSC AST Engineers by Gender Compared to the RCLF\*



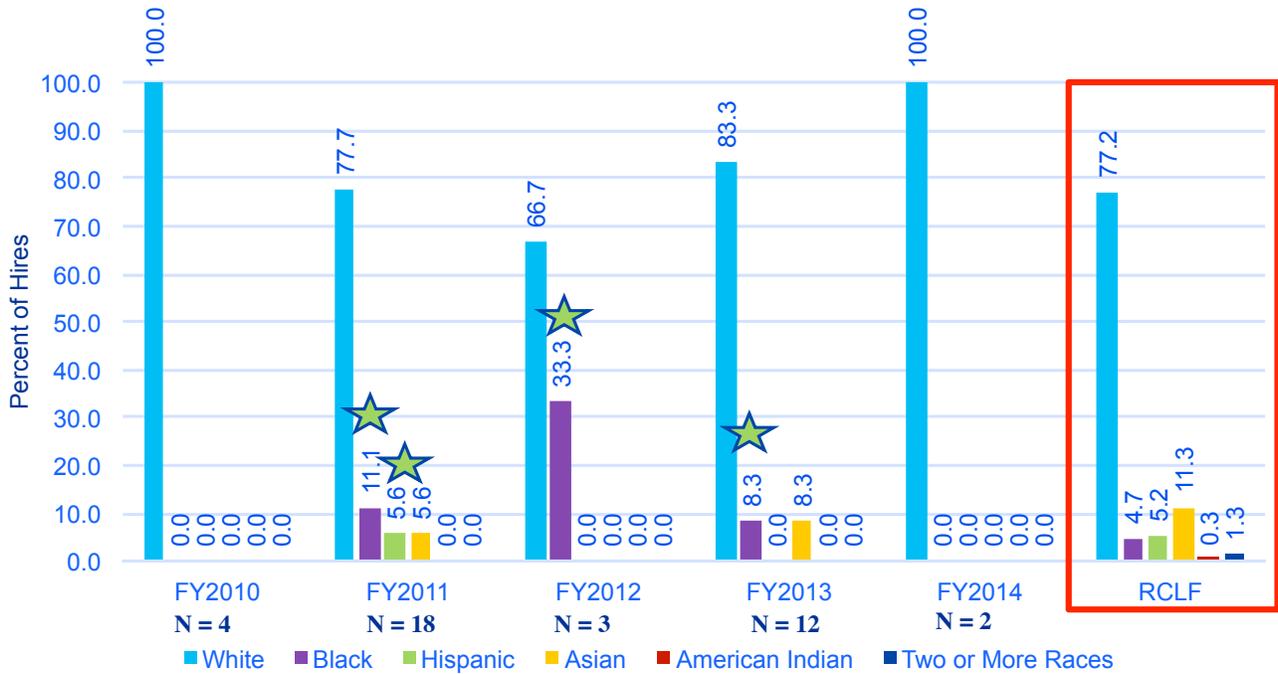
Total = 168

■ SSC AST Engineers ■ RCLF

\*RCLF includes General (0801), Computer (0854), Electronic (0855), and Aerospace (0861) Engineers.



## SSC AST Engineer Hires by RNO Compared to the RCLF

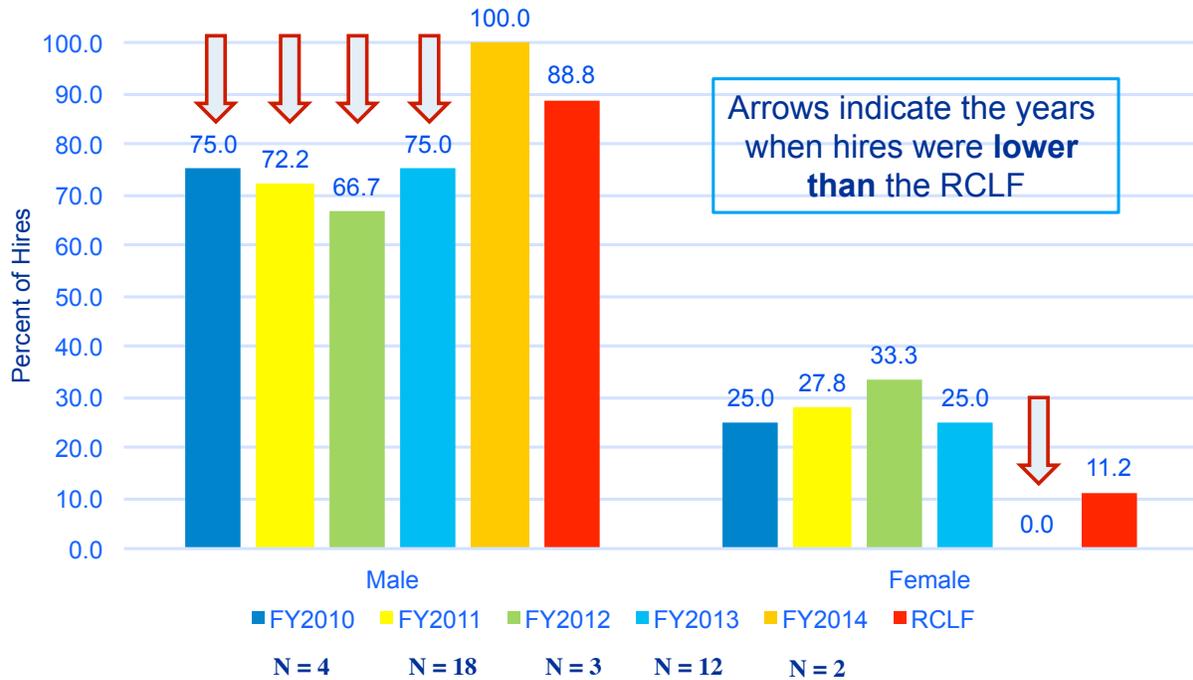


★ Stars indicate groups that were **not underrepresented** in comparison with the RCLF.

Note: Used Table A7: Hires for Major Occupations – FY2010 thru 2014



## SSC AST Engineer Hires by Gender Compared to the RCLF



Note: Used Table A7: Hires for Major Occupations – FY2010 thru FY2014

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## AVERAGE GS GRADE FOR AST ENGINEERS BY RNO SINCE FY 05

