



# STENNIS SPACE CENTER



**FISCAL YEAR (FY) 2013**  
**ANNUAL EEO PROGRAM STATUS**  
**REPORT**  
**(EEOC MD-715)**

**Prepared by:**  
**OFFICE OF DIVERSITY AND EQUAL OPPORTUNITY**

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EEOC FORM 715-01 PART A - D	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>For period covering October 1, 2012, to September 30, 2013.</b>				
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. National Aeronautics and Space Administration</b>	
	1.a. 2 <sup>nd</sup> level reporting component		Stennis Space Center	
	1.b. 3 <sup>rd</sup> level reporting component		N/A	
	1.c. 4 <sup>th</sup> level reporting component		N/A	
	<b>2. Address</b>		<b>2. NASA John C. Stennis Space Center</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Stennis Space Center, MS 39529-6000</b>	
	4. CPDF Code	5. FIPS code(s)	4. <b>NN64</b>	5. <b>0920</b>
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			1. <b>296</b>
	2. Enter total number of temporary employees			2. <b>22</b>
	3. Enter total number employees paid from non-appropriated funds			3. <b>0</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 318</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Charles F. Bolden, Jr.</b> Administrator, NASA	
	2. Agency Head Designee		<b>2. Richard J. Gilbrech, Ph.D.</b> Center Director	
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Jo Ann Larson</b> EO Manager, GS-0260-15	
	4. Title VII Affirmative EEO Program Official		<b>4. Jo Ann Larson</b>	
	5. Section 501 Affirmative Action Program Official		<b>5. Jo Ann Larson</b>	
	6. Complaint Processing Program Manager		<b>6. Brian M. Hey</b> EO Specialist	
	7. Other Responsible EEO Staff Diversity and Inclusion Program Manager		<b>7. Jake Jacobs</b> Program Specialist	

EEOC FORM 715-01 PART A - D	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>		
<b>PART D</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
	N/A		
EEOC FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission- related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self- assessment against MD- 715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X

Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	X
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

NASA Stennis Space Center

FY 2013

## Executive Summary

John C. Stennis Space Center (SSC) is a unique Federal city, home to numerous Federal, state, academic and private organizations and technology-based companies. These partner agencies and companies share the cost of owning and operating the facility, making it more cost effective for each agency to accomplish its independent mission.

Since the 1960s, SSC has served as NASA's primary rocket propulsion testing ground. Today, SSC provides propulsion test services for NASA, the Department of Defense, and the private sector. State-of-the-art facilities, a seven-and-one-half mile canal waterway system, and the 125,000-acre acoustical buffer zone that surrounds Stennis enable delivery and testing of large-scale rocket engines and components. The J-2X engine, tested at SSC, is anticipated to power the upper stage of the evolved 130-metric ton Space Launch System (SLS). As future missions are defined for the SLS, NASA will consider various engine options that are the best value and design.

In addition to rocket propulsion testing, SSC's Applied Science and Technology Project Office (ASTPO) uses NASA-generated science research, remote sensing and other technical capabilities to help partner agencies, such as the Federal Emergency Management Agency and the U.S. Department of Agriculture, make more informed decisions. Scientists use remote sensing technologies and expertise in rapid prototyping to expand and improve hurricane prediction capabilities. ASTPO also focuses on coastal management, one of NASA's national science priorities and an important consideration for the entire Gulf Coast region.

A priority for SSC is to ensure the Center demonstrates institutional effectiveness in all we do, as evidenced by measurable outcomes. The Office of Diversity and Equal Opportunity (ODEO) has responsibility for policy formulation, implementation, coordination, and management of equal opportunity, affirmative employment, and workforce diversity management programs at SSC.

The Management Directive 715 (MD 715) for FY 2013 is in the third year of a three-year plan. This report outlines the results from the collaborative efforts of ODEO, Office of Human Capital (OHC), Office of Education and the Office of Communications, with additional input from several senior managers. SSC's current plan is attached.

### **SSC FY 2013 Summary of Essential Elements and Deficiencies**

A model agency deficiency is a characteristic of the organization's infrastructure, which interferes with, impedes, or in any way undermines the attainment of a Model EEO Program based on the Six Essential Elements defined in Equal Employment Opportunity Commission (EEOC) Management Directive MD 715.

Essential Element B: Integration of EEO into the Agency's Strategic Mission.

Compliance Indicator: The Center has committed sufficient human resources and budget allocation to its EEO programs to ensure successful operations.

Results of a self-assessment indicate the Center's EEO Program has improved over last year. The deficiency that was identified in FY 2011 was resolved toward the end of FY 2012. On September 5, 2012, SSC ODEO was notified by OHC that ODEO was granted one additional full-time equivalent (FTE) employee.

### **Summary Analysis of Workforce Profile**

The Equal Employment Opportunity Commission (EEOC) requires agencies to compute the net change between two time periods. The net change is calculated by taking the difference between the number of

employees at the end of the current fiscal year and the prior fiscal year and dividing this number by the number in the prior fiscal year. If a group decreased, the net change is negative. If a group displays a net change lower than the net change for the total workforce, it is a trigger of the possibility of a barrier. Trend/Barrier analysis is conducted for groups for which triggers have been identified.

Additionally, the EEOC requires that agencies conduct a comparison of their permanent workforce with the general Civilian Labor Force (CLF) from the 2010 Census. A current workforce ratio that is lower than the CLF for any group is another trigger for the possibility of a barrier. When compared with the general CLF, the following race/ethnicity and sex class groups were represented at SSC at less than their representation in the CLF:

**Hispanic or Latino Male** – 1.6% in the SSC workforce vs. 5.2% in the CLF

**Hispanic or Latino Female** – 1.9% in the SSC workforce vs. 4.8% in the CLF

**Non-minority Female** – 28% in the SSC workforce vs. 34% in the CLF

**Asian Female** – 0.3% in the SSC workforce vs. 1.9% in the CLF

### **Identification of Barriers to a Model EEO Program**

ODEO collaborated with the Office of Human Capital, Office of Education, Office of Communications, Project Directorate, and the Rocket Propulsion Test Program Office to develop planned activities and objectives for the FY 2013 Plan.

**I-1.** A thorough review of employee participation in the Total Workforce (**Table A-1**) indicates non-minority females, Hispanic/Latino males and females, and Asian females, participated at rates below the National CLF pool. Most of these are the same categories that were under-represented in the past MD 715 report.

**I-2.** Despite numerous initiatives and efforts, hiring Individuals with Targeted Disabilities (IWT) continues to be a barrier at the Center and Agency levels. There has been no appreciable improvement in hiring and advancement of IWT in the SSC workforce since the last three-year plan was developed. Since FY 2000, there has been only one accession of an employee with a targeted disability.

### **SSC FY 2013 Accomplishments and Planned Activities**

Several significant accomplishments are highlighted below: (All Center accomplishments are identified in Part I.)

- SSC continues to progress in the area of Diversity and Inclusion (D&I). The Center D&I working group has completed the D&I Charter. The D&I Strategic Implementation Plan has been completed and forwarded to Headquarters for review. Headquarters has completed their review and is in the process of sending a letter to the Center Director, highlighting strengths within the plan as well as making recommendations for improvement. The SSC D&I Board is now fully established, membership selected and the SSC Deputy Center Director serves as the Board Chairman. The Board is currently meeting on a quarterly basis and taking steps to educate the workforce on D&I initiatives.
- During the past year, a D&I Manager has been added to the ODEO staff, serving on the Agency-wide Sub-Team, assisting the development of D&I best practices to be included in an Agency publication. ODEO was also authorized two mid-level stretch assignment positions, each one year, to assist in the development of the D&I Charter and the Strategic Implementation Plan.
- Supervisory Performance Plans now include a critical component that addresses D&I.
- SSC's Community Outreach Program is composed of hands-on, interactive activities hosted by engineers, scientists, and other professionals who represent the Center. The goal is to engage the audience in STEM (Science, Technology, Engineering and Mathematics) related topics. This year SSC coordinated more than 30 activities reaching over 60,000 men, women and children within the Mississippi Delta, Central Mississippi, Louisiana, and the Mississippi Gulf Coast.

- SSC hired 36 employees for FY 2013. New hires in the under-represented categories are as follows: 6 minority males, 15 non-minority females, and 2 minority females.
- SSC hired an African American female as Manager of the Office of Education.
- SSC was selected for the next three years to lead the Agency in the implementation of NASA participation in the HENAAC, Great Minds in STEM Conference beginning in October 2013. A Hispanic male was selected to lead the effort for the Agency.
- SSC has a robust Mentoring/Protégé Program. This past year there were 26 participants: 1 Hispanic male, 7 non-minority females, 2 African American males, and 4 African American females.
- A team of current and past NASA FIRST participants have formed an Extreme Ideas Team at SSC to explore new ideas and ways to innovatively conduct business at the Center. The team is comprised of (1) African American female, (2) African American males, (3) non-minority females, and (3) non-minority males.
- SSC awarded \$3,456,135 to Service Disabled Veteran Owned Small Businesses (SDVOSB) in FY 2013, compared to \$1,559,229 in FY 2012.
- SSC's ODEO Manager continues to serve as the Agency Diversity and Inclusion Cadre Co-Chair. Responsibilities include interfacing regularly with the ODEO Associate Administrator, Agency MD 715 Program Manager, Agency D&I Manager, and Center D&I Champions. This position also represents the respective interests of Center EO Directors and Diversity Managers to the ODEO leadership and the Diversity and Inclusion Strategic Partnership (DISP).
- According to the Partnership for Public Service, NASA was selected as the Best Place to Work in the Federal Government for a second year and received Most Improved this year as well. Stennis ranked number two out of 300 sub-components again this year and also ranked as the Best Place to Work in the Federal Government by veterans, women, and those under age 40.

### **Conclusion**

Our goal for FY 2014 is to continue to increase ODEO's visibility throughout SSC. Increasing SSC employees' awareness of their EEO and diversity roles and responsibilities will enhance their ability to work through conflict issues as they arise and ultimately contribute to the organization's mission. SSC ODEO's intent is to promote the development and sustainability of a diverse workforce that reflects the demographics of the community we serve. SSC embraces the concept of diversity as a management leadership philosophy and a core value that maximizes potential at both the individual and organizational levels. This is achieved by fostering awareness, appreciation, understanding, and respect for individual differences and by capitalizing on the knowledge, expertise, and unique background and life experiences offered by each employee.

EEOC FORM  
715-01  
PART F

U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL  
EEO PROGRAM STATUS REPORT

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

I, Jo Ann M. Larson, EEO Manager am the  
Principal EEO Director/Official for NASA John C. Stennis Space Center

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Jo Ann M. Larson

Jo Ann Larson 2/20/14  
Signature of Principal EEO Director/Official Date

Certifies that this Federal Agency Annual EEO Program Status Report is in  
compliance with EEO MD-715.

Richard J. Gilbrech, Ph.D.

R. Gilbrech 2-20-14  
Signature of Agency Head Date

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission  NASA John C. Stennis Space Center  ANNUAL EEO PROGRAM STATUS REPORT		
<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 <b>Compliance Indicator A1</b>	<b>EO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X		Policy statements are reissued annually.
Are new employees provided a copy of the EEO policy statement during orientation?		X		ODEO provides all new employees a portfolio and disc with EEO materials. The EEO/Diversity policy statement is included on the disc.
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		Included with supervisory notice to employee and new performance plan.
 <b>Compliance Indicator A2</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		All Directors are aware of ODEO policies.

Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		Material posted on all official bulletin boards and SSC ODEO website.
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[See 29 CFR §1614.102(b)(5)]</b>		X		Administrative and judicial remedial procedures are posted on all SSC official bulletin boards. Also posted on SSC ODEO website.
 <b>Compliance Indicator A3</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?		X		

ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		Employees have been issued the Anti-Harassment policy and OHC has disseminated the "NASA Desk Guide for Table of Disciplinary Penalties" to all employees.
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		ODEO provides information/handbook on reasonable accommodations during New Employee Orientation. Policy and procedures are posted on ODEO website.

**Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION**  
**Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.**

 <b>Compliance Indicator B1</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
Is the EEO Director under the direct supervision of the Agency head? <b>[see 29 CFR §1614.102(b)(4)]</b>  For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X		EEO Manager reports directly to SSC's Center Director.
Are the duties and responsibilities of EEO officials clearly defined?		X		Defined in position descriptions and performance standards.

Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		ODEO staff participates in annual training opportunities.
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				AGENCY
If the agency has 2 <sup>nd</sup> level reporting components, does the Agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?				AGENCY
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
 <b>Compliance Indicator B2</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		Weekly meetings with Sr. Staff, Office of Human Capital, Chief Counsel and Associate Director; monthly meetings with Center Director.
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		Center Director and other Senior Managers are briefed as part of the concurrence cycle. ODEO presents information at Directorate and office staff meetings.
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		OHC includes ODEO in various planning and workforce changes/decisions.

Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		Same as above.
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b>		X		Same as above.
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		Same as above.
 <b>Compliance Indicator B3</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		ODEO received 15K discretionary funds for FY 13.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		SSC ODEO received an additional permanent FTE on June 17, 2013.
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		SEP Program functions are performed/monitored by ODEO. With the additional FTE, the D&I Manager will seek to solicit employees for employee resource/affinity groups.
Federal Women's Program – 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		

Hispanic Employment Program – Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities – Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP – 5; CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
 <b>Compliance Indicator B4</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		Data from FPPS, Datamart, NOPS, OHC and workforce data cubes (WICN).
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		Directorate funds and Computer Accommodations Program (CAP) are utilized as needs are identified.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		Through Center Operations Directorate if needed.

Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		SSC offered training in the No Fear Act; Conflict Management for Supervisors & Leads; D&I Working Group; Anti-Harassment training; and HR for New Supervisor training w/EEO component during FY 13.
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? <b>[see 29 C.F.R. § 1614.102(b)(5)]</b>	X		
Is there sufficient funding to ensure that all employees have access to this training and information?	X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		
to provide religious accommodations?	X		
to provide disability accommodations in accordance with the agency's written procedures?	X		
in the EEO discrimination complaint process?	X		
to participate in ADR?	X		

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

**This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.**

 <b>Compliance Indicator C1</b>		<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager or supervisor's area or responsibility.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>			Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?			X		ODEO attends weekly Senior Staff meetings; participates in Directorate and office staff meetings; provides input at Senior Management retreats and as requested.
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?			X		Plans coordinated with each of these Directorates, offices, and Senior Staff.
 <b>Compliance Indicator C2</b>		<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>			Yes	No	
Have timetables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X		This process takes place at the beginning of every fiscal year. OHC meets with each Directorate and office supervisor to review list of employees eligible for promotion.
Have timetables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X		ODEO Manager serves on the Executive Resources Panel (ERP).

Have timetables or schedules been established for the agency to review its Employee Development/ Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		Same as above.
 <b>Compliance Indicator C3</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		NASA Desk Guide for Table of Disciplinary Penalties was updated and OHC disseminated to all employees.
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		Same as above.
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?			X	Not applicable. No findings of discrimination during this timeframe.
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		Established timeframes met.
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		ODEO reviews each request for reasonable accommodations. Requests are tracked in the Micropact RAMs data system.

**Essential Element D: PROACTIVE PREVENTION**

**Requires that the agency head make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.**

 <b>Compliance Indicator D1</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		There is open and direct communication between ODEO and Directorates and staff offices.
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		Same as above.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		Same as above.
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		OHC provides ODEO with organizational charts every two weeks.
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		Same as above.
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		Same as above.
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		Same as above.
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		Same as above.

 <b>Compliance Indicator D2</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
Are all employees encouraged to use ADR?		X		ADR was utilized for a FY 2013 informal complaint.
Is the participation of supervisors and managers in the ADR process required?		X		

**Essential Element E: EFFICIENCY**

**Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.**

 <b>Compliance Indicator E1</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
 <b>Measures</b>				
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?				AGENCY
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				AGENCY
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		ODEO Office

Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		One request was received in FY 13 and all were processed within timeframe set forth by NASA.
 <b>Compliance Indicator E2</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency use a complaint tracking and monitoring system that allows identification of the location and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		ODEO uses the iComplaints tracking system. Formal complaints and investigations are not processed at the Center level.
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?				AGENCY
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		CENTERS – Counseling Only
<p>If yes, briefly describe how:  In an attempt to assist Centers in procuring EO services with HQ approved ODEO vendors, HQ ODEO has implemented procedures that serve as a template in utilizing ODEO EO service contracts. All service providers are held accountable for processing timeframes.</p>				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		CENTERS –Counselors Only
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		CENTERS – Counselors Only

 <b>Compliance Indicator E3</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		CENTERS – Informal process only
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?				AGENCY
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?				AGENCY
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?				AGENCY
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		ODEO is responsible for ensuring terms of settlement agreements are met in a timely manner.
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?				AGENCY

 <b>Compliance Indicator E4</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		An ADR program is in place. An ADR Team has been identified.
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		Management is encouraged to settle at the lowest possible level for mutual resolution of disputes during the pre-complaint and informal processes.
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		Management is encouraged to participate.
Does the responsible management official directly involved in the dispute have settlement authority?		X		As appropriate. Whether the management official directly involved in the dispute has settlement authority depends on several factors. These can include the nature of the dispute, the expertise and authority of the official, and in some instances, the phase of the dispute resolution process in which a particular settlement attempt is made.
 <b>Compliance Indicator E5</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	Measure has been met		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?				AGENCY
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		

Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		ODEO identifies trends. Information is provided to Senior Staff/Directorates.
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		New hires and existing workforce are tracked by OHC.
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		Other Agency consultation recommended, but not required; however, all NASA Centers share best practices during VITS, telecoms, retreats, etc.
 <b>Compliance Indicator E6</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		As required, both Center and HQ General Counsel review EEO matters.
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		Same as above.
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		ODEO maintains communication with General Counsel as well as HQ ODEO regarding processing to ensure that all timeframes are met.

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**

**This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**

<p> <b>Compliance Indicator F1</b></p>	<p><b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b></p>	<p><b>Measure has been met</b></p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>		
<p> <b>Measures</b></p>		<p>Yes</p>	<p>No</p>		
<p>Does the Agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?</p>		<p>Yes</p>	<p>No</p>	<p>AGENCY AND CENTERS</p>	
		<p>X</p>			
<p> <b>Compliance Indicator F2</b></p>	<p><b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b></p>	<p><b>Measure has been met</b></p>	<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>		
<p> <b>Measures</b></p>		<p>Yes</p>	<p>No</p>		
<p>Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.</p>				<p align="center"><b>N/A</b></p>	
<p>Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?</p>				<p align="center"><b>N/A</b></p>	
<p>Are procedures in place to promptly process other forms of ordered relief?</p>				<p align="center"><b>N/A</b></p>	

 <b>Compliance Indicator F3</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>	
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?	X		AGENCY AND CENTERS	
If so, please identify the employees by title in the comments section, and state how performance is measured.				
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X		AGENCY AND CENTERS	
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?	X		AGENCY AND CENTERS	
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			AGENCY	
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?			AGENCY	
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?			AGENCY	
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?			AGENCY	
Compensatory Damages: The final agency decision and evidence of payment, if made?			AGENCY	
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?			AGENCY	

Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s.			AGENCY
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.			AGENCY
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).			AGENCY
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.			AGENCY
Restoration of Leave: Printout or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.			AGENCY
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.			AGENCY
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.			AGENCY

<b>EEOC FORM 715-01  PART H-1</b>	<b>U.S. Equal Employment Opportunity Commission</b>  <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>NASA Stennis Space Center</b>		<b>FY 2013</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<p><b>Essential Elements A through F:</b> According to EEOC MD 715 Part G, Essential Element B, the Center's EEO programs must be organized and structured to maintain a workplace that is free from discrimination in any of the Agency's policies, procedures, or practices and supports the Agency's strategic mission.</p> <p>EO Offices must have sufficient personnel resources allocated to the EEO program to ensure that required self-assessments and analyses prescribed by EEOC MD 715 are conducted annually and to maintain an effective complaints processing system.</p>	
OBJECTIVE:	<p>SSC will ensure that the Center EEO programs are organized and structured to maintain a workplace that is free from discrimination in all of its policies, procedures, or practices and that supports the Agency's strategic mission. Therefore, the Center will allocate sufficient resources to EO programs to ensure the required staff expertise and effective execution of program requirements.</p>	
RESPONSIBLE OFFICIAL:	Center Director	
DATE OBJECTIVE INITIATED:	November 2009	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	FY 2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE H-1:		TARGET DATE (Must be specific)
Baseline Service Level (BSL): SSC requested one additional FTE with an increase of emphasis in Diversity/Inclusion, Special Emphasis Program operations, and EEO complaints processing.		<b>9/11</b>
Planning Programming Budgeting and Execution (PPBE): SSC requested a minimum of one additional FTE to address new and ongoing programs and initiatives: new Agency Anti-Harassment Procedures (NPR 3713.3); new Agency Diversity and Inclusion Framework; new Civil Rights Legislation and Regulations; Agency Title IX Compliance Review Program; MD 715; new Executive Resources Panel; Special Emphasis Program Operations/Outreach programs; and oversight of the site-wide Stennis Diversity Council.		<b>9/12</b>
Program Specialist: Transferred to the ODEO in October 2009. Training (classroom and on-the-job) is ongoing to re-classify this position as an EO Specialist, GS-260.		<b>9/13</b>
During FY 2013, a Diversity and Inclusion Manager was added to the ODEO staff.		<b>9/13</b>

**REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE H-1:**

The Baseline Service Level (BSL) was originally used to show the needs of each organization. During FY 2010, SSC's EO Manager participated on the Functional Sub-Team. SSC ODEO provided the budget, FTE, and WYE numbers for each major activity HQ ODEO identified in the FY 11 OMB Submit. Once the BSL process was completed, the data was not used for additional FTE.

The above programs and activities are required of each Center, regardless of the size of the Center. Further, most of the functions involve the same complexities and require the same hours of work at SSC as they do at a larger Center. In addition to new programs initiated by the Agency, e.g., the Anti-Harassment Program and the Diversity and Inclusion Framework; the President has issued several Executive Orders that directly impact workload for the Agency and Center EO Offices.

A final justification for one additional FTE was forwarded to the Office of Human Capital August 2011, and subsequently forwarded to HQ for approval consideration.

On September 5, 2012 SSC ODEO was notified by OHC that based on the approval of additional FTEs for the Center, ODEO was granted one additional FTE.

A NASA employee was reassigned from the Office of Procurement to ODEO on June 17, 2013 as a Program Specialist managing the Diversity and Inclusion Program.

The Center Director selected the Chief Financial Officer to lead the Diversity and Inclusion Implementation Plan working group for SSC.

Program Specialist continues to develop his EO Specialist skills. Training for FY 2013 included:

- Informal Counseling-The NASA Way
- Human Factors
- LGBT Regulations
- No Fear Act Training 2013

Program Specialist is responsible for: the annual MD 715 report and plan; organizational staff meeting presentations; *Lagniappe* newsletter articles; steering committees; new employee orientations; EO Complaints Manager; data calls and metrics; data systems, such as IRMA, iComplaints, RAMS, and Purchase Card.

Program Specialist was the designated EO Counselor in an informal complaint that later was filed formally.

Newly assigned Program Specialist completed the following training in FY 13;

No Fear Act Training 2013

- EEOC Technical Assistance Seminar
- Special Emphasis Program Managers Course

Program Specialist is responsible for management of the Diversity and Inclusion Program, Diversity Strategic Plan Implementation, Special Emphasis Programs, Disability Program Management, Federal Equal Opportunity Recruitment Program Reports, Recruitment Events and Initiatives, Targeted Universities Outreach and Veteran/Diversity Outreach.

Additionally, the Program Specialists share in the EO Manager's function whenever she is out of the office on a temporary basis. They attend Senior Staff Meetings, Safety Management Reviews, Joint Management Council and various other meetings required in the EO Manager's absence.

<b>EEOC FORM</b> 715-01 <b>PART I-1</b>	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
NASA Stennis Space Center	Under-Representation
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	<b><u>Total Workforce</u></b>  A thorough review of employee participation in the Total Workforce ( <b>Table A-1</b> ) indicates non-minority females, Hispanic/Latino males and females, and Asian females participated at rates below the National Civilian Labor Force (CLF) pool.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data and organization charts were analyzed to identify the diversity of existing incumbents within SSC Directorates. This data was compared against relevant civilian workforce representation. Also analyzed data retrieved from NASA Organizational Profile (NOPS); WICN Cubes; and Federal Personnel Payroll System (FPPS).  Participation Rates for non-minority females and under-represented minorities by Race/Ethnicity and Sex: Percentage of workforce vs. Civilian Labor Force (CLF):  <u>Non-minority Females:</u> Total 89, percentage 28% vs. 34% (CLF) <u>Hispanic Males:</u> Total 5, percentage 1.6% vs. 5.2% (CLF) <u>Hispanic Females:</u> Total 6, percentage 1.9% vs. 4.8% (CLF) <u>Asian Females:</u> Total 1, percentage 0.3% vs. 1.9% (CLF)
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	No policy, procedure, or practice has been formally identified as a potential barrier underlying this condition.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Identify and eliminate barriers that negatively affect the employment of females and other groups.
<b>RESPONSIBLE OFFICIALS:</b>	Jo Ann Larson, ODEO Manager Dorsie Jones, OHC Manager SSC Managers/Supervisors
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 2014

**EEO Plan To Eliminate Identified Barrier**

<p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>	<p><b>TARGET DATE (Must be specific)</b></p>
<p>1. Utilize a strategic recruitment plan/strategy which targets under-represented groups. As vacancies occur, increase applicant pool with under-represented candidates. If hiring opportunities occur in permanent, term, or student programs, women and minority applicants will be highly considered.</p>	<p>9/30/14</p>
<p>2. OHC and ODEO meet quarterly to review workforce data. Brief Center Director/Management.</p>	<p>9/30/14</p>
<p>3. ODEO and OHC collaborate to analyze hiring and other policies and practices to identify potential obstacles that prevent the hiring of non-minority females and minorities that are below the National 2010 CLF.</p>	<p>9/30/14</p>
<p>4. EO staff will meet quarterly with OHC, Office of Education, and the Office of Communications to review and update recruitment calendar, including recruitment and outreach visits that reach under-represented populations, as identified in the barrier analysis.</p>	<p>9/30/14</p>
<p>5. Review development program selections to identify diversity of applicants vs. selections.</p>	<p>9/30/14</p>

## REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE I-1

### a. OHC/ODEO Accountability

OHC and ODEO Managers share demographic data, including the Center Model EEO Plan data, with the Center senior management on a quarterly basis. This information highlights potential workforce disparities and identifies areas for further exploration.

OHC developed a robust and strategic recruitment plan/strategy that targets under-represented groups. As vacancies occur, the applicant pool will be increased with under-represented candidates. If hiring opportunities occur in permanent, term, or student programs, women and minority applicants will be highly considered.

Pathways Selection: (1) Asian Male, (1) Non-minority Male, and (1) Non-minority Female

### b. FY 2013 Outreach

#### Community Outreach Overview

SSC's Community Outreach Program is comprised of hands-on, interactive activities hosted by engineers, scientists, and other professionals who represent the Agency. 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 60,000 men, women and children within the Mississippi Delta, Central Mississippi, Louisiana, and the Mississippi Gulf Coast.

#### INFINITY Science Center

The Office of Communications (OC) provided monthly outreach activities at the INFINITY Science Center reaching more than 15,000 local, regional and national guests. Listed below are the activities provided by OC: Apollo 17 Event, Fred Haise Day, Engineer's Week, Women in STEM, Spring into STEM, Earth Week, Space Month, Launch into Summer with STEM, Space Shuttle Legacy Celebration and Grandparent's Day.

#### Oktoberfest, Cleveland, MS

On October 12-13, 2012, the SSC OC participated in Oktoberfest in Cleveland, MS. During the two-day event more than 15,000 attendees had the opportunity to experience hands-on STEM activities, learn details concerning current and future NASA missions, and connect with SSC employees.

#### Double Decker Fest, Oxford, MS

On April 26, 2013, the OC spent the day at the University of Mississippi in Oxford, MS. The team provided activities and demonstrations for Living and Working in Space, ultraviolet beads, rocket transportation, and NASA spinoffs. Each guest also had pictures made with Orbie, the inflatable astronaut. The event reached approximately 1,500 men, women and children.

#### Mississippi Children's Museum, Jackson, MS

In a joint effort between the Offices of Communications and Education, representatives conducted activities and demonstrations for Living and Working in Space, ultraviolet beads, robotics, and NASA spinoffs. Each guest also had pictures made with Orbie, the inflatable astronaut. The event reached approximately 1,000 men, women and children.

#### Delta Day Fest, Tunica, MS

The OC traveled to North Mississippi to network with the public in an under-served and under-represented part of the Delta. Each guest had the opportunity to participate in demonstrations for Living and Working in Space, ultraviolet beads, rocket transportation, and NASA spinoffs. The event reached approximately 250 men, women and children.

#### STEM outreach at Zephyr Field, New Orleans, LA

On May 14, 2013, the Stennis Communications Team and Education Team spent the morning at Zephyr Field in New Orleans. The team provided activities and demonstrations for Living and Working in Space, ultraviolet beads, robotics, and NASA spinoffs. The event reached over 3,500 students in grades 6 through 10 and 50 teachers from minority and under-served schools.

#### G.E.M.S.

The G.E.M.S (Girls Excited about Math and Science) event was held on March 8, 2013. Approximately 88 girls from 23 schools in the Mississippi and Louisiana regions came to SSC as part of the Agency-wide Women's History Month activities. The girls were treated to workshops consisting of a fashion show of business attire, an introduction to IT, facility tours, a cryogenics demonstration and college and career planning. Corporate sponsors for this event were A<sup>2</sup>Research, Jacobs Technology, Inc. and Patriot Technologies, LLC.

### Speakers Bureau

The NASA Speakers Bureau is composed of engineers, scientists, and other professionals who represent the Agency as speakers at civic, professional, educational and other public venues. The Speakers Bureau is a free service as a part of our public communication and outreach programs. Our audiences include pre-school to college classes, libraries and museums, scouts, professional and technical organizations, and community groups. This year SSC coordinated more than 90 activities reaching over 27,000 men, women and children within the Mississippi Delta, Central Mississippi, New Orleans, Louisiana, and the Mississippi Gulf Coast.

### NASA FIRST

Three employees, (2) minority females, one each from SSC and the NSSC, and (1) non-minority male, from the SSC collaborated on their NASA FIRST Project to develop a shadowing program. This program will target Federal employees at SSC. Three employees were nominated for participation in the NASA FIRST Program for 2014: (2) African American females and (1) non-minority male. Selected for the program were (1) African American female and (1) non-minority male. Four employees were nominated for participation in the Mid-Level Leader Program (MLLP) for 2014: (1) African American female, (1) African American male, and (2) non-minority males. Two (2) disabilities were identified for the nominees. The selectees were (1) African American male and (1) non-minority male.

### NASA FIRST Innovation

A team of current and past participants have formed an Extreme Ideas Team at SSC to explore new ideas and ways to innovatively conduct business at the Center. The team is comprised of (1) African American female, (2) African American males, (3) non-minority females, and (3) non-minority males.

### Pre-Service Teacher Institute

The NASA/Jackson State University (NASA/JSU) Pre-Service Teacher Institute (PSTI) is a two-week residential institute partnering SSC and JSU. The institute was held on the JSU campus in Jackson, Mississippi, with a one-day visit and workshops at SSC, for college students who attend a minority university and who are preparing to teach middle school. A financial support package was provided to all participants. A total of 21 students participated in the two-week PSTI. The total includes: (15) African American females, (5) African American males, and (1) non-minority female. The following is a demographic breakdown of the students and their colleges: Jackson State University: (10) African American females and (4) African American males; Miles College-Fairfield: (2) African American females; University of Arkansas at Pine Bluff: (2) African American females; Hinds Community College: (1) African American female and (1) African American male; and Boise State University: (1) non-minority female.

### FY 2013 Education Workshops

Nineteen workshops were provided with 456 participants. This is a culmination of onsite and offsite workshops sponsored by the Educator Resource Center.

### Astro Camp

Astro Camp is a series of weeklong summer camps, one-day Saturday camps and special events for children ages 7 -15 that inspire future astronauts and engineers to learn about space and STEM. Astro Camp presents math and science principles through fun, hands-on activities, teaching teams of campers to work together to complete missions. Astro Camp sessions inform children about manned space flight, NASA's Space Launch System, the Space Shuttle, and Stennis propulsion testing.

### Robotics

NASA SSC continues to support the For Inspiration and Recognition of Science and Technology (FIRST) Robotics Competition, a national robotics contest immersing high school students in the exciting world of engineering. SSC supports four house teams: #364 Team Fusion, Gulfport, MS; #590 Choctaw Central High School, Choctaw, MS; #1421 Picayune Memorial High School, Picayune, MS; and #1912 Northshore High School, Northshore, LA. Engineers team up with businesses and universities to give area students a hands-on look at the engineering profession.

### Summer of Innovation

NASA Summer of Innovation (SOI) is a solicitation-driven project designed to support learner interest in STEM by strengthening the capacity of community and school-based organizations that inspire and engage middle school learners in STEM content during the summer. The SOI project leverages NASA funding and content to expand both the school and community-based collaborators' ability to provide meaningful, educational, and exciting STEM experiences to under-represented learners entering grades 4-9. SOI also supports projects seeking to strengthen current STEM education efforts through the use of NASA content resources. Over 2,900 learners and 350 educators, both certified and informal, received no less than 30 hours of NASA-unique/SOI content. Each program had a family component in which parents/guardians were engaged in NASA STEM activities.

The SSC Educator Resource Center (ERC) is respected across Mississippi and Louisiana and is recognized by the Mississippi and Louisiana Departments of Education as a continuing education delivery expert. Per Design Team

Recommendation 1, SSC used its ERC expertise in conjunction with these partnerships to provide educator workshops and train-the-trainer sessions so a greater number of educators could be reached.

The SSC Office of Education, working through the Educator Resource Center, has conducted outreach programs using NASA's STEM unique activities for informal educators in the Mississippi and Louisiana communities. Outreach utilized the train-the-trainer concept to maximize the engagement of the public. Four informal groups were reached this year: Boys and Girls Club of the Gulf Coast in Mississippi, Boys and Girls Club of Slidell, Louisiana, Mississippi 4-H clubs and informal educators from the Picayune, Mississippi school district.

Boys and Girls Club of the Gulf Coast in Mississippi - A train-the-trainer session was conducted at the Boys and Girls Club of the Gulf Coast on May 23, 2013. The session was a refresher for most of the attending staff of 60. The training session included NBS program overview and core concepts, review of hands-on activities from the guides and discussion on how to effectively deliver content to students. Five hundred (500) under-served youths were engaged in NBS activities during the summer of 2013 and clubs plan to continue activities during after-school programs this fall. The clubs received a total of 5 new kits and 11 refill kits.

Boys and Girls Club of Slidell, Louisiana - A train-the-trainer session was held at the Boys and Girls Club in Slidell, LA on May 31, 2013. There were five staff members attending the training session which included NBS program overview and core concepts, participation and review of hands-on activities from the guides and discussion on how to effectively deliver content to students. Approximately 60-100 under-served youth were engaged in NBS activities during the summer of 2013. The club received a total of two new kits and three refill kits.

#### 4-H Mississippi Clubs

Presented Robotics and Informal Educator Professional Development Workshops using Aeronautics Research Mission Directorate (ARMD) Museum in a Box (MIB). NASA has partnered with Mississippi State University (MSU) 4-H to deliver SOI, STEM and robotics content to youth across Mississippi. A train-the-trainer model was utilized with NASA representatives training 4-H agents on SOI and robotics content. Once trained, 4-H agents will then conduct programs in their counties throughout the summer. The program consisted of NASA-based science activities and visits to SSC. Incorporating this innovative program into the 4-H summer outreach programs, was essential to preparing Mississippi youth for a future that includes STEM and influences their future education and career goals.

Mississippi State University and Carnegie Mellon August 12 – 15, 2013 - NASA partnered with Carnegie Mellon and Mississippi State University (MSU) to conduct training for 4-H agents, robotics volunteers on RobotC and Tetrax robotics. MSU was awarded \$5,000 from the CP4SMP+ to provide training for fifty 50 4-H agents, senior robotics leaders, and volunteers. Training was provided by SSC personnel on LEGO MINDSTORMS NXT-G programming. SSC also conducted MIB hands-on activities to 50 informal educators and presented 30 MIB toolkits, one to each represented county. Each toolkit contains enough supplies to conduct six MIB activities for 30 students.

Informal Educator Professional Development August 2, 2013 - SSC Education conducted a workshop for 42 informal educators from the Picayune, Mississippi School District. The workshop featured activities from the ARMD MIB activity guide. The concept of the professional development used the train-the-trainer methodology to extend the reach of NASA education outside the traditional classroom and into the community. Each educator received a curriculum guide and a toolkit with enough supplies to conduct six MIB activities for 30 students. Educators completed the day with a complimentary visit to INFINITY Science Center.

#### INFINITY Science Center

The goal of the project was to utilize a commercially available playground and add graphics and quiz-based activity modifications enabling young visitors to INFINITY at NASA SSC, the official visitor center for SSC, to have an interactive, educational experience. Goals have been met and the interactive playground is a big hit with young visitors. The target audience is INFINITY public visitors, ages 5 through 12. The most important intended impact is helping inspire young visitors to become more interested in STEM education.

#### **c. FY 2013 Accomplishments**

SSC hired 36 employees in FY 2013. There were new hires in the under-represented categories as follows: (6) minority males, (15) non-minority females and (2) minority females.

The following activities assisted in reaching objectives:

- Based on 2013 Employee Viewpoint Survey (EVS) scores, SSC ranked second among 300 agency subcomponents across the Federal Government for the second year in a row. SSC was first in Effective Leadership, Employee Skills, Strategic Management, Teamwork, Training and Development, and Support for Diversity.

- ODEO Manager met monthly with Center Director, or as needed, to discuss issues/concerns.
- SSC hired an African American female as manager of the Office of Education.
- 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; ODEO Manager is a member of the Center's Executive Resource Panel, Award Evaluation Panel, and appointed to the Promotion Review Board (PRB).
- SSC was selected for the next three years to lead the Agency in the implementation of NASA participation in the HENAAC, Great Minds in STEM Conference beginning in October 2013. A Hispanic male was selected to lead the effort for the Agency.

#### Career Development/Leadership Programs FY 2013

FEI, Leadership for a Democratic Society: (1) non-minority male GS-15 completed FEI in FY 13, (1) non-minority female, GS-15 selected in FY 13 to participate in FY 14, and (1) non-minority male GS-15 selected in FY 13 to participate in FY 14.

#### Mentoring Program

There were 26 participants in the Mentoring Program: (1) Hispanic male, (7) non-minority female, (4) African American females, (2) African American males and (12) non-minority males.

The NSSC joined the SSC Mentoring Program and (2) non-minority females participated as protégés.

#### NASA FIRST

African American female was selected for the NASA FIRST Program.

#### Contracting Officers Representative (COR) Course

Hispanic female was selected to serve as COR for a major contract.

#### Minority Female, GS-13

Hispanic employee was highlighted on NBC network (nationally) for Hispanic American Heritage Month.

#### Minority Male GS-14

Hispanic employee was highlighted for Hispanic American Heritage Month on NASA TV.

#### NASA MUST

Motivating Undergraduates in Science and Technology (MUST) is a competitive internship opportunity for U. S. undergraduate college students, primarily from under-represented and under-served groups, with a minimum academic GPA of 3.0, who are majoring in STEM disciplines. The Hispanic College Fund administers MUST on behalf of NASA and addresses the critical workforce shortage in STEM fields facing the nation by providing support to undergraduate college students. These internships provide students with the opportunity to participate in NASA's mission, foster innovation, and contribute to a strong national economy. One student, majoring in Physics (Space Science), applied for and was awarded a 10-week MUST internship at SSC, where he worked under the mentorship of scientists in the Applied Science and Technology Project Office.

<b>EEOC FORM 715-01 PART I-2</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
Stennis Space Center	Targeted Disabilities
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Per EEOC, Individuals with Disabilities have the highest unemployment rate of all protected groups. They are the only group that requires a numeric hiring goal by EEOC. EEOC and the Office of Personnel Management (OPM) have established a hiring goal of 2.0%. SSC currently has three employees with a targeted disability (1.0%).</p> <p>A new Executive Order calls on OPM to "design model recruitment and hiring strategies for agencies seeking to increase their employment of people with disabilities and develop mandatory training programs for both human resources personnel and hiring managers on the employment of individuals with disabilities." Every Federal Agency is required to develop a specific employment plan for individuals with disabilities. Federal Agencies are tasked to hire 100,000 federal employees with disabilities within five years. NASA (Agency) has committed to appoint a senior-level officer who will be responsible for monitoring the Agency's adherence to its employment program.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Findings are consistent with the following data sources:</p> <ul style="list-style-type: none"> <li>• MD 715 Table B7</li> <li>• MD 715 workforce tables</li> <li>• CLF statistics</li> </ul>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Despite numerous initiatives and efforts, hiring and advancement of Individuals with Targeted Disabilities (IWTD) in the SSC workforce has been limited.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Increase the participation rate of IWTD. Increase management accountability in hiring IWTD.</p>
<p><b>RESPONSIBLE OFFICIALS:</b></p>	<p>Jo Ann Larson, ODEO Manager Dorsie Jones, OHC Manager Katrina Emery, Education Officer SSC Senior Level Managers/Supervisors</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>September 2014</p>

EEOC FORM 715-01 PART I-2	EEO Plan To Eliminate Identified Barrier		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			TARGET DATE (Must be specific)
1.	Develop a robust and strategic recruitment plan/strategy which targets Individuals with Disabilities.	9/30/14	
2.	Identify a SSC Senior level advocate to “champion” and promote IWTD efforts.  SSC does not currently have a Senior level advocate. Plans are in progress to address this and other issues during FY 2014.	9/30/14	
3.	Selective Placement Coordinator promotes Schedule A Hiring Authority to management and uses Schedule A hiring authority for non-competitive appointments.	9/30/14	
4.	Increase the number of IWTD participating in Outreach and Student Pipeline Programs, i.e. identify one Pathways/ACCESS/Intern position annually specifically for IWTD.	9/30/14	
5.	When recruiting for pipeline programs, notify offices of disability student services and other local organizations serving IWTD at the opening of an announcement, or two weeks in advance if a visit is planned to focus attention, encourage dialogue, etc.	9/30/14	
6.	Selective Placement Coordinator will review OPM’s IWTD registry for every appropriate vacancy.	9/30/14	
7.	Participate in one disability/veteran-focused recruitment/career fair annually.	9/30/14	
8.	Continue to establish and maintain a close working relationship with disability service offices at various colleges, universities, Veteran’s Administration, and state vocational rehabilitation offices to keep them apprised of the various job opportunities at SSC.	9/30/14	

## REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE I-2

### Modifications:

The Offices of Human Capital and Education have made efforts to inform ODEO in a timely manner when recruiting for pipeline programs. Both offices will continue to make an effort to inform ODEO of such opportunities, as early as possible in the coming year, so that disability student service offices and other local organizations serving IWTD can have at least a two-week notice prior to the visit to focus attention, encourage dialogue, etc. This activity will be carried over to next year's plan.

### **FY 2013 Accomplishments**

#### 1. ACCESS

Two students, majoring in STEM fields, applied for and were offered ACCESS summer internships at SSC. Each student submitted a paper and conducted a presentation describing the work and research they conducted during the 10-week internship. The student from Iowa State University in Ames, Iowa, majoring in Mechanical Engineering, submitted a paper and gave a presentation entitled "Managing the Underfloor Infrastructure: Validation and 3D Modeling." The student from Capitol College in Laurel, Maryland, majoring in Electrical Engineering, submitted a paper and gave a presentation entitled "Verification of the B2 Test Stand Electrical Systems."

#### 2. Disabled Veterans

SSC supports a policy ensuring disabled veterans are given equal employment opportunity through the Disabled Veterans Affirmative Action Program Plan. Consideration of veterans and disabled veterans are incorporated into the overall personnel management process at SSC. Every facet of those personnel practices relating to employment, promotion, development, benefits, and treatment of employees and prospective employees, reflects a continued concern for promoting a policy of nondiscrimination. SSC was also ranked highest in the Agency for employment of veterans.

#### 3. Recruitment

The objective of SSC's recruitment and outreach programs is to attract qualified candidates, including disabled veterans, to meet the Center's staffing needs. To accomplish this, SSC's ODEO continues to sustain and strengthen liaisons with the Veterans Employment Service of the Department of Labor, state and local employment agencies, the Department of Veterans Affairs, and other veterans' organizations and resources to obtain applications from disabled veterans. Vacancy announcements are forwarded to these organizations. ODEO continues its affiliation with Disabled Veterans' Outreach Program (DVOP) Specialists and Local Veterans' Employment Representatives (LVER) in both Mississippi and Louisiana. These organizations provide counseling, evaluation, and training to disabled veterans. ODEO assures vacancy announcements are distributed to public/private organizations serving disabled veterans.

SSC encourages veterans, especially those with a disability of 30 percent or more, to apply for existing vacancies. Staffing specialists, managers, and supervisors are aware of the special appointment authorities that can be used to hire disabled veterans. SSC continues to make appropriate use of special appointing authorities, such as excepted Veterans Rehabilitation Act (VRA), Schedule A, Section 312.3102 (u and t), Schedule B, Section 213.3202 (k), and non-competitive appointment of disabled veterans with compensable service-connected disability of 30 percent or more. Maximum consideration is given to VRA and special authority for noncompetitive employment. Veteran applicants are advised of the provisions of the various appointment authorities. OHC is required at all times to accept applications from persons eligible for consideration under special hiring authorities (including VRA, appointment of veterans who are 30 percent or more disabled, etc.).

ODEO has developed a listing of the colleges/universities within the Southwest region that is used to communicate with the Career Development Offices, Disability Offices and Veterans Program Offices. During the recent transition to Pathways and the issuance of the Pathways announcements for students, all vacancies were sent to the contacts on the listing. A referral was made to the Legal Office from OPM Disabled Students; however, the student was not hired at the time because the office was in transition due to the hiring of a new Chief Counsel.

As a result of our FY 2013 recruitment efforts:

- SSC hired (7) veteran employees: (1) non-minority male, (2) non-minority females, (3) minority males, and (1) minority female.
- Three of the new hires were disabled veterans: (1) non-minority female, (1) minority male and (1) minority female.
- A legal intern was hired for the summer through the WRP Program.

#### 4. Outreach

Supervisors, in conjunction with their roles to conduct appropriate outreach under the Merit Promotion Plan in meeting Agency employment goals for disabled workers, will actively participate in seeking disabled veterans to include in their candidate pool.

The Center participates in a number of local career days, science fairs, workshops, and other activities at colleges and universities. OHC, Office of Education, and ODEO maintain close contact with colleges and universities. These avenues are used after very careful consideration is given to the hiring climate within the Center.

SSC awarded \$3,456,135 to Service Disabled Veteran Owned Small Businesses (SDVOSB) in FY 2013, compared to \$1,559,229 in FY 2012.

#### 5. Promotion and Development

SSC takes steps to ensure all employees, including employees with disabilities and disabled veterans, are notified of vacancies that will be filled through internal procedures. Vacancy announcements are well publicized. Providing and improving internal advancement opportunities for disabled veterans, under the DVAAP plan, is a responsibility of all directorates. Methods used for providing or improving internal advancement opportunities include, but are not limited to, as many of the following activities as possible:

- Analyzing the workforce
- Counseling employees
- Ensuring provisions of reasonable accommodations are provided when requested by disabled veterans
- Informing supervisors of representation goals for disabled workers and enlisting their support to conduct appropriate outreach
- Quarterly review and analysis of statistical data to evaluate results
- Roundtable career development discussions sponsored by OHC

All employees are afforded equal opportunity to obtain training to improve their job-related qualifications. To ensure this effort is accomplished, employees are required to develop, in concert with their supervisors, an annual Individual Development Plan, which provides a roadmap for assessing strengths and weaknesses and ways to mitigate gaps. A Career Development Guide is available to assist employees and supervisors in defining specific assignments, training opportunities or activities to meet identified developmental needs. In addition to technical training, opportunities are provided for all employees in various developmental areas such as oral and written communication, leadership, and stretch assignment opportunities. Training opportunities are also listed on the OHC website.

#### 6. Promotions

Two employees with non-targeted disabilities received promotions during FY 2013: (1) non-minority female and (1) non-minority male.

#### 7. Training

Employees with disabilities participated in 985 training instances during FY 2013 including online, safety briefings, instructor-led, academic training, conferences, and symposiums. Examples include:

- EEOC Two Day Seminar (1 participant)
- Conflict Prevention and Management for Employees (2 participants)
- Conflict Prevention and Management for Supervisors (7 participants)
- Administration of Cost Reimbursement Contracts (2 participants)
- Writing Statements of Work: The Heart of Any Contract (3 participants)
- Business Education Program (1 participant)
- Diversity and Inclusion (2 participants)
- Critical HRM Skills (2 participants)
- Windchill Training (Advanced) (7 participants)
- Windchill Training (Beginning) (3 participants)
- Strategic planning for Projects Directorate (3 participants)
- Telework Training (8 participants)

EEOC FORM 715-01  PART J	<b>U.S. Equal Employment Opportunity Commission</b>  <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b>  <b>Special Program Plan for the Recruitment, Hiring, and</b> <b>Advancement of Individuals With Targeted Disabilities</b>  <b>REVIEW FOR ACCURACY</b>								
<b>PART I</b> <b>Department or</b> <b>Agency</b> <b>Information</b>	1. Agency	1. <b>National Aeronautics and Space Administration</b>							
	1.a. 2 <sup>nd</sup> Level Component	1.a. NASA Stennis Space Center							
<b>PART II</b> <b>Employment</b> <b>Trend and</b> <b>Special</b> <b>Recruitment for</b> <b>Individuals With</b> <b>Targeted</b> <b>Disabilities</b>	Enter Actual Number at the ...	... Beginning of FY 13		... End of FY 13		Net Change			
		Number	%	Number	%	Number	Rate of Change		
	Total Work Force	297	100	318	107	+21	+6.6		
	Reportable Disability	32	100	31	-3	-1	-3.2		
	Targeted Disability*	3	100	3	100	0	0		
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	1. <b>Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.					Per OHC this data is not available. See attachment			
2. <b>Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.					0				
<b>PART III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/Personnel</b> <b>Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	10	2	20	0	0	0	0	8	80

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
4. Non-Competitive Promotions	29	0	0	0	0	0	0	29	100
5. Employee Career Development Programs	43	2	4.6	0	0	0	0	41	94.3
5.a. Grades 5 - 12	15	0	0	0	0	0	0	15	100
5.b. Grades 13 - 14	25	2	8	0	0	0	0	23	92
5.c. Grade 15/SES	3	0	0	0	0	0	0	3	100
6.a. Time-Off Awards (Total hrs. awarded)	3,078	306	9.9	12	0.4	32	1.1	2,728	88.6
6.b. Cash Awards (total \$ awarded)	19,700	1,500	7.6	0	0	0	0	18,200	92.4
6.c. Quality-Step Increase (total number awarded)	8	0	0	0	0	0	0	8	100
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.								
<b>Part V</b> Goals for Targeted Disabilities	<ul style="list-style-type: none"> <li>Continue to work with the Achieving Competence in Computing, Engineering, and Space Science (ACCESS) Program to bring college students with disabilities to SSC.</li> <li>Continue to work closely with SSC's Selective Placement Coordinator to identify students with disabilities who are eligible for internships/Pathways vacancies.</li> <li>Continue to work closely with organizations such as disability service offices at various colleges and universities, the Veteran's Administration, the Mississippi and Louisiana Rehabilitation Offices, to recruit individuals with targeted disabilities.</li> <li>Continue to promote, encourage, and educate management and staff to consider the advantages of using noncompetitive appointment authorities such as Schedule A hiring and hiring disabled veterans that have disabilities rated at 30% or higher.</li> <li>See the goals outlined in Part I- 2</li> </ul>								

## Appendices

EEO Policy Statements

SSC Organizational Chart

Facilities Accessibility Summary Report

Workforce Data Tables:

Table A1:	Total Workforce – by Race/Ethnicity and Sex
Table A4:	Participation Rates for General Schedule Grades – by Race/Ethnicity and Sex
Table A6:	Participation Rates for Major Occupations – by Race/Ethnicity and Sex
Table A7:	Hires for Major Occupations – by Race/Ethnicity and Sex
Table A9:	Selections for Internal Competitive Promotions – by Race/Ethnicity and Sex
Table A10:	Non-competitive Promotions – by Race/Ethnicity and Sex
Table A11:	Internal Selections for Senior Level Positions – by Race/Ethnicity and Sex
Table A13:	Employee Recognition and Awards – by Race/Ethnicity and Sex
Table A14:	Separations by Type of Separation – by Race/Ethnicity and Sex
Table B1:	Total Workforce – by Disability
Table B6:	Participation Rates for Major Occupations – by Disability
Table B7:	Hires for Major Occupations – by Disability
Table B9:	Selections for Internal Competitive Promotions – by Disability
Table B10:	Non-competitive Promotions – by Disability
Table B11:	Internal Selections for Senior Level Positions – by Disability
Table B13:	Employee Recognition and Awards – by Disability
Table B14:	Separations by Type of Separation – by Disability