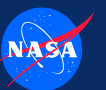




NASA EQUAL EMPLOYMENT OPPORTUNITY STRATEGIC PLAN: FY 2017-19

FY 2018 ANNUAL REPORT AND UPDATE FOR FY 2019

Office of Diversity and Equal Opportunity



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NASA EQUAL EMPLOYMENT OPPORTUNITY STRATEGIC PLAN: FY 2017-19
FY 2018 ANNUAL REPORT AND UPDATE FOR FY 2019
(FY 2018 MD-715 REPORT)

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PARTS A-D: AGENCY INFORMATION

EEOC MD-715 PART A - D	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT				
For period covering October 1, 2017, to September 30, 2018.					
PART A Department or Agency Identifying Information	Agency	National Aeronautics and Space Administration			
	Address	300 E Street, SW			
	City, State, Zip Code	Washington, DC 20546			
	CPDF Code	NN00			
	FIPS code(s)	01, 06, 11, 12, 22, 24, 28, 39, 48, 51			
PART B Total Employment	Permanent Workforce	17,459			
	Temporary Workforce	92			
	TOTAL EMPLOYMENT	17,551			
PART C1 Head of Agency and Head of Agency Designee	Leadership	Name	Title		
	Head of Agency	James F. Bridenstine	Administrator		
	Head of Agency Designee				
PART C2 Agency Official(s) Responsible for Oversight of EEO Programs	EEO Program Staff	Name/Title	Occupational Series/ Pay Plan and Grade	Phone Number	Email Address
	Principal EEO Director/Official	Stephen T. Shih, Associate Administrator, Office of Diversity and Equal Opportunity (ODEO)	0260/SES	(202) 358- 2167	stephen.t.shih @nasa.gov
	Affirmative Employment Program Manager	Janet Sellars, Director, Diversity and Data/ Analytics Division, ODEO	0301/SES	(202) 358- 0730	janet.e.sellars @nasa.gov
	Complaint Processing Program Manager	Richard N. Reback, Director, Complaints and Programs Division, ODEO	0260/SES	(202) 358- 1597	richard.n.reback @nasa.gov
	Diversity & Inclusion Officer	Barbara Spotts, Equal Employment Manager	0260/GS-15	(202) 358- 0946	barbara.l.spotts @nasa.gov
	Hispanic Program Manager (SEPM)	Nicole Lassiter, Equal Opportunity Specialist	0260/GS-14	(202) 358- 1932	nicole.e.lassiter @nasa.gov
	Women's Program Manager (SEPM)	Nicole Lassiter, Equal Opportunity Specialist	0260/GS-14	(202) 358- 1932	nicole.e.lassiter @nasa.gov
	Disability Program Manager (SEPM)	Nicole Lassiter, Equal Opportunity Specialist	0260/GS-14	(202) 358- 1932	nicole.e.lassiter @nasa.gov

	Selective Placement Program Coordinator (Individuals w/Disabilities)	Joan Davidson, Human Resources Specialist	0201/GS-14	(202) 358-1033	joan.b.davidson@nasa.gov
	Reasonable Accommodation Program Manager	Veronica Hill, Equal Employment Manager	0260/GS-15	(202) 358-5147	veronica.r.hill@nasa.gov
	Anti-Harassment Program Manager	David Chambers, Equal Opportunity Compliance Manager	0360/GS-15	(202) 358-3158	david.r.chambers@nasa.gov
	ADR Program Manager	Vacant			
	Compliance Manager	Judy Caniban, Equal Employment Manager	0260/GS-15	(202) 358-0726	judy Marie.d.caniban@nasa.gov
	Principal MD-715 Preparer	Rebecca Kraus, Civil Rights Analyst	0160/GS-15	(202) 358-2303	rebecca.s.kraus@nasa.gov
	Other EEO Staff	Vincent Patterson, Equal Employment Manager	0260/GS-15	(202) 358-0952	vincent.e.patterson@nasa.gov
PART D-1 List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes		
	Ames Research Center (ARC), Moffett Field/CA		NN21	06001, 06003, 06005, 06013, 06085, 06087	
	Armstrong Flight Research Center (AFRC), Edwards/CA		NN24	06029, 06037	
	Glenn Research Center (GRC), Cleveland/OH		NN22	39035, 39055, 39143, 39153, 39085, 39093	
	Goddard Space Flight Center (GSFC), Greenbelt/MD		NN51	24033, 24031, 24027, 24003, 11001, 51001	
	Headquarters (HQ), Washington/DC		NN10	11001, 24033, 24031, 51013, 51059, 51107	
	Johnson Space Center (JSC), Houston/TX		NN72	48157, 48167, 48291, 48473, 48071	
	Kennedy Space Center (KSC), KSC/FL		NN76	12009, 12095	
	Langley Research Center (LaRC), Hampton/VA		NN23	51115, 51650, 51700	
	Marshall Space Flight Center (MSFC), Huntsville/AL		NN62	01089	
	NASA Shared Services Center (NSSC), Stennis/MS		NN10	28045, 28047, 28059	
Stennis Space Center (SSC), Stennis/MS		NN64	28045, 28047, 28059		
PART D-2 Mandatory and Optional Documents for this Report	Please refer to Appendix C.				

PART E: EXECUTIVE SUMMARY

EEOC MD-715 PART E	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
National Aeronautics and Space Administration	For period covering October 1, 2017, to September 30, 2018.
EXECUTIVE SUMMARY	
<p data-bbox="147 632 881 667"><i>Section I. Mission of the Agency and Leadership</i></p> <p data-bbox="147 716 1456 1016">The mission of the National Aeronautics and Space Administration (NASA) is to “lead an innovative and sustainable program of exploration with commercial and international partners to enable human expansion across the solar system and bring new knowledge and opportunities back to Earth, support growth of the Nation’s economy in space and aeronautics, increase understanding of the universe and our place in it, work with industry to improve America’s aerospace technologies, and advance American leadership” (<i>NASA 2018 Strategic Plan</i>). The work of NASA benefits Americans and all humanity. NASA inspires the world with exploration of new frontiers, discovery of new knowledge, and development of new technology.</p> <p data-bbox="147 1064 1456 1598">With top-level support from the NASA Administrator and NASA’s leadership team, the NASA Office of Diversity and Equal Opportunity (ODEO) and Center equal employment opportunity (EEO) offices engaged in many activities in FY 2018 to advance EEO in the NASA workforce. In 2018, for the seventh year in a row, NASA was ranked the best place to work in the Federal Government by the Partnership for Public Service. NASA ranked the highest among large agencies in all categories, including fairness in leadership and support for diversity. The Agency’s Federal Employee Viewpoint Survey (FEVS) results for 2018 also show that NASA ranked highest among large agencies on the Engagement Index (82 percent positive responses), the Global Satisfaction Index (80 percent positive responses), and the New Inclusion Quotient (New IQ) Index (78 percent positive responses) (see Appendix B, Figures 1 and 2). The FEVS is just one measure of NASA’s achievements in EEO and diversity and inclusion (D&I). NASA also measures the success of its EEO program against the six Essential Elements of a Model EEO Agency, as outlined by the U.S. Equal Employment Opportunity Commission (EEOC) in Management Directive 715 (MD-715). FY 2018 accomplishments and EEO successes are identified and discussed below.</p> <p data-bbox="147 1640 1078 1675"><i>Section II. The Six Essential Elements of a Model EEO Agency</i></p> <p data-bbox="147 1724 1456 1829">NASA carefully examined our current EEO program status and compared it to the Model EEO Program Self-Assessment measures (Part G). NASA identified five deficiencies within its EEO program reflecting a compliance rate of 97 percent (150 of 155). Utilizing the results of the self-assessment,</p>	

the Agency developed plans to address program deficiencies (Part H) and workforce triggers regarding participation rates for certain groups (Parts I and J).

Demonstrated Commitment of Agency Leadership

Throughout 2018, NASA leadership affirmed EEO policies, communicated EEO messages, and modeled positive behaviors in the workplace to demonstrate EEO commitment to all employees. In particular, NASA kicked off an Agency-wide Anti-Harassment Campaign with a video, featuring NASA's then-Acting Administrator highlighting his commitment to a harassment-free workplace. This comprehensive initiative encompassed outreach and education at every level of the Agency, from top senior leadership to non-supervisory employees. Additionally, NASA Center leaders are heavily involved in supporting EEO activities. For example, the Kennedy Space Center (KSC) Director chairs the Diversity Council, which is comprised of Employee Resource Group (ERG) chairs and executive champions. At Langley Research Center (LaRC), the Director of the Research Directorate serves on the Virginia Space Grant Consortium Advisory Committee. This provides the opportunity for LaRC senior leadership to engage with students regarding the NASA Internships and Fellowships (NIF) program and the Pathways program to enhance diversity in the applicant pipeline and provide relevant work experiences for students interested in science, technology, engineering, and mathematics (STEM) careers.

Integration of EEO into the Agency's Strategic Mission

NASA is committed to attracting, selecting, developing, deploying, and retaining competitive talent. Specifically, Strategic Objective 4.4 of the *2018 Strategic Plan* is to: "Cultivate a diverse and innovative workforce with the right balance of skills and experience to provide an inclusive work environment in which employees that possess varying perspectives, education levels, life experiences, and backgrounds can work together and remain fully engaged in our mission." The *Strategic Plan* further identifies strategies relating to equal employment opportunity, diversity, and inclusion for the NASA workforce, including: proactive efforts to ensure EEO and prevent discrimination in the workplace; regular assessment of the FEVS New IQ Index; measurement of increases in participation rates of employee groups through comparison with the relevant civilian labor force (RCLF); targeted outreach and recruitment efforts to increase diversity in the Agency's internship, fellowship, and early career hiring programs; and greater access to career opportunities through mentoring and other forms of formal and informal education and awareness (such as networking and shadowing) for both managers and employees.

The Associate Administrator (AA) for Diversity and Equal Opportunity is a full and active member of NASA's senior leadership team as evidenced by regular participation on various decision-making bodies, boards, panels, and councils, such as:

- Strategic Management Council (SMC). The AA, ODEO, is part of the Agency's senior decision-making body for strategic direction and planning. The SMC is led by the NASA Administrator; its purpose is to determine NASA strategic direction, assess Agency

progress toward achieving its vision, and serve as a forum for review and discussion of issues affecting Agency management.

- Mission Support Council (MSC). The AA, ODEO, serves on the MSC, which is the Agency's senior decision-making body regarding the integrated Agency mission support portfolio. The council members are advisors to the Deputy Associate Administrator. The MSC assesses and determines mission support requirements to enable the successful accomplishment of the Agency's mission.
- Performance Review Board (PRB). As a member of the PRB, the AA, ODEO, participates in annual performance reviews of NASA's Senior Executive Service (SES) members.
- Executive Resources Board (ERB). The AA, ODEO, is on the ERB, which provides advice, counsel, and recommendations for consideration by the Administrator relating to management of executive human resources in NASA, inclusive of personnel policy, planning, and development.

Management and Program Accountability

NASA managers and supervisors are held accountable for advancing EEO in the workplace. NASA ODEO reports quarterly on EEO and D&I performance outcomes at the Baseline Performance Review (BPR) meeting, which is chaired by the NASA Associate Administrator and attended by Officials-in-Charge.

In FY 2018, NASA focused primarily on enhancing its efforts to address and resolve harassment in the workplace with its inaugural Anti-Harassment Campaign. The Agency's No FEAR Act training module included an anti-harassment component where virtually 100 percent of managers and supervisors were trained. Further, the AA for ODEO conducted anti-harassment training at eight of ten NASA Centers that was made available to employees, supervisors, and senior leadership. The Agency sponsored an Anti-Harassment Forum in May 2018 and established a shared Intranet site for Anti-Harassment Program (AHP) practitioners to post key program materials such as policies, guidelines, and promising practices from internal and external sources. For FY 2019, NASA intends to update guidance for practitioners, develop a fully automated reporting system to better capture program data, and create a highly interactive, engaging, and "gamified" online training module for the workforce.

Proactive Prevention of Unlawful Discrimination

NASA advocates EEO in hiring, promotions, leadership and employee development, and awards, which increases diverse perspectives leading to top performance. In FY 2018, NASA engaged in various efforts focused on advancing EEO in NASA processes. For example, Agency Special Emphasis Programs (SEPs) and employee resource and affinity groups provide training, mentoring, and informational programs across the enterprise. In addition, NASA conducts a variety of education and outreach activities particularly aimed at groups that are underrepresented in the workforce and in STEM occupations. A few initiatives are discussed below:

- **Alternative Dispute Resolution (ADR):** In FY 2018, NASA established a cadre of mediators composed of employees across the Agency that could be deployed quickly to conduct ADR. This in-house cadre of mediators are a cost savings to the Agency and due to their affiliation with NASA, quickly gain the trust of ADR participants. Additionally, the Agency expanded the availability of ADR beyond the traditional EEO complaint process to other workplace disputes. These non-EEO mediations were conducted for both co-worker conflicts and supervisor-employee issues.
- **Anti-Harassment Program (AHP):** NASA embarked on an aggressive Anti-Harassment Campaign to increase the focus on NASA's AHP as an avenue to address workplace conflict. As a result of this awareness initiative, during FY 2018 NASA experienced a dramatic increase in reported harassment allegations. In particular, 95 allegations were raised compared to an average of 55 per year for the previous eight years. NASA considers the higher rate of reported allegations as evidence of greater willingness on the part of employees to come forward with concerns based on leadership support of the Anti-Harassment Campaign.
- **Special Emphasis Program Managers (SEPMs) and Employee Resource Groups (ERGs):** NASA SEPMs help develop programs and activities designed to attract and retain talent in the workforce, advance EEO within the Agency, and prevent unlawful discrimination. NASA has SEPs for the following groups: American Indians and Alaska Natives (AIAN); Asian Americans and Pacific Islanders (AAPI); Black or African Americans; Hispanics or Latinos; Women; Lesbian, Gay, Bi-sexual, Transgender, and Queer and/or Questioning (LGBTQ+) employees; and Individuals with Disabilities (IWD). In FY 2018, NASA Center EEO offices, SEPMs, and ERGs coordinated a number of activities focused on EEO education and proactive prevention of discrimination (see Appendix C for a detailed list of activities by Center).

Efficiency

NASA continually seeks to improve EEO delivery through more efficient systems and processes designed to address EEO matters in a timely and effective manner. In FY 2018, ODEO continued to strengthen its community of practice among EEO and D&I practitioners across NASA Centers. Leveraging the NASA Engineering Network, a NASA Intranet site designed to bring together communities of practice, NASA ODEO created Web sites for several communities of practice, including D&I, SEPMs, MD-715 and data analytics, and the NASA AHP.

Responsiveness and Legal Compliance

In FY 2018, NASA posted timely No FEAR Act data and met established deadlines for submitting the FY 2017 MD-715 report and annual statistical report of discrimination complaints (Form 462) to EEOC. NASA also developed "draft" guidance on gender transitioning in the workplace. The guidance is designed to be a resource tool to assist NASA managers, supervisors, and employees to work effectively with an employee who is undergoing a gender transition. NASA anticipates formal release of the guidance in FY 2019. Other initiatives included utilizing a variety of sources for assistance in providing efficient and timely reasonable accommodations, including: the Computer Accessibility

Program; Job Accommodation Network; Lighthouse for the Blind; Vista Center for the Blind; and the Department of Rehabilitation.

Section III. Workforce Analyses

In order to attract and retain a diverse workforce, NASA works to ensure equal opportunity in all aspects of its human capital management, including recruitment, hiring, promotions, awards, etc. Moreover, NASA monitors workforce data to determine if discrepancies exist with regard to participation in the workforce by any demographic group.¹ FY 2018 workforce data revealed the following triggers (see Appendix B, Table 1):

- Hispanics and Women are employed at NASA in lower percentages than their representation in the National Civilian Labor Force (NCLF).² Hispanics make up 7.6 percent of NASA employees and 10 percent of the NCLF. Women make up 34 percent of NASA employees, but are 48.2 percent of the NCLF.
- Some groups are underrepresented in the higher grades and leadership positions:
 - NASA Senior Executive Service (SES) members: AAPI, Hispanics, Women, and IWD account for a lower percentage of the SES compared to their overall representation in the NASA workforce. For example, Hispanics and AAPI each make up 8 percent of the workforce, yet account for 4 and 5 percent, respectively, of the SES.
 - Senior Level (SL) and Senior Scientific and Professional (ST) employees: Blacks, Hispanics, Women, and IWD are employed in lower percentages in ST and SL positions than their overall representation in the workforce. In particular, Blacks make up 12 percent of the NASA workforce, yet are only 2 percent of ST and SL employees.
 - GS-14 and GS-15: Among GS-14 and GS-15 employees, Blacks account for 9 percent, women account for 29 percent, and IWD account for 7 percent, although they represent 12 percent, 34 percent, and 9 percent of the NASA workforce, respectively.

Triggers also exist with regard to specific occupations when compared to the RCLF, particularly for AAPI. The RCLF is those jobs in the civilian labor force equivalent to occupations in the Federal Government (see Appendix B, Tables 2-4). AAPI, for example, account for 12 percent of engineers in the RCLF but only 9 percent of NASA engineers. AAPI also represent 14 percent of physical science positions in the RCLF, yet account for 10 percent of NASA physical scientists. Women also represent

¹ A “snapshot” of the NASA workforce can reveal “triggers” for various groups at certain grade levels and in leadership positions when compared to: their total representation at NASA; the Federal STEM workforce; and the U.S. civilian labor force (see Appendix B, Table 1). As defined by EEOC, a trigger is a situation that alerts the Agency to the possible existence of a barrier to EEO. For example, low participation (or representation) of a group in certain occupations, or among employees receiving promotions, awards, etc., may indicate that there is an Agency policy or practice that limits the full participation of that group. A trigger does not by itself demonstrate a barrier to equal opportunity; it indicates an area to be monitored or further analyzed.

² The NCLF includes all non-institutionalized civilians age 16 and over who are either employed or unemployed. U.S. Census Bureau, “Labor Force: Glossary,” accessed at <<https://www.census.gov/topics/employment/labor-force/about/glossary.html>>. The EEOC requires the use of the NCLF as a benchmark.

a smaller percentage of physical scientists at NASA than in the RCLF: Women make up 37 percent of physical scientists in the RCLF, but are only 27 percent of NASA physical scientists.

NASA data show that AAPI, Blacks, Hispanics, Women, and IWD represent a greater proportion of those occupying professional administrative (PA) positions when compared to the RCLF. For example, Hispanics account for 11 percent of Program Analysts at NASA, compared to 5 percent in the RCLF. AAPI employees are 12 percent of NASA accountants, but only 9 percent of accountants in the RCLF. Further, Blacks and IWD are employed in much greater percentages in several PA occupations at NASA than in the RCLF. For example, IWD are 21 percent of NASA human resources (HR) specialists, but occupy only 4 percent of comparable positions in the RCLF. Blacks account for 20 percent or more of NASA employees in HR, accounting, contracting, and program analysis positions, yet account for 10 percent of the individuals in those fields in the RCLF.

NASA is working toward attaining goals for the employment of IWD and individuals with targeted disabilities (IWTB), as established by EEOC. The goals for IWD are: 12 percent of employees in grades GS-10 and below and 12 percent of employees in grades GS-11 and above. The goals for IWTB are 2 percent of employees in each grade category. While NASA meets the goals for the employment of IWD and IWTB in grades GS-10 and below (22.2 percent and 4.6 percent, respectively), it does not meet the goals for GS-11 and above (10.0 percent and 1.4 percent, respectively). (See Appendix B, Figure 5.) Nonetheless, in grades GS-11 and above the percentage of IWD increased from 8.8 percent in FY 2017 (an increase of 186 individuals) and the percentage of IWTB increased from 1.0 percent in FY 2017 (an increase of 64 individuals).

As noted in Parts (I) and (J) of this report, NASA has not completed its barrier analysis. The Agency plans to obtain additional data and conduct further analyses to determine the causes for any differences observed in the trends described above, as well as trends in recruitment, hiring, promotion, and employee retention.

Section IV. FY 2018 Model EEO Agency Plan Accomplishments

NASA's Equal Employment Opportunity Strategic Plan for FY 2017-19 focuses on five areas identified using the Agency Self-Assessment Checklist (see Part G of this report): (1) EEO policy statement, (2) Reasonable Accommodation (RA) procedures, (3) timely counseling, (4) timely investigations, and (5) timely Final Agency Decisions (FADs) (see Parts H-1, H-2, H-3, H-4, and H-5, respectively). NASA achieved marked progress in all five areas in FY 2018.

In February 2018, NASA kicked off the Agency-wide Anti-Harassment Campaign with a video by the then-Acting Administrator highlighting senior leadership's commitment to a harassment-free workplace. This comprehensive initiative encompasses outreach and education at every level of the Agency, from top senior leadership to non-supervisory employees. In support of the Campaign, the AA, ODEO, conducted Agency-wide briefings for NASA employees and senior leadership, emphasizing that harassment prevention is about ensuring the safety and success of individual NASA employees, as well as the Agency's missions. In addition, the Agency sponsored an Anti-Harassment Forum in

May 2018, which was convened to train and synchronize the efforts of all NASA's anti-harassment community of practice members across the Agency. The NASA Administrator also issued a policy letter regarding anti-harassment in organizations receiving NASA funding.

NASA completed a draft of its updated RA procedures in FY 2018, which addresses new requirements for the provision of Personal Assistance Services (PAS) for IWD. The draft was reviewed by NASA stakeholders and EEOC. NASA expects to finalize and publish the procedures in FY 2019.

In FY 2018, NASA timely completed investigations in 94 percent of cases, compared to 86 percent in FY 2017 and the Government-wide average of 73 percent. NASA has experienced a consistent and significant progress in this area. This improvement was due to training and mentoring of those responsible for reviewing cases and drafting of acceptance notices, regular tracking and reminders to responsible staff to ensure timely processing, establishing more streamlined and standardized processes, engaging the services of new vendors with qualified and skilled investigators, guidance to responsible offices for timely response to document requests from investigators, and soliciting feedback from stakeholders (Center EEO staff and Agency legal staff) and external customers (complainants) to improve the quality of investigations.

NASA continues to collect and review data in order to improve its barrier analysis process (see Part I). The EEO and human capital (HC) offices strengthened their partnership to address data needs, to identify systems updates to accommodate the new MD-715 tables, obtain more-detailed applicant flow data, and share data analyses. In addition, NASA established an EEO/D&I Data Analytics Working Group to create and identify standard data reports to be used across all NASA Centers.

Section V. FY 2019 Planned Activities

In FY 2019, NASA will execute the following planned activities to address the program deficiencies and triggers identified in Parts (H) and (I) of this report:

- Objective: Issue an FY 2019 EEO policy statement signed by the Administrator (Part H-1).
 - NASA ODEO will finalize draft policy statements related to EEO, D&I, and anti-harassment and put them in the review cycle for the Administrator's signature.
- Objective: Revise NASA RA policy to include procedures for the provision of PAS to ensure alignment with requirements of revised EEOC regulations pursuant to Section 501 of the Rehabilitation Act (29 CFR § 1614.203) (Part H-2).
 - NASA will finalize and publish the RA policy with updated PAS procedures and post them on its Web site in FY 2019.
- Objective: Ensure all counseling is completed timely within 30 or 90 calendar days, pursuant to 29 CFR §1614.108 (Part H-3).

- NASA will provide training in informal complaints processing, counseling techniques, and writing counselor's reports and utilize the Agency's cadre of counselors to improve the timeliness of counseling.
- Objective: Ensure all investigations are completed timely within 180 or 270 calendar days, pursuant to 29 CFR §1614.108 (Part H-4).
 - Provide training on formal complaints processing, i.e., drafting and framing claims, sufficiency reviews of investigative reports, etc.
- Objective: Ensure all FADs are issued within 60 calendar days, pursuant to 29 CFR §1614.110(b) (Part H-5).
 - NASA will engage contractors who are experienced, skilled, and knowledgeable in Federal EEO complaints processing from informal processing to FADs and will hold staff, including contractors, responsible for timely and quality processing of complaints.
- Objective: NASA will (1) strengthen its data analytics capabilities and conduct in-depth barrier analyses to be better able to identify specific opportunities and develop data-driven solutions (Parts I and J), and (2) assess female and AAPI participation in Physical Scientists occupational category (Part I).
 - NASA will develop new and enhance existing data reports to be used Agency wide in assessing EEO concerns and progress by May 2019.
 - ODEO will continue to partner with OCHCO and other stakeholders to leverage existing tools to collect and analyze workforce trends.
 - NASA will begin reviewing indicators regarding the employment of women and AAPI as physical scientists at NASA, tracking applicant flow data by gender for Physical Scientist positions (to be completed in FY 2020).





To achieve the above objectives related to complaints processing, NASA also will conduct quarterly discussions with responsible staff to address processing challenges and share/implement necessary changes. NASA also will review monthly complaint processing data by Center (for informal complaints) and Agency wide (formal processing) to track regulatory compliance and address any process timeliness and quality issues.

NASA seeks to maintain a highly trained, multi-talented, diverse workforce to achieve its mission and goals. Initiatives outlined in this report reflect the Agency's commitment to establishing a Model EEO Program and elimination of workplace barriers that limit the participation of any group of NASA employees to contribute to the success of the Agency. The way ahead includes involvement of NASA leaders at all levels to facilitate a continued positive climate for cultivating a workplace that is free from all forms of discrimination.





PART F: CERTIFICATION OF ESTABLISHMENT OF CONTINUING EEO PROGRAMS





EEOC MD-715 PART F	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS		
I,	Stephen T. Shih, Associate Administrator for Diversity and Equal Opportunity/0260/SES	am the
Principal EEO Director/Official	(Insert name, official title/series/grade above)	
for:	National Aeronautics and Space Administration	
	(Insert Agency/Component Name)	
<p>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.</p> <p>The Agency has also analyzed its workforce 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.</p> <p>I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.</p>		
/signed by Stephen T. Shih/		5/15/2019
Signature of Principal EEO Director/Official Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD 715.		Date
/signed by Jim Bridenstine/		5/15/2019
Signature of Agency Head or Agency Head Designee		Date



PART G: AGENCY SELF-ASSESSMENT CHECKLIST - FY 2018





EEOC MD-715 PART G	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.			
 Indicator  Measures	A.1 – The agency issues an effective, up-to-date EEO policy statement.	Measure Met?	Comments
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency’s commitment to EEO for all employees and applicants? If “yes,” please provide the annual issuance date in the comments column. [see MD-715, II(A)]	No	NASA’s Administrator was sworn in 4/23/18; we are currently in the process of developing a policy statement for his signature
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	Yes	Pending Administrator’s signature as noted in A.1.a.
 Indicator  Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met?	Comments
A.2.a	Does the agency disseminate the following policies and procedures to all employees:		
A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	Yes	
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:		
A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	Yes	
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes	
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes³	www.nasa.gov/offices/odeo/policy-and-publications OR www.nasa.gov/sites/default/files/atoms/files/n_pr_3713_001b_.pdf
A.2.c	Does the agency inform its employees about the following topics:		

³ NASA is in the process of revising its policy, which has been reviewed by EEOC and is in final Agency review.

A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes," please provide how often.	Yes	At least annually
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes," how often.	Yes	At least annually
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes," please provide how often.	Yes	At least annually
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes," please provide how often.	Yes	At least annually
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes," how often.	Yes	At least annually
 Indicator  Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met?	Comments
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes," provide one or two examples in the comments section.	Yes	<ul style="list-style-type: none"> • Agency Honor Awards – EEO Medal • Annual Robert H. Goddard Awards – Diversity/EEO award • Ames EEO/Diversity Excellence Award
A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes	
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION			
This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.			
 Indicator  Measures	B.1 - 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.	Measure Met?	Comments
B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	N/A	
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of agency's EEO program? [29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes	
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency"	Yes	Presented at the Baseline Performance Review on 3/22/2018





	briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I)] If "yes," please provide the date of the briefing in the comments column.		
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	Yes	
 Indicator  Measures	B.2 – The EEO Director controls all aspects of the EEO program.	Measure Met?	Comments
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	Yes	
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes	
B.2.d	Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for subordinate level components.]	Yes	
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	
B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	Yes	
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	Yes	
 Indicator  Measures	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met?	Comments
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	Yes	
B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes," identify the EEO principles in the strategic plan in the comments column.	Yes	Strategic Objective 4.4, Manage Human Capital, specifically references Proactive efforts to ensure EEO and prevent discrimination in the workplace, such as the



			Anti-Harassment and Reasonable Accommodations Programs (NASA 2018 Strategic Plan, p. 40)
 Indicator	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met?	Comments
 Measures			
B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:		
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes	
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	
B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes	
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, identify the type(s) of training with insufficient funding in comments.	Yes	
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	Yes	
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	
B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in comments.	Yes	
B.4.a.8	to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	Yes	
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I]; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes	



B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes	
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	
B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	Yes	
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	Yes	
 Indicator  Measures	B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met?	Comments
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:		
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes	
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes	
B.5.a.5	ADR, with emphasis on the federal government’s interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	Yes	
 Indicator  Measures	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met?	Comments
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	Yes	
B.6.b	Do senior managers participate in the barrier analysis process? [MD-715 Instructions, Sec. I]	Yes	
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [MD-715 Instructions, Sec. I]	Yes	
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	Yes	







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.



 Indicator  Measures	C.1 – The agency conducts regular internal audits of its component and field offices.	Measure Met?	Comments
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If “yes,” please provide the schedule for conducting audits in the comments section.	Yes	The most recent EEO functional review was conducted in 2016; NASA ODEO annually reviews Center MD-715 plans and accomplishments.
C.1.b	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If “yes,” please provide the schedule for conducting audits in the comments section.	Yes	NASA ODEO reviews Center MD-715 plans and accomplishments on an annual basis.
C.1.c	Do component and field offices make reasonable efforts to comply with the recommendations of the field audit? [MD-715, II(C)]	Yes	
 Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met?	Comments
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC’s enforcement guidance? [MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (6/18/99)]	Yes	
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	Yes	
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, EEOC No. 915.002, § V.C.1 (6/18/99)]	Yes	
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	Yes	
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see <i>Complainant v. Dep’t of Veterans Affairs</i> , EEOC Appeal No. 0120123232 (May 21, 2015); <i>Complainant v. Dep’t of Defense (Defense Commissary Agency)</i> , EEOC Appeal No. 0120130331 (5/29/15)] If “no,” please provide the percentage of timely-processed inquiries in comments.	Yes	







C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	Yes	
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes	The current policy is under revision; it has been reviewed by EEOC and is in final review within the Agency.
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	Yes	
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes	
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes	
C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	Yes	
C.2.b.5	Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no," please provide the percentage of timely-processed requests in the comments column.	Yes	
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes	
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes," please provide the internet address in the comments column.	No	See Part H-2. PAS procedures are included in the revised RA procedures, to be issued in FY 2019.
 Indicator	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met?	Comments
 Measures			
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes	
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following:		
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes	
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes	





C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [MD-715 Instructions, Sec. I]	Yes	
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	Yes	
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	Yes	
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	Yes	
 Indicator  Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met?	Comments
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	Yes	
C.4.b	Has agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	Yes	
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	Yes	
C.4.d	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes	





C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:		
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes	
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes	
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes	
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes	
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	
 Indicator  Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met?	Comments
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR § 1614.102(a)(6); see also <i>Douglas v. Veterans Administration</i> , 5 MSPR 280 (1981)]	Yes	
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If “yes,” state the number of disciplined/sanctioned individuals during this reporting period in the comments.	Yes	N/A – no individuals have been disciplined/sanctioned during this reporting period
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	Yes	
 Indicator  Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met?	Comments
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If “yes,” please identify the frequency of the EEO updates in the comments column.	Yes	At least annually
C.6.b	Are EEO officials readily available to answer managers’ and supervisors’ questions/concerns? [see MD-715 Instructions, Sec. I]	Yes	
Essential Element D: PROACTIVE PREVENTION			
This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.			
 Indicator  Measures	D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met?	Comments
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs;	Yes	

	reasonable accommodation program; anti-harassment program; and/or external special interest groups? [MD-715 Instruct. Sec. I]		
D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	Yes	
 Indicator  Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met?	Comments
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	
D.2.b	Does the agency regularly examine the impact of management/ personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	Yes	
D.2.c	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 realignments? [see 29 CFR §1614.102(a)(3)]	Yes	
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If “yes,” identify data sources in comments.	Yes	Complaints, climate surveys (FEVS), anti-harassment program data, affinity groups, special emphasis programs. Other data used, as available.
 Indicator  Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met?	Comments
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	Yes	
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	Yes	
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes	
 Indicator  Measures	D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Measure Met?	Comments
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	Yes	https://www.nasa.gov/offices/odeo/workforce-data
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	Yes	

D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	Yes	
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	Yes	
Essential Element E: EFFICIENCY			
This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.			
 Indicator	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met?	Comments
 Measures			
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	No	See Part H-3.
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	Yes	
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes	
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	Yes	The average processing time is 58 days.
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	Yes	
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	No	See Part H-4.
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	Yes	
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	No	See Part H-5.
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	Yes	
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes," please describe how in the comments column.	Yes	
E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	Yes	

E.1.i	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	Yes	
 Indicator  Measures	E.2 – The agency has a neutral EEO process.	Measure Met?	Comments
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If “yes,” identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	Yes	
E.2.c	If the EEO office relies on the agency’s defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.e	If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of complaints? [see EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)]	Yes	
 Indicator  Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met?	Comments
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	Yes	
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	Yes	
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes	
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	Yes	
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	Yes	
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes	
 Indicator  Measures	E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met?	Comments
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:		
E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	Yes	

E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes	
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	Yes	
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes	
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes	
 Indicator	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met?	Comments
 Measures			
E.5.a	Does the agency monitor trends in its EEO program to determine whether agency is meeting its obligations under the statutes EEOC enforces? [MD-715, II(E)] If "yes," provide example in comments.	Yes	NASA reviews data on EEO complaints, anti-harassment allegations, and workforce representation throughout the year; on a quarterly basis, ODEO reports trends in the data to Agency leadership.
E.5.b	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [MD-715, II(E)] If "yes," provide example in comments.	Yes	NASA regularly reviews best practices reports published by EEOC and included in other agencies' MD-715 reports and adopts as them as appropriate.
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes	
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
 Indicator	F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met?	Comments
 Measures			
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	Yes	
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	Yes	
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes	
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes	

F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	Yes	
 Indicator  Measures	F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met?	Comments
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes	
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	Yes	
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC’s Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes	
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
 Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met?	Comments
F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	Yes	
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	Yes	https://www.nasa.gov/offices/odeo/no-fear-act

PART H: ESSENTIAL ELEMENT DEFICIENCIES AND PLANNED ACTIVITIES

NASA developed the following planned actions to address program deficiencies identified above in Part G. (Note that EEOC substantially revised Part G for FY 2018; therefore, NASA revised some actions added new actions.)

EEOC MD-715 PART H-1	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA did not issue an FY 2018 EEO policy statement on agency letterhead signed by the Administrator (Part G, Demonstrated Commitment From Agency Leadership, Measure A.1.a)			
OBJECTIVE:	Finalize the draft EEO policy statement.			
RESPONSIBLE OFFICIAL:	AA, ODEO, and NASA Administrator			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) No.				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	2/28/2018	6/30/2019		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing (Y/N)?	Modified Date	Completion Date
9/28/2018	1. Draft NASA EEO policy statements.	Yes		9/30/2018
3/30/2019	2. Draft policy statement put into Agency review.	Yes		
6/30/2019	3. NASA Administrator signs policy statement.	Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<p><u>FY 2018 Progress and Accomplishments:</u> NASA's Administrator was sworn in April 23, 2018. In anticipation of his appointment, in early 2018 ODEO developed several draft policy statements addressing EEO, D&I, anti-harassment, and the external civil rights compliance program. In September 2018, the Administrator signed an anti-harassment policy letter for NASA's external compliance program. A complete suite of policy statements regarding EEO and D&I is currently being prepared for future issuance.</p> <p><u>Modifications to Objective:</u> This is a new objective for FY 2019.</p>				

EEOC MD-715 PART H-2		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA has not finalized its RA policy and procedures and placed them on the Agency Web site (Part G, Management and Program Responsibility, Measure C.2.c.1)			
OBJECTIVE:	Revise NASA RA policy to include procedures for the provision of PAS to ensure alignment with requirements to revised EEOC regulations pursuant to Section 501 of the Rehabilitation Act (29 CFR § 1614.203)			
RESPONSIBLE OFFICIAL:	Director of Diversity and Data/Analytics Division, and Disability Program Manager (DPM), ODEO			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) No.				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	3/21/2017	2/28/2018	2/28/2021	
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing (Y/N)?	Modified Date	Completion Date
2/28/2018	1. The Agency DPM will establish an Agency-level Disability Working Group comprised of individuals from Human Capital, EEO, Legal, and the unions, to align the Agency's current disability practices and RA procedures (NPR 3713.1B) with the new regulatory requirements, including the requirement for the provision of PAS.	Yes		2/28/2018
2/28/2018	2. Develop new accommodation procedures for the provision of PAS and reassignment for IWD.	Yes	3/29/2019	
2/28/2019	3. Post revised procedures on the NASA Web site; ensure the procedures are made available to employees, job applicants, and student interns.	Yes	3/29/2019	
2/28/2019	4. Train all managers and supervisors on the procedures.	Yes	3/29/2021	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
FY 2018 Progress and Accomplishments: The NASA Disabilities Working Group completed a draft of the procedures in February 2018 and placed the document into the NASA policy review process. ODEO				

adjudicated all comments on the draft, which was subsequently reviewed by EEOC and the NASA Office of General Counsel. A draft is currently awaiting the signature of the Administrator; NASA expects to finalize and publish the procedures in FY 2019.

Modifications to Objective: This action previously was numbered H-5 in the FY 2017 report. For FY 2019, NASA added planned activity #3 to ensure timely posting of the revised procedures to the NASA Web site.

EEOC MD-715 PART H-3	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not complete counseling within the time frames established by 29 C.F.R. Part 1614, section 105 and EEOC regulations (Part G, Efficiency, Measure E.1.a)
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OBJECTIVE:	Ensure all counseling is timely completed in accordance with all regulatory requirements.
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RESPONSIBLE OFFICIAL:	Director of Complaints and Programs Division, ODEO
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DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) **No.**

DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	9/28/2018	9/30/2019		

PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:

Target Date	Planned Activities	Sufficient Funding & Staffing (Y/N)?	Modified Date	Completion Date
9/28/2018	1. Streamline processes by eliminating duplicative layers of review and shortening the review and approval periods.	Yes		9/28/2018
9/30/2019	2. Provide training in informal complaints processing, counseling techniques, writing counselor's reports, and framing claims.	Yes		
9/30/2019	3. Conduct quarterly discussions with responsible staff to address processing challenges and share/implement changes, when and where needed.	Yes		
9/30/2019	4. Utilize Agency cadre of counselors.	Yes		
9/30/2019	5. Hold responsible staff, including contractors, responsible for timely and quality investigation of complaints.			

9/30/2019	6. Review monthly complaint processing data by Center to track compliance to regulatory requirements, send reminders, and address timeliness and quality of processing issues as expeditiously as possible.	Yes		
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REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

FY 2018 Progress and Accomplishments: In FY 2018, NASA established a cadre of counselors. The cadre facilitates timely and effective counseling. NASA is working towards improving its compliance with regulatory processing requirements for informal complaints. In FY 2018, NASA completed 75 percent (64 of 85) of its counseling timely. Although very slightly lower when compared to FY 2017 at 76 percent (41 of 54), it was a significant improvement compared to 66 percent in FY 2016. As listed above, NASA will ensure appropriate training is provided to EEO counselors to ensure timely processing and quality counselor reports are issued. Monthly reviews of processing data by Center to track compliance to regulatory processing requirements was initiated in FY 2018 and will continue until full compliance is reached.

Modifications to Objective: This is a new action for FY 2019; previously, Part H-5 addressed complaints processing in general. NASA revised that action to better conform to MD-715 requirements and more clearly address the specific elements of Part G.

EEOC MD-715 PART H-4	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not complete investigations within the time frames established by 29 C.F.R. Part 1614, section 108 and EEOC regulations (Part G, Efficiency, Measure E.1.f)
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OBJECTIVE:	Ensure all investigations are timely completed in accordance with all regulatory requirements.
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RESPONSIBLE OFFICIAL:	Director of Complaints and Programs Division, ODEO
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DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) **No.**

DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	9/28/2018	9/30/2019		

PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:

Target Date	Planned Activities	Sufficient Funding & Staffing (Y/N)?	Modified Date	Completion Date
9/28/2018	1. Streamline processes by eliminating duplicative layers of review and shortening the review and approval periods.	Yes		9/28/2018
9/30/2019	2. Provide training on formal complaints processing, i.e., drafting and framing	Yes		

	claims, sufficiency reviews of investigative reports, etc.			
9/30/2019	3. Conduct quarterly discussions with responsible staff to address processing challenges and share/implement changes, when and where needed.	Yes		
9/30/2019	4. Engage contractors who are experienced, skilled, and knowledgeable in Federal EEO complaints processing from informal processing to FADs.	Yes		
9/30/2019	5. Hold responsible staff, including contractors, responsible for timely and quality investigation of complaints.	Yes		
9/30/2019	6. Review monthly complaint processing data by Center (for informal complaints) and Agency wide (formal processing) to track compliance to regulatory requirements and address timeliness and quality of processing issues as expeditiously as possible when there is a need.	Yes		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

FY 2018 Progress and Accomplishments: NASA is well ahead of the Government-wide average of 73 percent timeliness in EEO investigations. In FY 2018, NASA timely completed investigations in 94 percent of cases, compared to 86 percent in FY 2017. NASA has experienced a consistent and significant progress in this area. This improvement was due to training and mentoring of those responsible for reviewing cases and drafting of acceptance notices, regular tracking and reminders to responsible staff to ensure timely processing, establishing more streamlined and standardized processes, engaging the services of new vendors with qualified and skilled investigators, guidance to responsible offices for timely response to document requests from investigators, and soliciting feedback from stakeholders (Center EEO staff and Agency legal staff) and external customers (complainants) to improve the quality of investigations. All these efforts will continue until we reach 100 percent timely processing and establish controls in place to ensure NASA maintains compliance with processing regulatory requirements.

Modifications to Objective: This action previously was numbered H-5; NASA revised that action to better conform to MD-715 requirements and more clearly address the specific elements of Part G.

EEOC MD-715 PART H-5	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not complete FADs within the time frames established by 29 C.F.R. Part 1614, section and 110, and EEOC regulations (Part G, Efficiency, Measure E.1.h)			

OBJECTIVE:	Ensure all FADs are timely completed in accordance with all Federal regulatory requirements.			
RESPONSIBLE OFFICIAL:	Director of Complaints and Programs Division, ODEO			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) No.				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	9/28/2018	9/30/2019		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing (Y/N)?	Modified Date	Completion Date
9/28/2018	1. Streamline processes by eliminating duplicative layers of review and shortening the review and approval periods.	Yes		9/28/2018
9/30/2019	2. Conduct quarterly discussions with responsible staff to address processing challenges and share/implement changes, when and where needed.	Yes		
9/30/2019	3. Engage personnel who are experienced, skilled and knowledgeable in Federal EEO complaints processing from informal processing to FADs.	Yes		
9/30/2019	4. Hold responsible staff, including contractors, responsible for timely and quality processing of complaints.	Yes		
9/30/2019	5. Review monthly complaint processing data by Center (for informal complaints) and Agency wide (formal processing) to track compliance to regulatory requirements and address timeliness and quality of processing issues as expeditiously as possible when there is a need.	Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<p><u>FY 2018 Progress and Accomplishments:</u> Issuing FADs remains the most challenging area in complaints processing at NASA. In both FY 2017 and FY 2018, NASA was only 17 percent (1 of 6 in FY 2018) timely in issuing FADs. In FY 2018, NASA was able to enter into an agreement with another agency for two detailees with extensive experience to assist with drafting and reviewing of the FADs and resolve the backlog. NASA will continue to work towards improving its compliance with regulatory processing requirements in issuing FADs.</p> <p><u>Modifications to Objective:</u> This action previously was numbered H-5; NASA revised that action to better conform to MD-715 requirements and more clearly address the specific elements of Part G.</p>				

PART I: BARRIER ANALYSIS AND PLANNED ACTIVITIES

EEOC MD-715 PART I	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
TRIGGER ANALYSIS			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Comparing FY 2018 NASA workforce data to the RCLF reveals that AAPI and women are underrepresented in Physical Science positions at NASA. AAPI account for 10.4 percent of NASA Physical Scientists, but are 14.4 percent of the RCLF. Women occupy 27 percent of Physical Science positions at NASA, compared to 37 percent in the RCLF.		
SOURCE OF TRIGGER:	NASA workforce data: Underrepresentation as compared to the national benchmark (RCLF)		
MD-715 WORKFORCE DATA TABLE:	Table A6		
EEO GROUP(S) AFFECTED BY TRIGGER:	Check all that apply:		
	All Men	Asian Males	X
	All Women	Asian Females	X
	Hispanic or Latino Males	Native Hawaiian or Other Pacific Islander Males	X
	Hispanic or Latino Females	Native Hawaiian or Other Pacific Islander Females	X
	White Males	American Indian or Alaska Native Males	
	White Females	American Indian or Alaska Native Females	
	Black or African American Males	Two or More Races Males	
Black or African American Females	Two or More Races Females		
BARRIER ANALYSIS PROCESS			
SOURCES OF DATA:	Sources	Source Reviewed (Y/N)?	Identify Information Collected
	Workforce Data Tables	Yes	Table A6
	Complaint Data (Trends)	Yes	
	Grievance Data (Trends)	Yes	
	Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes	Findings from EEO complaints and Anti-Harassment allegations
	Climate Survey (e.g., FEVS)	Yes	FEVS questions 22 and 33
	Exit Interview Data	No	
	Focus Groups	No	

	Interviews	No				
	Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No				
	Other (Please Describe)	N/A				
STATUS OF BARRIER ANALYSIS PROCESS:	Barrier analysis process completed? (Y/N) No					
	Barrier(s) identified? (Y/N) Not completed					
STATEMENT OF IDENTIFIED BARRIER(S): (Description of Policy, Procedure, or Practice)	Pending completion of barrier analysis.					
EEO PLAN TO ELIMINATE IDENTIFIED BARRIER(S)						
OBJECTIVE(S):	Objective	Date Initiated	Target Date	Sufficient Funding/ Staffing	Modified Date	Date Completed
	NASA will strengthen its data analytics capabilities and conduct in-depth barrier analyses to identify specific opportunities and develop data-driven solutions.	1/2/2018	9/30/2020	Yes		
	Assess female and AAPI participation rate in Physical Scientists occupational category.	1/28/19	9/30/2020	Yes		
RESPONSIBLE OFFICIAL(S):	Title	Name		Performance Standards Address Plan? (Y/N)		
	AA, ODEO	Stephen T. Shih		No		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:						
Target Date	Planned Activities				Modified Date	Completion Date
9/28/2018	1. ODEO will partner with other NASA organizations, including OCHCO and the Science Mission Directorate, to strengthen its data analytics capabilities to enable ODEO to conduct in-depth barrier analyses.					9/28/2018
9/30/2018	2. NASA will update and improve its standard data reports to ensure that the necessary data are available for conducting barrier analyses related to EEO.				5/15/2019	
9/30/2020	3. ODEO will leverage current NASA systems and develop additional data tools such as: FEVS, NASA Human Capital					

	Management Workforce Analysis Business Intelligence Tools, climate surveys, pulse surveys, and potential new database systems, to enhance our ability to analyze programs and practices at more granular levels.		
9/30/2020	4. ODEO will review relevant data sources such as EEO complaints, grievances, surveys, exit interviews, and reports for any indicators of barriers regarding employment of women and AAPI as physical scientists.		
9/30/2020	5. NASA will track applicant flow data by race and gender for Physical Scientist positions in FYs 2019 and 2020.		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

FY 2018 Progress: The EEO and HR offices strengthened their partnership to address data needs. The two offices worked together to identify systems updates to accommodate the new MD-715 tables, obtain more-detailed applicant flow data, and share data analyses. In addition, the NASA EEO/D&I Data Analytics Working Group identified standard data reports to be used across all NASA Centers.

Modifications to Objective: For FY 2019, NASA has expanded the objective to include formally assess female and AAPI participation rate in Physical Scientists occupational category, based on the trigger analysis.

PART J: SPECIAL PROGRAM PLAN FOR THE RECRUITMENT, HIRING, ADVANCEMENT, AND RETENTION OF PERSONS WITH DISABILITIES

EEOC MD-715 PART J	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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To capture agencies' affirmative action plan for IWD and IWTD, EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the Federal Government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving IWD by grade level cluster in the permanent workforce? If "yes," describe the trigger(s) in the text box.

- | | | |
|--------------------------------|---|--|
| a. Cluster GS-1 to GS-10 (IWD) | Yes | No <input checked="" type="checkbox"/> |
| b. Cluster GS-11 to SES (IWD) | Yes <input checked="" type="checkbox"/> | No |

22.2% of employees at grades GS-10 and below are IWD; 1.4% those in grades GS-11 to SES are IWD.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving IWTD by grade level cluster in the permanent workforce? If "yes," describe the trigger(s) in the text box.

- | | | |
|---------------------------------|---|--|
| a. Cluster GS-1 to GS-10 (IWTD) | Yes | No <input checked="" type="checkbox"/> |
| b. Cluster GS-11 to SES (IWTD) | Yes <input checked="" type="checkbox"/> | No |

4.6% of NASA employees at grades GS-10 and below are IWTD; 1.4% of those in grades GS-11 to SES are IWTD.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

EEO personnel continue to communicate new numerical goals in various forums, including briefings for managers and supervisors; individual meetings with hiring managers and recruitment managers, all-hands meetings for supervisors, and the distribution of information sheets to management, highlighting workforce goals.

Section II: Model Disability Program

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. Plan to Provide Sufficient & Competent Staffing for the Disability Program

- Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no,” describe the agency’s plan to improve the staffing for the upcoming year. Yes No

NASA has a designated Agency Disability Program Manager (DPM) in ODEO and at each of the ten NASA Centers.

- Identify all staff responsible for implementing the agency’s disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from IWD and IWTD	10			All ten NASA Centers have designated Human Capital personnel responsible for processing applications, including those from IWD.
Answering questions from the public about hiring authorities that take disability into account	10			Each NASA Center has a designated Selective Placement Coordinator in the Human Capital Office who is responsible for responding to questions related to the Agency’s hiring practices related to disability.
Processing reasonable accommodation requests from applicants and employees	10			All ten NASA Centers each have designated DPMs who are responsible for processing accommodation requests.
Section 508 Compliance	11			The NASA Headquarters (HQ) Section 508 Compliance Officer manages the Agency’s policy and practices in this arena. Additionally, each NASA Center has a designated Section 508 Compliance Officer who is responsible for ensuring compliance at the operational level.
Architectural Barriers Act Compliance	11			NASA has a designated Program Manager in the HQ Facilities Engineering Division who manages the Agency’s strategic plan to ensure compliance in this arena. Additionally, all ten NASA Centers have designated Facilities

				Engineers who are responsible for ensuring compliance at the operational level.
Special Emphasis Program for IWD and IWTD	10			NASA has DPMs at each of the ten Centers responsible for managing SEP programs and activities.

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes,” describe the training that disability program staff have received. If “no,” describe the training planned for the upcoming year.

Yes No

In FY 2017, the Agency’s DPMs were trained on the RA procedures. These procedures are currently being updated to align with the revised disability regulations, and the DPMs will be trained on the new requirements in FY 2019. Additionally, Center-level DPMs are provided with ongoing technical assistance and training from the Agency’s DPM during monthly meetings and on an ad hoc basis.

B. Plan to Ensure Sufficient Funding for the Disability Program

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no,” describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources. Yes No

Adequate resources are provided for agency-wide implementation of the Disability Program.

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for IWD and IWTD.

A. Plan to Identify Job Applicants with Disabilities

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

NASA’s efforts to identify job applicants with disabilities include: (1) participating in targeted job fairs and outreach events and engaging in social networking platforms that support the employment of IWDs (e.g., LinkedIn, Facebook, and Twitter); (2) building, sustaining, and strengthening partnerships with local and Federal disability organizations, state and local rehabilitation and employment agencies, and local colleges and universities; (3) leveraging disability ERGs and SEPMs to communicate and encourage participation in job opportunities within the IWD population; and (4) utilizing the NASA Pathways Program to convert interns to career-conditional or term appointments.

Specific examples for FY 2018: (1) Ames Research Center (ARC) partnered with various colleges and universities to reach students who are disabled veterans; (2) ARC also held learning sessions on navigating USAJobs and special hiring authorities for veterans with disabilities; and (3) KSC’s Disability Awareness and Action Working Group sponsored a Disability Mentoring Day for students and

jobseekers. At the event, KSC staff paired students with disabilities with a volunteer mentor for an up-close look at KSC operations.

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit IWD and IWTD for positions in the permanent workforce.

NASA Center selective placement coordinators work with managers and promote recruitment utilizing special hiring authorities (i.e., Schedule A and 30 percent or more disabled veterans) to increase opportunities to hire IWD and IWTD.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

When applicants apply to NASA announcements open to individuals eligible under the Schedule A hiring authority, they are provided information about the hiring authority and are asked if they are eligible. This enables human resources specialists to identify and refer these individuals to hiring officials and provide information and guidance to hiring officials on using the authority. If selected under the Schedule A authority, the individual is asked to provide proof of eligibility before appointment.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes," describe the type(s) of training and frequency. If "no," describe the agency's plan to provide this training. Yes No N/A

NASA will develop a plan to provide training on Schedule A and other hiring authorities to all hiring managers by the end of FY 2019 in conjunction with the issuance of new RA procedures.

B. Plan to Establish Contacts with Disability Employment Organizations

Describe the agency's efforts to establish and maintain contacts with organizations that assist IWD, including IWTD, in securing and maintaining employment.

In FY 2018, NASA disability program managers worked with a variety of partner organizations to recruit IWD. Stennis Space Center (SSC) and the NASA Share Services Center (NSSC) worked with partners in disability organizations such as the Gulf Coast Ability Works Business Council, the Mississippi Department of Rehabilitation, and disability services offices at local colleges and universities. Marshall Space Flight Center (MSFC) continued existing partnerships with the Alabama and Tennessee Departments of Vocational Rehabilitation and the Alabama School for the Deaf and Blind. In addition, MSFC staff attended the 1st Annual Alabama Governor's Job Fair for People with Disabilities to promote NASA as an inclusive workplace and provide information about the Agency and its commitment to EEO to attendees at the job fair. NASA HQ staff attended an Operation Warfighter recruitment event in Virginia. Operation Warfighter is a Department of Defense internship program

that matches qualified wounded, ill, and injured Service members with non-funded Federal internships in order for them to gain valuable work experience during their recovery and rehabilitation.

C. Progression Towards Goals (Recruitment and Hiring)

1. Using the goals of 12% for IWD and 2% for IWTD as the benchmarks, do triggers exist for IWD and/or IWTD among the new hires in the permanent workforce? If “yes,” please describe the triggers below.

- | | | |
|---|--------------|-------------|
| a. New Hires for Permanent Workforce (IWD) | Yes | No X |
| b. New Hires for Permanent Workforce (IWTD) | Yes X | No |

NASA meets or exceeds the goals for new hires: 13% of all new hires were IWDs; 1.4% of all new hires were IWTDs.

2. Using the qualified applicant pool as the benchmark, do triggers exist for IWD and/or IWTD among the new hires for any of the mission-critical occupations (MCO)? If “yes,” please describe the triggers below.

- | | | |
|-----------------------------|-----|-------------|
| a. New Hires for MCO (IWD) | Yes | No X |
| b. New Hires for MCO (IWTD) | Yes | No X |

There are no triggers for new hires to mission-critical occupations.

3. Using the relevant applicant pool as the benchmark, do triggers exist for IWD and/or IWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes,” please describe the triggers below.

- | | | | |
|--|-----|----|---------------------------|
| a. Qualified Applicants for MCO (IWD) | Yes | No | data not available |
| b. Qualified Applicants for MCO (IWTD) | Yes | No | data not available |

This data is not available; NASA does not track internal and external applicants separately.

4. Using the qualified applicant pool as the benchmark, do triggers exist for IWD and/or IWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes,” please describe the triggers below.

- | | | |
|------------------------------|--------------|----|
| a. Promotions for MCO (IWD) | Yes X | No |
| b. Promotions for MCO (IWTD) | Yes X | No |

More IWD are qualified than are selected for promotions in the following MCOs: General Engineering (8.3% qualified, 1.9% selected); Electrical Engineering (20% v. 0%); Electronics Engineering (4.7% v. 2.8%); and Aerospace Engineering (6% v. 2.5%). For Contracting Specialists, IWTD accounted for 2.8% of those qualified, but none were selected. NASA notes that for the 4 promotion opportunities to GS-14 and GS-15 in Astronomy and Space Science, no IWD applied; no IWTD applied for the 11 promotions to GS-15 in series 1301, Physical Science.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. Advancement Program Plan

Describe the agency's plan to ensure IWD, including IWTD, have sufficient opportunities for advancement.

The Agency's EEO and Human Capital communities have developed multiple strategies to track and monitor the professional development and advancement of employees with disabilities. First, the Agency continually reviews participation data for this population in key training and development opportunities across the Agency. Second, the Agency monitors participation data for this population by grade level and occupational category, and develops corrective action plans when triggers are identified. Finally, the Agency uses assistive technology to ensure professional development opportunities are made available to IWD and IWTD.

B. Career Development Opportunities

1. Please describe the career development opportunities that the agency provides to its employees.

The NASA HR function underwent a reorganization in FY 2018; thus, information for these programs was not readily available. NASA will provide this information once it has been compiled.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants (#)		IWD (%)		IWTD (%)	
	Applicants	Selectees	Applicants	Selectees	Applicants	Selectees
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs						

3. Do triggers exist for IWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes," describe the trigger(s) in the text box.

- | | | | |
|---------------------|-----|----|------------------------------|
| a. Applicants (IWD) | Yes | No | data not currently available |
| b. Selections (IWD) | Yes | No | data not currently available |

Data are currently unavailable. The NASA HR function underwent a reorganization in FY 2018; thus, we were unable to obtain this information for the report. NASA will provide this information once it has been compiled.

4. Do triggers exist for IWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If “yes,” describe the trigger(s) in the text box.

- | | | | |
|----------------------|-----|----|-------------------------------------|
| a. Applicants (IWTD) | Yes | No | data not currently available |
| b. Selections (IWTD) | Yes | No | data not currently available |

Data are currently unavailable. The NASA HR function underwent a reorganization in FY 2018; thus, we were unable to obtain this information for the report. NASA will provide this information once it has been compiled.

C. Awards

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving IWD and/or IWTD for any level of the time-off awards, bonuses, or other incentives? If “yes,” please describe the trigger(s) in the text box.

- | | | |
|---|---|--|
| a. Awards, Bonuses, & Incentives (IWD) | Yes <input checked="" type="checkbox"/> | No |
| b. Awards, Bonuses, & Incentives (IWTD) | Yes | No <input checked="" type="checkbox"/> |

In FY 2018, the inclusion rates for IWD and IWTD (at all grade-levels) were 10.4% and 1.5%, respectively. IWD account for only 8% of both those receiving cash awards of more than \$500. Awards for IWTD reflect the inclusion rate.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving IWD and/or IWTD for quality step increases or performance-based pay increases? If “yes,” please describe the trigger(s) in the text box.

- | | | |
|-------------------------|---|--|
| a. Pay Increases (IWD) | Yes <input checked="" type="checkbox"/> | No |
| b. Pay Increases (IWTD) | Yes | No <input checked="" type="checkbox"/> |

IWD did not receive Quality Step Increases (QSIs) at the same rate as their representation in the NASA workforce. Among IWD, 7.6% received QSIs.

3. If the agency has other types of employee recognition programs, are IWD and/or IWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes,” describe the employee recognition program and relevant data in the text box.

- | | | | |
|--------------------------------------|---|--|-----|
| a. Other Types of Recognition (IWD) | Yes <input checked="" type="checkbox"/> | No | N/A |
| b. Other Types of Recognition (IWTD) | Yes | No <input checked="" type="checkbox"/> | N/A |

IWD received 7.2% of Space Act and Honor Awards and 7.9% of Special Act Awards.

D. Promotions

1. Does your agency have a trigger involving IWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes,” describe the trigger(s) in box.
- | | | | | |
|--|-----|----|--------------------|--|
| a. SES | | | | |
| i. Qualified Internal Applicants (IWD) | Yes | No | data not available | |
| ii. Internal Selections (IWD) | Yes | No | data not available | |
| b. Grade GS-15 | | | | |
| i. Qualified Internal Applicants (IWD) | Yes | No | X | |
| ii. Internal Selections (IWD) | Yes | No | X | |
| c. Grade GS-14 | | | | |
| i. Qualified Internal Applicants (IWD) | Yes | No | X | |
| ii. Internal Selections (IWD) | Yes | No | X | |
| d. Grade GS-13 | | | | |
| i. Qualified Internal Applicants (IWD) | Yes | No | X | |
| ii. Internal Selections (IWD) | Yes | No | X | |

For promotions to grades GS-13 and GS-14, the percentage selectees who are IWD is lower than the percentage of qualified internal applicants who are IWD (10.2% compared to 16.0% for GS-13 and 3.9% compared to 8.1% for GS-14). NASA does not track internal and external applicants separately for SES positions.

2. Does your agency have a trigger involving IWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes,” describe the trigger(s) in the box.
- | | | | | |
|---|-----|----|--------------------|--|
| a. SES | | | | |
| i. Qualified Internal Applicants (IWTD) | Yes | No | data not available | |
| ii. Internal Selections (IWTD) | Yes | No | data not available | |
| b. Grade GS-15 | | | | |
| i. Qualified Internal Applicants (IWTD) | Yes | No | X | |
| ii. Internal Selections (IWTD) | Yes | No | X | |
| c. Grade GS-14 | | | | |
| i. Qualified Internal Applicants (IWTD) | Yes | No | X | |
| ii. Internal Selections (IWTD) | Yes | No | X | |
| d. Grade GS-13 | | | | |
| i. Qualified Internal Applicants (IWTD) | Yes | No | X | |
| ii. Internal Selections (IWTD) | Yes | No | X | |

For promotions to grade GS-13, the percentage selectees who are IWTD is lower than the percentage of qualified internal applicants who are IWTD (0.8% compared to 3.0%). NASA does not track internal and external applicants separately for SES positions.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving IWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes,” describe the trigger(s) in the text box.

a. New Hires to SES (IWD)	Yes	No	data not currently available
b. New Hires to GS-15 (IWD)	Yes	No	data not currently available
c. New Hires to GS-14 (IWD)	Yes	No	data not currently available
d. New Hires to GS-13 (IWD)	Yes	No	data not currently available

This data is currently unavailable. NASA continues to upgrade the MD-715 tables to meet the new requirements for FY 2019.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving IWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes,” describe the trigger(s) in the text box.

a. New Hires to SES (IWTD)	Yes	No	data not currently available
b. New Hires to GS-15 (IWTD)	Yes	No	data not currently available
c. New Hires to GS-14 (IWTD)	Yes	No	data not currently available
d. New Hires to GS-13 (IWTD)	Yes	No	data not currently available

This data is currently unavailable. NASA continues to upgrade the MD-715 tables to meet the new requirements for FY 2019.

5. Does your agency have a trigger involving IWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes,” describe the trigger(s) in the text box.

a. Executives			
i. Qualified Internal Applicants (IWD)	Yes	No	data not available
ii. Internal Selections (IWD)	Yes	No	data not available
b. Managers			
i. Qualified Internal Applicants (IWD)	Yes	No	data not available
ii. Internal Selections (IWD)	Yes	No	data not available
c. Supervisors			
i. Qualified Internal Applicants (IWD)	Yes	No	data not available
ii. Internal Selections (IWD)	Yes	No	data not available

NASA does not track applicants for managerial or supervisory positions – this information is only found in the text of the job announcement and is not recorded/measured in the applicant flow data. Information on Executives would be similar to the information above for SES; however, NASA’s SES announcements

are open to all sources and, thus, we do not track internal and external applicants separately for those announcements.

6. Does your agency have a trigger involving IWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes,” describe the trigger(s) in the text box.

a. Executives				
i.	Qualified Internal Applicants (IWTD)	Yes	No	data not available
ii.	Internal Selections (IWTD)	Yes	No	data not available
b. Managers				
i.	Qualified Internal Applicants (IWTD)	Yes	No	data not available
ii.	Internal Selections (IWTD)	Yes	No	data not available
c. Supervisors				
i.	Qualified Internal Applicants (IWTD)	Yes	No	data not available
ii.	Internal Selections (IWTD)	Yes	No	data not available

NASA does not track applicants for managerial or supervisory positions – this information is only found in the text of the job announcement and is not recorded/measured in the applicant flow data. Information on Executives would be similar to the information above for SES; however, NASA’s SES announcements are open to all sources and, thus, we do not track internal and external applicants separately for those announcements.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving IWD among the selectees for new hires to supervisory positions? If “yes,” describe the trigger(s) in text box.

a.	New Hires for Executives (IWD)	Yes	No	data not available
b.	New Hires for Managers (IWD)	Yes	No	data not available
c.	New Hires for Supervisors (IWD)	Yes	No	data not available

NASA does not track applicants for managerial or supervisory positions – this information is only found in the text of the job announcement and is not recorded/measured in the applicant flow data. Information on Executives would be similar to the information above for SES.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving IWTD among the selectees for new hires to supervisory positions? If “yes,” describe the trigger(s) in text box.

a.	New Hires for Executives (IWTD)	Yes	No	data not available
b.	New Hires for Managers (IWTD)	Yes	No	data not available
c.	New Hires for Supervisors (IWTD)	Yes	No	data not available

NASA does not track applicants for managerial or supervisory positions – this information is only found in the text of the job announcement and is not recorded/measured in the applicant flow data. Information on Executives would be similar to the information above for SES.

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. Voluntary and Involuntary Separations

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no,” please explain why the agency did not convert all eligible Schedule A employees.

Yes No N/A ?

Currently, NASA does not track Schedule A conversions at the Agency level. OCHCO is in the process of determining the best way to provide this information.

2. Using the inclusion rate as the benchmark, did the percentage of IWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes,” describe the trigger below.

a. Voluntary Separations (IWD)	Yes <input checked="" type="checkbox"/>	No
b. Involuntary Separations (IWD)	Yes <input checked="" type="checkbox"/>	No

In FY 2018, IWD accounted for 12% of the 841 voluntary separations and 47% the 17 involuntary separations. (The inclusion rate for IWD is 10%.) (Note that the number of separations is low for NASA overall and, thus, further analyses is required to determine if this number represents a concern to the Agency.)

3. Using the inclusion rate as the benchmark, did the percentage of IWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes,” describe the trigger below.

a. Voluntary Separations (IWTD)	Yes	No <input checked="" type="checkbox"/>
b. Involuntary Separations (IWTD)	Yes	No <input checked="" type="checkbox"/>

In FY 2018, IWTD represented 1.4% of those who voluntarily separated and 11.8% of those who involuntarily separated. However, only 2 IWTD were involuntarily separated.

4. If a trigger exists involving the separation rate of IWD and/or IWTD, please explain why they left the agency using exit interview results and other data sources.

NASA conducts exit interviews, but with limited questions regarding issues related to disability. ODEO is currently working with OCHCO to improve exit interview questions to better indicate if triggers exist.

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

Website: https://www.nasa.gov/accessibility/section508/sec508_overview.html

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act (ABA), including a description of how to file a complaint.

NASA's Web site currently does not include information on the ABA complaint process.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

- NASA continues to maintain an Agency-wide plan that identifies the facility accessibility needs of each NASA Center as well as a multi-year implementation plan. Agency leadership routinely reviews this plan and assesses status.
- The Office of the Chief Information Officer (OCIO) is updating internal Agency policy, NPR 2800.2, Electronic and Information Technology Accessibility, to incorporate the recently updated 508 technical standards. These changes will be reflected in the Agency OCIO Program Management Office's implementation of the IT Program/Project Lifecycle (NPR 7120.7, NASA Information Technology Program and Project Management Requirements) reviews, specifically the Critical Design Review and the Test Readiness Review. In addition, NASA's recently established Application Program (<https://www.nasa.gov/content/applications-division>) has begun to enforce the new technical standards through the governance of the Agency Application Office and Web Services Office.
- The Agency Section 508 Program Manager continues to host monthly meetings for NASA's 508 Coordinators to stay abreast of current updates and events related to accessibility.

C. Reasonable Accommodation Program

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time for processing RA requests is 39 days.

- Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Some examples of the effectiveness of NASA's RA program are: (1) over 700 managers and supervisors have been trained on their roles/responsibilities in the RA arena; (2) RA awareness briefings across the Agency are routinely provided to new employees; new supervisors; and summer interns; and (3) all ten NASA Centers have designated DPMs to process RA requests and to provide technical assistance to employees, interns, managers, and supervisors.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

NASA began providing PAS in January 2018. NASA will initiate an Agency-wide Blanket Purchasing Agreement in FY 2019 for greater ease in providing PAS across the Agency.

Section VI: EEO Complaint and Findings Data

A. EEO Complaint Data Involving Harassment

- During the last fiscal year, did a higher percentage of IWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?
Yes No N/A
- During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?
Yes No N/A
- If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A – there were no findings. In FY 2018, 21.3% of complaints filed (13 of 61) alleged harassment of an IWD (compared to 14.2% Government-wide).

B. EEO Complaint Data Involving Reasonable Accommodation (RA)

- During the last fiscal year, did a higher percentage of IWD file a formal EEO complaint alleging failure to provide an RA, as compared to the government-wide average?

Yes No **X** N/A

2. During the last fiscal year, did any complaints alleging failure to provide RA in a finding of discrimination or a settlement agreement?

Yes No **X** N/A

3. If the agency had one or more findings of discrimination involving the failure to provide RA during the last fiscal year, please describe the corrective measures taken by the agency.

N/A – there were no findings. In FY 2018, 9.8% of complaints filed (6 of 61) alleged failure to provide an RA (compared to 9.7% Government-wide).

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for IWD and/or IWTD? Yes No **X**

2. Has the agency established a plan to correct the barrier(s) involving IWD and/or IWTD?

Yes No N/A **X**

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Triggers	<p>The preceding analyses revealed several triggers. For example, among employees in grades GS-11 through SES, only 9 percent of employees are IWD, which is below the Government-wide goal of 12%. (Part J, Section I, #1). Further, more IWD are qualified than are selected for internal competitive promotions in the following MCOs: 0801, 0850, 0855, and 0861. More IWTD are qualified than are selected in series 1102. Further, no IWD applied for the 4 promotion opportunities to GS-14 and GS-15 in series 1330 and no IWTD applied for the 11 promotions to GS-15 in series 1301 (Part J, III, C, #4). NASA does not systematically track data by race, ethnicity, gender, or disability for all of its career development programs (Part J, IV, B, #2-4). With regard to awards and recognition, IWD account for only 7 to 8% of those who received: cash awards of more than \$500, QSIs, Space Act, Honor Awards, and Special Act Awards (Part J, IV, C, #1-3).</p> <p>IWD account for a slightly higher percentage of those who voluntarily separated from the Agency than their representation rate (12% compared to 10%). In addition, IWD accounted for nearly half of the 17 individuals who were involuntarily separated (Part J, V, A, #2-3). NASA’s exit interviews have limited questions regarding issues related to disability (Part J, V, A, #4), due to legal considerations.</p>
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Objective(s)	<ol style="list-style-type: none"> 1. NASA must obtain additional data and conduct further analyses to determine causes of differences observed in the data categories described above and the causes for such differences. 2. NASA must: (a) develop improved systems for collecting demographic data pertaining to career development programs; (b) better track Schedule A hiring and conversions; and (c) revise its exit interviews to obtain additional data related to individuals with disabilities. 3. NASA will conduct additional research on the triggers above as data become available. 			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
Director, Diversity and Data/Analytics Division, ODEO		No – these specific steps are not in the plan; EEO matters in general are addressed.		
Target Date (mm/dd/yy)	Planned Activities	Sufficient Staffing & Funding (Y/N)	Modified Date	Completion Date
9/28/2018	NASA ODEO will partner with OCHCO to strengthen its data analytics capabilities to enable ODEO to conduct in-depth barrier analyses.	Yes		9/28/2018
9/28/2018	NASA will update and improve its standard data reports to ensure that the necessary data are available for conducting barrier analyses related to the disability program.	Yes	3/15/2019	
9/29/2019	Place information regarding the Architectural Barriers Act and how to file a related complaint on the NASA Web site.	Yes		
9/30/2020	ODEO will leverage current NASA systems and develop additional data tools, including: the FEVS, NASA Human Capital Management Workforce Analysis Business Intelligence Tools, climate surveys, pulse surveys, and potential new database systems. These additional tools will enhance ODEO’s ability to analyze programs and practices at more granular levels.	Yes		
9/30/2021	Investigate reasons for differences between the IWD inclusion rates and	Yes		

	hiring and promotion rates of IWD and IWTD in mission critical occupations.			
Fiscal Year	Accomplishments			
FY 2018	ODEO and OCHCO continued to work together to address data and systems-related issues with regard to the new EEOC regulations and changes made to the Office of Personnel Management's Standard Form 256, "Self-Identification of Disability." NASA continues to strengthen its efforts with regard to usage of special hiring authorities for individuals with disabilities such as Schedule A.			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

The reorganization of OCHCO delayed the creation and updating of some data tables.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

Enhanced relationships with OCHCO personnel have led to greater collaboration and a better understanding of data systems and data needs.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A

APPENDIX A: FY 2018 SPECIAL EMPHASIS PROGRAM, EMPLOYEE RESOURCE GROUP, AND AFFINITY GROUP ACTIVITIES

The activities discussed below represent only a few of the many organized by NASA Center EEO office SEPMs and members of ERGs and affinity groups in FY 2018.

African American Special Emphasis Program

In observance of Martin Luther King Jr. Day and Black History Month, several NASA Center EEO offices engaged in various events and activities, including:

- For Martin Luther King Jr. Day, Goddard Space Flight Center (GSFC) organized a commemorative event, which featured Col. B. Alvin Drew, Jr., a retired Air Force colonel and former NASA astronaut.
- In observance of Dr. King's birthday and as a lead up to Black History Month, LARC aired Dr. King's inspiring speech, "I Have a Dream," in the Pearl Young Theater. The purpose of the activity was to inspire passion and raise awareness within the Center's workforce for the fair treatment of all human beings. Throughout the month of February, LaRC showed the mini-series "The Book of Negroes" in six installments during an employee lunch and learn series.⁴ The movie helped to further the Agency and the Center's goals of employee engagement as well as provide continuous education and awareness in the D&I arena.
- For Black History Month, NASA HQ coordinated the performance of "Harriet Tubman - The Chosen One," a one-woman show celebrating the Tubman's life and accomplishments. NASA live-streamed the performance to the entire enterprise.
- Wallops Flight Facility (WFF) collaborated with Navy partners for its Black History Month event. The keynote speaker was Col. Terrence Adams, Director of Communications and Chief Information Officer for Scott Air Force Base, Illinois. Col. Adams encouraged Center staff to "have courageous conversations, be curious, and have a caring heart."
- In celebration of Black History Month, Johnson Space Center (JSC) hosted Dr. Ruth Simmons, president of Prairie View A&M University, an Historically Black College or University (HBCU). Dr. Simmons is the first woman to serve as president of the university; her presentation covered her tenets of leadership, life lessons, and keys to success.
- In February, KSC organized a panel discussion titled "Leading Through Uncertain Times." Panelists shared how their diverse backgrounds and unique experiences helped prepare them for various levels of leadership at NASA.
- To address the Black History Month theme of "African Americans in Times of War," MSFC hosted Lt. Gen. Stayce D. Harris, Inspector General of the Air Force and the first female African

⁴ During the American Revolution, the British promised the slaves that King George would grant them freedom if they assisted the British with their war effort. Over 3,000 loyalists and enslaved people made it to the British lines. The British kept their word by recording all of the names and descriptions in a book that they named "The Book of Negroes." Those listed in the book were settled in Nova Scotia, the West Indies, and London, giving them freedom.

American 3-star general in the Air Force. Lt. Gen. Harris spoke about her history, challenges, and lessons learned in climbing the ranks of the military ladder.

- NSSC and SSC jointly hosted a program featuring guest speaker Ronald Randolph, Director of Payroll Services for the St. Tammany Parish School Board in Covington, Louisiana. He detailed how the participation of African Americans at times of war has affected his journey.
- Glenn Research Centers' (GRC) African Heritage Advisory Group coordinated the Black History Month observance event following this year's theme of "African-Americans in Times of War." The group explored stories and honored the invaluable contributions of African-Americans who have served our great country. The keynote address was by Chaplain Willie J. Springer, a Vietnam War Veteran and the Veterans Outreach Coordinator for the City of Berea, Ohio.

American Indian and Alaska Native Special Emphasis Program

In observance of Native American Heritage Month, several Center EEO offices engaged in various events and activities, including:

- ARC held a "lunch and learn" event titled, "Comics with a Conscience: Stereotypes vs. Empowerment," which discussed the impact of Native American popular art, addressed indigenous issues through graphic novels, and explored the fine line between stereotypes and empowerment.
- KSC hosted guest speaker Dr. John Herrington, a retired U.S. Navy Commander and a former astronaut who flew aboard the Space Shuttle Endeavour. Dr. Herrington was the first enrolled member of a Native American tribe to fly in space and currently serves as an Ambassador for the Chickasaw Nation.
- SSC held a walk-through exhibit to showcase artifacts found during the construction of the Center. The event featured members of the Vancleve Live Oak Choctaw Indian Tribe, who brought handmade artifacts and engaged the workforce with information about their tribe's history.
- MSFC hosted Presidential Medal of Freedom recipient and Apollo 13 Mission Operations Team member Jerry "High Eagle" Elliott, a former NASA Physicist and member of the Cherokee Tribe. One of the first Native Americans hired at JSC, Mr. Elliott is known for his role in the historic Apollo 13 mission.

Asian American and Pacific Islander Special Emphasis Program

In observance of Asian American Pacific Islander Heritage Month, several Center EEO offices engaged in various events and activities, including:

- GSFC hosted the keynote presentation, "Unite Our Vision by Working Together," by Stephen Shih, the NASA Associate Administrator for Diversity and Equal Opportunity. Mr. Shih also met with members of JSC's nine ERGs and shared his personal journey with respect to the value of D&I. He encouraged the ERG members to be strategic and connect their value to the mission.

- KSC invited Dr. Maile Kane, a native Hawaiian, to speak to Center staff. Dr. Kane came to Brevard County as a family physician and then opened her own successful business in Satellite Beach, Florida.
- Armstrong Flight Research Center (AFRC) hosted an Asian American and Pacific Islander Cultural Expo with Edwards Air Force Base.
- At GRC, Dr. Denise Su, Curator and Director of Partnerships and Programs of the Cleveland Museum of Natural History, spoke about her life’s journey and education.
- In May, NASA HQ held two events, a traditional Urasenke tea ceremony demonstrating Chado, the Japanese “Way of Tea,” and a tai chi and qi gong workshop.

Hispanic Special Emphasis Program

For Hispanic Heritage Month, several Center EEO offices engaged in events and activities, such as:

- At KSC, the Center Director of Human Resources shared her life experiences and the strategies that she employed to help her become successful. In addition, the Hispanic ERG hosted a “lunch and learn” focused on the experiences of KSC employees who volunteered in Puerto Rico with the Federal Emergency Management Administration to support Hurricane Maria relief efforts.
- NSSC and SSC displayed an exhibit dedicated to remembering Puerto Rico following the devastation of Hurricane Maria. Additionally, the Centers held a “lunch and learn” featuring a video interview of NASA Astronaut José Hernandez in which he detailed his journey from working the fields in California to becoming a NASA astronaut.
- GRC hosted Ms. Veronica Villalobos, the Principal Deputy Associate Director for Employee Services at the Office of Personnel Management. Ms. Villalobos gave the keynote address and answered questions regarding Hispanics in the Federal workforce, to include recruitment, hiring, retention, leadership development, and accountability.

Federal Women’s Program

Center EEO offices engaged in various events and activities in observance of Women’s History Month, Women’s Equality Day, and other events, including:

- JSC’s women’s ERG and the Employee Assistance Program staff hosted a “#MeToo Movement Dialog.” Women and men, including the JSC’s Center Anti-Harassment Coordinator, discussed creating a world that is safe for female friends, coworkers, spouses, and children, and addressed recent sexual harassment issues that have surfaced in society and through the NASA Anti-Harassment Campaign.
- In observance of Women’s History Month and to raise awareness of the tremendous contributions made by women that led to the Allies victory of World War II, award winning journalist and bestselling author Liza Mundy spoke to LaRC about her book, *CODE GIRLS: The Untold Story of the American Women Code Breakers of World War II*.

- MSFC’s Women’s History Month Program, called “Dream, Girls,” reflected the theme of equity, inclusion, engagement, and innovation. MSFC invited students from Girls’ Inc., Mae Jemison High School, the University of Alabama in Huntsville, Alabama A&M, and Oakwood University. The program focused on outreach efforts at schools and national non-profit organizations such as Girl’s Inc., the Boys and Girls Club, and the Girl Scouts with the goals of: (1) encouraging students to pursue careers in STEM; (2) building partnerships in the community to enhance the educational experience of the students; and (3) introducing students to the requirements of professions and helping them prepare to join the workforce. The event provided informal mentoring and career enhancement tools to the participants.

LGBTQ+ Special Emphasis Program

In order to promote the inclusion of the LGBTQ+ community in NASA’s workforce, several Center EEO offices engaged in various events and activities, including:

- GSFC hosted a panel discussion on “Coming Out, Being Out” in which five panelists shared their experiences with coming out at work and discussed why is it important to be out at work, the role of allies in the workplace, and advice for employees who have not yet come out at work.
- A panel discussion at JSC addressed “Managing as an Ally.” Three SES members discussed the advantages of being an ally as it relates to the professional development of a diverse workforce. Employees were able to ask questions of the panelists and receive candid career development advice.
- NASA HQ held an open house to gauge interest in forming an LGBTQ+ ERG; the event drew approximately 50 employees from across all HQ organizations as well as a number of senior leaders. On June 28, 2018, the LGBTQ+ ERG was officially chartered as the NASA Headquarters Pride Alliance. The group’s mission is to promote a safe workplace environment that is fully inclusive and free of discrimination and harassment based on sexual orientation or gender identity.

Individuals with Disabilities Special Emphasis Program

In order to ensure that managers are appropriately trained and employees are made aware of NASA’s commitment to an environment that supports workplace accommodations and accessible tools and technology, several Center EEO offices engaged in various events and activities, including:

- During May’s Mental Health Awareness Month, JSC provided a presentation entitled “Mental Health Primer: Prevalence, Causes, Management and Assistance,” which included information on the NASA reasonable accommodations process and the Job Accommodation Network’s workplace accommodation ideas for employees with mental health impairments.
- For National Post-Traumatic Stress Disorder (PTSD) Awareness Day, JSC hosted a presentation from the Houston Veteran’s Affairs Office promoting public awareness and understanding of PTSD.

- Several NASA Centers held events in October 2017 for National Disability Employment Awareness Month:
 - KSC invited Dr. Temple Grandin, co-author of “The Autistic Brain,” to discuss her work experiences and challenges in her life.
 - JSC held a “Situational Awareness of Life as a Person with Disability” event with a series of presentations on disability etiquette and reasonable accommodations by panelists from Texas Workforce Solutions, Communication Access Ability Group, and the City of Houston Mayor’s Office for People with Disabilities.
 - The NSSC and SSC jointly hosted a speaker with a targeted disability who spoke about accessibility, accommodations, and disabilities driving innovation. The intent was to highlight the EEOC’s employment goals for IWTDS and to demonstrate that IWTDS can do jobs with accommodations.
 - MSFC hosted 4-time Olympic gold medalist and WNBA most valuable player Tamika Catchings, who spoke about overcoming adversity and eventually achieving her lifelong goal of playing in the WNBA. Students from the Alabama Institute for the Deaf and Blind and Oakwood Adventist Academy attended the event.
 - GRC held an event focused on service animals in the workplace for individuals with disabilities. Canine Companions for Independence, a not-for-profit organization, conducted a presentation about service dogs, discussed the various types of service dogs, the training they undergo, and how to obtain a service animal through their organization at no cost.

APPENDIX B: DATA ANALYSES

Note: Tables included in this Appendix are a subset of the tables provided to EEOC with the annual MD-715 submission; these tables were created for the purposes of conducting barrier analyses.

Workforce Summary

Table 1. NASA Employees by Race, Ethnicity, Gender, and Disability Status: FY 2018

	AAPI	Black	Hispanic	Multi-Racial	AIAN	White	Male	Female	IWD*	IWTD*
All NASA Employees (non-students) (n=16,855)	7.6%	11.6%	7.6%	0.3%	1.0%	71.8%	66.0%	34.0%	8.9%	1.5%
NASA SES Employees (n=395)	5.0%	10.6%	4.3%	0.5%	1.0%	78.6%	70.9%	29.1%	6.3%	1.0%
All NASA Supervisory Employees (n=2,041)	5.9%	12.3%	6.0%	0.3%	0.9%	74.5%	66.3%	33.7%	7.0%	0.9%
Senior Level (SL) and Senior Scientific (ST) Employees (n=169)	7.1%	2.4%	4.1%	0.0%	1.2%	85.2%	83.4%	16.6%	6.5%	1.8%
GS-14 and GS-15 Employees (n=9,094)	7.7%	9.0%	6.4%	0.2%	0.9%	75.7%	71.2%	28.8%	6.7%	1.0%
Science and Engineering ⁵ Employees (n=10,967)	9.0%	6.2%	7.2%	0.2%	0.8%	76.6%	76.7%	23.3%	6.3%	1.1%
Professional Administrative ⁶ Employees (n=5,196)	5.3%	22.2%	8.4%	0.7%	1.5%	61.8%	43.2%	56.8%	13.4%	2.1%
Comparison Populations										
Federal STEM Workforce (n=298,019)	9.8%	10.2%	5.8%	1.7%	0.9%	71.6%	71.3%	28.7%	--	--
National Civilian Labor Force (NCLF)	4.1%	12.0%	10.0%	0.6%	1.1%	72.3%	51.8%	48.2%	--	--

* IWD = Individuals with Disabilities; IWTD = Individuals with Targeted Disabilities. Comparable data for IWD and IWTD are not available for the Federal STEM workforce; data for IWTD are not available for the NCLF. The EEOC goals for the employment of IWD are: 12 percent of employees in grades GS-10 and below and 12 percent of employees in grades GS-11 and above. The goals for IWTD are 2 percent of employees in each grade category.

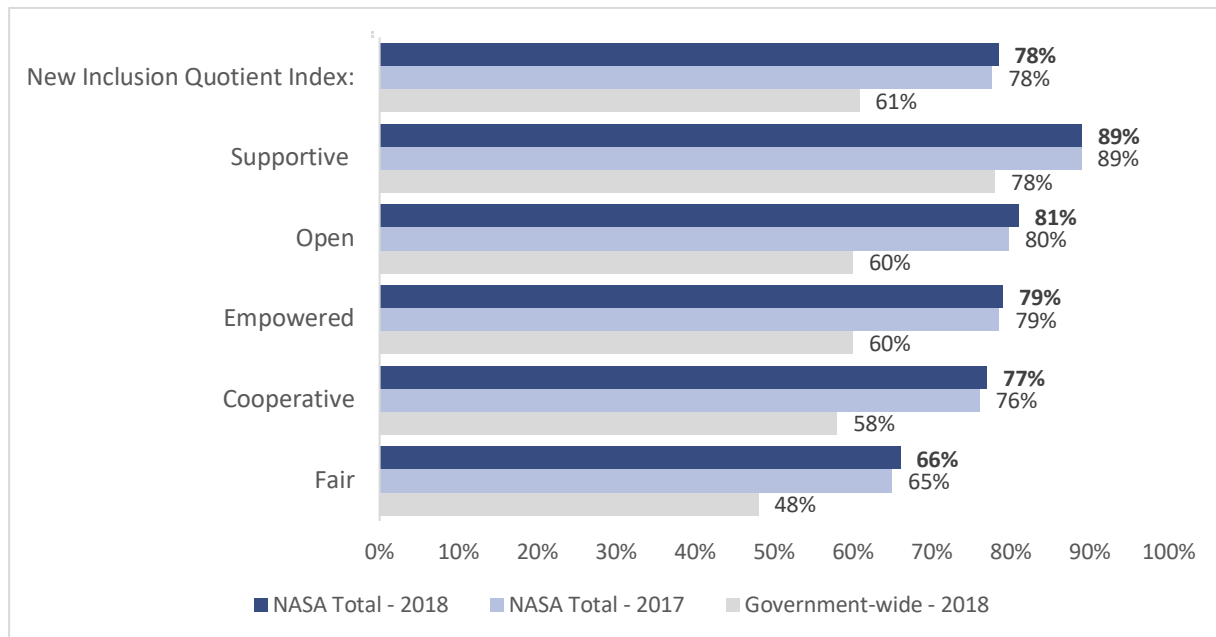
Sources: Workforce Information Cubes for NASA (WICN) (data as of 10/1/2018); NASA MD-715 Tables A-1 and B-1, prepared for NASA by the U.S. Department of the Interior; U.S. Office of Personnel Management, FedScope, Federal Human Resources Data, Diversity Cube and Employment Cube, data as of September 2018, accessed at <<https://www.fedscope.opm.gov>>.

⁵ In the Workforce Information Cube for NASA (WICN) data, Science and Engineering occupations include the following OPM occupational categories and codes: Biological Sciences (04xx), Medical (06xx), Engineering (08xx), Physical Sciences (13xx), and Mathematics (15xx).

⁶ In WICN, Professional Administrative occupations include the following OPM occupational categories and codes: Social Sciences (01xx); Human Resources (02xx); General Administrative (03xx); Accounting and Budget (05xx); Business and Industry (11xx); Patent and Trademark (12xx); Library and Archives (14xx); Equipment, Facilities, and Services (16xx); Education (17xx); Investigations (18xx); Quality Assurance (19xx); Supply (20xx); Transportation (21xx); and Information Technology (22xx).

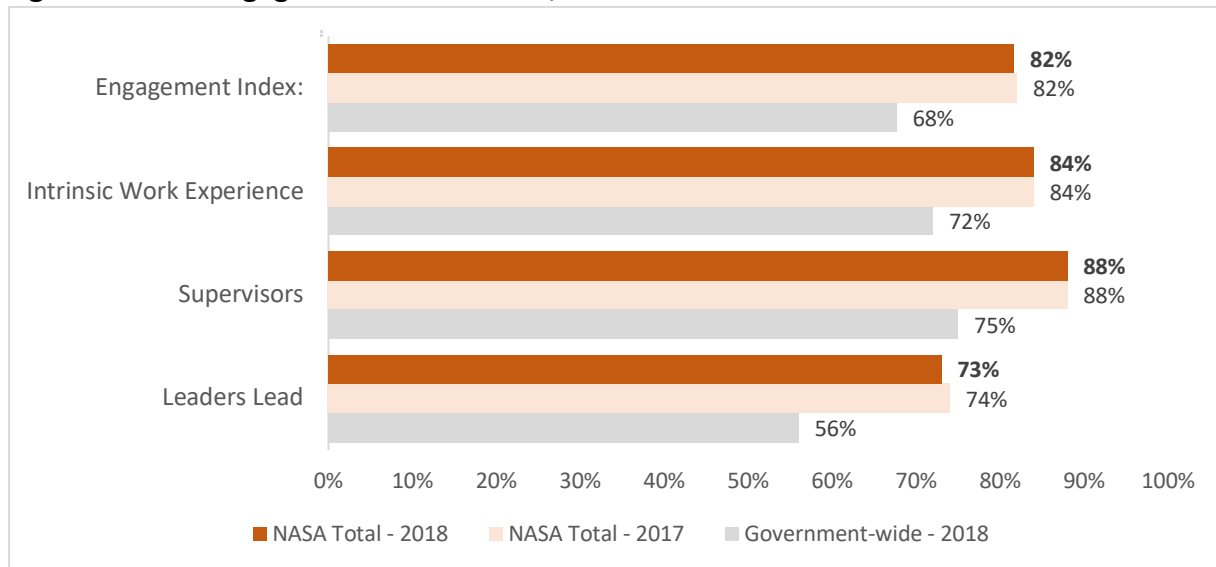
Federal Employee Viewpoint Survey (FEVS) Results

Figure 1. NASA New Inclusion Quotient Index Scores, FY 2017 and FY 2018⁷



Source: U.S. Office of Personnel Management, 2018 Federal Employee Viewpoint Survey Results. Government-wide, there were 598,003 respondents; there were 11,568 NASA respondents.

Figure 2. NASA Engagement Index Scores, FY 2017 and FY 2018⁸



Source: U.S. Office of Personnel Management, 2018 Federal Employee Viewpoint Survey Results.

⁷ The FEVS is a climate survey conducted by the U.S. Office of Personnel Management (OPM). The New Inclusion Quotient Index is calculated by averaging a subset of 20 FEVS questions measuring five factors: Empowered, Supportive, Cooperative, Open, and Fair.

⁸ The Employee Engagement is calculated by averaging a subset of FEVS questions measuring 3 factors: Intrinsic Work Experience, Supervisors, and Leaders.

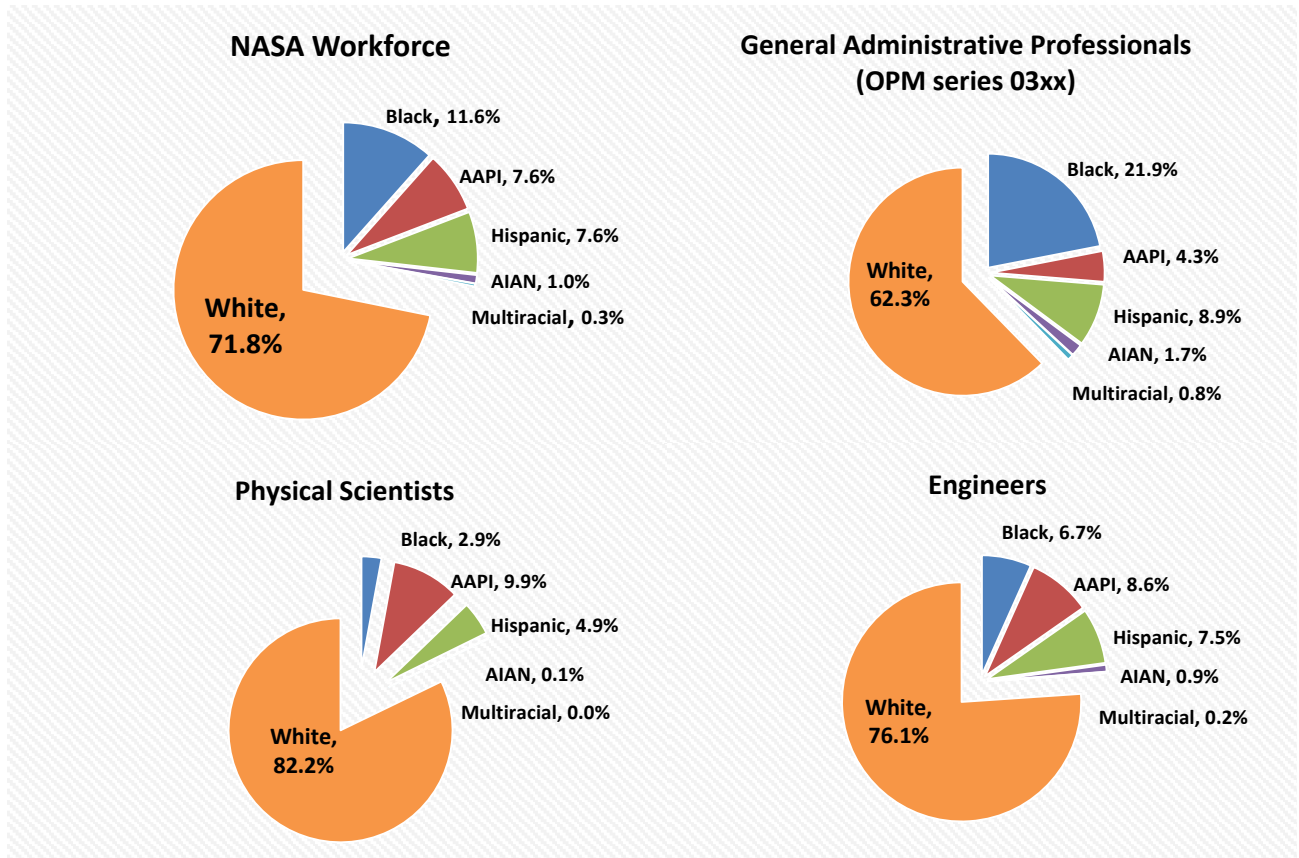
Table 2. FEVS Questions Focused on EEO, D&I, Safety, and Compliance: FY 2013-18

Questions:	Percent Positive Responses:						
	2013	2014	2015	2016	2017	2018	Government-wide, 2018
17. I can disclose a suspected violation of any law, rule or regulation without fear of reprisal.	76.1%	76.9%	78.2%	79.8%	81.8%	82.4%	66.1%
34. Policies and programs promote diversity in the workplace (e.g., recruiting minorities and women, training in awareness of diversity issues, mentoring).	76.7%	76.9%	78.0%	78.7%	79.4%	80.3%	58.2%
38. Prohibited Personnel Practices (e.g., illegally discriminating for or against any employee/ applicant, obstructing a person's right to compete for employment, knowingly violating veterans' preference) are not tolerated.	81.7%	82.4%	82.8%	83.7%	85.6%	85.7%	69.8%
45. My supervisor/team leader is committed to a workforce representative of all segments of society.	78.8%	80.1%	81.1%	82.3%	84.2%	85.6%	70.9%
55. Managers/supervisors/team leaders work well with employees of different backgrounds.	79.3%	80.3%	80.1%	81.7%	84.7%	85.0%	69.5%

Source: U.S. Office of Personnel Management, 2018 Federal Employee Viewpoint Survey Results.

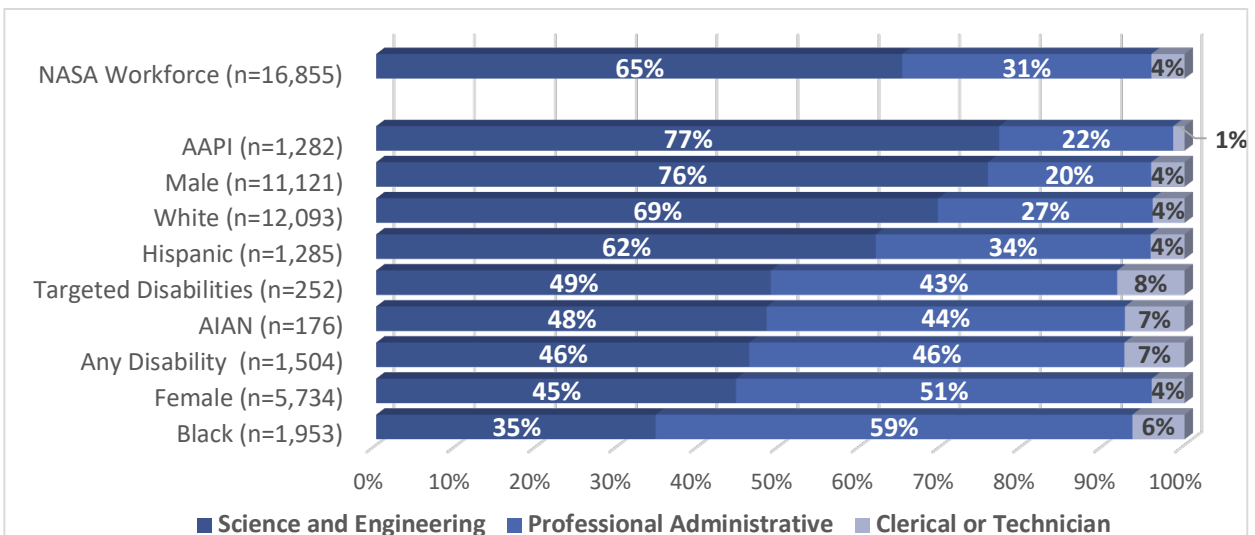
Occupational Categories

Figure 3. NASA Workforce by Race and Ethnicity, FY 2018



Source: WICN (data as of 10/1/2018).

Figure 4. NASA Employee Demographic Groups by Occupational Category: FY 2018



Source: WICN (data as of 10/1/2018).

Table 3. NASA Engineers by Race, Ethnicity, and Gender: FY 2018

	AAPI	Black	Hispanic	AIAN	White	Male	Female	IWD
Engineers (n=9,160)	8.9%	6.6%	7.6%	0.9%	75.9%	77.1%	22.9%	6.4%
2010 RCLF	11.8%	4.8%	5.2%	0.6%	77.2%	88.8%	11.2%	3.3%
2015 Graduates	15.7%	5.1%	9.7%	0.3%	61.6%	78.5%	21.5%	--

Table 4. NASA AST Physical Scientists by Race, Ethnicity, and Gender: FY 2018

	AAPI	Black	Hispanic	AIAN	White	Male	Female	IWD
Physical Scientists (n=868)	10.4%	2.9%	4.6%	0.1%	82.0%	73.0%	27.0%	5.3%
2010 RCLF	14.4%	3.5%	4.3%	0.6%	76.7%	62.6%	37.3%	3.2%
2015 Graduates	7.2%	3.0%	7.9%	0.2%	73.3%	78.0%	22.0%	--

Table 5. NASA Professional Administrative Employees, by Race, Ethnicity, and Gender: FY 2018

Occupation (OPM Occupation Code)		AAPI	Black	Hispanic	AIAN	White	Male	Female	IWD
Human Resources Specialist (0201) (n=276)	NASA	6.9%	28.6%	9.1%	0.4%	54.3%	26.4%	73.6%	21.0%
	RCLF	4.3%	10.4%	9.5%	0.7%	74.6%	39.7%	60.3%	3.7%
Information Technology Specialist (2210) (n=476)	NASA	5.9%	18.9%	6.9%	1.7%	65.5%	58.4%	41.6%	15.5%
	RCLF	6.8%	11.1%	7.6%	0.8%	73.1%	70.4%	29.6%	4.9%
Finance (0501, 0505) (n=326)	NASA	5.8%	21.8%	8.3%	0.9%	63.2%	33.1%	66.9%	12.9%
	RCLF	5.0%	13.2%	9.8%	1.2%	71.1%	43.7%	56.3%	4.5%
Accounting (5010, 5011) (n=320)	NASA	12.5%	27.5%	9.1%	0.6%	49.7%	32.2%	67.8%	12.5%
	RCLF	8.6%	8.1%	6.1%	0.6%	76.0%	39.9%	60.1%	3.5%
Program Analyst (0343) (n=781)	NASA	6.0%	20.1%	10.8%	2.2%	59.9%	37.4%	62.6%	11.3%
	RCLF	5.9%	6.8%	4.6%	0.6%	81.6%	58.4%	41.6%	4.0%
Contract Specialist (1102) (n=704)	NASA	4.8%	28.8%	9.9%	0.6%	55.0%	41.8%	58.2%	10.7%
	RCLF	3.3%	8.5%	7.1%	0.8%	80.0%	46.2%	53.8%	5.0%

Sources for Tables 3-5: WICN (data as of 10/1/2018); U.S Census Bureau EEO Tabulation from the 2006-2010 American Community Survey (data set EEO-CIT02R). For comparison to the NASA AST Engineer workforce, the RCLF for AST Engineers includes occupations equivalent to the following occupational series: Aerospace (0861), Electrical (0850), Computer (0854), Electronics (0855), and General (0801) Engineers. The RCLF for AST Physical Scientists includes all occupations that are equivalent to the following occupations: Physical Scientists (1301), Physicists (1310), and Space Scientists (1330). Data for college graduates are provided for comparison only. These data include all earned Bachelor's, Master's, and Doctoral degrees in the relevant fields in 2013 (the most recent year for which data are available).

Promotions

Table 6. Internal Competitive Promotions in S&E Positions, by Race and Ethnicity: FY 2017-18

FY 2018										
Promotion to Grade	AAPI		Black		Hispanic		AIAN		White	
	Pool	Promoted	Pool	Promoted	Pool	Promoted	Pool	Promoted	Pool	Promoted
GS-14 (n=278)	10%	9%	8%	6%	9%	8%	1%	2%	72%	74%
GS-15 (n=215)	9%	4%	5%	6%	7%	7%	1%	0%	77%	83%
SES (n=21)	9%	0%	5%	5%	5%	0%	0%	0%	80%	95%
FY 2017										
GS-14 (n=157)	10%	9%	8%	9%	9%	11%	1%	1%	72%	71%
GS-15 (n=110)	8%	12%	5%	12%	7%	5%	1%	1%	78%	70%
SES (n=18)	8%	11%	5%	11%	5%	11%	1%	0%	81%	67%

Table 7. Internal Competitive Promotions in Professional Administrative Positions, by Race and Ethnicity: FY 2017-18

FY 2018										
Promotion to Grade	AAPI		Black		Hispanic		AIAN		White	
	Pool	Promoted	Pool	Promoted	Pool	Promoted	Pool	Promoted	Pool	Promoted
GS-13 (n=101)	5%	2%	28%	20%	8%	12%	2%	3%	56%	61%
GS-14 (n=91)	6%	8%	23%	24%	8%	7%	2%	1%	61%	60%
GS-15 (n=53)	6%	6%	21%	15%	8%	11%	1%	2%	63%	64%
SES (n=8)	4%	0%	18%	25%	5%	13%	2%	0%	71%	63%
FY 2017										
GS-13 (n=67)	4%	6%	28%	21%	9%	9%	2%	0%	57%	64%
GS-14 (n=60)	5%	5%	23%	15%	8%	7%	2%	2%	61%	72%
GS-15 (n=40)	5%	0%	20%	28%	8%	5%	1%	0%	64%	68%
SES (n=6)	3%	0%	17%	17%	6%	0%	2%	0%	72%	83%

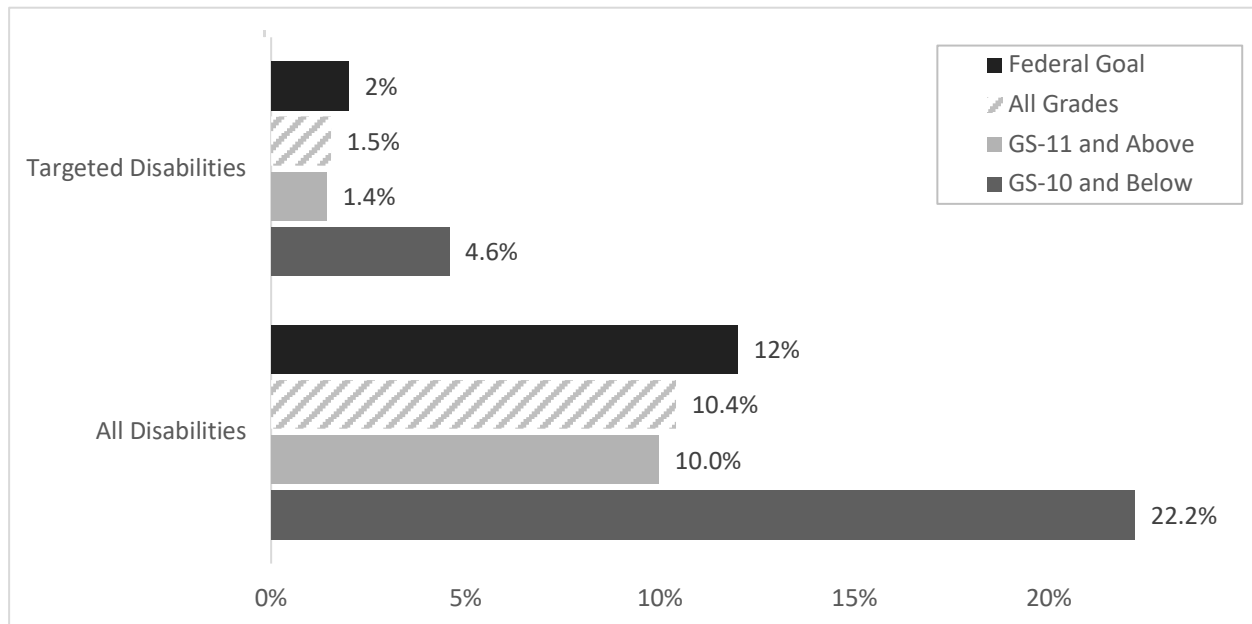
Table 8. Internal Competitive Promotions in S&E and Professional Administrative Positions, by Gender: FY 2017-18

FY 2018	S&E Positions				Professional Administrative Positions				
	Male		Female		Promotion to Grade:	Male		Female	
	Pool	Promoted	Pool	Promoted		Pool	Promoted	Pool	Promoted
GS-13 (n=0)	--	--	--	--	GS-13 (n=101)	32%	46%	68%	54%
GS-14 (n=278)	74%	71%	26%	29%	GS-14 (n=91)	39%	43%	61%	57%
GS-15 (n=215)	78%	67%	22%	33%	GS-15 (n=53)	48%	60%	52%	40%
SES (n=21)	79%	67%	21%	33%	SES (n=8)	52%	25%	48%	75%
FY 2017									
GS-13 (n=0)	--	--	--	--	GS-13 (n=67)	32%	39%	68%	61%
GS-14 (n=157)	74%	77%	26%	23%	GS-14 (n=60)	39%	40%	61%	60%
GS-15 (n=110)	78%	68%	22%	32%	GS-15 (n=40)	48%	50%	52%	50%
SES (n=18)	80%	72%	20%	28%	SES (n=6)	50%	67%	50%	33%

Source for Tables 6-8: WICN (data as of 10/1/2018); "n" refers to the number of promotions.

Individuals with Disabilities

Figure 5. NASA Employees with Disabilities, by Grade Category: FY 2018

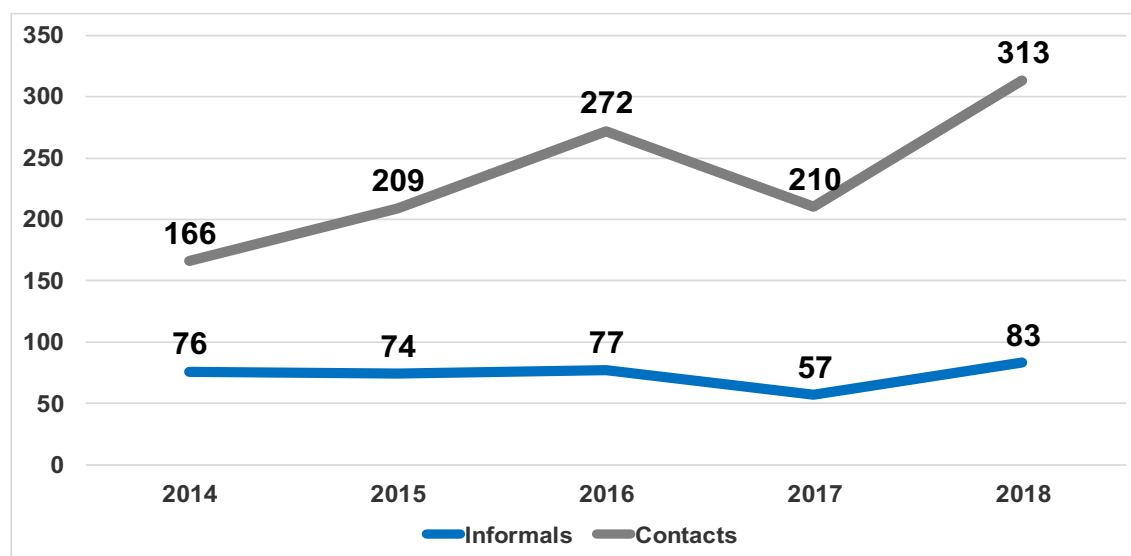


Source: WICN (data as of 10/1/2018). Data include: 1) all permanent non-student employees who identified as having a disability on OPM Standard Form (SF) 256; 2) disabled veterans who are classified as “10-Point/Compensable/30 Percent,” but who have not claimed a disability on SF 256; and 3) employees hired under Schedule A, but classified in WICN as “non-permanent.”

APPENDIX C: COMPLAINTS PROCESSING

In FY 2018, the number of EEO contacts increased significantly: there were 313 contacts and 83 informal complaints (compared to 210 contacts and 57 informal complaints in FY 2017) (see Figure 1). Between FY 2017 and FY 2018, the percentage of the workforce filing informal complaints increased from 0.30 percent to 0.43 percent in FY 2018, and the percentage filing formally increased from 0.17 percent to 0.34 percent. In FY 2018, NASA ODEO provided technical assistance to Center EEO offices, focusing on individualized feedback as to the effectiveness of execution of informal complaints processing as well as on guidance relating to unique or precedent setting issues and cases. NASA's efforts to educate and train employees, managers, and supervisors on their EEO rights and responsibilities appeared to be succeeding as reflected by increases in contacts with EEO and Anti-Harassment Programs. The increase in complaint activity is matched by increases in the NASA FEVS results that also reflect increased trust in leadership and greater confidence that the Agency's avenues of redress work. (See Appendix B, Table 2).

Figure 1. Contacts and Informal Complaints Filed Agency wide



Eighty-three percent of formal complaints in FY 2018 were filed by NASA employees. Of those complaints, 56 percent were from individuals in PA positions, 32 percent were from Science and Engineering (S&E) employees, and 10 percent were from clerical and administrative support personnel. The remaining complaints were from students (1 percent) and technicians (1 percent). (See Figure 2). These percentages contrast with NASA's workforce composition which is 62 percent S&E, 29 percent PA, 2 percent clerical and administrative support, 4 percent student, and 3 percent technician. NASA will conduct a more in-depth analysis to determine what, if any, barrier(s) PA employees experience that may be causing higher number of complaints despite their low presence in the NASA workforce when compared to the S&E workforce.

In FY 2018, the top three leading bases were reprisal, race, and sex followed closely by disability and age. Non-sexual harassment continued to be the most prevalent issue with promotion/non-selection coming in second. Of note, there were more mixed cases filed in FY 2018, i.e., forced resignation and retirement, removal, or demotion, compared to evaluation/appraisal. (See Figures 3 and 4).

Figure 2. FY 2018 Formal Employment Discrimination Complainants

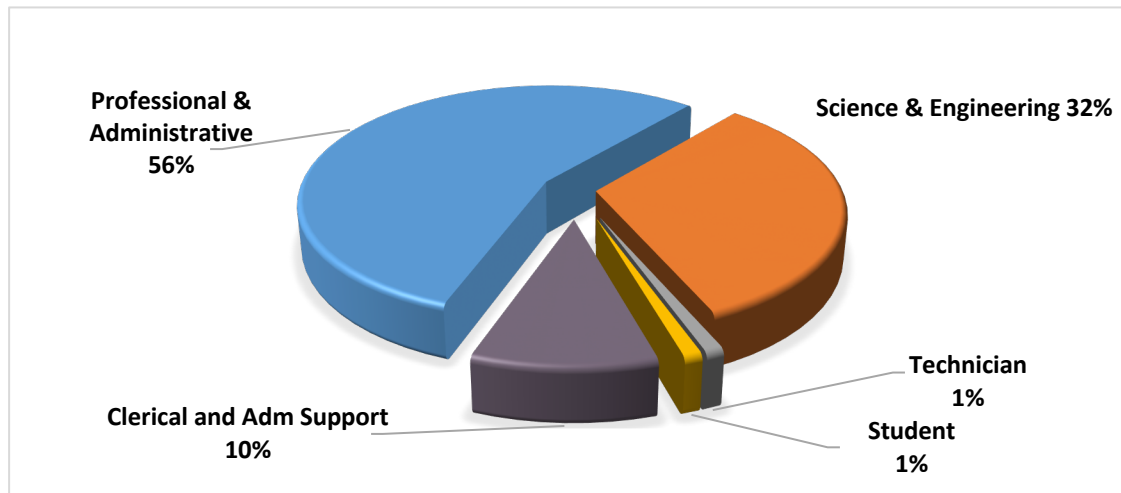


Figure 3. FY 2018 Formal Employment Discrimination Complainants

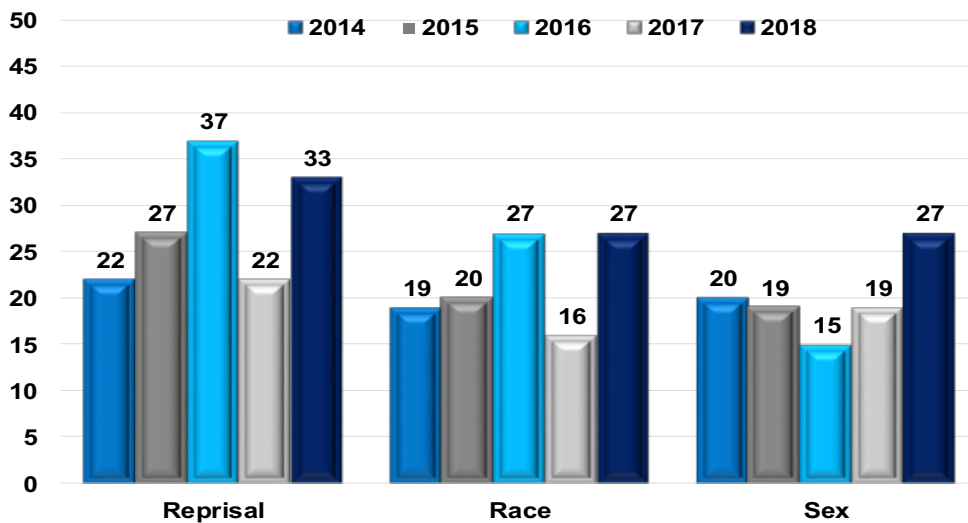
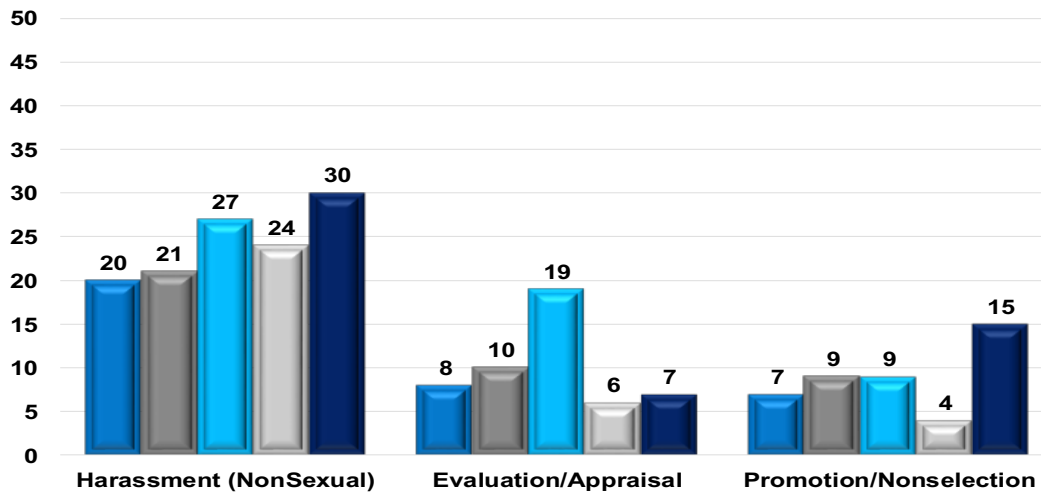
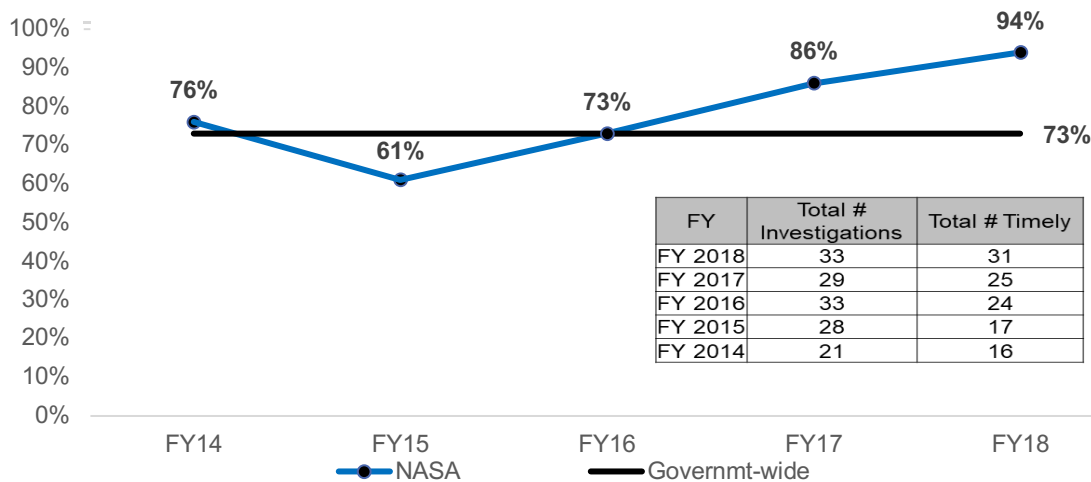


Figure 4. FY 2018 Leading Issues in Employment Discrimination Complaints



NASA is well ahead of the government-wide average of 73 percent timeliness in EEO investigations. In FY 2018, 94 percent of NASA’s EEO investigations were timely completed (compared to 86 percent in FY 2017 and 73 percent in FY 2016) (see Figure 5). In addition, NASA decreased number of processing days to 243, 40 days faster than in FY 2017.

Figure 5. Percent of Timely Investigations



The government-wide rate used in this report is based on EEOC’s *Annual Report on the Federal Work Force Fiscal Year 2015*, accessed at <<https://www.eeoc.gov/federal/reports/>>.

NASA has established and encouraged the widespread use of the ADR program. ADR is made available during the pre-complaint and formal complaint processes. NASA’s ADR program requires a management official with settlement authority, other than the responsible management official named in the complaint, to be available during the dispute resolution process. NASA evaluates the effectiveness of its ADR program on a regular basis. Per discussion with EEOC in May 2017, to ensure NASA leadership has an accurate view of the status of ADR

offer and participation, our measurement has been adjusted to include cases received within the fiscal year regardless if closed or still pending at the end of the reporting period.

In FY 2018, NASA demonstrated its commitment to early resolution of complaints through ADR by training an internal cadre of mediators for Agency-wide deployment. Having an internal resource helps to ensure quality, efficient, cost effective responses to the Agency’s ADR needs. NASA requires that ADR be offered in all cases, unless the case meets specified exemptions under the ADR policy. Similarly, NASA requires managers and supervisors to participate in ADR once the aggrieved or complainant accepts the Agency’s ADR offer. To emphasize NASA’s commitment to ADR, in June 2017, NASA established a mandatory ADR training course for managers and supervisors which was deployed at the beginning of FY 2018. At the end of FY 2018, 97 percent of NASA managers and supervisors had completed the mandatory training, increasing to 99 percent by December 2018. NASA, through its EEO offices at each Center, established focused training on and aggressive marketing of ADR; leveraged Conflict Resolution Day (during the month of October) to communicate the benefits of ADR to the workforce; and provided more “just in-time training” pertaining to conflict resolution.

Regrettably, fewer employees agreed to participate in ADR, perhaps because of the type and complexity of cases filed in FY 2018. (See Figures 6 to 9.) However, there were more settlements through ADR as compared to settlement through the traditional discrimination complaints processes. (See Figure 10.) In FY 2018, it only took 74 days to close a formal complaint via ADR compared to 503 days for traditional formal discrimination complaints process. (See Figure 11).

Figure 6. EEO ADR Offer Rate at the Informal Stage

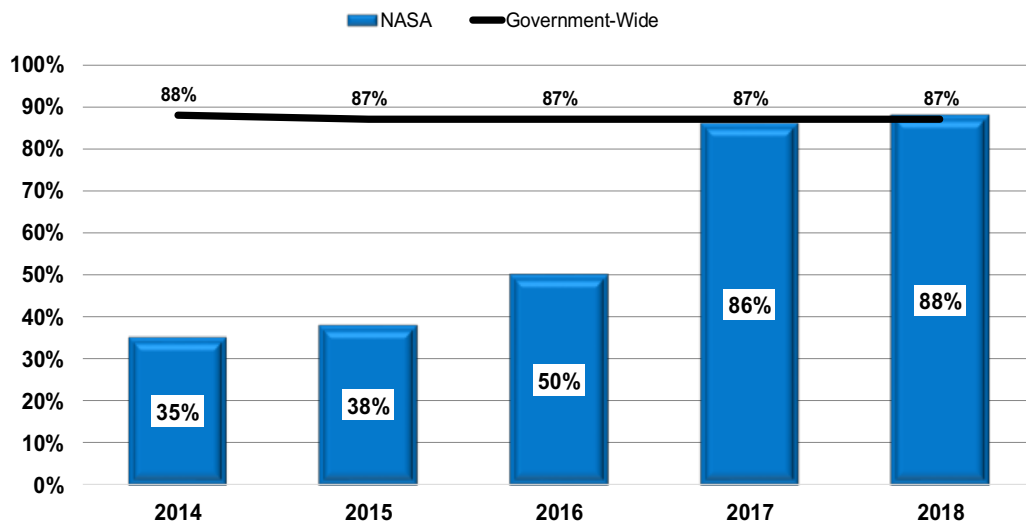


Figure 7. EEO ADR Participation Rate at the Informal Stage

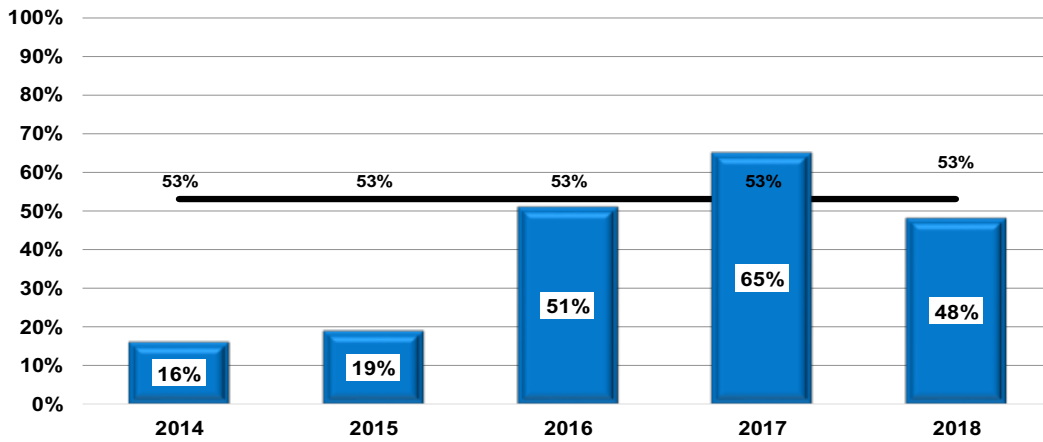


Figure 8. EEO ADR Participation Rate at the Informal Stage

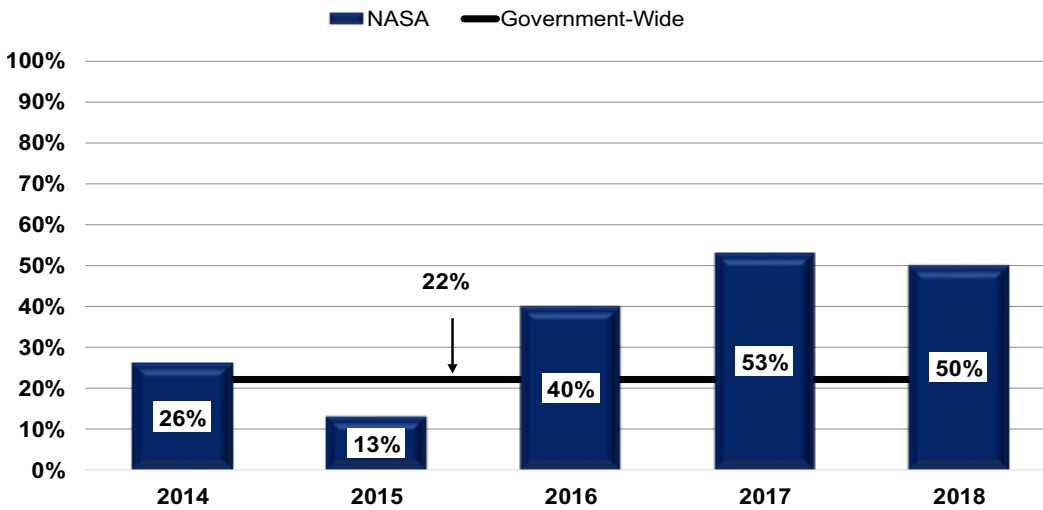


Figure 9. EEO ADR Participation Rate at the Informal Stage

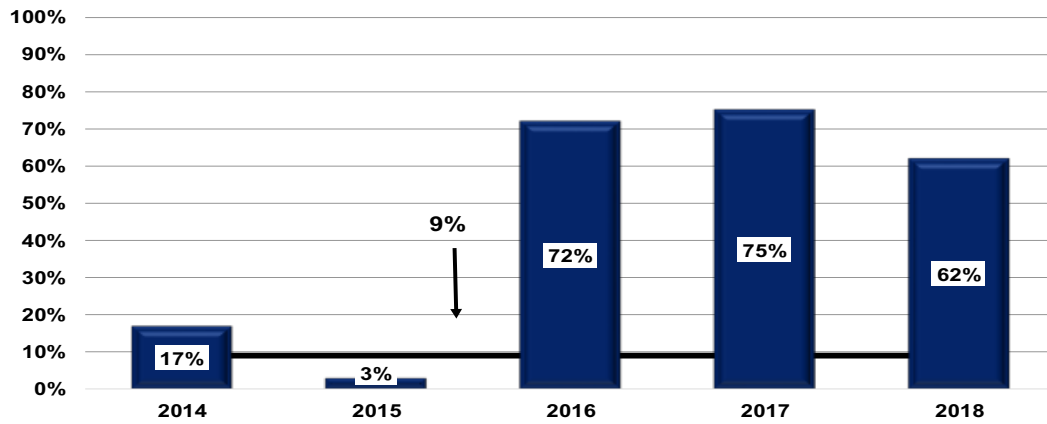


Figure 10. Settlements using ADR or Traditional EEO Formal Complaints Process

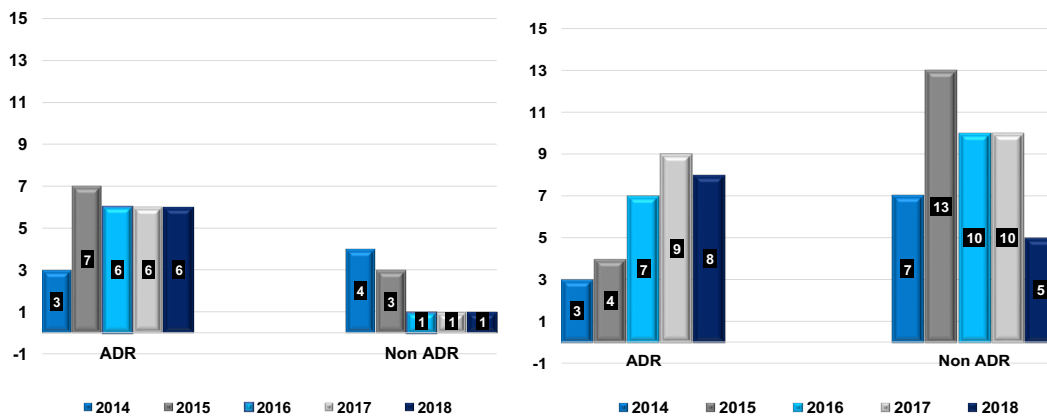
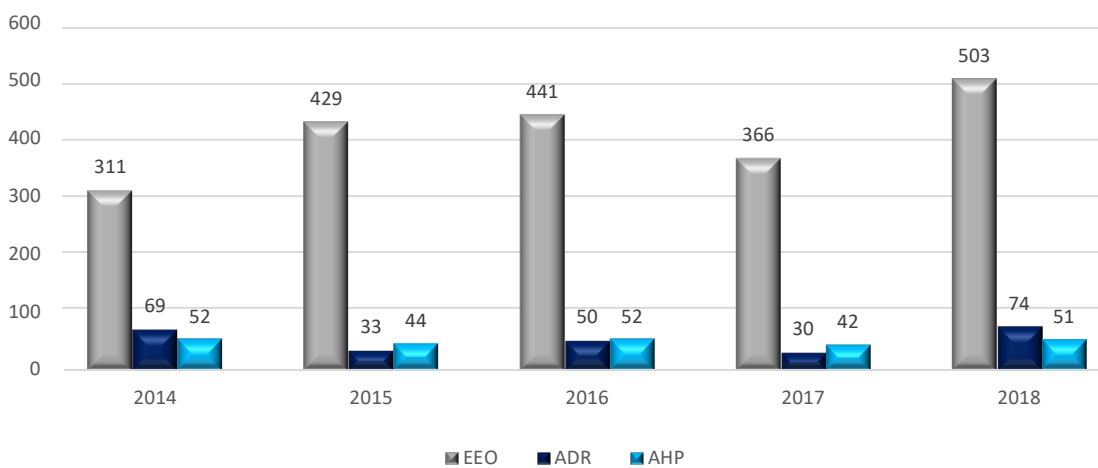


Figure 11. Average Processing Days



APPENDIX D: DOCUMENTS REQUIRED BY EEOC

In addition to submitting this report and required data analyses to EEOC, NASA will submit the following required documents to EEOC. The documents also are available on the Web sites identified in the table below:

Mandatory Documents	Web site
Organizational Chart	https://www.nasa.gov/about/org_index.html
EEO Policy Statement	https://www.nasa.gov/offices/odeo/policy-and-publications
Strategic Plan	https://www.nasa.gov/news/budget/index.html
Anti-Harassment Policy and Procedures	https://www.nasa.gov/offices/odeo/policy-and-publications
Reasonable Accommodation Procedures	https://www.nasa.gov/offices/odeo/policy-and-publications
Personal Assistance Services Procedures	https://www.nasa.gov/offices/odeo/policy-and-publications
Alternative Dispute Resolution Procedures	https://www.nasa.gov/offices/odeo/policy-and-publications

Agencies have the option of submitting the following documents; please see the description or Web site information in the table below. In addition, the appendices in this report are not required by EEOC, but will be submitted with the MD-715 report as optional documents.

Optional Documents	Description and/or Web site
Federal Equal Opportunity Recruitment Program (FEORP) Report	NASA completed this report and submitted it to the Office of Personnel Management. It will be provided upon request.
Disabled Veterans Affirmative Action Program (DVAAP) Report	NASA completed this report and submitted it to the Office of Personnel Management. It will be provided upon request.
Operational Plan for Increasing Employment of Individuals with Disabilities under Executive Order 13548	Part J of this document serves as the plan for increasing the employment of individuals with disabilities.
Diversity and Inclusion Plan under Executive Order 13583	https://www.nasa.gov/offices/odeo/diversity-and-inclusion
Diversity Policy Statement	https://www.nasa.gov/offices/odeo/policy-and-publications
Human Capital Strategic Plan	This document will be provided upon request.
EEO Strategic Plan	This report constitutes NASA's EEO Strategic Plan.
Results from most recent FEVS or Annual Employee Survey	NASA uses the results of the FEVS in conducting its trigger and barrier analyses for the MD-715 plan. See Figures 1 and 2 in Appendix B for summary data.

APPENDIX E: LIST OF FREQUENTLY USED ACRONYMS

AA	Associate Administrator	LaRC	Langley Research Center
AAPI	Asian Americans and Pacific Islanders	LGBTQ+	Lesbian, Gay, Bi-sexual, Transgender, and Queer and/or Questioning
ADR	Alternative Dispute Resolution	MD-715	Management Directive 715
AFRC	Armstrong Flight Research Center	MSFC	Marshall Space Flight Center
AHP	Anti-Harassment Program	NASA	National Aeronautics and Space Administration
AIAN	American Indians and Alaska Natives	NCLF	National Civilian Labor Force
ARC	Ames Research Center	NPD	NASA Policy Directive
AST	Aerospace Technology	NPR	NASA Procedural Requirement
CAP	Complaints and Programs Division	NSSC	NASA Shared Services Center
DAD	Diversity and Data/Analytics Division	ODEO	Office of Diversity and Equal Opportunity
D&I	Diversity and Inclusion	OCHCO	Office of the Chief Human Capital Office
EEO	Equal Employment Opportunity	OPM	Office of Personnel Management
EEOC	Equal Employment Opportunity Commission	PA	Professional Administrative
ERG	Employee Resource Group	IWD	People with Disabilities
FEVS	Federal Employee Viewpoint Survey	IWTD	People with Targeted Disabilities
GRC	Glenn Research Center	RCLF	Relevant Civilian Labor Force
GSFC	Goddard Space Flight Center	S&E	Science and Engineering
HQ	NASA Headquarters	SEP	Special Emphasis Program
IWD	Individuals with Disabilities	SES	Senior Executive Service
IWTD	Individuals with Targeted Disabilities	SSC	Stennis Space Center
JSC	Johnson Space Center	STEM	Science, Technology, Engineering, and Mathematics
KSC	Kennedy Space Center	WFF	Wallops Flight Facility