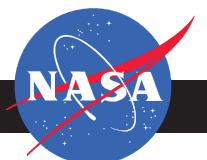




**NATIONAL AERONAUTICS AND SPACE  
ADMINISTRATION (NASA)**

**MODEL EQUAL EMPLOYMENT OPPORTUNITY  
PROGRAM STATUS REPORT: FY 2019**



Cover photo credit: Apollo 11 Landing Site, May 22, 2012, NASA/Goddard/Arizona State University, accessed at: <<https://moon.nasa.gov/resources/23/apollo-11-landing-site/>>. In FY 2019, NASA celebrated the 50<sup>th</sup> anniversary of the Apollo 11 moon landing.

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)  
 MODEL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM STATUS REPORT:  
 FY 2019**

**Table of Contents**

Parts A-D: Agency Information .....3

Part E: Executive Summary .....5

    Section I. Agency Mission and Leadership .....5

    Section II. The Six Essential Elements of a Model EEO Program .....5

        Demonstrated Commitment of Agency Leadership .....6

        Integration of EEO into the Agency’s Strategic Mission .....6

        Management and Program Accountability.....7

        Proactive Prevention of Unlawful Discrimination .....7

        Efficiency .....9

        Responsiveness and Legal Compliance.....9

    Section III. Workforce Analyses.....9

    Section IV. FY 2019 Model EEO Agency Plan Accomplishments.....11

    Section V. FY 2020 Planned Activities .....12

    Conclusion .....13

Part F: Certification of Establishment of Continuing EEO Programs .....15

Part G: Agency Self-Assessment Checklist - FY 2019 .....17

Part H: Essential Element Deficiencies and Planned Activities.....30

Part I: Barrier Analysis and Planned Activities .....36

Part J: Special Program Plan for the Recruitment, Hiring, Advancement, and Retention  
 of Persons with Disabilities .....39

    Section I: Efforts to Reach Regulatory Goals .....39

    Section II: Model Disability Program.....40

        A. Plan to Provide Sufficient & Competent Staffing for the Disability Program  
 .....40

        B. Plan to Ensure Sufficient Funding for the Disability Program .....41

    Section III: Plan to Recruit and Hire Individuals with Disabilities .....41

        A. Plan to Identify Job Applicants with Disabilities.....41

B. Plan to Establish Contacts with Disability Employment Organizations .....	43
C. Progression Towards Goals (Recruitment and Hiring) .....	43
Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities .....	44
A. Advancement Program Plan .....	44
B. Career Development Opportunities .....	45
C. Awards .....	46
D. Promotions .....	46
Section V: Plan to Improve Retention of Persons with Disabilities .....	50
A. Voluntary and Involuntary Separations.....	50
B. Accessibility of Technology and Facilities.....	51
C. Reasonable Accommodation Program .....	51
D. Personal Assistance Services Allowing Employees to Participate in the Workplace .....	52
Section VI: EEO Complaint and Findings Data.....	52
A. EEO Complaint Data Involving Harassment.....	52
B. EEO Complaint Data Involving Reasonable Accommodation (RA) .....	52
Section VII: Identification and Removal of Barriers .....	53
Appendix A: Data Analyses .....	56
Workforce Summary .....	56
Occupational Categories, by Race and Ethnicity.....	58
Individuals with Disabilities.....	61
Federal Employee Viewpoint Survey (FEVS) Results .....	62
Appendix B: Documents Required by EEOC.....	64
Appendix C: List of Frequently Used Acronyms.....	65

## PARTS A-D: AGENCY INFORMATION

MD-715 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT				
For period covering October 1, 2018 to September 30, 2019.					
<b>PART A</b> Department or Agency Identifying Information	<b>Agency</b>	National Aeronautics and Space Administration			
	<b>Address</b>	300 E Street, SW			
	<b>City, State, Zip Code</b>	Washington, DC 20546			
	<b>CPDF Code</b>	NN00			
	<b>FIPS code(s)</b>	01, 06, 11, 12, 22, 24, 28, 39, 48, 51			
<b>PART B</b> Total Employment	<b>Permanent Workforce</b>	17,459			
	<b>Temporary Workforce</b>	92			
	<b>TOTAL EMPLOYMENT</b>	17,551			
<b>PART C1</b> Head of Agency and Head of Agency Designee	<b>Leadership</b>	<b>Name</b>	<b>Title</b>		
	Head of Agency	James F. Bridenstine	Administrator		
	Head of Agency Designee				
<b>PART C2</b> Agency Official(s) Responsible for Oversight of EEO Programs	<b>EEO Program Staff</b>	<b>Name/Title</b>	<b>Occupational Series/Pay Plan and Grade</b>	<b>Phone Number</b>	<b>Email Address</b>
	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)	Rebecca Doroshenk, Program Analyst	0260/GS-14	(202) 358- 0038	Rebecca.d.doroshenk @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	Rebecca Doroshenk, Program Analyst	0260/GS-14	(202) 358-0038	Rebecca.d.doroshenk@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	Dorenda King, Equal Opportunity Manager	0260/GS-15	(202) 358-0726	dorenda.r.king@nasa.gov
	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
<b>PART D-1</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>		<b>CPDF and FIPS codes</b>		
	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	
<b>PART D-2</b> Mandatory and Optional Documents for this Report	See Appendix B.				

## PART E: EXECUTIVE SUMMARY

MD-715 PART E	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
National Aeronautics and Space Administration	For period covering October 1, 2018 to September 30, 2019.	
<b>EXECUTIVE SUMMARY</b>		
<p><b><i>Section I. Agency Mission and Leadership</i></b></p> <p>As the world leader in human space exploration, space technology, Earth and space science, and aeronautics research, 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>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 significant activities in FY 2019 to advance EEO in the NASA workforce. In 2019, for the eighth 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 2019 also show that NASA ranked highest among large agencies on the Engagement Index (83 percent positive responses) and the New Inclusion Quotient (New IQ) Index (79 percent positive responses) (see Appendix B, Figures 4 and 5).</p> <p>The FEVS is just one measure of NASA’s achievements in EEO and diversity and inclusion (D&amp;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 2019 accomplishments and EEO successes are identified and discussed below.</p> <p><b><i>Section II. The Six Essential Elements of a Model EEO Program</i></b></p> <p>NASA carefully examined its current EEO program status and compared it to the Model EEO Program Self-Assessment measures (Part G). Of the 157 measures, NASA identified four deficiencies within its EEO program reflecting a compliance rate of 97 percent. Utilizing the results of the self-</p>		

assessment, 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**

During FY 2019, the NASA Administrator further demonstrated his commitment to EEO and diversity with the launch of an enterprise-wide Unity Campaign. The goal of the Campaign is to “power and propel” NASA’s workforce and internal organizations to work more effectively to accomplish NASA’s missions. The Administrator enabled continued collaboration by charging ODEO to lead this effort in partnership with the Mission Support Directorate and the Office of the Chief Human Capital Officer (OCHCO). NASA recognizes that organizations thrive when the environment is one of cooperation where leadership wholeheartedly values and empowers their diverse workforce. Further, when leaders are equipped with skills to build psychological safety, encourage individual well-being, and belonging, employees will give discretionary effort beyond what is required. The NASA Unity Campaign expounds on the concept of “workplace civility” as introduced through the EEOC Civility Training initiative in 2017 to include the concept of “workforce unity” which encompasses an organizational culture where everyone is able and willing to transcend beyond self-focused issues and fully engage collectively in behaviors that contribute to mission success. These behaviors will also aid in connecting the workforce to improve relationships and enhance trust among NASA teammates. As NASA embarks on Project Artemis, to land the first woman and the next man on the moon, it will be essential for leaders at all levels of the organization to fully understand and embrace the latest research in leadership to maximize effectiveness and innovation in every pocket of the organizational culture.

During the reporting period, NASA commissioned the development of a leadership training course on incorporating unity as a leadership ideology to aid leaders in creating a more inclusive work environment.

### **Integration of EEO into the Agency’s Strategic Mission**

NASA is committed to attracting, selecting, developing, empowering, and retaining a highly capable and talented workforce. Specifically, Strategic Objective 4.4 of the *2018 NASA 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 plan identifies strategies relating to equal employment opportunity, diversity, and inclusion for the NASA workforce, including: proactive efforts to prevent discrimination and ensure EEO 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.



## Management and Program Accountability

NASA managers and supervisors are accountable for advancing EEO in the workplace through their performance evaluations. 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 addition, 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:

- Senior 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 the Agency strategic direction, assess 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 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 at NASA, inclusive of personnel policy, planning, and development.

Further, per NASA's Procedural Requirement (NPR) 3335.1, Merit Promotion and Placement Plan, supervisors are responsible for the following:

- Integrating D&I into strategic recruitment decision-making to enhance organizational effectiveness and help achieve mission goals.
- Participating in the development of recruitment strategies aimed at reaching qualified individuals who are underrepresented in the workplace as identified in the Agency's Federal Equal Opportunity Recruitment Program (FEORP) plans and barrier analyses.

## Proactive Prevention of Unlawful Discrimination

In FY 2019, NASA completed another successful year of its Anti-Harassment Campaign. The Campaign, launched in FY 2018, emphasizes a broad application of anti-harassment policy and procedures going beyond legal compliance and focusing on workforce and mission. Since FY 2018, reports of harassment have increased dramatically from 55 in FY 2017, to 95 in FY 2018, and 91 in FY 2019. NASA views this increase to be the result of the Campaign, as the Campaign has made employees more aware of the process and has helped to create an environment in which employees

feel safe coming forward with their concerns. NASA's efforts in FY 2019 demonstrated continued success in this area, with expeditious processing averaging less than 60 days. The Agency's focus on prevention yielded broad proactive efforts (including corrective action in 35 percent of cases, despite no violation of the anti-harassment policy) and success in preventing harassment as evidenced by the low number 19 of formal EEO complaints filed in FY 2019 alleging harassment (none of which alleged sexual harassment).

In FY 2019, the AA, ODEO, continued conducting in-person trainings at NASA Centers and ODEO staff conducted follow-up training for Center Anti-Harassment Coordinators. In May 2019, NASA deployed a new on-line "gamified" anti-harassment training for Agency employees and contractors; more than 3,000 individuals took the new training. The training received national recognition when NASA received the Gamicon Award for the "Best Use of Narrative in Gamification Design."

ODEO staff members conducted an array of training for NASA employees which included modules on EEO, reasonable accommodation, alternative dispute resolution, and diversity and inclusion. Such training included:

- Cognitive and Unconscious Biases in Decision Making. This course enabled participants to identify the role that poor communication and cognitive and unconscious biases play in the decision-making process. Course participants were trained on understanding how decision-making can be compromised at all levels in an organization through reliance on heuristics (mental shortcuts) such as groupthink, optimism bias, confirmation bias, and unconscious bias. This course was delivered to employees at NASA Headquarters and Stennis Space Center. NASA plans to hold additional course offerings at Glenn Research Center in FY 2020.
- Diversity Dialogue Facilitator Training Program. The purpose of this course was to build a cadre of facilitators to assist the workforce in addressing diversity and inclusion in the workplace. The goal of the training program was to develop skills in understanding group dynamics, learn techniques to effectively facilitate diversity dialogue, and learn fundamental and practical tools to effectively manage highly sensitive topics and the dialogue process. Seventeen NASA employees completed the training and NASA plans to use this cadre of Diversity Dialog Facilitators throughout the enterprise in FY 2020.

The Agency continued its robust outreach and recruiting presence at national affinity group conferences/events that included the following in FY 2019:

- Black Engineer of the Year Awards Conference.
- Society of Asian Scientists and Engineers (both national and regional conferences).
- Society of Black Engineers Conference.
- Federal Asian Pacific American Council (ODEO AA served as the keynote speaker at the conference).
- Society of American Indian Government Employees Conference.
- Society of Hispanic Professional Engineers Conference (both national and regional conferences).
- American Indian Science and Engineering Society National Conference.

- Society for Advancement of Hispanics/Chicanos and Native Americans in Science Conference.
- Society of Women Engineers Conference.

### **Efficiency**

To improve effectiveness and efficiency in NASA Center EEO programs, the Agency sponsored Special Emphasis Program (SEP) manager training for 15 staff members at the NASA Stennis Space Center. Additionally, the Agency held SEP meetings throughout the year. Current plans include hosting an agency-sponsored training session at NASA Glenn Research Center in FY 2020.

NASA also continues to use Alternative Dispute Resolution (ADR) and the Anti-Harassment Program (AHP) to efficiently and effectively address issues in the workplace. In FY 2019, NASA resolved AHP cases in an average of 54 days, compared to 67 days for ADR and 685 days through the formal EEO process. For ADR, 58 percent of EEO complainants participated at the informal stage, compared to 53 percent Government-wide, and 50 percent of complainants participated at the formal stage, compared to 9 percent Government-wide.<sup>1</sup>

### **Responsiveness and Legal Compliance**

In FY 2019, NASA posted timely No FEAR Act data, met established deadlines for submitting the FY 2018 MD-715 report, and submitted a timely Annual Statistical Report of Discrimination Complaints (EEOC Form 462) to EEOC. NASA also improved the timeliness of its EEO counseling, investigations, and issuance of Final Agency Decisions (FADs). In particular, EEO counseling improved from 75 percent timely in FY 2018 to 89 percent timely in FY 2019, and 100 percent of investigations were completed timely (compared to 94 percent in FY 2018). NASA continues to eliminate its backlog and improve the timeliness of FADs, significantly reducing its inventory of untimely EEO complaints pending adjudication in FY 2019.

### **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 composition data to determine if discrepancies exist in participation of any demographic group.<sup>2</sup> The FY 2019 workforce composition data revealed the following triggers (see Appendix B, Table 1):

---

<sup>1</sup> In May 2017, NASA submitted to EEOC its method for measuring ADR participation, to ensure the Agency is accurately capturing the status of ADR. Instead of only measuring closed cases (462, part X and XI), NASA looks at the total number of new informal and formal complaints within the reporting period and tracks how many of those were offered and participated in ADR. NASA measures participation by determining how many complainants who were offered ADR accepted and participated in ADR.

<sup>2</sup> 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.

- Hispanics and Women are employed at NASA in lower percentages than their representation in the National Civilian Labor Force (NCLF).<sup>3</sup> Hispanics make up 8 percent of NASA employees and 10 percent of the NCLF. Women make up 34 percent of NASA employees but are 48 percent of the NCLF.
- Similar to the workforce composition findings in FY 2018, some groups are underrepresented in the higher grades and leadership positions:
  - NASA Senior Executive Service (SES) members: Asian Americans and Pacific Islanders (AAPI), Hispanics, and individuals with disabilities (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 SES employees.
  - Senior Level (SL) and Senior Scientific and Professional (ST) employees: Blacks, Hispanics, Women, and IWD are employed in lower percentages in SL and ST positions than their overall representation in the workforce. Blacks make up 12 percent of the NASA workforce, yet are only 2 percent of SL and ST employees. Hispanics are 8 percent of the NASA workforce, but occupy just under 5 percent of the ST and SL positions. Women account for 34 percent of NASA employees, yet are only 18 percent of ST and SL employees. IWD comprise 9.5 percent of NASA employees, but only 6.5 percent of those in ST and SL positions.
  - GS-14 and GS-15: IWD account for 7 percent of GS-14 and GS-15 employees, Blacks account for 9 percent, and Women account for 30 percent, although they represent 10 percent, 12 percent, and 34 percent of the NASA workforce, respectively.

Triggers also exist with regard to specific occupations when compared to the RCLF, particularly for AAPI (see Appendix B, Tables 2-3).<sup>4</sup> AAPI 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 a smaller percentage of physical scientists at NASA (27 percent) than in the RCLF (37 percent).

NASA data shows AAPI, Blacks, Hispanics, Women, and IWD represent a greater proportion of those occupying professional administrative (PA) positions when compared to the RCLF (see Appendix B, Table 4). For example,

- Hispanics account for 10 percent of Program Analysts at NASA, compared to 5 percent in the RCLF.

<sup>3</sup> 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.

<sup>4</sup> The RCLF measures individuals in the civilian labor force in occupations equivalent to occupations in the Federal Government. The Census Bureau defines the RCLF as "the Civilian Labor Force (CLF) data that are directly comparable (or relevant) to the population being considered in the labor force." U.S. Census Bureau, "Equal Employment Opportunity Tabulation: FAQs," accessed at <[https://www.census.gov/topics/employment/equal-employment-opportunity-abulation/about/faq.html#par\\_textimage\\_514458183](https://www.census.gov/topics/employment/equal-employment-opportunity-abulation/about/faq.html#par_textimage_514458183)>.

- AAPI employees are 12 percent of NASA accountants, but only 9 percent of accountants in the RCLF.
- IWD are 22 percent of NASA human resources (HR) specialists, yet occupy only 4 percent of comparable positions in the RCLF.
- Blacks account for approximately 28 percent of NASA employees in HR, accounting, and contract specialist positions, more than two times their representation in those fields in the RCLF.

NASA is working toward attaining the goals for the employment of IWD and individuals with targeted disabilities (IWTD), 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 IWTD are 2 percent of employees in each grade category. NASA exceeds the goals for the employment of IWD and IWTD in grades GS-10 and below (23.8 percent and 6.4 percent, respectively), and is slightly below the goals for GS-11 and above (10.6 percent and 1.8 percent, respectively). These percentages have increased slightly since FY 2018. (See Appendix B, Figure 4.)

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 2019 Model EEO Agency Plan Accomplishments***

For FY 2019, NASA focused on five program deficiencies, identified in Part G: (1) development and issuance of an EEO policy statement, (2) issuance of Reasonable Accommodation (RA) procedures, (3) improvement of counseling timeliness, (4) improvement of timeliness in investigations, and (5) improvement of timeliness in FADs (see Parts H-1, H-3, H-4, H-5, and H-6, respectively). As a result, NASA achieved marked progress in all five areas in FY 2019, closing out three of the five action plans. NASA finalized and published its updated RA procedures on April 22, 2019. The new procedures incorporate requirements for the provision of Personal Assistance Services (PAS) for IWD (Part H-3). In addition, NASA completed 100 percent of its investigations within the timeframes established by EEOC, compared to 94 percent timely in FY 2018 (Part H-5), and issued its EEO policy statement in March 2020 (Part H-1).

Work continues on the remaining action plans. NASA has increased counseling timeliness from 75 percent of cases in FY 2018 to 89 percent in FY 2019 (Part H-4). NASA also continues to make progress in timeliness FADs (Part H-6). In FY 2019, 20 percent of FADs were timely, a 20 percent improvement over FY 2018. NASA hired a dedicated FAD writer in FY 2019 and instituted a rigorous plan to improve its timeliness in completing FADs in FY 2020. In fact, between May and November 2019, NASA reduced its inventory of untimely EEO complaints pending adjudication by 59 percent (from 17 to 7).

NASA continues to collect and review data in order to improve its barrier analysis process (see Parts I and J). ODEO and human capital (HC) offices continue to build their partnership to address data needs, identify system updates to accommodate the new MD-715 tables, obtain more-detailed applicant flow data, and share data analyses. In FY 2019, ODEO developed standard data reports for each of the major NASA offices, which were used by the Director of the Diversity and Data/Analytics Division, ODEO, in briefing NASA officials-in-charge. In addition, ODEO drafted a plan for conducting an in-depth barrier analysis related to Women and AAPI in physical science positions. (See Part I.)

### ***Section V. FY 2020 Planned Activities***

In FY 2020, NASA intends to execute the following activities to address program deficiencies and triggers identified in Parts H, I, and J of this report:

- Objective: Ensure all counseling is completed timely within 30 or 90 calendar days, pursuant to 29 CFR §1614.108 (Part H-4).
  - NASA intends to provide staff training in informal complaints processing, counseling techniques, and writing counselor’s reports, as well as utilizing the Agency’s cadre of counselors to improve timeliness of EEO counseling.
- Objective: Ensure all FADs are issued within 60 calendar days, pursuant to 29 CFR §1614.110(b) (Part H-6).
  - NASA will continue working towards meeting timeliness requirements for issuance of FADs.
- Objective: Strengthen data analytics capabilities for conduct in-depth barrier analyses (Parts I and J).
  - ODEO will continue partnering with OCHCO and other stakeholders to leverage existing tools to collect and analyze workforce trends.
  - NASA will conduct a barrier analysis regarding the employment of Women and AAPIs as physical scientists at NASA, including tracking applicant flow data by sex and race.
  - NASA will post information regarding the Architectural Barriers Act complaint process on the Agency Web site.
  - NASA will improve its collection of demographic data pertaining to career development programs; track Schedule A hiring and conversions; and revise exit surveys to obtain additional data related to IWD separations (to be completed in FY 2021).
  - NASA will conduct barrier analysis regarding differences between the IWD inclusion rate and hiring and promotion rates of IWD and IWTD in mission critical occupations (to be completed in FY 2021).

Note that although NASA did not respond “yes” to Part G question 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?”

[29 CFR §1614.102(b)(4)],” there is no action plan for this item as there has been no observable impact resulting from AA’s position in the organizational structure. (See Part H-2.)

### ***Conclusion***

As NASA plans its return to the Moon and on to Mars, NASA’s leadership is proud of its accomplishments in leveraging, empowering, and supporting a diverse talent pool to accomplish its mission. As the “Best Place to Work in Government,” NASA will continue to implement and create initiatives that will further enhance our ability to recruit, hire, develop, and retain top talent by cultivating an inclusive culture that fosters unity and belonging.













## PART F: CERTIFICATION OF ESTABLISHMENT OF CONTINUING EEO PROGRAMS







<b>MD-715 PART F</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS</b>		
	<b>Stephen T. Shih, Associate Administrator for Diversity and Equal Opportunity/0260/SES</b>	<b>am the</b>
<b>Principal EEO Director/Official</b>	(Insert name, official title/series/grade above)	
<b>for:</b>	<b>National Aeronautics and Space Administration</b>	
	(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>		
		05/08/2020
Signature of Principal EEO Director/Official Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD 715.		Date
<b>James Bridenstine</b>  Digitally signed by James Bridenstine Date: 2020.05.04 16:12:00 -04'00'		
Signature of Agency Head or Agency Head Designee		Date











## PART G: AGENCY SELF-ASSESSMENT CHECKLIST - FY 2019

MD-715 PART G	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>		
<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.			
 <b>Indicator</b>  <b>Measures</b>	<b>A.1 – The agency issues an effective, up-to-date EEO policy statement.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>A.1.a</b>	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? <i>If yes, provide the annual issuance date in the comments column.</i> [MD-715, II(A)]	<b>Yes</b>	NASA issued an updated EEO policy in March 2020.
<b>A.1.b</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? [29 CFR § 1614.101(a)]	<b>Yes</b>	
 <b>Indicator</b>  <b>Measures</b>	<b>A.2 – The agency has communicated EEO policies and procedures to all employees.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>A.2.a</b>	<i>Does the agency disseminate the following policies and procedures to all employees:</i>		
<b>A.2.a.1</b>	– Anti-harassment policy? [MD 715, II(A)]	<b>Yes</b>	
<b>A.2.a.2</b>	– Reasonable accommodation procedures? [29 CFR § 1614.203(d)(3)]	<b>Yes</b>	
<b>A.2.b</b>	<i>Does the agency prominently post the following information in the workplace and on its public Web site:</i>		
<b>A.2.b.1</b>	– Business contact information for its EEO Director EEO Counselors, EEO Officers, Special Emphasis Program Managers? [29 CFR § 1614.102(b)(7)]	<b>Yes</b>	
<b>A.2.b.2</b>	– Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [29 CFR § 1614.102(b)(5)]	<b>Yes</b>	
<b>A.2.b.3</b>	– Reasonable accommodation procedures? [29 CFR § 1614.203(d)(3)(i)] <i>If yes, provide the internet address in the comments column.</i>	<b>Yes</b>	<a href="https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=3713&amp;s=1C">https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=3713&amp;s=1C</a>
<b>A.2.c</b>	<i>Does the agency inform its employees about the following:</i>		
<b>A.2.c.1</b>	– EEO complaint process? [29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] <i>If yes, provide how often.</i>	<b>Yes</b>	At least annually
<b>A.2.c.2</b>	– ADR process? [MD-110, Ch. 3(II)(C)] <i>If yes, provide how often.</i>	<b>Yes</b>	At least annually
<b>A.2.c.3</b>	– Reasonable accommodation program? [29 CFR § 1614.203(d)(7)(ii)(C)] <i>If yes, provide how often.</i>	<b>Yes</b>	At least annually
<b>A.2.c.4</b>	– Anti-harassment program? [EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] <i>If yes, provide how often.</i>	<b>Yes</b>	At least annually

<b>A.2.c.5</b>	– Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] <i>If yes, provide how often.</i>	<b>Yes</b>	At least annually
 <b>Indicator</b>  <b>Measures</b>	<b>A.3 – The agency assesses and ensures EEO principles are part of its culture.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>A.3.a</b>	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [29 CFR § 1614.102(a) (9)] <i>If yes, provide one or two examples in the comments section.</i>	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Agency Honor Awards – EEO Medal</li> <li>• Annual Robert H. Goddard Awards – Diversity/EEO award</li> <li>• Ames EEO/Diversity Excellence Award</li> </ul>
<b>A.3.b</b>	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessments to monitor the perception of EEO principles within the workforce? [5 CFR Part 250]	<b>Yes</b>	
<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> 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.			
 <b>Indicator</b>  <b>Measures</b>	<b>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.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>B.1.a</b>	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [29 CFR §1614.102(b)(4)]	<b>No</b>	The AA for ODEO formally reports to the Deputy Associate Administrator and has access to the Administrator. <b>See Part H-2</b>
<b>B.1.a.1</b>	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? <i>If yes, provide the title of the agency head designee in the comments.</i>	<b>No</b>	The Mission Directorates (Aeronautics, Human Exploration, Science, and Space Technology), the Mission Support Directorate, and the NASA Center Directors report to the Associate Administrator.
<b>B.1.a.2</b>	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [29 CFR §1614.102(b)(4)]	<b>Yes</b>	
<b>B.1.b</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]	<b>Yes</b>	
<b>B.1.c</b>	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" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [MD-715 Instructions, Sec. I]] <i>If yes, provide the date of the briefing in comments column.</i>	<b>Yes</b>	Presented data at the Agency Baseline Performance Review on 6/27/19, 9/26/19, and 11/21/19; Administrator briefed on 10/4/2019.





<b>B.1.d</b>	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other related issues? [MD-715, II(B)]	Yes	
 <b>Indicator</b>	<b>B.2 – The EEO Director controls all aspects of the EEO program.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>B.2.</b>	<i>Is the EEO Director responsible for the following:</i>		
<b>B.2.a</b>	– The implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	Yes	
<b>B.2.b</b>	– Overseeing the completion of EEO counseling? [29 CFR §1614.102(c)(4)]	Yes	
<b>B.2.c</b>	– Overseeing the fair and thorough investigation of EEO complaints? [29 CFR §1614.102(c)(5)]	Yes	
<b>B.2.d</b>	– Overseeing the timely issuance of final agency decisions? [29 CFR §1614.102(c)(5)]	Yes	
<b>B.2.e</b>	– Ensuring compliance with EEOC orders? [29 CFR §§ 1614.102(e); 1614.502]	Yes	
<b>B.2.f</b>	– Periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [29 CFR §1614.102(c)(2)]	Yes	
<b>B.2.g</b>	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [29 CFR §§ 1614.102(c)(2) and (c)(3)]	Yes	
 <b>Indicator</b>	<b>B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>B.3.a</b>	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? [MD-715, II(B)]	Yes	
<b>B.3.b</b>	Does the agency's current strategic plan reference EEO/diversity and inclusion principles? [MD-715, II(B)] <i>If yes, identify the EEO principles in the strategic plan in the comments column.</i>	Yes	Strategic Objective 4.4, Manage Human Capital, references proactive efforts to ensure EEO and prevent workplace discrimination, such as the Anti-Harassment and Reasonable Accommodation Programs (NASA 2018 Strategic Plan, p. 40)
 <b>Indicator</b>	<b>B.4 - The agency has sufficient budget and staffing to support the success of its EEO program</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>B.4.a</b>	<i>Per 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:</i>		
<b>B.4.a.1</b>	– to conduct a self-assessment of the agency for possible program deficiencies? [MD-715, II(D)]	Yes	
<b>B.4.a.2</b>	– to enable the agency to conduct a thorough barrier analysis of its workforce? [MD-715, II(B)]	Yes	





<b>B.4.a.3</b>	– to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes	
<b>B.4.a.4</b>	– 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? [MD-715, II(B) and III(C)] <i>If not, identify the type(s) of training with insufficient funding in the comments section.</i>	Yes	
<b>B.4.a.5</b>	– to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [29 CFR §1614.102(c)(2)]	Yes	
<b>B.4.a.6</b>	– to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [MD-715, II(B)]	Yes	
<b>B.4.a.7</b>	– to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [MD-715, II(E)]. <i>If not, identify the systems with insufficient funding in the comments section.</i>	Yes	
<b>B.4.a.8</b>	– 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>B.4.a.9</b>	– to effectively manage its anti-harassment program? [MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
<b>B.4.a.10</b>	– to effectively manage its reasonable accommodation program? [29 CFR § 1614.203(d)(4)(ii)]	Yes	
<b>B.4.a.11</b>	– to ensure timely and complete compliance with EEOC orders? [MD-715, II(E)]	Yes	
<b>B.4.b</b>	Does the EEO office have a budget that is separate from other offices within the agency? [29 CFR § 1614.102(a)(1)]	Yes	
<b>B.4.c</b>	Are the duties and responsibilities of EEO officials clearly defined? [MD-110, Ch. 1(III)(A), 2(III), 6(III)]	Yes	
<b>B.4.d</b>	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>B.4.e</b>	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	
 <b>Indicator</b>  <b>Measures</b>	<b>B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>B.5.a</b>	<i>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:</i>		







<b>B.5.a.1</b>	- EEO Complaint Process? [MD-715(II)(B)]	Yes	
<b>B.5.a.2</b>	- Reasonable Accommodation Procedures? [29 CFR § 1614.102(d)(3)]	Yes	
<b>B.5.a.3</b>	- Anti-Harassment Policy? [MD-715(II)(B)]	Yes	
<b>B.5.a.4</b>	- 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? [MD-715, II(B)]	Yes	
<b>B.5.a.5</b>	- ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [MD-715(II)(E)]	Yes	
 <b>Indicator</b>	<b>B.6 – The agency involves managers in the implementation of its EEO program.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>B.6.a</b>	Are senior managers involved in the implementation of Special Emphasis Programs? [MD-715 Instructions, Sec. I]	Yes	
<b>B.6.b</b>	Do senior managers participate in the barrier analysis process? [MD-715 Instructions, Sec. I]	Yes	
<b>B.6.c</b>	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>B.6.d</b>	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	
<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>			
This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.			
 <b>Indicator</b>	<b>C.1 – The agency conducts regular internal audits of its component and field offices.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>C.1.a</b>	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [29 CFR §1614.102(c)(2)] <i>If yes, provide the schedule for conducting audits in the comments section.</i>	Yes	NASA ODEO reviews Center MD-715 plans and accomplishments annually. NASA intends to conduct a functional review of field offices in FY 2020.
<b>C.1.b</b>	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [29 CFR §1614.102(c)(2)] <i>If yes, provide the schedule for conducting audits in the comments section.</i>	Yes	NASA ODEO reviews Center MD-715 plans and accomplishments on an annual basis.
<b>C.1.c</b>	Do component and field offices make reasonable efforts to comply with the recommendations of the field audit? [MD-715, II(C)]	Yes	
 <b>Indicator</b>	<b>C.2 – The agency has established procedures to prevent all forms of EEO discrimination.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>C.2.a</b>	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	





<b>C.2.a.1</b>	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	
<b>C.2.a.2</b>	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	Yes	
<b>C.2.a.3</b>	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, EEOC No. 915.002, § V.C.1 (6/18/99)]	Yes	
<b>C.2.a.4</b>	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [Enforcement Guidance, V.C.]	Yes	
<b>C.2.a.5</b>	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? [ <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)] <i>If no, provide the percentage of timely-processed inquiries in the comments section.</i>	Yes	
<b>C.2.a.6</b>	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [29 CFR 1614.203(d)(2)]	Yes	
<b>C.2.b</b>	Has the agency established disability reasonable accommodation (RA) procedures that comply with EEOC's regulations and guidance? [29 CFR 1614.203(d)(3)]	Yes	
<b>C.2.b.1</b>	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [29 CFR 1614.203(d)(3)(D)]	Yes	
<b>C.2.b.2</b>	Has the agency established a firewall between the RA Program Manager and the EEO Director? [MD-110, Ch. 1(IV)(A)]	Yes	
<b>C.2.b.3</b>	Does the agency ensure that job applicants can request and receive RAs during the application and placement processes? [29 CFR 1614.203(d)(1)(ii)(B)]	Yes	
<b>C.2.b.4</b>	Do the RA 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? [29 CFR 1614.203(d)(3)(i)(M)]	Yes	
<b>C.2.b.5</b>	Does the agency process all RA requests within the time frame set forth in its RA procedures? [MD-715, II(C)] <i>If no, provide percentage of timely-processed requests in the comments column.</i>	Yes	
<b>C.2.c</b>	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? [29 CFR 1614.203(d)(6)]	Yes	











<b>C.2.c.1</b>	Does the agency post its procedures for processing requests for personal assistance services on its public Web site? [29 CFR § 1614.203(d)(5)(v)] <i>If yes, provide the internet address in the comments column.</i>	<b>Yes</b>	Published on 4/22/19; posted at: <a href="https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=3713&amp;s=1B">https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=3713&amp;s=1B</a>
 <b>Indicator</b>  <b>Measures</b>	<b>C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>C.3.a</b>	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?	<b>Yes</b>	
<b>C.3.b</b>	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following:		
<b>C.3.b.1</b>	– Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [MD-110, Ch. 3.I]	<b>Yes</b>	
<b>C.3.b.2</b>	– Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [29 CFR §1614.102(b)(6)]	<b>Yes</b>	
<b>C.3.b.3</b>	– Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [MD-715, II(C)]	<b>Yes</b>	
<b>C.3.b.4</b>	– Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [MD-715 Instructions, Sec. I]	<b>Yes</b>	
<b>C.3.b.5</b>	– Provide religious accommodations when it does not cause an undue hardship? [29 CFR §1614.102(a)(7)]	<b>Yes</b>	
<b>C.3.b.6</b>	– Provide disability accommodations when it does not cause an undue hardship? [29 CFR §1614.102(a)(8)]	<b>Yes</b>	
<b>C.3.b.7</b>	– Support the EEO program in identifying and removing barriers to equal opportunity? [MD-715, II(C)]	<b>Yes</b>	
<b>C.3.b.8</b>	– Support the anti-harassment program in investigating and correcting harassing conduct? [Enforcement Guidance, V.C.2]	<b>Yes</b>	
<b>C.3.b.9</b>	– 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? [MD-715, II(C)]	<b>Yes</b>	
<b>C.3.c</b>	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? [29 CFR §1614.102(c)(2)]	<b>Yes</b>	
<b>C.3.d</b>	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [29 CFR §1614.102(c)(2)]	<b>Yes</b>	
 <b>Indicator</b>  <b>Measures</b>	<b>C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>C.4.a</b>	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and	<b>Yes</b>	







	procedures conform to EEOC laws, instructions, and management directives? [29 CFR §1614.102(a)(2)]		
<b>C.4.b</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? [MD-715 Instructions, Sec. I]	Yes	
<b>C.4.c</b>	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? [29 CFR §1614.601(a)]	Yes	
<b>C.4.d</b>	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? [MD-715, II(C)]	Yes	
<b>C.4.e</b>	<i>Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:</i>		
<b>C.4.e.1</b>	– Implement the Affirmative Action Plan for Individuals with Disabilities? [29 CFR §1614.203(d); MD-715, II(C)]	Yes	
<b>C.4.e.2</b>	– Develop and/or conduct outreach and recruiting initiatives? [MD-715, II(C)]	Yes	
<b>C.4.e.3</b>	– Develop and/or provide training for managers and employees? [MD-715, II(C)]	Yes	
<b>C.4.e.4</b>	– Identify and remove barriers to equal opportunity in the workplace? [MD-715, II(C)]	Yes	
<b>C.4.e.5</b>	– Assist in preparing the MD-715 report? [MD-715, II(C)]	Yes	
 <b>Indicator</b>  <b>Measures</b>	<b>C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>C.5.a</b>	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [29 CFR § 1614.102(a)(6); see also <i>Douglas v. Veterans Administration</i> , 5 MSPR 280 (1981)]	Yes	
<b>C.5.b</b>	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [29 CFR §1614.102(a)(6)] <i>If yes, state the number of disciplined/sanctioned individuals during this reporting period in the comments.</i>	N/A	N/A – There were no findings of discrimination in FY 2019.
<b>C.5.c</b>	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? [MD-715, II(C)]	Yes	
 <b>Indicator</b>  <b>Measures</b>	<b>C.6 – The EEO office advises managers/ supervisors on EEO matters.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>C.6.a</b>	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? [MD-715 Instructions, Sec. I] <i>If yes, identify the frequency of the updates in the comments column.</i>	Yes	At least annually

<b>C.6.b</b>	Are EEO officials readily available to answer managers' and supervisors' questions/concerns? [MD-715 Instructions, Sec. I]	<b>Yes</b>	
<b>Essential Element D: PROACTIVE PREVENTION</b> This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.			
 <b>Indicator</b>	<b>D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>D.1.a</b>	Does the agency have a process for identifying triggers in the workplace? [MD-715 Instructions, Sec. I]	<b>Yes</b>	
<b>D.1.b</b>	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [MD-715 Instruct. Sec. I]	<b>Yes</b>	
<b>D.1.c</b>	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? [29 CFR 1614.203(d)(1)(iii)(C)]	<b>Yes</b>	
 <b>Indicator</b>	<b>D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>D.2.a</b>	Does the agency have a process for analyzing the identified triggers to find possible barriers? [MD-715, (II)(B)]	<b>Yes</b>	
<b>D.2.b</b>	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [29 CFR §1614.102(a)(3)]	<b>Yes</b>	
<b>D.2.c</b>	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? [29 CFR §1614.102(a)(3)]	<b>Yes</b>	
<b>D.2.d</b>	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, RA program; anti-harassment program; and/or external special interest groups? [MD-715 Instructions, Sec. I] <i>If yes, identify data sources in the comments section.</i>	<b>Yes</b>	Complaints, climate surveys (FEVS), anti-harassment program data, affinity groups, special emphasis programs. Other data used, as available.
 <b>Indicator</b>	<b>D.3 – The agency establishes appropriate action plans to remove identified barriers.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>D.3.a.</b>	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [29 CFR §1614.102(a)(3)]	<b>Yes</b>	
<b>D.3.b</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? [MD-715, II(D)]	<b>N/A</b>	NASA has not completed its barrier analysis.

<b>D.3.c</b>	Does the agency periodically review the effectiveness of the plans? [MD-715, II(D)]	<b>Yes</b>	
 <b>Indicator</b>	<b>D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>D.4.a</b>	Does the agency post its affirmative action plan on its public Web site? [29 CFR 1614.203(d)(4)] <i>If yes, provide the internet address in the comments section.</i>	<b>Yes</b>	<a href="https://www.nasa.gov/offices/odeo/workforce-data">https://www.nasa.gov/offices/odeo/workforce-data</a>
<b>D.4.b</b>	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [29 CFR 1614.203(d)(1)(i)]	<b>Yes</b>	
<b>D.4.c</b>	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [29 CFR 1614.203(d)(1)(ii)(A)]	<b>Yes</b>	
<b>D.4.d</b>	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? [29 CFR 1614.203(d)(7)(ii)]	<b>Yes</b>	
<b>Essential Element E: EFFICIENCY</b>			
This element requires the agency head to ensure there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.			
 <b>Indicator</b>	<b>E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>E.1.a</b>	Does the agency timely provide EEO counseling? [29 CFR §1614.105]	<b>No</b>	The timeliness of processing is improving. See Part H-4
<b>E.1.b</b>	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session? [29 CFR §1614.105(b)(1)]	<b>Yes</b>	
<b>E.1.c</b>	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint? [MD-110, Ch. 5(I)]	<b>Yes</b>	
<b>E.1.d</b>	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report? [MD-110, Ch. 5(I)] <i>If yes, provide the average processing time in the comments section.</i>	<b>Yes</b>	The average processing time is 67 days.
<b>E.1.e</b>	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? [29 CFR §1614.102(b)(6)]	<b>Yes</b>	
<b>E.1.f</b>	Does the agency timely complete investigations? [29 CFR §1614.108]	<b>Yes</b>	
<b>E.1.g</b>	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? [29 CFR §1614.108(g)]	<b>Yes</b>	
<b>E.1.h</b>	When the complainant does not request a hearing, does the agency timely issue the final agency decision? [29 CFR §1614.110(b)]	<b>No</b>	See Part H-6
<b>E.1.i</b>	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision? [29 CFR §1614.110(a)]	<b>Yes</b>	

<b>E.1.j</b>	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? [MD-110, Ch. 5(V)(A)] <i>If yes, describe how in the comments.</i>	Yes	NASA states timelines in the statement of work, provides templates to ensure consistency, and requires contractors to provide weekly status updates and to inform the Contracting Officer's Representative (COR) immediately of any issues causing delays. The COR has regular meetings with contractors to address deficiencies and/or areas to improve.
<b>E.1.k</b>	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? [MD-110, Ch. 5(V)(A)]	Yes	
<b>E.1.l</b>	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal? [29 CFR § 1614.403(g)]	Yes	
 <b>Indicator</b>	<b>E.2 – The agency has a neutral EEO process.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>E.2.a</b>	Has the agency established a clear separation between its EEO complaint program and its defensive function? [MD-110, Ch. 1(IV)(D)] <i>If yes, please explain in the comments column.</i>	Yes	The Office of General Counsel (OGC) attorney who provides legal advice to ODEO does not serve as the Agency representative.
<b>E.2.b</b>	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [MD-110, Ch. 1(IV)(D)] <i>If yes, identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.</i>	Yes	The OGC attorney who provides legal advice to ODEO does not serve as the Agency representative.
<b>E.2.c</b>	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? [MD-110, Ch. 1(IV)(D)]	Yes	
<b>E.2.d</b>	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [MD-110, Ch. 1(IV)(D)]	Yes	
<b>E.2.e</b>	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)]	Yes	
 <b>Indicator</b>	<b>E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>E.3.a</b>	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [29 CFR §1614.102(b)(2)]	Yes	

<b>E.3.b</b>	Does the agency require managers and supervisors to participate in ADR once it has been offered? [MD-715, II(A)(1)]	Yes	
<b>E.3.c</b>	Does the agency encourage all employees to use ADR, where ADR is appropriate? [MD-110, Ch. 3(IV)(C)]	Yes	
<b>E.3.d</b>	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [MD-110, Ch. 3(III)(A)(9)]	Yes	
<b>E.3.e</b>	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [MD-110, Ch. 3(I)]	Yes	
<b>E.3.f</b>	Does the agency annually evaluate the effectiveness of its ADR program? [MD-110, Ch. 3(II)(D)]	Yes	
 <b>Indicator</b>  <b>Measures</b>	<b>E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>E.4.a</b>	<i>Does the agency have systems in place to accurately collect, monitor, and analyze the following data:</i>		
<b>E.4.a.1</b>	– Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/ complainants, and the involved management official? [MD-715, II(E)]	Yes	
<b>E.4.a.2</b>	– The race, national origin, sex, and disability status of agency employees? [29 CFR §1614.601(a)]	Yes	
<b>E.4.a.3</b>	– Recruitment activities? [MD-715, II(E)]	Yes	
<b>E.4.a.4</b>	– External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [MD-715, II(E)]	Yes	
<b>E.4.a.5</b>	– The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	
<b>E.4.a.6</b>	– The processing of complaints for the anti-harassment program? [EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes	
<b>E.4.b</b>	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes	
 <b>Indicator</b>  <b>Measures</b>	<b>E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.</b>	<b>Measure Met?</b>	<b>Comments</b>
<b>E.5.a</b>	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)] <i>If yes, provide example in the comments section.</i>	Yes	Throughout the year, NASA reviews data on the workforce, EEO complaints, and harassment allegations and reports trends quarterly to leadership.
<b>E.5.b</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)] <i>If yes, provide example in the comments section.</i>	Yes	NASA regularly reviews best practices reports published by EEOC and included in other agencies' MD-715 reports and adopts as them as appropriate.

<b>E.5.c</b>	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [MD-715, II(E)]	<b>Yes</b>	
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
 <b>Indicator</b>	<b>F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>F.1.a</b>	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [29 CFR §1614.102(e); MD-715, II(F)]	<b>Yes</b>	
<b>F.1.b</b>	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [MD-715, II(F)]	<b>Yes</b>	
<b>F.1.c</b>	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [MD-715, II(F)]	<b>Yes</b>	
<b>F.1.d</b>	Are procedures in place to process other forms of ordered relief promptly? [MD-715, II(F)]	<b>Yes</b>	
<b>F.1.e</b>	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? [MD-110, Ch. 9(IX)(H)]	<b>Yes</b>	
 <b>Indicator</b>	<b>F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>F.2.a</b>	Does the agency timely respond and fully comply with EEOC orders? [29 CFR §1614.502; MD-715, II(E)]	<b>Yes</b>	
<b>F.2.a.1</b>	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [29 CFR §1614.108(g)]	<b>Yes</b>	
<b>F.2.a.2</b>	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? [29 CFR §1614.501]	<b>Yes</b>	
<b>F.2.a.3</b>	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [29 CFR §1614.403(e)]	<b>Yes</b>	
<b>F.2.a.4</b>	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	<b>Yes</b>	
 <b>Indicator</b>	<b>F.3 - The agency reports to EEOC its program efforts and accomplishments.</b>	<b>Measure Met?</b>	<b>Comments</b>
 <b>Measures</b>			
<b>F.3.a</b>	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	<b>Yes</b>	
<b>F.3.b</b>	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [29 CFR §1614.703(d)]	<b>Yes</b>	<a href="https://www.nasa.gov/offices/odeo/no-fear-act">https://www.nasa.gov/offices/odeo/no-fear-act</a>

## PART H: ESSENTIAL ELEMENT DEFICIENCIES AND PLANNED ACTIVITIES

The following planned actions and accomplishments address program deficiencies identified in Part G in FY 2018; objectives H-2 and H-4 were completed in FY 2019.

MD-715 PART H-1		U.S. Equal Employment Opportunity Commission 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:	Issue EEO policy statement.				
RESPONSIBLE OFFICIAL:	AA, ODEO, and NASA Administrator				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) <b>No.</b>					
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed	
	2/28/2018	6/30/2019	6/30/2020	3/5/2020	
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:					
Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date	
9/28/2018	1. Draft NASA EEO policy statement.	Yes		9/30/2018	
3/30/2019	2. Draft policy statement put into Agency review.	Yes	3/30/2020	1/13/2020	
6/30/2019	3. NASA Administrator signs policy statement.	Yes	6/30/2020	3/5/2020	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE					
<u>FY 2019 Progress and Accomplishments:</u> The NASA Administrator signed the updated EEO policy statement on March 5, 2020.					
<u>Modifications to Objective:</u> <b><i>This objective is now complete.</i></b>					



MD-715 PART H-2	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	The Agency head is not the immediate supervisor of the person (“EEO Director”) who has day-to-day control over the EEO office [29 CFR §1614.102(b)(4)], nor does the EEO Director report to the same Agency head designee as the mission-related programmatic offices (Part G, Integration of EEO into the Agency’s Strategic Mission, Measure B.1.a and Measure B.1.a1)			
OBJECTIVE:				
RESPONSIBLE OFFICIAL:				
DO THE RESPONSIBLE OFFICIAL’S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No)				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE  Currently, there is no action plan for this item as there has been no observable impact resulting from the AA’s position in the organizational structure.				

MD-715 PART H-3		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) <b>No.</b>				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	3/21/2017	2/28/2018		4/30/2019
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
2/28/2018	1. Establish a working group to align the current RA procedures (NPR 3713.1B) with the new regulatory requirements, including 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	4/22/2019
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		4/30/2019
2/28/2019	4. Ensure all managers and supervisors are aware of the new procedures.	Yes		4/30/2019
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<p><u>FY 2019 Progress and Accomplishments:</u> NASA NPR 3713.1C, Reasonable Accommodations Procedures for Individuals with Disabilities, which includes provisions for PAS, was published on 4/22/19 on the NASA Web site at: <a href="https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=3713&amp;s=1B">https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&amp;c=3713&amp;s=1B</a></p> <p><u>Modifications to Objective:</u> Changed the wording of Activity #4. <b><i>This objective is now complete.</i></b></p>				

MD-715 PART H-4		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not complete counseling within the timeframes established by 29 CFR. Part 1614, section 105 and EEOC regulations (Part G, Efficiency, Measure E.1.a)				
OBJECTIVE:	Ensure all counseling is timely completed in accordance with all regulatory requirements.				
RESPONSIBLE OFFICIAL:	AA and Director of Complaints and Programs Division, ODEO				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) <b>Yes.</b>					
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed	
	9/28/2018	9/30/2019	9/30/2020		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:					
Target Date	Planned Activities		Sufficient Funding & Staffing?	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
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
9/30/2019	4. Utilize Agency cadre of counselors.		Yes		9/30/2019
9/30/2019	5. Hold responsible staff, including contractors, responsible for timely and quality investigation of complaints.		Yes		9/30/2019
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	9/30/2020	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE					
<p><u>FY 2019 Progress and Accomplishments:</u> NASA significantly improved its compliance with regulatory processing requirements for informal complaints. In FY 2019, NASA completed 89 percent of its counseling timely (compared to 75 percent in FY 2018).</p> <p><u>Modifications to Objective:</u> Modified the target completion date.</p>					

MD-715 PART H-5		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not complete investigations within the timeframes established by 29 CFR. Part 1614, section 108 and EEOC regulations (Part G, Efficiency, Measure E.1.f)				
OBJECTIVE:	Ensure all investigations are timely completed in accordance with all regulatory requirements.				
RESPONSIBLE OFFICIAL:	AA and Director of Complaints and Programs Division, ODEO				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) <b>Yes</b>					
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed	
	9/28/2018	9/30/2019		9/30/2019	
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:					
Target Date	Planned Activities		Sufficient Funding & Staffing?	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 claims, sufficiency reviews of investigative reports, etc.		Yes		9/30/2019
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
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
9/30/2019	5. Hold responsible staff, including contractors, responsible for timely and quality investigation of complaints.		Yes		9/30/2019
9/30/2019	6. Review monthly complaint processing data by Center (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		9/30/2019
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE					
<p><u>FY 2019 Progress and Accomplishments:</u> NASA experienced consistent and significant progress in this area. In FY 2019, 100 percent of investigations were timely, compared to 94 percent in FY 2018.</p> <p><u>Modifications to Objective:</u> <b><i>This objective is now complete.</i></b></p>					

MD-715 PART H-6		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not complete FADs within the timeframes established by 29 CFR. 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:	AA, ODEO				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) <b>Yes.</b>					
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed	
	9/28/2018	9/30/2019	9/30/2020		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:					
Target Date	Planned Activities		Sufficient Funding & Staffing?	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
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
9/30/2019	4. Hold responsible staff, including contractors, responsible for timely and quality processing of complaints.		Yes		9/30/2019
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 issues as expeditiously as possible, as needed.		Yes		9/30/2019
9/30/2020	6. Eliminate backlog.		Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE					
<p><u>FY 2019 Progress and Accomplishments:</u> In FY 2019, NASA issued 21 percent of FADs timely, compared to 17 percent in FY 2018. NASA reduced the inventory of untimely complaints pending adjudication from 17 to 7. NASA continues to work towards completing the remaining cases.</p> <p><u>Modifications to Objective:</u> Added Activity #6 and modified the completion date.</p>					

## PART I: BARRIER ANALYSIS AND PLANNED ACTIVITIES

MD-715 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
<b>TRIGGER ANALYSIS</b>			
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 2019 NASA workforce data to the RCLF reveals that AAPI and women are underrepresented in Physical Science positions at NASA. AAPI account for 10.1 percent of NASA Physical Scientists, but are 14.4 percent of the RCLF. Women occupy 27.4 percent of Physical Science positions at NASA, compared to 37.3 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	X 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		
<b>BARRIER ANALYSIS PROCESS</b>			
SOURCES OF DATA:	<b>Sources</b>	<b>Source Reviewed (Y/N)?</b>	<b>Identify Information Collected</b>
	Workforce Data Tables	Yes	Table A6
	Complaint Data (Trends)	Yes	Complaints by occupation
	Grievance Data (Trends)	Yes	Complaints by occupation
	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)	Barriers not yet identified; pending completion of barrier analysis.					
<b>EEO PLAN TO ELIMINATE IDENTIFIED BARRIER(S)</b>						
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 for positive change.	1/2/2018	9/30/2020	Yes		
	Track and monitor the participation rate of Women and AAPI in the 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	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 FY 2020.		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

FY 2019 Progress: ODEO continued to partner with OCHCO to address data needs. The two offices worked together to revise the MD-715 tables to conform to new EEOC requirements. In addition, NASA EEO/D&I Data Analytics Working Group continued to streamline processes for sharing and analyzing workforce data.

Modifications to Objective: None.



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

<b>MD-715 PART J</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
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*To capture agencies' affirmative action plan for IWD and IWTD, EEOC regulations (29 CFR. § 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 CFR. § 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 | No | <input checked="" type="checkbox"/> |

N/A

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 | No | <input checked="" type="checkbox"/> |

N/A

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 and recruitment managers, and all-hands meetings for supervisors.

## Section II: Model Disability Program

Pursuant to 29 CFR. §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 (RA) 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

1. 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 an Agency Disability Program Manager (DPM) and a Center DPM at each NASA Center.

2. 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 RA 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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
				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 2019, Agency procedures were updated to align with the revised disability regulations. As such, DPMs will be trained on the new requirements in FY 2020. Center-level DPMs also receive 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 CFR. § 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 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 Pathways Program to convert interns to career-conditional or term appointments.

Specific examples for FY 2019 include:

- Ames Research Center held learning sessions on navigating usajobs.gov and special hiring authorities, such as Schedule A.
- Armstrong Flight Research Center worked with the Veterans Administration regarding internship opportunities for disabled veterans.
- Johnson Space Center designed a Schedule A pilot, allowing managers to: 1) request a noncompetitive hire when they have identified an individual eligible for a Schedule A appointment who meets a staffing need in their organization; and 2) actively recruit in a variety of ways (e.g. vocational centers, job fairs, etc.).

2. Pursuant to 29 CFR. § 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 has trained Center DPMs on Schedule A, veterans' preference in hiring, and conversion to permanent appointments. ODEO and Center EEO staff continue to identify appropriate training for EEO staff who conduct barrier and workforce data analysis.

## 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 2019, NASA DPMs worked with a variety of partner organizations to recruit IWD. Several NASA Centers are near military installations and have many opportunities to engage the local veteran community, such as at the 2019 Naval Air Station Oceana Air Show in Virginia Beach, VA, near Langley Research Center. NASA participates in targeted employment fairs and outreach activities for veterans and engaging social networking platforms such as LinkedIn, Facebook, Twitter, and programs supporting employment of transitioning veterans, including Operation Warfighter, Wounded Warrior Project, and various state vocational rehabilitation agencies. NASA partners with Federal, state, and local employment organizations, such as the Department of Labor Veterans' Employment and Training Services and local colleges/universities, as well as with American Job Centers, the Veterans' Vocational Rehabilitation and Employment Program, Centers for Independent Living, Departments of Labor and Defense's Workforce Recruitment Program, and Employment Network Service providers to recruit and hire IWD and IWTD.

## 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 or IWTD among the new hires in the permanent workforce? If yes, describe the triggers below.

- |   |     |  |
|---|-----|--|
| a. New Hires for Permanent Workforce (IWD)  | Yes | No <input checked="" type="checkbox"/> |
| b. New Hires for Permanent Workforce (IWTD) | Yes | No <input checked="" type="checkbox"/> |

NASA meets or exceeds the goals for new hires (19 percent of all new hires were IWDs; 3 percent of all new hires were IWTDs).

2. Using the qualified applicant pool as the benchmark, do triggers exist for IWD/IWTD among the new hires for any of the MCOs? If yes, describe the triggers below.

- |                             |   |    |
|-----------------------------|---|----|
| a. New Hires for MCO (IWD)  | Yes <input checked="" type="checkbox"/> | No |
| b. New Hires for MCO (IWTD) | Yes <input checked="" type="checkbox"/> | No |

Triggers exist for 7 of the 10 NASA MCOs – General, Electrical, Computer, and Aeronautical Engineering (occupational codes 0801, 0850, 0854, and 0861, respectively); Contracting (1102); Miscellaneous Administration & Program Analysis (0301); and Management and Program Analysis (0343). In particular, there were no IWD or IWTD hired for 0301 and 0343 vacancies, although IWD accounted for 7.1 percent of qualified applicants for 0301 and 10.8 percent of qualified for 0343, and IWTD accounted for 4.0 percent and 6.4 percent of qualified applicants for 0301 and 0343, respectively.

For General Physical Science (1301) and Astronomy and Space Science (1330), no IWD or IWTD were hired, although there were fewer than 5 qualified applicants with disabilities for each occupational category. There were no triggers for Electronics Engineering (0855).

3. Using the relevant applicant pool as the benchmark, do triggers exist for IWD/IWTD among the qualified internal applicants for any of the MCOs? If yes, describe the triggers below.

- |  |     |  |
|--|-----|--|
| a. Qualified Applicants for MCO (IWD)  | Yes | No <input checked="" type="checkbox"/> |
| b. Qualified Applicants for MCO (IWTD) | Yes | No <input checked="" type="checkbox"/> |

N/A

4. Using the qualified applicant pool as the benchmark, do triggers exist for IWD/IWTD among employees promoted to any of the MCOs? If yes, describe the triggers below.

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

Triggers exist for IWD in internal promotions in the following job series: General, Electrical, Computer, Electronics, and Aerospace Engineering; Contracting; Miscellaneous and Program Administration; and Management and Program Analysis. For IWTD, triggers exist for Electrical, Computer, and Aerospace Engineering; Contracting; Miscellaneous Administration and Program Analysis; and Management and Program Analysis. For each of these occupations, the percentage of IWD or IWTD who were qualified was at least 2 percentage points higher than the percentage of IWD or IWTD selected.

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

*Pursuant to 29 CFR §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.

NASA’s ODEO and Human Capital communities have developed multiple strategies to track and monitor the professional development and advancement of IWD and IWTD. First, NASA reviews participation data for this population in key training and development opportunities across the Agency. Second, NASA monitors participation data for this population by grade level and occupational category, and develops corrective action plans when triggers are identified. Third, NASA 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.

NASA's HR function underwent a major reorganization in FY 2018; thus, data for most of these programs is not currently available. In FY 2019, NASA developed a new resource called the Talent Marketplace, which provides information on the availability of opportunities such as job announcements, details, and rotational assignments. This innovative tool will reinforce equal employment opportunities by enabling NASA, for the first time, to widely and inclusively share information to the entire NASA workforce on the availability of career-enhancing opportunities. This system will collect relevant employee data, and NASA will provide this information in subsequent MD 715 reports 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 <sup>5</sup>	14,349	1,987	6.3%	6.7%	--	--
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 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 **X**
- b. Selections (IWD) Yes No **X**

Data available only for internship programs.

4. Do triggers exist for IWTD among the applicants and/or selectees for any of the career development programs identified? (The 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 currently unavailable.

<sup>5</sup> The number of interns with disabilities reflects the number of persons who requested a reasonable accommodation. NASA does not require interns to disclose the nature of their disabilities.

### C. Awards

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

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

In FY 2019, the inclusion rate for IWD (at all grade-levels) was 11.2 percent and IWD accounted for 8.9 percent of those receiving time-off and/or cash awards. NASA will continue to monitor the IWD and IWTD inclusion rates for awards.

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

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

In FY 2019, the inclusion rates for IWD and IWTD (at all grade-levels) were 11.2 percent and 1.9 percent, respectively. IWD accounted for 7.3 percent of those receiving QSIs; IWTD accounted for 0.4 percent. NASA will continue to monitor the IWD and IWTD inclusion rates for awards.

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

- |                                      |   |  |     |
|--------------------------------------|---|--|-----|
| 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 8.1 percent of Space Act and Honor Awards in FY 2019 (compared to the inclusion rate of 11.2 percent). Space Act Awards recognize outstanding scientific or technical innovations that further NASA's mission, including the NASA Invention of the Year Award. Agency Honor Awards, NASA's most prestigious honor awards, are presented to a number of carefully selected individuals and groups, both Government and non-Government, who have distinguished themselves by making outstanding contributions to the Agency's mission. NASA will continue to monitor the IWD and IWTD inclusion rates for 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 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).

- |  |   |  |  |
|--|---|--|--|
| a. SES                                 |   |  |  |
| i. Qualified Internal Applicants (IWD) | Yes                                     | No <input checked="" type="checkbox"/> |  |
| ii. Internal Selections (IWD)          | Yes <input checked="" type="checkbox"/> | No                                     |  |
| b. Grade GS-15                         |   |  |  |
| i. Qualified Internal Applicants (IWD) | Yes                                     | No <input checked="" type="checkbox"/> |  |



- ii. Internal Selections (IWD) Yes  No
- c. Grade GS-14
  - i. Qualified Internal Applicants (IWD) Yes No
  - ii. Internal Selections (IWD) Yes  No
- d. Grade GS-13
  - i. Qualified Internal Applicants (IWD) Yes No
  - ii. Internal Selections (IWD) Yes No

For internal promotions, there were no triggers among qualified internal applicants. However, there are triggers for internal selections to grades GS-14 and above. IWD account for 11.2 percent of qualified applicants for GS-14 positions, but are only 5.0 percent of those selected. For GS-15 positions, IWD account for 9.2 percent of qualified applicants and 6.6 percent of the selections. For SES, IWD were 4.5 percent of qualified applicants but 0.0 percent of those selected (note that only one person was selected at the SES level). NASA will continue to monitor the IWD inclusion rate for promotions.

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 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).
- a. SES
    - i. Qualified Internal Applicants (IWTD) Yes No
    - ii. Internal Selections (IWTD) Yes No
  - b. Grade GS-15
    - i. Qualified Internal Applicants (IWTD) Yes No
    - ii. Internal Selections (IWTD) Yes No
  - c. Grade GS-14
    - i. Qualified Internal Applicants (IWTD) Yes No
    - ii. Internal Selections (IWTD) Yes No
  - d. Grade GS-13
    - i. Qualified Internal Applicants (IWTD) Yes No
    - ii. Internal Selections (IWTD) Yes  No

For sections for internal promotions to grade GS-13, there is a trigger for IWTD. IWTD account for 6.6 percent of qualified applicants and 3.8 percent of those selected. NASA will continue to monitor the IWTD inclusion rate for internal promotions to senior 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
  - b. New Hires to GS-15 (IWD) Yes  No
  - c. New Hires to GS-14 (IWD) Yes  No
  - d. New Hires to GS-13 (IWD) Yes No

The were no IWD hired at the SES and GS-15 levels, although IWD accounted for 3.5 percent of qualified applicants for SES and 5.0 percent of the applicants for GS-15 (note there was only one SES hired among external applicants). For GS-14 new hires, IWTd accounted for 4.4 percent of qualified applicants and 1.5 percent of new hires. NASA will continue to monitor the IWTd inclusion rate for new hires.

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 <input checked="" type="checkbox"/> | No                                     |
| b. New Hires to GS-15 (IWTd) | Yes <input checked="" type="checkbox"/> | No                                     |
| c. New Hires to GS-14 (IWTd) | Yes <input checked="" type="checkbox"/> | No                                     |
| d. New Hires to GS-13 (IWTd) | Yes                                     | No <input checked="" type="checkbox"/> |

The were no IWTd hired at the SES and GS-15 levels, although IWTd accounted for 2.3 percent of qualified applicants for SES and 2.5 percent of the applicants for GS-15 (note there was only one SES hired among external applicants). For GS-14 new hires, IWTd accounted for 2.5 percent of qualified applicants and 0.7 percent of new hires.

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                                  | <input checked="" type="checkbox"/> |
| ii. Internal Selections (IWD)          | Yes | <input checked="" type="checkbox"/> | No                                  |
| 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                                  | <input checked="" type="checkbox"/> |
| ii. Internal Selections (IWD)          | Yes | <input checked="" type="checkbox"/> | No                                  |

For Executives (SES), IWD were 4.5 percent of qualified applicants, but 0.0 percent of those selected (note that only one person was selected at the SES level). For supervisory positions, IWD accounted for 8.9 percent of the qualified applicants but only 6.1 percent of those selected. NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

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 **X**
  - ii. Internal Selections (IWTD)                Yes    No **X**
- 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 **X**
  - ii. Internal Selections (IWTD)                Yes    No **X**

There were no triggers for IWTD among qualified applicants or internal selections for executive and supervisory positions. NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving IWD among selectees for new hires to supervisory positions? If yes, describe the trigger(s) in text box.
- a. New Hires for Executives (IWD)                Yes **X** No
  - b. New Hires for Managers (IWD)                Yes    No    **data not available**
  - c. New Hires for Supervisors (IWD)              Yes **X** No

There were no IWD hired for executive or supervisory positions, although IWD accounted for 3.5 percent of the qualified applicants for SES positions and 5.2 percent of the qualified applicants for supervisory positions. NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

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 **X** No
  - b. New Hires for Managers (IWTD)                Yes    No    **data not available**
  - c. New Hires for Supervisors (IWTD)              Yes **X** No

There were no IWTD hired for executive or supervisory positions, although IWTD accounted for 2.3 percent of the qualified applicants for SES positions and 2.6 percent of the qualified applicants for supervisory positions. NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not recorded/measured in the applicant flow data.

## 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 CFR. § 213.3102(u)(6)(i))? If no, please explain why the agency did not convert all eligible Schedule A employees.

Yes No N/A **data not available.**

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 trigger below.

- a. Voluntary Separations (IWD) Yes  No  
b. Involuntary Separations (IWD) Yes  No

In FY 2019, IWD accounted for 13.8 percent of the voluntary separations and 18.8 percent of the involuntary separations. (The inclusion rate for IWD is 11 percent.) (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.) NASA will continue to monitor the IWD inclusion rate for separations.

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 trigger below.

- a. Voluntary Separations (IWTD) Yes No   
b. Involuntary Separations (IWTD) Yes No

N/A

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 CFR. § 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.

Web site: [https://www.nasa.gov/accessibility/section508/sec508\\_overview.html](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. The Agency will post such information during FY 2020.

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 facilities and/or technology.

NASA maintains 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 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 CFR. § 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 timeframe for processing initial requests for reasonable accommodations during the reporting period. (Do not include previously approved requests with repetitive accommodations, such as interpreting services.)

On average, NASA processes RA requests in 34 days (improvement from 39 days in FY 2018).

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. 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.

Examples of the effectiveness of NASA's RA program are: (1) over 1,000 employees have been trained on their roles/responsibilities regarding RA; (2) RA awareness briefings across the Agency are routinely provided to new employees; new supervisors; and 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 CFR. § 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 policies/procedures/practices to implement the PAS requirement. Examples of an effective program include timely processing PAS requests, timely providing approved services, conducting training for managers and supervisors, and monitoring requests for trends.

NASA began providing PAS in January 2018. NASA intends to pursue the establishment of an Agency-wide Blanket Purchasing Agreement, in FY 2020, for greater ease in providing PAS across the Agency.

### Section VI: EEO Complaint and Findings Data

#### A. EEO Complaint Data Involving Harassment

1. 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
2. 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
3. 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.

#### B. EEO Complaint Data Involving Reasonable Accommodation (RA)

1. 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  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  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.

**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 barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

MD-715 PART J	<b>Affirmative Action Plan for Individuals with Disabilities</b>
<b>Triggers</b>	<p>The preceding analyses revealed several triggers. IWD and IWTD continue to be selected for internal competitive promotions at lower rates than their representation among those referred to hiring managers. For example, for all MCOs combined, IWD and IWTD account for 11 percent and 3 percent, respectively, of referred applicants, but IWD are 7 percent and IWTD are 1 percent of those selected. (See Part J, III, C.)</p> <p>For internal competitive promotions to senior grades, more IWD are referred than are selected GS-14 and more IWTD are qualified than are selected for the SES. Among new hires for senior grades, triggers exist both IWD and IWTD for GS-14 and GS-15 positions. (See Part J, IV, D.) NASA does not systematically track data by race, ethnicity, gender, or disability for all of its career development programs (see Part J, IV, B).</p> <p>With regard to awards and recognition, compared to the NASA inclusion rate of 11 percent, IWD account for only 9 percent of those who received cash awards, 8 percent of those who received Space Act and Honor Awards, and 7 percent of those receiving QSIs. IWTD accounted for 2 percent of the NASA workforce, yet were only 0.4 percent of those receiving QSIs. (See Part J, IV, C.)</p> <p>Compared to their overall representation at NASA (11 percent), IWD account for 13.8 percent of those who voluntarily separated from the Agency and 18.8 percent of those who involuntarily separated. (Though, NASA’s overall separation rates are low.) (See Part J, V, A.)</p>
<b>Objective(s)</b>	<p>Improve the monitoring of IWD and IWTD employment at NASA through the following:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Develop improved systems for collecting demographic data pertaining to career development programs; better track Schedule A hiring and conversions; and revise exit interviews to obtain additional data related to individuals with disabilities.</li> </ol>

	3. Conduct additional research on the triggers above as data become available.			
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan? (Yes or No)</b>		
Director, Diversity and Data/Analytics Division, ODEO		No – these specific steps are not in the plan; EEO matters in general are addressed.		
<b>Target Date</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding</b>	<b>Modified Date</b>	<b>Completion Date</b>
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	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	6/30/2020	
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 hiring and promotion rates of IWD and IWTD in mission critical occupations.	Yes		
<b>Fiscal Year</b>	<b>Accomplishments</b>			
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 the usage of special hiring authorities for individuals with disabilities such as Schedule A.			



FY 2019	NASA made significant progress in updating data systems and automating data reports. ODEO and OCHCO continue to work together to expand data access to HR systems and ODEO will ensure training on these systems for EEO staff in FY 2020.
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4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

All planned activities are being conducted according to the anticipated completion dates with the exception of placing a statement on the NASA Web site regarding the Architectural Barriers Act. NASA continues to work to ensure all NASA facilities are accessible under the Architectural Barriers Act.

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: DATA ANALYSES

*Note: The tables below 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 and trigger analyses.*

### Workforce Summary

The Equal Employment Opportunity Commission (EEOC) recommends comparing the Agency's workforce to relevant populations to determine if the participation of any group in the Agency workforce is low. For example, EEOC suggests comparing the total Agency workforce to the NCLF and comparing employees in specific occupations to the RCLF. According to EEOC, a low participation rate for any group (in relation to a comparison group) should be considered a "trigger" – a situation that alerts the Agency to the possible existence of a barrier to equal employment opportunity. In other words, 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.<sup>6</sup> A trigger does not by itself demonstrate a barrier to equal opportunity; it indicates an area to be monitored or further analyzed. EEOC does not prescribe tests of statistical significance or other statistical tests to determine "underrepresentation," leaving it instead to agencies to determine their level of tolerance.

As shown in Table 1, the composition of the NASA workforce by race and ethnicity is similar to the NCLF, with two exceptions: NASA employs a higher percentage of AAPI and a lower percentage of Hispanics than in the NCLF. In addition, women occupy a much lower percentage of the NASA workforce compared to the NCLF. However, because the NASA workforce is highly specialized (two-thirds of NASA employees are in science and engineering (S&E) occupations), NASA also uses the Federal STEM workforce as a comparison. When these two populations are compared, NASA employees are similar to the Federal STEM workforce, with regard to race, ethnicity, and gender.

A "snapshot" of the NASA workforce reveals additional triggers for the following groups, when compared to their total representation at NASA (see triggers highlighted in Table 1):

- **Asian Americans and Pacific Islanders (AAPI)** make up approximately 8 percent of the NASA workforce, yet account for only 4 percent of those in NASA Senior Executive Service (SES) positions.
- **Blacks and African Americans** account for almost 12 percent of the NASA workforce but represent 6 percent of NASA's S&E workforce and only 2 percent of SL and ST employees.
- **Hispanics and Latinos** account for nearly 8 percent of the NASA workforce, yet are just under 5 percent of SES, ST, and SL employees.

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<sup>6</sup> EEOC defines a "trigger" as "a trend, disparity, or anomaly that suggests the need for further inquiry into a particular policy, practice, procedure, or condition." EEOC, *Instructions to Federal Agencies for EEO MD-715*, "Section II: Barrier Identification and Elimination," accessed at <<https://www.eeoc.gov/federal/directives/715instruct/>>.

- **American Indians and Alaska Natives (AIAN)** only 175 AIAN individuals are employed by NASA (one percent of the NASA workforce), rendering comparisons of smaller groups to their total employment less meaningful. However, this is 11 fewer than in FY 2018. Thus, NASA has an opportunity to increase the overall number of AIAN employees.
- **Women** account for just over 34 percent of the NASA workforce, yet comprise only 18 percent of those in ST and SL positions and 24 percent of those in S&E positions.
- **Individuals with disabilities (IWD)** comprise almost 9.5 percent of the NASA workforce, but only 7 percent of GS-14 and GS-15 employees. They account for 6.6 percent of those in S&E positions. IWD are further discussed below.

**Table 1. NASA Employees by Race, Ethnicity, Gender, and Disability Status: FY 2019**

	AAPI	Black	Hispanic	Multi-Racial	AIAN	White	Male	Female	IWD*	IWTD*
<b>All NASA Employees (non-students) (n=16,872)</b>	7.9%	11.5%	7.9%	0.3%	1.0%	71.3%	65.7%	34.3%	9.5%	1.9%
SES Employees (n=396)	4.3%	11.9%	4.8%	0.3%	0.8%	78.0%	67.7%	32.3%	7.3%	1.8%
Supervisors (n=2,065)	5.9%	13.1%	6.5%	0.3%	0.7%	73.5%	65.3%	34.7%	7.8%	1.3%
SL and ST (n=168)	7.1%	2.4%	4.8%	0.0%	1.2%	84.5%	82.1%	17.9%	6.5%	1.8%
GS-14 and GS-15 (n=9,150)	8.0%	9.0%	6.7%	0.2%	0.9%	75.1%	70.4%	29.6%	7.0%	1.3%
Science & Engineering (n=10,968)	9.2%	6.2%	7.6%	0.2%	0.8%	76.0%	76.5%	23.5%	6.6%	1.4%
<b>Comparison Populations:</b>										
Federal STEM Workforce (n=299,185)	9.4%	10.1%	5.8%	1.7%	0.9%	69.0%	71.3%	28.7%	--	--
National Civilian Labor Force	4.1%	12.0%	10.0%	0.6%	1.1%	72.3%	51.8%	48.2%	--	--

Individuals who did not identify their race/ethnicity are excluded from the table; thus, percentages do not equal 100 percent. Triggers are highlighted in yellow.

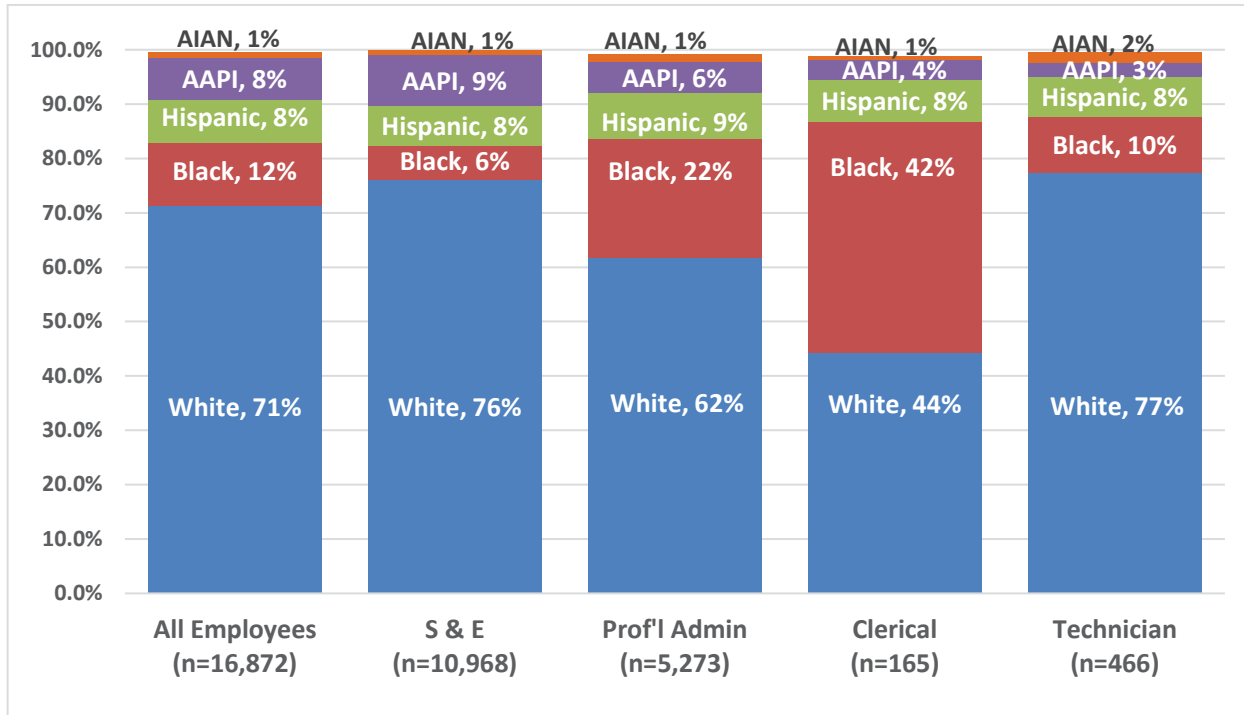
Sources: Workforce Information Cubes for NASA (WICN) (data as of 10/1/2019); NASA MD-715 Table A-1, prepared for NASA by the U.S. Department of the Interior (data on National Civilian Labor Force); U.S. Office of Personnel Management, FedScope, Federal Human Resources Data, Diversity Cube and Employment Cube, data as of December 2018 (data not available for 2019), accessed at <<https://www.fedscope.opm.gov>>.

\* 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.

## Occupational Categories, by Race and Ethnicity

A comparison of occupational categories by race and ethnicity reveals that some groups occupy much greater percentages of certain occupational categories (See Figure 1).

**Figure 1. NASA Occupational Categories by Race and Ethnicity, FY 2019**



Source: WICN (data as of 10/1/2019). Individuals who did not identify their race/ethnicity are excluded from this analysis; thus, percentages do not equal 100%.

Note: In the 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). **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).

Because the NASA workforce is highly specialized (two-thirds of NASA employees are in S&E occupations), it is useful to compare employees in specific occupations to the individuals in the civilian labor in similar occupations (the RCLF). In addition, data on recent college graduates provides insight into the pipeline for similar jobs. A current workforce ratio below the relevant civilian labor force (RCLF) for any group is another trigger.<sup>7</sup> Tables 2-4 reveal the following:

<sup>7</sup> EEOC requires agencies to use representation in the agency workforce as the comparison group when analyzing representation by grade level and supervisory status, and in promotions, hiring, etc. When analyzing individuals by occupation, EEOC requires the use of the RCLF, which is comprised of occupations similar to occupations in the agency. EEOC, *Instructions*

- Among Engineers, Hispanics, Women, and IWD are employed at higher percentages at NASA than in the RCLF. However, **AAPI account for just under 9 percent of NASA Engineers, which 3 percentage lower than their representation in the RCLF.** (See Table 2.)
- Among Physical Scientists, Whites and IWD are well-represented at NASA compared to Physical Scientists in the RCLF, and Blacks and Hispanics are employed in similar proportions to those in the RCLF. However, **AAPI account for 10 percent of NASA Physical Scientists, compared to 14 percent in the RCLF.** In addition, **Women account for 27 percent of Physical Scientists at NASA and 37 percent of those in the RCLF.** (See Table 3.)
- **AAPI, Blacks, Hispanics, Women, and IWD are overrepresented in several PA Occupations,** compared to the RCLF, while **Whites and Men are underrepresented in PA positions.** (See Table 4.)

**Table 2. NASA Engineers by Race, Ethnicity, and Gender: FY 2019**

	AAPI	Black	Hispanic	AIAN	White	Male	Female	IWD
Engineers (n=10,182)	8.8%	6.7%	7.9%	0.9%	75.5%	74.6%	22.5%	7.1%
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 3. NASA AST Physical Scientists by Race, Ethnicity, and Gender: FY 2019**

	AAPI	Black	Hispanic	AIAN	White	Male	Female	IWD
Physical Scientists (n=877)	10.1%	3.0%	5.0%	0.1%	81.8%	72.6%	27.4%	5.6%
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%	--

Triggers are highlighted in yellow. Sources for Tables 2-3: WICN (data as of 9/28/2019); U.S Census Bureau EEO Tabulation from the 2006-2010 American Community Survey (data set EEO-CIT02R). 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).

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to Federal Agencies for EEO MD-715, “Guidance for Completing the EEOC FORM 715-01 Workforce Data Tables,” accessed at <<https://www.eeoc.gov/federal/directives/715instruct/>>. Additional data tables and planned actions to address these and other challenges are presented in Section C below along with a discussion of the RCLF.

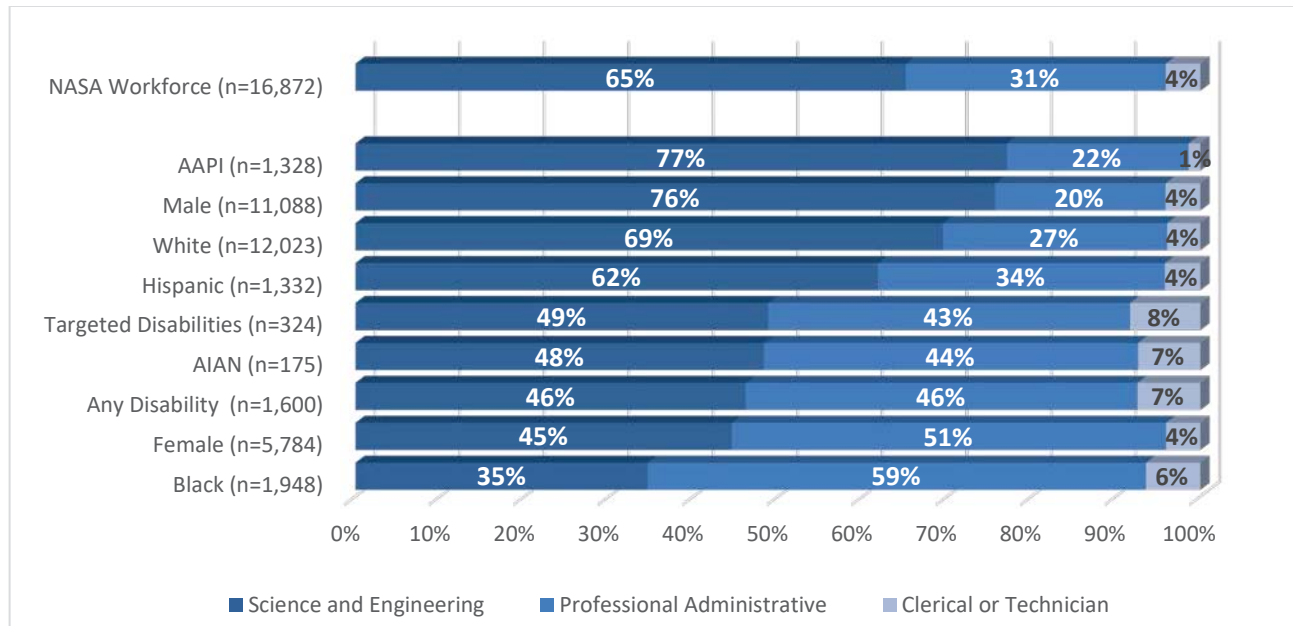
**Table 4. NASA Professional Administrative Employees, by Race, Ethnicity, and Gender: FY 2019**

Occupation (OPM Occupation Code)		AAPI	Black	Hispanic	AIAN	White	Male	Female	IWD
Human Resources Specialist (0201) (n=267)	<i>NASA</i>	7.9%	28.8%	9.4%	0.7%	51.7%	28.5%	71.5%	21.7%
	<i>RCLF</i>	4.3%	10.4%	9.5%	0.7%	74.6%	39.7%	60.3%	3.7%
Information Technology Specialist (2210) (n=497)	<i>NASA</i>	6.8%	18.1%	7.0%	1.6%	65.2%	59.6%	40.4%	17.1%
	<i>RCLF</i>	6.8%	11.1%	7.6%	0.8%	73.1%	70.4%	29.6%	4.9%
Finance (0501, 0505) (n=322)	<i>NASA</i>	5.9%	22.4%	9.3%	0.9%	61.5%	31.7%	68.3%	13.0%
	<i>RCLF</i>	5.0%	13.2%	9.8%	1.2%	71.1%	43.7%	56.3%	4.5%
Accounting (5010, 5011) (n=328)	<i>NASA</i>	12.2%	27.1%	8.8%	0.3%	50.3%	31.4%	68.9%	15.5%
	<i>RCLF</i>	8.6%	8.1%	6.1%	0.6%	76.0%	39.9%	60.1%	3.5%
Program Analyst (0343) (n=652)	<i>NASA</i>	6.3%	18.9%	9.8%	1.7%	32.4%	36.8%	63.2%	12.7%
	<i>RCLF</i>	5.9%	6.8%	4.6%	0.6%	81.6%	58.4%	41.6%	4.0%
Contract Specialist (1102) (n=714)	<i>NASA</i>	5.6%	28.7%	9.4%	0.4%	55.5%	40.4%	59.9%	11.5%
	<i>RCLF</i>	3.3%	8.5%	7.1%	0.8%	80.0%	46.2%	53.8%	5.0%

Sources: WICN (data as of 9/28/2019); U.S Census Bureau EEO Tabulation from the 2006-2010 American Community Survey (data set EEO-CIT02R).

Within-group comparisons show that some groups have a larger percentage of individuals in certain occupational categories than other groups. For example, among all of NASA AAPI employees, just over three-quarters (76 percent) are in S&E jobs. In contrast, only 35 percent of Black employees are in S&E occupations at NASA. (See Figure 2.)

**Figure 2. NASA Employee Groups by Occupational Category: FY 2019**

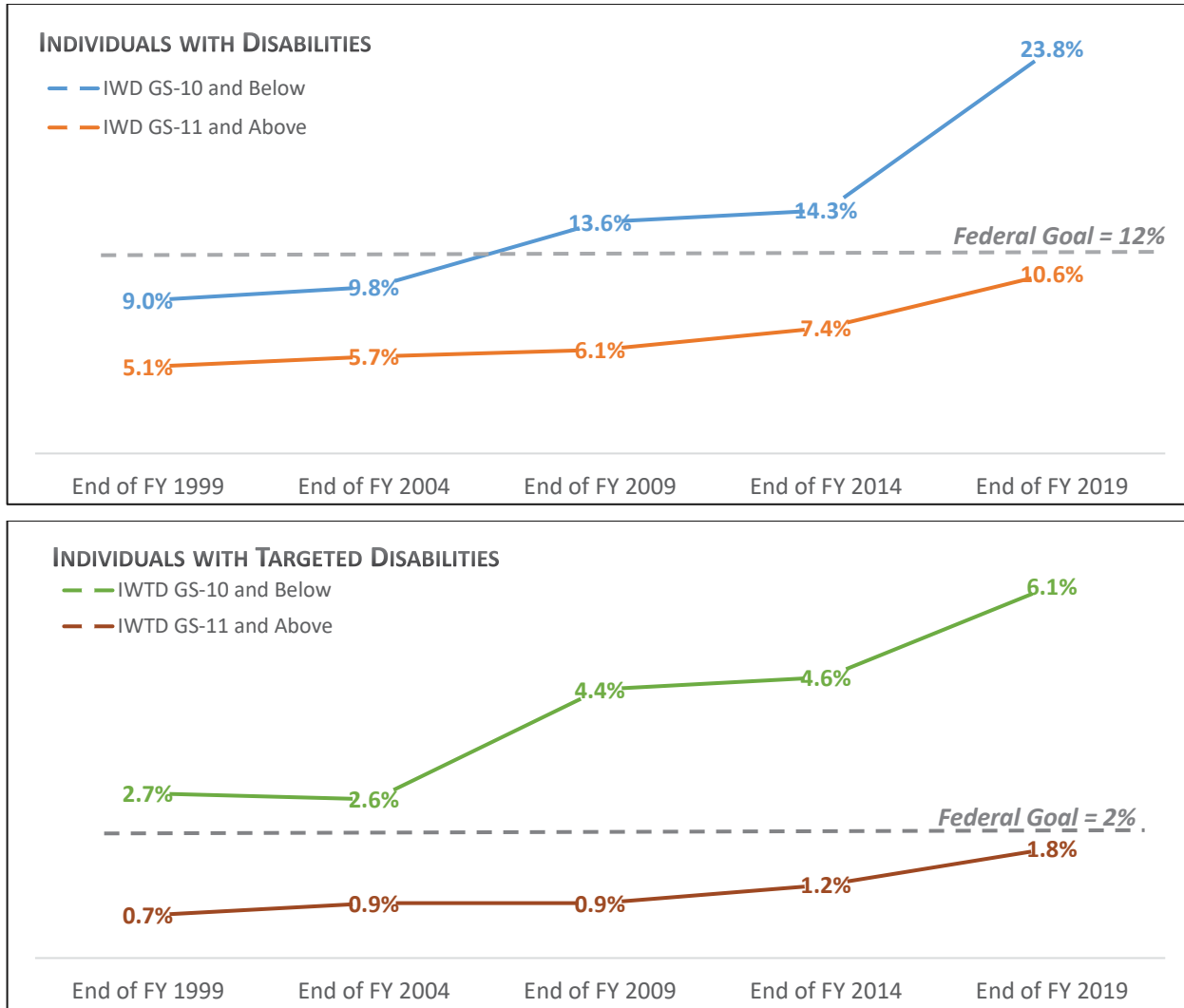


Source: WICN (data as of 10/1/2019).

## Individuals with Disabilities

NASA has made progress in achieving Federal goals for the employment of IWD. NASA is just under the goals for IWD and IWTD in grades GS-11 and above. In fact, the percentage of IWD and IWTD in both grade categories (GS-10 and below and GS-11 and above) has increased over the past five years. (See Figure 3.)

**Figure 3. NASA Employees with Disabilities, by Grade Category: FY 1999-2019**

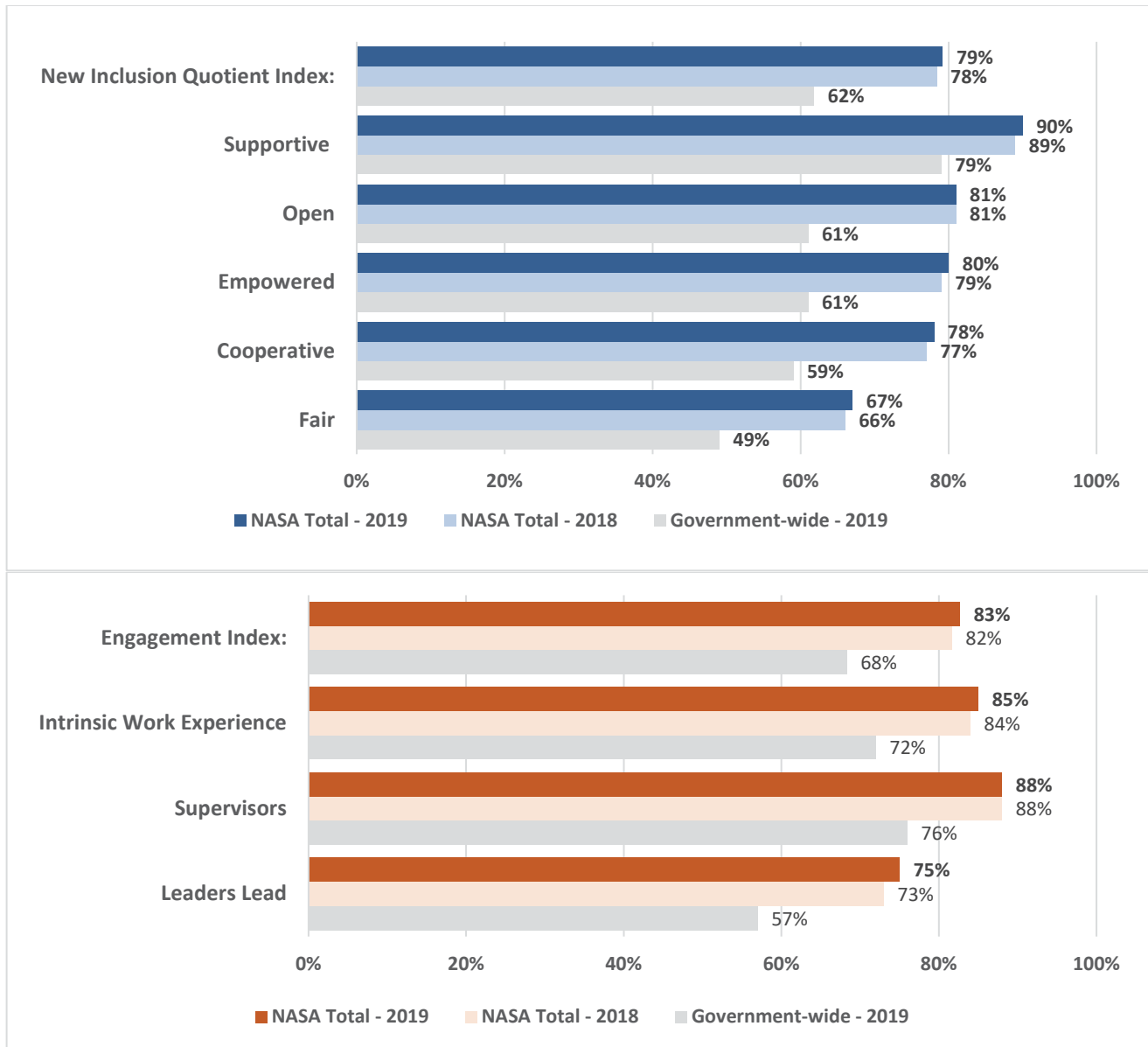


Source: WICN (data as of 9/28/2019). Data include: 1) all permanent non-student employees who identified as having a disability on OPM Standard Form (SF) 256; 2) disabled veterans who are classified as “10-Point/Compensable/30 Percent,” but who have not claimed a disability on SF 256; and 3) employees hired under Schedule Abut classified in WICN as “non-permanent.”

## Federal Employee Viewpoint Survey (FEVS) Results

NASA continues to improve its FEVS scores on the New Inclusion Quotient Index,<sup>8</sup> Employee Engagement Index,<sup>9</sup> and individual FEVS questions focused on EEO, D&I, safety, and compliance, and NASA's scores in these areas exceed the Government-wide average. (See Figures 4-5.)

**Figure 4. NASA New Inclusion Quotient Index and Employee Engagement Scores, FY 2018-19**

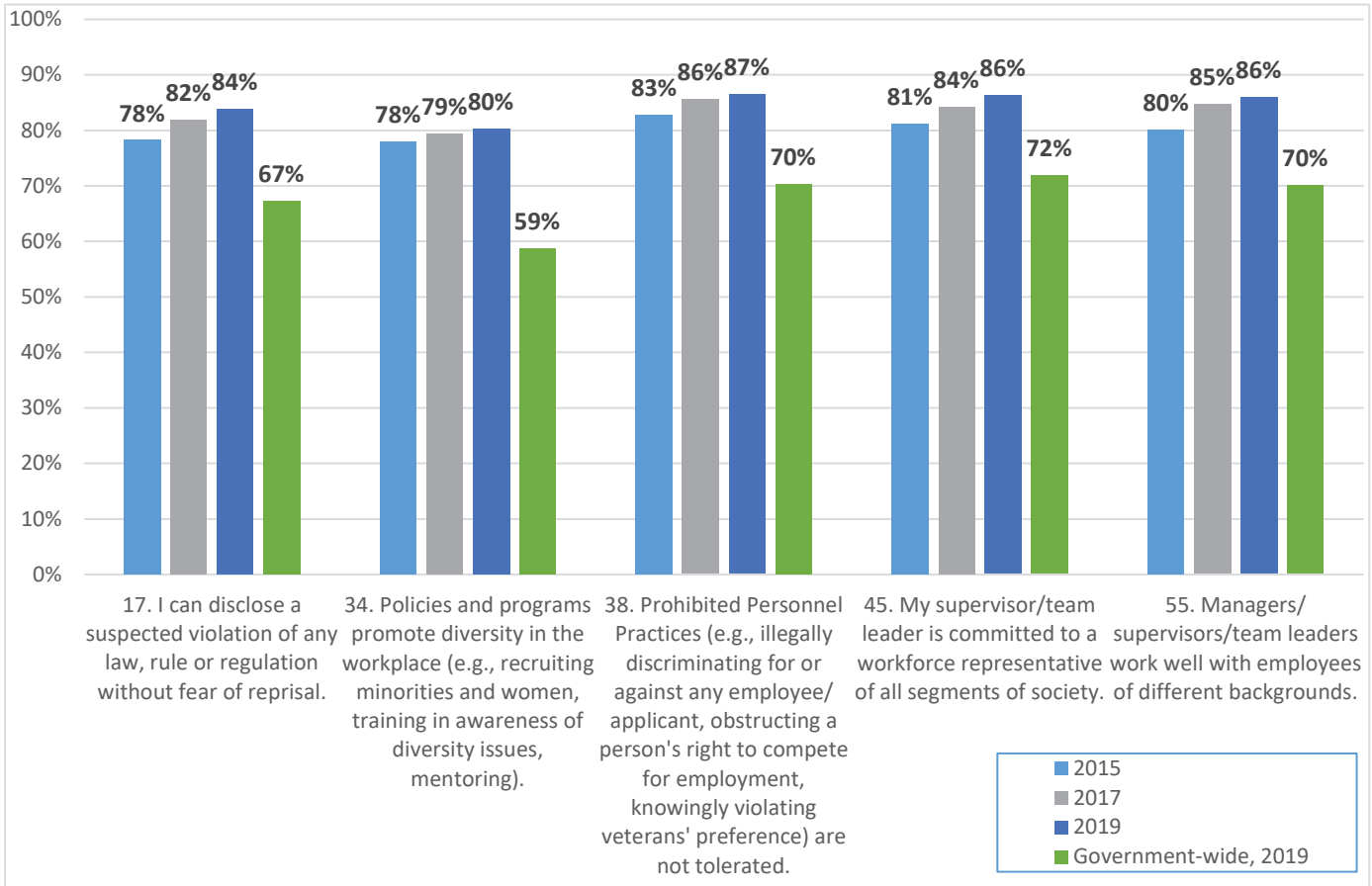


<sup>8</sup> The FEVS is a climate survey conducted by the U.S. Office of Personnel Management (OPM). The New Inclusion Quotient Index is calculated by averaging a subset of 20 FEVS questions measuring five factors: Empowered, Supportive, Cooperative, Open, and Fair.

<sup>9</sup> The Employee Engagement Index is calculated by averaging a subset of FEVS questions measuring 3 factors: Intrinsic Work Experience, Supervisors, and Leaders.



**Figure 5. FEVS Questions Focused on EEO, D&I, and Compliance: FY 2015-19**



Source for Figures 4-5: U.S. Office of Personnel Management, 2019 Federal Employee Viewpoint Survey Results. Percentages represent the percentage of responses that were positive. Government-wide, there were 615,395 respondents; there were 10,789 NASA respondents.

## APPENDIX B: DOCUMENTS REQUIRED BY EEOC

EEOC requires agencies to include several documents with their MD-715 report submissions. The required documents are available on the Web sites identified in the table below:

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

Agencies have the option of submitting the documents listed in the following table. In addition, the appendices in this report are not required by EEOC, but will be submitted with the MD-715 report as optional documents.

<b>Optional Documents</b>	<b>Description and/or Web site</b>
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	<a href="https://www.nasa.gov/offices/odeo/diversity-and-inclusion">https://www.nasa.gov/offices/odeo/diversity-and-inclusion</a>
Diversity Policy Statement	<a href="https://www.nasa.gov/offices/odeo/policy-and-publications">https://www.nasa.gov/offices/odeo/policy-and-publications</a>
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 4 and 5 in Appendix B for summary data.

## APPENDIX C: LIST OF FREQUENTLY USED ACRONYMS

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

**From:** [Parish, Linda S. \(HQ-AH000\)](#)  
**To:** [Webb-queen, Sonya \(HQ-AH000\)](#)  
**Subject:** RE: FOR REVIEW: ODEO MD-715 package A/2020-00087  
**Date:** Friday, April 10, 2020 11:55:11 AM

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Concur.

Linda Parish  
Executive Secretariat



# Action Document Summary

**1. CONCURRENCES**

DIRECTORATE/OFFICE	SIGNATURE	DATE		DIRECTORATE/OFFICE	SIGNATURE	DATE	
		IN	OUT			IN	OUT
Office of Diversity and Equal Opportunity	<i>see attachment</i>						
Office of the Chief Human Capital Officer (attached)	<i>see attachment</i>						
Office of STEM Engagement (attached)	<i>see attachment</i>						
Mission Support Directorate (attached)	<i>see attachment</i>						
Office of Strategic Infrastructure (attached)	<i>see attachment</i>						
Office of General Counsel	<i>Simon M. Thompson</i>						

2. ACTION OFFICER	2a. DIRECTORATE/OFFICE	2b. PHONE	2c. DATE
Vincent Patterson	Office of Diversity and Equal Opportunity	(202) 358-0952	02/05/2020

3. TYPIST	TYPIST'S PHONE	4. QUALITY CONTROL LIAISON	4a. PHONE	4b. DATE
Rebecca Kraus	(202) 358-2303	Omega Jones	(202) 358-0292	02/05/2020

5. ADMINISTRATOR'S HATS CONTROL NO.	6. DUE DATE	7. SUBJECT
	02/19/2020	FY2019 Model Equal Employment Opportunity Program Status Report

8. EXECUTIVE SUMMARY	10. QUALITY REVIEW
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<p>9. SPECIAL INSTRUCTIONS (Use this section to provide information or special guidelines that are not indicative for processing routine "A" packages.)</p> <p>We are requesting concurrence be provided by COB February 19, 2020, so that we can complete the next round of reviews and obtain the Administrator's concurrence.</p> <p>Package should be delivered to Christina Ruales (6078), Omega Jones (6K81), or Rebecca Kraus (6085).</p> <p>Thank you.</p>	INITIALS	DATE	



# Action Document Summary

1. CONCURRENCES							
DIRECTORATE/OFFICE	SIGNATURE	DATE		DIRECTORATE/OFFICE	SIGNATURE	DATE	
		IN	OUT			IN	OUT
Office of Diversity and Equal Opportunity	<i>[Signature]</i>	1/18/20					
Office of the Chief Human Capital Officer	<i>[Signature]</i>	1/27/20					
Office of STEM Engagement							
Mission Support Directorate	<i>[Signature]</i>	1/27/20					
Office of Strategic Infrastructure							

2. ACTION OFFICER	2a. DIRECTORATE/OFFICE	2b. PHONE	2c. DATE
Vincent Patterson	Office of Diversity and Equal Opportunity	(202) 358-0952	01/13/2020
3. TYPIST	TYPIST'S PHONE	4. QUALITY CONTROL LIAISON	4a. PHONE
Rebecca Kraus	(202) 358-2303	Omega Jones	(202) 358-0292
5. ADMINISTRATOR'S HATS CONTROL NO.	6. DUE DATE	7. SUBJECT	
	01/22/2020	FY 2019 Model Equal Employment Opportunity Program Status Report	

8. EXECUTIVE SUMMARY	10. QUALITY REVIEW		
<p>9. SPECIAL INSTRUCTIONS <i>(Use this section to provide information or special guidelines that are not indicative for processing routine "A" packages.)</i></p> <p>In order to meet the EEOC deadline of February 28, 2020, we are requesting your review and concurrence be provided by COB January 22, 2020, so that we can complete the next round of reviews and obtain the Administrator's concurrence. Each office listed above has been provided a separate package.</p> <p>Package should be delivered to Omega Jones (6K81) or Rebecca Kraus (6085).</p> <p>Thank you.</p>	INITIALS	DATE	



# Action Document Summary

1. CONCURRENCES							
DIRECTORATE/OFFICE	SIGNATURE	DATE		DIRECTORATE/OFFICE	SIGNATURE	DATE	
		IN	OUT			IN	OUT
Office of Diversity and Equal Opportunity	<i>[Signature]</i>		1/13/20				
Office of the Chief Human Capital Officer							
Office of STEM Engagement	<i>[Signature]</i>		1/13/20				
Mission Support Directorate							
Office of Strategic Infrastructure							

2. ACTION OFFICER	2a. DIRECTORATE/OFFICE	2b. PHONE	2c. DATE
Vincent Patterson	Office of Diversity and Equal Opportunity	(202) 358-0952	01/13/2020
3. TYPIST	TYPIST'S PHONE	4. QUALITY CONTROL LIAISON	4a. PHONE
Rebecca Kraus	(202) 358-2303	Omega Jones	(202) 358-0292
5. ADMINISTRATOR'S HATS CONTROL NO.	6. DUE DATE	7. SUBJECT	
	01/22/2020	FY 2019 Model Equal Employment Opportunity Program Status Report	

8. EXECUTIVE SUMMARY	10. QUALITY REVIEW		
<p>9. SPECIAL INSTRUCTIONS <i>(Use this section to provide information or special guidelines that are not indicative for processing routine "A" packages.)</i></p> <p>In order to meet the EEOC deadline of February 28, 2020, we are requesting your review and concurrence be provided by COB January 22, 2020, so that we can complete the next round of reviews and obtain the Administrator's concurrence. Each office listed above has been provided a separate package.</p> <p>Package should be delivered to Omega Jones (6K81) or Rebecca Kraus (6O85).</p> <p>Thank you.</p>	INITIALS	DATE	



# Action Document Summary

1. CONCURRENCES							
DIRECTORATE/OFFICE	SIGNATURE	DATE		DIRECTORATE/OFFICE	SIGNATURE	DATE	
		IN	OUT			IN	OUT
Office of Diversity and Equal Opportunity	<i>Steph J. Phib</i>		1/13/20				
Office of the Chief Human Capital Officer							
Office of STEM Engagement							
Mission Support Directorate							
Office of Strategic Infrastructure 2X89	<i>Greg Williams</i>		4/24/20				

2. ACTION OFFICER	2a. DIRECTORATE/OFFICE	2b. PHONE	2c. DATE
Vincent Patterson	Office of Diversity and Equal Opportunity	(202) 358-0952	01/13/2020
3. TYPIST	TYPIST'S PHONE	4. QUALITY CONTROL LIAISON	4a. PHONE
Rebecca Kraus	(202) 358-2303	Omega Jones	(202) 358-0292
5. ADMINISTRATOR'S HATS CONTROL NO.	6. DUE DATE	7. SUBJECT	
	01/22/2020	FY 2019 Model Equal Employment Opportunity Program Status Report	

8. EXECUTIVE SUMMARY	10. QUALITY REVIEW		
<p>9. SPECIAL INSTRUCTIONS (Use this section to provide information or special guidelines that are not indicative for processing routine "A" packages.)</p> <p>In order to meet the EEOC deadline of February 28, 2020, we are requesting your review and concurrence be provided by COB January 22, 2020, so that we can complete the next round of reviews and obtain the Administrator's concurrence. Each office listed above has been provided a separate package.</p> <p>Package should be delivered to Omega Jones (6K81) or Rebecca Kraus (6085).</p> <p>Thank you.</p>	INITIALS	DATE	