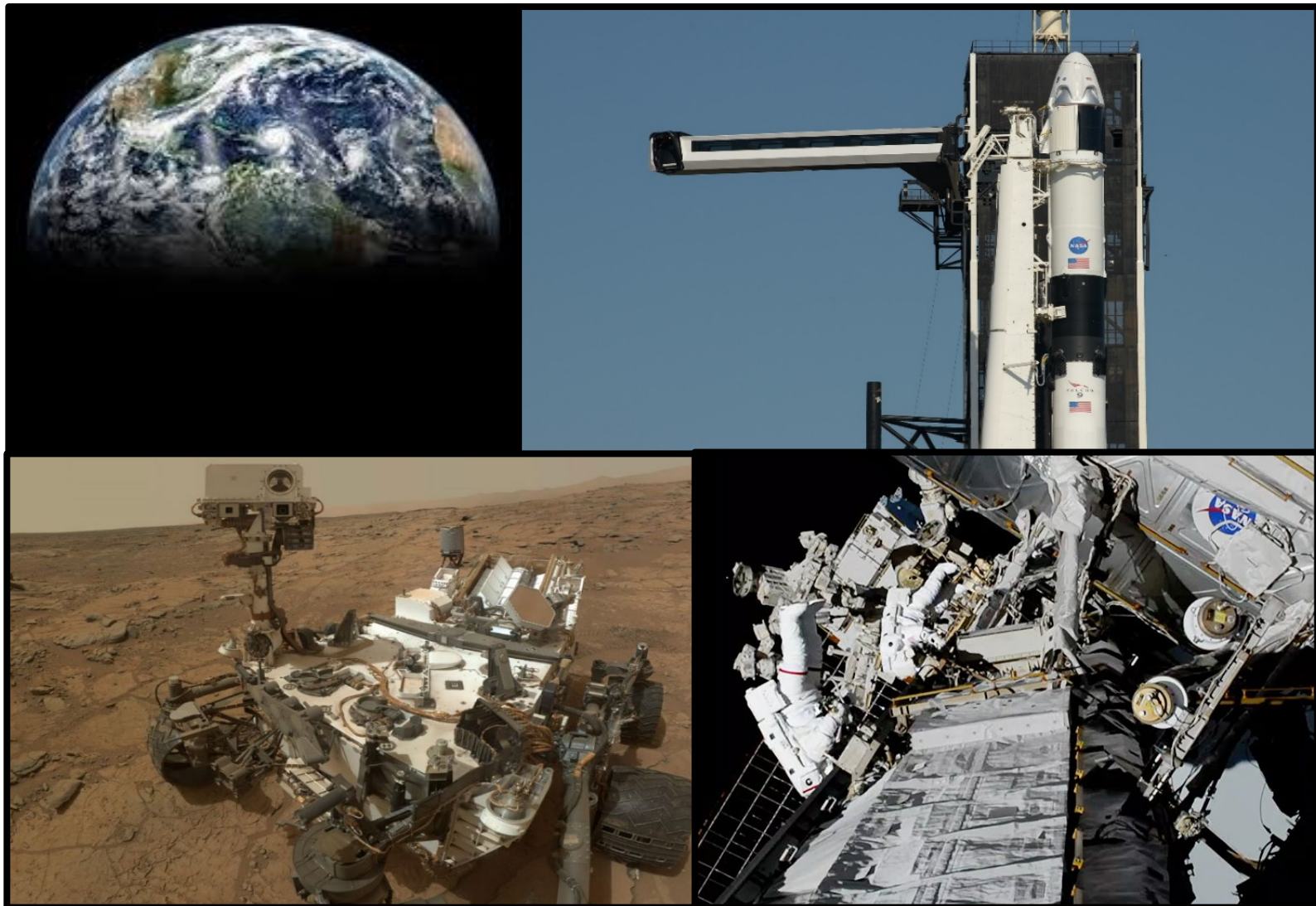


NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)

MODEL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM STATUS REPORT: FY 2020



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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)
MODEL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM STATUS REPORT:
FY 2020

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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, 2019 to September 30, 2020.					
PART A Department or Agency Identifying Information	Agency	National Aeronautics and Space Administration			
	Address	300 E Street, SW			
	City, State, Zip Code	Washington, DC 20546			
	CPDF Code	NN00			
	FIPS code(s)	01, 06, 11, 12, 22, 24, 28, 39, 48, 51			
PART B Total Employment	Permanent Workforce	17,458			
	Temporary Workforce	590			
	TOTAL EMPLOYMENT	18,048			
PART C1 Head of Agency and Head of Agency Designee	Leadership	Name	Title		
	Head of Agency	Bill Nelson	Administrator		
Head of Agency Designee					
PART C2 Agency Official(s) Responsible for Oversight of EEO Programs	EEO Program Staff	Name/Title	Occupational Series/Pay Plan and Grade	Phone Number	Email Address
	Principal EEO Director/Official	Stephen T. Shih, Associate Administrator, Office of Diversity and Equal Opportunity (ODEO)	0260/SES	(202) 358- 2167	stephen.t.shih @nasa.gov
	Affirmative Employment Program Manager	Vincent Patterson, Acting Director, Diversity and Data/Analytics Division, ODEO	0260/GS-15	(202) 358- 0952	vincent.e.patterson @nasa.gov
	Complaint Processing Program Manager	Susan Cloud, Director, Complaints Management Division	0260/SES	(256) 544- 5377	susan.l.cloud @nasa.gov
	Diversity & Inclusion Officer	Nicole Lassiter, Equal Opportunity Specialist	0260/GS-15	(202) 358- 1932	nicole.e.lassiter @nasa.gov
	Hispanic Program Manager (SEPM)	Nicole Lassiter, Equal Opportunity Specialist	0260/GS-15	(202) 358- 1932	nicole.e.lassiter @nasa.gov
	Women's Program Manager (SEPM)	Nicole Lassiter, Equal Opportunity Specialist	0260/GS-15	(202) 358- 1932	nicole.e.lassiter @nasa.gov
	Disability Program Manager (SEPM)	Rebecca Doroshenk, Program Analyst	0343/GS-14	(202) 358- 0038	Rebecca.d.doroshenk @nasa.gov
	Selective Placement Program Coordinator (Individuals w/Disabilities)	Esteban Morales, Human Resources Specialist	0201/GS-14	(301) 286- 3093	Esteban.morales @nasa.gov

	Reasonable Accommodation Program Manager	Rebecca Doroshenk, Program Analyst	0343/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	Yvette Harris, Equal Employment Manager	0260/GS-15	(216) 433-8000	yvette.c.harris@nasa.gov
	Compliance Manager	Dorenda King, Equal Opportunity Manager	0260/GS-15	(202) 358-0726	dorenda.r.king@nasa.gov
	Principal MD-715 Preparer	Rebecca Kraus, Civil Rights Analyst	0160/GS-15	(202) 358-2303	rebecca.s.kraus@nasa.gov
PART D-1 List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS codes		
	Ames Research Center (ARC), Moffett Field/CA		NN21	06001, 06003, 06005, 06013, 06085, 06087	
	Armstrong Flight Research Center (AFRC), Edwards/CA		NN24	06029, 06037	
	Glenn Research Center (GRC), Cleveland/OH		NN22	39035, 39055, 39143, 39153, 39085, 39093	
	Goddard Space Flight Center (GSFC), Greenbelt/MD		NN51	24033, 24031, 24027, 24003, 11001, 51001	
	Headquarters (HQ), Washington/DC		NN10	11001, 24033, 24031, 51013, 51059, 51107	
	Johnson Space Center (JSC), Houston/TX		NN72	48157, 48167, 48291, 48473, 48071	
	Kennedy Space Center (KSC), KSC/FL		NN76	12009, 12095	
	Langley Research Center (LaRC), Hampton/VA		NN23	51115, 51650, 51700	
	Marshall Space Flight Center (MSFC), Huntsville/AL		NN62	01089	
	NASA Shared Services Center (NSSC), Stennis/MS		NN10	28045, 28047, 28059	
	Stennis Space Center (SSC), Stennis/MS		NN64	28045, 28047, 28059	
PART D-2 Mandatory and Optional Documents for this Report	See Appendix C.				

PART E: EXECUTIVE SUMMARY

MD-715 PART E	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
National Aeronautics and Space Administration	For period covering October 1, 2019 to September 30, 2020.
EXECUTIVE SUMMARY	
<p data-bbox="147 615 784 653"><i>Section I. Agency Mission and Leadership</i></p> <p data-bbox="147 699 1445 1003">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 all Americans and all humanity. NASA inspires the world with exploration of new frontiers, discovery of new knowledge, and development of new technology.</p> <p data-bbox="147 1041 1445 1268">With top-level support from the NASA Administrator and leadership team, the Office of Diversity and Equal Opportunity (ODEO) engaged in significant activities in FY 2020 to advance equal employment opportunity (EEO) in the NASA workforce. NASA measures the success of its EEO program against the six Essential Elements of a Model EEO Program, as outlined by the U.S. Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715). FY 2020 program accomplishments and EEO successes are identified and discussed below.</p> <p data-bbox="147 1325 1097 1362"><i>Section II. The Six Essential Elements of a Model EEO Program</i></p> <p data-bbox="147 1409 1445 1596">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 seven deficiencies within its EEO program reflecting a compliance rate of 96 percent. Utilizing the results of the self-assessment, the Agency developed plans to address program deficiencies (Part H) and workforce triggers regarding participation rates for certain groups in the workforce (Parts I and J).</p> <p data-bbox="147 1640 862 1677">1. Demonstrated Commitment of Agency Leadership</p> <p data-bbox="147 1717 1445 1824">During FY 2020, NASA continued to implement the enterprise-wide Unity Campaign launched in FY 2019. The goal of the Campaign is to “power and propel” NASA’s workforce and internal organizations to work more effectively together to accomplish NASA’s missions. The NASA</p>	

Administrator instituted several new actions in support of the Campaign. These actions are as follows:

- *Unity Campaign Implementation Plans.* To ensure Agency-wide accountability, NASA Centers and major organizations developed Unity Campaign Implementation Plans.
- *Diversity, Equity, and Inclusion Strategic Plan.* In FY 2020, NASA initiated development of a new diversity, equity, and inclusion strategic plan focused on people, mission, and culture.
- *Recruitment, Training, and Advancement.* The Administrator directed ODEO and the Office of the Chief Human Capital Officer (OCHCO) to review how we address NASA values in the recruiting, hiring, training, and management of our workforce. The goal of this action is to identify areas that need improvement and institute new approaches to identifying talent, onboarding new employees, and promoting mobility within our workforce.
- *Policy Statements.* The NASA Administrator issued updated policy statements for EEO, Diversity and Inclusion (D&I), and Anti-Harassment.
- *Employee Engagement.* Between June and September 2020, NASA conducted more than 500 “Diversity Dialogues” reaching more than 10,000 NASA employees.

Further examples of leadership commitment to diversity and equal opportunity include renaming the NASA Headquarters (HQ) building the “Mary W. Jackson NASA HQ Building” after the first African American female engineer at NASA.

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

On October 18, 2019, NASA conducted its first all-women spacewalk. While this was the 221st spacewalk performed in support of space station assembly, it was the first conducted entirely by women. On July 23, 2020, the Administrator announced the addition of a new NASA core value, “Inclusion” (the other core values are safety, integrity, teamwork, and excellence). The Administrator noted, “NASA is committed to a culture of diversity, inclusion, and equity, where all employees feel welcome, respected, and engaged. To achieve the greatest mission success, NASA embraces hiring, developing, and growing a diverse and inclusive workforce in a positive and safe work environment where individuals can be authentic. This value will enable NASA to attract the best talent, grow the capabilities of the entire workforce, and empower everyone to fully contribute.”



NASA continues to be committed to attracting, selecting, developing, empowering, and retaining a highly capable and talented workforce to achieve its missions. Specifically, Strategic Objective 4.4 of the *2018 NASA Strategic Plan* charges the agency 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 Federal Employee Viewpoint Survey (FEVS) New Inclusion Quotient (New IQ); measurement of participation rates of employee groups; 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.

3. Management and Program Accountability

On October 1, 2019, NASA ODEO underwent an organizational realignment that resulted in a shift in reporting for the 10 geographically dispersed Center ODEO offices. Under the new structure, these operational components became direct reports of the AA, ODEO. Previously, Center EEO offices reported to their respective Center Directors. This change allows for more direct program oversight, budgetary management, and development of staff.

Additionally, NASA managers and supervisors are accountable for advancing EEO in the workplace through their performance evaluations. In FY 2020, NASA approved a new Unity performance requirement to all Senior Executive Service (SES) performance plans. NASA intends to include a similar requirement in all managerial and supervisory performance plans.

NASA ODEO reports quarterly on EEO and D&I performance outcomes at the quarterly agency senior leadership Baseline Performance Review (BPR) meeting. In addition, the AA, ODEO, is a full and active member of NASA’s senior leadership team and regularly participates on various decision-making bodies, boards, panels, and councils, such as: the Senior Management Council, the Agency’s senior decision-making body for strategic direction and planning; the Mission Support Council, the Agency’s senior decision-making body regarding the integrated mission support portfolio; the Performance Review Board, which conducts annual performance reviews of NASA’s SES members; and the Executive Resources Board, which provides advice, counsel, and recommendations for consideration by the Administrator relating to the management of executive human resources.

Further, per NASA 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 plans and barrier analyses.

4. Proactive Prevention of Unlawful Discrimination

NASA's Anti-Harassment Program (AHP) emphasizes a broad application of anti-harassment policy and procedures, going beyond legal compliance and focusing on workforce and mission. The goals of the program are to: 1) create an environment in which employees feel safe coming forward with their concerns; and 2) reinforce a reporting culture that enables NASA to identify issues at the earliest possible opportunity and to take prompt corrective actions, allowing individual and organizational focus to remain on mission success. In FY 2020, NASA received 66 reports of harassment under the AHP, achieving an expeditious average processing time of 65 days. NASA took corrective action in 35 percent of cases. Additionally, NASA continues to train the workforce with its award-winning, on-line "gamified" anti-harassment training; approximately 3,200 individuals were trained in FY 2020.

The Agency continued its robust outreach and recruiting presence at national affinity group conferences and events, including the Black Engineer of the Year Awards, Society of Asian Scientists and Engineers national and regional conferences, American Indian Science and Engineering Society National Conference, Women of Color, Society for Advancement of Hispanics/Chicanos and Native Americans in Science conference, and the Society of Women Engineers conference. In addition, NASA provided an electronic Just-in-Time Disability Toolkit for Managers, which contains quick tips, print-and-go checklists, and other relevant resources to help managers hire and lead a disability-inclusive workforce.

5. Efficiency

NASA initiated development of a new Reasonable Accommodation Management System (RAMS). The new RAMS tool will enable the Agency to better track and monitor trends in processing of reasonable accommodation (RA) requests. NASA expects to launch the new system in FY 2021. Moreover, to improve effectiveness and efficiency in the NASA Affirmative Employment Program, the Agency procured barrier analysis training for approximately 50 EEO staff members. Due to the COVID-19 pandemic, this training will be delivered in FY 2021.

6. Responsiveness and Legal Compliance

NASA posted timely No FEAR Act data, met established deadlines for submitting the FY 2019 MD-715 report, and submitted a timely Annual Statistical Report of Discrimination Complaints (EEOC Form 462) to EEOC. In April 2020, ODEO underwent a Technical Assistance visit with representatives from EEOC. EEOC highlighted several NASA best practices and provided guidance to NASA for correcting program deficiencies. In addition, in FY 2020 NASA:

- Improved timeliness of its issuance of Final Agency Decisions (FADs). In particular, NASA eliminated its backlog of FADs and improved the percentage of timely FADs from 21 percent

in FY 2019 to 76 percent in FY 2020. NASA expects to timely issue 100 percent of its FADs in FY 2021.

- Awarded an Agency-wide Blanket Purchasing Agreement (BPA) for Personal Assistance Services (PAS) in FY 2020. The BPA will result in greater efficiency and consistency in providing PAS across the Agency.
- Provided training to an initial cadre of settlement officials to increase their knowledge and develop their skills in settling disputes within the agency. NASA anticipates this will increase the positive outcomes in ADR by having management officials who are knowledgeable about the ADR process, and who are able to identify unique solutions tailored to settle the conflict.
- All qualified staff (100 percent) are current with regulatory annual EEO training requirements. Moreover, in September 2020, agency EEO counselors participated in refresher training covering a myriad of NASA-specific topics, including iComplaints, procedural dismissals, and issues associated with contract workers.

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. NASA monitors workforce composition data to determine if discrepancies exist in the participation rate of any demographic group.¹ The FY 2020 workforce composition data revealed the following triggers (see Appendix A, Table 1):

- Similar to the workforce composition findings in FY 2019, some groups are underrepresented in the higher grades and leadership positions:
 - NASA Senior Executive Service (SES) members: Asian Americans and Pacific Islanders (AAPI) and Hispanics account for a lower percentage of the SES compared to their overall representation in the NASA workforce. Each group makes up 8.4 percent of the workforce, yet AAPI account for 4.3 percent of the SES and Hispanics account for 5.3 percent of the SES.
 - Senior Level (SL) and Senior Scientific and Professional (ST) employees: Blacks, Hispanics, and Women make up a smaller proportion of SL positions than their overall representation in the workforce: Blacks make up 11.1 percent of the NASA workforce, yet are only 2.2 percent of those in SL positions. Hispanics account for 8.4 percent of the NASA workforce but only occupy 4.5 percent of SL positions. Women are 34.2 percent of the NASA workforce, yet are only 18.0 percent of SL employees. Blacks, Hispanics, and

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

Women also account for smaller percentages of the ST workforce, compared to their representation in the NASA workforce (these groups account for 2.4 percent, 3.5 percent, and 21.2 percent of ST positions, respectively).

Triggers also exist with regard to specific occupations when compared to the Relevant Civilian Labor Force (RCLF) (see Appendix A, Tables 2-3).² For example, Women account for 32.4 percent of NASA Physical Scientists (job series 1301), yet are 39.0 percent of Physical Scientists in the RCLF. AAPI make up 12.5 percent of Physical Scientists at NASA, but account for 14.9 percent of such positions in the RCLF. In addition, AAPI account for 6.4 percent of General Engineers (job series 0801), compared to 10.7 percent in the RCLF.

In contrast, AAPI, Blacks, Hispanics, and Women represent a greater proportion of those occupying Professional Administrative positions at NASA when compared to the RCLF (see Appendix A, Table 3). For example,

- AAPI employees are 12.4 percent of NASA Accountants, but only 7.5 percent of Accountants in the RCLF. AAPI also account for 7.3 percent of Human Resources Specialists but are only 2.6 percent of similar positions in the RCLF.
- Black employees are employed at rates more than three times their representation in the RCLF in Contract Specialist and Accountant positions. Blacks account for 27.1 percent of NASA Contract Specialists and 29.6 percent of NASA Accountants, but only 8.4 percent and 7.9 percent, respectively, in the RCLF.
- Hispanic employees are: 11.2 percent of Program Analysts, compared to 4.6 percent in the RCLF; 10.5 percent Contract Specialists, compared to 7.1 percent in the RCLF; 7.2 percent of Information Technology Specialists, compared to 4.7 percent in the RCLF; and 8.9 percent of Accountants, compared to 5.1 percent in the RCLF.

As noted in Part I of this report, NASA initiated a barrier analysis for Physical Science positions. Preliminary findings of the initial phases on the barrier analysis appear in Appendix B. Additionally, NASA completed revisions to its applicant flow data reports, which now align with the revised EEOC MD-715 tables.

As indicated in Part J of this report, NASA has made progress in achieving the Federal goals for the employment of individuals with disabilities (IWD) and individuals with targeted disabilities (IWTD). These goals are: (1) IWD should account for 12 percent of employees in grades GS-10 and below and 12 percent of employees in grades GS-11 and above, and (2) IWTD should account for 2 percent of employees in these grade categories. NASA exceeds the goals for grades GS-10 and below: IWD and

² 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>.

IWTD account for 21.6 percent and 5.8 percent of the employees in those grades, respectively. For grades GS-11 and above, NASA was just below the goal for IWD (11.4 percent of NASA employees in those grades) and just above the goal for IWTD (2.5 percent of those employees) (see Appendix A, Table 4).³ The Agency will continue to monitor overall employment data on IWD and IWTD with regard to recruitment, hiring, promotions, awards, and retention.

Section IV. FY 2020 Model EEO Program Accomplishments

In FY 2020, NASA focused on five program deficiencies identified in the previous fiscal year:

1. **NASA did not issue an FY 2018 EEO policy statement on Agency letterhead signed by the Administrator.** NASA addressed this deficiency in FY 2020; the Agency issued the updated EEO policy statement on March 4, 2020 (see Part H-1).
2. **The Agency head is not the immediate supervisor Agency EEO Director, nor does the EEO Director report to the same Agency head designee as the mission-related programmatic offices.** NASA discussed this deficiency with EEOC representatives in April 2020 and will further consider how to address this deficiency with the new NASA Administrator (see Part H-2).
3. **NASA does not complete counseling within established timeframes.** NASA improved counseling timeliness from 89 percent of cases in FY 2019 to 93 percent in FY 2020 (see Part H-5).
4. **NASA does not complete investigations within established timeframes.** The percentage of timely investigations decreased to 86 percent in FY 2020 from 100 percent in FY 2019 (see Part H-7).
5. **NASA does not complete FADs within established timeframes.** NASA issued 76 percent of FADs timely in FY 2020, compared to 21 percent in FY 2019. Of particular note, NASA eradicated all backlogged FADs from prior fiscal years and issued all Final Actions pertaining to FY 2020 complaints within the established timeframes (see Part H-9).

NASA also completed the development of revised applicant flow data tables for use in its barrier analyses (see Part I and Part J). In addition, NASA posted information regarding the Architectural Barriers Act complaint process on the Agency Web site (see Part J).

Section V. FY 2021 Planned Activities

In FY 2021, NASA intends to execute the following activities to address program deficiencies and triggers identified in Parts H, I, and J of this report:

- **Revise Agency structure so that the AA, ODEO, reports directly to the NASA Administrator, pursuant to 29 CFR §1614.102(b)(4).** A new NASA Administrator was sworn

³ NASA reached the employment goal for the employment of IWD in grades 11 and above by the end of the first quarter of FY 2021.

in on May 3, 2021. NASA will determine how to address this deficiency, which NASA identified in Part G of the FY 2019 MD-715 report, and EEOC highlighted in an April 2020 Agency audit report (see Part H-2).

- **Establish timeframes for completing inquiries of harassment allegations under the Anti-Harassment Program.** NASA has implemented new Anti-Harassment Procedures (NPR 3713.3A (see <https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=3713&s=3>)) that include EEOC-specified timeframes for initiating action on and completing the processing of reports of harassment (see Part H-3).
- **Revise exit surveys to include questions on how the Agency could improve the recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities.** NASA will incorporate specific disability employment- and diversity-related questions into exit surveys by the third quarter of FY 2021 (see Part H-4).
- **Ensure EEO counseling is completed timely within 30 or 90 calendar days, pursuant to 29 CFR §1614.108.** NASA will review monthly complaint processing data, hold Agency-wide forums to discuss issues at the informal complaints stage, implement process improvements, develop new Standard Operating Procedures, and provide training to all NASA EEO Counselors (see Part H-5).
- **Establish timeframes to issue acceptance letters/dismissal decisions within a reasonable time after receipt of the written EEO Counselor report.** In FY 2020, the average processing time was 97 days. NASA will establish internal metrics to ensure acceptance/dismissal decisions are issued within reasonable timeframes (see Part H-6).
- **Ensure EEO investigations are timely completed, pursuant to 29 CFR §1614.108.** NASA will review monthly complaint processing data, implement process improvements, begin the development of new Standard Operating Procedures, and provide training to all NASA EEO Specialists responsible for coordinating and reviewing investigations (see Part H-7).
- **Notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g).** NASA will review monthly complaint processing data, implement process improvements, and begin the development of new Standard Operating Procedures for timely and compliant processing of EEO complaints at all stages of the EEO process (see Part H-8).
- **Ensure all FADs are issued within 60 calendar days, pursuant to 29 CFR §1614.110(b).** Having successfully eliminated its entire FAD backlog and implemented process and tracking improvements in FY 2020, NASA expects to achieve timely issuance in 100 percent of FADs (see Part H-9).
- **Strengthen data analytics capabilities and conduct barrier analyses regarding Women, AAPI, and Individuals with Disabilities.** NASA will complete additional phases of its barrier analysis regarding the employment of Women and AAPIs as Physical Scientists at NASA, including tracking applicant flow data by sex and race and will continue to address issues related to its disability program (see Parts I and J).





PART F: CERTIFICATION OF ESTABLISHMENT OF CONTINUING EEO PROGRAMS







<p>MD-715 PART F</p>	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</p>	
<p align="center">CERTIFICATION of ESTABLISHMENT of CONTINUING EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS</p>		
<p>I,</p>	<p>Stephen T. Shih, Associate Administrator for Diversity and Equal Opportunity/0260/SES</p>	<p>am the</p>
<p>Principal EEO Director/Official</p>	<p>(Insert name, official title/series/grade above)</p>	
<p>for:</p>	<p>National Aeronautics and Space Administration</p>	
	<p>(Insert Agency/Component Name)</p>	
<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>		
		<p>6/25/21</p>
<p>Signature of Principal EEO Director/Official Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD 715.</p>		<p>Date</p>
		<p>6/25/21</p>
<p>Signature of Agency Head or Agency Head Designee</p>		<p>Date</p>



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PART G: AGENCY SELF-ASSESSMENT CHECKLIST - FY 2020



MD-715 PART G	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.			
Indicator Measures	A.1 – The agency issues an effective, up-to-date EEO policy statement.	Measure Met?	Comments
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency’s commitment to EEO for all employees and applicants? <i>If yes, provide the annual issuance date in the comments column.</i> [MD-715, II(A)]	Yes	NASA issued an updated EEO policy on March 4, 2020. See Part H-1.
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [29 CFR § 1614.101(a)]	Yes	
Indicator Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met?	Comments
A.2.a	<i>Does the agency disseminate the following policies and procedures to all employees:</i>		
A.2.a.1	– Anti-harassment policy? [MD 715, II(A)]	Yes	
A.2.a.2	– Reasonable accommodation procedures? [29 CFR § 1614.203(d)(3)]	Yes	
A.2.b	<i>Does the agency prominently post the following information in the workplace and on its public Web site:</i>		
A.2.b.1	– Business contact information for its EEO Director EEO Counselors, EEO Officers, Special Emphasis Program Managers? [29 CFR § 1614.102(b)(7)]	Yes	
A.2.b.2	– Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [29 CFR § 1614.102(b)(5)]	Yes	
A.2.b.3	– Reasonable accommodation procedures? [29 CFR § 1614.203(d)(3)(i)] <i>If yes, provide the internet address in the comments column.</i>	Yes	https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=3713&s=1C
A.2.c	<i>Does the agency inform its employees about the following:</i>		
A.2.c.1	– EEO complaint process? [29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] <i>If yes, provide how often.</i>	Yes	At least annually.
A.2.c.2	– ADR process? [MD-110, Ch. 3(II)(C)] <i>If yes, provide how often.</i>	Yes	At least annually.
A.2.c.3	– Reasonable accommodation program? [29 CFR § 1614.203(d)(7)(ii)(C)] <i>If yes, provide how often.</i>	Yes	At least annually.
A.2.c.4	– Anti-harassment program? [EEOC Enforcement Guidance on Vicarious Employer Liability for	Yes	At least annually.



	Unlawful Harassment by Supervisors (1999), § V.C.1] <i>If yes, provide how often.</i>		
A.2.c.5	– 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>	Yes	At least annually.
 Indicator  Measures	A.3 – The agency assesses and ensures EEO principles are part of its culture.	Measure Met?	Comments
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [29 CFR § 1614.102(a) (9)] <i>If yes, provide one or two examples in the comments section.</i>	Yes	Examples: Agency Honor Awards – EEO Medal; Annual Robert H. Goddard Awards – Diversity/EEO award; Ames EEO/Diversity Excellence Award; and KSC Diversity and Equal Opportunity Award.
A.3.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]	Yes	
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY’S STRATEGIC MISSION This element requires that the agency’s EEO programs are structured to maintain a workplace that is free from discrimination and support the agency’s strategic mission.			
 Indicator  Measures	B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	Measure Met?	Comments
B.1.a	Is the agency head the immediate supervisor of the person (“EEO Director”) who has day-to-day control over the EEO office? [29 CFR §1614.102(b)(4)]	No	The AA for ODEO formally reports to the Deputy Associate Administrator and has regular access to the Administrator. See Part H-2.
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? <i>If yes, provide the title of the agency head designee in the comments.</i>	No	See Part H-2.
B.1.a.2	Does the agency’s organizational chart clearly define the reporting structure for the EEO office? [29 CFR §1614.102(b)(4)]	Yes	
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency, and legal compliance of agency’s EEO program? [29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes	
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" 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>	Yes	ODEO briefed the NASA Administrator on 10/4/2019, and presented data at the Agency Baseline Performance Review on 4/23/2020.
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other related issues? [MD-715, II(B)]	Yes	



 Indicator  Measures	B.2 – The EEO Director controls all aspects of the EEO program.	Measure Met?	Comments
B.2.	<i>Is the EEO Director responsible for the following:</i>		
B.2.a	– 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.2.b	– Overseeing the completion of EEO counseling? [29 CFR §1614.102(c)(4)]	Yes	
B.2.c	– Overseeing the fair and thorough investigation of EEO complaints? [29 CFR §1614.102(c)(5)]	Yes	
B.2.d	– Overseeing the timely issuance of final agency decisions? [29 CFR §1614.102(c)(5)]	Yes	
B.2.e	– Ensuring compliance with EEOC orders? [29 CFR §§ 1614.102(e); 1614.502]	Yes	
B.2.f	– Periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [29 CFR §1614.102(c)(2)]	Yes	
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [29 CFR §§ 1614.102(c)(2) and (c)(3)]	Yes	
 Indicator  Measures	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met?	Comments
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [MD-715, II(B)]	Yes	
B.3.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	Objective 4.4, Manage Human Capital, references proactive efforts to ensure EEO and prevent workplace discrimination.
 Indicator  Measures	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program	Measure Met?	Comments
B.4.a	<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.4.a.1	– to conduct a self-assessment of the agency for possible program deficiencies? [MD-715, II(D)]	Yes	
B.4.a.2	– to enable the agency to conduct a thorough barrier analysis of its workforce? [MD-715, II(B)]	Yes	
B.4.a.3	– to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes	







B.4.a.4	– to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [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.4.a.5	– 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.4.a.6	– to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [MD-715, II(B)]	Yes	
B.4.a.7	– to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [MD-715, II(E)]. <i>If not, identify the systems with insufficient funding in the comments section.</i>	Yes	
B.4.a.8	– to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	Yes	
B.4.a.9	– to effectively manage its anti-harassment program? [MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
B.4.a.10	– to effectively manage its reasonable accommodation program? [29 CFR § 1614.203(d)(4)(ii)]	Yes	
B.4.a.11	– to ensure timely and complete compliance with EEOC orders? [MD-715, II(E)]	Yes	
B.4.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.4.c	Are the duties and responsibilities of EEO officials clearly defined? [MD-110, Ch. 1(III)(A), 2(III), 6(III)]	Yes	
B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	Yes	
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	Yes	
 Indicator  Measures	B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met?	Comments
B.5.a	<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.5.a.1	– EEO Complaint Process? [MD-715(II)(B)]	Yes	
B.5.a.2	– Reasonable Accommodation Procedures? [29 CFR § 1614.102(d)(3)]	Yes	
B.5.a.3	– Anti-Harassment Policy? [MD-715(II)(B)]	Yes	
B.5.a.4	– Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [MD-715, II(B)]	Yes	
B.5.a.5	– ADR, with emphasis on the Federal government’s interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [MD-715(II)(E)]	Yes	
 Indicator	B.6 – The agency involves managers in the implementation of its EEO program.	Measure Met?	Comments
 Measures			
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [MD-715 Instructions, Sec. I]	Yes	
B.6.b	Do senior managers participate in the barrier analysis process? [MD-715 Instructions, Sec. I]	Yes	
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [MD-715 Instructions, Sec. I]	Yes	
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	Yes	
Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency’s EEO Program and Plan.			
 Indicator	C.1 – The agency conducts regular internal audits of its component and field offices.	Measure Met?	Comments
 Measures			
C.1.a	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	Schedule of functional reviews of Center EEO offices – <ul style="list-style-type: none"> • FY 2020: LARC • FY 2021: KSC, SSC, JSC, ARC, AFRC, MSFC • FY 2022: HQ • To be determined: GRC, GSFC
C.1.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	Agency ODEO reviews Center MD-715 plans and accomplishments on an annual basis.
C.1.c	Do component and field offices make reasonable efforts to comply with the recommendations of the field audit? [MD-715, II(C)]	Yes	



 Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met?	Comments
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC’s enforcement guidance? [MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (6/18/99)]	Yes	
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	Yes	
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, EEOC No. 915.002, § V.C.1 (6/18/99)]	Yes	
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [Enforcement Guidance, V.C.]	Yes	
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [<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>	No	<p>NASA uses an indicator of 60 days for case completion. In FY 2020, NASA completed 61 percent of cases in a timely fashion.</p> <p>Additionally, NASA has implemented new Anti-Harassment Procedures (NPR 3713.3A) that include EEOC-specified timeframes for initiating action on reports of harassment within 10 days and completing the processing of reports of harassment within 60 days. See Part H-3.</p>
C.2.a.6	Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [29 CFR 1614.203(d)(2)]	Yes	
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC’s regulations and guidance? [29 CFR 1614.203(d)(3)]	Yes	
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency?[29 CFR 1614.203(d)(3)(D)]	Yes	







C.2.b.2	Has the agency established a firewall between the RA Program Manager and the EEO Director? [MD-110, Ch. 1(IV)(A)]	Yes	
C.2.b.3	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	
C.2.b.4	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	
C.2.b.5	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	
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [29 CFR 1614.203(d)(6)]	Yes	
C.2.c.1	Does the agency post its procedures for processing requests for personal assistance services on its public Web site? [29 CFR § 1614.203(d)(5)(v)] <i>If yes, provide the internet address in the comments column.</i>	Yes	https://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=3713&s=1B
 Indicator	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met?	Comments
 Measures			
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes	
C.3.b	<i>Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following:</i>		
C.3.b.1	– Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [MD-110, Ch. 3.I]	Yes	
C.3.b.2	– Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [29 CFR §1614.102(b)(6)]	Yes	
C.3.b.3	– Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [MD-715, II(C)]	Yes	
C.3.b.4	– Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [MD-715 Instructions, Sec. I]	Yes	
C.3.b.5	– Provide religious accommodations when it does not cause an undue hardship? [29 CFR §1614.102(a)(7)]	Yes	
C.3.b.6	– Provide disability accommodations when it does not cause an undue hardship? [29 CFR §1614.102(a)(8)]	Yes	





C.3.b.7	– Support the EEO program in identifying and removing barriers to equal opportunity? [MD-715, II(C)]	Yes	
C.3.b.8	– Support the anti-harassment program in investigating and correcting harassing conduct? [Enforcement Guidance, V.C.2]	Yes	
C.3.b.9	– Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [MD-715, II(C)]	Yes	
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [29 CFR §1614.102(c)(2)]	Yes	
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [29 CFR §1614.102(c)(2)]	Yes	
 Indicator  Measures	C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met?	Comments
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [29 CFR §1614.102(a)(2)]	Yes	
C.4.b	Has agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/ training programs, and management/ personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [MD-715 Instructions, Sec. I]	Yes	
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [29 CFR §1614.601(a)]	Yes	
C.4.d	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [MD-715, II(C)]	Yes	
C.4.e	<i>Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:</i>		
C.4.e.1	– Implement the Affirmative Action Plan for Individuals with Disabilities? [29 CFR §1614.203(d); MD-715, II(C)]	Yes	
C.4.e.2	– Develop and/or conduct outreach and recruiting initiatives? [MD-715, II(C)]	Yes	
C.4.e.3	– Develop and/or provide training for managers and employees? [MD-715, II(C)]	Yes	





C.4.e.4	– Identify and remove barriers to equal opportunity in the workplace? [MD-715, II(C)]	Yes	
C.4.e.5	– Assist in preparing the MD-715 report? [MD-715, II(C)]	Yes	
 Indicator  Measures	C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met?	Comments
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [29 CFR § 1614.102(a)(6); see also <i>Douglas v. Veterans Administration</i> , 5 MSPR 280 (1981)]	Yes	
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [29 CFR §1614.102(a)(6)] <i>If yes, state the number of disciplined/sanctioned individuals during this reporting period in the comments.</i>	Yes	No individuals were disciplined or sanctioned in FY 2020.
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [MD-715, II(C)]	Yes	
 Indicator  Measures	C.6 – The EEO office advises managers/supervisors on EEO matters.	Measure Met?	Comments
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [MD-715 Instructions, Sec. I] <i>If yes, identify the frequency of the updates in the comments column.</i>	Yes	At least annually.
C.6.b	Are EEO officials readily available to answer managers’ and supervisors’ questions/concerns? [MD-715 Instructions, Sec. I]	Yes	
Essential Element D: PROACTIVE PREVENTION This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.			
 Indicator  Measures	D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met?	Comments
D.1.a	Does the agency have a process for identifying triggers in the workplace? [MD-715 Instructions, Sec. I]	Yes	
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; 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]	Yes	
D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention	No	See Part H-3.

	and advancement of individuals with disabilities? [29 CFR 1614.203(d)(1)(iii)(C)]		
 Indicator  Measures	D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met?	Comments
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [MD-715, (II)(B)]	Yes	
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [29 CFR §1614.102(a)(3)]	Yes	
D.2.c	Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [29 CFR §1614.102(a)(3)]	Yes	
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/ grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, 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>	Yes	Complaints, climate surveys (e.g., FEVS), anti-harassment program data, affinity groups, Special Emphasis Program (SEPs), employee pulse surveys, and other sources (when available).
 Indicator  Measures	D.3 – The agency establishes appropriate action plans to remove identified barriers.	Measure Met?	Comments
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [29 CFR §1614.102(a)(3)]	Yes	
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [MD-715, II(D)]	N/A	See Part I.
D.3.c	Does the agency periodically review the effectiveness of the plans? [MD-715, II(D)]	Yes	
 Indicator  Measures	D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Measure Met?	Comments
D.4.a	Does the agency post its affirmative action plan on its public Web site? [29 CFR 1614.203(d)(4)] <i>If yes, provide the internet address in the comments section.</i>	Yes	https://www.nasa.gov/offices/odeo/workforce-data
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [29 CFR 1614.203(d)(1)(i)]	Yes	
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [29 CFR 1614.203(d)(1)(ii)(A)]	Yes	
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the	Yes	

	agency until it meets the goals? [29 CFR 1614.203(d)(7)(ii)]		
Essential Element E: EFFICIENCY			
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.			
 Indicator	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met?	Comments
 Measures			
E.1.a	Does the agency timely provide EEO counseling? [29 CFR §1614.105]	No	NASA completed 93 percent of counseling timely in FY 2020. See Part H-5.
E.1.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)]	Yes	
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint? [MD-110, Ch. 5(I)]	Yes	
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report? [MD-110, Ch. 5(I)] <i>If yes, provide the average processing time in the comments section.</i>	No	The average processing time was 97 days. See Part H-6.
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation? [29 CFR §1614.102(b)(6)]	Yes	
E.1.f	Does the agency timely complete investigations? [29 CFR §1614.108]	No	86 percent of its investigations were timely. See Part H-7.
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit? [29 CFR §1614.108(g)]	No	NASA does not issue 180-day letters. See Part H-8.
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision? [29 CFR §1614.110(b)]	No	76 percent of FADs were timely. See Part H-9.
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's (AJ) decision? [29 CFR §1614.110(a)]	Yes	
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [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.

E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [MD-110, Ch. 5(V)(A)]	Yes	
E.1.l	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	
 Indicator	E.2 – The agency has a neutral EEO process.	Measure Met?	Comments
 Measures			
E.2.a	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.
E.2.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.
E.2.c	If the EEO office relies on the agency’s defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [MD-110, Ch. 1(IV)(D)]	Yes	
E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [MD-110, Ch. 1(IV)(D)]	Yes	
E.2.e	If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of complaints? [EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)]	Yes	
 Indicator	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met?	Comments
 Measures			
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [29 CFR §1614.102(b)(2)]	Yes	
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [MD-715, II(A)(1)]	Yes	
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [MD-110, Ch. 3(IV)(C)]	Yes	
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [MD-110, Ch. 3(III)(A)(9)]	Yes	
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [MD-110, Ch. 3(I)]	Yes	
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [MD-110, Ch. 3(II)(D)]	Yes	
 Indicator	E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met?	Comments
 Measures			

E.4.a	<i>Does the agency have systems in place to accurately collect, monitor, and analyze the following:</i>					
E.4.a.1	– Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/ complainants, and the involved management official? [MD-715, II(E)]	Yes				
E.4.a.2	– The race, national origin, sex, and disability status of agency employees? [29 CFR §1614.601(a)]	Yes				
E.4.a.3	– Recruitment activities? [MD-715, II(E)]	Yes				
E.4.a.4	– External and internal applicant flow data concerning the applicants’ race, national origin, sex, and disability status? [MD-715, II(E)]	Yes				
E.4.a.5	– The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes				
E.4.a.6	– The processing of complaints for the anti-harassment program? [EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes				
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes				
 Indicator	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met?	Comments			
 Measures						
E.5.a				Does the agency monitor trends in its EEO program to determine whether agency is meeting its obligations under the statutes EEOC enforces? [MD-715, II(E)] <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 to leadership.
E.5.b				Does the agency review other agencies’ best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [MD-715, II(E)] <i>If yes, provide example in the comments section.</i>	Yes	NASA reviews other agencies’ MD-715 reports, holds benchmarking meetings with other agencies, reviews EEOC best practice documents, and adopts best practices when appropriate.
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [MD-715, II(E)]	Yes				
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.						
 Indicator	F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met?	Comments			
 Measures						
F.1.a				Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [29 CFR §1614.102(e); MD-715, II(F)]	Yes	
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [MD-715, II(F)]	Yes				

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

PART H: ESSENTIAL ELEMENT DEFICIENCIES AND PLANNED ACTIVITIES

The following planned actions and accomplishments address program deficiencies identified in Part G in FY 2019 and FY 2020. NASA completed Part H-1 in FY 2020; Parts H-3, H-4, H-6, and H-8 are new program deficiencies for FY 2020.

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 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:	NASA Administrator; AA, ODEO			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	2/28/2018	6/30/2019	6/30/2020	3/4/2020
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	3/4/2020
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<p><u>FY 2020 Progress and Accomplishments:</u> The NASA Administrator signed the updated EEO policy statement on March 4, 2020.</p> <p><u>Modifications to Objective:</u> <i>This objective is now complete.</i></p>				

MD-715 PART H-2		U.S. Equal Employment Opportunity Commission 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:	Revise Agency structure so that the AA, ODEO, reports directly to the NASA Administrator.			
RESPONSIBLE OFFICIAL:	NASA Administrator; AA, ODEO			
DO THE RESPONSIBLE OFFICIAL’S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) No				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	10/1/2020	12/31/2021		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
TBD	1. New NASA Administrator is nominated by the President and confirmed by the Senate.	Yes		
TBD	2. New NASA Administrator makes a decision on how to address this deficiency.	Yes		
TBD	3. NASA completes administrative actions, including updating its organizational chart, to implement the new reporting structure.	Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<p><u>FY 2020 Progress and Accomplishments:</u> NASA discussed this deficiency with EEOC representatives in April 2020. NASA will further consider how to address this deficiency once a new Administrator is nominated and confirmed.</p> <p><u>Modifications to Objective:</u> NASA identified this as an actionable program deficiency in FY 2020. The agency first reported this deficiency in FY 2019, noting no negative impact resulting from the AA, ODEO position in the organizational structure.</p>				

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 does not conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process. (Part G, Management and Program Accountability, Measure C.2.5.a)			
OBJECTIVE:	Establish timeframes for completing inquiries of harassment allegations under the Anti-Harassment Program.			
RESPONSIBLE OFFICIAL:	AA, ODEO, and Director, Programs Division, ODEO			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	2/1/2020	1/31/2021		1/12/2021
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
3/30/2020	1. Draft revised procedures.	Yes		3/30/2020
6/30/2020	2. Obtain feedback from other NASA offices.	Yes		6/30/2020
11/30/2020	3. Make necessary revisions.	Yes		11/30/2020
1/31/2021	4. Finalize and publish new procedures.	Yes		1/12/2021
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<p><u>FY 2020 Progress and Accomplishments:</u> In FY 2020, NASA initiated revisions to its Anti-Harassment procedures (NASA Procedural Requirements (NPR) 3713.3). The revised procedures include a requirement for inquiries to begin within 10 days of receipt of an allegation and will specify a 60-day timeframe for taking final corrective action. NASA finalized these new procedures on January 12, 2021.</p> <p><u>Modifications to Objective:</u> NASA identified this as a new program deficiency in FY 2020; <i>it is now completed.</i></p>				

MD-715 PART H-4	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA exit surveys do not include adequate questions on how the agency could improve the recruitment, hiring, inclusion, retention, and advancement of individuals with disabilities (Part G, Proactive Prevention, Measure D.1.c)			
OBJECTIVE:	Include specific questions regarding employees with disabilities in exit surveys.			
RESPONSIBLE OFFICIAL:	AA, ODEO, and Assistant Administrator, OCHCO			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	8/31/2018	3/30/2021		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
8/31/2018	1. Establish ODEO working group to develop exit survey questions related to IWD.	Yes		9/30/2018
9/30/2020	2. Draft exit survey questions.	Yes		9/30/2020
9/30/2020	3. Meet with OCHCO regarding revisions to exit surveys.	Yes		10/7/2020
9/30/2021	4. Launch revised exit survey format with additional questions related to D&I and IWD.	Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<u>FY 2020 Progress and Accomplishments:</u> NASA developed exit survey questions regarding D&I and IWD.				
<u>Modifications to Objective:</u> NASA identified this as a new program deficiency in FY 2020.				

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 EEO 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 EEO counseling is timely completed in accordance with all regulatory requirements. The current timeliness rate is 93 percent.				
RESPONSIBLE OFFICIAL:	AA, ODEO; Director, Complaints Management Division, ODEO; Center ODEO Directors				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes					
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed	
	9/28/2018	9/30/2019	9/30/2021		
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	9/30/2021	
9/30/2021	7. Provide forums to discuss Agency-wide issues at the informal complaints stage to increase timeliness.		Yes		
9/30/2021	8. Provide training, including EEO Refresher Training focusing on specific NASA-related EEO issues.		Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE					
<p><u>FY 2020 Progress and Accomplishments</u>: NASA improved its compliance with regulatory processing requirements for informal complaints. In FY 2020, NASA completed 93 percent of its counseling timely (compared to 89 percent in FY 2019).</p> <p><u>Modifications to Objective</u>: Renumbered as H-5. Added activities 7 and 8; modified the target completion date for activity 6.</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 issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report. (Part G, Efficiency, Measure E.1.d)			
OBJECTIVE:	Establish internal metrics to ensure acceptance letters/dismissal decisions are issued within reasonable timeframes.			
RESPONSIBLE OFFICIAL:	AA, ODEO; Director, Complaints Management Division, ODEO			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes				
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed
	4/1/2021	9/30/2021		
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Funding & Staffing?	Modified Date	Completion Date
5/1/2021	1. Establish timeframes for issuing acceptance letters/dismissal decisions.	Yes		
5/1/2021	2. Provide guidance to staff regarding new timeframes.	Yes		
9/30/2021	3. Monitor progress on issuing acceptance letters/dismissal decisions within established timeframes.	Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE				
<u>FY 2020 Progress and Accomplishments: N/A.</u>				
<u>Modifications to Objective: NASA identified this as a new program deficiency in FY 2020.</u>				

U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT					
MD-715 PART H-7					
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not complete EEO 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 EEO investigations are timely completed in accordance with all regulatory requirements.				
RESPONSIBLE OFFICIAL:	AA, ODEO; Director, Complaints Management Division, ODEO				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes					
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed	
	9/28/2018	9/30/2019	9/30/2021		
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.		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.		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 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
9/30/2020	7. Remove non-mandated reviews by Complainant and Agency Legal Representative to assist with timeliness.		Yes		9/30/2020
9/30/2020	8. Ensure record is closed, parties are notified, and appropriate election rights are provided.		Yes		9/30/2020
9/30/2020	9. Increase the number of contractors.		Yes		9/30/2021
9/30/2021	10. Increase the number of staff reviewing Investigation Plans.		Yes		9/30/2021
9/30/2021	11. Track and monitor investigations to ensure full compliance with regulatory timeframes.		Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE					
<u>FY 2020 Progress and Accomplishments:</u> The timeliness of investigations decreased from 100 percent in FY 2019 to 86 percent in FY 2020. To improve compliance, NASA increased the total number of contractors supporting investigations.					
<u>Modifications to Objective:</u> Renumbered as H-7. Added activities 6-11; modified the completion date.					

MD-715 PART H-8		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	NASA does not notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g) (Part G, Efficiency, Measure E.1.g)				
OBJECTIVE:	Ensure all "180-day" letters are issued when appropriate.				
RESPONSIBLE OFFICIAL:	AA, ODEO; Director, Complaints Management Division, ODEO				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes					
DATES:	Date Initiated	Target Completion Date	Modified Date	Date Completed	
	10/1/2020	9/30/2021			
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:					
Target Date	Planned Activities		Sufficient Funding & Staffing?	Modified Date	Completion Date
9/30/2021	Issue 180-day letters, when appropriate, within 185 calendar days of when the formal complaint was filed.		Yes		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE					
<u>FY 2020 Progress and Accomplishments:</u> NASA identified this as a program deficiency in FY 2020.					
<u>Modifications to Objective:</u> NASA identified this as a new program deficiency in FY 2020.					

MD-715 PART H-9					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 regulatory requirements.				
RESPONSIBLE OFFICIAL:					AA, ODEO				
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN? (Yes or No) Yes.									
DATES:		Date Initiated		Target Completion Date		Modified Date		Date Completed	
		9/28/2018		9/30/2019		9/30/2021			
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		9/30/2020	
9/30/2021		7. Prioritize timeliness and dedicate resources to completing all FADs within required timeframes.				Yes			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE									
<p><u>FY 2020 Progress and Accomplishments:</u> In FY 2020, NASA issued timely FADs in 76 percent of EEO complaints, compared to 21 percent in FY 2019. NASA completely eliminated its backlog of FADs from prior fiscal years. NASA timely issued all Final Actions (100 percent) pertaining to FY 2020 complaints. NASA is on track to have 100 percent of its FADs issued timely in FY 2021.</p> <p><u>Modifications to Objective:</u> Renumbered as H-9. Modified completion date.</p>									

PART I: BARRIER ANALYSIS AND PLANNED ACTIVITIES

MD-715 PART I	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
TRIGGER ANALYSIS			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	A comparison of FY 2020 NASA workforce data to the RCLF reveals that AAPI and Women have lower than expected participation rates in Physical Science positions at NASA. Overall, AAPI account for 12.5 percent of Physical Scientists but account for 14.9 percent of such positions in the RCLF. In addition, Women make up 32.5 percent of Physical Scientists, compared to 39.0 percent in the RCLF. Moreover, compared to the RCLF, AAPI men account for a slightly smaller percentage of Physicists, and AAPI women account for somewhat lower percentages as Physical Scientists and Space Scientists. NASA has completed Phases 1 and 2 (of 7) of its barrier analysis (see Appendix B).		
SOURCE OF TRIGGER:	NASA workforce data: Lower than expected participation rate as compared to the national RCLF benchmark.		
MD-715 WORKFORCE DATA TABLE:	Table A6		
EEO GROUP(S) AFFECTED BY TRIGGER:	Check all that apply:		
	All Men	Asian Males	X
	All Women	Asian Females	X
	Hispanic or Latino Males	Native Hawaiian or Other Pacific Islander Males	X
	Hispanic or Latino Females	Native Hawaiian or Other Pacific Islander Females	X
	White Males	American Indian or Alaska Native Males	X
	White Females	American Indian or Alaska Native Females	X
	Black or African American Males	Two or More Races Males	X
Black or African American Females	Two or More Races Females	X	
BARRIER ANALYSIS PROCESS			
SOURCES OF DATA:	Sources	Source Reviewed (Y/N)?	Identify Information Collected
	Workforce Data Tables	Yes	Table A6
	Complaint Data (Trends)	No	
	Grievance Data (Trends)	No	
	Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
	Climate Survey (e.g., FEVS)	Yes	FEVS Indexes
	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, 2 of 7 phases completed.					
	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 on or about 9/30/2022.					
EEO PLAN TO ELIMINATE IDENTIFIED BARRIER(S)						
OBJECTIVE(S):	Objective	Date Initiated	Target Date	Sufficient Funding/ Staffing	Modified Date	Date Completed
	NASA will strengthen its data analytics capabilities and conduct in-depth barrier analyses to identify specific opportunities for positive change.	1/2/2018	9/30/2020	Yes		9/30/2020
	Track and monitor the participation rate of Women and AAPI in the Physical Scientists occupational category.	1/28/2019	9/30/2020	Yes		9/30/2020
	Complete barrier analysis.	10/1/2020	9/30/2022	Yes		
RESPONSIBLE OFFICIAL(S):	Title	Name		Performance Standards Address Plan? (Y/N)		
	AA, ODEO	Stephen T. Shih		Yes		
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					9/30/2020

	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.	9/30/2021	
9/30/2020	5. NASA will review applicant flow data by race and gender for Physical Scientist positions in FY 2020.	4/1/2021	
10/1/2020	6. NASA will develop a formal barrier analysis plan for barrier analysis of women and AAPI physical scientists.		10/1/2020
11/16/2020	7. NASA will examine participation triggers to include participation overall, by grade, and by position. (Phases 1-2 of the barrier analysis plan.)		11/16/2020
4/1/2021	8. NASA will examine workforce data, training history, and other existing data sources for potential explanations for triggers identified in Phases 1-2 of the barrier analysis. (Phase 3.)		
9/30/2021	9. NASA will collect qualitative information from NASA Centers and organizations to better understand trends identified in the initial phases of the barrier analysis. (Phase 4.)		
6/20/2022	10. NASA will collect qualitative and quantitative data from NASA Physical Science employees to gain deeper insight into potential barriers and potential solutions to those barriers. (Phases 5 and 6.)		
9/30/2022	11. NASA will review all data collected in Phases 1-6 of the barrier analysis to determine whether barriers to equal employment opportunity exist for Women and AAPI in the Physical Sciences at NASA. (Phase 7.)		

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

FY 2020 Progress: NASA developed a formal barrier analysis plan and examined participation trends by race/ethnicity and gender in Physical Science positions.

Modifications to Objective: Modified completion data for steps 4 and 5 and added steps 6 through 11, based on the formal barrier analysis plan.

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

MD-715 PART J	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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To capture agencies' affirmative action plans 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.

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"/>

In FY 2020, IWD account for 21.6 percent of employees GS-1 to GS-10 and 11.4 percent of employees GS-11 to SES. NASA's participation rate for IWD has increased over the past three years.

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"/>

In FY 2020, IWTD account for 5.8 percent of employees GS-1 to GS-10 and 2.5 percent of employees GS-11 to SES.

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

EEO personnel continue to communicate disability numerical goals in various forums, including: briefings for managers and supervisors, individual meetings with hiring and recruitment managers, and all-hands meetings for supervisors. Data on employees with disabilities is regularly communicated to Center DPMs and their supervisors – with two trainings for Center DPMs and managers on MD-715 data requirements in FY 2020. NASA developed a workforce dashboard for easy access to current data and numerical goals for managers and supervisors. ODEO and OCHCO jointly sent a memo to the NASA workforce on August 27, 2020, explaining the purpose of and encouraging voluntary self-identification of employee disability status. As a result, the Agency had an increase of 88 self-identified employees with disabilities.

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 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 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	1		10	NASA has a designated Selective Placement Coordinator Team in OCHCO that is responsible for responding to questions related to the Agency’s hiring practices related to disability. NASA Staffing Services receives and responds to questions from the public about hiring authorities, which includes disability. ODEO is also currently working with the Office of the Chief Information Officer (OCIO) to create public-facing webpages containing resources for NASA applicants regarding numerous disability resources, including technology accessibility.
Processing RA requests from applicants and employees	10			All ten NASA Centers have a designated DPM who is responsible for processing RA requests.
Section 508 Compliance	11			The NASA HQ Section 508 Compliance Officer manages the Agency’s Section 508 policy and practices. Each NASA Center has a designated Section 508 Compliance Officer who is responsible for ensuring compliance at the operational level. NASA DPMs work closely with the 508 compliance end-user interest group on issues that arise, and the Agency DPM regularly communicates with OCIO on issues requiring technological solutions.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Architectural Barriers Act (ABA) Compliance	11			NASA has a designated Program Manager in the Facilities Engineering Division who manages the Agency's strategic plan to ensure compliance in this arena. Additionally, all ten NASA Centers have designated facilities engineers who are responsible for ensuring compliance at the operational level. In FY 2020, ODEO met several times with the Facilities Engineering Division to communicate ABA compliance requirements and legal authorities.
Special Emphasis Program (SEP) for IWD/IWTD	10			NASA has DPMs at each of the ten Centers responsible for managing SEP 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 2020, DPMs received training on MD-715 Part J reporting requirements, the new NASA disability toolkit, and managing mental health in the workplace. Center-level DPMs received technical assistance and training from the Agency's DPM during monthly meetings and on an ad hoc basis on a variety of topics, such as resources available through the OCIO technology accessibility team, Schedule A hiring through the Workforce Recruitment Program (WRP), Computer/Electronic Accommodations Program monthly updates, EEO and RA training opportunities (particularly as related to COVID-19), 508 compliance access issues, and solutions, and services available through the Job Accommodation Network.

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 IWD. 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 external efforts to identify job applicants with disabilities and targeted disabilities include: participating in targeted job fairs and outreach events and engaging in social networking platforms that support employment of IWDs; building and strengthening partnerships with local and Federal disability organizations, state and local rehabilitation and employment agencies, local colleges and universities; and leveraging disability employee resource groups and SEPs to encourage participation in job opportunities within the IWD population.

Internally, ODEO and the Office of STEM Engagement (OSTEM) have coordinated to highlight interns with disabilities for National Disability Employment Awareness Month and other avenues to support interns with disabilities. This year, ODEO and OCHCO collaborated to produce recruitment resources reflective of diversity and held an information session on Schedule A hiring authorities supporting the Department of Labor's WRP. Additionally, NASA is developing a public-facing NASA Disability Resources webpage, which will contain information for NASA applicants with disabilities, including information on the Schedule A hiring process, disability-related materials and links, guidance for applicants with disabilities in the Federal hiring process, disability technology accessibility resources, and information on requesting an RA for the job interview process.

Specific examples of how the NASA enterprise identified job applicants with disabilities for FY 2020 include:

- Centers regularly share vacancy announcements with community partners; for example, this year ARC shared vacancy announcements with Project Hired and the Department of Rehabilitation. GRC used the U.S. Office of Personnel Management (OPM) Shared List of People with Disabilities and the Ohio Means Jobs database to search for resumes of qualified applicants with disabilities.
- NASA Centers regularly work with local colleges and universities in outreach. For example, ARC partnered with San Jose State University and San Jose City College to conduct outreach activities for veterans and IWD.
- JSC improved upon its Schedule A pilot program, which allows managers to request a noncompetitive hire when they have identified an individual eligible for a Schedule A appointment who meets a staffing need in their organization. The program also encourages managers recruit in a variety of ways (e.g., vocational centers, job fairs, etc.). The program resulted in 12 Schedule A hires at JSC in FY 2020.

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.

The NASA selective placement coordinator team works with managers and promotes recruitment utilizing special hiring authorities (i.e., Schedule A and disabled veterans programs). The number of NASA Schedule A hires has increased over a three-year period from 8 in FY 2017 to 74 in FY 2020.

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, HR specialists provide information about the hiring authority and asks individuals if they are eligible. This enables HR 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. Additionally, ODEO provided training to DPMs and OCHCO hiring officials on Schedule A hiring through the WRP.

NASA Centers provide regular training sessions for hiring officials, particularly for new managers and supervisors. Hiring managers are regularly reminded of the Schedule A hiring authority via consultation with their ODEO representatives and at various leadership meetings, Mission Support Future Architecture Program organization meetings, directorate staff meetings, and routine strategic recruitment discussions. While some Centers have conducted virtual training for hiring officials this year, others are planning to resume training next year, due to the pandemic.

NASA contracted with Cornell University to provide a Just-in-Time Disability Toolkit for Managers. The Toolkit contains quick tips, print-and-go checklists, and other relevant resources to help managers lead a disability-inclusive workforce, including hiring IWD.

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 2020, NASA DPMs worked with a variety of partner organizations to recruit IWD. Several NASA Centers are located near military installations and thus have many opportunities to engage the local veteran community. NASA participates in employment fairs and outreach activities for veterans and disabled veterans and works with programs supporting employment of IWD and IWTD, including the Blinded Veterans Association National Conference, various state and local vocational rehabilitation offices, and the Department of Veterans Affairs. NASA partners with Federal, state, and local employment organizations, local colleges, and disability-related organizations to recruit and hire IWD and IWTD; these partners include: American Job Centers, the Veterans' Vocational Rehabilitation and Employment Program, Centers for Independent Living, the Department of Labor WRP, and Employment Network Service providers. NASA engages with a number of other professional organizations for individuals with disabilities via social media, as well.

NASA Centers also establish and maintain contacts with organizations that assist IWD and IWTD in securing and maintaining employment. For example, at GSFC, the DPM and the Center's Equal Accessibility Advisory Committee have established a partnership with OSTEM to create a database that captures contacts from colleges and universities in order to forward job announcements to 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 (16 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 3 of the 10 NASA MCOs (down from 7 of 10 in FY 2019) for IWD – Contracting; General Physical Science, and Astronomy and Space Science. In particular, IWD accounted for 6.1 percent of external qualified applicants for Contracting positions but only 2.4 percent of external selections. No IWD were hired for General Physical Science and Astronomy and Space Science positions, although they accounted for 2.2 and 2.1 percent of qualified applicants, respectively. For IWTD, triggers exist for one NASA MCOs – Contracting; IWTD accounted for 2.5 percent of external qualified applicants but none were hired in FY 2020. (See Table J1.)

Table J1. New Hires for Mission Critical Occupations

Mission Critical Occupations	Totals		IWD	IWTD
0301/MISCELLANEOUS ADMIN & PROGRAM MANAGEMENT	Qualified	2944	5.5%	3.3%
	Hired	27	3.7%	3.7%
0343/MANAGEMENT AND PROGRAM ANALYSIS	Qualified	3540	5.8%	2.8%
	Hired	27	11.1%	3.7%
0801/GENERAL ENGINEERING	Qualified	8693	3.3%	1.6%
	Hired	169	1.8%	0.0%
0850/ELECTRICAL ENGINEERING	Qualified	448	1.3%	0.4%
	Hired	14	0.0%	0.0%
0854/COMPUTER ENGINEERING	Qualified	1288	3.9%	2.6%
	Hired	41	7.3%	4.9%
0855/ELECTRONICS ENGINEERING	Qualified	1314	2.9%	1.6%
	Hired	54	1.9%	1.9%
0861/AEROSPACE ENGINEERING	Qualified	11181	2.3%	0.9%
	Hired	241	1.7%	0.4%
1102/CONTRACTING	Qualified	1863	6.1%	2.5%
	Hired	42	2.4%	0.0%
1301/GENERAL PHYSICAL SCIENCE	Qualified	1117	2.2%	0.0%
	Hired	24	0.0%	0.0%
1330/ASTRONOMY AND SPACE SCIENCE	Qualified	373	2.1%	0.0%
	Hired	14	0.0%	0.0%

Source: NASA MD-715 Table B6, derived from NASA STARS data as of 9/30/2020.
Triggers highlighted in yellow.

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
 - b. Qualified Applicants for MCO (IWTD) Yes No

There are no triggers among qualified internal applicants. (See Table J2.)

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 No
 - b. Promotions for MCO (IWTD) Yes No

Triggers exist for IWD in internal promotions in four mission critical occupations: Electrical and Aerospace Engineering, Miscellaneous Administration and Program Management, and Management and Program Analysis. For IWTD, triggers exist for Astronomy and Space Science and Miscellaneous Administration and Program Management (compared to 6 job series in FY 2019). In particular, while IWD and IWTD accounted for 22.0 and 16.7 percent, respectively, on those qualified for promotions in Astronomy and Space Science positions, no IWD or IWTD were selected (See Table J2.)

Table J2. Internal Competitive Promotions for Mission Critical Occupations

Mission Critical Occupations	Totals		IWD	IWTD
0301/MISCELLANEOUS ADMIN & PROGRAM MANAGEMENT	Relevant Applicant Pool		5.3%	1.4%
	Internal Qualified Applicants	471	18.1%	3.0%
	Internal Selections	91	9.9%	1.1%
0343/MANAGEMENT AND PROGRAM ANALYSIS	Relevant Applicant Pool		5.5%	1.7%
	Internal Qualified Applicants	571	16.1%	2.8%
	Internal Selections	92	12.0%	3.3%
0801/GENERAL ENGINEERING	Relevant Applicant Pool		4.8%	1.3%
	Internal Qualified Applicants	3220	8.0%	1.8%
	Internal Selections	293	7.2%	1.0%
0850/ELECTRICAL ENGINEERING	Relevant Applicant Pool		3.2%	1.6%
	Internal Qualified Applicants	51	5.9%	0.0%
	Internal Selections	15	0.0%	0.0%
0854/COMPUTER ENGINEERING	Relevant Applicant Pool		4.8%	2.1%
	Internal Qualified Applicants	138	4.3%	2.2%
	Internal Selections	38	2.6%	2.6%
0855/ELECTRONICS ENGINEERING	Relevant Applicant Pool		3.8%	1.5%
	Internal Qualified Applicants	182	4.9%	1.6%
	Internal Selections	68	4.4%	1.5%
0861/AEROSPACE ENGINEERING	Relevant Applicant Pool		4.2%	1.1%
	Internal Qualified Applicants	2804	8.5%	1.4%
	Internal Selections	345	5.8%	2.3%
1102/CONTRACTING	Relevant Applicant Pool		5.6%	2.0%
	Internal Qualified Applicants	180	9.4%	4.4%
	Internal Selections	39	10.3%	5.1%
1301/GENERAL PHYSICAL SCIENCE	Relevant Applicant Pool		3.2%	1.6%
	Internal Qualified Applicants	111	5.4%	1.8%
	Internal Selections	24	4.2%	0.0%
1330/ASTRONOMY AND SPACE SCIENCE	Relevant Applicant Pool		4.5%	3.2%
	Internal Qualified Applicants	18	22.2%	16.7%
	Internal Selections	6	0.0%	0.0%

Source: NASA MD-715 Table B6, derived from NASA STARS data as of 9/30/2020. Triggers highlighted in yellow.

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 and IWTD have sufficient opportunities for advancement.

NASA’s EEO and OCHCO 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. NASA currently is developing a webpage to ensure that these assistive technologies are communicated in an organized, all-inclusive manner. Additionally, the Agency improved inclusivity within its training management system by adding a statement regarding the provision of RA to all training approval notifications to the NASA workforce.

B. Career Development Opportunities

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

NASA has not offered formal, Agency-wide leadership development programs in recent years. In FY 2020, NASA implemented the Talent Marketplace platform that ensures developmental opportunities are widely available to all NASA employees, including IWD and IWTD. Talent Marketplace provides information on the availability of opportunities such as job announcements, details, and rotational assignments.

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	22,595	1,864	5.7%	6.0%	--	--
Detail Programs	326	122	6.1%	6.6%	2.8%	2.5%
Fellowship Programs	Data not available or programs not conducted in FY 2020.					
Mentoring Programs						
Coaching Programs						
Training Programs						

Sources: Internship Programs - NASA Office of STEM Engagement (the number of interns with disabilities is the number of persons who requested a reasonable accommodation; OSTEM does not require interns to disclose the nature of their disabilities, thus data on IWTD are not collected). Detail Programs – OCHCO, Talent Marketplace data.

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

Data available only for internship and detail programs. ODEO will work with OCHCO and OSTEM to develop processes for collecting and monitoring data on IWD participation in development 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 <input checked="" type="checkbox"/> |
| b. Selections (IWTD) | Yes | No <input checked="" type="checkbox"/> |

Data available only for detail programs. ODEO will work with OCHCO and OSTEM to develop processes for collecting and monitoring data on IWTD participation in development programs.

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 2020, the inclusion rates for IWD (at all grade levels) was 9.9 percent. However, IWD accounted for 7.7 percent of those receiving cash awards of \$3,000-\$3,999 and 6.3 percent of those receiving case awards of \$4,000-\$4,999. NASA will continue to monitor the IWD and IWTD inclusion rates for awards. (See Table J3.)

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

There were no triggers regarding quality step increases. (See Table J3.)

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

There were no triggers regarding other types of performance awards. (See Table J3.)

Table J3. Employee Awards and Recognition

		IWD	IWTD
Inclusion Rates (all Grades)		9.9%	2.6%
Type of Award:			
Time Off Awards	1-10 hours	11.4%	1.9%
	11-20 hours	11.2%	2.5%
	21-30 hours	11.0%	2.2%
	31-40 hours	12.5%	3.0%
	41 or more hours	11.5%	1.3%
Cash Awards	\$500 and Under	13.5%	2.9%
	\$501 - 999	12.8%	2.8%
	\$1000 - \$1999	11.0%	1.9%
	\$2000 - \$2999	9.4%	1.8%
	\$3000 - \$3999	7.7%	1.3%
	\$4000 - \$4999	6.3%	1.1%
	\$5000 or More	8.8%	1.8%
Other Awards	Performance Award	8.4%	2.6%
	Quality Step Increase	9.1%	1.8%

Source: NASA MD-715 Table B-9, prepared by Department of the Interior (DOI); data as of 9/30/2020. Triggers highlighted in yellow.

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 **X**
 - ii. Internal Selections (IWD) Yes No **X**
 - b. Grade GS-15
 - i. Qualified Internal Applicants (IWD) Yes No **X**
 - ii. Internal Selections (IWD) Yes No **X**
 - c. Grade GS-14
 - i. Qualified Internal Applicants (IWD) Yes No **X**
 - ii. Internal Selections (IWD) Yes **X** No
 - d. Grade GS-13
 - i. Qualified Internal Applicants (IWD) Yes No **X**
 - ii. Internal Selections (IWD) Yes No **X**

For GS-14 positions, IWD account for 13.0 percent of internal qualified applicants but only 8.7 percent of selections. NASA will continue to monitor the IWD inclusion rate for promotions. (See Table J4.)

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

There are no triggers for IWTD. (See Table J4.)

Table J4. Internal Competitive Promotions for Senior Level Positions

Grade Levels	Totals		IWD	IWTD
Promotions to GS-13	Relevant Applicant Pool		5.3%	1.9%
	Internal Qualified Applicants	970	15.4%	5.4%
	Internal Selections	187	15.0%	3.7%
Promotions to GS-14	Relevant Applicant Pool		5.5%	1.5%
	Internal Qualified Applicants	3490	13.0%	2.4%
	Internal Selections	549	8.7%	1.5%
Promotions to GS-15	Relevant Applicant Pool		4.3%	1.0%
	Internal Qualified Applicants	4399	7.0%	1.3%
	Internal Selections	505	5.3%	1.6%
Promotions to SES	Relevant Applicant Pool		2.8%	1.1%
	Internal Qualified Applicants	300	5.7%	0.7%
	Internal Selections	13	7.7%	0.0%

Source: NASA MD-715 Table B7, derived from NASA STARS data as of 9/30/2020. Triggers highlighted in yellow.

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

IWD accounted for 1.7 percent, 0.8 percent, and 0.0 percent of those hired at the GS-13, GS-15, and SES levels. However, IWD accounted for 4.1 percent of qualified applicants for both GS-13 and GS-15 positions and 5.3 percent of qualified applicants for SES positions. NASA will continue to monitor the IWD inclusion rate for new hires. (See Table J5.)

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving IWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If yes, describe the trigger(s) in the text box.
- a. New Hires to SES (IWTD) Yes No
 - b. New Hires to GS-15 (IWTD) Yes No
 - c. New Hires to GS-14 (IWTD) Yes No
 - d. New Hires to GS-13 (IWTD) Yes No

NASA hired no IWTD at the SES and GS-15 levels, although IWTD accounted for 3.4 percent of qualified applicants for SES and 2.1 percent of qualified applicants for GS-15 positions. NASA will continue to monitor the IWTD inclusion rate for new hires. (See Table J5.)

Table J5. New Hires for Senior Level Positions

Senior Grades	Totals		IWD	IWTD
GS-13 Positions	Qualified	2,944	4.1%	2.0%
	Hired	27	1.7%	1.0%
GS-14 Positions	Qualified	3,540	4.2%	2.0%
	Hired	27	5.2%	0.5%
GS-15 Positions	Qualified	8,693	4.1%	2.1%
	Hired	169	0.8%	0.0%
SES Positions	Qualified	448	5.3%	3.4%
	Hired	14	0.0%	0.0%

Source: NASA MD-715 Table B7, derived from NASA STARS data as of 9/30/2020. Triggers highlighted in yellow.

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
 - ii. Internal Selections (IWD) Yes 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
 - ii. Internal Selections (IWD) Yes No

There were no triggers among qualified applicants or internal selections for internal competitive promotions to SES and supervisory positions for IWD. (Note that NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not included in the applicant flow data.) (See Table J6.)

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 among qualified applicants or internal selections for internal competitive promotions to SES and supervisory positions for IWTD. (Note that NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not included in the applicant flow data.) (See Table J6.)

Table J6. Internal Competitive Promotions for Executive and Supervisory Promotions

Grade Levels	Totals		IWD	IWTD
	Promotions to Executive Positions	Relevant Applicant Pool		2.8%
Internal Qualified Applicants		300	5.7%	0.7%
Internal Selections		13	7.7%	0.0%
Promotions to Supervisory Positions	Relevant Applicant Pool		6.8%	1.2%
	Internal Qualified Applicants	2186	7.7%	1.3%
	Internal Selections	243	6.6%	1.2%

Source: NASA MD-715 Tables B7 and B8, derived from NASA STARS data as of 9/30/2020.

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 No **X**

NASA hired no IWD for SES positions, although IWD accounted for 5.3 percent of the qualified applicants. (NASA does not track applicants for managerial positions – this information appears only in the text of the job announcement and is not included in the applicant flow data.) (See Table J7.)

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).
- 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

NASA hired no IWTD for SES or supervisory positions, although IWD accounted for 3.4 and 2.6 percent of qualified applicants, respectively. (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.) (See Table J7.)

Table J7. New Hires for Executive and Supervisory Positions

	Totals		IWD	IWTD
Executive Positions	Qualified	448	5.3%	3.4%
	Hired	14	0.0%	0.0%
Supervisory Positions	Qualified	5,874	5.1%	2.6%
	Hired	58	3.4%	0.0%

Source: NASA MD-715 Tables B7 and B8, derived from NASA STARS; data as of 9/30/2020. Triggers highlighted in yellow.

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

- 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

In FY 2020, NASA converted 100 percent of the 20 Schedule A employees who were eligible for conversion.

- 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.

- Voluntary Separations (IWD) Yes No
- Involuntary Separations (IWD) Yes No

IWD accounted for 12.9 percent of voluntary separations (23 of 178) and 32.3 percent of involuntary separations (10 of 31), both of which are higher than the inclusion rate for IWD of 9.9 percent. NASA will continue to monitor the IWD inclusion rate for separations. (See Table J8.)

- 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.

- Voluntary Separations (IWTD) Yes No
- Involuntary Separations (IWTD) Yes No

IWTD accounted for 9.7 percent of the involuntary separations (3 of 31), which is higher than the IWTD inclusion rate of 2.6 percent. NASA will continue to monitor the IWD inclusion rate for separations. (See Table J8.)

- 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 has submitted additional D&I-related questions to OCHCO to improve exit interview questions to better indicate if triggers exist.

Table J8. Separations by Disability Status

Separation Type		Total	No Disability	Unknown	IWD	IWTD
Removal (Involuntary)	#	31	17	4	10	3
	%	100%	54.8%	12.9%	32.3%	9.7%
Resignation (Voluntary)	#	178	138	17	23	3
	%	100%	77.5%	9.5%	12.9%	1.7%
Retirement	#	566	479	15	72	16
	%	100%	84.6%	2.6%	12.7%	2.8%
Other Separations	#	105	81	10	14	2
	%	100%	77.1%	9.5%	13.3%	1.9%
Total Separations	#	880	715	46	119	24
	%	100%	81.2%	5.2%	13.5%	2.7%

Source: NASA MD-715 Table B-1 (Losses), prepared by DOI; data as of 9/30/2020. Triggers highlighted in yellow.

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.

- Please provide the internet address on the agency’s public Web site 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

- Please provide the internet address on the agency’s public Web site for its notice explaining employees’ and applicants’ rights under the ABA, including a description of how to file a complaint.

Web site: https://www.nasa.gov/sites/default/files/atoms/files/aba_statement_final_tagged.pdf

- 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 multi-year implementation plan that identifies the facility accessibility needs of each NASA Center. Agency leadership routinely reviews this plan and assesses status. The Agency-level DPM has held several information sessions with the Facilities Engineering Division to provide discuss ABA requirements and related legal authorities. The NASA Section 508 Program Manager continues to host monthly meetings for Center 508 Coordinators to stay abreast of current updates and events related to accessibility.

ODEO is working with OCIO to ensure a smoother transition to new technologies and to proactively avoid accessibility issues, with several notable successes this year. For example, ODEO and OCIO jointly developed a webpage of all accessibility technology options across NASA. This page will be available to employees and managers, as well as to applicants and the public. At a webinar on the Americans with Disabilities Act webinar, options for access was provided by both an American Sign Language interpreter and closed captioning, a practice NASA plans to use more often in the future.

The NASA 508 Program Managers Coordination group is developing a 508 accessibility scanning tool, to be deployed Agency-wide. This tool will be a standardized process to scan NASA Web sites to identify and correct compliance issues. NASA will make certain aspects of the tool available in FY 2021, with full utilization across NASA by FY 2022. The 508 Program Managers Coordination group also is making changes in NASA purchasing card system to ensure it is compliance with Section 508. NASA established an IT procurement office to manage 508 compliance throughout the acquisition life cycle. The group also is developing a new Web site to enhance their NASA-wide communication with end-users and others in the community of practice.

At the Center-level, DPMs manage all RA requests, including issues arising in the area of technology accessibility. For example, the KSC DPM procured eight iPads for deaf or hard of hearing employees and sign language interpreters to improve effectiveness in the telework environment (as opposed to having to use small screen iPhones) during the pandemic. GSFC has an Assistive Technology Demonstration Lab available to employees.

C. Reasonable Accommodation Program

Pursuant to 29 CFR. § 1614.203(d)(3), agencies must adopt, post on their public Web site, 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.)

Overall, NASA RA processing averages 30 days or less. (See Table J9 for average processing time by NASA Center.)

Table J9. Average Processing Times for RA Requests

Center	Average No. of Days
Ames Research Center	17
Armstrong Flight Research Center	7
Glenn Research Center	19
Goddard Space Flight Center	30
Headquarters	13
Johnson Space Center	15
Kennedy Space Center	26
Langley Research Center	n/a
Marshall Space Flight Center	45
NASA Shared Services Center	9
Stennis Space Center	20

Source: NASA RAMS, data for FY 2020. There were no RA requests at Langley Research Center.

- 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.

In FY 2020, NASA trained more than 1,000 employees on their roles and responsibilities regarding RA. NASA routinely provides RA awareness briefings to new employees, new supervisors, and interns. In addition, all ten NASA Centers have designated DPMs to process RA requests and to provide technical assistance to employees, interns, managers, and supervisors.

NASA is currently developing a new Reasonable Accommodation Management System (RAMS), by which the Agency expects to increase timeliness and efficiency in processing requests. The new RAMS tool also will allow Agency leadership to better monitor trends in RA processing.

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 awarded an Agency-wide BPA for PAS, for greater efficiency and consistency in providing PAS across the Agency. Each Center has a PAS technical monitor to ensure timely PAS processing and services. The Agency-level DPM will monitor requests for trends and act as the Contracting Officer’s Representative to the PAS BPA to monitor Contractor timeliness and quality. NASA plans to provide training for managers, supervisors, and PAS technical monitors in FY 2021. Further, ODEO is leading an Agency-level EEO functional review of Centers, to include educating staff on the PAS process.

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 of 19.7 percent?
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

B. EEO Complaint Data Involving Reasonable Accommodation

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 of 13.5 percent?
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.

The identified management officials attended the required eight hours training on the Rehabilitation Act within 90 days of the date of the EEOC decision.

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
2. Has the agency established a plan to correct the barrier(s) involving IWD and/or IWTD?
Yes No N/A
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	Affirmative Action Plan for Individuals with Disabilities				
Triggers	<p>The preceding analyses revealed several triggers:</p> <ul style="list-style-type: none"> • <u>New Hires in MCOs</u>: Triggers exist for IWD new hires in Contracting, General Physical Science, and Astronomy and Space Science. There also is a trigger for hiring of IWTD in Contracting positions (see Part J, section III, C). • <u>Internal Competitive Promotions in MCOs</u>: Triggers exist for IWD in internal competitive promotions in four MCOs – Electrical Engineering, Aerospace Engineering, Miscellaneous Administration and Program Management, and Management and Program Analysis. For IWTD triggers exist for promotions to Astronomy and Space Science and Miscellaneous Administration and Program Management positions (see Part J, section III, C). • <u>Senior and Supervisory Positions</u>: Triggers exist for IWD new hires to GS-13, GS-15, and SES positions and for IWTD in GS-15, SES, and supervisory positions (see Part J, section IV, D). • <u>Performance Awards</u>: The only triggers for awards were for IWD receiving cash awards of \$3,000-\$3,999 and \$4,000-\$4,999 (see Part J, section IV, C). • <u>Separations</u>: There are triggers for involuntary separations for both IWD and IWTD and for voluntary separations for IWD (see Part J, section V, A). <p>NASA will continue to monitor these triggers and initiate appropriate action and activities if trends develop.</p>				
Objective(s)	<p>Improve the monitoring of IWD and IWTD employment at NASA through the following: (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; (2) develop improved systems for collecting demographic data pertaining to career development programs; and (3) revise exit surveys to obtain additional data related to individuals with disabilities.</p>				
Responsible Official(s)			Performance Standards Address the Plan? (Yes or No)		
Director, Diversity and Data/Analytics Division, ODEO			No. EEO matters in general are addressed.		
Target Date	Planned Activities		Sufficient Staffing & Funding	Modified Date	Completion Date
9/28/2018	NASA ODEO will partner with OCHCO to strengthen 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 on the NASA Web site regarding the ABA and how to file a related complaint.	Yes	6/30/2020	4/7/2020
9/30/2020	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	
12/31/2020	Award a BPA for PAS to ensure efficiency and consistency across the Agency.	Yes		9/28/2020
4/30/2021	Develop a Disability Resources webpage to provide employees and applicants with information on the application process, Schedule A hiring, requesting an RA in the application process, and the availability of resources to assist in creating a more accessible and inclusive workplace.	Yes		
9/30/2021	Develop a new RAMS to increase RA efficiencies and permit greater insight into RA trends for leadership.	Yes		
9/30/2021	Investigate reasons for differences between the IWD inclusion rates and hiring/promotion rates of IWD and IWTD in mission critical occupations.	Yes		
9/30/2021	Change the purchasing card system to be in line with 508 compliance.	Yes		
9/30/2022	Develop and deploy a 508 accessibility scanning tool to standardize the process of scanning for compliance issues.	Yes		
Fiscal Year	Accomplishments			
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.			
FY 2020	<p>On April 7, 2020, NASA placed a statement on the NASA Web site regarding the ABA. ODEO also provided information and training to the Facilities Engineering Division regarding ABA requirements and legal bases.</p> <p>In FY 2020, NASA EEO and D&I Directors were realigned to report directly to the Agency-level ODEO, rather than to Center Directors. As part of this process, ODEO surveyed partners and stakeholders to gain a greater understanding of overlapping efforts in areas such as Reasonable Accommodation. To this end: (1) ODEO is heading an Agency-level functional review of Center EEO offices, to include an evaluation of</p>			

	Center Disability Program processes by the Agency DPM; (2) ODEO is developing a new Agency-wide RAMS tool to track RA requests, with the expectation of installing the system in FY 2021; and (3) NASA awarded a PAS BPA for Agency-wide use, to increase consistency and efficiencies for PAS requests.
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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, despite challenges presented by the pandemic.

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

Enhanced relationships between ODEO and OCHCO personnel have led to greater collaboration and a better understanding of data systems and data needs; enhancement of OCHCO exit interviews to include more diversity and disability-related questions is forthcoming. Collaboration between ODEO and OCIO has led to optimal solutions on several disability technological accessibility issues.

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

Table 1 reveals the following triggers⁴ (highlighted in yellow) for some groups at NASA, when compared to their total representation:⁵

- **Asian Americans and Pacific Islanders (AAPI)** make up 8.4 percent of the NASA workforce, yet account for only 4.3 percent and 4.5 percent of those in NASA SES and SL positions, respectively. In addition, AAPI account for 6.0 percent of those in Professional Administrative (PA) positions.
- **Blacks and African Americans** account for 11.1 percent of the NASA workforce but occupy a lower percentage of SL (2.2 percent), ST (2.4 percent), Science and Engineering (S&E) (6.2 percent) and student (6.2 percent) employees.
- **Hispanics and Latinos** account for 8.4 percent of the NASA workforce, yet are 5.3 percent of SES, 4.5 percent of ST, and 3.5 percent of SL employees.
- **American Indians and Alaska Natives (AIAN)** represent 1.0 percent of the NASA workforce, similar to their representation in the NCLF (1.1 percent). Their small number (172 AIAN individuals are employed by NASA in permanent positions), renders comparisons of smaller groups to their total employment less meaningful.
- **Women** account 34.2 percent of the NASA workforce, yet comprise only 18.0 percent of those in SL positions and 21.2 percent of ST positions. In addition, women account for 24.0 percent of those in S&E positions and 31.9 percent of those in the SES.
- **White Employees and Men** account for lower percentages of PA and student employees than their representation in the NASA workforce. Whites account for 70.6 percent of NASA employees and are 61.1 and 64.5 percent of PA and student employees, respectively. Men are 65.8 percent of the NASA workforce and account for 43.5 percent and 62.7 percent of PA employees and students.

⁴ According to EEOC, a low participation rate for any group (in relation to a benchmark) is a “trigger” – 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” to determine if there are barriers 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. 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. EEOC, *Instructions to Federal Agencies for EEO MD-715*, “Section II: Barrier Identification and Elimination,” accessed at <<https://www.eeoc.gov/federal/directives/715instruct/>>.

⁵ EEOC identifies the appropriate benchmarks for comparison. The total agency workforce should be compared to the National Civilian Labor Force (NCLF), which 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>>. Subgroups of the agency workforce (e.g., those in senior grades) should be compared to overall agency workforce.

Table 1. NASA Employees (Selected Groups) by Race, Ethnicity, and Gender: FY 2020

NASA Permanent Workforce	Total Number	AAPI	Black	Hispanic	Multi-Racial	AIAN	White	Male	Female
All NASA Employees	17,458	8.4%	11.1%	8.4%	0.4%	1.0%	70.6%	65.8%	34.2%
SES Employees	414	4.3%	11.4%	5.3%	0.5%	0.5%	78.0%	68.1%	31.9%
GS Employees	16,869	8.5%	11.2%	8.5%	0.4%	1.0%	70.3%	65.6%	34.4%
SL Employees	89	4.5%	2.2%	4.5%	0.0%	2.2%	86.5%	82.0%	18.0%
ST Employees	85	10.6%	2.4%	3.5%	0.0%	0.0%	83.5%	78.8%	21.2%
Science & Engineering	11,338	9.7%	6.2%	8.0%	0.2%	0.8%	75.0%	76.0%	24.0%
Professional Administrative	5,182	6.0%	21.7%	8.9%	0.8%	1.4%	61.1%	43.5%	56.5%
Student Employees	664	14.5%	6.2%	13.6%	0.6%	0.6%	64.5%	62.7%	37.0%
Comparison Populations:									
Federal STEM Workforce	333,842	9.3%	10.0%	6.2%	1.9%	0.8%	69.2%	70.1%	29.9%
National Civilian Labor Force		4.0%	12.0%	10.0%	0.5%	1.1%	72.4%	51.9%	48.1%

Notes: The table does not include Individuals who did not identify their race/ethnicity; thus, not all groups total to 100 percent. Per EEOC instructions, this table includes only permanent employees. Triggers highlighted in yellow. Sources: Workforce Information Cubes for NASA (WICN) (data as of 10/1/2020); NASA MD-715 Table A-1, prepared for NASA by the U.S. Department of the Interior; OPM, FedScope, Federal Human Resources Data, Diversity Cube and Employment Cube (U.S.-based employees only) (data as of 9/30/2020), accessed at <<https://www.fedscope.opm.gov>>; EEOC, *Instructions to Federal Agencies for EEO MD-715*, Section IV, “Interpretation and Completion of Workforce Data Tables,” accessed at: <<https://www.eeoc.gov/federal-sector/management-directive/instructions-federal-agencies-eeo-md-715-0>>.

As shown in Table 1, the composition of the NASA workforce by race and ethnicity is similar to the NCLF, with three exceptions: NASA employs a higher percentage of AAPI and a lower percentage of both Hispanics and women than in the NCLF. (AAPI account for 8.4 percent of the NASA workforce, compared to 4.1 percent in the NCLF; Hispanics are 8.4 percent of the NASA workforce and 10.0 percent of the NCLF; and women are 34.2 percent of the NASA workforce and 48.2 percent of the NCLF.) However, because the NASA workforce is highly specialized (two-thirds of NASA employees are in 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. However, the percentage of Blacks in the NASA S&E workforce (6.2 percent) is lower than in the Federal STEM workforce (10.0 percent).

Occupational Categories, by Race and Ethnicity

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 RCLF for any group is another trigger.⁶ Tables 2 and 3 reveal the following:

⁶ 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., such as in Table 1. 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 to*

- In mission critical engineering positions, Blacks, Hispanics, and Women are employed at higher percentages at NASA than in the RCLF. However, **AAPI are employed in lower percentages at NASA than in the RCLF in Aerospace and General Engineering positions.** (See Table 2.)
- Among Physical Scientists, Whites 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, **Women account for 32.1 percent of Physical Scientists at NASA and 39.1 percent of those in the RCLF.** (See Table 3.)
- Compared to the RCLF, AAPI, Blacks, Hispanics, and Women are overrepresented in several PA occupations, while **Whites and Males are underrepresented in PA positions.** (See Table 4.)
- Whites and Males are underrepresented in several NASA S&E occupations, compared to the RCLF. However, because they account for the majority of employees in those occupations, NASA will focus on other triggers first.

Table 2. NASA Mission Critical S&E Occupations by Race, Ethnicity, and Gender: FY 2020

		AAPI	Black	Hispanic	Multi-racial	AIAN	White	Male	Female
Engineering Occupations:									
0861 - Aerospace Engineer (n=4,407)	NASA:	9.3%	5.9%	8.0%	0.3%	0.8%	75.8%	78.4%	21.6%
	RCLF:	12.1%	4.2%	5.6%	0.5%	0.6%	77.0%	88.2%	11.8%
0801 - General Engineer (n=3,202)	NASA:	6.4%	6.5%	7.8%	0.2%	1.1%	78.0%	71.9%	28.1%
	RCLF:	11.1%	4.4%	4.8%	0.6%	0.6%	78.7%	88.3%	11.7%
0855 - Electronics Engineer (n=943)	NASA:	16.0%	6.3%	9.8%	0.1%	0.5%	67.2%	85.2%	14.8%
	RCLF:	11.8%	5.3%	5.5%	0.4%	0.6%	76.4%	91.3%	8.7%
0854 - Computer Engineer (n=777)	NASA:	14.2%	10.2%	8.4%	0.1%	0.6%	66.4%	73.6%	26.4%
	RCLF:	15.7%	7.4%	5.7%	0.7%	0.8%	69.8%	84.6%	15.4%
0850 - Electrical Engineer (n=335)	NASA:	12.2%	8.4%	11.6%	0.3%	0.6%	66.9%	84.5%	15.5%
	RCLF:	11.8%	5.3%	5.5%	0.4%	0.6%	76.4%	91.3%	8.7%
Physical Science Occupations:									
1301 - Physical Scientist (n=465)	NASA:	12.6%	2.8%	5.8%	0.0%	0.2%	78.7%	67.6%	32.4%
	RCLF:	15.0%	3.6%	4.3%	0.5%	0.6%	76.0%	60.9%	39.1%
1330 - Space Scientist (n=330)	NASA:	7.3%	1.5%	6.1%	0.0%	0.0%	85.2%	69.4%	30.6%
	RCLF:	7.0%	2.3%	4.0%	0.6%	0.6%	85.5%	84.2%	15.8%
1310 - Physicist (n=111)	NASA:	8.9%	7.1%	2.7%	0.0%	0.0%	81.3%	83.9%	16.1%
	RCLF:	7.0%	2.3%	4.0%	0.6%	0.6%	85.5%	84.1%	15.8%

Notes: The table does not include Individuals who did not identify their race/ethnicity; thus, not all groups total to 100 percent. Triggers highlighted in yellow. Sources: NASA Personnel Data Warehouse data (data as of 10/1/2020); U.S. Census Bureau EEO Tabulation from the 2006-2010 American Community Survey (data set EEO-CIT02R).

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/>>.

Table 3. NASA Mission Critical and Other Professional Administrative Occupations by Race, Ethnicity, and Gender: FY 2020

		AAPI	Black	Hispanic	Multi-racial	AIAN	White	Male	Female
0301 - General Administrative* (n=943)	NASA:	4.5%	18.7%	7.1%	0.9%	1.5%	67.4%	38.6%	61.4%
	RCLF:	6.3%	12.5%	8.7%	0.6%	1.0%	70.9%	36.7%	63.3%
1102 - Contract Specialist* (n=730)	NASA:	5.1%	27.1%	10.6%	0.7%	0.7%	55.9%	40.3%	59.7%
	RCLF:	3.3%	8.5%	7.1%	0.4%	0.8%	80.0%	46.2%	53.8%
0343 - Program Analyst* (n=680)	NASA:	6.6%	18.7%	11.2%	0.9%	1.6%	61.0%	35.4%	64.6%
	RCLF:	5.9%	6.8%	4.6%	0.5%	0.6%	81.6%	58.4%	41.6%
2210 - Information Technology Specialist (n=543)	NASA:	6.8%	17.1%	7.2%	0.9%	1.5%	66.3%	60.6%	39.4%
	RCLF:	6.8%	11.1%	7.6%	0.6%	0.8%	73.1%	70.4%	29.6%
0510 - Accountant (n=291)	NASA:	12.4%	29.6%	8.9%	0.3%	1.0%	47.4%	30.2%	69.8%
	RCLF:	8.6%	8.1%	6.1%	0.5%	0.6%	76.0%	39.9%	60.1%
0501 - Finance (n=289)	NASA:	6.2%	23.9%	9.0%	0.0%	0.7%	60.2%	29.8%	70.2%
	RCLF:	5.0%	12.3%	9.8%	0.5%	1.2%	71.1%	43.7%	56.3%
0201 - Human Resources Specialist (n=268)	NASA:	7.3%	29.0%	9.2%	1.9%	1.2%	51.5%	27.1%	72.9%
	RCLF:	4.3%	10.4%	9.5%	0.5%	0.7%	74.6%	39.7%	60.3%

Notes: The table does not include Individuals who did not identify their race/ethnicity; thus, not all groups total to 100 percent. Triggers highlighted in yellow. * = Occupations that have been identified as mission critical. Sources: WICN (data as of 10/1/2020); U.S. Census Bureau EEO Tabulation from the 2006-2010 American Community Survey (data set EEO-CIT02R).

Individuals with Disabilities

NASA has made progress in achieving Federal goals for the employment of individuals with disabilities over the past three years. NASA exceeds the Federal goal for the employment of IWD and IWTD in grades GS-10 and below, is slightly below the goal for IWD in grades GS-11 and above, and is just above the goal for the employment of IWTD in grades GS-11 and above. (See Table 4.)

Table 4. NASA Employees with Disabilities: FY 2018 – FY 2020

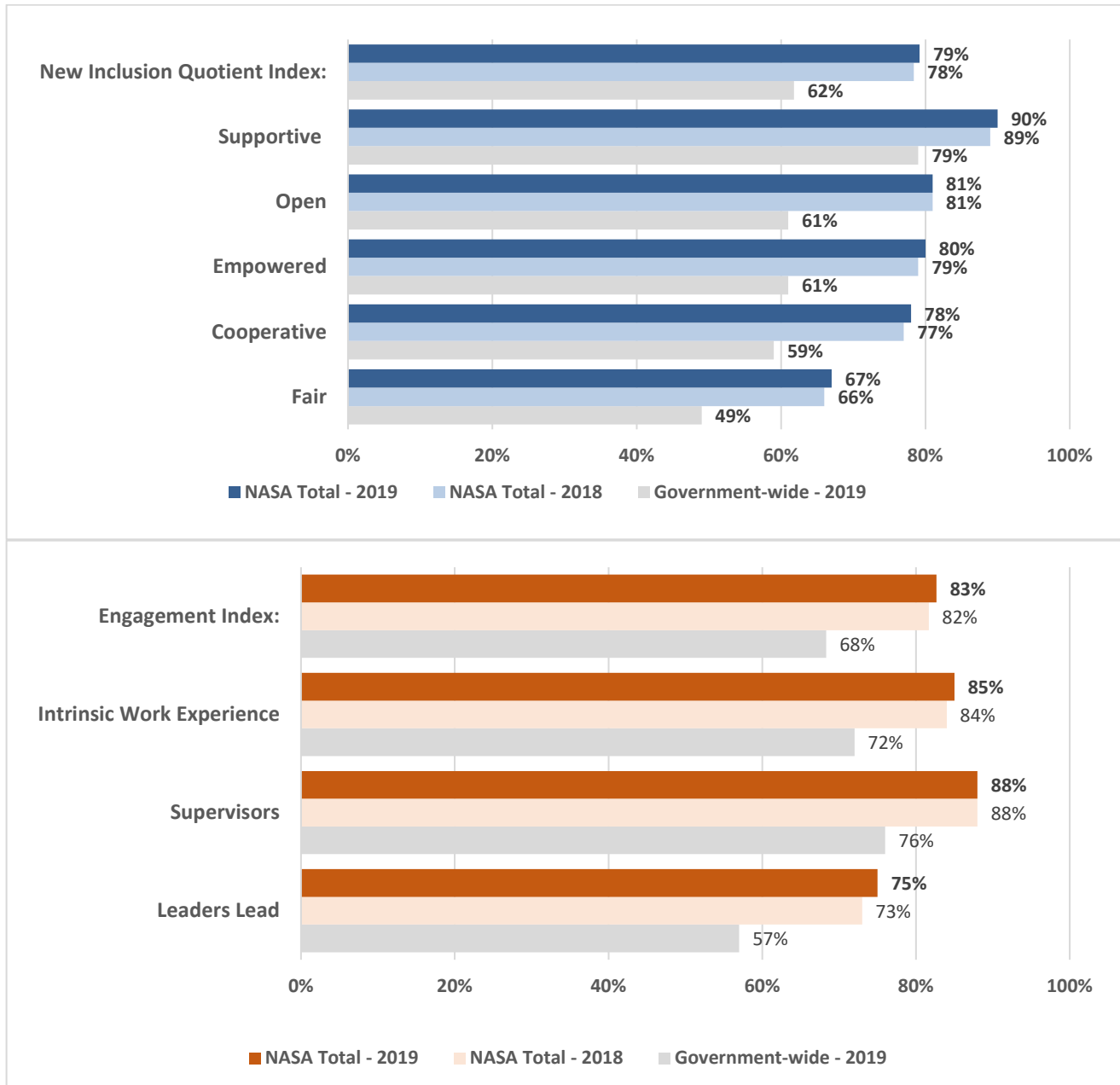
	FY 2018	FY 2019	FY 2020	Federal Goal
GS-10 and Below:				
IWD	21.6%	23.9%	24.3%	12%
IWTD	6.4%	7.3%	6.5%	2%
GS-11 and Above:				
IWD	9.5%	10.6%	11.9%	12%
IWTD	2.4%	2.4%	2.6%	2%

Source: NASA Workforce Data from BOBJ; data as of the last pay period in FY 2020. NASA revised its calculations in September 2020 to better conform with EEOC requirements, which requires agencies to report only on full-time permanent employees. Data on ITD and ITWD include individuals who 1) all full-time, permanent non-student employees who identified as having a disability on OPM Standard Form (SF) 256; and 2) full-time, permanent disabled veterans who are classified as “10-Point/Compensable/30 Percent,” but who have not claimed a disability on SF 256 (pursuant to 29 CFR Part 1614, §1614.203(d)(6)(ii) (82 Fed. Reg. 680)).

Federal Employee Viewpoint Survey (FEVS) Results

In FY 2019, NASA continued to improve its FEVS scores.⁷ Because of the global pandemic, OPM administered the FEVS at a later date than in previous years; thus, data for FY 2020 are not yet available.

Figure 1. NASA New Inclusion Quotient Index and Employee Engagement Scores, FY 2018-19



Source: OPM, 2019 FEVS Results. Percentages represent the percentage of responses that were positive. Government-wide, there were 615,395 respondents; there were 10,789 NASA respondents.

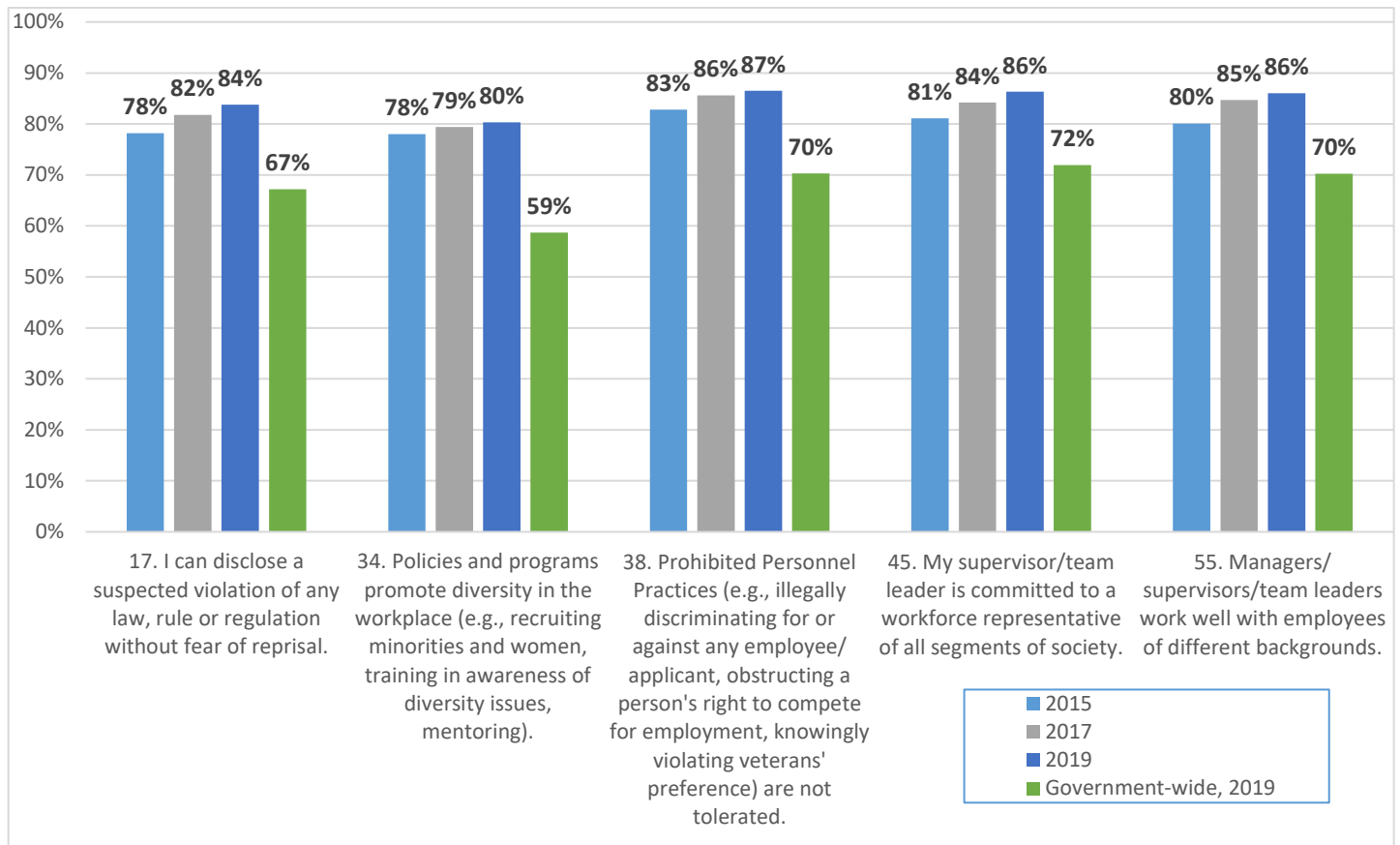
⁷ The FEVS is a climate survey conducted by OPM. The New IQ is calculated by averaging a subset of 20 FEVS questions measuring five factors: Empowered, Supportive, Cooperative, Open, and Fair. The Employee Engagement Index is calculated by averaging a subset of FEVS questions measuring three factors: Intrinsic Work Experience, Supervisors, and Leaders.

Table 5. 2019 FEVS Index Scores, by Demographic Group

Demographic Group	FEVS Index Measure		
	New Inclusion Quotient	Employee Engagement Index	Global Satisfaction Index
Government-Wide	62.1%	68.5%	64.9%
NASA Workforce	79.2%	83.0%	81.5%
Male	80.8%	84.0%	82.4%
Female	78.3%	83.1%	81.9%
Gay, Lesbian, or Bisexual	74.1%	78.0%	75.2%
Transgender	55.7%	57.1%	53.2%
White	80.7%	84.2%	83.0%
Black	77.7%	82.4%	82.4%
Hispanic	79.1%	83.5%	81.6%
AAPI	80.8%	85.1%	81.1%
AIAN	68.6%	76.9%	69.5%
IWD	74.9%	78.8%	75.3%
Veteran	79.2%	82.5%	80.2%
Under 40	80.9%	85.3%	81.9%
Over 40	79.4%	83.0%	82.2%

Source: OPM, 2019 FEVS Results. Percentages represent the percentage of responses that were positive.

Figure 2. FEVS Questions Focused on EEO, D&I, and Compliance: FY 2015-19



Source: OPM, 2019 FEVS Results. Percentages represent the percentage of responses that were positive.

APPENDIX B: PHYSICAL SCIENCE BARRIER ANALYSIS PLAN AND INITIAL FINDINGS

Barrier Analysis Overview

Purpose: NASA identified workforce triggers⁸ for Women and Asian Americans and Pacific Islanders (AAPI)⁹ within Physical Science occupations, when compared to the Relevant Civilian Labor Force (RCLF).¹⁰ Thus, the Agency is undertaking the barrier analysis process to further explore potential underlying causes of these discrepancies in order to determine their root cause. The barrier analysis will focus on the Physical Science jobs with the highest numbers of employees, Physical Scientists (job series 1301), Physicists (job series 1310), and Space Scientists (job series 1330) (see Table 1).

Process Overview: NASA will use a multiphase barrier analysis process to systematically assess representation in the Physical Science Occupational Series. Phase 1 examines general representation of demographic groups within the various Physical Science occupations. Phases 2 and 3 examine existing personnel data, such as data on losses and hires, to further explore the factors that may be contributing to discrepancies discovered in Phase 1. At Phase 4, NASA will deploy a systematic set of questions to gather more information about triggers uncovered in Phases 1-3. In Phases 5-6, the Agency will use qualitative and quantitative data collection techniques to obtain input from members of potentially affected demographic groups. Finally, at Phase 7, NASA will identify root causes of potential barriers and develop corrective actions.

Table 1. NASA Physical Science Occupations: FY 2021

Physical Science Job Series	Number of NASA Employees
1301 - Physical Scientist	465
1306 - Health Physicist	6
1310 - Physicist	111
1311 - Physical Science Technician	4
1313 - Geophysicist	14
1320 - Chemist	5
1330 - Space Scientist	330
1340 - Meteorologist	22
1360 - Oceanographer	15
1386 - Photographic Technologist	4
1399 - Physical Science Trainee	465

Source: NASA Personnel Data Warehouse; data as of 10/1/2020. NASA has identified job series 1301 and 1310 as mission critical occupations because of their importance to NASA missions and the large numbers of employees those series.

⁸ According to EEOC, a trigger is a situation that alerts an 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.

⁹ In initial analyses, NASA examined data for Asian Americans and Native Hawaiians and Other Pacific Islanders (NHOPI) separately. Because of the small number of NHOPI in the workforce, however, this did not significantly impact the findings. Thus, the Agency combined these groups in subsequent analyses.

¹⁰ EEOC identifies the appropriate benchmarks for comparison. Agency representation in specific occupations should be compared to the RCLF, which measures individuals in the civilian labor force in occupations equivalent to occupations in the Federal Government. RCLF data are compiled by the U.S. Census Bureau for the EEOC. U.S. Census Bureau, "Equal Employment Opportunity Tabulation: FAQs," accessed at <https://www.census.gov/topics/employment/equal-employment-opportunity-tabulation/about/faq.html#par_textimage_514458183>.

Phase 1

Purpose of Phase and Data Examined: In Phase 1, NASA focused its attention on surface-level indicators of potential barriers to inclusion, comparing its workforce to the RCLF to determine which demographic groups have lower than expected participation rates in Physical Science positions.

Data Findings: When compared to the RCLF, the following groups have lower participation rates in the following NASA occupations (see Table 2):

- *Physical Scientists:* AAPI Women and White Women are underrepresented.
- *Space Scientists:* AAPI Women and White Men are underrepresented.
- *Physicists:* AAPI Men, Black Men, and White Men are underrepresented.

Further, while their numbers are also low in the RCLF, the following groups are absent from the NASA workforce: there are no Multiracial individuals or AIAN Women in NASA Physical Scientist positions; there are no Black Women, Hispanic Women, Multiracial individuals, or AIAN employed as NASA Space Scientists; and there are no AIAN in NASA Physicist positions. While triggers were identified for other groups, NASA will focus subsequent phases of the barrier analysis on AAPI and Women.

Table 2. NASA Physical Science Workforce Compared to the RCLF

		Physical Scientist		Space Scientist		Physicist	
		NASA	RCLF	NASA	RCLF	NASA	RCLF
AAPI	Men	8.7%	8.2%	8.1%	5.1%	3.6%	5.1%
	Women	3.8%	6.7%	0.9%	1.9%	3.6%	1.9%
	Total	12.5%	14.9%	9.0%	7.0%	7.2%	7.0%
Black	Men	1.5%	1.4%	7.2%	2.1%	0.9%	2.1%
	Women	1.5%	2.2%	0.0%	0.1%	0.6%	0.1%
	Total	3.0%	3.6%	7.2%	2.2%	1.5%	2.2%
Hispanic	Men	3.2%	2.4%	2.7%	3.4%	3.3%	3.4%
	Women	2.6%	1.9%	0.0%	0.6%	2.7%	0.6%
	Total	5.8%	4.3%	2.7%	4.0%	6.0%	4.0%
Multiracial	Men	0.0%	0.3%	0.0%	0.4%	0.0%	0.4%
	Women	0.0%	0.2%	0.0%	0.2%	0.0%	0.2%
	Total	0.0%	0.5%	0.0%	0.6%	0.0%	0.6%
AIAN	Men	0.2%	0.4%	0.0%	0.5%	0.0%	0.5%
	Women	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%
	Total	0.2%	0.6%	0.0%	0.5%	0.0%	0.5%
White	Men	53.9%	48.1%	65.8%	72.6%	61.5%	72.6%
	Women	24.5%	27.8%	15.3%	12.9%	23.6%	12.9%
	Total	78.4%	75.9%	81.1%	85.5%	85.1%	85.5%
All Men		67.6%	60.8%	83.8%	84.1%	69.4%	84.1%
All Women		32.4%	39.0%	16.2%	15.7%	30.6%	15.7%

Notes: The table does not include Individuals who did not identify their race/ethnicity or gender; thus, not all groups total to 100 percent. Triggers highlighted in yellow; groups absent from the workforce are highlighted in red. For the purposes of this analysis, a one percentage point difference between the NASA workforce and the RCLF was considered a trigger.

NASA also examined representation by grade within the physical sciences. AAPI, Hispanic, and Women employees are not participating equally in higher grades: AAPI employees are not participating in SES positions equal to their workforce percentage. Hispanic employees are not participating in GS-14 and GS-15 positions equal to their workforce percentage. Women are not participating in GS-15 positions equal to their workforce percentage.

Phase 2

Purpose of Phase: The goal of Phase 2 was to look at additional personnel data to begin identifying why participation discrepancies might exist. This phase focused on the initial groups of concern: Women and AAPI.

Data Examined:

1. Hires and Separations. NASA examined hire and loss rates to see if discrepancies between NASA workforce participation and the RCLF are due to the inability to hire Women and AAPI versus high loss rates among those groups.
2. Time-in-Grade/Position and Promotions. NASA examined differences in participation rates in senior grades, time-in-grade, and time-in-position, as well as participation over the last 1, 3, and 5 years.
3. Average Age. NASA examined average employee age, to ensure that the discrepancies were not accounted for by a high percentage of early-career employees.
4. Education. NASA reviewed data on educational attainment to determine whether there is a qualification or perceived qualification issue that may be slowing a group's advancement.
5. FEVS Data. The Agency reviewed sub-indices of FEVS Employee Engagement Index, New Inclusion Quotient (New IQ), and Global Satisfaction Index. These sub-indices can reveal differences by race, ethnicity, gender, and occupation that may indicate potential barriers to inclusion.

Data Findings: NASA identified the following triggers with regard to AAPI and Women:

- ***Asian Americans and Pacific Islanders in the Physical Sciences:***

1. NASA hires of AAPI employees have been above the Physical Science RCLF values, except for the 1301 series where they are just slightly below the RCLF. Losses have slightly exceeded the size of the workforce over the past 5 years (8.8 percent of losses and 8.5 percent of the workforce in 2016). This trend is most notable in the 1301 series. At ARC, losses are slightly higher than AAPI representation in the workforce (8.3 percent of losses compared to 7.8 percent in the workforce).
2. AAPI have more time-in-grade and time-in-position than other demographic groups. For example, excluding SES and GS-15 employees, AAPI employees have been in their positions an average of 3.7 years. This is higher than Black (1.9 years), Hispanic (2.9 years), and White (3.4 years) employees.
3. With an average age of 53.8, AAPI employees in physical science occupations are the oldest demographic group on average (compared to 52.7 for White employees, 52 for Black employees, and 48.1 for Hispanic employees).

- In terms of educational level, 93.9 percent of AAPI employees in physical sciences have a graduate degree (compared to 93.6 percent of White employees, 91.1 percent of Hispanic employees, and 86.2 percent of Black employees. Education does not appear to account for the grade discrepancies identified in Phase 1.

- Women in the Physical Sciences:**

- For hires in the largest 3 physical science occupations, Women accounted for a higher percentage of hires than the occupation’s corresponding RCLF value. For instance, Women make up 39.0 percent of the physical scientist workforce, but they accounted for 45.8 percent of the physical scientist hires in the last 5 years. For losses, Women did not leave at a rate substantially higher than their percentage in the workforce. Women accounted for 24.0 percent of the physical science workforce at the beginning of 2016 and have only accounted for 25.1 percent of the losses since that time. Thus, the data reveal no triggers related to hires and losses.
- Women appear to get promoted earlier and at higher rates than Men. For example, excluding SES and GS-15 employees, Women have been in their positions an average of 2.7 years while Men have been in their positions an average of 3.6 years.
- Women are, on average, about 4 years younger than Men (Average Age: Men, 54.2; Women, 48.4), which could indicate that Women are earlier in their careers.
- Fewer Women have earned graduate degrees (Men, 94.1 percent; Women, 91.2 percent) and PhDs (Men, 83 percent; Women, 78.5 percent) compared to Men in these positions.
- When FEVS sub-indices are compared, Women score lower than Men on the Cooperative (Men, 72.1; Women, 66.9) and Open (Men, 81.8; Women, 74.5) sub-indices of the New IQ.

In addition to the findings mentioned above, Physical Scientists in general scored lower on the Global Satisfaction Index and the New IQ. There was insufficient data to further examine the Physical Scientist scores by demographic groups (see Table 3).

Table 3. FEVS Index Scores for Selected Subgroups: 2019

Index	NASA Workforce	Physical Scientists	AAPI	Female
Employee Engagement	83.0%	81.2%	88.6%	82.1%
Global Satisfaction	81.5%	78.8%	81.3%	82.5%
New Inclusion Quotient (New IQ)	79.3%	76.3%	80.3%	74.2%

Notes: Triggers highlighted in yellow. Index scores represent the percent of positive responses.

Subsequent Phases and Approximate Timeline

Phase 3: Phase 3 is an expansion on Phase 2, involving a further analysis of personnel data. To gain additional insight before generating a strategy for subsequent phases of the barrier analysis, NASA will analyze data such as: applicant flow data, years of service and retirement eligibility, training and development history, etc. **Expected Completion: April 1, 2021.**

Phase 4: Phase 4 is a middle point between phases involving the exploration of existing data sources and phases that involve the collection of new data. This step will use the EEOC barrier analysis questions to help identify additional areas of research.¹¹ In this phase, ODEO will reach out to other offices, including OCHCO and the Science Mission Directorate, for additional insights. Staff will use information collected in this phase to inform the next two phases. ***Expected Completion: September 30, 2021.***

Phase 5: In Phase 5, NASA will use the data and information examined in the preceding phases to transform areas of concern into survey topics of inquiry. Staff will develop psychometric survey measures to further investigate, validate, and understand where barriers to equal employment opportunity might exist. Staff will distribute the survey to all NASA civil servant Physical Scientists and the data collected will be analyzed using quantitative inferential analytic techniques. ***Expected Completion: March 31, 2022.***

Phase 6: Based on the survey results, NASA will conduct interviews and/or focus groups with members of the affected demographic groups. This research will serve two purposes: (1) to explore where, when, why, and how some of these identified triggers may be problematic; and (2) to identify potential steps that might help to remove or mitigate potential barriers to equal employment opportunity for the group. ***Expected Completion: June 30, 2022.***

Phase 7: The data collected from Phases 1 to 6 will be reviewed to determine whether barriers to equal employment opportunity exist for various demographic groups in the NASA workforce. The final report will not only include a list of challenges but will also identify actions to address each of the challenges. ***Expected Completion: September 30, 2022.***

¹¹ EEOC, “Barrier Analysis: Questions to Guide the Process,” accessed at: <<https://www.eeoc.gov/federal-sector/management-directive/barrier-analysis-questions-guide-process>>.

APPENDIX C: 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:

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

Agencies have the option of submitting the 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.

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

APPENDIX D: LIST OF FREQUENTLY USED ACRONYMS

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