Diversity & Inclusion (D&I)

1st & 2nd Quarter FY 2018
(October 2017 – March 2018)

Accomplishment Report

April 18, 2018
<table>
<thead>
<tr>
<th>Code</th>
<th>Organization</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>XA000</td>
<td>Office of the Executive Director</td>
<td>3 - 12</td>
</tr>
<tr>
<td>ODEO</td>
<td>- Office of Diversity &amp; Equal Opportunity</td>
<td>3</td>
</tr>
<tr>
<td>XD000</td>
<td><strong>Service Delivery Directorate</strong></td>
<td>13 - 27</td>
</tr>
<tr>
<td>XD010</td>
<td>- Financial Management Services Division</td>
<td>13</td>
</tr>
<tr>
<td>XD020</td>
<td>- Human Resources Services Division</td>
<td>19</td>
</tr>
<tr>
<td>XD040</td>
<td>- Procurement Services Division</td>
<td>23</td>
</tr>
<tr>
<td>XD050</td>
<td>- Enterprise Services Division</td>
<td>25</td>
</tr>
<tr>
<td>XF000</td>
<td><strong>Support Operations Directorate</strong></td>
<td>28 - 37</td>
</tr>
<tr>
<td>XF010</td>
<td>- Strategic Integration &amp; Communication Services</td>
<td>31</td>
</tr>
<tr>
<td>XF020</td>
<td>- Budgeting &amp; Accounting Division</td>
<td>32</td>
</tr>
<tr>
<td>XF030</td>
<td>- Information Resources Division</td>
<td>36</td>
</tr>
</tbody>
</table>
Principle 1 – Demonstrated Leadership Commitment

Office of Diversity & Equal Opportunity (ODEO)

Strategy 1.1
Senior Leadership Team (SLT) members present quarterly D&I Reports at SLT meetings highlighting their Division’s participation in D&I initiatives.

Center Action 1.1.2 – ODEO develops a template for the quarterly reports and maintains the reports presented by SLT. Quarterly reports will be available to NSSC employees via the ODEO webpage.

Primary Responsibility: ODEO

Accomplishments

1st Quarter
- Developed a reporting template for organizations to input their quarterly accomplishments.
- Compiled organizations’ accomplishments in a single document for presentation at SLT meeting.
Principle 1 – Demonstrated Leadership Commitment

Office of Diversity & Equal Opportunity

**Strategy 1.2**
ODEO will evaluate performance plans which receive a “distinguished” rating and validate all employees are given a fair rating.

**Center Action 1.2.1** - Review a random selection of “distinguished” ratings to identify any disparities in employees receiving fair ratings, regardless of race, color, gender, national origin, religion, age, disability, genetic information, sexual orientation, status as a parent, or gender identity

*Primary Responsibility:* ODEO/Human Resources (HR)

**Center Action 1.2.2** - Review a random selection of “distinguished” ratings of supervisors to ensure that the D&I element of their performance plan is being met

*Primary Responsibility:* ODEO/HR

**Accomplishments**

1.2.1
No activity this quarter

1.2.2
No activity this quarter
### Strategy 1.3
Promote monthly D&I topics at SLT meetings; Leadership will promote topics at staff meetings highlighting specific desired behaviors, challenges, or information in order to help internalize D&I.

**Center Action 1.3.1** - SLT conducts D&I topic discussions once per month at SLT meetings  
**Primary Responsibility:** SLT

**Center Action 1.3.2** - Leaders at all levels conduct D&I discussions at staff meetings focused on the topic introduced at the monthly SLT meeting  
**Primary Responsibility:** Supervisors

### Accomplishments

**1st Quarter**  
- ODEO presented the D&I topic “Unconscious Bias and the Single Story” at the Senior Leadership Retreat on October 25, 2017. The presentation included table group discussions.

**2nd Quarter**  
- ODEO presented the D&I topic “Inclusion begins with I” at the SLT meeting on February 28, 2018.
Office of Diversity & Equal Opportunity

Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

Center Action 3.1.1 - Continually assess the current state of D&I and developmental opportunities to ensure opportunities (including virtual opportunities) are available to meet workforce needs; utilize digital displays, the Orbiter, Building Buzz, and Lagniappe newsletters

Primary Responsibility: HR/ODEO

Accomplishments

1st Quarter
• Published monthly D&I related articles in Lagniappe: “Reducing Risk of Workplace Conflict” (Oct), “100-Year-Old Native American WWII Veteran Led Remarkable Life” (Nov), and “Understanding Generational Diversity” (Dec).

2nd Quarter
• Published D&I related Lagniappe articles "Martin Luther King, Jr. Holiday - A Day On ... Not a Day Off" (Jan), "Honoring African Americans in Times of War" (Feb), "NEVERTHELESS SHE PERSISTED: Honoring Women Who Fight All Forms of Discrimination Against Women" (March).
Office of Diversity & Equal Opportunity

Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

Center Action 3.1.2 - Provide training and educational opportunities for SLT, Supervisors, and employees to develop awareness of D&I, best practices, skills based development and cultural competency to advance D&I at NSSC.
Primary Responsibility: HR/ODEO

1st Quarter
- ODEO staff attended "2017 Americans with Disabilities Act" training via Vidyo on Oct 11 (ODEO attendees 4)
- Conducted a Lunch & Learn celebrating Hispanic Heritage Month on Oct 12 featuring the video "From Farm Worker to Astronaut" about the life of Astronaut Jose' Hernandez.
- In coordination with the Stennis Diversity Council (SDC), ODEO organized the Disability Awareness Program on Oct 31. Special guest speaker was Ishunna Gully who spoke to the workforce about innovation designed to assist people with disabilities in the workplace. (NSSC attendees 3)

Accomplishments

1st Quarter
- Conflict Resolution Month Activities in October 2017:
  - Oct 18 - Conflict Resolution Open House - In collaboration with SSC and NSSC organizations, the following information booths were available: Center Anti-Harassment Coordinator, Office of Safety & Mission Assurance, Human Resources, Employee Assistance Program (EAP), Ombudsman, and NASA Security. Information was provided to the workforce on different avenues of redress. (60 attendees) The Administrator's message was playing continuously at the side of the booth. (60 attendees)
  - Oct 19 - Live Stream with guest speaker Walter A. Wright. Spoke on the topic "Determine whether you are an individualist or collectivist (or both)." (6 attendees)
  - Oct 27 - Live stream with guest speaker Marvin E. Johnson, esq. spoke on the topic "The intersection between Diversity and Conflict." (4 attendees)
- In coordination with the Stennis Diversity Council (SDC), ODEO organized the Disability Awareness Program on Oct 31. Special guest speaker was Ishunna Gully who spoke to the workforce about innovation designed to assist people with disabilities in the workplace. (NSSC attendees 3)
### Office of Diversity & Equal Opportunity

#### Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

#### Center Action 3.1.2 - Provide training and educational opportunities for SLT, Supervisors, and employees to develop awareness of D&I, best practices, skills-based development, and cultural competency to advance D&I at NSSC.

**Primary Responsibility:** HR/ODEO

### Accomplishments

#### 1st Quarter
- In coordination with the Stennis Diversity Council, ODEO organized the following programs:
  - **January 11** - Martin Luther King Jr. Program. Guest speaker was Dr. Donald Burris, a local businessman and community organizer who spoke on "Making a Career of Humanity." **NSSC was the SDC sponsor for this event.** (Attendees ODEO 5, NSSC 17)
  - **February 22** - Black History Month Program. Guest Speaker was Ronald Randolph who spoke on how the theme "African Americans at Times of War" shaped his path and opened doors for him. (Attendees ODEO 5, NSSC 3)
  - **March 19** - Women's History Month program with guest speaker Julie Van Kleeck, a VP at Aerojet Rocketdyne who spoke on how persistence played a major role in her being able to accomplish her goals. (Attendees ODEO 5, NSSC 4)
  - **March 29** - Women's History Month event which featured the documentary "Dream, Girl." A discussion followed about entrepreneurial experiences, how women are impacted adversely, and how the women in the documentary preserved through adversity. (Attendees ODEO 5, NSSC 4)
## Strategy 4.2
Expand education and outreach with under-represented communities and engage students.

### Center Action 4.2.2 - If possible, utilize SSC resources and participate in SSC outreach events

**Primary Responsibility:** SLT/NSSC employees

### Accomplishments

#### 1st Quarter
- Held the quarterly Stennis Diversity Council Meeting on October 8, 2017 which was attended by 7 NASA Civil Servants and 8 Navy and contractor personnel.
- On December 13, 2017, ODEO hosted the Stennis Diversity Council Pizza Party /Award meeting. Members were awarded participation, program of the year, MVP, and partnership awards. (Attendees: 4 NASA civil servants (CS), 1 Navy CS, and 3 contractors)

#### 2nd Quarter
- Hosted 23 students from the Gulfport Job Corps for the Black History Month Program on Feb 22. The students also participated in a tour of SSC.
- The quarterly Stennis Diversity Council meeting was held on March 28, 2018 and attended by 5 NASA CS, 2 Navy CS, and 4 contractors.
Principle 5: Shared Accountability and Responsibility for D&I

Office of Diversity & Equal Opportunity

**Strategy 5.1**
Educate employees on the NSSC D&I Strategic Implementation Plan to improve employee awareness of the Plan and NSSC accountability for Plan success.

**Center Action 5.1.1** - Engage and educate employees on the Plan during Division meetings hosted by the D&I Champion / ODEO / D&I Council members

**Primary Responsibility:** D&I Council/ODEO

**Center Action 5.1.2** - Publish quarterly D&I Reports on the ODEO webpage

**Primary Responsibility:** ODEO

**Center Action 5.1.3** - In an effort to expand the D&I Council, consider amending the Council charter to include employees at various supervisory levels

**Primary Responsibility:** D&I Council/ODEO

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**Accomplishments**

1st Quarter 5.1.1
- Rolled out and disseminated the FY2018 – FY2021 D&I Plan at the Senior Leadership Retreat on October 25, 2017.

1st Quarter 5.1.2
- Quarterly reports will be uploaded to the ODEO webpage following the Senior Management Retreat on April 18, 2018.

5.1.3 - No activity to report
## Principle 3: Continuous D&I Education, Awareness, and Skills Development

### Executive Director’s Office (XA000)

#### Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

#### Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

**Primary Responsibility:** SLT

#### Accomplishments

**2nd Quarter**

- NSSC Acting Executive Director spoke at the Martin Luther King (MLK) Day Program on January 11. This event was coordinated by the NSSC representative on the Stennis Diversity Council.
- NSSC Acting Executive Director encouraged NSSC employee attendance at the following ODEO events via emails, and posters placed in high-traffic areas of the NSSC:
  - 1/11/18 - MLK Day Observation
  - 2/18/18 - Black History Month Program
  - 3/19/18 - Women's History Month Program
  - 3/29/18 - Women's History Month event
Strategy 4.2
Expand education and outreach with under-represented communities and engage students.

Center Action 4.2.2 - If possible, utilize SSC resources and participate in SSC outreach events

Primary Responsibility: SLT/NSSC employees

Accomplishments

2nd Quarter
• The Acting Executive Director presented with the SSC Director at the NASA Day of Remembrance on January 25. All SSC and NSSC employees were invited to attend the event to honor the crews who lost their lives while furthering the cause of exploration.
Support Operations Directorate – Financial Management Services (XD010)

**Strategy 1.3**
Promote monthly D&I topics at SLT meetings; Leadership will promote topics at staff meetings highlighting specific desired behaviors, challenges, or information in order to help internalize D&I.

**Center Action 1.3.1** - SLT conducts D&I topic discussions once per month at SLT meetings

**Primary Responsibility**: SLT

**Center Action 1.3.2** - Leaders at all levels conduct D&I discussions at staff meetings focused on the topic introduced at the monthly SLT meeting

**Primary Responsibility**: Supervisors

**Accomplishments**

2nd Quarter
- Shared ODEO and D&I discussions at the January 28 SLT meeting with 20 employees.
Service Delivery Directorate – Financial Services Branch (XD01A)

**Strategy 2.1**
Ensure that leadership and career development opportunities at all levels are available to a wide variety of potential leaders.

**Center Action 2.1.1** - Widely publicize opportunities associated with developmental opportunities and the mentoring partnership with Stennis Space Center (SSC)

**Primary Responsibility:** HR/SLT/Supervisors

**Center Action 2.1.2** - Develop “what’s in it for me?” sessions for employees to encourage participation in career development opportunities (local leadership programs, etc.)

**Primary Responsibility:** HR/SLT/Supervisors

**Accomplishments**

**1st Quarter**
- Encouraged participation in all Agency developmental programs. One employee is participating in the NASA FIRST developmental program.
- FSB supported an employee performing a detail assignment within the Agency OCFO Policy Division.
Principle 3: Continuous D&I Education, Awareness, and Skills Development

Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

Primary Responsibility: SLT

Accomplishments

1st Quarter
- Branch chief encouraged 15 employees to attend events and approved attendance requests as submitted.
Principle 4: Demonstrated Commitment to Community Partnerships

Service Delivery Directorate - Financial Services Branch (XD01A)

**Strategy 4.2**
Expand education and outreach with under-represented communities and engage students.

**Center Action 4.2.2** - If possible, utilize SSC resources and participate in SSC outreach events

**Primary Responsibility:** SLT/NSSC employees

**Accomplishments**

2\textsuperscript{nd} Quarter
- An employee talked to Co-Lin Community College students about what it’s like to be an accountant.
Strategy 2.1
Ensure that leadership and career development opportunities at all levels are available to a wide variety of potential leaders.

Center Action 2.1.1 - Widely publicize opportunities associated with developmental opportunities and the mentoring partnership with Stennis Space Center (SSC)

Primary Responsibility: HR/SLT/Supervisors

Center Action 2.1.2 - Develop “what’s in it for me?” sessions for employees to encourage participation in career development opportunities (local leadership programs, etc.)

Primary Responsibility: HR/SLT/Supervisors

Accomplishments

2nd Quarter
- Encouraged 13 employees to participate in all Agency developmental programs. Supported an employee’s application to the local Community Leadership Program.
## Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

### Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

**Primary Responsibility:** SLT

<table>
<thead>
<tr>
<th>Accomplishments</th>
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<tbody>
<tr>
<td><strong>1st Quarter</strong></td>
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<tr>
<td>• One employee participated in the WISE ERG (Women Inspiring Stennis Excellence Employee Resource Group.)</td>
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</table>
Principle 1 – Demonstrated Leadership Commitment

Service Delivery Directorate – Human Resources Services (XD020)

**Strategy 1.3**
Promote monthly D&I topics at SLT meetings; Leadership will promote topics at staff meetings highlighting specific desired behaviors, challenges, or information in order to help internalize D&I.

**Center Action 1.3.2** - Leaders at all levels conduct D&I discussions at staff meetings focused on the topic introduced at the monthly SLT meeting

**Primary Responsibility:** Supervisors

**Accomplishments**

**2nd Quarter**
- Presented ODEO SLT briefing on “Self Identification of a Disability” at Human Resources Services Division (HRSD) staff meeting.
Service Delivery Directorate – Accounting & Travel Services Branch (XD020)

**Strategy 2.1**
Ensure that leadership and career development opportunities at all levels are available to a wide variety of potential leaders.

**Center Action 2.1.1** - Widely publicize opportunities associated with developmental opportunities and the mentoring partnership with Stennis Space Center (SSC)

**Primary Responsibility:** HR/SLT/Supervisors

**Center Action 2.1.2** - Develop “what’s in it for me?” sessions for employees to encourage participation in career development opportunities (local leadership programs, etc.)

**Primary Responsibility:** HR/SLT/Supervisors

**Accomplishments**

**1st Quarter**
- Center HR distributed email notifications on all career development and mentoring opportunities (detail opportunity at KSC and GS9-GS15 Maximizing Performance).

**2nd Quarter**
- Center HR distributed email notifications on all career development and mentoring opportunities (GS9-GS15 Maximizing Performance).
- Center HR distributes email notifications on all career development and mentoring opportunities. (Community Leadership Programs).
Principle 3: Continuous D&I Education, Awareness, and Skills Development

Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

Primary Responsibility: SLT

Accomplishments

1st Quarter
- Encouraged 20 employees to attend the following ODEO events: National Disability Employment Awareness Month on Oct. 31 and Native American Heritage Month Exhibit on Nov. 14.

2nd Quarter
- Encouraged 20 employees to attend the following ODEO events: MLK on January 11, Black History on February 18, and Women’s History on March 19. One employee coordinated and presented at the Black History program and another employee assisted with set up.
Principle 4: Demonstrated Commitment to Community Partnerships

Service Delivery Directorate – Human Resources Services Division (XD020)

Strategy 4.2
Expand education and outreach with under-represented communities and engage students.

Center Action 4.2.2 - If possible, utilize SSC resources and participate in SSC outreach events

Primary Responsibility: SLT/NSSC employees

Accomplishments

1st Quarter
- An employee is the NSSC representative on the Stennis Diversity Council (SDC) and attended the quarterly meeting. The employee also received a peer recognition award from SDC members as the Most Valuable Professional (MVP) for 2017 for her efforts in organizing several events during the year.

2nd Quarter
- The NSSC representative on the Stennis Diversity Council attended the quarterly meeting.
### Principle 3: Continuous D&I Education, Awareness, and Skills Development

**Strategy 3.1**
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

**Center Action 3.1.3** - Leadership encourages employee attendance at ODEO events

**Primary Responsibility:** SLT

### Accomplishments

**2nd Quarter**
- Procurement Officer encouraged attendance, via announcement at Staff Meeting, to the MLK event in January.
**Principle 4: Demonstrated Commitment to Community Partnerships**

**Service Delivery Directorate – Procurement Services Division (XD040)**

<table>
<thead>
<tr>
<th>Strategy 4.1</th>
<th>Continue to enhance and accomplish small business program objectives to ensure broad and diverse partnerships for NASA.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center Action 4.1.1</td>
<td>The NSSC Procurement Services Division Small Business Specialist continues to work to expand participation of diverse suppliers.</td>
</tr>
<tr>
<td>Primary Responsibility</td>
<td>Procurement Services Division</td>
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<tr>
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<tbody>
<tr>
<td><strong>1st Quarter</strong></td>
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<tr>
<td>• Hosted a small business outreach event at Loyola University in New Orleans. 133 attendees from industry, to include vendors from various socio-economic groups (Oct).</td>
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<tr>
<td>• Small Business Specialist (SBS) attended KSC small business Expo (Oct).</td>
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<tr>
<td>• SBS participated in MSFC small business roundtable event in Mobile Alabama - 115 attendees (Nov).</td>
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<tr>
<td><strong>2nd Quarter</strong></td>
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<tr>
<td>• SBS facilitated mentor protégé agreement between Jackson State University (HBCU) and DXC in support of ACES (Feb).</td>
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<tr>
<td>• SBS attended MSFC small business event in Huntsville (Feb) - over 600 attendees.</td>
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<tr>
<td>• SBS attended Gulf Coast Chamber of Commerce Procurement Conference. This event was targeted towards small business concerns (Feb).</td>
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<tr>
<td>• SBS attended NASA OSBP HCBU road tour in Atlanta, GA (Mar).</td>
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<tr>
<td>• SBS participated in NASA OSBP Small Business Matchmaking Event (Mar).</td>
</tr>
</tbody>
</table>
Strategy 1.3
Promote monthly D&I topics at SLT meetings; Leadership will promote topics at staff meetings highlighting specific desired behaviors, challenges, or information in order to help internalize D&I.

Center Action 1.3.2 - Leaders at all levels conduct D&I discussions at staff meetings focused on the topic introduced at the monthly SLT meeting

Primary Responsibility: Supervisors

Accomplishments

1st Quarter
- Discussed unconscious bias with 3 employees during staff meeting on 12/6/17.
### Principle 3: Continuous D&I Education, Awareness, and Skills Development

#### Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

#### Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

**Primary Responsibility:** SLT

#### Accomplishments

**1st Quarter**
- Discussed attendance at events during staff meeting 11/15/17

RELEASED - Printed documents may be obsolete; validate prior to use.
## Strategy 4.2
Expand education and outreach with under-represented communities and engage students.

### Center Action 4.2.1
- When feasible, encourage participation in local community leadership programs, job fairs, career days, etc., by recognizing participation

### Primary Responsibility
SLT/NSSC employees

## Accomplishments

### 2nd Quarter
- Discussed participation in community leadership programs with 3 employees during staff meeting on 3/7/18.
Support Operations Directorate (XF000)

**Strategy 1.3**
Promote monthly D&I topics at SLT meetings; Leadership will promote topics at staff meetings highlighting specific desired behaviors, challenges, or information in order to help internalize D&I.

**Center Action 1.3.1** - SLT conducts D&I topic discussions once per month at SLT meetings

**Primary Responsibility:** SLT

**Center Action 1.3.2** - Leaders at all levels conduct D&I discussions at staff meetings focused on the topic introduced at the monthly SLT meeting

**Primary Responsibility:** Supervisors

**Accomplishments**

**1st Quarter**
- Support Operations Directorate (SOD) Director conducted D&I discussions with 20 employees at staff meetings October 31, November 29, and December 14, 2017.

**2nd Quarter**
- SOD Director conducted D&I discussions with 20 employees during the January 25, February 28, and March 29, 2018 SOD staff meetings.
Principle 3: Continuous D&I Education, Awareness, and Skills Development

Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

Primary Responsibility: SLT

Accomplishments

2nd Quarter
• SOD Director spoke at Black History Event on February 22, 2018. Event was coordinated by NSSC representative on the Stennis Diversity Council.
• SOD leadership attendance at Women's History Month Event on March 19, 2018.
Support Operations Directorate (XF000)

**Strategy 4.2**
Expand education and outreach with under-represented communities and engage students.

**Center Action 4.2.1** - When feasible, encourage participation in local community leadership programs, job fairs, career days, etc., by recognizing participation

**Primary Responsibility:** SLT/NSSC employees

**Accomplishments**

**2nd Quarter**
- NSSC Training and Awards Officer distributed a Call for Applications email to NSSC Civil Servants on March 1, 2018 for local Community Leadership Programs.
Principle 3: Continuous D&I Education, Awareness, and Skills Development

Support Operations Directorate – Strategic Integration & Communications (SIC) Division (XF010)

Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

Primary Responsibility: SLT

Accomplishments

1st Quarter
- SIC advertised October 31 Disability Awareness Month Program and November 14 Native American Heritage Month event.

2nd Quarter
- SIC advertised January 11 Martin Luther King Jr. Program, February 22 Black History Month program, and March 19 Women's History Month programs.
<table>
<thead>
<tr>
<th>Strategy 1.3</th>
<th>Accomplishments</th>
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</table>
| Promote monthly D&I topics at SLT meetings; Leadership will promote topics at staff meetings highlighting specific desired behaviors, challenges, or information in order to help internalize D&I. | **2nd Quarter**  
- Shared the "Inclusion Starts with I" video with 10 employees. It was also sent by email to all SOD employees. |

**Center Action 1.3.1** - SLT conducts D&I topic discussions once per month at SLT meetings

**Primary Responsibility**: SLT

**Center Action 1.3.2** - Leaders at all levels conduct D&I discussions at staff meetings focused on the topic introduced at the monthly SLT meeting

**Primary Responsibility**: Supervisors
### Principle 3: Continuous D&I Education, Awareness, and Skills Development

Support Operations Directorate – Budget and Accounting Division (XF020)

<table>
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<tr>
<th>Strategy 3.1</th>
<th>Continually assess the current state of D&amp;I and development opportunities to ensure opportunities are available to meet workforce needs.</th>
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<tbody>
<tr>
<td>Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events</td>
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<td>Primary Responsibility: SLT</td>
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<tr>
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<tbody>
<tr>
<td><strong>2nd Quarter</strong></td>
<td>One employee attended the Martin Luther King Jr. Day event on January 11, 2018 and one employee attended the Women History Month Program on March 14, 2018.</td>
</tr>
</tbody>
</table>
**Principle 4: Demonstrated Commitment to Community Partnerships**

**Support Operations Directorate – Budget & Accounting Division (XF020)**

<table>
<thead>
<tr>
<th>Strategy 4.2</th>
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<tbody>
<tr>
<td>Expand education and outreach with under-represented communities and engage students.</td>
<td><strong>1st Quarter</strong></td>
</tr>
<tr>
<td><strong>Center Action 4.2.2</strong> - If possible, utilize SSC resources and participate in SSC outreach events</td>
<td>• Two employees participated and one employee attended the SSC Open House/Engine Test on October 19.</td>
</tr>
<tr>
<td><strong>Primary Responsibility:</strong> SLT/NSSC employees</td>
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RELEASED - Printed documents may be obsolete; validate prior to use.
## Principle 5: Shared Accountability and Responsibility for D&I

### Support Operations Directorate - Budget & Accounting Division (XF020)

<table>
<thead>
<tr>
<th>Strategy 5.1</th>
<th>Accomplishments</th>
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<tbody>
<tr>
<td>Educate employees on the NSSC D&amp;I Strategic Implementation Plan to improve employee awareness of the Plan and NSSC accountability for Plan success.</td>
<td><strong>2nd Quarter</strong></td>
</tr>
<tr>
<td><strong>Center Action 5.1.1</strong> - Engage and educate employees on the Plan during Division meetings hosted by the D&amp;I Champion / ODEO / D&amp;I Council members</td>
<td>- Discussed EEO and the D&amp;I Plan with employees at SOD monthly division meetings on January 25, February 28, and March 21.</td>
</tr>
</tbody>
</table>

**Primary Responsibility:** D&I Council/ODEO
## Principle 3: Continuous D&I Education, Awareness, and Skills Development

### Strategy 3.1
Continually assess the current state of D&I and development opportunities to ensure opportunities are available to meet workforce needs.

### Center Action 3.1.3 - Leadership encourages employee attendance at ODEO events

**Primary Responsibility:** SLT

### Accomplishments

**2nd Quarter**
- One employee attended the Martin Luther King Jr. Day event on January 11, 2018 and one employee attended the Women History Month Program on March 14, 2018.
Support Operations Directorate – Budget & Accounting Division (XF030)

<table>
<thead>
<tr>
<th>Strategy 4.2</th>
<th>Accomplishments</th>
</tr>
</thead>
</table>
| Expand education and outreach with under-represented communities and engage students. | **1st Quarter**  
| • One employee supported the SSC Open House/Engine Test on October 19. |

**Center Action 4.2.2** - If possible, utilize SSC resources and participate in SSC outreach events

**Primary Responsibility:** SLT/NSSC employees
Summary

1st & 2nd Quarter FY 2018

**Demonstrated Leadership Commitment**
- Topics: 16
- Total # of Employees Attending Discussions: 198

**Continuous D&I Education, Awareness, and Skills Development**
- Conflict Resolution: 3, 70
- D&I Awareness Education/Activities: Special Emphasis Observances: 7
- NSSC Attendees: 3

**Employee Engagement & Effective Communication**
- Notifications to Employees: 6
- Career Development: 3

**Demonstrated Commitment to Community Partnerships**
- Events: Attendees: 70
- NSSC Attendees: 3
- Small Business Outreach: Community Outreach: Reached: Activities:
## Tentative Schedule

### Quarterly Reports

<table>
<thead>
<tr>
<th>July</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>NSSC and SSC Joint D&amp;I Board Meeting</td>
</tr>
<tr>
<td>July 2</td>
<td>Call to Senior Managers for 3\textsuperscript{rd} Quarter Reports</td>
</tr>
<tr>
<td>July 16</td>
<td>2\textsuperscript{nd} Quarter Reports due</td>
</tr>
<tr>
<td>July</td>
<td>2\textsuperscript{nd} Quarter Reports presented at SLT meeting</td>
</tr>
</tbody>
</table>

### D&I Topics

<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>XD000</td>
</tr>
<tr>
<td>May</td>
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<tr>
<td>June</td>
<td>XD020</td>
</tr>
<tr>
<td>July</td>
<td>XD040</td>
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<tr>
<td>August</td>
<td>XD050</td>
</tr>
<tr>
<td>September</td>
<td>XF000</td>
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</tbody>
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