

Diversity & Inclusion (D&I)

3rd Quarter FY 2018

(April – June 2018)

Quarterly Highlights

August 16, 2018

3rd Quarter FY 2018

Demonstrated Leadership Commitment



Employee Engagement & Effective Communication



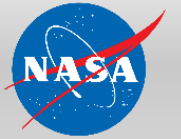
Continuous D&I Education, Awareness, and Skills Development



Demonstrated Commitment to Community Partnerships



Office of the Executive Director



Principle 1 – Demonstrated Leadership Commitment

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.

Strategy 1.2

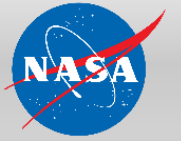
ODEO will evaluate performance plans which receive a “distinguished” rating and validate all employees are given a fair rating.

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.

Quarterly Highlights

- (All Orgs) The 2nd Quarter D&I accomplishments were presented by Senior Managers at Senior Leadership Team meeting in April. (1.1)
- (Director’s Office) D&I Topics presented by Managers at SLT meetings: April – Service Delivery Operations; May – Financial Management Division; June – Human Resources Services Division. (1.1)
- (ODEO) The EO/Diversity Coordinator (S3) presented a D&I topic aligned with Asian/Pacific Islander Heritage month in May at an ODEO team meeting. The group sampled mango salsa and reviewed a video about Hāka dancing, the traditional war dance of the Maori people of New Zealand. (1.3)



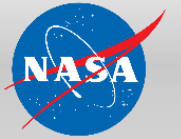
Principle 3: Continuous D&I Education, Awareness, and Skills Development

Strategy 3.1 – Heighten D&I Awareness

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

Quarterly Highlights

- (Director's Office) Successful and informative meetings for strategic EEO & D&I evaluation and planning held monthly with ODEO Manager. ODEO Manager also attends bi-monthly SLT meetings. (3.1)
- (Director's Office) Executive Director encouraged SLT to support D&I events and to encourage their divisions during their staff meetings. (3.1)
- (ODEO) In coordination with the Stennis Diversity Council, ODEO hosted the Holocaust Remembrance Program in April featuring a Holocaust survivor. (3.1)
- (ODEO) In June, livestreamed a LGBT Pride Month event from Marshal Space Flight Center and held an event in June entitled "Why LGBT Allies are Critical." This event was a joint effort with WISE ERG and the Stennis Diversity Council (3.1)
- (ODEO) Manager participated in the Agency EO Director's Meeting where a variety of topics were discussed. The leadership team also visited the National African American Museum and a special VIP tour and lessons on the architecture of the U.S. Holocaust Museum. (3.1)
- (ODEO) Manager and Center Anti-Harassment Coordinator attended the Agency Anti-Harassment Forum in May at Johnson Space Center. (3.1)
- (ODEO) Completed monthly D&I Lagniappe articles and bulletin board displays aligned with Special Emphasis observances in April, May, and June. (3.1)
- (ODEO) Staff presented multiple EO topics, processes, and procedures including several aspects of D&I at New Employee Orientation. (3.1)
- (ODEO) Staff provided Disability Etiquette Training for four organizations. This training equips management and employees with information for appropriately interacting with employees who have a disability. (3.1)



Principle 4: Demonstrated Commitment to Community Partnerships

Strategy 4.2 – Participation in local programs and community outreach

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

Principle 5: Shared Accountability and Responsibility for D&I

Strategy 5.1 – Employee Engagement in the NSSC D&I Strategic Implementation Plan

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

Quarterly Highlights

- (ODEO) Held the quarterly site-wide Stennis Diversity Council meeting in June (4.2)
- (ODEO) Disability Program Manager (DPM) attended the EmployAbility Job Fair at the MS Coast Coliseum in April. DPM also met with the MS Department of Rehabilitation Services to discuss Schedule A hiring opportunities for SSC. (4.2)
- (ODEO) Posted 2nd Quarter FY2018 D&I Report on the ODEO webpage. (5.2)
- (Director’s Office) The D&I Board discussed the D&I Board Charter at their meeting in July (5.2)

Support Operations Directorate (SOD)



Principle 1 – Demonstrated Leadership Commitment

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.

Principle 2 – Employee Engagement & Effective Communication

Strategy 2.1

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

Principle 3: Continuous D&I Education, Awareness, and Skills Development

Strategy 3.1 – Heighten D&I Awareness

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

Quarterly Highlights

- Supervisors within SOD highlighted the ODEO topics presented during bi-weekly senior staff meetings at monthly SOD staff and regularly occurring division meetings. (1.3)
- Issued a formal call for a developmental assignment to non-supervisory GS-14s to serve as the NSSC Ombudsman. (2.1)
- Role of NSSC Small Business Technical Advisor transitioned from one SOD employee to another SOD employee. (2.1)
- Developed a funding model to more economically fund SSC ODEO support that satisfied the requirements of HQ ODEO, SSC ODEO, and the NSSC. (3.1)
- Supervisors within SOD encouraged employees to attend ODEO events at monthly SOD meeting and at regularly occurring division meetings. Employees from SOD attended the Holocaust Remembrance Observance in April 17 and the LGBT Pride Observance in June. (3.1)
- SOD employees advertised two D&I events held during the quarter. (3.1)

Service Delivery Directorate



Principle 1 – Demonstrated Leadership Commitment

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.

Principle 2 – Employee Engagement & Effective Communication

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

Quarterly Highlights

Financial Management Division (FM) - XD010

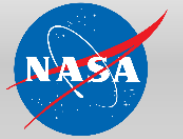
- Division Chief presented the D&I Topic "Tips for Interacting with People with Disabilities" at the Senior Leadership Team meeting in May. (1.3)
- TABS reviewed the May D&I Topic "Tips for Interacting with People with Disabilities" article during the June 6 staff meeting; Sent article to entire TABS team. (1.3)
- Supported an employee's detail to OCFO; An employee was provided a temporary promotion to fill a vacant position as a development assignment. Another employee completed a lateral move from TABS to FSB to support work in Accounts Receivables, allowing the development of new skills. (2.1)

Human Resources Services Division (HERDS) - XD020

- HERDS presented the June D&I topic "MD-715 Identifying Barriers" at SLT meeting and shared the topic at the HR staff meeting. (1.3)
- Career enhancing opportunities presented to all staff due to MAP. (2.1)

Procurement Services Division (PSD) – XD040

- Provided disability brief to Procurement staff during May staff meeting and distributed "Self Identification of Disability" fact sheet. (1.3)
- During staff meetings, Procurement Officer highly encouraged staff members to consider rotational opportunities between Branches. In support of career development, honored one employee's request to be re-assigned from one branch to another. (2.1)
- Procurement Officer conducted "one on ones" with four new employees in May. Discussed employee goals and management expectations. (2.1)
- Procurement Division Team Building – Potluck Lunch in May (2.1)
- NSSC/SSC Procurement SLT Team Building Dinner (2.1)



Principle 3: Continuous D&I Education, Awareness, and Skills Development

Strategy 3.1 – Heighten D&I Awareness

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Quarterly Highlights

Financial Management Division - XD010

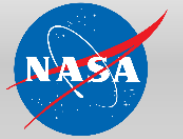
- ODEO presented “Disability Etiquette” Training in June (3.1)
- Encouraged attendance at Special Emphasis Program events in May and June. FSB scheduled an interpreter for the event in May that was cancelled. An ATSB team member attended the LGBT Program in June. (3.1)

Human Resources Services Division - XD020

- Employees assigned the following training in SATERN: Bridging the Diversity Gap; Veterans Employment; USERRA; EEO and Lawful Hiring; and Putting Yourself in the Other Persons Shoes. (3.1)
- ODEO presented “Disability Etiquette” Training. (3.1)
- Encouraged employees to attend Special Emphasis Programs: Holocaust Remembrance in April; Asian American Pacific Islander Heritage Month in May; and LGBT Pride Month in June. (3.1)

Procurement Services Division - XD040

- ODEO presented “Disability Etiquette” Training in June for PRD.



Principle 4: Demonstrated Commitment to Community Partnerships

Strategy 4.1 – Small Business Goals to help expand diversity

Continue to enhance and accomplish small business program objectives to ensure broad and diverse partnerships for NASA.

Strategy 4.2 – Participation in local programs and community outreach

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

Principle 5: Shared Accountability and Responsibility for D&I

Strategy 5.1 – Employee Engagement in the NSSC D&I Strategic Implementation Plan

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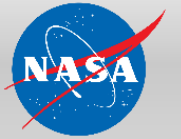
Human Resources Services Division - XD020

- A HRSD employee is a member of the Stennis Diversity Council representing NSSC. (4.2)
- A HRSD employee is a member of the D&I Board and attended the quarterly meeting in May. Development of a charter was discussed at the meeting. (5.1)

Procurement Services Division – XD040

- Performed matchmaking at the SLS and CATALYST Industry Day events in Huntsville, AL in May and Cayville, TN in June. (4.1)
- Official signing ceremony with Jackson State University and Enterprise Services in May (4.1)
- Attended Southeast United States (SEUS) Industry Day and performed matchmaking for the Mobile Chamber of Commerce in June (4.1)
- Issued email to Division, with NSSC D&I Strategic Implementation Plan, emphasizing the need to continue to enhance efforts to accomplish small business program objectives and ensure broad and diverse partnerships for NASA. (5.1)

Tentative Schedule



Quarterly Reports

July	
October	NSSC and SSC Joint D&I Board Meeting
October 1	Call to Senior Managers for 4 th Quarter Reports
October 15	4 th Quarter Reports due
November 7	4 th Quarter Reports presented at SLT meeting

D&I Topics

Month	Organization
September 12	Support Operations Directorate
October 10	Strategic Integration & Communications Division
November 7	Budget & Accounting Division
December 5	Information Services Division