### Summary

**4th Quarter FY 2018**

#### Demonstrated Leadership Commitment

- **Topics**: 15
- **Total # of Employees Attending Discussions**: 144

#### Continuous D&I Education, Awareness, and Skills Development

- **Activities**: 34
- **Attendees**: 208

**D&I Awareness Education/Activities**

- **Special Emphasis Observances**: 8
- **Information Displays/Educational Articles**:

#### Employee Engagement & Effective Communication

- **Career Development**
  - **Notifications**: 2
  - **Employees Encouraged**: 25
  - **Participants**: 2

#### Demonstrated Commitment to Community Partnerships

- **Small Business Outreach**
  - **Events**: 8
  - **Attendees**: 1,600

- **Community Outreach**
  - **Activities**: 2
  - **Reached**: 1,193

---

**Topics**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Total # of Employees Attending Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>144</td>
</tr>
</tbody>
</table>

**D&I Topics**

- **Topics**: 15
- **Total # of Employees Attending Discussions**: 144

**D&I Awareness Education/Activities**

- **Activities**: 34
- **Attendees**: 208

**Special Emphasis Observances**

- **Information Displays/Educational Articles**: 8

**Employee Engagement & Effective Communication**

- **Career Development**
  - **Notifications**: 2
  - **Employees Encouraged**: 25
  - **Participants**: 2

**Small Business Outreach**

- **Events**: 8
- **Attendees**: 1,600

**Community Outreach**

- **Activities**: 2
- **Reached**: 1,193

**Released - Printed documents may be obsolete; validate prior to use.**

Office of Diversity & Equal Opportunity
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 3rd Quarter D&I accomplishments were presented by Senior Managers at Senior Leadership Team meeting in July. (1.1)
- (Director’s Office) The Executive Director provided time on the SLT meeting agenda in July, August, and September for Senior Leaders to present monthly D&I topics for information sharing and discussion by the team. (1.1)
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.

<table>
<thead>
<tr>
<th>Quarterly Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Director’s Office) HQ MSD hosted a Lunch &amp; Learn in July on the subject of Diversity &amp; Inclusion for all MSD entities; NSSC participated by WebEx. The purpose of this Lunch &amp; Learn was to aid employees in promoting diversity and inclusion in the workplace (at the organizational and individual level). (3.1)</td>
</tr>
<tr>
<td>(Director’s Office) The Executive Director encouraged SLT members to encourage their employees to participate in monthly D&amp;I activities. (3.1)</td>
</tr>
<tr>
<td>(ODEO) Manager attended monthly tag ups with senior leaders and attended the bi-monthly Senior Leadership Team meetings. (3.1)</td>
</tr>
<tr>
<td>(ODEO) Manager is assisting with the development of an Agency-wide BPA for Personal Assistance Services Reasonable Accommodations. (2.2)</td>
</tr>
<tr>
<td>(ODEO) Manager organized a team retreat that focused on benchmarking, brainstorming, and best practices. The session was facilitated by the EEO Director and Deputy Director at Goddard Space Flight Center (GSFC) and included team building activities and NASA guidance. (3.1)</td>
</tr>
<tr>
<td>(ODEO) Sponsored three sessions of EEO Compliance and Reasonable Accommodations training conducted by the EEO Manager and Deputy EEO Manager from GSFC. Two sessions were held for all employees and one session was held for managers and supervisors. (3.1)</td>
</tr>
<tr>
<td>(ODEO) Conducted Disability Etiquette training for 27 NSSC employees in three divisions. Employees took a disability etiquette quiz and discussed the answers. (3.1)</td>
</tr>
<tr>
<td>(ODEO) Two presentations were displayed on the ODEO bulletin board in observance of Women’s Equality Day 2018 in August: “Because Some Numbers Don’t Add Up,” and facts and figures about NASA women throughout the Agency. (3.1)</td>
</tr>
<tr>
<td>(ODEO) Information presentations were displayed on bulletin boards and monitors in observance of Hispanic Heritage Month in September. (3.1)</td>
</tr>
</tbody>
</table>
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

- (Director’s Office) Executive Director and Executive Officer supported meetings to review, discuss, and provide input for the NSSC’s MD715 and attended the quarterly D&I Board meeting. (5.1)
- (ODEO) Posted 3rd Quarter FY2018 D&I Report on the ODEO webpage. (5.1)
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.

### Quarterly Highlights

- Briefed the D&I topic "Profile of Veterans" at SLT monthly staff meeting. (1.3)
- Employees attending the SOD Staff meetings during the quarter watched two Coca-Cola D&I videos; a TED Talk Video on The XYZ Strategies for Succeeding in a Multi-Generational World; and a D&I TED Talk Video on Navigating the Multigenerational Workplace. (1.3)
- Budget and Accounting Division Supervisor (Mentor) met with FIRST Program Mentee to discuss 60th Anniversary Topics; Multigenerational Lunch and Learn Panel; and discuss progress in the FIRST program. (2.1)
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.

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.

Quarterly Highlights

- Employee attended all hands meeting - OCHCO discussion panel topics on talent acquisition and multigenerational development groups. (3.1)
- Employees attended Disability Etiquette Training provided by ODEO in July. (3.1)
- Employees attended the HQ ODEO EEO/D&I Lunch and Learn Seminar in July. (3.1)
- Employee attended the EEO Compliance Training and Reasonable Accommodations training in September. (3.1)
- Briefed subcontracting opportunities and NASA HBCU upcoming events to Tougaloo College, Jackson State, Alcorn State, Southern University, and Grambling State. (4.1)
- Assisted with organizing this year’s Girls Excited about Math and Science (G.E.M.S.) event attended by 190 high school students in September. (4.2)
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.

<table>
<thead>
<tr>
<th>Quarterly Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Management Division (FMD) - XD010</strong></td>
</tr>
<tr>
<td>• Monthly SLT D&amp;I topics forwarded to FMD team members for review. (1.3)</td>
</tr>
<tr>
<td><strong>Human Resources Services Division (HRSD) - XD020</strong></td>
</tr>
<tr>
<td>• Discussed &quot;Self identification of Disabilities&quot; at a HRSD staff meeting. (1.3)</td>
</tr>
<tr>
<td>• Discussed additional career enhancing opportunities available due to MAP transformation in Human Capital staff meeting. (2.1)</td>
</tr>
<tr>
<td><strong>Procurement Services Division (PSD) – XD040</strong></td>
</tr>
<tr>
<td>• Procurement Division Chief developed and presented D&amp;I topic &quot;Navigating the Multi-Generational Workplace&quot; to SLT in July. (1.3)</td>
</tr>
<tr>
<td>• Procurement Division Chief presented D&amp;I topic &quot;Navigating the Multi-Generational Workplace&quot; to Procurement Division. (1.3)</td>
</tr>
<tr>
<td>• R&amp;A Branch and Procurement Operations Branch each held team luncheons to say farewell to employees departing for new positions at other agencies (2.1)</td>
</tr>
<tr>
<td><strong>Enterprise Services Division (ESD) – XD050</strong></td>
</tr>
<tr>
<td>• Manager presented the D&amp;I Topic &quot;Unconscious Bias&quot; at SLT staff meeting in August. (1.3)</td>
</tr>
<tr>
<td>• Discussed “Unconscious Bias” at weekly ESD staff meeting in August. (1.3)</td>
</tr>
</tbody>
</table>
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

Financial Management Division - XD010
- FSB Chief is a member of the D&I Board and supported meetings and discussions, including the MD-715 report for FY 2018. (3.1)

Human Resources Services Division - XD020
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**  
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

**Financial Management Division - XD010**
- FSB Chief is a member of the D&I Board and supported meetings/discussions, including finalizing the MD-715 report for FY 2018 and providing input. (5.1)

**Human Resources Services Division - XD020**
- Employee is a member of the MD715 working group and the D&I Board. (5.1)

**Procurement Services Division - XD040**
- On behalf of NSSC Small Business Office, R&A Team Lead delivered NSSC presentation at Industry Day in Athens, OH in July. (4.1)
- Small Business Specialist (SBS) attended SB / HBCU outreach event at JPL in August and at MSFC in September. (4.1)
- SBS attended Charleston, SC Chamber of Commerce Small Business Industry Day in August and Industry Day, Salt Lake City in September. (4.1)
- NSSC representative attended Congressman Cedric Richmond’s Industry Day in New Orleans, LA in August. (4.1)
- SBS attended Orbital ATK Small Business Industry Day, Salt Lake City in September. (4.1)
Tentative Schedule

D&I Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 6</td>
<td>NSSC and SSC Joint D&amp;I Board Meeting</td>
</tr>
<tr>
<td>November 7</td>
<td>4th 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>November 7</td>
<td>Budget &amp; Accounting Division</td>
</tr>
<tr>
<td>December 5</td>
<td>Information Services Division</td>
</tr>
<tr>
<td>January 2</td>
<td>Executive Director’s Office</td>
</tr>
</tbody>
</table>