

| EEOC FORM<br>715-01<br>PART A - D  | <i>U.S. Equal Employment Opportunity Commission</i><br><b>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |                 |   |                |
|--|---|-----------------|---|----------------|
| <b>For period covering October 1, <u>2004</u> , to September 30, <u>2005</u> .</b>             |   |                 |   |                |
| <b>PART A</b><br>Department<br>or Agency<br>Identifying<br>Information                         | <b>1. Agency</b>  |                 | <b>National Aeronautics &amp; Space Administration</b>          |                |
|  | 1.a. 2 <sup>nd</sup> level reporting component  |                 | Marshall Space Flight Center                                    |                |
|  | 1.b. 3 <sup>rd</sup> level reporting component  |                 |   |                |
|  | 1.c. 4 <sup>th</sup> level reporting component  |                 |   |                |
|  | <b>2. Address</b>   |                 | <b>2.</b>   |                |
|  | <b>3. City, State, Zip Code</b>   |                 | <b>3. Marshall Space Flight Center, AL 35812</b>                |                |
|  | 4. CPDF Code  | 5. FIPS code(s) | 4. <b>NN62</b>  | 5. <b>3440</b> |
| <b>PART B</b><br>Total<br>Employment   | 1. Enter total number of permanent full-time and part-time employees  |                 |   | <b>1. 2604</b> |
|  | 2. Enter total number of temporary employees  |                 |   | <b>2. 163</b>  |
|  | 3. Enter total number employees paid from non-appropriated funds  |                 |   | <b>3. 0</b>    |
|  | <b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>  |                 |   | <b>4. 2767</b> |
| <b>PART C</b><br>Agency<br>Official(s)<br>Responsible<br>For Oversight<br>of EEO<br>Program(s) | 1. Head of Agency<br>Official Title   |                 | <b>1. Sean O'Keefe, Administrator</b>                           |                |
|  | 2. Agency Head Designee   |                 | <b>2. David A. King, Director, Marshall Space Flight Center</b> |                |
|  | 3. Principal EEO Director/Official<br>Official Title/series/grade   |                 | <b>3. Willie J. Love, Assistant Director, GS-260-14</b>         |                |
|  | 4. Title VII Affirmative EEO<br>Program Official  |                 | <b>4. Billie K. Swinford</b>                                    |                |
|  | 5. Section 501 Affirmative Action<br>Program Official   |                 | <b>5. Shelvie Miller</b>  |                |
|  | 6. Complaint Processing Program<br>Manager  |                 | <b>6. vacant</b>  |                |
|  | 7. Other Responsible EEO Staff  |                 | Elia Ordonez, Hispanic Program Manager                          |                |
| Allan Day, Selective Placement Coordinator   |   |                 |   |                |
|  |   |                 |   |                |

|  |   |
|--|---|
| <b>EEOC FORM<br/>715-01<br/>PART A - D</b> | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |
|--|---|

|  |  |                                    |  |
|--|--|------------------------------------|--|
| <b>PART D</b><br>List of<br>Subordinate<br>Components<br>Covered in This<br>Report | <b>Subordinate Component and Location (City/State)</b> | <b>CPDF<br/>and FIPS<br/>codes</b> |  |
|  | none   |                                    |  |
|  |  |                                    |  |
|  |  |                                    |  |
|  |  |                                    |  |
|  |  |                                    |  |
|  |  |                                    |  |
|  |  |                                    |  |
|  |  |                                    |  |
|  |  |                                    |  |

|  |  |
|--|--|
| EEOC FORMS and Documents Included With This Report |  |
|--|--|

|   |   |   |   |
|---|---|---|---|
| *Executive Summary [FORM 715-01 PART E], that includes:   | X | X | *Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]   |
| Brief paragraph describing the agency's mission and mission-related functions                           | X | X | *EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement                         |
| Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"               | X | X | *EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier  |
| Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF         | X | X | *Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J] |
| Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies | X | X | *Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans   |

|  |   |  |  |
|--|---|--|--|
| Summary of EEO Plan action items implemented or accomplished   | X |  | *Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues |
| *Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]     | X |  | *Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects  |
| *Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements | X |  | *Organizational Chart  |

[NASA/Marshall Space Flight Center]

For period covering October 1, 2004 , to September 30, 2005 .

## EXECUTIVE SUMMARY

The Marshall Center's mission statement is:

“To enable, through our values-based culture, the unbounded access to and use of space to benefit humanity.”

The Equal Opportunity Office has the responsibility for monitoring the Center's Affirmative Employment Program. This office has a separate budget to assure that adequate funds are provided for staff and other EO related training, travel expenses, and program development.

Employees are provided information regarding the Affirmative Employment Program through the Marshall Star (a weekly publication), information posted on the EO Web site, and Inside Marshall (electronic information). A customer feedback opportunity has been established on the EO Web site for employees to voice concerns/issues/feedback.

The EO Office has an open-door policy for all Center employees. The EO Director meets periodically with the Center Director, Center Deputy Director, the Center Associate Director, and the Director of the Human Capital Office to discuss EO, diversity, and personnel related matters.

The EO Office has an internal reporting system in place to continually monitor and evaluate equal opportunity employment progress. The EO Director has lead responsibility for maintaining this system.

Some issues were identified while performing the self-assessment. The issues dealt with a vacant position (Discrimination Complaints Manager) in the EO Office, the lack of incorporation of the EEO action plan objectives into the center strategic plan, the Center not requiring accountability for delay in counseling of discrimination complaints, lack of accountability of EO counselors mandatory 32-hour training and annual 8-hour refresher training, lack of process to monitor significant trends in complaints, and lack of process to track recruitment efforts and analyze efforts to identify potential barriers. These issues are discussed at length in Section H along with an action plan for each non-compliance.

A thorough analysis of workforce profiles was conducted and the most significant net changes noted are:

- A positive net change (27.3%) in the total workforce of Hispanic females from FY 2003 to FY 2004.
- A negative net change in the total workforce of Asian males (-5.4%) and Asian females (-7.7%) from FY 2003 to FY 2004.
- Categories of under representation were discovered and depicted on the attached statistical data sheets.
- As noted in table A4-1 and discussed in depth under the barrier analysis, there is a significant under representation of minorities in the SES cadre at MSFC. There are no Hispanic females, American Indian females, Asian females, or Black males in the SES group.
- As noted in table A4-1, there are no Hispanic or American Indian females at the GS-15 grade level.

Deficient areas were identified and described in depth in parts H and I of this plan. A summary of those barriers follows. Actions are discussed in parts H and I.

- Discrimination Complaints Manager position vacant since June 2004.
- Incorporation of EEO objectives into the Center strategic plan.
- Contractor counselors accountable for mandatory training and timely submission of reports.
- Track trends in discrimination complaints.
- Lack of process to track recruitment efforts.
- Include compliance with EEOC orders into performance standards of all employees in the EO Office.
- Under representation of minorities in the SES cadre.
- Under representation of minorities nominated and selected for NASA Agency medals at MSFC.
- Under representation of ethnic/race groups in permanent workforce.
- Lack of succession planning process.
- Lack of knowledge of supervisors/managers in providing reasonable accommodations for employees with disabilities.
- Under representation of employees with targeted disabilities in the MSFC workforce.

The Assistant EO Director met with the Deputy Center Director to discuss the preparation of this report. The Assistant EO Director and the Affirmative Employment Manager met with the Director of the Human Capital Office and representatives from the Office of Chief Counsel. The Center Director was briefed on the plan. Barriers were discussed and suggested input provided.

Sufficient time is needed to thoroughly analyze the data tables to determine under representation in ethnic groups/grades/disabilities.

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Willie J. Love, Assistant Director am the  
 (Insert name above) (Insert official title/series/grade above)

Principal EEO Director/Official for NASA/Marshall Space Flight Center  
 (Insert Agency/Component Name above)





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.



The agency has also analyzed its work force 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.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.





|   |   |
|---|---|
| <span style="background-color: #cccccc; padding: 2px;">Willie J. Love, Assistant Director, EO Office</span>   | <span style="background-color: #cccccc; display: inline-block; width: 100%; height: 1.2em;"></span> |
| Signature of Principal EEO Director/Official<br>Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715. | Date  |
| Original signed by Willie J. Love   | December 16, 2004   |





|   |   |
|---|---|
| <span style="background-color: #cccccc; padding: 2px;">David A. King, Director, Marshall Space Flight Center</span> | <span style="background-color: #cccccc; display: inline-block; width: 100%; height: 1.2em;"></span> |
| Signature of Agency Head or Agency Head Designee  | Date  |
| Original signed by David A. King  | January 12, 2005  |

| EEOC FORM<br>715-01<br>PART G   | U.S. Equal Employment Opportunity Commission<br>FEDERAL AGENCY ANNUAL<br>EEO PROGRAM STATUS REPORT  |                      |    |  |
|---|---|----------------------|----|--|
| Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP<br>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity. |   |                      |    |  |
|  Compliance Indicator  | EEO policy statements are up-to-date.   | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures  |   | Yes                  | No |  |
|   | <p>The Agency Head was installed on <u>6/15/2003</u> . The EEO policy statement was issued on <u>7/28/2004</u>.</p> <p>Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head?</p> <p>If no, provide an explanation. Was not aware of the time frame to issue EEO policy statement 6-9 months after installation of Center Director. The policy statement is issued on an annual basis.</p> | X                    |    |  |
|   | <p>During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually?</p> <p>If no, provide an explanation.</p>   | X                    |    |  |
|   | <p>Are new employees provided a copy of the EEO policy statement during orientation?</p>  | X                    |    |  |
|   | <p>When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?</p>  | X                    |    |  |
|  Compliance Indicator  | EEO policy statements have been communicated to all employees.  | Measure has been met |    | For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report |
|  Measures  |   | Yes                  | No |  |
|   | <p>Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?</p>  | X                    |    |  |
|   | <p>Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?</p>  | X                    |    |  |
|   | <p>Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]</p>   | X                    |    |  |



|  <b>Compliance Indicator</b>  | <b>Agency EEO policy is vigorously enforced by agency management.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|--|---|-----------------------------|-----------|---|
|  |   | <b>Yes</b>                  | <b>No</b> |   |
|  <b>Measures</b>  |   |                             |           |   |
| Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:  |   | X                           |           |   |
| resolve problems/disagreements and other conflicts in their respective work environments as they arise?  |   | X                           |           |   |
| address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?  |   | X                           |           |   |
| support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?   |   | X                           |           |   |
| ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?  |   | X                           |           |   |
| ensure a workplace that is free from all forms of discrimination, harassment and retaliation?  |   | X                           |           |   |
| ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?  |   | X                           |           |   |
| ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?  |   | X                           |           |   |
| ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?  |   | X                           |           |   |
| Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?  |   | X                           |           |   |
| Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.  |   |                             |           |   |
| Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet? |   | X                           |           |   |
| Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?   |   | X                           |           |   |









| <b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b><br><b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b> |   |                             |           |   |
|---|---|-----------------------------|-----------|---|
|  <b>Compliance Indicator</b>   | <b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|   |   | <b>Yes</b>                  | <b>No</b> |   |
|  <b>Measures</b>   |   |                             |           |   |
|   | Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b><br>For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official?<br>(For example, does the Regional EEO Officer report to the Regional Administrator?)   | X                           |           |   |
|   | Are the duties and responsibilities of EEO officials clearly defined?   | X                           |           |   |
|   | Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?   | X                           |           |   |
|   | If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?   | X                           |           |   |
|   | If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?  | X                           |           |   |
|   | If not, please describe how EEO program authority is delegated to subordinate reporting components.   |                             |           |   |
|  <b>Compliance Indicator</b>   | <b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|   |   | <b>Yes</b>                  | <b>No</b> |   |
|  <b>Measures</b>   |   |                             |           |   |
|   | Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?   | X                           |           |   |
|   | Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of? |                             |           | Not applicable for first submission. Agency and Centers to respond in following years.  |
|   | Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?   | X                           |           |   |
|   | 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 re-alignments?   | x                           |           |   |



|  |   |                             |           |   |
|--|---|-----------------------------|-----------|---|
| Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants?<br><b>[see 29 C.F.R. § 1614.102(b)(3)]</b>                           |   | X                           |           |   |
| Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?  |   | X                           |           |   |
|  <b>Compliance Indicator</b>  | <b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | <b>Yes</b>                  | <b>No</b> |   |
| Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?   |   | X                           |           |   |
| Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?   |   |                             | X         |   |
| Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?   |   | X                           |           |   |
| Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204   |   | X                           |           |   |
| Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204  |   | X                           |           |   |
| People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709   |   | X                           |           |   |
| Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs? |   | X                           |           |   |
|  <b>Compliance Indicator</b>  | <b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>   | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | <b>Yes</b>                  | <b>No</b> |   |
| Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems  |   | X                           |           |   |



|   |   |  |  |
|---|---|--|--|
| Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?) | X |  |  |
| Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?   | X |  |  |
| Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?   | X |  |  |
| Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?  | X |  |  |
| Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?   | X |  |  |
| Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? <b>[see 29 C.F.R. § 1614.102(b)(5)]</b>  | X |  |  |
| Is there sufficient funding to ensure that all employees have access to this training and information?  | X |  |  |
| Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:  | X |  |  |
| for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?   | X |  |  |
| to provide religious accommodations?  | X |  |  |
| to provide disability accommodations in accordance with the agency's written procedures?  | X |  |  |
| in the EEO discrimination complaint process?  | X |  |  |
| to participate in ADR?  | X |  |  |





| <b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b>  |   |                             |           |   |
|--|---|-----------------------------|-----------|---|
| <b>This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.</b> |   |                             |           |   |
|  <b>Compliance Indicator</b>  | <b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>                             | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  |   | <b>Yes</b>                  | <b>No</b> |   |
|  <b>Measures</b>  |   |                             |           |   |
|  | Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?  | X                           |           |   |
|  | Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer? | X                           |           |   |





|  <b>Compliance Indicator</b>   | <b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b> | Measure has been met |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|---|---|----------------------|----|---|
|   |   | Yes                  | No |   |
|  <b>Measures</b>   |   |                      |    |   |
|   | Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?                 | X                    |    |   |
|   | Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?                        | X                    |    |   |
|   | Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?                         | X                    |    |   |
|  <b>Compliance Indicator</b>   | <b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>   | Measure has been met |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|   |   | Yes                  | No |   |
|  <b>Measures</b>   |   |                      |    |   |
|   | Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?  | X                    |    |   |
|   | Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?  | X                    |    |   |
|   | Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?  |                      | X* |   |
| If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation. While no disciplinary or sanctions were issued, three instances of training (sensitivity, rehabilitation, age, and sex) were directed. |   |                      |    |   |
|   | Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?   | X                    |    |   |
|   | Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?  | X                    |    |   |



| <b>Essential Element D: PROACTIVE PREVENTION</b><br><b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b> |  |                      |    |   |
|---|--|----------------------|----|---|
|  <b>Compliance Indicator</b>   | <b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b> | Measure has been met |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|   |  | Yes                  | No |   |
|  <b>Measures</b>   |  |                      |    |   |





|   |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
| Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity? |  | X                           |           |   |
| When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?                           |  | X                           |           |   |
| Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?  |  |                             | X         |   |
| Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?  |  | X                           |           |   |
| Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?   |  | X                           |           |   |
| Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?   |  | X                           |           |   |
| Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?  |  | X                           |           |   |
| Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?  |  | X                           |           |   |
|  <b>Compliance Indicator</b>   | <b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Are all employees encouraged to use ADR?  |  | X                           |           |   |
| Is the participation of supervisors and managers in the ADR process required?   |  | X                           |           |   |

| <b>Essential Element E: EFFICIENCY</b>  |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
| <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b> |  |                             |           |   |
|  <b>Compliance Indicator</b>   | <b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?   |  | X                           |           |   |
| Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?  |  |                             |           | AGENCY  |
| Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?                    |  |                             |           | AGENCY  |



|  |   |                             |           |   |
|--|---|-----------------------------|-----------|---|
| Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?  |   | X                           |           |   |
| Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?   |   | X                           |           |   |
|  <b>Compliance Indicator</b>  | <b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | <b>Yes</b>                  | <b>No</b> |   |
| Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?                                     |   | X                           |           |   |
| Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?                                   |   | X                           |           |   |
| Does the agency hold contractors accountable for delay in counseling and investigation processing times?   |   |                             | X         | Center – counseling only  |
| If yes, briefly describe how:  |   |                             |           |   |
| Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?                                     |   |                             | x         | Center – counseling only  |
| Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110? |   |                             | x         | Center – counseling only  |
|  <b>Compliance Indicator</b>  | <b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | <b>Yes</b>                  | <b>No</b> |   |
| Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?   |   |                             |           | Agency  |
| Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?  |   | X                           |           |   |
| Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?   |   | X                           |           |   |
| Does the agency complete the investigations within the applicable prescribed time frame?   |   |                             |           | Agency response   |
| When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?   |   |                             |           | Agency response   |

|   |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
| When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?  |  |                             |           | Agency  |
| When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?   |  | X                           |           |   |
| Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?   |  | x                           |           |   |
|  <b>Compliance Indicator</b>   | <b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?   |  | X                           |           |   |
| Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? |  | x                           |           |   |
| After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?   |  | X                           |           |   |
| Does the responsible management official directly involved in the dispute have settlement authority?  |  | X                           |           |   |
|  <b>Compliance Indicator</b>   | <b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?  |  | X                           |           |   |
| Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?  |  | X                           |           |   |
| Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?                                     |  | X                           |           |   |
| Do the agency's EEO programs address all of the laws enforced by the EEOC?  |  | X                           |           |   |
| Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?  |  |                             | X         | Center - informal   |

|   |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
| Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?   |  |                             | x         |   |
| Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?                        |  | x                           |           |   |
|  <b>Compliance Indicator</b>   | <b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints? |  | X                           |           |   |
| Does the agency discrimination complaint process ensure a neutral adjudication function?  |  | X                           |           |   |
| If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?                                    |  | X                           |           |   |

| <b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b>  |   |                             |           |   |
|--|---|-----------------------------|-----------|---|
| <b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b> |   |                             |           |   |
|  <b>Compliance Indicator</b>   | <b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>   | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | <b>Yes</b>                  | <b>No</b> |   |
|  | Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?                                 | X                           |           |   |
|  <b>Compliance Indicator</b>  | <b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | <b>Yes</b>                  | <b>No</b> |   |
| Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.   |   | X                           |           |   |
| Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?   |   | X                           |           |   |



|  |  |                             |           |   |
|--|--|-----------------------------|-----------|---|
| Are procedures in place to promptly process other forms of ordered relief?   |  | X                           |           |   |
|  <b>Compliance Indicator</b>  | <b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |  | <b>Yes</b>                  | <b>No</b> |   |
| Is compliance with EEOC orders encompassed in the performance standards of any agency employees?   |  | X                           |           |   |
| If so, please identify the employees by title in the comments section, and state how performance is measured.  |  |                             |           |   |
| Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?   |  | X                           |           |   |
| If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.  |  |                             |           |   |
| Have the involved employees received any formal training in EEO compliance?  |  | X                           |           |   |
| Does the agency promptly provide to the EEOC the following documentation for completing compliance:  |  | X                           |           |   |
| Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?   |  | X                           |           |   |
| Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?  |  | X                           |           |   |
| Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?  |  | X                           |           |   |
| Compensatory Damages: The final agency decision and evidence of payment, if made?  |  | X                           |           |   |
| Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?   |  | X                           |           |   |
| Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s   |  | X                           |           |   |
| Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.  |  | X                           |           |   |
| Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter). |  | X                           |           |   |

|   |   |  |  |
|---|---|--|--|
| Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.  | X |  |  |
| Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.            | X |  |  |
| Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.                                | X |  |  |
| Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided. | X |  |  |

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

| <b>EEOC FORM<br/>715-01<br/>PART H</b>                            | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>  |  |
|---|--|--|
| [NASA/Marshall Space Flight Center]                               | FY <u>2005</u>   |  |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>DEFICIENCY: | Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD 715 are conducted annually and to maintain an effective complaint processing system? |  |
| OBJECTIVE:  | MSFC's Discrimination Complaints manager retired in June 2004. To date, this position has not been filled. The objective is to announce the position and hire an employee who is knowledgeable in the area of complaints.          |  |
| RESPONSIBLE OFFICIAL:   | Director, EO Office  |  |
| DATE OBJECTIVE INITIATED:   | June 2004  |  |
| TARGET DATE FOR COMPLETION OF OBJECTIVE:                          | January 2005   |  |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:                | TARGET DATE<br>(Must be specific)  |  |
| Discuss vacancy announcement with Human Resources Director        | January 2005   |  |
| Announcement provided on-line.                                    | January 2005   |  |
| Announcement closes   | January 2005   |  |
| Interview, select best qualified individual and bring "on-board." | February 2005  |  |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE          |  |  |
|   |  |  |

| <b>EEOC FORM<br/>715-01<br/>PART H</b>   | <b><i>U.S. Equal Employment Opportunity Commission</i></b><br><b>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>   |  |
|--|--|--|
| [NASA/Marshall Space Flight Center]  | FY <u>2005</u>   |  |
| STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:   | Element D – Proactive Prevention –Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? |  |
| OBJECTIVE:   | To incorporate the EEO objectives into the center strategic plan.  |  |
| RESPONSIBLE OFFICIAL:  | Director, EO Office and Director, Strategic Communications Office  |  |
| DATE OBJECTIVE INITIATED:  | December 2004  |  |
| TARGET DATE FOR COMPLETION OF OBJECTIVE:   | June 2005  |  |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:   | TARGET DATE<br>(Must be specific)  |  |
| Submit recommendations to Strategic Communications Office for incorporation in the FY 2006 Strategic Plan. | September 2005   |  |
|  |  |  |
|  |  |  |
|  |  |  |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE   |  |  |

|   |  |                |
|---|--|----------------|
| <b>EEOC FORM<br/>715-01<br/>PART H</b>  | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>  |                |
| [NASA/Marshall Space Flight Center]   |  | FY <u>2005</u> |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>DEFICIENCY:                           | Element E – Efficiency <ol style="list-style-type: none"> <li>1. Does the agency hold contractors accountable for delay in counseling and investigation processing times?</li> <li>2. Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?</li> <li>3. Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?</li> </ol> |                |
| OBJECTIVE:  | <ol style="list-style-type: none"> <li>1. Hold contractor counselors accountable and timely in processing complaints.</li> <li>2. Require documentation from contract counselor for 32 hours of training.</li> <li>3. Require documentation from contract counselor for 8 hours annual training.</li> </ol>  |                |
| RESPONSIBLE OFFICIAL:   | Director, EO Office  |                |
| DATE OBJECTIVE INITIATED:   | December 2004  |                |
| TARGET DATE FOR<br>COMPLETION OF OBJECTIVE:   | September 2005   |                |
| PLANNED ACTIVITIES TOWARD<br>COMPLETION OF OBJECTIVE:                                       | TARGET DATE<br>(Must be specific)  |                |
| Track the timeliness of contract counselors to ensure that they respond in a timely manner. | September 2005 for final end of FY. Will be tracked on a quarterly basis.  |                |
| Obtain and file documentation provided from contract counselor to ensure proper training.   | September 2005   |                |
|   |  |                |
|   |  |                |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE                                    |  |                |
|   |  |                |

|  |   |   |  |
|--|---|---|--|
| <b>EEOC FORM<br/>715-01<br/>PART H</b>   |   | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |  |
| [NASA/Marshall Space Flight Center]  |   | FY <u>2005</u>  |  |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>DEFICIENCY:                      | Element E: Efficiency<br>Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act? |   |  |
| OBJECTIVE:   | Track trends in discrimination complaints to determine trends.  |   |  |
| RESPONSIBLE OFFICIAL:  | Director, EO Office   |   |  |
| DATE OBJECTIVE INITIATED:  | January 2005  |   |  |
| TARGET DATE FOR<br>COMPLETION OF OBJECTIVE:  | September 2005  |   |  |
| PLANNED ACTIVITIES TOWARD<br>COMPLETION OF OBJECTIVE:                                  | TARGET DATE<br>(Must be specific)   |   |  |
| Develop a process to track<br>complaints at the informal stage to<br>determine trends. | September 2005 for final end of FY. Will be tracked on a quarterly basis.   |   |  |
|  |   |   |  |
|  |   |   |  |
|  |   |   |  |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE                               |   |   |  |
|  |   |   |  |

|   |   |   |  |
|---|---|---|--|
| <b>EEOC FORM<br/>715-01<br/>PART H</b>                            |   | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |  |
| [NASA/Marshall Space Flight Center]                               |   | FY <u>2005</u>  |  |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>DEFICIENCY: | Element E: Efficiency<br>Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards:  |   |  |
| OBJECTIVE:  | This objective is not attainable due to the fact that NASA does not have a direct hire process in place. i.e. cannot hire an employee at a career fair, conference or other similar events. The individual must apply for the position (electronically) and go through the selection process. Sometimes this process is very lengthy. |   |  |
| RESPONSIBLE OFFICIAL:   |   |   |  |
| DATE OBJECTIVE INITIATED:   |   |   |  |
| TARGET DATE FOR<br>COMPLETION OF OBJECTIVE:                       |   |   |  |
| PLANNED ACTIVITIES TOWARD<br>COMPLETION OF OBJECTIVE:             | TARGET DATE<br>(Must be specific)   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
| REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE          |   |   |  |
|   |   |   |  |

| EEOC FORM<br>715-01<br>PART I   | U.S. Equal Employment Opportunity Commission<br>FEDERAL AGENCY ANNUAL<br>EEO PROGRAM STATUS REPORT  |  |
|---|---|--|
| [NASA/Marshall Space Flight Center]   | FY <u>2005</u>  |  |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Under representation of minorities in the Senior Executive Service (SES) at the Marshall Space Flight Center. Minorities make up 10% of the total SES cadre at MSFC. There are no Black males, Hispanic females, Asian females, or American Indian females in the SES ranks at MSFC.<br><br>Statistical analysis. |  |
| <b>BARRIER ANALYSIS:</b><br><br>Provide a description of the steps taken and data analyzed to determine cause of the condition.   | Conducted statistical analysis to determine representation of minorities in the SES cadre at MSFC.<br><br>There are no Hispanic females or American Indian females in the GS-15 grades, i.e., there are not female employees in the next lower grade to advance into the SES corp.                                |  |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | In order to be selected for an SES position, it is highly desirable that an employee has completed the SES Candidate Development Program (CDP). In previous years, the minority representation in the CDP has been very limited.  |  |
| <b>OBJECTIVE:</b><br><br>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.  | Increase representation of minorities in the SES cadre and the SES CDP.   |  |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Marshall Space Flight Center  |  |
| <b>DATE OBJECTIVE INITIATED:</b>  | December 2004   |  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>   | On-going  |  |
| EEOC FORM<br>715-01<br>PART I   | EEO Plan To Eliminate Identified Barrier  |  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   | <b>TARGET DATE<br/>(Must be specific)</b>   |  |
|   | Applications are received for the SES CDP biennially. In FY 2004, six employees were selected (1 white female, 1 Black male, 1 Black female, 1 Hispanic male, and 2 white males).<br><br>May 2004   |  |
| Publicize the next SES CDP application submission.  | October 2005  |  |
| Provide career development opportunities for identified under represented groups in the GS-15 grade (Hispanic females and American Indian females).   | September 2005  |  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>   |   |  |



|  |   |
|--|---|
| <b>EEOC FORM<br/>715-01<br/>PART I</b> | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |
|--|---|

|   |  |
|---|--|
| [Marshall Space Flight Center]  | FY <u>2005</u>   |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Under representation of minorities nominated and selected for NASA Agency medals at MSFC.<br><br>Statistical analysis of prior years conducted.  |
| <b>BARRIER ANALYSIS:</b><br><br>Provide a description of the steps taken and data analyzed to determine cause of the condition.   | Compared prior years of employees selected to receive Agency medals. In FY 04 only 13% of the NASA medals were awarded to minorities. The representation of the FY 04 workforce for minorities was 16.4%. There is a trend of under representation in medal selection For FY 02 (4%), FY 03 (12%). |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | Poor representation of minorities nominated and selected for Agency medals.  |
| <b>OBJECTIVE:</b><br><br>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.  | Increase the representation of minorities <b>nominated</b> and selected for NASA Agency medals at MSFC.  |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Human Capital Office   |
| <b>DATE OBJECTIVE INITIATED:</b>  | December 2004  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>   | November 2005  |

|  |   |
|--|---|
| <b>EEOC FORM<br/>715-01<br/>PART I</b> | <b>EEO Plan To Eliminate Identified Barrier</b> |
|--|---|

| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:  | TARGET DATE<br>(Must be specific) |
|---|-----------------------------------|
| Brief senior managers on trend analysis.<br>Publicize and encourage managers to look at diverse workforce for medal nominations | August 2005<br>September 2005     |
| Provide statistics to the Personnel Management Advisory Board of previous years' selections (minorities).                       | October 2005                      |
|   |                                   |
|   |                                   |

|   |
|---|
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> |
|   |

| <b>EEOC FORM<br/>715-01<br/>PART I</b>  | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b>       |  |
|---|---|--|
| [Marshall Space Flight Center]  | FY <u>2005</u>  |  |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Lack of knowledge of supervisors/managers in providing reasonable accommodations for employees with disabilities. |  |
| <b>BARRIER ANALYSIS:</b><br><br>Provide a description of the steps taken and data analyzed to determine cause of the condition.   | Trend analysis.   |  |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | Lack of training for supervisors/managers to provide reasonable accommodations for employees with disabilities.   |  |
| <b>OBJECTIVE:</b><br><br>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.  | Training to provide knowledge for supervisors/managers.   |  |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Equal Opportunity Office  |  |
| <b>DATE OBJECTIVE INITIATED:</b>  | January 2005  |  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>   | August 2005   |  |
| <b>EEOC FORM<br/>715-01<br/>PART I</b>  | <b>EEO Plan To Eliminate Identified Barrier</b>   |  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   | <b>TARGET DATE<br/>(Must be specific)</b>   |  |
| Provide training for supervisors/managers to obtain reasonable accommodations for employees with disabilities.  | August 2005   |  |
|   |   |  |
|   |   |  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>   |   |  |

|  |   |
|--|---|
| <b>EEOC FORM<br/>715-01<br/>PART I</b> | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |
|--|---|

|   |   |
|---|---|
| [Marshall Space Flight Center]  | FY <u>2005</u>  |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Under representation of employees with targeted disabilities in the MSFC workforce.<br><br><br>Trend analysis   |
| <b>BARRIER ANALYSIS:</b><br><br>Provide a description of the steps taken and data analyzed to determine cause of the condition.   | Trend analysis revealed that employees with targeted disabilities are not being hired at the rate of employees with no disabilities.  |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | Possible not using all available hiring authorities to hire employees with targeted disabilities.   |
| <b>OBJECTIVE:</b><br><br>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.  | To maintain the present percentage (1.05%) of employees with targeted disabilities, it is proposed to hire at least one employee with a targeted disability in FY 2005. Various hiring authorities will be researched and if applicable, will be used, i.e., OPM selective placement. |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Human Capital Office<br>Director, Equal Opportunity Office  |
| <b>DATE OBJECTIVE INITIATED:</b>  | January 2005  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>   | September 2005  |

|  |   |
|--|---|
| <b>EEOC FORM<br/>715-01<br/>PART I</b> | <b>EEO Plan To Eliminate Identified Barrier</b> |
|--|---|

| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>                                     | <b>TARGET DATE<br/>(Must be specific)</b> |
|---|---|
| Recruit at institutions and career fairs that are designed for individuals with disabilities. | August 2005                               |
| Track progress. (quarterly)   | January 2005<br>May 2005<br>August 2005   |
|   |   |
|   |   |

|   |
|---|
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b> |
|   |

| EEOC FORM<br>715-01<br>PART I   | U.S. Equal Employment Opportunity Commission<br>FEDERAL AGENCY ANNUAL<br>EEO PROGRAM STATUS REPORT   |  |
|---|--|--|
| [Marshall Space Flight Center]  | FY <u>2005</u>   |  |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Under representation of ethnic/race groups in permanent workforce:<br>Hispanic male<br>Hispanic female<br>White female<br>Black male<br>Asian female |  |
| <b>BARRIER ANALYSIS:</b><br><br>Provide a description of the steps taken and data analyzed to determine cause of the condition.   | Data analysis performed to determine under representation in ethnic/race categories.   |  |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | NASA does not have a direct hiring policy which makes hiring of minorities/white females difficult.  |  |
| <b>OBJECTIVE:</b><br><br>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.  | Improve representation in above listed ethnic groups.  |  |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Human Capital Office<br>Director, Equal Opportunity Office   |  |
| <b>DATE OBJECTIVE INITIATED:</b>  | January 2005   |  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>   | September 2005   |  |
| EEOC FORM<br>715-01<br>PART I   | EEO Plan To Eliminate Identified Barrier   |  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   | <b>TARGET DATE<br/>(Must be specific)</b>  |  |
| Target recruitment to institutions/career fairs that are heavily populated with minorities/white females.   | September 2005   |  |
| Brief senior management on under representation in permanent work force   | May 2005   |  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>   |  |  |
|   |  |  |

| <b>EEOC FORM<br/>715-01<br/>PART I</b>  | <b>U.S. Equal Employment Opportunity Commission<br/>FEDERAL AGENCY ANNUAL<br/>EEO PROGRAM STATUS REPORT</b> |  |
|---|---|--|
| [Marshall Space Flight Center]  | FY <u>2005</u>  |  |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b><br><br>Provide a brief narrative describing the condition at issue.<br><br>How was the condition recognized as a potential barrier? | Lack of formal process for succession planning.   |  |
| <b>BARRIER ANALYSIS:</b><br><br>Provide a description of the steps taken and data analyzed to determine cause of the condition.   |   |  |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b><br><br>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.                | No formal policy or procedure is in place for succession planning.  |  |
| <b>OBJECTIVE:</b><br><br>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.  | Establish formal policy or procedure for succession planning.   |  |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Human Capital Office  |  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>   | September 2005  |  |
| <b>EEOC FORM<br/>715-01<br/>PART I</b>  | <b>EEO Plan To Eliminate Identified Barrier</b>   |  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   | <b>TARGET DATE<br/>(Must be specific)</b>   |  |
| Establish policy for succession planning  | September 2005  |  |
| Brief senior management on policy.  | October 2005  |  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>   |   |  |
|   |   |  |
| <b>RESPONSIBLE OFFICIAL:</b>  | Director, Human Capital Office  |  |



|   |  |
|---|--|
| <p>EEOC FORM 715-01<br/>Part J</p>  | <p>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p>   |
| <p><b>Part IV</b><br/><br/>Identification and Elimination of Barriers</p> | <p>Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities <b>using FORM 715-01 PART I</b>. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.</p>  |
| <p><b>Part V</b><br/><br/>Goals for Targeted Disabilities</p>             | <p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p> |
| <p><b>Goals</b></p>   | <ol style="list-style-type: none"> <li>1. To maintain the present percentage (1.05%) of employees with targeted disabilities, it is proposed to hire at least one employee with a targeted disability in FY 2005. Various hiring authorities will be researched and if applicable, will be used, i.e., OPM selective placement.</li> <li>2. A goal of hiring at least one employee with a disability for the Cooperative Education Program is established to maintain a pipeline to bring students with disabilities into the workforce.</li> <li>3. All employees are encouraged to take advantage of career development opportunities provided by the Center. All employees are encouraged to use such opportunities to improve performance and to prepare for more challenging positions.</li> </ol>  |