



## A MESSAGE FROM THE DIRECTOR OF HEADQUARTERS EO OFFICE



By Pamela G. Covington

In this issue of the newsletter we highlight many of the community and educational outreach activities that we have sponsored over the last two quarters. Our primary initiatives have been with two local schools that we have targeted to support, the Washington Math Science Technology Public Charter

High School and Cesar Chavez High School. The focus of our outreach involvement is to inform and stimulate an interest in math and science, and the various occupations that NASA employs. This is in direct support of one of our affirmative program requirements, which is to participate at the community level to improve employment opportunities and community conditions that affect employability.

We have also included for your information a summary briefing on some of the significant activities that have occurred in the EO arena, such as the passage of the No Fear Act, the Goddard Class Action, and the Agency EO Board Initiative.

Like many of the offices at HQ, we are engaged in examining our internal operations and the products and services that we offer to support the President's Management Agenda. One of the major initiatives that we have undertaken to support the Strategic Management of Human Capital is the Code Affirmative Employment Program (AEP) Workforce Profile. This is a Code-specific detailed analysis of the workforce in the areas of parity in HQ occupations with the civilian labor force, hires, losses, awards, promotions, and training. The consolidated HQ data for FY01 is included in the newsletter to give you an overall picture of what we are using as the baseline metric for FY02 accomplishments. We will be sharing more with you on this initiative in the future.

We have changed the name of our newsletter from *EO Informer* to *EO Reporter*, because of an existing HQ newsletter entitled *Informer*. The new name still reflects the objective for our newsletter that is to keep you apprised of the events that impact your Equal Opportunity Program. Enjoy the newsletter!

## TAKE OUR DAUGHTERS TO WORK DAY

This year's event had 175 excited children participating. Vicki Novak, NASA's Associate Administrator for Human Resources and Education, kicked it off with letting the kids know about all the varied positions women hold at NASA. A special presentation by Astronaut Susan Kilrain was greeted with great enthusiasm. Five workshops were offered to the kids: Rocket Building—"This is NASA, isn't it?"; Cyber Space—"I can build a Web page"; Mr. Robot Talk and Walk

with Me; Microgravity Science Workshop—"All those things they do at NASA!"; and, for future inventors, a dialog and demo with NASA award-winning inventors via VITS. "What fun they all had," was reported in their exuberant feedback! [All the pictures from the event can be found on the HQ shared drive in the folder called Take Our Daughters to Work 2002.]



## UPCOMING EVENTS

### WOMENS EQUALITY MONTH OBSERVANCE

AUGUST 29, 2002, 12:30-4:30

Manager Change Workshop, Room 3P44

### FEDERAL DISPUTE RESOLUTION (FDR)

AUGUST 18-22, 2002

Palm Desert, CA

### BLACKS IN GOVERNMENT (BIG)

AUGUST 26-30, 2002

Atlanta, GA

### EEOC EXCEL CONFERENCE

AUGUST 26-30, 2002

Atlantic City, NJ

### HISPANIC HERITAGE MONTH OBSERVANCE

SEPTEMBER 2002

### BLACK FAMILY REUNION

SEPTEMBER 7-8, 2002

Washington, DC

### CONGRESSIONAL BLACK CAUCUS (CBC)

SEPTEMBER 11-14, 2002

Washington, DC

### SMITHSONIAN'S NMAI INAUGURAL POW WOW

SEPTEMBER 14-15, 2002

The National Mall

### CONGRESSIONAL HISPANIC CAUCUS

SEPTEMBER 26-29, 2002

### DISABILITY AWARENESS MONTH

OCTOBER 2002

### SOCIETY OF WOMEN ENGINEERS (SWE) CONFERENCE

OCTOBER 9-12, 2002

Detroit, MI

### NATIVE AMERICAN MONTH OBSERVANCE

NOVEMBER 2002

John Herrington, First Native American Tribal Member to Fly the Shuttle (STS-113)

### AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)

NOVEMBER 6-10, 2002

Tulsa, OK

### VETERANS OBSERVANCE EXHIBIT

NOVEMBER 2002

For additional information, see the Code CE Web site:  
<http://www.hq.nasa.gov/office/codece/codece>



## WHAT'S NEW IN EQUAL OPPORTUNITY

### SIGNIFICANT ISSUES IMPACTING EO

#### • NASA EO BOARD ACTION PLAN FOR IMPROVING EQUAL OPPORTUNITY

The Administrator charged the EO Board, during its January 2002 meeting, to focus attention on proactively addressing three specific areas: 1) Integrating the EO and diversity objectives into the Agency's Human Capital Plan; 2) Capitalizing on the Americans with Disabilities Act to enhance our resource pool of individuals with disabilities; and 3) Expanding the Agency's recruitment base through conventional and nonconventional sources to improve the diversity of the Agency and address the underrepresentation of minorities and women, particularly Hispanics. The EO Board formed subcommittees to address six areas of concerns. The outcome of the Board's deliberations will be an Action Plan to improve the Agency's Equal Opportunity posture. The plan is scheduled for completion this calendar year.

#### • NOTIFICATION AND FEDERAL EMPLOYEE ANTIDISCRIMINATION AND RETALIATION ACT OF 2002 (NO FEAR ACT)

The No Fear Act was signed into law in May of 2002. The objective of the law is to require that Federal agencies be accountable for violations of antidiscrimination and whistleblower protection laws. The Act requires agencies to reimburse the General Funds of Treasury for any payment, including judgments, awards, and settlements, to any Federal employee, former Federal employee, or applicant for Federal employment. The Act also requires, among other things, that agencies train employees about their rights and remedies; post summary statistical data for EEO complaint filed with the Agency, including number of complaints filed and processing times; and submit an annual report that includes the number of cases, amount reimbursed for each case, and the

number of employees disciplined for discrimination, retaliation, harassment, and for violating any provision of the law covered. The No Fear Act becomes effective October 1, 2003.

- **GODDARD SPACE FLIGHT CENTER (GSFC) CLASS-ACTION SETTLEMENT**

GSFC settled a class-action discrimination complaint that was filed with EEOC in 1993 and certified by EEOC as a class in 2000. The class, 120 African Americans, alleged that the promotion review process under GSFC's Disband Manpower Utilization Review Council had a discriminatory impact on nonmanagerial, nonsupervisory African American Scientists and Engineers seeking promotions to the GS-14/15 levels. The settlement includes a \$3.75-million fund for relief and attorney fees; promotions; and participation in an accelerated leadership program for class members. The settlement also provides programmatic changes that will benefit and ensure equal opportunity for all GSFC employees, such as an outside evaluation and redesign of GSFC's performance management system and ADR program; increased focus on Individual Development Plans (IDPs); emphasis on management training opportunities for scientist and engineers; enhanced training of GSFC supervisors in EEO, diversity, IDPs, and the redesigned promotion and ADR systems; and an external review of S&E statistical promotion data. The voluntary no-fault settlement was the result of extensive collaborative efforts on the part of GSFC management team, the class, and an external mediator.

- **AFFIRMATIVE EMPLOYMENT PROGRAM (AEP) PLAN**

The HQ AEP Plan, required by the Equal Employment Opportunity Commission (EEOC), is in the process of being developed for HQ. Federal agencies, including NASA Centers with 500 or more employees, are required to statically analyze their workforce practices, i.e., recruitment, promotions, awards, etc., to see if they reflect the occupational demographics of the Nation and are equitably distributed within the underrepresented groups. The AEP Plan then documents if problems are found, their reasons (barriers), and what actions will be taken to alleviate them. An Accomplishment Report, which statuses the AEP Plan's actions, is required to be submitted to the EEOC annually.

- **EEOC ISSUES NEW FACT SHEET**

EEOC issued a new fact sheet on "Workplace Rights of

Muslims, Arabs, South Asians, and Sikhs under the Equal Employment Opportunity Laws." This fact sheet represents EEOC's latest in a series of efforts to proactively prevent September 11-related workplace backlash against employees who are perceived to be members of these communities. The fact sheet is available in the EO Information Station located outside the EO Office, 4E35.

## **COMMUNITY OUTREACH AND EDUCATION**

- **NATIONAL ENGINEERS WEEK FUTURE CITY COMPETITION**

National Engineers Week Future City Competition Ms. Wanda Harding, a NASA Administrator's Fellowship Program (NAFP) fellow from Kennedy Space Center, served as a key participant and mentor to the Future City student team from Sousa Middle School in Washington, DC. The Future City Program is an annual competition that provides fun and exciting educational engineering programs for 7th- and 8th-grade students incorporating a "hands-on" application to present their vision of a city of the future. Each student team used the SimCity3000 software to build a logical model of their city, including transportation layouts, utilities, zones, municipal services, and more. The teams were required to construct a scaled model based on a small section of their future city for the competition presentation that was held on the campus of Howard University. The experience included research on various engineering disciplines and understanding the role of engineers in city planning. Ms. Harding is currently assigned to the Space Access Office (Code MV) in the Office of Space Flight.



- **WASHINGTON MATH, SCIENCE, AND TECHNOLOGY (WMST) CAREER FAIR**

The HQ EO Office sponsored a "Career Day" for over 150 students from the WMST Charter High School.

The workshops featured presenters from NASA HQ and GSFC who shared information on career opportunities in science and engineering, as well as information on student employment programs.

## **SPECIAL EMPHASIS PROGRAMS**

- **MARTIN LUTHER KING, JR., BIRTHDAY CONTEST**

Martin Luther King's birthday was observed at Headquarters with an exhibit and chronological legacy of Dr. Martin Luther King. A contest was sponsored to enhance awareness of Dr. King. The contest winner was Ms. Helena Prince, Code PO.

- **ISLAM: MYTHS AND STEREOTYPES**

Nancy Serag, Director, Sensitivity and Diversity Training Center of the Council on American-Islamic Relations (CAIR), spoke to NASA employees on an Islamic perspective regarding the common perceptions of Islam and Muslim beliefs and principles, and Muslims in America.



- **ASIAN AND PACIFIC ISLANDER MONTH**

Asian and Pacific American Month was observed at Headquarters with a beautiful exhibit, designed by Ray Brown, symbolizing the theme, "Unity in Freedom." The synchronized flight of eagles drawn with different Asian flags represented each of our Astronauts of Asian heritage. The Federal Asian Pacific American Council (FAPAC) Conference was supported and included a NASA Forum on NASA Asian American-supported topics.

- **BLACK HISTORY MONTH PROGRAM**

Black History Month was highlighted with Dr. Julian M. Earls, the Deputy Director at NASA Glenn Research Center, as well as a panel of HQ employees who

provided workshops focusing on strategies for promotional opportunities for employees.



Professor Thandabantu Nhlapo, Minister and Deputy Chief of Mission South African Embassy, concluded Black History Month with a presentation of post-apartheid politics in South Africa.

- **WOMEN'S HISTORY MONTH PROGRAM**

Women's History Month was celebrated with theater actress Ann Timmons portraying humanist, Charlotte Perkins Gilman. The NASA auditorium looked like an off-Broadway-staged production, with the help of Ray Brown of our Printing and Design Office. Ms. Timmons' professional and artistic presentation was a real inspiration for women of today when viewing the courage and determination of a woman of yesterday.

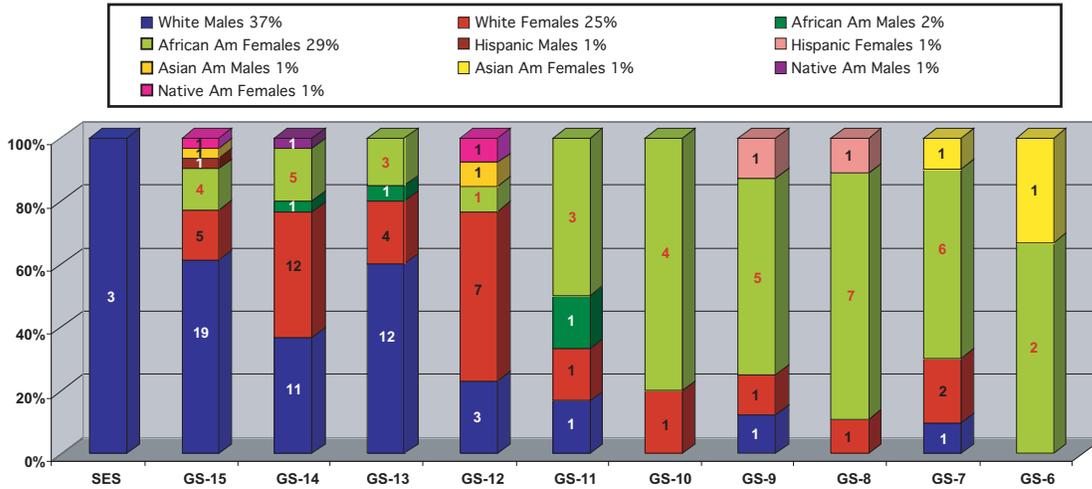


- **HOLOCAUST REMEMBRANCE**

The Holocaust Remembrance event on April 11, shared by 21 other Federal Government agencies, included four heartfelt stories from survivors of Antwerp and the island of Rhodes. The Army band, Pershing's Own, performed a serenade of Jewish hymns. Victoria Barrett, producer and director of "Desperate Hours," a story of Turkey and the Holocaust, was the master of ceremonies. Many comments were received for NASA's design graphics creation for this year's exhibit.

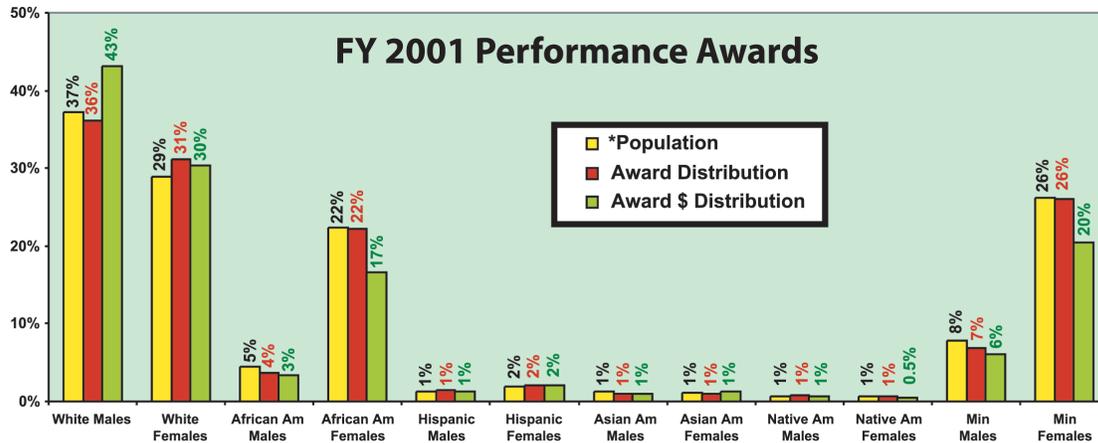
# A SNAPSHOT OF FY01 HQ DEMOGRAPHICS

## FY 2001 Promotion



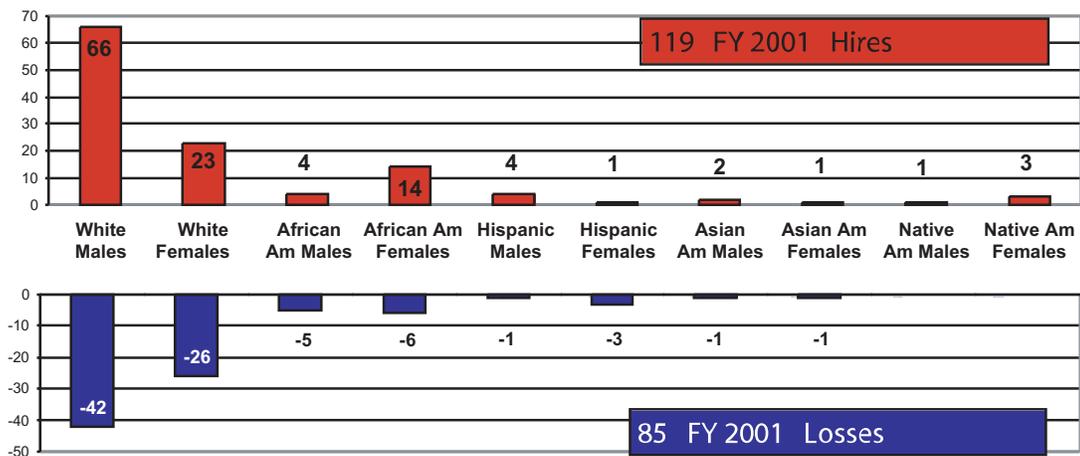
Note: Between FY 2000 and FY 2001 there was an 8% increase in White male promotions; a 9% decrease in White female promotions; and a 4% increase in African American female promotions.

## FY 2001 Performance Awards



86% of the HQ \*population received awards, and 83% of minorities received awards.  
\$2,029 was the average HQ award, and \$1,636 was the average minority award.

\* Award statistics do not include SES



## CASE HIGHLIGHTS FROM EEOC DECISION

The following is a synopsis of an actual case and EEOC decision taken from EEOC's Federal Sector Administrative Decision database. The objective is to provide insight on appeal cases and EEOC's rationale for their decisions. For the entire case, refer to EEOC's Web site at <http://www.EEOC.gov>

### COMMISSION FINDS AGENCY FAILED TO ACCOMMODATE COMPLAINANT'S DISABILITY WHEN SHE WAS NOT REASSIGNED (APPEAL NO. 01973945)

An EEOC AJ found that the Social Security Administration had discriminated against complainant on the basis of disability, because of its failure to laterally transfer her into the position of Reader constituted failure to accommodate her disability.

The Commission found that complainant was a qualified individual with a disability, having made the best-qualified selection list (BQL) for the Reader position. With regard to her disability, the Commission noted that complainant had been born with severe spina bifida, a congenital birth defect which causes paraplegia and sensation loss, among other things. She suffered from very poor balance, pain and weakness in her back and legs, and limp feet. As a result of spina bifida, complainant also developed a condition which caused her to have difficulties with complex mathematical calculations, which contributed to the problems she had in performing the duties of her position as a Clerk (typing). Duties that involved maintaining time and attendance under an Agency system were relatively complex. Complainant had a substantial number of errors, and, despite Agency efforts to assist her, her performance did not improve. The Agency removed complainant due to her inability to perform the essential functions of her position.

A few months before complainant was removed, the Agency learned that a blind claims representative would transfer to complainant's facility, and a Reader would assist her. Testimony at the hearing showed that officials considered transferring complainant into the Reader position. The Agency decided to issue a vacancy announcement for the position instead. It was issued shortly after complainant's removal. Complainant applied but was not selected. The Commission rejected the Agency's argument that the Reader position did not constitute a vacant position, to which complainant could

have been reassigned without posing an undue hardship on the Agency. The Commission also rejected the Agency's assertion that special needs positions, such as the Reader position in this case, are not included in the class of positions available for reassignment under the Rehabilitation Act. Accordingly, the Commission found that the Agency had purposefully decided not to offer complainant the RA position but, instead, proceeded with her removal. In addition, the Commission found that the Agency had not shown that it had made a good faith effort to reasonably accommodate complainant. Thus, as part of the remedies it ordered, the Commission directed the Agency to consider complainant's entitlement to an award of compensatory damages.

## WHAT ARE YOU THINKING?

The question for this quarter focuses on the Alternative Dispute Resolution (ADR) Program. We would like to hear your constructive ideas and suggestions on how we can market and position the ADR program so that more employees are aware of and take advantage of the program as a means to resolve workplace disputes. Mediation is the form of ADR that HQ utilizes. It is an informal process in which a trained mediator assists the parties in reaching a negotiated resolution. Mediation is used for general workplace disputes as well as discrimination complaints. The mediator does not decide who is right or wrong, and has no authority to impose a settlement on the parties. A mediator helps the parties to jointly explore and reconcile their differences. Prior to mediation, both parties must be willing to participate. Send your ideas and suggestions to [Imcduffi@mail.hq.nasa.gov](mailto:Imcduffi@mail.hq.nasa.gov). The following facts on mediation are provided to inform and assist you in responding to the question.

- Mediation is an efficient process that saves time and money. (Successful mediation avoids a time-consuming investigation and achieves a prompt resolution of the charge.)
- Mediation avoids lengthy and unnecessary litigation.
- Mediation is fair. Mediators are neutral third parties who have no interest in the outcome. (A mediator helps the parties to resolve the charge.)
- Mediation is a confidential process. The sessions are not tape-recorded or transcribed. (All notes taken during the mediation are destroyed.)
- Settlement agreements secured during mediation do not constitute an admission of guilt.
- If mediation is unsuccessful in an EO complaint, the aggrieved person can participate in the traditionally counseling process.

# DISABILITY ACCESSIBILITY TRAINING PROGRAMS

The Agency has launched a three-phase disability training program designed to increase employee knowledge and awareness of the regulatory responsibilities and programs and procedures for individuals with disabilities.

All HQ employees are encouraged to take Phase I of the training that is a Web-based module. Phase I of the training provides an overview of sections 501 (affirmative employment), 504 (program and facility accessibility), and 508 (electronic and information technology) of the Federal Rehabilitation Act of 1973. This online training is available on the NASA SOLAR training system at <https://solar.msfc.nasa.gov/solar/delivery/public/html/newindex.htm>. The goal is to have all HQ employees complete Phase I of the training by December 2002.

Phases II and III of the training program will consist of classroom training for managers, supervisors, and program managers. Phases II and III are planned for the first quarter of FY03.

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## BECAUSE YOU ASKED

### “CAN WE TALK” CAREER MANAGEMENT

The HQ EO Office hosted its second “Can We Talk” employee dialogue session. The HQ Training and Career Management Offices were the guest presenters. They were invited to participate as a result of employee questions about the various career development opportunities available to them. Discussions were focused on Agencywide training and development programs, programs and services sponsored by the Training Office, and suggestions for “negotiating” employee training and development needs with supervisors. The following is a list of services provided by the Training and Career Management Offices and tips to assist employees in taking charge of their career:

### PROGRAMS AND SERVICES SPONSORED BY THE TRAINING OFFICE

- Academic Incentive
  - Continuing Education Program (CEP), Graduate Study Program (GSP)

- On-site academic courses (PG Comm. College)
- Code-funded offsite academic courses
- Staff Development Programs
  - Supervisory, management and leadership, technical training, communication skills, clerical and secretarial, safety training, and IT security training
- Computer Training Center
  - Funded by HQ training program
  - Code CI contract facility
- Career Management Office activities

### AGENCYWIDE TRAINING AND DEVELOPMENT PROGRAMS

- Academy of Program/Project Leadership (APPL)
  - Program/Project Management Development Process (PMDP)
  - The NASA Project Management Development Process (PMDP) Accelerating Leadership Option (ALO)
- Leadership and Management Development Programs
  - Management Education Program (MEP)
  - Crossing Department Lines (CDL)
  - Managing the Influence Process (MIP)
  - The Human Element (THE)
  - SES Candidate Development Program (SESCDP)
- Developmental Programs
  - Professional Development Program (PDP)
  - Fellowships (15+ fellowships with various institutions)

### STRATEGIES FOR MOVING YOUR CAREER FORWARD

- IDP—Individual Development Plan (two-way communication with supervisor, aligning personal goals with the mission and goals of the organization)
- Training (skill-based, academic, and career enhancements)
- Developmental Opportunities (details, colateral)
- Shadowing Opportunities/Information Interviews
- Special Assignments, Committees, Panels, Source Evaluation Boards
- Extracurricular Activities (Special Emphasis, Awards, Committee, Employee Store)
- Membership in Professional Organizations—Networking

## THANK YOU

The HQ EO Office extends special thanks to the following committee members and volunteers for their support, participation, and a job well done:



### THE BLACK HISTORY MONTH PROGRAM COMMITTEE

Ms. Arline Gause  
Ms. Wanda Harding

Ms. Bettye Jones  
Ms. Gail Gabourel

Mr. Eric Rountree

In memory of Jacqueline Benjamin  
Office of Small and Disadvantaged Business Utilization  
who served on the Black History Committee until her  
passing on November 26, 2001.

### TAKE OUR DAUGHTERS TO WORK VOLUNTEERS

Fran Chiamonte  
Garnett McKenzie  
Denise Hurey  
Schericka Fairchild  
Renee Pullen  
Jack Kaye  
Kenneth Hodgdon  
Alotta Taylor  
Elsie Weigel

Denise Holley  
Paul A. Curto  
Susan Niebur  
Walter Hussey  
Diane Frazier  
Helena Prince  
Alexa Krezel  
Elizabeth Walker

### WASHINGTON MATH, SCIENCE, AND TECHNOLOGY CHARTER HIGH SCHOOL Career Day Volunteers

Marietta P. Swilley Washington    Mr. Melvin Degree  
Mr. Marcus Watkins                Ms. Laura Farrior  
Ms. Debra Spears                    Mr. James Barnes  
Mr. Larry Phillips (GSFC)        Dr. Antoinette Wells (GSFC)

### SUPPORT OFFICES

Printing and Design Office  
InfoCom Office  
Audiovisual Support Services Office

## CONGRATULATIONS

Congratulations to Ms. Olga Dominguez, Director of Environmental Management Division, for being selected as one of the 80 Elite Hispanic Women in the April edition of *Hispanic Business Magazine*.

Congratulations to Ms. Courtney Smith on being selected as a Computers Specialist at the GSFC. Ms. Smith was a former student of the American Association for the Advancement of Science (ACCESS). Special thanks to Stanley Fishkind (Code M), who served as her mentor during her 10-week program at Headquarters.

## TELL US

We welcome any of your comments and suggestions regarding the *Equal Opportunity Reporter*. Send comments to [Imcduffi@hq.nasa.gov](mailto:Imcduffi@hq.nasa.gov)



## KEY EO WEB SITES

Code CE—<http://www.hq.nasa.gov/office/codec/codece>  
Code E—<http://www.hq.nasa.gov/office/codee>  
EEOC—<http://www.eeoc.gov>  
OPM—<http://www.opm.gov>

## QUOTE FOR THE QUARTER

### WHAT YOU TREASURE MOST

Where do your thoughts go in the silent hours? To what thing does your mind most naturally turn? What do you do when there is nothing that must be done?

Take note of those things to which you most willingly and passionately turn when you have the choice. For in those things are clues to the passions and purposes which can move you powerfully forward.

Success comes most reliably when the things you pursue are what you treasure most. Find them, understand them, and give them life.

-- Ralph Marston