

NOAA Satellite and Information Service  
Equal Employment Opportunity and Diversity Action Plan

FY2014 – FY2017

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## *Foreword*

### **Message from the Assistant Administrator**

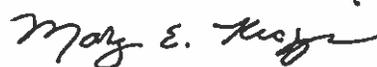
*"Our Nation derives strength from the diversity of its population and from its commitment to equal opportunity for all. We are at our best when we draw on the talents of all parts of our society, and our greatest accomplishments are achieved when diverse perspectives are brought to bear to overcome our greatest challenges." – President Obama, Executive Order 13583*

An organization that continually builds a diverse and competent workforce continually builds diverse and high-quality products and services. The NOAA Satellite and Information Service (NESDIS) mission is to provide timely access to global environmental data from satellites and other sources to promote, protect, and enhance the Nation's economy, security, environment, and quality of life. This mission compels us to seek out the best and brightest individuals from all sources, and to train, develop, and retain them to meet the challenges and opportunities inherent in our work.

My highest priority is to guide our organization and its people in meeting our goals within a fair, inclusive, and respectful environment. With the cooperation of every NESDIS employee, I know we can succeed in meeting our goals and in continually building an environment where all persons feel valued and empowered.

Together we have achieved measurable results; however, we must continue the work to promote awareness of diversity in all aspects of our workplace environment and continue our quest to become an employer of choice.

I look forward to your support of and active participation in the commitment we all must make to accept no less than fairness, tolerance, and respect in all we do at NESDIS.



Mary E. Kicza  
Assistant Administrator  
NOAA Satellite and Information Service

January 1, 2014

## **1. Purpose**

The NESDIS Equal Employment Opportunity (EEO) and Diversity Action Plan for FY2014-FY2017 is a working document that details our commitment to fostering a workplace that is diverse, equitable, inclusive, and free of discrimination for each and every employee. This plan includes a vision statement, objectives, the current NOAA and NESDIS policy statements on equal employment opportunity and diversity, specific action items to be carried out, and timeframes for completion.

This plan will be given to: all NESDIS employees, all contract employees, the NOAA Civil Rights Office, the NOAA Diversity Officer, the NOAA Workforce Management Office, and the NOAA Line Office EEO and Diversity Managers. It will also be posted on the NESDIS EEO and Diversity webpage.

Progress in carrying out the action items in this plan will be tracked and reported by the members of the NESDIS EEO and Diversity Council (NEEODC) and the NESDIS EEO and Diversity Manager at quarterly Council meetings. Minutes for the quarterly meetings will be posted on the NESDIS EEO and Diversity webpage.

## **2. Equal Employment Opportunity and Diversity Vision Statement**

NESDIS will strengthen its efforts to recruit, hire, and develop a diverse range of individuals and encourage them to reach their full potential, to contribute their talents to the NESDIS mission, and to thrive in an inclusive, respectful, and innovative work environment. Our vision and mission of the future is clear: NESDIS will continue to expand its products, services, and research by growing its workforce through equity, inclusion, and respect.

In looking toward the future and encompassing workforce diversity, we will continue to support a growing diversity of people and experiences to ensure success in meeting our mission to recruit, retain, and develop a diverse, high-performance workforce that draws from all segments of society and values fairness, diversity and inclusion.

As detailed in the March 2007 policy statement on equal employment opportunity and diversity management, employees will have the opportunity to work, train, advance, and enjoy all employment benefits without regard to race, national origin, color, gender, age, religion, disability, and sexual orientation.

### 3. Objectives of this Action Plan

- To continue to build a respectful, inclusive, and motivated workforce
- To enhance the understanding and practice of equity and inclusion
- To enhance the posture of NESDIS as an employer of choice
- To move forward in alignment with the NOAA Strategic Human Capital Management Plan and appropriate guidelines from the U.S. Equal Employment Opportunity Commission (EEOC)

### 4. Organization of the NESDIS EEO and Diversity Council

The NESDIS Diversity Council was first established in 1995 to foster and encourage the effective management of diversity in the NESDIS workplace. In 2007, the Council's scope was broadened to include equal employment opportunity (EEO) principles and initiatives.

In 2013, a revised NESDIS Equal Employment Opportunity and Diversity Council (NEEODC) was instituted and will serve as a permanent advisory body to the Assistant Administrator (AA), the Deputy Assistant Administrator (DAA), and the Deputy Assistant Administrator for Systems (DAAS) of NESDIS. The Council is chaired by the EEO and Diversity Manager. Each NESDIS Office and Center Director, the CIO, the CFO/CAO, and the Director, International and Interagency Affairs Office (IIAD) are **Senior Permanent Members** of the Council. However, each of these individuals shall appoint at least one (1) representative known as an **EEO and Diversity Liaison** (*formerly known as EEO and Diversity Advisor*) to the Council, each serving a 2-year term.

It is the mission of the NEEODC to work to ensure a supportive and inclusive work environment that celebrates individual differences and values all employees. This will be achieved through working with, advising, and educating the NESDIS community in all areas of equal employment and diversity.

The primary purpose of the NEEODC is to enhance EEO and Diversity Programs communication between employees and management. The NEEODC shall serve in an advisory capacity on employee concerns regarding EEO and Diversity to the AA, DAA and DAAS.

It is the role of the EEO and Diversity Liaison, with the full support of each Senior Permanent Member, to serve in an advisory capacity to the NEEODC to monitor and review EEO and Diversity related plans, policies, and programs; work to ensure management/staff are informed about diversity and EEO programs, initiatives, training, and events at NESDIS and NOAA; identify and provide training opportunities, conduct diversity awareness and special emphasis observance activities, support student internship programs, and address work life issues.

## **5. Action Items, Responsible Leads, and Dates for Completion**

### **A. Managing Workforce Diversity**

1. Ensure that the NESDIS Succession Planning effort, currently underway, addresses the importance and relevance of equal opportunity and diversity as we continue to develop a diverse workforce and establish diversity competencies.

**Lead:** Management Operations Branch, and the EEO, NESDIS managers and supervisors and Diversity Manager

**Time Frame:** On-going

2. Review and analyze the agency's Management Directive 715 (MD-715) report submitted to the Equal Employment Opportunity Commission (EEOC) by the Director of Civil Rights to monitor trends and identify barriers.

**Lead:** EEO and Diversity Manager, and the EEO and Diversity Council (NEEODC)

**Time Frame:** Initiate FY 2014, Annually

3. Conduct annual barrier analysis identified in the agency's MD-715 report and develop corrective actions to address identified barriers or deficiencies. Methods for barrier analysis could be agency self-assessments, surveys, interviews and data analysis.

**Lead:** EEO and Diversity Manager, and the EEO and Diversity Council (NEEODC)

**Time Frame:** Initiate FY 2014, Annually

4. EEO and Diversity Program Manager will report to NESDIS Leaders annually the organization's Annual MD 715 Report.

**Lead:** EEO and Diversity Manager, and the EEO and Diversity Council (NEEODC)

**Time Frame:** Initiate FY 2014, Annually

5. Communicate the agency's diversity program intent and process to all employees.

**Lead:** EEO and Diversity Manager, and the EEO and Diversity Council (NEEODC)

**Time Frame:** Annually

6. Provide adequate resources to ensure the implementation of an effective NESDIS EEO and Diversity program.

**Lead:** Deputy Assistant Administrator, and the EEO and Diversity Manager

**Time Frame:** Annually, as budgets are developed

## **B. Training**

1. Conduct personal and professional development activities and continuous training to reinforce diversity awareness, equal employment opportunity laws prohibiting discrimination, and work life issues throughout NESDIS that foster growth, communication and diversity.

**Lead:** EEO and Diversity Manager, NESDIS managers and supervisors, the EEO and Diversity Council (NEEODC), WFMO Training Branch, and Dept. of Commerce E-Learning

**Time Frame:** On-going, annually, as budgets are developed

## **C. Outreach**

1. Develop a more focused approach to establishing or enhancing relationships with elementary, middle and/or high schools to grow interest in NOAA science and technology careers as well as other NOAA fields.

**Lead:** EEO and Diversity Manager, NESDIS managers and supervisors, and the EEO and Diversity Council (NEEODC)

**Time Frame:** On-going, annually, as budgets are developed

2. NESDIS Program/Staff Offices agrees to host and mentor at least one summer or other intern through established DOC or NOAA Programs, as funds and candidates are available.

**Lead:** EEO and Diversity Manager, NESDIS managers and supervisors, and the EEO and Diversity Council (NEEODC)

**Time Frame:** On-going, annually, as budgets are developed

3. Develop, utilize and partner with student educational employment programs at NOAA Cooperative Institutes to provide a means by which to grow our own talent as a pipeline for future workforces.

**Lead:** EEO and Diversity Manager, NESDIS managers and supervisors, and the EEO and Diversity Council (NEEODC).

**Time Frame:** On-going



## Message from the Acting Under Secretary

June 2013

### **National Oceanic and Atmospheric Administration Policy Statement on Non-Discrimination and Equal Employment Opportunity (EEO)**

The National Oceanic and Atmospheric Administration (NOAA) reaffirms its commitment to provide a workplace that is free of discrimination. We continue to take a comprehensive approach to managing diversity by practicing equal employment and engaging in affirmative efforts to create and maintain an environment that supports and encourages the contributions of all employees.

The success of our Agency requires the steadfast support and commitment of every employee. We cannot accomplish our vital mission without the talent, dedication, and skills of all employees. As such, NOAA will not tolerate discrimination based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age (40 years of age and over), genetic information or disability (physical or mental), including the provisions of reasonable accommodations on the basis of disability to qualified applicants and employees. Retaliation against those who initiate discrimination complaints, serve as witnesses or otherwise oppose discrimination and harassment is strictly prohibited. NOAA's policy is to ensure that EEO covers all personnel/employment programs, management practices, and decisions.

The NOAA Civil Rights Office (CRO) is charged with the vital mission of ensuring adherence to Federal civil rights laws and regulations in all aspects of employment. Employees and applicants for employment who believe they have been discriminated against and wish to initiate an EEO complaint must contact NOAA's CRO within 45-days of the date of the matter alleged to be discriminatory or, in the case of personnel action, within 45-days of the effective date of the action. For information on the EEO complaint process call 1-800-452-6728 or visit [www.eeo.noaa.gov](http://www.eeo.noaa.gov).

I strongly support civil rights, EEO and Alternative Dispute Resolution initiatives. The diversity of our workforce enriches the workplace and our community. I urge each manager, supervisor and employee to embrace and develop a workforce within NOAA that reflects the diversity of the Nation we serve. All of us share in the responsibility for creating and maintaining a workplace free of discrimination, harassment, and reprisal.

We must foster an inclusive environment in which every employee is respected and valued. Let us continue to cultivate and reap the benefits of a diverse workforce that is rich in talent, ideas, background, and experience.

A handwritten signature in blue ink, appearing to read 'KDS'.

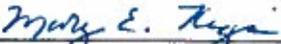
Kathryn D. Sullivan, Ph.D.  
Acting Under Secretary of Commerce  
for Oceans and Atmosphere

National Oceanic and Atmospheric Administration  
NOAA Satellite and Information Service  
Policy Statement on Equal Employment Opportunity and Diversity Management

The mission of the NOAA Satellite and Information Service (NESDIS) is to provide timely access to global environmental data from satellites and other sources to promote, protect, and enhance the Nation's economy, security, environment, and quality of life. To do this, NESDIS acquires and manages the Nation's environmental satellites, provides data and information services, and conducts related research. Accomplishing this mission would not be possible without the current and future NESDIS workforce. As we face challenges and opportunities in providing quality products and services and in the conduct of research on a national and global level, we must rely on the diversity of experiences, viewpoints, and expertise that our current workforce has in abundance. In looking toward the future, we will build on that strong platform by recruiting, hiring, developing, recognizing, and supporting a growing diversity of people and experiences to ensure success in meeting our mission.

It is the policy of NESDIS that employees will have the opportunity to work, train, advance, and enjoy all employment benefits without regard to race, national origin, color, gender, age, religion, disability, or sexual orientation and that the workplace shall be free of harassment and retaliation. Harassment is defined as any unwelcome verbal or physical conduct related to one of the protected bases that creates a hostile work environment. Employment discrimination is an unlawful practice typified by employment decisions that are made on factors other than merit. Harassment and discrimination in any form, including retaliation against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination or harassment, will not be tolerated. Employees or applicants for employment who feel that they are victims of discrimination or harassment should contact the NESDIS Equal Employment Opportunity and Diversity Program Office or the NOAA Civil Rights Office for assistance. If an individual wishes to file an EEO complaint, they can do so with the NOAA Civil Rights Office within 45 days of the alleged discriminatory act.

NESDIS will continue and will strengthen its efforts to recruit, hire, and develop a diverse range of individuals and encourage them to reach their full potential, to contribute their talents to mission accomplishment, and to thrive in an inclusive, respectful, and innovative work environment. Our vision of the future is clear: NESDIS has and will continually grow its products, services, and research by continually growing its workforce through equity, inclusion, open-mindedness, and respect.

  
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Mary E. Kicza, Assistant Administrator, NESDIS

  
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Date