

Nonsupervisory Equal Employment Opportunity and Diversity Requirements.

Performs all duties in a manner which consistently demonstrated fairness, cooperation, and respect towards coworkers, office visitors, and all others in the performance of official business. Collaborates effectively with customers and stakeholders to advance EEO/Diversity objectives within assigned areas of responsibility.

- Models appropriate behavior by treating customers, colleagues, employees, and other internal and external stakeholders with respect, courtesy, politeness and sensitivity with no more than 3-5 valid complaints.
- Consistently treats coworkers with respect, fairness, and politeness including socially disadvantage, females and persons with disabilities. Relates well with people from various backgrounds and situations.
- Consistently treats customers with respect, fairness, and politeness including socially disadvantaged, females, and persons with disabilities.
- Brings discriminatory issues or actions to the attention of the supervisor or other appropriate officials as soon as possible but no longer than 48 hours after the occurrence.
- Remains familiar with EEO/Diversity laws, regulations and policies to ensure adherence to requirements.
- Completes annual EEO/Diversity training, as required, within established time frames.

FYI: This requirement will be stated in each Federal employee's annual performance plan, and performance under this requirement will be discussed during mid-year and end-of-year performance reviews. There will be several opportunities for NESDIS employees to attend training or an awareness raising event in FY15. At NOAA in Silver Spring, Asian/Pacific Islander American Heritage Month (May) will be celebrated with various programs as will Gay and Lesbian Pride Month (June), Women's Equality Day (August 26), and Hispanic Heritage Month (Sept-Oct). These heritage months/observances are also celebrated at Camp Springs, Suitland, NCDC, NGDC, and other NESDIS locations with speakers, videos, and brown bag lunches. Many of these events are one hour or less in duration. Other Line Offices such as NWS and NMFS, the James D. Martin Work life Center, and DOC also sponsor various EEO and diversity events that are often open to all NOAA employees.

These events have included diversity-themed book clubs, diabetes awareness and testing, ethnic food samplings at pot-luck lunches, and more. Consider attending, in-person or via VTC, one or more NESDIS EEO & Diversity Council quarterly meetings; they are open to all NESDIS employees. NOAA will be launching a new e-learning system, eLearning@NOAA in June. Certainly, mentoring a summer intern from an underrepresented group or participating in outreach activities to minority organizations raises awareness of the diversity around us.

This information will be posted on the NESDIS EEO & Diversity webpage and will be shared periodically via email with NESDIS staff.