



Goddard Policy Directive

DIRECTIVE NO. GPD 3713.3
EFFECTIVE DATE: August 8, 2003
EXPIRATION DATE: August 8, 2008

Responsible Office: Code 120/ Equal Opportunity Programs Office

Title: Equal Opportunity Council

1. POLICY

It is the policy of the Goddard Space Flight Center (GSFC) to promote the full realization of Equal Opportunity (EO) through a continuing affirmative employment program. Center management is fully committed to and actively participates in implementing all Federal laws, regulations, and guidelines relative to the development of affirmative employment plans and annual reporting of accomplishments against those plans. The Equal Opportunity Council (EOC) provides a forum for and monitors these efforts.

2. APPLICABILITY

This directive outlines the roles, responsibilities, and membership of the GSFC EOC and is applicable to GSFC including component facilities.

3. AUTHORITY

- a. [NPD 3713.2](#), Federal Equal Opportunity Programs of NASA
- b. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in federally assisted and federally conducted programs
- c. Title VII of the Civil Rights Act of 1964, as amended (amendments include the Civil Rights Act of 1991), prohibits discrimination in employment, requires Federal agencies to maintain systems for timely redress, and strongly encourages employers to modify employment practices which constitute barriers to equal opportunity and to correct the effects of past discrimination.
- d. Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis gender in federally assisted and federally conducted programs.
- e. The Equal Pay Act of 1963 prohibits gender-based wage discrimination between men and women in the same establishment who are performing under similar working conditions.
- f. The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination in employment.
- g. The Rehabilitation Act of 1973, as amended (amendments include the Americans with Disabilities Act of 1990, emphasis on Sections 504 and 508), directs employers to make facilities and systems accessible to people with disabilities (PWD), to develop an affirmative action plan for PWD, and to require affirmative actions of their contractors.
- h. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in federally assisted and federally conducted programs.
- i. Executive Order (EO) 11478 dated August 8, 1969, as amended, mandates equal employment opportunity in Federal employment.
- j. EO13125, dated June 7, 1999, requires Federal departments and agencies to increase participation of Asian Americans and Pacific Islanders in Federal programs.

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- k. EO 13163, dated July 26, 2000, requires Federal departments and agencies to increase opportunities for individuals with disabilities to be employed at all levels and occupations in the Federal Government.
- l. EO 13164, dated July 26, 2000, requires Federal departments and agencies to establish procedures relative to reasonable accommodation.
- m. EO 13166, dated August 11, 2000, requires Federal departments and agencies to improve access to services for Persons with Limited English Proficiency.
- n. EO 13171, dated October 12, 2000, requires Federal departments and agencies to improve the representation of Hispanics in the workforce.
- o. EO 13230, dated October 21, 2001, encourages Federal departments and agencies to enhance the educational excellence of Hispanic Serving Institutions.
- p. EO 13256, dated February 12, 2002, requires Federal departments and agencies to increase the capacity of Historically Black Colleges and Universities to participate in Federal programs.
- q. EO 13270, dated July 3, 2002, calls for increased involvement with Tribal Colleges and Universities.

4. REFERENCES

- a. 29 CFR Parts 1604, 1605, 1606, 1607, 1608, and 1614: Regulations for Implementation of Equal Opportunity Programs.
- b. 14 CFR Parts 1250-1252, NASA Regulations.
- c. EO 12731, Section 101(m) dated October 17, 1990, Principles of Ethical Conduct for Government Officers and Employees.

5. RESPONSIBILITIES

- a. The GSFC EOC:
 - (1) Has been established to lead the Center EO and affirmative employment objectives and initiatives.
 - (2) Assures a sustainable highly skilled workforce that is integrated at all levels of the organization.
 - (3) Develops affirmative employment plans and strategies for recruitment, retention, and career advancement of under-represented groups.
 - (4) Oversees outreach efforts to encourage and promote participation of underrepresented groups in science and engineering occupations.
- b. EOC Members will exercise personal leadership by demonstrating fairness and equity in treatment of employees and in personnel actions.

5.1 SCOPE

- a. Identify Centerwide EO and affirmative employment issues and develop recommendations for resolution.

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- b. Develop strategies and recommend hiring goals to assure that the Center attains a highly skilled workforce that is integrated at all levels and at parity with the relevant Civilian Labor Force data.
- c. Assure that EO is an integral part of every aspect of personnel policies and practices. Review unusual trends in EO complaint activity.
- d. Participate in the development and evaluation of Center supervisors to assure that they have the skills needed to create a work environment that is fair and equitable for all of their employees. Approve the framework for EO training.
- e. Support Center efforts to conduct research and training programs that strengthen the research infrastructure at Historically Black Colleges and Universities (HBCU), Hispanic-Serving Institutions (HSI), and Tribal Colleges and Universities (TCU).
- f. Support the development of outreach programs to accomplish GSFC EO objectives.
- g. Participate in the evaluation of GSFC EO programs and progress.

5.2 MEMBERSHIP

- a. The Center Director chairs the EOC.
- b. The EOC is comprised of the Deputy Director, Associate Director, Directors of, and Director's Staff Office Chiefs.
- c. Chairs of the Center's advisory committees and representatives of the Center's unions serve as non-voting advisors to the Council.
- d. The Chief, Equal Opportunity Programs Office, Affirmative Employment Program Manager, and Office of Human Resources will advise on regulatory actions and activities.
- e. The EO Affirmative Employment Program Manager is the Executive Secretary for the EOC.

5.3 MEETINGS

The EOC will meet quarterly, or as required, to keep abreast of the implementation of EO and affirmative employment programs. The Chief, Equal Opportunity Programs Office and Affirmative Employment Program Manager are responsible for coordinating the activities of and setting the agenda for the EOC.

6. DELEGATION OF AUTHORITY

The Center Director Chairs the EOC and may re-delegate Chair responsibilities to other members of the EOC in his/her absence.

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7. MEASUREMENT

The EOC reviews policies and procedures to ensure EO and affirmative employment goals and objectives are met. Formal program measurements include:

- a. The Center Director submits annual reports in accordance with regulations as follows:
 - (1) Affirmative Employment Plans and Accomplishment Reports are submitted to the Equal Employment Opportunity Commission (EEOC) regional office and NASA Headquarters on progress with respect to the workforce integration of minorities, women, and individuals with disabilities.
 - (2) The Annual Report on Complaint Activity is submitted to the EEOC through NASA Headquarters.
 - (3) The Disabled Veterans Affirmative Action Program Report is submitted to the Office of Personnel Management (OPM) through NASA Headquarters.
 - (4) The Federal Equal Opportunity Recruitment Program Report is submitted to OPM through NASA Headquarters.
 - (5) An annual report on Federally assisted and conducted program plans and accomplishments is submitted to the Department of Justice through NASA Headquarters.
 - (6) The White House Initiatives on HBCUs, HSIs and TCUs each require annual reports.
- b. The Center Director in the EOC reviews directorate progress in hiring, promotions, and awards. Progress towards representation parity levels is assessed.
- c. The EO Council reviews Center affirmative employment accomplishments annually.

8. CANCELLATION

This directive cancels GMI 3713.3D dated June 1, 1995.

/Original Signed by/
A. V. Diaz

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	08/08/03	Initial Release

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