National Aeronautics and Space Administration
Goddard Space Flight Center

NO. 04-12	
DATE December 19, 2003	
DISTRIBUTION	
GREENBELT ONLY	*
WALLOPS ONLY	*
GSFC	*GSFC A
CONTRACTORS	**

ANNOUNCEMENT

SUBJECT: UPDATE ON GSFC'S IMPLEMENTATION OF THE CLASS ACTION SETTLEMENT

In an effort to keep you fully apprised of Goddard's ongoing implementation of the Class Action Settlement, we are providing you with the following summary of our accomplishments to date as well as the next steps for implementing the remaining programmatic requirements:

Promotion Review Process:
The merit-based promotion review process for science and engineering employees was a key element of the Settlement Agreement and was completed by our deadline of July 10, 2003. In all, a total of 535 promotion packages were reviewed with 165 promotions awarded.

Alternative Dispute Resolution Re-design:
Earlier this year, an independent expert conducted a review of our EEO Alternative Dispute Resolution (ADR) process for informal EEO complaints. In response to the expert's recommendations, the Center is developing plans to implement a workplace dispute resolution pilot program designed to help employees and supervisors acquire more effective conflict management skills as well as offer mediation or facilitation by outside parties for resolving workplace issues. More information about this program will be provided in early 2004.

Performance Management (PM) Systems Review:
The PM Systems review by an independent expert began this past spring with a review of Center policies and documentation related to the four areas specified in the Settlement: training, awards, accretion and career ladder promotion processes and the performance appraisal process. In turn, this past summer, many Center employees took part in a series of focus groups that explored those four areas. We appreciate the time that many participants have taken to be part of that process.

The next step is to undertake a formal Occupation Analysis and Content Validation Study of our accretion promotion criteria. Through this process, the independent expert will validate the job relevance of the accretion promotion criteria for scientists and engineers. Because the promotion review process mandated by the Settlement Agreement preceded this study, any revisions to the criteria that may come from this effort will only affect future promotion processes and will not be applied retroactively to prior promotion decisions.

The Occupation Analysis and Validation process includes several data gathering workshops with employees, as well as a comprehensive questionnaire. The workshops were conducted during the September – November timeframe and

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

DISTRIBUTION CODES:

*A (Civil Service) – GSFC Employees

*B (Civil Service) – GSFC Section Level and Above

*C (Civil Service) – GSFC Branch Level and Above

*D (Civil Service) – GSFC Division Level and Above

**A (Contractor) – Contractor and Other Employees

**B (Contractor) – Contractor and Other Offices

were used to test and refine questionnaires for performing a comprehensive analysis. The questionnaires will be sent to all scientists and engineers at the GS-13, 14, and 15 levels in January 2004. These questionnaires will give scientists and engineers an opportunity to provide comprehensive input on their job duties. The data will then be used to ensure the promotion criteria are relevant to the functions performed.

Fostering Increased Usage of Individual Development Plans:
The Settlement includes several requirements for fostering the usage of Individual Development Plans (IDP's) and ensuring the open communication of career development opportunities to the entire GSFC community. An IDP is an important planning tool for career development. You and your supervisor are strongly encouraged to meet on an annual basis to talk about career development and about creating an IDP as a roadmap for your development. The Professional Development Center offers IDP training every month; for more information about this and other career development training, visit http://ohr.gsfc.nasa.gov/DevGuide/main.htm.

In January 2004 all GSFC employees will be asked to support a survey on the effectiveness of the IDP process. The IDP survey results will be carefully reviewed for information as to how the IDP process might be improved to become a more meaningful developmental tool. Again, your thoughtful input will be very important to this endeavor and is appreciated.

Equal Employment Opportunity Training for Supervisors
As detailed in the Settlement Agreement, this training will cover bias awareness, perception, and job assignments. We have selected a vendor to provide this training and all supervisors will soon be receiving information about training dates. One of the main objectives of the training is to provide supervisors with tools to help identify and successfully resolve issues before they become problems. The vendor was chosen pursuant to guidelines established by the Settlement and via input from a diverse panel of GSFC supervisors. We are confident the training will prove to be valuable and useful.

Frequently Asked Questions (FAQ's)
There is a comprehensive FAQ's website for Class Action related information. It has been recently updated and can be accessed at http://eeo.gsfc.nasa.gov/cl assaction.html. Please check this site for updated information on these and other Class Action related efforts.

The following chart summarizes the upcoming activities:

Requirement	***Who's Involved?***	***When Does it Occur?***
Questionnaire on Work Requirements for S&Es	All GSFC Scientists and Engineers at the GS-13 and above level	Questionnaire will be available from January 5 to January 23, 2004
Survey on Individual Development Plans	All GSFC Civil Servants	Survey will be available from January 12 to February 13, 2004
EEO Training for Supervisors	ALL GSFC supervisors (this is a mandatory requirement)	Classes will be held in January and February. To register go to http://ohr.gsfc.nasa.gov/EOTraining/
Training on Alternative Dispute Resolution (ADR)	All Supervisors; Employee training is TBD	Tentative plan is to have supervisory training in late February/early March, 2004

We are working hard to meet not only the requirements but also the intent and spirit of the Settlement Agreement. Our objective is to make the programmatic changes effective for you in a timely and comprehensive manner. Thank you for your continuing support of these efforts.

Alison McNally
Associate Director