

Equal Employment Opportunities (EEO) Program Committee Terms of Reference

PURPOSE: The purpose of the Committee is to assist NOAA to create and maintain a workforce which reflects the diversity of the nation and is free of discrimination by proactively monitoring, facilitating and recommending programs and activities which make progress towards meeting Equal Employment Opportunity objectives. The Committee monitors the implementation of NOAA's affirmative employment initiatives, shares innovative approaches to increase the representation of underrepresented groups in our workforce and mission-related occupations, recommends long term and short term recruitment and outreach activities, monitors EEO training initiatives, addresses accessibility and accommodation issues and recommends innovative approaches to complaint resolution.

MEMBERSHIP:

Terri L. Bell Acting Chair,
Contact Person: NOAA Office of Civil Rights
(301) 713-0500 Terri.L.Bell@noaa.gov

EEO Program Manager, NOAA Fisheries (Co-chair)
Natalie Huff 301-713-1456 Natalie.Huff@noaa.gov

Management Representation:

EEO Program Manager, CAO, CFO & Staff Offices
Helen P. Buggs 301-713-0500 Helen.P.Buggs@noaa.gov

EEO Program Manager, National Ocean Service
Michelle A. Crockett 301-713-9882 Michelle.A.Crockett@noaa.gov

EEO Program Manager, NOAA Research
Nicole Mason (301) 734-1279 Nicole.Mason@noaa.gov

EEO Program Manager, Weather Service
Charly Wells 301-713-0692 Charly.Wells@noaa.gov

EEO Program Manager, NESDIS
Rosemary Pettis 301-713-0329 Rosemary.Pettis@noaa.gov

EEO Program Manager, OMAO (until 10/1/08)
Jennifer Hammond 301-713-7610 Jennifer.Hammond@noaa.gov

ROLES AND RESPONSIBILITIES:

- The EEO Committee will meet quarterly, more often as necessary.
- Call for agenda items contained in meeting announcements.
- The Chair and Co-chair will draft meeting agenda.
- Quorum will be a simple majority of members in attendance.

- Responsibilities of the Committee include:

Discuss and recommend recruitment strategies to reduce underrepresentation in hard to fill positions and those in remote locations, especially Hispanics and People with Disabilities.

In conjunction, with the Workforce Management Office (WFMO), recommend NOAA-wide recruitment activities.

Research, develop and recommend innovative approaches to resolving discrimination complaints.

Develop an approach to cultural awareness programs that recognizes all members of the NOAA community.

Develop a communication strategy designed to keep NOAA employees informed of EEO activities.

Formulate EEO policy.

- The Committee may also consider:

Topics requested by any of its members.

Topics referred by the Human Capital Council (HCC) or the NOAA Executive Panel (NEP).

DECISION MAKING PROCESS:

Decisions will be accomplished by informed consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue, but because the chair maintains 51% of the vote, the final decision is made by the Chair when consensus is not achieved.

CHARTER:

- The EEO Committee was created by authority of the Deputy Under Secretary, NOAA with the approval of the NEP.
- The requirements drivers are: Titles VI & VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 and; any other laws, Executive Orders, regulatory guidelines or policy affecting affirmative action Equal Employment Opportunity and non-discrimination within the Federal Government.
- The Committee will support and advise the HCC and work collaboratively with other Committees associated with the HCC.