

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S**

**NATIONAL WEATHER SERVICE**

**STRATEGIC PLAN for  
AMERICAN INDIAN/ALASKAN NATIVE EMPLOYMENT  
PROGRAM  
2008-2010**

*Working Together to Save Lives*



# **American Indian/Alaskan Native Employment Program Strategic Plan FY 2008 - FY 2010**

NOAA's National Weather Service is committed to create and support programs to increase the number of American Indian/Alaskan Natives (AI/AN) in scientific and technical fields and increase the awareness of NWS as an employer that values the contribution and culture of AI/ANs.

In an assessment done by the NWS Office of Equal Opportunity and Diversity Management (OEODM), AI/AN women are underrepresented in six of seven NWS mission-related occupations. The six occupations are Meteorologist, Electronic Engineers, Physical Scientist Information Technology, Electronic Technician and Meteorologist Technicians. AI/AN men are underrepresented in the Meteorologist, Electronic Engineers, and Physical Scientist job series.

The NWS AI/AN Employment Program (AI/ANEP) is part of an NWS effort to address and assist in reversing the underrepresentation and underutilization of AI/AN at NWS. This AI/AN Strategic Plan (AI/ANSP) serves the purpose of ensuring that NWS offices are aware of its commitment to a more diverse workforce across the nation for the AI/AN community.

NWS AI/ANSP seeks to recruit talented candidates from outside the NWS; retain, promote, and develop current employees; create a pipeline for addressing current and future workforce needs; and to educate the NWS community about workplace barriers that may hinder AI/AN employees.

This plan is tied to the overall NWS Policy on Equal Opportunity and Diversity Management. Through the AI/ANEP, NWS is seeking to build relationships with AI/AN communities and engage them in the NWS's scientific, technical, and administrative. The NWS AI/ANSP calls for strengthening NWS outreach activities in a comprehensive effort to promote partnership opportunities with AI/AN communities in three critical areas: employment, education and training.

## **FY 2008-2010 Goals**

<b>Goal</b>	<b>Lead Office</b>	<b>Comments</b>
Initiate dialogue to establish long-term relationships with AI/AN organizations and advocacy groups.	OEODM	The OEODM has contacted 2 AI/AN organizations and will reestablish relations with AISES.
Identify and assess utilization of current entry-level intern programs to develop diverse groups of professional, administrative, and scientific trainees.	OEODM	Annually, The OEODM utilizes DOC/NOAA/NWS student intern programs. Previously, the OEODM utilized the DOC American Indian student program; the OEODM has inquired rather NOAA will utilize the AISES intern program for 2009.
Establish long-term relationships with AI/AN organizations and professional groups.	OEODM	A relationship with the Indian Graduate Center in NM has been established.  A relationship with the Univ. of Maryland American Indian Program coordinator has been established.
Identify AI/AN students interested in atmospheric research at the NWS.	OEODM	Pat Taylor will reestablish contact with the Government Relations Board (for American Indians). The OEODM has made contact with several publications and organizations for the purpose of recruitment.
Goal completed/will be removed.  Review SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified AI/AN candidates for senior-level positions.	OEODM	This goal should be removed due to DOC and NOAA's following OPM's guidelines for Vacancy Announcements and to the fact that an EEO Policy Statement is included in each Announcement. The OEODM will continue to keep abreast of the way Vacancies are announced.
Create awareness among local AI/AN high school students about NWS Intern Programs.	OEODM	Letters have been drafted to e mail to schools.
Goal completed/will be removed.  Create/monitor NWS-wide AI/AN mentoring program for employees in all occupations.	OEODM	This goal will be removed due to the DOC/NOAA mentoring programs established for all employees.

## **Goal A: Enhance/Develop Employee Potential**

### **Recruitment of Mentors and Mentorees**

This goal of mentoring will be removed by the end of the reporting period as both DOC and NWS has established mentoring programs for all employees.

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#### **2. Research NWS recruitment strategies used to target AI/AN through professional organizations (e.g., AISES Magazine), and colleges and universities).**

**Lead Office:** OEODM

**Completion:** Create an AI/AN employment communications plan and initiate dialogue with a minimum of four major AI/AN publications and organizations by end of Quarter I- FY2009.

The OEODM has made contact with the American Indian Graduate Center (AIGC), located in Albuquerque, NM. An informational e mail has been sent to the agency's outreach coordinator and a relationship has been established between the Center and the NWS. The OEODM sent the AIGC the NWS website, OEODM web site and the US JOBS website. The OEODM requested that this information be distributed to the AIGC student resources. [www.aigcs.org](http://www.aigcs.org)

1. For recruitment purposes the OEODM is reviewing the option of placing an Ad in "The American Indian Graduate" magazine.
  2. Consideration is being made for an Ad in the "Winds of Change, American Indian Education and Opportunity."
  3. The OEODM made contact with the University of Maryland Multi Cultural Center- Information was provided on the NWS student intern programs and the US Jobs web site (for researching NWS vacancy announcements).
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#### **3. Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened, where possible; and review "status only" requirement.**

**Lead Office:** OEODM

**Completion:** Review vacancy announcement language and procedures by end of Quarter IV – FY 2008.

This goal will be removed by the end of the reporting period as each DOC/NOAA vacancy announcement contains an EEO policy statement. Review procedures will be conducted each 4<sup>th</sup> quarter to ensure constancy.

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#### **4. Initiate dialogue to establish long-term relationships with AI/AN organizations and advocacy groups.**

**Lead Office:** OEODM

**Target Completion Date:** Initiate dialogue with a minimum of three AI/AN organizations by end of Quarter II - FY2009.

- (1) Relationship established with American Indian Graduate Center. (Contact is with Michelle Pasena) Outreach coordinator – The OEODM provided student internship, NWS careers opportunities, and USA JOBS web site.
  - (2) Relationship established with the University of Maryland College Park, Md. Mr. Chetan is the program coordinator. OEODM provided student internship, NWS careers opportunities, and USA JOBS web site.
  - (3) Will provide additional AI/AN organizations.
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#### **5. Identify and target institutions that graduate a significant number of AI/AN with degrees that meet NWS job needs. Collaborate with these institutions to identify students interested in Atmospheric research and administration at the NWS.**

**Lead Office:** OEODM

**Target Completion Date:** Develop list of viable candidates by end of Quarter I – FY 2009.

- (1) The OEODM continue to partnership with Haskell Indian Nations University, Lawrence, KS
  - (2) The OEODM will contact Northwest Indian College, Bellingham, WA. The OEODM made a visit to the college a few years back (met with reps from the Indian Government).
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**6. Identify existing High School Intern Programs that prepare students for jobs and careers in the NWS and create awareness of these programs among local school systems.**

**Lead Office:** OEODM in coordination with local school districts.

**Completion:** Develop partnerships with three local school systems and secure their participation in existing NWS internship/apprenticeship programs by end of Quarter I - FY2009.

- (1) Wilson High School, District of Columbia (contact has been made)
  - (2) St. Michael, Silver Spring, MD (planning to make contact)
  - (3) Blair High School, Silver Spring, MD (planning to make contact)
  - (4) Will also contact some DC and Virginia schools
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**7. Goal 7 removed due to completion of goal**

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**8. Goal 8 removed due to completion of goal**

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**9. Goal 9 removed due to completion of goal**

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**10. Goal 10 removed due to completion of goal**

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**Goal 11 removed due to completion of goal**

**11.**

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**12. Goal 12 removed due to completion of goal**

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**13. Ensure that EEO Officers report their participation on NWS-administered Executive Resources Boards, Performance Review Boards, and SES Selection Panels.**

**Lead Office:** OEODM

**Completion:** Review procedures on board and panel selections and make suggestions to correct deficiencies by end of Quarter IV - FY2009.

The OEODM had this discussion, some regional EEO Managers have participated on panel selections, but most have not. Further discussion with WFMO will take place. Also, NOAA administration is changing and the OEODM hopes that meeting with Bill Broglie will implement change for this initiative.

**Goal B: Improve Retention**

- 1. Review regional employment practices undertaken to retain AI/AN employees (e.g., use of retention bonuses, awards, promotions, etc.).**

The OEODM is looking into changing the language of this goal and to seek other avenues of retention

**Lead Office:** OEODM

**Completion:** Review retention data and make suggestions to correct any deficiencies by end of Quarter IV- FY2008.

The OEODM will continue to review retention data on AI/AN on an annually basis. The OEODM hopes to increase the representation data based on the 2008- 2010 employment goals.

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**2. Review exit interview procedures, questionnaires, and data for AI/AN employees and make recommendations for improvement.**

**Lead Office:** Offices Chief Financial Officer and OEODM

**Completion:** Review existing procedures, questionnaires, and data continuously.

The OEODM will attempt to review the exit interview data to see if there is an increase in exiting employee participation. Report of finding will be implemented into this Plan.

### **Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities**

**1. Goal 1 removed due to completion of goal see data below**

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**2. Goal 2 removed due to completion of goal see data below**

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**3. Review NWS nomination process among AI/AN and other employees (GS-6 through GS-13) for participation in leadership, and executive potential programs and other developmental programs.**

**Lead Office:** WFMO and OEODM

**Completion:** Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter IV - FY2008.

Completed

The OEODM believes DOC/NOAA procedures for advertising and notifying employees about opportunities is sufficient. SES opportunities are posted on DOC/NOAA vacancy announcement and training web sites. The OEODM will continue to keep abreast of these procedures. This goal should be removed for now.

### **Goal D: Monitor and Ensure Accountability**

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of AI/ANs. OEODM through existing tracking and reporting mechanisms will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Headquarters and Regional Directors, managers, and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to AI/AN employment.

**1. Periodically update and review organizational American Indian/Alaskan Native workforce goals and achievements.**

**Lead Office:** OEODM

**Completion:** Review goals and accomplishments semiannually.

Goals and accomplishments have been reviewed for 2008.

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**2. Submit Annual Status Report to the OEODM Director on the NWS progress towards improving the promotion potential of AI/AN.**

**Lead Office:** OEODM

**Completion:** Annually - 2008 Report will be conduct by December 2008

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