

**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM  
PLAN (FEORP) CERTIFICATION- FISCAL YEAR 2005**

Please type or print clearly and return this sheet with original signature to:

Daniel M. Fusco, Manager  
Recruiting, Examining and Assessment Group  
Center for Talent and Capacity Policy  
Strategic Human Resources Policy  
U.S. Office of Personnel Management  
1900E Street, N.W., Room 6547  
Washington, D.C. 20415-9800

**A. Name and Address of Agency**

U.S. Department of Energy  
National Nuclear Security Administration  
Office of Diversity and Outreach  
1000 Independence Avenue, SW  
Washington, DC 20585

**B. Name and Title of Designated FEORP Official (include address, if different from above, and telephone and FAX numbers)**

|                                  |                        |
|----------------------------------|------------------------|
| Mary Ann Fresco                  | Phone: (202) 586 8253  |
| Director                         | Fax No. (202) 586 2531 |
| Office of Diversity and Outreach |                        |

**C. Name and Title of Contact Person (Include address, if different from above, and Telephone and FAX numbers)**

|                                   |                        |
|-----------------------------------|------------------------|
| Linda A. Delong                   | Phone: (202) 586 6019  |
| Diversity and Outreach Specialist | Fax No. (202) 586 2531 |

**CERTIFICATION:**

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE/DATE Mary Ann Fresco 10/22/04 \*  
REPRODUCE LOCALLY [OPM Form 1508, Rev. 9/85]

**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM  
PLAN (FEORP) CERTIFICATION- FISCAL YEAR 2005**

Please type or print clearly and return this sheet with original signature to:

Daniel M. Fusco, Manager  
Recruiting, Examining and Assessment Group  
Center for Talent and Capacity Policy  
Strategic Human Resources Policy  
U.S. Office of Personnel Management  
1900E Street, N.W., Room 6547  
Washington, D.C. 20415-9800

A. Name and Address of Agency

**FEORP: PARTICIPANTS IN FORMAL GOVERNMENT-WIDE CAREER DEV. PROGRAMS**

| <b>RNO AND<br/>GENDER</b>    | <b>GS 1-4</b> |          | <b>GS 5-8</b> |          | <b>GS 9-12</b> |          | <b>GS 13-15</b> |          | <b>SENIOR PAY</b> |             |
|------------------------------|---------------|----------|---------------|----------|----------------|----------|-----------------|----------|-------------------|-------------|
|                              | <b>#</b>      | <b>%</b> | <b>#</b>      | <b>%</b> | <b>#</b>       | <b>%</b> | <b>#</b>        | <b>%</b> | <b>#</b>          | <b>%</b>    |
| <b>Overall Total</b>         |               |          |               |          |                |          |                 |          | <b>1</b>          | <b>100%</b> |
| <b>Total Men</b>             |               |          |               |          |                |          |                 |          | <b>1</b>          | <b>100%</b> |
| <b>Total Women</b>           |               |          |               |          |                |          |                 |          |                   |             |
| <b>Total Blacks</b>          |               |          |               |          |                |          |                 |          |                   |             |
| <b>Black Men</b>             |               |          |               |          |                |          |                 |          |                   |             |
| <b>Black Women</b>           |               |          |               |          |                |          |                 |          |                   |             |
| <b>Total Hispanics</b>       |               |          |               |          |                |          |                 |          | <b>1</b>          | <b>100%</b> |
| <b>Hispanic Men</b>          |               |          |               |          |                |          |                 |          | <b>1</b>          | <b>100%</b> |
| <b>Hispanic Women</b>        |               |          |               |          |                |          |                 |          |                   |             |
| <b>Total Asian/PI'</b>       |               |          |               |          |                |          |                 |          |                   |             |
| <b>Asian/PI Men</b>          |               |          |               |          |                |          |                 |          |                   |             |
| <b>Asian/PI Women</b>        |               |          |               |          |                |          |                 |          |                   |             |
| <b>Total Native American</b> |               |          |               |          |                |          |                 |          |                   |             |
| <b>Native American Men</b>   |               |          |               |          |                |          |                 |          |                   |             |
| <b>Native American Women</b> |               |          |               |          |                |          |                 |          |                   |             |

Numbers include NNSA Headquarters, Service Center and Site Office employees

**FEORP: PARTICIPANTS IN FORMAL AGENCY-WIDE CAREER DEV. PROGRAMS**

| <b><u>RNO AND<br/>GENDER</u></b>    | <b><u>GS 1-4</u></b> |          | <b><u>GS 5-8</u></b> |          | <b><u>GS 9-12</u></b> |          | <b><u>GS 13-15</u></b> |          | <b><u>SENIOR PAY</u></b> |          |
|-------------------------------------|----------------------|----------|----------------------|----------|-----------------------|----------|------------------------|----------|--------------------------|----------|
|                                     | <b>#</b>             | <b>%</b> | <b>#</b>             | <b>%</b> | <b>#</b>              | <b>%</b> | <b>#</b>               | <b>%</b> | <b>#</b>                 | <b>%</b> |
| <b><u>Overall Total</u></b>         |                      |          | 2                    | 100%     | 10                    | 100%     | 5                      | 100%     | 3                        | 100%     |
| <b><u>Total Men</u></b>             |                      |          | 1                    | 50%      | 5                     | 50%      | 2                      | 40%      | 3                        | 100%     |
| <b><u>Total Women</u></b>           |                      |          | 1                    | 50%      | 5                     | 50%      | 3                      | 60%      |                          |          |
| <b><u>Total Blacks</u></b>          |                      |          |                      |          | 4                     | 40%      | 3                      | 60%      | 2                        | 66.6%    |
| <b><u>Black Men</u></b>             |                      |          |                      |          | 1                     | 10%      | 1                      | 20%      | 2                        | 66.6%    |
| <b><u>Black Women</u></b>           |                      |          |                      |          | 3                     | 30%      | 2                      | 40%      |                          |          |
| <b><u>Total Hispanic</u></b>        |                      |          |                      |          | 6                     | 60%      | 1                      | 20%      | 1                        | 33.3%    |
| <b><u>Hispanic Men</u></b>          |                      |          |                      |          | 4                     | 40%      | 1                      | 20%      | 1                        | 33.3%    |
| <b><u>Hispanic Women</u></b>        |                      |          |                      |          | 2                     | 20%      |                        |          |                          |          |
| <b><u>Total Asian/PI'</u></b>       |                      |          | 1                    | 100%     |                       |          |                        |          |                          |          |
| <b><u>Asian/PI Men</u></b>          |                      |          | 1                    | 100%     |                       |          |                        |          |                          |          |
| <b><u>Asian/PI Women</u></b>        |                      |          |                      |          |                       |          |                        |          |                          |          |
| <b><u>Total Native American</u></b> |                      |          | 1                    | 100%     |                       |          | 1                      | 20%      |                          |          |
| <b><u>Native American Men</u></b>   |                      |          |                      |          |                       |          |                        |          |                          |          |
| <b><u>Native American Women</u></b> |                      |          | 1                    | 100%     |                       |          | 1                      | 20%      |                          |          |

Numbers include NNSA Headquarters, Service Center and Site Office employees

## **NNSA EFFORTS TO RECRUIT AND HIRE MINORITIES AND WOMEN**

### **Internal Recruiting**

- NNSA is vigilant in maintaining the openness and fairness of Federal recruiting and hiring practices. This past year, NNSA developed and issued two key appointment and promotion policies, *NNSA Delegated Examining Procedures*, BOP-002-P-001 (May 2004), and *NNSA Competitive Merit Promotion Plan*, BOP-002.04 (June 2004). NNSA intends to develop training during FY 2005 to refresh managers and supervisors on their Federal hiring responsibilities, as part of an initiative to improve both the quality and timeliness of hiring carried out under the auspice OPM's new 45-Day Hiring Model. NNSA will continue to explore the use of special emphasis programs, such as upward mobility, and career development seminars, workshops, and mentoring programs, to foster and maintain a workplace culture of equal opportunity and inclusiveness. We are committed to increasing the employment opportunities of all minorities, including Hispanics, women, and disabled persons, and will recruit from broad applicant sources that will foster workforce diversity.
  
- Specifically, during FY 2004, NNSA:
  - NNSA promoted a total of 497 employees - 139 were minorities (67 males and 72 females)
  - NNSA hired 162 individuals - 39 were minorities (23 males and 16 females).
  - Hired 10 minority summer interns (5 females, 5 males)

### **Hispanic Employment Initiative: Nine-Point Plan**

NNSA supports the White House Initiative on Educational Excellence for Hispanic Americans and the Nine-Point Plan to the fullest extent possible. NNSA participates in the following manner:

- Provides employment information to students, faculty, and the Hispanic educational community.
- Uses the Presidential Management Intern program for recruiting, converting, and advancing Hispanic college graduates.
- Participates in the Hispanic Association of Colleges and Universities (HACU) National Internship Program.
- Uses the flexibilities of the Student Employment Program to bring Hispanic students into the agency's shortage category occupations, as well as other occupations.
- Supports mentoring programs to motivate young people to pursue higher education and Federal careers.
- Promotes participation of Hispanic employees in career development programs.

- Assesses NNSA needs for full-time, part-time, or collateral Hispanic Employment Program (HEP) managers and ensure that HEP managers are integral members of the agency's management team.
- Performs NNSA's demographic profile and conducts market research to improve NNSA's success at recruiting and retaining minority employees.

### **Disabled Veterans Affirmative Action Program**

#### **1. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.**

NNSA uses the Veteran's Readjustment Appointment and Veterans Employment Opportunities Act of 1998 to fill vacancies under Merit Promotion methods.

NNSA has a total of 619 veterans; 54 (48 males and 6 females) of whom are 30% or more disabled. Job fairs held at various military bases throughout the United States are used to recruit prospective employees. When vacancies do occur, priority consideration is given to disabled veterans in accordance with the Veterans Recruitment Authority. Veterans preference is applied for delegated examining competitive recruitment actions. During FY 2004, a total of 162 new hires occurred at NNSA. Six of the 162 new hires - 4 Caucasian and 2 Hispanic males are disabled veterans with 30% disability. The breakdown of the grade levels for these 6 disabled veterans is as follows:

| <u>Grade level</u> | <u>Location</u>      | <u>Number Hires</u> | <u>Ethnic Origin</u> |
|--------------------|----------------------|---------------------|----------------------|
| GS-07              | OST                  | 1                   | Hispanic             |
| GS-08              | OST                  | 2                   | Hispanic, Caucasian  |
| GS-13              | OST                  | 1                   | Caucasian            |
| EK-04              | Pantex,<br>Livermore | 2                   | Caucasian            |

#### **2. Methods used to provide or improve internal advancement opportunities for disabled veterans.**

Internal advancement opportunities are provided through NNSA's Merit Promotion Plan.

NNSA employees, including disabled veterans, have Individual Development Plans, which identify short and long-term career objectives and identify formal training, on-the-job training, potential cross-training and/or reassignments.

During consolidation and downsizing, opportunities existed for disabled veterans to receive permanent and temporary promotions, reassignments, details, and training. Thirteen disabled veterans (11

Caucasian and 2 Hispanic males) received promotions during FY2004. Below is a breakdown by grade and ethnicity:

| <u>Grade level</u> | <u>Location</u>   | <u>Promotions</u> | <u>Ethnic Origin</u> |
|--------------------|-------------------|-------------------|----------------------|
| GS-7               | OST               | 1                 | Hispanic             |
| GS-8               | OST               | 2                 | Hispanic, Caucasian  |
| GS-9               | OST               | 4                 | Caucasian            |
| GS-11              | OST               | 1                 | Caucasian            |
| GS-13, 15          | OST, SC, HDQTRS   | 3                 | Caucasian            |
| EK-4               | Pantex, Livermore | 2                 | Caucasian            |

NNSA encourages all veterans to improve skills and broaden their knowledge base by taking formal training classes. During FY 2004, a total of 12 veterans, 4 of whom are 30% or greater disabled, participated in the following programs:

- Leadership Transition Program
- Establishing Effective Mentoring Relationships
- Project Management Essentials
- Accident Investigator Training
- Nuclear Weapons Orientation
- Basic Course in OSHA Construct
- Federal Executive Institute Executive Forum
- ESH199 Methods for Reviewing Systems
- ABCs of Effective Relationships
- SANS 2004
- FEI-LDS-Applied Learning Program
- COR Mentor Program

### **External Recruiting**

Based on current FTEs, the NNSA Service Center is below its staffing target of 465 employees, and currently stands at 398 full-time equivalents (FTEs). There are skill imbalances in certain functional areas and, as a result, it may be necessary to begin a moderate recruitment effort during FY 2005.

### **Five Years**

External recruitment will be crucial in the next five years to develop a pipeline to attract entry-level employees. To mitigate skill imbalances a retraining program for existing staff is taking place prior to external recruitment. Ensuring that the right skill mix is acquired and retained will continue to be one of our great management challenges. Looking to the future, NNSA is developing an action plan for ensuring that the right skills are in the right jobs in the right places at the right time to effectively carry out our missions, and to be more efficient in doing so.

## **1. Agency's Most Successful Recruitment Initiative**

### **Defense Nuclear Nonproliferation Graduate Program**

Defense Nuclear Nonproliferation (NA-20) has made extensive use of filling positions for Foreign Affairs Specialists and other positions involved with programs to detect, prevent and reverse the proliferation of weapons of mass destruction, while mitigating the risks from nuclear operations. Pacific Northwest National Laboratory in Richland, WA administers the program.

### **Internships**

Currently, there are 19 interns employed at the various NNSA Site Offices – 13 minorities and 2 veterans). As of September 2004, 8 of the 19 interns graduated from the two-year internship and were converted to career-conditional appointments. It is expected that NNSA will hire 36 interns for FY 2005.

Recruitment efforts are occurring at colleges and universities that yield degrees in Information Technology, Engineering and Business. In addition to the internship participation, NNSA hired 12 students to participate in the Student Temporary Employment Program (11 of the 12 students were minorities).

### **Technical Intern Program**

The Technical Intern Program is a program to recruit and develop highly-qualified technical personnel for future leadership roles. The two-year program provides experiences that build and strengthen the technical knowledge base of participants, and demonstrates the application of theory to real world problems. The program involves a combination of work situations at more than one NNSA location and contractor organization

### **FEORP Plan Initiative:**

\*Due to the major staffing changes and other conditions imposed by the reengineering effort that ended September 2004, NNSA will begin developing a corporate Federal Equal Opportunity Recruitment Plan in FY 2005. This report will address the recruitment challenges and initiatives to hire the best and the most talented employees who are equipped with the right skill mix to meet the current needs and future mission of this Agency.