Department of Energy
National Nuclear Security Administration
Service Center
P. O. Box 5400
Albuquerque, NM 87185

OCT 12 2007

MEMORANDUM FOR: Mary Ann Fresco, Diversity & Outreach Manager, NA-61, HQ

FROM: Karen L. Boardman, Director

SUBJECT: Transmittal of the FY 2007 Federal Equal Opportunity Recruitment Program (FEORP) and Disabled Veteran Affirmative Action Program Plans (DVAAP) and Certifications

Attached are the NNSA's 2007 FEORP and DVAAP plans and certifications. These reports highlight corporate accomplishments developed and implemented by NNSA HQ (including the Office of Secure Transportation), the eight Site Offices, and the Service Center.

If you have any questions regarding this report, please call Yolanda Girón or Debbie Parrish at (505) 845-5517.

Attachments

cc w/attachments:
M. Kane, NA-60, HQ
R. F. Greenberg, NA-64, HQ
L. A. DeLong, NA-61, HQ
J. D. Vargas, NA-64, HQ
Y. Girón, EEO & Diversity, NNSA SC
A. Sambrano, OHCMS, NNSA SC
G. S. Chavez, OHCMS, NNSA SC
R. Garcia, OHCMS, NNSA SC
H. A. Garcia, OHCMS, NNSA SC

National Nuclear Security Administration
Annual Federal Equal Opportunity Recruitment Program
Plan Certification – Fiscal Year 2007

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
Attn: FY 2007 FEORP REPORT
U.S. Office of Personnel Management
1900 E Street, NW, Room 6547
Washington, D.C. 20415-9800

A. Name and Address of Agency

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, telephone and fax numbers)

Mary Ann Fresco
Director, Office of Diversity and Outreach

Phone: (202) 586-8253
Fax: (202) 586-2531

C. Name and Title of Contact Person (Include address, if different from above, telephone and fax numbers)

Yolanda Girón
EEO and Diversity Program Manager

Phone: (505) 845-5517
Fax: (505) 845-4963

CERTIFICATION:

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Plan (FEORP) 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
Director, Office of Diversity and Outreach, NNSA

SIGNATURE Yolanda Girón DATE 10/12/07
Yolanda Girón
EEO and Diversity Program Manager

Federal Equal Opportunity Recruitment Program
Accomplishment Report
Fiscal Year 2007

Introduction

This report summarizes the National Nuclear Security Administration's (NNSA) initiatives that support the recruitment and retention of women and minorities within the NNSA. The total number of permanent employees at the NNSA was 2,519 at the end of FY 2006 and 2,561 in FY 2007, of which women and minorities made up 49 percent of the total workforce. This represents a 1 percent increase of women and minorities.

1. Workforce Planning

- The NNSA's Human Capital Management Strategic Plan includes strategies to recruit and retain a highly qualified and diverse workforce. The plan includes improved marketing of the NNSA; streamlining of the application process; targeted recruitment pools/areas of consideration; and the aggressive use of recruitment and retention incentives. The Strategic Plan incorporates workforce diversity and succession planning strategies and goals. In order to meet mission objectives, the NNSA is actively working to define and plan for the workforce of the future consistent with the President's Management Agenda. Serious workforce succession problems are anticipated in the near future due to an aging workforce. To address loss of critical leadership and technical skills, the NNSA is utilizing strategic workforce planning as a tool to assess that organizational elements have adequate staff and that employee skills align to critical job requirements. In regard to recruitment and succession planning, all HQ Program Offices, Site Offices, and the Service Center identify critical hiring needs and assess current and projected skills gaps that provide an annual budgetary framework for job creation and recruitment activities. These workforce assessments help define and shape NNSA's overall recruitment strategy for the coming years.

  Activities performed in support of the Federal Equal Opportunity Recruitment Program (FEORP) are summarized below:

2. Recruitment and Community Outreach

- The NNSA hired 191 new employees in FY 2007. This raised the total number of women and minorities within NNSA from 1,215 in FY 2006 to 1,261 in FY 2007.

- NNSA promoted a total of 478 employees of which 148 (31%) were minorities, 74 females and 256 males.

- The NNSA has been successful in using the Future Leaders Program (FLP) as an important recruitment tool to address current and projected skills gaps identified in the succession planning process. The FLP was established in 2005 to develop entry-level candidates with degrees in engineering, the physical science, and business disciplines. In FY 2007, 24 new FLP participants were hired, of which women and minorities represent 79% (11 females and 13 males). To date, 81 FLP participants have been hired, of which women and minorities represent 72% (33 females and 48 males). Thirty two FLP positions are anticipated for FY 2008. The FLP will continue its recruiting initiatives at Minority Serving Institutions, including the University of New Mexico, New Mexico State University, Howard University, Praire View A&M, and the University of Tennessee.

- The Student Career Experience Program (SCEP) provides Federal employment opportunities to students who are enrolled, or accepted for enrollment, as degree-seeking students taking at least a half-time academic, technical, or a vocational course load in an accredited high school, technical, vocational, two- or four-year college, university, graduate or professional school. Job announcements were published to all two- and four-year colleges and universities and vocational-technical institutions, the Department of Labor, Veterans Administration, the Division of Vocational Rehabilitation, the Special Emphasis Program Diversity Council, and to Special Emphasis Program Managers. Paid advertising was also used for recruitment for positions in the Office of Business Services at the Service Center and the Sandia Site Office in Albuquerque, New Mexico. In addition, NNSA has established partnerships with educational, state and Federal entities to further promote the use of the cooperative educational program. The SCEP benefits the agency and the students by hiring educated graduates into their workforce and providing managers with an opportunity to evaluate the student's performance in work situations. Students benefit by gaining year-round employment, having flexible work schedules and assignments, and gaining exposure to public service employment.

  In FY 2007, the NNSA Student Career Experience Program (SCEP) acquired 15 new employees, of which women and minorities represent 93% (9 females and 6 males). NNSA will be recruiting for 14 new SCEP participants in FY 2008.

  The Office of Secure Transportation (OST) has a formal recruitment program for Nuclear Materials Courier positions (Federal Agents) that includes strategies for recruiting women and minority applicants who are underrepresented in this job series. The OST regularly advertises job opportunities for Nuclear Material Couriers. The typical media used most

often involves input into technical journal websites or distribution of flyers. These sites include the National Organization of Black Law Enforcement Executives, Hispanic American Police Command Officers Association, National Latino Peace Officers Association, National Asian Police Officers Association, Women in Federal Law Enforcement, and Women in Policing. In FY07, OST participated in over 20 jobs fairs, as well as attended Law Enforcement Conferences, Military Job Fairs, and visited transition offices to promote Federal Agent Positions. The FY 2007 Federal Agent Candidate Class for Nuclear Material Couriers has 40 participants, of which minorities represent 28%.

The OST also used recruitment announcements to solicit interest for the Student Career Experience Program (SCEP) to target a diverse group of applicants. Special posters, informational brochures and pamphlets were used to aggressively market the NNSA Future Leaders Program. OST currently has one Asian female intern and one American Indian male intern, who will become permanent OST employees, upon completion of their academic requirements.

- NNSA's Office of Diversity and Outreach has successfully established collaborations for developing scientific curricula with twenty-seven minority-serving institutions of higher education. The collaborations help promote NNSA's mission and workforce development, while increasing student interest in science, technology, engineering and math by providing student internships. These internships provide valuable experience of working on various research and development projects and has a great potential to build a student pipeline for the future workforce at NNSA.

- In fiscal year 2007, the Office of Human Capital Management Services (OHCMS) participated, with city, state and Federal agencies in several recruitment fairs in New Mexico, including the University of New Mexico, New Mexico State University, and Central Community College of New Mexico recruitment fairs. The purpose of these recruitment fairs is to create an awareness of career opportunities available within the Federal government, educate prospective candidates on how to identify employment opportunities, and educate them in the Federal government application process.

- The OHCMS also participated in the Public Service Career Showcase, (sponsored by the Office of Personnel Management), the New Mexico Consortium of Career Educators, the Employers Public Service Career Showcase, and Departmental EEO and Human Resource Conferences held in Albuquerque, New Mexico and in Washington, DC.

- The Human Resource Manager was invited to serve as a panel member for the Professional Council of Federal Scientists and Engineers in San

Francisco, California. The Council is comprised of key scientific and engineering managers, human resource officers, and officials from the Office of Personnel Management who serve as an advisory group and provide a forum for open discussion between Federal agencies in promoting tools and practices aimed at attracting and maintaining the highest caliber of professionalism in Federal scientists and engineers.

- NNSA supported attendance of NNSA employees at community-based training such as the Annual EEO Diversity Training & Awareness Seminar, and the Equal Employment Opportunity Commission Albuquerque Training Seminar.

- Each Special Emphasis Program (SEP) sponsors monthly events to recognize, educate, and celebrate NNSA's diversity. The SEPs are provided funding to support program initiatives, training and travel needs. SEP members and Human Resources representatives participated in various training conferences targeting women and minorities including the annual conferences on American Indian Science and Engineering Society, Blacks in Government, Federal Asian Pacific American Council, Federally Employed Women, League of United Latin American Citizens, and the National Organization for Mexican American Rights.

- The NNSA is involved in numerous outreach activities and academic partnerships providing in-kind contributions and grants to educational institutions of higher learning, including participating in science fairs, the Business Professionals of America annual competitions, the Hispanic Youth Symposium, and tutoring at local elementary schools.

- As part of community outreach efforts, NNSA welcomes roundtable discussions with minority organizations such as Image, Inc., the National Organization of Mexican American Rights (NOMAR), and the New Mexico EEO and Diversity Council, to strategize on recruitment and training initiatives that benefit the community at large. Employees from NNSA are active Board and Council members, providing a unique opportunity for NNSA to have open and continuous communication with these organizations, as well as personal and professional development.

3. Career Development Opportunities

- The Department, through the Chief Human Capital Officer, is encouraging agency managers to consider establishing and recruiting for developmental positions in order to support workforce and succession planning initiatives. From an operational level, the Human Resources Consultants provide technical advice and council to NNSA managers in exploring options to establish new, or restructure recently vacated senior level positions, to provide developmental opportunities. Other programs,

such as upward mobility and career ladder opportunities, are considered viable recruitment and placement strategies and customers are encouraged to pursue the use of these tools.

- Employees hired under the Future Leaders Program are placed on Individual Development Plans that outline developmental work assignments, projected training opportunities, and rotational assignments or details. Employees under this program receive close monitoring, guidance, and mentoring by senior program officials, technical engineers and scientists relative to their Federal careers. Additional mentoring and career development programs are being explored and formalized on a continuous basis by the NNSA training department.

- The Mid-level Leadership Development Program (MLDP) was announced in March 2006. The MLDP is NNSA's succession planning approach to ensure that NNSA has a pool of diverse and qualified personnel prepared to assume leadership roles in the organization. The objective of the program is to help develop the selected participants' leadership competencies to prepare them to meet the leadership challenges of tomorrow. The MLDP is a training program designed to provide leadership training to high potential, non-supervisory employees, in grades 12-14 and excepted service pay bands III or IV. There were a total of 20 employees selected for the program, of which70% were women and minorities. Each participant will compete their training requirements and graduate from the MLDP in CY 2007. The MLDP does not guarantee career advancement or career change without competition; however, the program may increase the skills of the individual and could result in additional career development opportunities.

- The Learning and Career Development Department (LCDD), a department under the NNSA Service Center's Office of Human Capital Management, has a Student Career Employment Program guidebook which outlines the training requirements for this program. As the students are hired, the LCDD coordinates with the OHCMS' Human Resource Consultant, students and supervisors to offer training opportunities and educational tuition assistance. Each training opportunity must meet the competencies and/or qualifications necessary for the student's targeted position. The length of the program is dependent on various elements, e.g., the grade level of the student, the target position grade level, and the length of time the student needs to complete their required training.

- Special Emphasis Program (SEP) Managers and members also promote participation in career developmental opportunities as well as participate on Career Developmental Program Ranking/Rating/Selection Panels.

- In FY 2007, the NNSA's Learning and Career Development Department announced the following development opportunities. The percentage of women and minorities participating in these developmental programs are listed on the attached charts titled Formal Agency Career Development Programs and Formal Government-Wide Career Development Programs

  Aspiring Leader Program
  Commerce Science and Technology Fellowship (COMSCI) Program
  Executive Leadership Program for Mid-Level Employees
  Federal Executive Institute (FEI)
  New Leader Program
  Excellence In Government Fellows Program
  Executive Potential Program
  National Security Studies Program – ICAF
  National War College
  Sandia Weapons Intern Program
  Senior Executive Fellows Program
  Mid-Level Leadership Developmental Program
  Future Leaders Program
  Student Career Experience Program
  National Training Center – Leadership Development Institute
  National Training Center – Management Development Institute
  National Training Center – Nuclear Executive Leadership Training

4. Mentoring

- The NNSA's Office of Secure Transporation (OST) Mentoring Program is a critical link between new Federal Agent Recruits (Nuclear Couriers) and the OST organization. A class coordinator is assigned before students arrive on site, and is a Subject Matter Expert who is aware of all aspects of the Federal Agents' working conditions and challenges faced with being a Federal Agent. The class coordinator is an expert in his/her role and serves as a mentor for the students as well as a representative for the Agency. The class coordinator is also knowledgeable of all rules and regulations at the Academy, and they fully comprehend the responsibility of being a mentor. Their participation allows for team building which serves to develop long lasting benefits to an Agent's career and to the NNSA mission.

FEORP: Participants in Formal Government-Wide
Career Development Programs
FY 2007

Race/National Origin and Gender	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
Overall Total	0	0	0	0	0	0	4	100	3	100
Total Men	0	0	0	0	0	0	1	25	3	100
Total Women	0	0	0	0	0	0	3	75	0	0
Total Blacks	0	0	0	0	0	0	0	0	0	0
Black Men	0	0	0	0	0	0	0	0	0	0
Black Women	0	0	0	0	0	0	0	0	0	0
Total Hispanics	0	0	0	0	0	0	0	0	1	100
Hispanic Men	0	0	0	0	0	0	0	0	1	100
Hispanic Women	0	0	0	0	0	0	0	0	0	0
Total Asian/Pacific Islanders	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander Men	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander Women	0	0	0	0	0	0	0	0	0	0
Total Native Americans	0	0	0	0	0	0	0	0	0	0
Native American Men	0	0	0	0	0	0	0	0	0	0
Native American Women	0	0	0	0	0	0	0	0	0	0

FEORP: Participants in Formal Agency
Career Development Programs
FY 2007

Race/National Origin and Gender	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
Overall Total	10	100	5	100	19	100	8	100	22	100
Total Men	3	30	2	40	11	57.9	7	87.5	18	81.8
Total Women	7	70	3	60	8	42.1	1	12.5	4	18.1
Total Blacks	0	0	0	0	2	100	2	100	1	100
Black Men	0	0	0	0	0	0	1	50	1	100
Black Women	0	0	0	0	2	100	1	50	0	0
Total Hispanics	7	100	5	100	6	100	2	100	3	100
Hispanic Men	2	28.5	2	40	4	66.7	1	50	1	33.3
Hispanic Women	5	71.4	3	60	2	33.3	1	50	2	66.7
Total Asian/Pacific Islanders	0	0	0	0	4	100	0	0	3	100
Asian/Pacific Islander Men	0	0	0	0	3	75	0	0	2	66.7
Asian/Pacific Islander Women	0	0	0	0	1	25	0	0	1	33.3
Total Native Americans	0	0	0	0	0	0	0	0	1	100
Native American Men	0	0	0	0	0	0	0	0	1	100
Native American Women	0	0	0	0	0	0	0	0	0	0

FEORP: Participants in Formal Agency
Career Development Programs
FY 2006

Race/National Origin and Gender	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
Overall Total	0	100	0	0	11	100	0	0	18	100
Total Men	0	0	0	0	4	36.3	0	0	10	55.5
Total Women	0	0	0	0	7	63.6	0	0	8	44.4
Total Blacks	0	0	0	0	6	100	0	0	5	100
Black Men	0	0	0	0	2	33.3	0	0	2	40
Black Women	0	0	0	0	4	66.7	0	0	3	60
Total Hispanics	0	0	0	0	2	100	0	0	2	100
Hispanic Men	0	0	0	0	1	50	0	0	0	0
Hispanic Women	0	0	0	0	1	50	0	0	2	100
Total Asian/Pacific Islanders	0	0	0	0	1	100	0	0	1	100
Asian/Pacific Islander Men	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander Women	0	0	0	0	1	100	0	0	1	100
Total Native Americans	0	0	0	0	0	0	0	0	0	0
Native American Men	0	0	0	0	0	0	0	0	0	0
Native American Women	0	0	0	0	0	0	0	0	0	0

FEORP: Participants in Formal Agency
Career Development Programs
FY 2005

Race/National Origin and Gender	GS 1-4		GS 5-8		GS 9-12		GS 13-15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
Overall Total	0	0	0	0	3	100	0	0	21	100
Total Men	0	0	0	0	2	66.7	0	0	15	71.4
Total Women	0	0	0	0	1	33.3	0	0	6	28.6
Total Blacks	0	0	0	0	1	100	0	0	1	100
Black Men	0	0	0	0	0	0	0	0	1	100
Black Women	0	0	0	0	1	100	0	0	0	0
Total Hispanics	0	0	0	0	0	0	0	0	6	100
Hispanic Men	0	0	0	0	0	0	0	0	3	50
Hispanic Women	0	0	0	0	0	0	0	0	3	50
Total Asian/Pacific Islanders	0	0	0	0	0	0	0	0	5	100
Asian/Pacific Islander Men	0	0	0	0	0	0	0	0	4	80
Asian/Pacific Islander Women	0	0	0	0	0	0	0	0	1	20
Total Native Americans	0	0	0	0	0	0	0	0	1	100
Native American Men	0	0	0	0	0	0	0	0	1	100
Native American Women	0	0	0	0	0	0	0	0	0	0

Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification - Fiscal Year 2007

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

Mark Doboga
Deputy Associate Director for Talent and Capacity Policy
U.S. Office of Personnel Management
1900 E Street NW, Room 6551
Washington, DC 20415-9700

IDENTIFYING INFORMATION

A. Name and Address of Agency

National Nuclear Security Administration (NNSA)
Office of Diversity and Outreach
1000 Independence Avenue, SW
Washington, DC 20585

B. Name and Title of Designated DVAAP Official (include address, if different from above)
Telephone and Fax Numbers:

Mary Ann Fresco
Director, Office of Diversity and Outreach

Phone: (202) 586-8253
Fax: (202) 586-2531

C. Name and Title of Contact Person (include address, if different from above)
Telephone and Fax Numbers:

Yolanda Girón
EEO and Diversity Program Manager

Phone: (505) 845-5517
Fax: (505) 845-4963

CERTIFICATION:

I certify that the above named agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C. § 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP 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
Director, Office of Diversity and Outreach, NNSA

SIGNATURE Yolanda Girón DATE 10/12/07
Yolanda Girón, EEO and Diversity Program Manager, NNSA Service Center

Annual Accomplishment Report
For Disabled Veterans Affirmative Action Program (DVAAP)
FY 2007

INTRODUCTION

This report represents the FY 2007 accomplishments for Disabled Veterans for the NNSA, including Headquarters, eight Site Offices, and one integrated Service Center. The total number of permanent employees at the NNSA was 2,519 at the end of FY 2006 and 2,561 in FY 2007.

The NNSA is committed to ensuring the recruitment and retention of the most highly qualified and diverse workforce represented of this nation. Accomplishments to date are listed below.

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

   The NNSA continues to use special hiring authorities and recognizes that employment of disabled veterans is important in maintaining a diverse workforce. NNSA follows the Competitive Service Merit Promotion Plan, the Veteran's Readjustment Appointment, and the Veterans Employment Opportunities Act of 1998 for considering and selecting qualified candidates for employment and promotion, including 30 percent or more disabled veterans. Veteran's preference is applied for delegated examining competitive recruitment actions. In addition, all vacancy announcements indicate that applications are accepted from individuals with disabilities for Schedule A appointments. Through the Office of Personnel Management (OPM's) job website, NNSA's vacancy announcements are disseminated to a variety of minority, disabled, and veterans organizations.

   The NNSA Service Center, Office of Human Capital Management Services, has an appointed Program Manager for Special Accommodations. The Program Manager participates in regularly established meetings with the Committee for People with Disabilities and other special program activities to address concerns and issues. Visits to the local two- and four-year colleges and universities were made to increase awareness of Federal job opportunities at NNSA. With the new OPM regulations affording greater flexibility for verification documents, it is anticipated that a greater number of disabled applicants may apply.

   NNSA has a total of 698 veterans, of which 149 are disabled veterans. During FY 2007, NNSA hired 8 Veterans, with a 30% or greater disability. A list of the 8 new hires is provided by grade, NNSA facility, and ethnicity. As of September 30, 2007, the total number of veterans with 30% or more disability increased from 78 in FY 2006 to 84 in FY 2007.

Grade	NNSA Location	Number of New Hires	Ethnic Origin
GS-04	Service Center	1	1 White Male
GS-08	Office of Secure Transportation	1	1 White Male
GS-11	HQ	1	1 White Male
GS-12	Service Center	2	2 White Males
GS-13	Service Center	1	1 White Male
GS-14	HQ	1	1 White Male
EN-00	HQ	1	1 American Indian or Alaska Native

2. **Methods used to provide or improve internal advancement opportunities for disabled veterans. Please indicate specific efforts and accomplishments in providing developmental (formal training) opportunities for veterans in your narrative.**

Internal advancement opportunities are provided through NNSA's Merit Promotion Plan. During FY 2006, 20 NNSA employees were competitively selected to participate in the Mid-Level Leadership Development Program (MLDP). Of these 20, 15% were Veterans and 5% were 30% or more disabled. The MLDP is one tool the NNSA developed to build a pool of diverse and qualified personnel who are prepared to assume leadership roles in the organization. The objective of the program is to develop selected participants' leadership competencies to meet the leadership challenges of tomorrow. The MLDP is a training and development program designed to provide leadership training and developmental opportunities to high potential, non-supervisory employees, in grades 12-14 and excepted service pay bands. Each participant will compete their training requirements and graduate from the MLDP in CY 2007. The MLDP does not guarantee career advancement or career change without competition; however, the program may increase the skills of the individual and could result in additional career development opportunities.

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

Of the 84 veterans with 30% or more disability, 21 were promoted. A breakdown of the promotions is as follows:

Grade	NNSA Location	Number of Promotions	Ethnic Origin
GS-15	Pittsburgh Naval Reactors	1	1 White Male
GS-14	HQ, Office of Secure Transporation & Livermore Site Ofc.	4	4 White Males

GS-13	Office of Secure Transportation & Service Center	3	3 White Males
GS-12	HQ	1	1 Black Male
GS-11	Office of Secure Transportation, Los Alamos Site Office & Service Center	6	2 Hispanic Males 4 White Males
GS-10	Office of Secure Transportation	5	1 Black Male 1 White Female 3 White Males
GS-9	Office of Secure Transportation	1	1 White Male

3. **A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.**

The NNSA's Human Capital Management Strategic Plan provides strategies to recruit and retain a highly qualified and diverse workforce. The Plan includes improved marketing of the NNSA, streamlining the application process, targeting recruitment pools/areas of consideration, and aggressive use of recruitment and retention incentives. In regard to recruitment and succession planning, all NNSA organizations identify critical hiring needs and assess current and projected skills gaps that, coupled together, provide an annual budgetary framework for job creation and recruitment activities. These goals and objectives are also monitored annually.

The corporate NNSA Diversity Council was established in 2003 to provide an under the NNSA co-chairs, Director, Office of Diversity and Outreach (ODO); and Director of NNSA Service Center. In 2003, former Administrator Linton Brooks signed the Council charter affirming that the mission of the Council is to support the transformation of NNSA into a more diverse and inclusive workplace and to support the goal of making NNSA an Employer of Choice. The Council is comprised of representatives from NNSA Headquarters, Service Center, Site Office and the weapons laboratories.

The Office of Diversity and Outreach (ODO) works in partnership with NNSA Headquarters Program Offices, the Service Center's EEO and Diversity Office, Site Offices, and our three weapons laboratories. Over the years, the Office has increased its outreach to external communities and continues to strengthen its partnership not only with our NNSA organizations, but with other DOE and private and public entities as well.

The ODO and the Service Center's EEO and Diversity Office serve as functional leads for to achieve efficiencies, improve corporate employee-to-employee relations and implement innovative leadership practices that further NNSA's mission. NNSA's Special Emphasis Programs (SEPs), represented at the Service Center and the site offices, serve an important role as outreach ambassadors for all cross-cutting and underrepresented groups. There are eight Special Emphasis Program committees with membership open to all NNSA

employees and contract employees, with supervisory permission. The SEPs support the mission of NNSA by assisting in the recruitment, development, and advancement of minorities, women, and people with disabilities and look at practices and procedures to assure equal opportunity in promotion and advancement opportunities for all employees.

4. **An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.**

   It is the policy of the NNSA to support the Selective Placement Program for disabled veterans. We recruit and hire qualified persons with disabilities and provide opportunities to develop and advance as NNSA employees. A Departmental Disabled Veterans Affirmative Action Plan has been developed and will serve as the policy document for DOE/NNSA.

DISABLED VETERANS ACTION PLAN
FY 2007

1. **Provide a statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled.**

   It is the policy of the NNSA to support the recruitment and advancement of disabled veterans. To that end, NNSA, recruits and hires qualified disabled veterans, especially those who are 30 percent or more disabled. To the fullest extent possible, NNSA provides disabled veterans opportunities to develop and advance their careers.

2. **Provide the name and title of the official assigned overall program leadership for the action plan.**

   Mary Ann E. Fresco, Director, Office of Diversity and Outreach

   Yolanda Girón, EEO and Diversity Program Manager

3. **Provide an assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled.**

Statistical Data as of September 30, 2005

	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,561	698	149	84	5.6

4. **Provide a description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30% or more disabled.**

   The NNSA promotes the use of special hiring authorities and recognizes that employment of disabled veterans is important in maintaining a diverse workforce. In terms of recruitment, all vacancy announcements indicate that applications are accepted from disabled veterans for initial employment opportunities.

   NNSA continues to disseminate vacancy announcements to minority, disabled, and veteran organizations by posting vacancy announcements on the Office of Personnel Management job website.

The Office of Secure Transportation (OST) also has a formal recruitment program for Nuclear Materials Courier positions (Federal Agents) that includes strategies for recruiting women and minority applicants who are underrepresented in this job series. The OST regularly advertises job opportunities for Nuclear Material Couriers. The typical media used most often involves input into technical journal websites or distribution of flyers. These sites include the National Organization of Black Law Enforcement Executives, Hispanic American Police Command Officers Association, National Latino Peace Officers Association, National Asian Police Officers Association, Women in Federal Law Enforcement, and Women in Policing.

5. **Provide a description of how the agency will provide or improve internal advancement opportunities for disabled veterans.**

Maintaining an effective EEO and Diversity training program are strategic to providing and improving internal advancement opportunities for disabled veterans. The NNSA manages the discrimination complaints process that includes prohibited discrimination based on race, color, religion, sex, national origin, age, or disability.

Special Emphasis Programs also provide awareness training throughout the year.

Reasonable accommodations are provided to disabled veterans. Accommodations may include purchase of specialized equipment, facility modifications, and adjustments to work schedules or job duties.