

SPECIAL EMPHASIS PROGRAM MANAGER HANDBOOK

FY 2008



EEO and Diversity: Collaborating for Mission Success

EEO and Diversity Program
PO Box 5400
Albuquerque, NM 87185-5400
(505) 845-5517
<http://www.doeal.gov/eo/>

**NNSA Special Emphasis Programs
FY 2008**

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**Department of Energy
National Nuclear Security Administration
Service Center**



October 2, 2007

Special Emphasis Program Managers
and Alternate Program Managers
P.O. Box 5400
Albuquerque, NM 87185

Dear Special Emphasis Program Managers and Alternates:

On behalf of the National Nuclear Security Administration (NNSA) Service Center, thank you for accepting the assignment as the Special Emphasis Program Manager (SEPM)/Alternate Program Manager.

As a new Manager/Alternate, we hope that FY 2008 will bring many opportunities to actively engage with employees, management, and the community in support of our EEO goals and objectives.

You will find the SEPM Handbook on the SEPM website. The Handbook contains guidance as well as sample memos, letters, and other background information. The information contained in the handbook meets the Training and Contracts Departmental requirements at the NNSA Service Center. We have also included a section on the Special Emphasis Program Diversity Advisory Committee (SEP DAC) which is comprised of a Chairperson, Vice-Chairperson, Executive Secretary, and Managers from each Special Emphasis Program. Please take time to review the Charter, Constitution, and other information provided on current SEP/EEO protocol, including roles and responsibilities. This handbook should be used as a reference for your program activities. Also refer to the [EEO & Diversity Office web page http://www.doeal.gov/eo](http://www.doeal.gov/eo) for additional information.

A member of our EEO and Diversity Office will also serve as your program liaison. The EEO staff member will attend your monthly meetings and provide recommendations and guidance as needed.

Following is a list of the program managers, alternates, liaisons and liaison backup:

| SEP Program | Manager (M) and Alternate (A) | EEO Liaison | Phone Number | Backup |
|---|---|----------------------------------|---------------------|-----------------|
| American Indian Program | Levi Bowman (M) Sheila Rednose (A) Sadie Wowianko (A) | Patty Padilla | 845-4976 | Karen R. Harger |
| Asian Pacific American Program | Vacant | Denise Ramos | 845-5920 | Patty Padilla |
| Black Employment Program | Edna White (M) Erika Seams (A) | Patty Padilla | 845-4976 | Denise Ramos |
| Committee for People with Disabilities | Mike Perez (M) Vacant (A) | Mae Harris | 845-5517 | Karen R. Harger |
| Federal Women's Program | Alicia Williams (M) Jodi Van Slyke (A) | Karen R. Harger | 845-6668 | Patty Padilla |
| Gay, Lesbian, & Straight Co-Workers Program | Pat Cream (M) Deborah P. Couchman-Griswold (A) | Denise Ramos | 845-5920 | Karen R. Harger |
| Hispanic Employment Program | Sergio Herrera (M) Nancy Hogan (A) | Karen R. Harger | 845-6668 | Patty Padilla |
| Older Workers' Program | Elizabeth Donnelly (M) Vacant (A) | Suzanne Sandoval | 845-6385 | Mae Harris |

The EEO and Diversity Office staff is available to assist you and may be reached at (505) 845-5517. We look forward to working with you and your Council members.

Sincerely,

A handwritten signature in black ink, appearing to read "Yolanda Girón". The signature is fluid and cursive, with a distinct loop at the end.

Yolanda Girón
EEO and Diversity Program Manager
EEO and Diversity Office

The Need for Special Emphasis Program Managers

Federal laws, Executive Orders and implementing regulations from the Office of Personnel Management (formerly the Civil Service Commission) and the Equal Employment Opportunity Commission mandate programs to ensure that equal opportunity in employment and equal treatment of employees exists in all occupations and at all levels of the organization. As these programs developed, the need arose for individuals who would provide immediate work site contact in each of the special program areas.

Three special emphasis program areas are specifically required by regulation. They are: The Hispanic Employment Program (HEP), the Federal Women's Program (FWP), and the Program for Handicapped Employment. Each Federal agency may also identify additional program areas which require special emphasis. They may include: The Black Employment Program (BEP), the Asian/Pacific Islander Program (APIP) and the Native American Program (NAP).

Equal Employment Opportunity

Past discriminatory practices. Discrimination in America has existed since the landing of Columbus in 1492 when Indian slave trading first began. Early settlers migrated to America to avoid religious persecution in Europe. The first protection of individual rights - the rights of life, liberty and the pursuit of happiness - was incorporated in the Declaration of Independence. Article IV of the constitution stated that "no religious test shall ever be required as a qualification to any office or public trust under the United States."

Even with these early concerns for individual rights, members of certain groups in America were not allowed to own property, vote, seek employment, and so forth. Through the years other laws, amendments to the constitution, Executive Orders and Supreme Court decisions further refined and extended protection of individual civil rights.

Chapter 5 has a listing of many of these extended protections in "Historical Notes on Civil Rights" which highlight a variety of nondiscrimination policies. Even though nondiscrimination was required by law, very little was done to enforce the laws. In theory, discrimination was illegal; in practice, it was prevalent.

Throughout the years, discriminatory practices have resulted in employment statistics which reflect the values and mores of the people in general. Historically, Federal sector employment of minorities, women and individuals with disabilities has been in lower graded positions and at a lower rate than the private sector. Stereotypes and racist/sexist beliefs are partially responsible for this, but systemic discrimination plays a major role as well. (See Systemic Discrimination, Chapter 3).

Early laws. The **Ramspeck Act**, passed in 1940, provided a statutory ban on discrimination in the Federal service based on race, color, national origin or creed (religion). Again, even though this law was on the books, there was no enforcement of the written policy. It was not until 1972 that any legislation was passed prohibiting discrimination in Federal sector employment.

The three basic laws which prohibit discrimination in employment are the **Civil Rights Act of 1964**, the **Age Discrimination in Employment Act of 1967**, and the **Rehabilitation Act of 1973**. These three laws protect seven classes.

- The Civil Rights Act covers religion, race, color, national origin, and sex.
- The Age Discrimination in Employment Act covers individuals 40 years of age and older.
- The Rehabilitation Act covers individuals with mental or physical handicaps or individuals perceived as having such handicaps.

The federal Government was not required to follow the provisions of these three laws when they were initially passed. Each law was amended by other legislation and those amendments provided that the executive branch of the Federal Government must follow the provisions set forth in the original legislation.

The EEO Act of 1972 amended the Civil Rights Act of 1964.

The Fair Labor Standards Act of 1974 amended the Age Discrimination in Employment Act of 1967.

Implementing regulations from OPM and EEOC extended the provision of **The Rehabilitation Act of 1973** to the Federal sector.

The **Americans with Disabilities Act of 1990** refines coverage and rights of individuals with disabilities (See Chapter 4).

Section 717 of the civil Rights Act of 1964, as amended, provides the following statement on nondiscrimination in Federal employment:

“All personnel actions affecting employees or applicants for employment (except with regard to aliens employed outside limits of the United States) in military departments as defined in section 102 of Title 5, USC, in executive agencies (other than the General Accounting Office) as defined in section 105 of Title 5, USC (including employees and applicants for employment who are paid for non-appropriated funds), in the United States Postal Service and the “Postal ate commission, in those units of the Government of the District of Columbia having positions in the competitive service, and in those units of the legislative judicial branches of the Federal Government having positions in the competitive service, and in the Library of Congress shall be made free from any discrimination based on race, color, religion, sex, or national origin.”

Legal Requirements

Equal opportunity. These laws prohibit any form of discrimination in employment if the employment decision is based on an individual’s race, religion, national origin, color, age (4 and over), sex or physical/mental handicap. Each agency must establish policies and procedures which prohibit and prevent employment decisions based on non-merit criteria. Agencies must provide for avenues of redress in the event people feel they have been discriminated against because of one or more of the seven categories listed above. (See Filing Complaints of Discrimination, Chapter 3).

Agencies must also evaluate current employment policies, practices and procedures to assure that implementing them does not result in disparate impact on people because of their membership in a group protected by law (See Chapter 3).

Affirmative employment. In some instances it has been shown that the only way minorities, women and individuals with disabilities can achieve employment gains is for management to employ special methods in recruiting and hiring. Past discriminatory practices have resulted in a setting which requires agencies to make special efforts to reduce the affects of those practices.

The law requires Federal agencies to develop Affirmative Employment Plans with action items that must address specific areas where there is either a conspicuous absence or manifest imbalance of minorities and women. The plans must provide action items to evaluate workforce statistics identify underrepresented occupations and outline steps to be taken to eliminate the under-representation. Specific hiring goals and realistic time frames must be stated in the Affirmative Employment Plans. The Equal Employment Opportunity Commission (EEOC) requires that agencies must make efforts to achieve employment goals. Lip service will not suffice.

The EEO Act of 1972 required Federal agencies to submit annual national and regional EEO plans to the Civil Service Commission (CSC). This law implemented affirmative action provisions in Executive Order 11478 which gave CSC the authority to guide and oversee equal opportunity and affirmative action activities. CSC issued EEO regulations in its FPM Chapter 713.

In 1978, the Civil Service Reform Act transferred the responsibility of administering and monitoring EEO programs from CSC to EEOC. EEOC then issued Management Directives to implement program requirements. An EEOC memorandum dated January 21, 1988 provided guidance to implement Management Directive 714 (MD-714) (Note: now MD715) on Federal Affirmative Employment Planning. MD-714 includes a sample of affirmative employment plans. (See Federal Laws and Regulations, Chapter 5).

The Civil Service Reform Act also abolished the Civil Service Commission and established the Office of Personnel Management and the Merit Systems Protection Board.

Special Emphasis Programs

Special Emphasis Program coordinator/manager positions were established to assist agencies in assuring that equal opportunity is present in all aspects of employment and that affirmative action is being taken to address under-representation.

Refer to your agency's Affirmative Employment Plan to see which occupations have been targeted as being underrepresented by minorities and women.

The three special emphasis programs required by law, regulation or Executive Order focus on techniques to evaluate management policies, practices and procedures to identify employment barriers to the target group and activities in the work environment which may be discriminatory.

The ultimate responsibility for program implementation lies with the agency's top management officials. The Special Emphasis Program Managers provide advice and assistance to management officials to remove employment barriers and correct policies, practices and procedures which may be discriminatory. Following is a background on each special emphasis program.

Hispanic Employment Program (HEP). This program is specifically required by Federal regulation. It began with President Nixon's memorandum in 1970 establishing the "Sixteen-Point Program." OPM issued further guidance on the program in 1973

with FPM Letter 713-18, in 1974 with FPM Letter 713-23 and in 1978 with FPM Letter 713-41. The number and location of permanent full-time or part-time and collateral duty HEPMs in an agency is left to the discretion of the agency. Collateral duty tasks can be assigned to almost any position and level in the organization.

HEP managers identify discriminatory practices and barriers to the employment and advancement of Hispanic employees and applicants for employment, recommending ways for agency managers to change these practices and remove the barriers.

Federal Women's Program (FWP). This program is specifically required by Executive Order and Federal Regulation. It began with Executive Order 11375 in 1967 and is referred to again in Executive Order 11478 in 1969. OPM issued further guidance with its FPM Letter 713-8. The number and location of permanent full-time or part-time and collateral duty FWPM's in an agency is left to the discretion of the agency. Collateral duty tasks can be assigned to almost any position and level in the organization.

FWP managers identify discriminatory practices and barriers to the employment and advancement of female employees and applicants for employment, recommending ways for agency managers to change these practices and remove the barriers.

Selective Placement Program (SPP). This program is specifically addressed in law and by regulation. The Rehabilitation Act of 1973 first addressed nondiscrimination in hiring handicapped individuals. This law also contains provisions for identifying and removing architectural barriers to physically handicapped people. Executive Order 12066 and the Civil Service Reform Act in 1978 gave EEOC the responsibility of implementing affirmative action for the hiring, placement and advancement of handicapped individuals. EEOC issued Management Directives 712 and 712-3 in 1984 and 1987, respectively, implementing the affirmative employment program for individuals with disabilities.

SPP managers identify discriminatory barriers to the employment and advancement of employees and applicants for employment who have a physical or mental handicap, recommending ways for the agency managers to change these practices and remove the barriers. They also identify architectural barriers and recommend changes as appropriate. (See Selective Placement Program for the Handicapped, Chapter 4).

SEPM BACKGROUND

CHAPTER 1-6

The SPP duties are usually assigned to an individual in the Personnel Office because of the complexity of reengineering jobs and working with a State rehabilitation service in identifying handicapped individuals and working to accommodate an individual's specific disability.

Other special emphasis programs: Why didn't the law specifically require a Black Employment program for example?? Statistics at that time showed that three groups

(women, Hispanics, and individuals with disabilities) had higher under-representation rates in the Federal sector than did African Americans or other minority groups. Each Federal agency evaluates its own statistics and, if the need exists, appoints individuals to be Black Employment Program Managers, Native American Program Managers and Asian/Pacific Islander Program Managers.

An agency can further refine special emphasis program areas to address under-representation of different national origins in each group. For example: Puerto Ricans as part of the total group of Hispanics. These programs managers would identify discriminatory practices and barriers to the employment and advancement of members of their specific target group, recommending ways for agency managers change these practices and remove the barriers.

*Morality cannot be legislated,
but behavior can be regulated.
Judicial decrees may not change the heart,
but they can restrain the heartless.*

Dr. Martin Luther King, Jr.

SEPM BACKGROUND

CHAPTER 1-7

SEP Goals and Objectives

Each of the Special Emphasis Program areas has two overall program goals. They are:

- Eliminate discriminatory practices.
- Assure the target group is appropriately represented throughout the work force.

There are a number of general tasks you can perform which will assist in reaching program goals. To eliminate discriminatory treatment practices you should:

- Evaluate existing management practices to identify if they result in discrimination by way of disparate treatment or disparate effect/adverse impact.
- Recommend action items to management changing these practices to eliminate or reduce the discriminatory results.
- To assure the target group is appropriately represented throughout the work force you can:
 - o Identify employment barriers or past discriminatory practices which have resulted in a manifest imbalance (lower than parity) or conspicuous absence (almost nonexistence) of minorities, women and handicapped individuals in all occupations and at all levels in the work force.

- Recommend specific actions to management removing the barriers and/or minimizing their impact.

Specific action items are identified in Chapters 2 and 3 of this Handbook.

Special Note: The only individuals in your organization who can eliminate discriminatory practices and hire more minorities and women are the managers and supervisors. They have the ultimate responsibility in EEO and affirmative employment. You are the subject matter experts and staff advisors. Management officials are the ones responsible for program results.

SEPM BACKGROUND

CHAPTER 1-9

The Role of the SEPM

Member of the Management Team

As a Special Emphasis Program Manager, you are a member of the management team. You are expected to review agency policies, practices and procedures to identify those which discriminate against their specific target group, analyze the setting and develop and present workable solutions to management.

An employee with a specific problem might expect you, as an SEPM, to serve as their representative in the complaints process or as a “go-between” in a problem with their supervisor. These are not the duties or responsibilities of the SEPM. (See Filing Complaints of Discrimination, Chapter 4). Individual problems brought to your attention should definitely be considered when recommending action items to management, but you must avoid the appearance of serving as a representative for an individual.

Major Roles

The SEPM wears many hats. You will serve as subject matter experts (SME’s) in their respective special emphasis programs. You must have an in-depth knowledge of the characteristics and makeup of your special emphasis group. You must have an understanding of how stereotyping, racism, sexism, etc. affect individual group members. You also must possess the skills and abilities to evaluate policies, practices and procedures to assure that they do not impact the target group in a negative way. You can then use your expertise to effectively advise and guide management to implement practical solutions to problems you have identified.

Staff advisor. SEPM’s serve as staff advisors to management in much the same way the Personnel Officer does in advising management about staffing requirements or a Labor Relations Specialist does in alternative solutions to management, identifying where the agency may be placed at risk if questionable activities are not modified or eliminated.

Fact finder. SEPMs will need to review agency records in the course of evaluating agency policies, practices and procedures. You therefore have access to any agency record necessary to perform a task related to the areas the agency head has agreed to have reviewed specifically by you in your role as a special emphasis program manager. You will be expected to listen to concerns from the target group and consider this information in your reevaluations and recommendations.

You may not assume the role of fact-finder in official complaints of discrimination. When discussing a specific problem and employee may be having with a management action, you must explain your role and advise the employee that the EEO Counselor is the appropriate agency contact if the issue could result in a complaint of discrimination. (See Filing Complaints of Discriminations, Chapter 4).

Information source. SEPM's disseminate information about their programs to both managers and employees. You could set up training sessions for managers, supervisors and employees, either conducting the sessions personally or bringing in other agency personnel or outside consultants. You may be assigned career counseling duties to assist target group members in identifying ways they can better prepare themselves to move up in the organization. You could also serve as a clearinghouse for activities of interest to target group members.

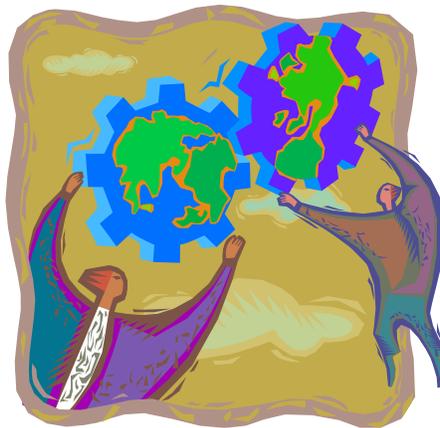
Program advocate. The SEPM does not serve as an advocate for an individual who may have a concern with a management action. This sometimes confuses target group members who may feel that you are there to represent the individual when they have problems with management. You are the main advocate for the special emphasis program itself and, as such, you are expected to be the strongest supporter of issues concerning the target group and to be the individual with the most background on their program. Maintaining a positive attitude about the program will promote acceptance and support.

*The key to failure is trying
to please everybody.*

Author unknown

ROLE OF THE SEPM and ALTERNATE
Service Center Specific

- Arrange meeting date location
- Notify members of meetings
- Arrange note-taker and getting minutes to your EEO liaison
- Serve as focal point for the implementation of the SEP which he/she represents.
- Coordinate with NNSA Service Center Management and the EEO/Diversity Office on the special employment concerns of his/her respective group.
- Participate in the recruitment, development, and advancement of his/her respective group.
- Review, analyze, and participate in developing, maintaining, and assessing the NNSA Service Center's Affirmative Employment Plan (AEP). Assure that it is consistent with the principles of EEO and diversity.
- Carry out specific AEP action items designated for his/her respective group.
- Develop and implement objectives to enhance the status of women, minorities, and people with disabilities in the workplace.
- Assist in informing employees, including those with supervisory responsibilities, about program goals and objectives.



Diversity Champion Role

- Attend council meetings
- Participate in SEP goal development.
- Anticipate and/or identify barriers to SEP goals and assist in developing solutions.
- Communicate corporate activities and initiatives to the SEP, especially those impacting the council.
- Run interface with Management as requested by the council.
- Act as a sounding board for ideas and/or issues.
- Support participation in SEPs and attend educational events for their respective program.
- Encourage other managers/supervisors to participate in SEPs and attend events (so these supervisors can convey the same message to their employees).



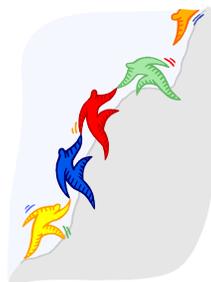
EEO/Diversity Office Liaison Role

Introduction

EEO and Diversity Office Staff Members serve as liaisons to the NNSA Service Center's Special Emphasis Program (SEP) Committees. The role of the liaison is to assist the SEP Programs in their goals of promoting equal employment opportunity and diversity at the NNSA Service Center Complex. The overall purpose of a liaison is to invite, encourage, and inspire organizational excellence.

Guiding Liaison Principles

- Attend all SEP Council Meetings or arranges for a substitute to attend when absent.
- Attend all group activities.
- Provide professional and customer friendly service.
- Assist with problem solving.
- Be a resource of general information for the SEP Council.
- Explain EEO policy when relevant to the discussion.
- Actively participate during discussions when you have relevant information or to ensure appropriate decisions are made.
- Support the council but allow the members to take the lead whenever possible.
- A liaison shall be an advisor, letting the council decide on what their goals and direction should be. The liaison will be a non-voting participant in Committee meetings.
- Will offer suggestions and a different perspective without demanding that the council follow everything the liaison says.
- Recommend programs, speakers, etc
- Assist the council with meeting deadlines.
- Take the initiative in creating teamwork and cooperation among the council.
- Check all official correspondence before it is sent.
- When appropriate, mediate interpersonal conflicts that arise within the council.
- Elevate issues to EEO Management that are beyond resolution at the liaison level
- Encourage open communication amongst council members.
- Provide constructive and honest feedback in ways that will help the council succeed
- Put aside personal viewpoints.
- See that all activities are scheduled in a timely manner.
- Be responsive and seek out answers to member's questions.
- Ensure that all suspense items or tasking are taken care of immediately. If attending a meeting in someone's absence, verify that there are no tasking/suspense items due prior to the meeting.
- Liaison should keep SEPs/SEPMs advised on community functions or projects that they may possibly participate in/with (Community Outreach).



MEMBERSHIP

Membership is announced each year, however, employees may join throughout the year, with supervisor permission.

Membership is open to NNSA Service Center employees, HQ tenants and Sandia Site Office employees. Complete a form and have it signed by your supervisor, submit the form to the EEO/Diversity office.

Contract employees working at the Service Center may also join, supervisor permission required via the membership form.

TO: EEO and Diversity Office

FROM: _____

I would like to serve on the Special Emphasis Program Council as indicated below:

| | <u>Program Manager</u> | <u>Alternate Program Manager</u> | <u>Council Member</u> |
|---|----------------------------|--------------------------------------|---------------------------|
| American Indian Program | <u>Filled</u> | <u>Vacant</u> | <u>Vacant</u> |
| Asian Pacific American Program | <u>Filled</u> | <u>Vacant</u> | <u>Vacant</u> |
| Black Employment Program | <u>Filled</u> | <u>Filled</u> | <u>Vacant</u> |
| Committee for People with Disabilities | <u>Filled</u> | <u>Vacant</u> | <u>Vacant</u> |
| Federal Women's Program | <u>Filled</u> | <u>Vacant</u> | <u>Vacant</u> |
| Gay, Lesbian, Straight Co-Workers Program | <u>Filled</u> | <u>Vacant</u> | <u>Vacant</u> |
| Hispanic Employment Program | <u>Filled</u> | <u>Vacant</u> | <u>Vacant</u> |
| Older Workers' Program | <u>Filled</u> | <u>Vacant</u> | <u>Vacant</u> |

Name:

Division:

Phone No.:

Endorsement by Supervisor:

I agree to allow _____ to serve as a **Program Manager**. I understand that this will be a collateral duty assignment that will involve approximately 20 percent of his/her official time.

I agree to allow _____ to serve as an **Alternate Program Manager**. I understand that this will be a collateral duty assignment that will involve approximately 15 percent of his/her official time.

I agree to allow _____ to serve as a **Council Member**. I understand that this will be a collateral duty assignment that will involve approximately 5 percent of his/her official time.

Supervisory Concurrence:

Name

Title

Division

Telephone Number

Date

PLEASE RETURN TO THE EEO AND DIVERSITY OFFICE

Interoffice Mail, Drop by Bldg 384-2nd floor North, or fax 845-4963



The Secretary of Energy
Washington, D.C. 20585

April 10, 2007

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM: SAMUEL W. BODMAN 
SUBJECT: Equal Employment Opportunity and Diversity
Policy Statement

The Department of Energy's (DOE) mission is of critical importance to this Nation. We are charged with the responsibility for advancing our country's national and energy security, promoting scientific and technical innovation, and ensuring the environmental cleanup of the national nuclear weapons complex.

I know that DOE Federal and Contractor employees are committed to excellence and have a strong record of performance. Indeed, I am continually impressed by the commitment that DOE Federal and Contractor employees show on a daily basis to accomplishing our missions. But if we are to be fully successful, we must constantly strive to attract and retain the best employees from all walks of life. To do so, we must embrace the concepts of Equal Employment Opportunity (EEO) and diversity, utilize those concepts to meet the professional aspirations of our employees and applicants for employment, and integrate them into the everyday culture of the Department.

Employees of DOE and its contractors are responsible not only for complying with EEO laws, but also for treating each other and all DOE stakeholders with respect and dignity. If we do so, and I believe we must do so, I am confident that we can maintain our world-class leadership, make DOE the employer of choice in the Federal Government, and more effectively accomplish the extraordinarily important and difficult missions that the President and the American people have entrusted to us.

In order to effectively abide by EEO and diversity concepts in their daily work, everyone must know what those concepts mean. Equal Employment Opportunity ensures that applicants and employees are not subjected to prohibited discrimination in any aspect of employment, including but not limited to recruitment, hiring, merit promotion, transfer, reassignment, training, career development, benefits, and separation. Prohibited discrimination includes discrimination or reprisal on the basis of race, color, sex, religion, national origin, age, disability (physical or mental), or sexual orientation. EEO mandates that all employment-related decisions be based on merit, and not on prohibited discriminatory factors. Prohibited discrimination is counterproductive to our mission and will not be tolerated at the Department of Energy.



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Where discrimination is found to have occurred, appropriate corrective and/or disciplinary action will be taken.

Diversity is a broader concept than compliance with EEO requirements. Diversity involves fostering an environment that promotes inclusion, equity and respect, and enhances the potential and contribution of all employees. It allows for enhanced creativity, new ideas, fresh approaches to problem-solving, and access to different points of view. Studies have shown that diverse groups of people, working together, solve problems more quickly, more efficiently, and at lower cost than non-diverse groups. Diversity allows us to better reflect the rich tapestry of our great Nation, and thereby better serve our stakeholders and the public. I am personally committed to fostering a culture of inclusion and respect that values, embraces, and promotes diversity within the Department, and I expect all DOE Federal and Contractor employees to have that same level of commitment.

In that regard, it is not enough to simply say that we are an equal opportunity employer; I expect managers and supervisors to be proactive in preventing unlawful discrimination and in identifying and reporting known incidents of discrimination to their superiors or to their local DOE Office of Civil Rights and Diversity. DOE managers and supervisors also must exercise leadership and innovation in ensuring that EEO and diversity are important considerations in every aspect of employment, including recruitment and hiring. To that end, all barriers to equality of opportunity must be eliminated, and we must make sure appropriate effort is made to recruit and retain employees from all different backgrounds. DOE's Chief Human Capital Officer and the Director of DOE's Office of Civil Rights and Diversity are jointly developing and implementing mandatory training for supervisors to ensure understanding and compliance with relevant laws and directives.

I call upon each of you to become a personal leader in attaining a workplace of respect and inclusion and in creating an environment where all employees have an equal opportunity to reach their full potential.



The Secretary of Energy
Washington, D.C. 20585

April 10, 2007

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM: SAMUEL W. BODMAN 

SUBJECT: Prevention of Harassment (Including Sexual Harassment) and
Retaliation Policy Statement

The purpose of this policy statement is to affirm the Department of Energy's responsibility to maintain a workplace free from harassment (including sexual harassment) and retaliation, and to ensure that all employees are aware of my personal commitment to this goal.

Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, religion, sex, sexual orientation, disability, or age that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

Sexual harassment is defined as unwelcome behavior of a sexual nature, including but not limited to, unwelcome sexual advances, requests for sexual favors, physical conduct of a sexual nature, or other similar behavior. Sexual harassment is not limited to prohibited conduct by a male employee toward a female employee. A male, as well as a female, may be the victim of sexual harassment. Similarly, sexual harassment is not limited to the actions of a supervisory employee toward a non-supervisory employee; the harasser may be an agent of the employer, a supervisory employee who does not supervise the victim, a coworker or even a non-employee.

Employees who take action to report or stop prohibited harassment (sexual or non-sexual) are legally entitled to be free from retaliation. Retaliation is a form of discrimination where an employee is subjected to an adverse employment action or harassment that creates a hostile or abusive work environment, solely because he or she opposed an unlawful employment practice. "Opposing" an unlawful employment practice includes filing a charge of discrimination, participating in an investigation, proceeding or hearing, or taking other, similar action in opposition to the unlawful practice.

I strongly encourage employees to address harassment before it becomes severe or pervasive. An individual being harassed may confront the harasser directly if he or she feels comfortable doing so, but is never required to confront the harasser directly. In the alternative, the individual



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being harassed may report the harassment to any management official, or directly to the Equal Employment Opportunity (EEO) Office at his or her workplace.

Employees who wish to file a formal complaint of discrimination regarding harassment or retaliation must contact an EEO Counselor within 45 days of the alleged discriminatory action, or within 45 days of the date on which they reasonably become aware of the discrimination. The complaint process provides for a prompt, thorough, and impartial investigation. The Department will seek to protect the confidentiality of harassment and retaliation allegations, to the extent possible, and will share information only with those who have a need to know in the performance of their official duties.

Supervisory employees are responsible for informing their respective management of any conduct that they know or have been informed may constitute harassment within the Department of Energy. Supervisory employees who have knowledge of an act of possible harassment should contact the Office of Civil Rights and Diversity for guidance, even if they have been asked to keep the matter confidential. They are also responsible for taking immediate and appropriate corrective action, including disciplinary action, with respect to any matter involving an allegation of harassment, as advised by their local EEO Office.

Every employee has the right to work in an environment free from unlawful harassment and unlawful retaliation. Any employee of the Department of Energy who engages in harassment or retaliation in violation of the law or of this policy is subject to disciplinary action, which may include suspension or dismissal.

For more information regarding harassment in the workplace, or information on how to file an EEO complaint, you may consult <http://civilrights.doe.gov>.

SPECIAL EMPHASIS PROGRAM ACTIVITIES

MONTHLY MEETINGS

Special Emphasis Program Managers are expected to conduct monthly meetings to allow participation by their members and keep members informed of issues affecting their group. A copy of the meeting minutes should be sent to the EEO and Diversity Office, the council members and Diversity Champions and as a recommendation, a copy to your immediate supervisor to keep them informed of your participation.

The meetings should be scheduled on a regular date and time (Example: the second Tuesday of the month at 1:00 p.m. in Building 383 Room 315). Experience shows that Mondays and Fridays are not good days to schedule your meeting. The meeting room should be reserved as far in advance as possible. A copy of your meeting schedule for the year should be provided to your EEO liaison and posted on you SEP web page. Your liaison will schedule time to attend your meetings; therefore, we request that you adhere to your schedule throughout the year. Should you need to change a meeting time for a special reason, please advise your liaison as soon as possible.

TIP: Use Outlook Invite to ensure the largest attendance possible. You will be able to track number attending, so that you can reschedule if needed. You may also want to assign someone to contact a second time, your council members the week of the meeting.



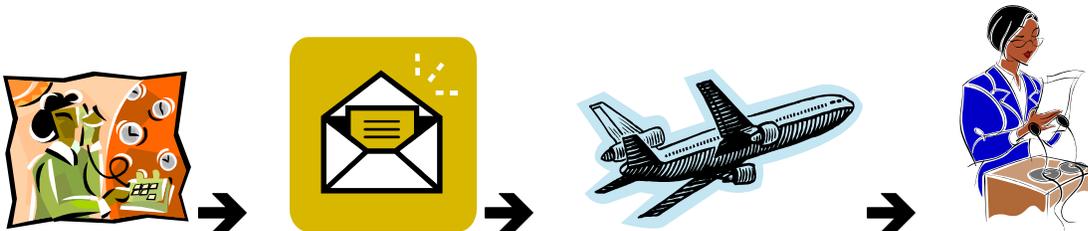
PLANNING SEP EVENTS

An example of the procedure follows:

1. Present your ideas to your EEO liaison to ensure money is available.
2. Contact the person your Program would like to invite for participation in your activity.
 - a. Make initial contact by phone and tell him/her a little about your activity, time and date, your theme, and how many people you expect to attend.
 - b. Ask what he/she normally charges for a presentation. Is the person local, or is travel involved? This fact will determine how much NNSA Service Center will pay.
 - c. Ask for a copy of the person's vita so that we may use the information for promoting the event and for Management to have information about the guest when he/she is introduced at the time of the activity.
 - d. If the person indicates he/she will participate and you have gathered all pertinent information, advise them that you will mail a letter confirming your conversation. If travel is involved, EEO will help negotiate the fee to include all travel expenses, including airfare, hotel and per diem, the speaker's fee, rental car if needed and applicable taxes.
 - e. Make sure that you ask the speaker if he/she is a U.S. Citizen. If not, please see instructions behind *Tab 6 Official Foreign Visitors*.
3. As soon as the EEO and Diversity Programs Manager concurs, we will start all the paperwork necessary to bring the person in.
 - a. Submit all information to your EEO liaison. The above mentioned letter, see paragraph 2d, will be prepared to the speaker/entertainer. This should be done 6-8 weeks in advance of the event.
 - b. You should send the guest a letter confirming your phone conversation and ask for their concurrence. Explain how NNSA Service Center processes paperwork for payment for his/her services (payment is made at the end of the activity, normally on the same day). If no fee is involved, the letter can go out under the SEPM's signature. All letters should have the originator, SEPM and the EEO and Diversity Program Manager on concurrence. Please assure that the EEO/Diversity Program Manager receives a copy of any correspondence.
4. It is a good idea to send out a flyer about a month before your planned event. Example: let employees know on December 17 that the Martin Luther King, Jr. celebration will be on January 19 and that there will be a speaker, refreshments, etc. The main thing is to alert employees to reserve time on their calendars.
 - a. Follow-up with an announcement giving more details about your event. Include some information about the time, date, place, interesting facts about the speaker/entertainer or training. This is the time to sell your event and get everyone to mark the time on their calendars. This

announcement should be for the EEO/Diversity Program Manager signature.

- b. Start processing the announcement at least eight weeks in advance of the event. Often it takes eight to nine working days to get through concurrence at upper management levels, and you need to give employees time to plan their calendars.
 - c. As soon as you know the date of your event, notify the Office of the Director so the event can be placed on their calendars. Karen Boardman and Frank Baca have requested that the SEP events be no longer than one hour. This is because of the eight Special Emphasis Programs and end of year activities.
5. It is your responsibility to prepare Opening Remarks for the director or associate directors. These are to be prepared one week prior to the activity taking place. These are to be sent to EEO for final concurrence and EEO will forward to the Office of the Director after review. The remarks are to be in bullet format and double-spaced. (See sample in this book).
 6. Please ensure that the Office of Public Affairs is notified so that a photographer will be available for picture taking, as well as for an article in the NNSA Service Center Newsletter.
 7. Food at SEP events: Federal Appropriations Law prohibits the use of Federal funding to purchase food for employee events, with a few exceptions. For more information, consult the General Accounting Office decision at the end of this manual.
 8. Your EEO and Diversity Programs Liaison will ensure that a sign-in roster is available for all participants to your event. Participants receive training credit for EEO and Diversity Programs sponsored by the Special Emphasis Programs





U.S. Department of Energy
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, NM 87185-5400

Ms. GUEST SPEAKER
STREET OR PO BOX
CITY, STATE, and ZIP CODE

Dear Ms. GUEST SPEAKER:

This letter confirms your conversation with Kathy Sumbry-Wilkins and Michelle Mallory when you agreed to be the keynote speaker for the Black History Month Program sponsored by the Black Employment Program (BEP) Council. Our primary intent is to encourage African American awareness among the Albuquerque Operations Office (AL) Department of Energy federal workforce and to celebrate and recognize the African American community and professional successes.

Our program is scheduled for Thursday, February 6, 2008, from 9:00 a.m. to 10:00 a.m. at the NNSA Service Center. You will speak before an audience of approximately 80 people, made up principally of DOE/AL Employees. The duration of your speech should be some 25 to 30 minutes or more at your discretion and a question and answer period is to follow.

The Black Employment Program is one of eight Special Emphasis Programs. The other programs are the Asian/Pacific American Program (APAP), Federal Women's Program (FWP), American Indian Program (AIP), Hispanic Employment Program (HEP), and the Committee for People with Disabilities (CPWD), Older Worker's Program (OWP); and Gay Lesbian Straight Co-Worker's Program.

Ms. [committee member name] will meet you at the parking lot of the Kirtland Federal Credit Union on the corner of Louisiana and Gibson to allow sufficient time for necessary access to Kirtland Air Force Base. You'll need to present your driver's license, car registration, and current proof of insurance to the guard shack at the Kirtland Air Force Base Gate in order to drive your vehicle on to the base. A representative from my office will issue a check to you in the amount of \$XXX.XX immediately after your speaking engagement.

Since the DOE/AL facility is a restricted security site we need to inform you of the following:

- All visitors must be U.S. Citizens unless prior approval is granted by our Safeguards/Physical Security Division to allow a foreign national to visit the DOE/AL site in any capacity.
- Firearms, explosives, alcohol and non-prescription controlled substances, audio, optical or data recording devices, radio frequency transmitting equipment, hazardous chemicals, and privately owned computers and cell phones are prohibited anywhere at the DOE/AL site.

If you agree with the key elements of this agreement, please sign the concurrence on this page and return it in the enclosed envelope to:

Department of Energy
Attn: Office of Equal Opportunity
P.O. Box 5400
Albuquerque, New Mexico 87185-5400

If you have any questions, please contact Kathy Sumbry-Wilkins at (505) 845-6608 or Debbie Allison at (505) 845-6021. Your participation is greatly appreciated.

Sincerely,

Yolanda Girón
EEO/Diversity Program Manager
Office of Equal Opportunity

Enclosures
Concurrence:

Ms. GUEST SPEAKER

Date

cc: w/o enclosures:

SAMPLE ANNOUNCEMENT

While SEP Managers or their delegate prepares your announcement, it is forwarded to your liaison who will see that it is sent out from the EEO/Diversity Office.

This message has been approved by the EEO & Diversity Program Manager

The Asian Pacific American Program will present a Lunch and Learn session titled "Communication Across Cultures" on August 21, 2008 from 11:00 am – 12:00 pm. Please see the attached flyer for more information.



APAP Lunch and
Learn.pdf (91 K...

SAMPLE FLYER ATTACHMENT TO EMAIL AND POSTING

A flyer for the NNSA Service Center Asian Pacific American Heritage Celebration. The flyer features a green background with a pattern of stylized leaves. A large orange rounded rectangle is on the right side. Text is arranged in white and black boxes. A photo of Celia Ruiz Tomlinson is included. The event details are listed at the bottom, along with a decorative yellow flower.

NNSA Service Center
Asian Pacific American
Heritage Celebration
Pursuing Excellence Through Leadership, Diversity and Unity

Featuring
Celia Ruiz Tomlinson

*Asian Pacific American
Program*

Tuesday, May 15, 2007
10:00 - 11:00am 381 A/B/C
Hula by Hokulani &
Delicious Asian Foods Served
Participation with supervisory concurrence is encouraged

SAMPLE

OFFICE OF THE DIRECTOR TALKING POINTS FOR SEP EVENT

Frank Baca's Words for the
Older Workers Educational Awareness Program

July 16, 2008 - 10:00 a.m.
Building 381-Conference Rooms ABC

Good Morning, on behalf of the NNSA Service Center, I would like to welcome you to the 2008 Older Workers Educational Awareness Program.

The Age Discrimination in Employment Act of 1967 (ADEA) protects applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment. In 1978, the ADEA Act was modified to cover employees from age 40 to age 70. The average age at the NNSA SC is 49.

Myths About Older Workers

There are numerous stereotypes about older workers that simply aren't true.

Here are some of those myths -- along with the reality.

- **Myth:** Older workers can't or won't learn new skills.
Reality: Those over 50 are proving their ability to learn new skills by becoming the fastest growing group of Internet users. And career-changers in their 40s and 50s are taking courses to enhance their skills.
- **Myth:** Older workers don't stay on the job long.
Reality: Workers between 45 and 54 stayed on the job twice as long as those 25 to 34, according to the Bureau of Labor Statistics in 1998.
- **Myth:** Older workers take more sick days than younger workers.
Reality: Attendance records are actually better for older workers than for younger ones.
- **Myth:** Older workers aren't flexible or adaptable.
Reality: Because they've seen many approaches fail in the workplace, they are more likely to question change. But they can accept new approaches as well as younger workers can as long as the rationale is explained.
- **Myth:** Older workers are more expensive.
Reality: The costs of more vacation time and pensions are often outweighed by low turnover among older workers and the fact that higher turnover among other groups translates into recruiting, hiring, and training expenses.

Today's presentation will focus on the psychological & physiological aspects of lifestyle changes.

I would like to thank Dr. Bali for her presentation, the Older Workers Program council members and the EEO/Diversity Office for coordinating this event.

Thank you for attending this educational awareness event.

Foreign Visitors to the NNSA Service Center Complex for SEP Activities

As part of your special Emphasis Program activities, you may host visitors to the NNSA Service Center Complex for such activities as a keynote speaker or to present a cultural awareness activity. Foreign citizenship **does not** preclude your guest from access to certain areas of the complex such as the Conference Center; however, established procedures must be followed to allow a visitor that is a foreign national access at the NNSA Service Center.

Your security responsibilities require that you determine if the person you are hosting is an American citizen or a foreign national. The only way to be certain whether the visitor is an American citizen is to ask the person if they are a citizen of the United States. You should determine this for all persons that your group is hosting at the NNSA Service Center as soon as you establish that the person will require access to the complex.

If the visitor is a foreign national, please contact Kathy Sumbry-Wilkins of the Security Operations Team at 845-6608 for further direction. Please notify your visitor that firearms, explosives, alcohol and non-prescription controlled substances, audio, optical, or data recording devices, radio frequency transmitting equipment, hazardous chemicals, and privately owned computers and cell phones are prohibited anywhere at the NNSA Service Center Site.

Please note that during FY-2005, we had a foreign visitor arrive at the North Guard Gate whose visit was not coordinated through the Security Operations Team. Similar situations can lead to prolonged delays and embarrassment to the visitor and you as the host.





Diversity Calendar -

- January:** Martin Luther King Jr., Holiday
- February:** Black History Month
- March:** Women's History Month
- Clothing Drive
- April:** American Indian Heritage Month
- Bake Sale
 - Walk/Run
- May:** Asian and Pacific American Heritage Month
- June:** Gay Pride Month
- July:** Older Workers' Recognition Month
- August:** Women's Equality Day
- September:** Hispanic Heritage Month
- Book and School Supplies Drive/Sale: all SEP's
- October:** Disability Awareness Month
- Day of Caring (Community Service)
- Diversity Day: co-sponsored by all SEP's.
- November:** Veterans Day: sponsored by APAP
- AIP Walk/Run
 - Food Drive: co-sponsored by all SEP's
- December:** No National Event
- Food Drive: co-sponsored by all SEP's

Other: September - May -- Tutoring at Lowell and Jackson Schools

Diversity Training Conferences And Your Individual Development Plan



- American Indian Science and Engineering Society Conference (AISES)
 - <http://www.aises.org/events/2006/>
- Annual Southwest Conference on Disabilities
 - <http://cdd.unm.edu/swconf/>
- Blacks in Government (BIG) Annual National Training Conference
 - <http://www.bignet.org/ntc/index.htm>
- Federal Asian Pacific American Council 21st National Training Conference
 - <http://www.fapac.org/index.php>
- Federally Employed Women' National Training Program
 - <http://www.few.org>
- League of United Latin American Citizens Conference (LULAC)
 - <http://www.lulac.org/>
- Mexican American Engineers Society (MAES)
 - <http://www.maes-natl.org>
- NAACP State Training Conference
 - <http://www.naacpsfnm.org/>
- National Gay and Lesbian Task Force Creating Change Conference
 - <http://www.thetaskforce.org/ourprojects/cc/index.cfm>
- National Image, Inc. Convention and Job Fair
 - <http://www.evanshaw.net/hosted/nationalimageinc/index.php>
- National Organization for Mexican American Rights Training Conference
 - <http://www.nomarinc.org/NOMAR%20Website/Welcome%20.html>

- New Mexico Conference on Aging
 - <http://www.nmaging.state.nm.us/>
- Society for the Advancement of Chicanos and Native Americans in Science (SACNAS)
 - <http://www2.sacnas.org/confNew/confClient/>
- Society of American Indian Government Employees (SAIGE)
 - <http://www.saige.org/conf/2006/conf2006.htm>
- Society of Hispanic Professional Engineers (SHPE)
 - <http://oneshpe.shpe.org/wps/portal/national>
- Society for Human Resources Management, Annual Workforce Diversity Conference
 - <http://www.shrm.org/conferences/diversity/>



- 2008 National DOE/Contractor EEO & Diversity Seminar,
- 2008 Annual NM EEO & Diversity Conference
 - <http://www.eeocouncil.org>
- 2008 OPM Federal Workforce Conference
 - <http://apps.opm.gov/conference/>
- Annual Federal Dispute Resolution Conference
 - <http://www.fdrconferences.org/Conference.html>
- 2008 EEOC EXCEL Conference
 - <http://www.eetraining.eeoc.gov/profile/web/index.cfm?PKwebID=0x7998573>

Get the training on your IDP for 2008 - through Employee Self Service (ESS)
<https://mis.doe.gov/ess/> :

IDP Start Page

Instructions

Create new IDP

Update current IDP

View current IDP

Decline to complete an IDP

SEP PROGRAM BUDGET & PURCHASES

Service Center SEPM's - Your SEP FY 2008 budget is \$1200

Primarily SEPM's utilize this fund for their big event of the year. However, you may use it for up to three one (1) hour events in the Fiscal Year: speaker or trainer fee; program materials; etc.

You may, from time to time, want to order new books, videos, or perhaps a magazine subscription for use in your program. Work with your EEO liaison to monitor your budget.

Procedure:

1. Requests should be presented to the EEO liaison for your group via E-mail. Please give information regarding what you want, how and by whom the product will be used, number of items, vendor (name, address, phone), and whether item(s) can be purchased by credit card.

2. Example: if you know you want to order posters to advertise a function such as Gay Pride Month or Hispanic Heritage Month, please submit the order early. It usually takes about eight to ten weeks to receive a product from outside the Agency. EEO Diversity will order your requested items. You will be notified when they arrive.

3. Example: speakers for your events should provide an invoice for our records, a sample is included in this book.

| | | | |
|-------------|-----------------|---------------|---|
| Date | | | Beginning Program Budget \$ _____ |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |

SEP TRAVEL BUDGET & TRIP REPORT

Karen Boardman, Director, and Frank Baca, Deputy Director, NNSA Service Center, decided that the SEP travel budget is to be used by the Program Manager and/or Alternate to attend a conference or training that will benefit the SEP program. If the Manager or Alternate is not able to attend a training or conference, "only then" can the money be offered to an active council member to attend on behalf of the Program/Alternate Manager.

| | | | |
|------|----------|--------|--|
| Date | | | Beginning Travel Budget \$ <u>2000.00</u> |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |
| | Expense: | Amount | \$ _____ |

TRIP REPORT:

When you return from a conference or training session, you will prepare a Trip Report for the EEO and Diversity Programs Manager, copy to your supervisor, and members of your committee. The Trip Reports serve several purposes:

- Documentation on the return on investment
- Sharing information and resources with others
- Refreshing your own memory of the training or conference by writing about what held meaning for you
- Provide information on the value of others attending future sessions

SAMPLE TRIP REPORT

Federal Asian Pacific American Council (FAPAC)
22nd Annual Congressional Seminar & National Leadership Training Conference and
Exhibits
May 29-June 1, 2007
Marriott Crystal Gateway
Arlington, VA

FAPAC is a non-profit organization created exclusively for educational purposes to serve as an interagency association providing a focus for over thirty ethnically distinct groups originating from Asian and Pacific regions as recognized by the U.S. Bureau of Census. This conference is also endorsed by several Government officials and agencies including President Bush, several Department heads, Senators and Congressmen.

This year's theme is "Pursuing Excellence through Leadership, Diversity and Unity."

I was most interested in workshops regarding professional and personal development. I attended the following:

Effective Leadership: Eliminate 3 Toxic Elements that Get in the Way
Increasing Organizational and Personal Effectiveness by Practicing Organizational
"Safe Stress"
Financial Management and Investment
Communicating Effectively Across Cultural Differences
Power Steps: 10 Principles of Success
Navigating for Career Success

I particularly enjoyed the keynote speakers at the dinner and luncheon events. At Tuesday's welcoming reception, Norman Mineta spoke about his experience as a young child growing up in a Japanese internment camp during WWII and provided some advice regarding taking advantage of opportunities in our careers to make a difference in society. At Wednesday's opening ceremony Ambassador William Itoh, spoke about American history includes significant contributions of Asian Pacific Americans as far back as 1862 during the Civil War and how cultural competence is important for effective business and that time is very important in getting ahead. EEOC Chair Naomi Earp followed Ambassador Itoh's remarks by providing inspiring words about being undaunted, performance, image and exposure in our career aspirations. At the Scholarship awards presentation luncheon, Ambassador Sichan Siv spoke about his experience working as an apple picker and New York City cab driver as he went on his way to become one of the first Asian Americans to be appointed as a White House staffer. We were also privileged to hear remarks from David Chu, the Undersecretary of Defense for Personnel and Readiness, Rear Admiral Kenneth Moritsugu, Acting Surgeon General and Grace Chung Becker, Deputy Assistant Attorney General for the Civil Rights Division of the Department of Justice.

SAMPLE TRIP REPORT, page 2 (FAPAC, 2007)

I also attended three very informative panel discussions about Career Advancement for AAPIs in the Federal Government, Activities in the Senate and Congress with Issues of particular interest to Asian Pacific Americans, and Working with Congress, State, Federal and Local Government to Improve the Quality of Life of AAPIs.

Exhibitors included several Federal agencies and organizations such as NASA, Navair, and USDA as well as other business and non-profit organizations that offered educational information and job opportunities.

The conference provided much more than I ever anticipated. I met people from numerous Federal Government agencies from all over the country including the FAA, NASA, Air Force, Navy, FBI, VA, EPA, DOL, USDA and other affiliated private companies, non-profit organizations. I was very inspired by the examples set forth by Asian Pacific Americans who hold influential positions in our Federal Government. It was a testament to how anyone who has the desire and skills could contribute to our country through service. I hope that the NNSA SC continues to support participation in future FAPAC conferences.

Geraldine Duran
FY 2007 APAP Manager



**NNSA Service
SEP Diversity Advisory Committee Meetings**

The NNSA Service Center Special Emphasis Program Diversity Advisory Committee (DAC) meetings are scheduled once each quarter. Special meetings may be scheduled by the Committee. Meeting announcements will be sent out by the EEO and Diversity Programs Office.

2008 DAC SCHEDULE

| Date | Time | Location |
|---|--------------|-------------------------------|
| Quarter 1: Thursday, November 8, 2007 | 8:30 - 10:00 | Building 388, conference room |
| Quarter 2: Thursday, February 14, 2008 | 9:30 - 11:00 | Building 383, room 315 |
| Quarter 3: Thursday, May 8, 2008 | 9:30 - 11:00 | Building 383, room 315 |
| Quarter 4: Thursday, August 7, 2008 | 9:30 - 11:00 | Building 383, room 315 |



SPECIAL EMPHASIS PROGRAM DIVERSITY ADVISORY COMMITTEE

CHARTER

Mission

The mission of the National Nuclear Security Administration (NNSA) Service Center's Special Emphasis Program Diversity Advisory Committee is to promote parity within a diverse work force in recruitment, training, development and career advancement. This will be accomplished by program advocacy, work force awareness, management support and participation in the NNSA Diversity Council.

Vision

Our vision is to recognize, maximize, and promote the value of diversity of NNSA employees and those associated with in our local community, affording all individuals the opportunity to be fully productive team members in accomplishing the NNSA mission.

Strategic Goals

1. Support management in maintaining a strong, viable and diverse workforce.
2. Increase coordination and cooperation among the Special Emphasis Programs.
3. Support management in improving employment and career advancement opportunities for employees.
4. Advance team building within NNSA and local communities to create programs and services for the betterment of work and living environment for the NNSA workforce.
5. Share best practices, special events, noteworthy accomplishments (individual or organization) and success with all programs and employees.

Responsibilities

The SEP Diversity Advisory Committee shall:

- Serve as an advisory body to the NNSA Service Center Director on specific diversity issues.
- Serve as liaison and facilitate communication and coordination between the Service Center management and employees, as appropriate on diversity initiatives.
- Provide advice and information to Service Center's Offices of Human Resources, Training and EEO/Diversity on employment and employee issues and concerns.
- Partner with the office of EEO/Diversity at the Service Center, NNSA Diversity Council, and NNSA/HQ Office Diversity and Outreach.
- Each fiscal year, develop the Diversity Advisory Committee operating plan, budget, actions, and performance measures to assure attainment of the Diversity Advisory Committee mission in support of NNSA Diversity and Outreach goals.
- Develop and approve "Constitution and Bylaws" to ensure effective operation of the Diversity Advisory Committee.
- Prepare semi-annual reports on the status of the committee's activities and brief NNSA Service Center Director.

Authority

The Diversity Advisory Committee does not affect the line authority of any offices within the Service Center. The Committee's authority to accomplish its mission and responsibilities is derived from the Office of the Service Center Director and the committee is accountable to the Director.

Memberships

The Diversity Advisory Committee shall be comprised of the following voting members:

Members:

- Managers from each Special Emphasis Program
- Designee of the Office of Service Center Director
- Designee of Senior Diversity Champion Program
- Designee from the Office of EEO/Diversity
- Designee from the Office Human Resources
- Designee of Sandia Site Office Manager
- Designee of Headquarters Office of Secure Transportation located at the Service Center
- Designee of Headquarters Office of Defense Program located at the Service Center

The Committee members shall serve for a two-year term.

Officers:

The officers of the Diversity Advisory Committee shall consist of a Chairperson, Vice-Chairperson and Executive Secretary. The officers shall be elected by the committee to serve for a two-year term. Officers are eligible for re-election. The Vice-Chairperson shall coordinate and set agendas for all meetings and serve as liaison with the Chairperson and members of the committee. The Vice-Chairperson shall act on behalf of the Chairperson in his/her absence. The Executive Secretary shall maintain minutes of all committee meetings, and maintain the historical and correspondence files of the council.

Meetings

The committee shall meet quarterly to focus on projects, issues, and recommendations concerning the NNSA Diversity Program. Monthly conference calls will be conducted to address interim business, as needed. Regular attendance by all members is encouraged to conduct committee business.

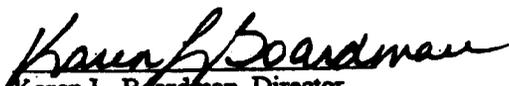
Special Working Groups

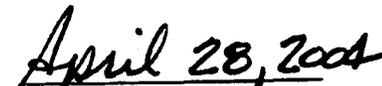
The Diversity Advisory Committee will establish special working groups as deemed necessary for a specified term with specific purpose and will terminate such groups once deliverables are submitted and accepted by the DAC.

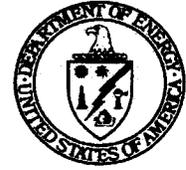
Amendments

The Diversity Advisory Committee may recommend to the Service Center Director amendments to the Charter by a two-third-majority of the voting members.

Approved by:


Karen L. Boardman, Director
NNSA Service Center


Date



SPECIAL EMPHASIS PROGRAM DIVERSITY ADVISORY COMMITTEE

CONSTITUTION AND BYLAWS

ARTICLE I

NAME

The name of this organization shall be the NNSA Service Center Special Emphasis Program (SEP) Diversity Advisory Committee, the acronym for which shall be DAC or the Committee.

ARTICLE II

PURPOSE

The purpose of the NNSA Service Center SEP Diversity Advisory Committee is to encourage equal opportunity for Special Emphasis Programs to become an integral part of the NNSA programmatic activities undertaken in pursuit of NNSA goals and objectives. The Committee provides an effective forum on issues affecting SEPs and to champion the employment, training, retention, and promotion of all employees.

ARTICLE III

OBJECTIVES

Unification—To identify and unite programs and individuals designated as Special Emphasis Program Managers (SEPM) and/or representatives of NNSA on Special Emphasis Program and diversity issues.

Communications—To organize and maintain a communication network to further SEPs as an integral part of the NNSA'S overall Equal Employment Opportunity (EEO) Affirmative Employment Program.

Training—To participate in Special Emphasis Programs and other leadership/outreach training programs in order to provide updated and sound information to all employees in the areas of diversity and equal opportunity.

Recruitment/Hiring—To actively participate and support a cooperative approach in the recruitment, hiring, and retention of under represented employees.

Career Development—To promote participation and career advancement opportunities of under represented employees in mentoring, details, rotations, and other career developmental programs.

Exchange of Information—To exchange information on government employment opportunities, Affirmative Employment Plans, status and progress of local and national Special Emphasis Programs, recruitment sources and contacts, upcoming training, and relevant activities and issues of the NNSA community.

ARTICLE IV

AUTHORITY AND AFFILIATION

The Committee derives its authority from the Special Emphasis Program Advisory Committee Charter approved by the NNSA Service Center Director on April 28, 2004. The following is the list of approved Special Emphasis Programs:

- American Indian Program
- Asian Pacific American Program
- Black Employment Program
- Committee for People with Disabilities Program
- Federal Women's Program
- Hispanic Employment Program
- Older Workers Program
- Gay & Lesbian Program

ARTICLE V

MEMBERSHIP

The Diversity Advisory Committee shall be comprised of the following voting members:

Members:

- Managers from each Special Emphasis Program
- Designee of the Office of Service Center Director
- Designee of Senior Diversity Champion Program
- Designee from the Office of EEO/Diversity
- Designee from the Office Human Resources
- Designee of Sandia Site Office Manager
- Designee of Headquarters Office of Secure Transportation located at the Service Center
- Designee of Headquarters Office of Defense Programs located at the Service Center

Committee members are expected to attend committee meetings or provide a designee to attend in their place.

VOTING MEMBERSHIP

All members shall be voting members.

ARTICLE VI

OFFICERS

The officers of the Diversity Advisory Committee shall consist of a Chairperson, Vice-Chairperson and Executive Secretary. The officers shall be elected by the Committee to serve for a two-year term. All officers shall have voting rights. Officers are eligible for re-election.

Duties Of Officers

1. The Chairperson shall act as chief spokesperson for the Committee. This includes chairing the Committee meetings.
2. The Vice-Chairperson shall coordinate and set all agendas for Committee meetings and serve as liaison with the Chairperson and members of the Committee. They shall assume all responsibilities of the Chairperson in his/her absence.
3. The Executive Secretary or their designee shall transcribe and submit minutes of all meetings, disseminate all official Committee correspondence, maintain files of all correspondence and activities, comply with reporting requirements for the Committee and shall be present at all general meetings. In the absence of both the Chairperson and Vice Chairperson, the secretary shall assume the responsibility of the Chairperson.
4. The officers of the Committee shall meet at the discretion of the Chairperson, Vice Chairperson or at the request of the membership. The officers will interpret and enforce the Committee's constitution and bylaws.

ARTICLE VII

SPECIAL WORKING GROUPS

All special working groups shall act exclusively, on the specific authority designated by the Committee for a specified term with specific purpose. Such groups will be dissolved once deliverables are submitted and accepted by the Committee.

ARTICLE VIII

ELECTIONS AND TERMS OF OFFICE

1. A quorum shall consist of a minimum of eight members, including at least one officer.
2. Election of officers shall be held as follows:
 - a. Elections will be held in September of the final fiscal year of the officer's term. A term of office is for two years. Officers are eligible for reelection.
 - b. Nominations for officer positions will be accepted during the month of August. Along with the minutes of this meeting, a list of the nominees will be sent to the membership along with a notice of the election process.
 - c. Ballots with the final slate of nominees will be sent to the membership prior to the election meeting.

- d. Voting at elections shall be by written ballot or oral acclamation, as determined by the Committee members present at the election. Each voting member or their proxy will be entitled to one vote. Absentee ballots will be accepted if received by the Executive Secretary before the election.
- e. The candidate receiving the highest number of votes shall be declared elected to that office. In the event of a tie, a run-off will be conducted.
3. In the event the Chairperson cannot complete the term of office, the Vice-Chairperson can complete the term or invoke a new election. In the event that any other officer cannot complete his/her term, the voting membership shall elect a member to complete the term. Any officer or their designee who fails to attend three consecutive meetings/conference calls without due cause, will cause the position to be declared vacant and a replacement will be elected by a majority vote of members present at the time of the declaration.
4. Prior to the completion of any officers' term of office, any member may move to recall any Committee officer. Should said motion be supported by two-thirds of the total voting membership of the Committee, the Committee will hold a special election within one month to replace the Committee officer.

ARTICLE IX

MEETINGS

The general membership of this Committee shall meet quarterly at a minimum. A quorum shall consist of a minimum of eight members, including at least one officer. Conference calls may also be held as needed to conduct business. The Chairperson may call other meetings at his/her discretion. On voting matters not related to recall elections or amendments of the Bylaws, a simple majority of the voting membership present at the meeting shall carry the motion. Any questions on the conduct of a meeting will be resolved by reference to Robert's "Rules of Order".

ARTICLE X

OPERATING PLAN

The Committee will develop for each fiscal year an operating plan to assure attainment of the DAC mission in support of NNSA Service Center diversity and outreach goals. The Committee will also prepare an annual report on the status of the Committee's activities and accomplishments as compared to the operating plan. The Committee will also provide periodic briefings to the NNSA Service Center Director through its Chairperson or Vice-Chairperson.

ARTICLE XI

AMENDMENTS TO THE BYLAWS

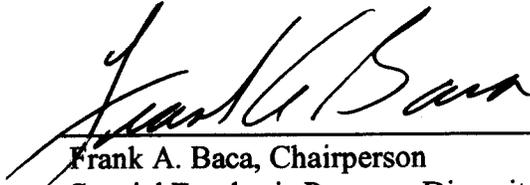
Amendments to the bylaws will be proposed to the officers, who will in turn present the proposal to all members for approval. An endorsement by two-thirds of the total voting membership of the Committee

shall suffice for passing amendments. The Committee will provide interpretation of the Charter, Constitution and Bylaws as required.

APPROVAL

These bylaws shall be considered adopted by a simple majority vote of the Committee members present and shall take effect upon signature of the Chairperson of the Committee.

Approved by:



Frank A. Baca, Chairperson
Special Emphasis Program Diversity Advisory Committee
NNSA Service Center

12-1-09
Date



NNSA Diversity Council
Office of Diversity and Outreach
Conference Call Schedule

The NNSA Diversity Council “meets” via conference call once per quarter. You will be notified of the FY 2008 dates, please put this meeting on your calendar. The EEO and Diversity Programs office will arrange a conference room large enough for all attendees from the Service Center.

2008 NNSA DIVERSITY COUNCIL SCHEDULE

| Date | Time | Reservation Number | Call in Number | Service Center Conference Room |
|----------------|------|--------------------|----------------|--------------------------------|
| Quarter 1: TBA | TBA | | | TBA |
| Quarter 2: TBA | TBA | | | TBA |
| Quarter 3: TBA | TBA | | | TBA |
| Quarter 4: TBA | TBA | | | TBA |

**THE NATIONAL NUCLEAR SECURITY ADMINISTRATION
DIVERSITY COUNCIL CHARTER**

ARTICLE I

NAME:

The name of the organization shall be The National Nuclear Security Administration (NNSA) Diversity Council (the Council)

ARTICLE II

SECTION A: VISION AND MISSION

VISION:

Our vision is to support the transformation of NNSA into a diverse and inclusive work-place where all employees are respected for the valuable attributes each brings to NNSA

MISSION:

The mission of the Council is to promote a diverse, inclusive work environment that encourages creativity, is respectful of individual employees, and promotes equal opportunity for all employees to be able to reach their full potential

SECTION B: GOAL AND GUIDING PRINCIPLE

GOAL:

The goal of the Diversity Council is to strengthen NNSA's diversity by

- Identifying best practices in diversity management, evaluating their applicability to NNSA, and making recommendations for adoption corporately,
- Promoting best practices in interpersonal and organizational communication,
- Ensuring consistent implementation of diversity initiatives and best practices throughout NNSA,
- Serving as a link between NNSA organizations for the purposes of exchanging information on diversity initiatives and best practices, and identifying diversity management issues to be addressed corporately, recommending initiatives for corporate implementation,
- Supporting NNSA's outreach strategies to NNSA communities, colleges, universities, disadvantaged businesses, and supporting recruitment activities by recommending that members or committees participate in NNSA recruitment and outreach efforts,
- Supporting NNSA's mentoring and internship programs by disseminating information, serving as mentors, and helping to recruit interns and mentors,

- Planning and executing NNSA's Annual Diversity Awards Program,
- Representing NNSA and participating in the planning and execution of the DOE/Contractor Annual Diversity Training Seminar,
- Providing entry level employees with opportunities to develop and manage diversity programs and initiatives, thus creating opportunities in Special Emphasis Program management and Diversity Program management,
- Promoting the Special Emphasis Program (SEP) initiatives and activities work plan,
- Promoting consensus and collaboration throughout the complex, and
- Discussing organizational issues or concerns and providing recommendations to senior level management

GUIDING PRINCIPLE:

- Each council member takes a leadership role in creating and sustaining a diverse and inclusive work environment where talents and contributions are valued and recognized

ARTICLE III

The Council will be comprised of employees, to include NNSA Headquarters, Service Center, and Site Offices as follows

A Permanent Members

- 1 Chair, Director, Office Diversity and Outreach
- 2 Co-Chair, Director, Office of Institutional Affairs, Service Center
- 3 At Large Members from the following Headquarters organizations
 - a NA-1, 1 member
 - b NA-10, 1 member
 - c NA-15, 1 member
 - d NA-20, 1 member
 - e NA-30, 1 member
 - f NA-40, 1 member
 - g NA-50, 1 member
 - h NA-70, 1 member
- 4 EEO/Diversity Director, Service Center
- 5 Headquarters Special Emphasis Program Managers and Service Center Special Emphasis Program Managers to include
 - (a) African American Program Manager
 - (b) Federal Women's Program Manager
 - (c) Hispanic Employment Program Manager
 - (d) Persons with Disabilities Program Manager
 - (e) Asian Pacific American Program Manager
 - (f) American Indian Program Manager
 - (g) Older Workers Program Manager
 - (h) Gay and Lesbian Program Manager

- 6 Special Emphasis Program Manager for each of the following Site Offices
 - a) Kansas City Site Office
 - b) Livermore Site Office
 - c) Los Alamos Site Office
 - d) Nevada Site Office
 - e) Pantex Site Office
 - f) Sandia Site Office
 - g) Savannah River Site Office
 - h) Y-12 Site Office

All Members of the Council will serve a two (2) year term. The Office of Diversity and Outreach will solicit membership from Headquarters' organizations. In the event that a Council Member is unable to complete his or her tenure, the Chair will seek nominations from Headquarters, the Service Center, or the Site Office, as appropriate, and work with the respective Headquarters, Service Center or Site Office Managers to select and appoint a new Council Member for the remainder of the term.

The Council will operate through consensus decision-making and collaborative, unified efforts to the greatest extent possible. In the event a decision must be put to a vote, each permanent Council Member will be entitled to one vote on any resolution taken up by the Council. Alternate SEP Managers will be future SEP Managers and may therefore participate in Council Activities and the SEP Committees as non-voting members. If SEP Managers are absent the Alternate SEP Managers have voting authority by proxy.

B Advisory Members

- 1 Personnel Advisor
- 2 Budget Advisor
- 3 DOE Office of Civil Rights and Diversity Advisor
- 4 NNSA General Counsel

The Council may request advice and assistance as needed. The Chair will work with each of the program areas advising the Council to identify Points of Contact who will serve as the Advisory Members.

ARTICLE IV

DUTIES OF THE OFFICERS:

- 1 The Chair shall call the meetings, set the agenda, and conduct the meetings.
- 2 The Co-Chair will conduct the meeting during the Chair's absence.
- 3 The Chair will appoint an Administrative Officer to schedule Council meetings and conference calls, prepare and disseminate the meeting agenda, compile Council agenda for each meeting, and prepare and disseminate the minutes from each Council meeting. Agenda topics will be submitted to the Administrative Officer two weeks prior to the scheduled Council Meeting. The format for the minutes is attached as Exhibit # 1.

ARTICLE V

SECTION A – SPECIAL EMPHASIS PROGRAM (SEP) COMMITTEES

There are four Special Emphasis Program Permanent Committees. Each Committee is comprised of 4 crosscutting groups with participation from Headquarters, the Service Center, the Site Offices, and At Large Members, with a total Committee size of 8 members as follows:

| | HQ & SC | HQ & SC | SO | At-Large |
|-----|--|--|---------------------------------|---------------------------------|
| I | Older Workers Program Representatives | American Indian Program Representatives | YSO & LASO SEP Representatives | NA-1, NA-10 Representatives |
| II | Federal Women's Program Representatives | Asian Pacific American Program Representatives | SRSO & LSO SEP Representatives | NA-20 and NA-15 Representatives |
| III | Committee for People with Disabilities Program Representatives | African American Program Representatives | SSO & PXSO SEP Representatives | NA-70 and NA-40 Representatives |
| IV | Gay and Lesbian Program Representatives | Hispanic Employment Program Representatives | KCSO & NVSO SEP Representatives | NA-50 and NA-30 Representatives |

Each Committee will take the lead in developing the Annual SEP Work Plans (SEP Work Plan) for the Special Emphasis Programs represented within the Committee. In developing the plans, each Committee may consult and collaborate with the other Committees and with outside organizations such as Special Emphasis Programs at the National Laboratories. Committees should use crosscutting strategies and activities to the greatest extent possible.

The Chair and Co-chair of the Council will approve final SEP Work Plans. When the plans are approved, the Committees are responsible for implementing them in partnership with NNSA stakeholders.

Each Committee will designate a spokes person for each of the programs under its area of responsibility. The spokes person will be responsible for delivering each Committee's Special Emphasis Program reports during Council meetings. Rotation of designated spokes persons is encouraged so that different members of the Committees share responsibility for the presentations.

Each Committee member must be a member of the Council.

SECTION B – WORKING GROUPS

The Chair in consultation with the Council may establish special Working Groups as deemed necessary for specific purposes. The Chair will identify the scope of the work to be performed by the Working Group. Working Groups will perform their assignments for specified terms not to exceed one year, and the Chair will determine the term of the Working Group. Employees selected to serve on Working Groups are not required to be members of the Council.

ARTICLE VI

SPECIAL EMPHASIS PROGRAMS

SECTION A – ANNUAL WORK PLAN

The Annual SEP Work Plan will contain goals, objectives, and an action plan for enhancing recruitment, retention, diversity and an inclusive work environment throughout the complex. The Annual Work Plan will include the submission of one article for publication in the *NNSA Diversity Highlights* in accordance with the Publication Guidelines established by the Office of Diversity and Outreach.

SECTION B – CORPORATE APPROACH AND COLLABORATION

Each Special Emphasis Program Manager will serve as the NNSA lead and point of contact for the particular Special Emphasis Program for Headquarters, the Service Center, or the Site Office, respectively. While meeting local needs, Special Emphasis Program Managers will work with At-Large Members to develop a coordinated corporate approach to recruitment and retention and other activities undertaken by the Council in support of their respective programs, and will assist each other in ensuring that annual goals and objectives are achieved.

ARTICLE VII

SECTION A - MEETINGS:

At a minimum, the Council will hold quarterly conference calls, on the fourth Thursday of each quarter, (i.e., January, April, July, and October). The Chair may call Special Meetings as required, provided that the meeting is scheduled sufficiently in advance to provide reasonable notice. Generally, notice of a special meeting will be given at least five (5) working days prior to the meeting, but less than five (5) days' notice may be given under special circumstances.

The Council will meet once a year to adopt an Annual Operating Plan identifying goals and objectives. The Council will determine the date and time for the annual planning meeting at a regular meeting of the Council.

A quorum for the meeting will be established by the attendance of the Chair or Co-chair and at least 7 Council members. Council members, including the Chair and Co-Chair may attend and participate via electronic communication. Once a quorum is established a majority of those present may transact business.

SECTION B – BUDGETARY COSTS AND TRAVEL:

Each Council member's program office is responsible for ensuring that travel costs, including per diem and other related miscellaneous expenses, are covered under their organization's program direction budget.

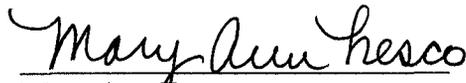
ARTICLE VIII

AUTHORITY AND ACCOUNTABILITY:

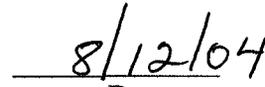
The Council is accountable to the NNSA Administrator. The Council's recommendations affecting NNSA policies shall be approved by the Administrator.

AMENDMENTS TO CHARTER:

This Charter may be amended by a majority vote of all the members of the Council and the approval by the Administrator, NNSA.



Mary Ann Fresco
Director
Office of Diversity and Outreach



Date



Linton F Brooks
Administrator
National Nuclear Security Administration



Date

**National Nuclear Security Administration
Service Center
EEO and Diversity Office Staff
Bldg. 384, 2nd Floor, North End**



Yolanda Girón
EEO & Diversity Program Manager (505) 845-4243

Debbie Parrish
EEO & Diversity Deputy Manager (505) 845-6021

Karen Harger
EEO & Diversity Specialist (505) 845-6668

Patty Padilla
EEO & Diversity Specialist (505) 845-4976

Denise Ramos
EEO & Diversity Specialist (505) 845-5920

Mae Harris
EEO & Diversity Assistant (505) 845-5517

Suzanne Sandoval
EEO & Diversity Specialist Student Trainee (505) 845-6385

***EQUAL
EMPLOYMENT
OPPORTUNITY
&
DIVERSITY OFFICE***

***FY 2008
Special Emphasis Programs***

EEO and Diversity Collaborating for Mission Success

<http://www.doeal.gov/eoo/>

The National Nuclear Security Administration Service Center is fully committed to equal employment opportunity and the implementation of a strong affirmative employment program.

It is the policy of the NNSA Service Center to provide equal opportunity in employment for all applicants and employees, and to prohibit discrimination in all aspects of its personnel policies, program practices and operations, and working conditions.

THE NNSA Service Center has established eight Special Emphasis Programs (SEPs) to assist in assuring that equal opportunity is present in all aspects of employment and that affirmative action is being taken to address underrepresentation.

THE primary objective of the SEPs is to assist in the recruitment, development, training and advancement of minorities, women, disabled veterans, and other people with challenged abilities. To this end, each Council develops and implements objectives to enhance the status of their respective programs.

THE Special Emphasis Programs work under the administration of the Equal Employment Opportunity & Diversity Office (EEO). The EEO staff provides advice and guidance to the SEP Managers and their councils.

(Employees who are interested in obtaining more specific information or who would like to participate on a SEP may contact the SEP Manager listed on the following page.)

FY 2008

American Indian Program

Levi Bowman, IT, Prg. Mgr. (505) 845-4892
 Shelia Rednose, CSD, Alt. Prg. Mgr. (505) 845-5984
 Sadie Wowianko, MOSD, Alt. Prg. Mgr. (505) 845-4554

Asian Pacific American Program

Contact EEO & Diversity Office Prg. Mgr. (505) 845-5517

Black Employment Program

Edna White, OTS, Prg. Mgr. (505) 845-4074
 Erika Seams, FPLD, Alt. Prg. Mgr. (505) 845-6615

Committee for People with Disabilities

Mike Perez, OBS, Prg. Mgr. (505) 845-5504

Federal Women's Program

Alicia Williams, OBS, Prg. Mgr. (505) 845-4479
 Jodi Van Slyke, OBS, Alt. Prg. Mgr. (505) 845-5012

Gay, Lesbian, Bi-sexual, Transgender, and Straight Allies Program

Pat Cream, OST, Prg. Mgr. (505) 845-4702
 Deborah Couchman-Griswold, EPD, Alt Prg Mgr. (505) 845-4752

Hispanic Employment Program

Sergio Herrera, OHCMS, Prg. Mgr. (505) 845-5908
 Nancy Hogan, OHCMS, Alt. Prg. Mgr. (505) 845-5668

Older Workers Program

Elizabeth Donnelly, OPA, Prg. Mgr. (505) 845-4519

Site Office Special Emphasis Program Managers

Barbara Thomas, Kansas City Site Office (816) 997-2846
 Sherman Chao, Livermore Site Office (925) 423-9657
 Don Ami, Los Alamos Site Office (505) 665-2667
 Tim Henderson, Nevada Site Office (702) 295-1988
 Carol Shelton, Nevada Site Office (702) 295-0286
 Angela Barnell, Pantex Site Office (806) 477-5595
 Vacant, Sandia Site Office, Contact EEO & Diversity Office (505) 845-5517
 Catherine Burgin, Y-12 (865) 576-9243

Senior Manager Diversity Champions

Mike Zamorski, AIP (505) 845-4375
 Debby Miller, APAP (505) 845-6049
 Mark Baca, BEP (505) 845-5157
 Dennis Martinez, CPWD (505) 845-4677
 Don Garcia, FWP (505) 845-5878
 Ray Corey, GLBTSA (505) 845-6210
 Arlene Sambrano, HEP (505) 845-6271
 Roger Liddle, OWP (505) 845-4313

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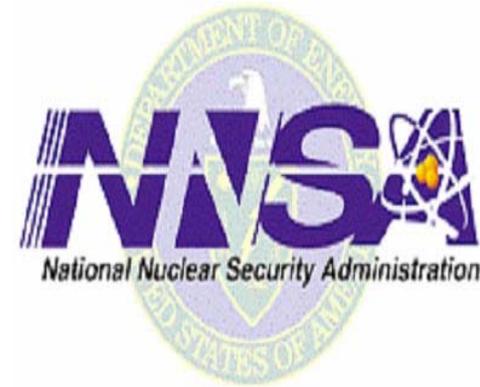
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Suzanne Sandoval
EEO & Diversity Specialist Student Trainee
(505) 845-6385

EEO and Diversity Collaborating for Mission Success

<http://www.doeal.gov/eo/>



***EQUAL
EMPLOYMENT
OPPORTUNITY
&
DIVERSITY OFFICE***

***FY 2008
Equal Employment
Opportunity Counselors***

The National Nuclear Security Administration (NNSA) Service Center is fully committed to equal employment opportunity and the implementation of a strong affirmative employment program.

It is the policy of the NNSA Service Center to provide equal opportunity in employment for all persons in its work force or being recruited for its work force and to prohibit discrimination in all aspects of its personnel policies, program practices and operations, and in all its working conditions and relationships with employees and applicants for employment.

The Role of the EEO Counselor

Serves as liaison between the employee and management in the informal complaint processing stage. The counselor is neither an advocate of management nor of the employee.

- Meets with complainant and handles informal alleged incident or personnel action.)
- Advises employees of EEO rights under the law.
- Seeks out facts relevant to complaints to resolve issues.
- Reviews agency records to secure facts.
- Interviews parties to the complaint.
- Attempts a common ground resolution of the issue after talking with employees, their representatives, and management officials.

FY 2008 EEO Counselors National Nuclear Security Administration

Service Center Counselors

| | |
|------------------------------|----------------|
| Yolanda Bolivar, OFS | (505) 845-5117 |
| Pecolia Sharts-Meadows, OFFM | (505) 845-4128 |
| Kathy Sumbry-Wilkins, OFS | (505) 845-6608 |
| Edna White, OTS | (505) 845-4074 |

Site Office Counselors

| | |
|-----------------------------------|----------------|
| Nathan Gorn, Kansas City | (816) 997-4197 |
| Bonni Wethington, Los Alamos | (505) 667-4667 |
| Anita Martin Schinnerl, Livermore | (925) 422-1141 |
| Keith Warwick, Livermore | (925) 423-5884 |
| Laura Haverlock, Nevada | (702) 295-2339 |
| Patricia Walsh, Pantex | (806) 477-3234 |
| David M. Rast, Sandia | (505) 845-5349 |
| Catherine Burgin, Y-12 | (865) 576-9243 |
| Kay Wade, Y-12 | (865) 241-6453 |

Agent Operations Counselors

| | |
|------------------------------------|-----------------------------|
| Jose Martinez, Albuquerque, FAF WC | (505) 845-4200 |
| Scott Gilbert, Oak Ridge, FAF, EC | (865) 207-8448 |
| Johnathan Rice, Oak Ridge, FAF, EC | (865) 574-0789 |
| John Carr, Amarillo FAF CC | (806) 477-3022 |
| Michael Gillespie, TRALOC | (479) 709-5300 Ext. 5355 |

10/05/07 Version 6

FY 08 NNSA SEP Handbook,

*National Nuclear Security
Administration Service Center
EEO & Diversity Office*

EEO POLICY

The Department of Energy does not discriminate on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability (physical or mental), sexual orientation, reprisal, or any other non-merit factor. We are committed to equal employment opportunity principles and practices in all of our management decisions and personnel practices.

The Department is committed to providing equal employment opportunity; eliminating discrimination in employment; and maintaining an environment that is free from any form of prohibited discrimination. The Department will provide a prompt, fair and impartial review, and adjudication of any allegation of discrimination.

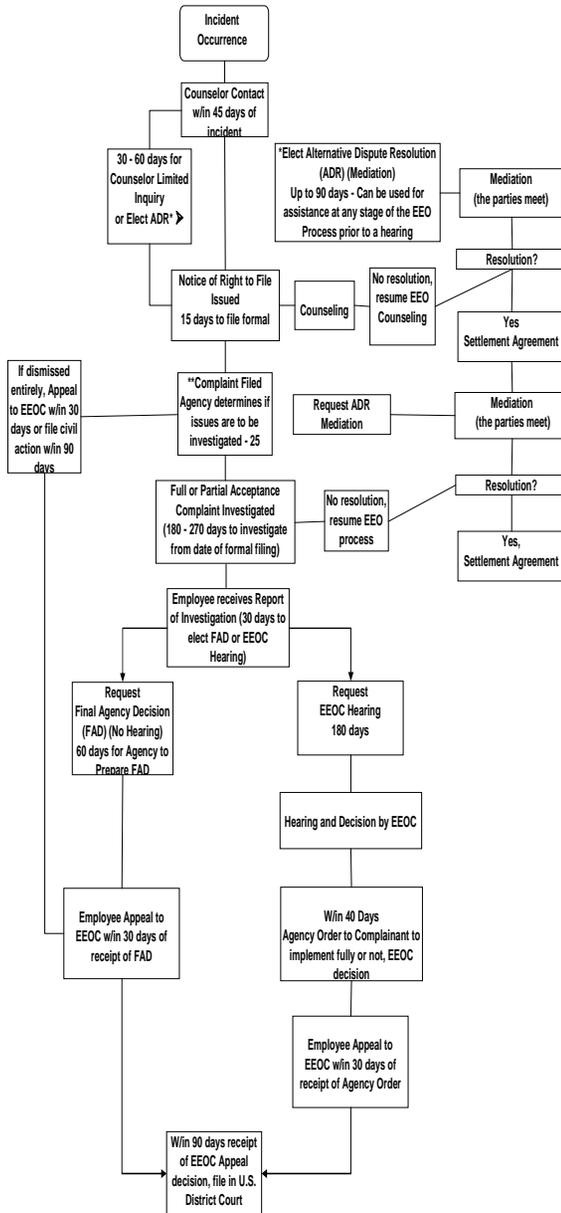
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For additional information, contact:

EEO & Diversity Office
<http://www.doeal.gov/eo/>
(505) 845-5517
(505) 845-4963 (Fax)

*EEO and Diversity Collaborating for Mission
Success*

***EEO
COMPLAINT
PROCESS***



**Complaint may be dismissed on procedural grounds; e.g., fails to state a claim, fails to comply with applicable time limits, mootness, etc. (see 29 CFR Section 1614.107)



EEO PROCESS

An NNSA employee or applicant for Federal employment may institute an EEO complaint if that employee or applicant believes that he/she has been discriminated against based on one or more of these factors.

RACE
COLOR
SEX (INCLUDING SEXUAL HARASSMENT)
RELIGION
NATIONAL ORIGIN
AGE
DISABILITY (PHYSICAL OR MENTAL)
SEXUAL ORIENTATION*
REPRISAL

STEP ONE **INFORMAL COMPLAINT**

If you believe that you have been the victim of discrimination in your work or through the employment process, you must contact an EEO counselor within **45 calendar days** of the occurrence of the alleged discrimination. A list of counselors is available at the EEO and Diversity Programs web page: <http://www.doeal.gov/eo/counselors.html>

At the initial counseling session, the complainant must elect either traditional EEO Counseling or Mediation. If the employee elects Mediation, the election must be in writing. If the employee elects Mediation, the EEO Counselor will complete the intake functions of counseling which is obtaining the information needed to determine the basis(es), claim(s), and timeliness. If the dispute is resolved during the Mediation, it will be in writing (settlement Agreement). The EEO office will retain a copy of the Settlement Agreement and notify the EEO Counselor that an agreement has been reached.

If the EEO Complaint is not resolved within the 90 calendar day period authorized for Mediation, EEO will notify the EEO Counselor and the Counselor will issue the Notice of Right to File a Discrimination Complaint (Final Interview Letter) to the employee, and the EEO process will continue.

*Prohibited by DOE policy

STEP TWO **FORMAL COMPLAINT**

After completing the informal process, you may decide to file a formal complaint. You must file your complaint within **15 calendar days** of your receipt of the Notice of Final Interview. You may send your complaint to one of the individuals named in the Notice of Final Interview.

Your complaint must be specific, and limited only to those matters that you previously discussed with the EEO Counselor. You will receive written acknowledgment of receipt of your complaint. It will inform you of the date that your complaint was filed. This date will be used for calculating the processing times relevant to the formal process.

If your complaint is accepted for processing, an impartial investigation will be ordered. The NNSA Service Center will insure that it is a thorough and fair investigation and is completed within **180 days** from the date you filed your formal complaint.

During this period the Department also will attempt to settle your complaint through mediation and will provide you with a copy of the investigative file.

Within **30 days** of your receipt of these materials, you may request either an EEOC hearing or an immediate final agency decision from the Department. If you request a hearing, the EEOC's Administrative Judge will issue the final decision.

If you fail to respond or request an immediate final decision, the Department will issue a decision based on its review of the investigative report and complaint file. The Department will issue its decision within **60 days** of your request.

If you request a hearing from the EEOC, an Administrative Judge will conduct a hearing and issue a decision on your complaint. The Judge must complete this process within **180 days** from receipt of the agency's file.

The Department, within **40 days** of its receipt of the Administrative Judge's decision, must issue its final order. The order must state whether or not the Department will fully implement the decision. If the order states that the Department will not, the Department must file and appeal with EEOC at the same time it issues its final order. If the Department does not take any action, the Judge's findings and any ordered relief become the final decision.

If you requested the Department to issue a final decision without a hearing, you may appeal the Department's decision to the EEOC within **30 days** of receipt. You may file a civil action in U. S. District Court within **90 days** of your receipt of the final decision.

Although mediation may not result in a written agreement resolving all of the issues, the process still can be useful. Mediation can help to eliminate points in a dispute, and parties generally come away with a better understanding of the issues and options for resolving them.

IS IT CONFIDENTIAL?

NNSA will ensure that the Mediation Program maintains the highest level of confidentiality. This will include holding the contractor to the highest standards of integrity. Dispute resolution communications are confidential and may not be disclosed by the parties or by a neutral third party unless:

- All parties to the proceeding agree in writing.
- The communication has already been made public.
- The communication is required by statute to be made public.
- A court determines that such testimony or disclosure is necessary to judicial proceedings.
- The communication is prepared by the party seeking disclosure.
- The communication is relevant to determining the existence or meaning of an agreement/award that resulted from the dispute resolution proceeding or to the enforcement of such an agreement or award.
- The communication is provided to, or is available to, all parties to the dispute resolution proceeding.

OUR MEDIATOR

Mediation services are contracted with GenQuest, Inc., which was founded in 1995. GenQuest provides training, business management, and administrative and technical support to government agencies, Federal contractors, and private businesses. GenQuest designs customized services for each agency, contractor, or client through its professional evaluation of client needs and the application of business solutions.

Toll-Free: 1-888-246-2460

505-246-2829

Fax: 505-246-0193

info@genquestinc.com

More complete information on the mediation program is available at the Service Center EEO/Diversity, Mediation website:

<http://www.docal.gov/eo/mediation.html>



NNSA Service Center
EEO/Diversity Office
PO Box 5400
Albuquerque NM 87185
Phone (505) 845-5517
Fax (505) 845-4963

*EEO and Diversity Collaborating for
Mission Success*

October 2007, Issue #03

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NNSA Service Center Mediation Program

Conflict Resolution Solutions Now



Brought to you by:

**Service Center
EEO/Diversity Office**

FY 08 NNSA SEP Handbook,

Mediate: To resolve or settle (differences) by working with all the conflicting parties; to bring about (a settlement, for example) by working with all the conflicting parties.

MEDIATION

Mediation, also known as Alternative Dispute Resolution, is a process where a trained, impartial third party helps two or more parties negotiate to resolve their workplace dispute.

At the NNSA Service Center, mediation is a voluntary, informal process for all parties to attempt to resolve workplace disputes.

HOW CAN MEDIATION HELP?

Individuals who reach agreement through mediation retain control of the dispute's outcome, and the result is more likely to meet their needs than a decision imposed from the outside. Mediation also gives individuals the opportunity to craft more creative solutions than might be available from an administrative law judge or other outside decision makers. Because those closest to the substance of the problem have designed their own settlement, the parties are far more likely to abide by it.

MEDIATOR'S ROLE

- Does not decide who is right or wrong, does not act as a judge, does not take sides, and does not place blame.

- Does not condone violence or threats as means for solving problems.
- Works equally with both parties.
- Is trained in the mediation process and various communication techniques.

WHEN TO USE MEDIATION

Use mediation where:

- Multiple workplace issues have to be resolved.
- There is no need to establish precedent, and there is no single "right" solution that is required.
- Tensions, emotions, or transaction costs are running high.
- Communication between the parties has broken down.
- Time is a major factor.
- Failure to agree does not clearly benefit one or more parties.
- Issues are complex and individual parties have an interest in maintaining confidentiality with respect to key issues.
- The parties want or need to maintain an ongoing working relationship.

HOW TO GET STARTED

If an employee has an issue that they would like to have mediated, they may contact **GenQuest** at (505) 246-2829 using the following timeframes:

- If you are considering filing an EEO complaint, contact an EEO

Counselor within 45 calendar days of the alleged incident or action. At the initial counseling session, elect either traditional EEO Counseling or Mediation.

- If you are considering filing a grievance, the employee has 15 days to initiate the administrative grievance procedure from the date the event occurred. You will simultaneously contact Brenda Carroll, Human Resources Department, at (505) 845-4850 and GenQuest indicating a desire to mediate your grievance. Note: The EEO and grievance process is held in abeyance during mediation, and the employee may return to either forum if unsuccessful.
- If the conflict is not EEO or grievance based, but still a workplace conflict, contact GenQuest at anytime to initiate the mediation process.

PHASES OF MEDIATION

Introductory: Mediator tries to develop an atmosphere of reasonableness and trust in the mediator. Ground rules are established and agreed to.

Problem Solving: Continue to build trust, educate participants about the dispute from the others' perspective, and generate and evaluate possible solutions.

Closure: If all parties reach agreement, the mediator may help draft a document spelling out terms.

SPECIAL HIRING PROGRAMS

Special Hiring Programs are outlined at the Office of Personnel Management (OPM) flexible hiring website. Take some time to get acquainted with the various special hiring programs. However, consult with NNSA Service Center Human Resources for those programs that NNSA is utilizing.

OPM Website:

http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfrc/default.asp

The screenshot shows the Federal Hiring Flexibilities Resource Center website. At the top, there is a dark blue header with the text "Federal Hiring Flexibilities Resource Center". Below the header, there is a main content area with a navigation menu on the right and a list of links on the left. The navigation menu includes: "Using Flexibilities", "Appointing Veterans", "Direct-Hire Authority", "Student Employment", "Excepted Service", and "Category Rating". The list of links on the left includes: "View Welcome Video" and "Read Transcript". On the right side of the page, there are three buttons: "Getting Assistance" (with a question mark icon), "Index of All Resources" (with an "A-Z" icon), and "Feedback Survey" (with a survey icon).

NNSA Student Employment Programs

Student Career Experience Program

The Student Career Experience Program (SCEP) (formerly Cooperative Education program) recognizes the need for career-related employment which enriches students' academic experiences and offers them valuable work experience in their career fields. The program also gives students exposure to public service and provides financial assistance to support their educational goals. In addition, the program encourages partnerships between Federal agencies and educational institutions and helps agencies attract, recruit, and efficiently hire well-educated graduates into their work force.

Key Features of the Student Career Experience Program

- Formal on-the-job training;
- Work must be related to the student's academic program;
- Open to all students (e.g. high school, college, graduate school);
- Written agreement among all parties required;
- Flexible scheduling of work assignments; and
- May be converted to a career-conditional appointment

Eligibility Requirements

Applicants must be enrolled or accepted for enrollment as a degree-seeking student, taking at least a half-time academic vocational or technical course load in an accredited high school vocational or technical school, college or university, graduate or professional school. Half-time is to be defined by the school in which the student is enrolled.

Experience Program Student Temporary Employment gives students exposure to public service, provides financial assistance to support their educational goals, and encourages partnerships between Federal agencies and educational institutions. The primary focus of this program is to provide students with temporary employment and does not have to be related to their educational or career goals.

Key Features of Student Temporary Employment Program

- Work need not be related to the student's academic program
- Open to all students (e.g. high school, college, graduate school)
- Flexible scheduling of work assignments
- May be converted to the Student Career Experience Program

Eligibility Requirements

Applicants must be enrolled or accepted for enrollment as a degree-seeking student taking at least a half-time academic, vocational or technical course load in an accredited high school, vocational or technical school, college, and university graduate or professional school. Half-time is to be defined by the school in which the student is enrolled.



THE FUTURE LEADERS PROGRAM

The NNSA [Future Leaders Program \(FLP\)](#) is both a learning experience and a monumental opportunity for growth. To get you started, you'll take some training courses that will get you certified for your scientific oversight responsibilities. You'll also receive mentoring from experienced, successful managers in NNSA. And you'll get plenty of time in the field, making sure the contractors who run NNSA laboratories and facilities do so safely and securely.

Special Emphasis Program Managers and Alternates have been involved in recruitment for the FLP and some have even been in the Program.



WEBSITES

The Service Center Website provides a wealth of information on EEO and Diversity for both the Service Center and NNSA.



- [Contact Us](#)
- [Complaints](#)
- [Complainants Information](#)
- [EEO Counselors](#)
- [Counselors Information](#)
- [EEO Counselor Tidbits](#)
- [Complaint Processing Information for Managers](#)
- [Mediation](#)
- [EEO Annual Training](#)
- [EEO/Diversity Business Process](#)
- [EEO Policies & Guidance](#)
- [EEO Plans & Reports](#)
- [EEO Statistics](#)
- [EEO & Diversity Video Library](#)
- [Reasonable Accommodations](#)
- [Special Emphasis Programs](#)
- [Links](#)

Equal Employment Opportunity & Diversity Office

The mission of the EEO & Diversity Office (EEO) is to promote and advocate Equal Employment Opportunity/Affirmative Action (EEO/AA) and Diversity for all NNSA SC employees and to create an environment that embraces and values diversity and is devoid of discrimination. EEO is responsible for planning, coordinating, and implementing the EEO/AA and Diversity Program objectives and policies in accordance with DOE Headquarters; Equal Employment Opportunity Commission (EEOC); and the Office of Personnel Management (OPM) guidelines; and providing NNSA SC management and employees with advice on all matters relating to the NNSA SC EEO Program.

You will also want to bookmark your own SEP's webpage. You are responsible for content and updates (furnished through your EEO Liaison). This is a great vehicle for membership recruiting, pictures of events, meeting notices and minutes, and linking to other web sites.

<http://scweb.na.gov/SpecialEmphasisPrograms.shtm>

Annual Reports

The NNSA Service Center has been delegated the responsibility to prepare the NNSA annual reports to the Equal Employment Opportunity Commission and Office of Personnel Management.

Disabled Veterans Affirmative Action Program (DVAAP)

Agencies must submit DVAAP accomplishment reports to OPM. The accomplishment reports must describe agency efforts to promote the maximum employment and job advancement opportunities for disabled veterans as well as certain veterans of the Vietnam era and of the post-Vietnam era.

Federal Equal Opportunity Recruitment Program (FEORP)

This OPM accomplishment report is prepared in compliance with the law (5 U.S.C. 7201 and 5 CFR Part 720, Subpart B) and contains information on the representation of minorities within the Federal Government and best practices of federal agencies.

Nine Point Plan

This OPM initiative requires agencies to report on the progress of improving the representation of Hispanics in the Federal workforce.

EEOC Management Directive 715

This Directive provides policy guidance and standards for establishing and maintaining effective affirmative programs of equal employment opportunity under Section 717 of Title VII (Part A) and effective affirmative action programs under Section 501 of the Rehabilitation Act (Part B).



- [Contact Us](#)
- [Complaints](#)
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- [EEO Policies & Guidance](#)
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- [EEO & Diversity Video Library](#)
- [Reasonable Accommodations](#)
- [Special Emphasis Programs](#)
- [Links](#)

EEO Plans & Reports

- Disabled Veterans Affirmative Action Program ([PDF, 180 KB](#))
- Federal Equal Opportunity Recruitment Program Plan ([PDF, 350 KB](#))
- Hispanic Employment Initiative Nine Point Plan ([PDF, 416 KB](#))
- DOE Hispanic Employment Plan ([PDF, 350 KB](#))
- No Fear Act ([web site](#))
- OPM Federal Equal Opportunity Recruitment Program Plan ([PDF, 350 KB](#))
- EEOC Annual Report on Federal Work Force FY06 ([PDF, 3186 KB](#))



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PO Box 5400
Albuquerque NM 87185
Phone (505) 845-5517
Fax (505) 845-4963

<http://www.doeal.gov/eo/>

EEO and Diversity Collaborating for Mission Success
FY 2008 Special Emphasis Program Handbook