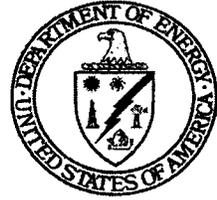




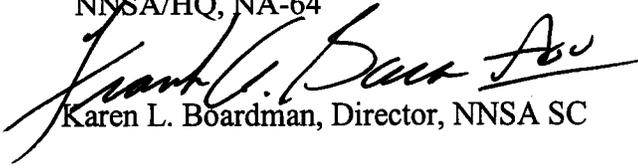
Department of Energy
National Nuclear Security Administration
Service Center
P. O. Box 5400
Albuquerque, NM 87185



NOV 8 2004

MEMORANDUM FOR: Mary Ann Fresco, Director, Office of Diversity and Outreach,
NNSA/HQ, NA-64

FROM:


Karen L. Boardman, Director, NNSA SC

SUBJECT: Transmittal of NNSA Service Center's FY2004 Implementation of
Executive Order 13171 and Office of Personnel Management Nine-
Point Plan

Attached is NNSA Service Center's report for the FY2004, Nine-Point Plan and Implementation of
Executive Order 13171.

If you have any questions, please call Yolanda Giron, Equal Employment Opportunity (EEO) and
Diversity Manager, NNSA Service Center at (505) 845-4243.

Attachment

cc w/ attachment:

Tyler Przybylek, NA-1, HQ

Paul Royal, NA-64, HQ

Mike Zamorski, OIA, NNSA SC

NOV 8 2004

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bcc w/attachment:

Poli Marmolejos, OCR, ED-4, HQ

Neil Schuldenfrei, OCR, ED-4, HQ

Jeffrey Vargas, HCMI, ME-52

Department of Energy
Report on the Implementation of E.O. 13171
and OPM's Nine Point Plan
Fiscal Year 2004

DOE Site: National Nuclear Security Administration Service Center

Hispanic Employment Manager: Armando Chavez, FY04

Human Resources Manager: Veronica Monthan

EEO/Diversity Program Manager Yolanda Giron

Submission Contact Email Address: gruiz@doeal.gov

Submission Contact Phone Number: (505) 845-6668

Date of Submission: October 27, 2004

Site Official Director Karen Boardman

Overview:

Describe activities that your Site considers a “best practice” that it has developed and implemented over the last Fiscal Year that supports the recruitment, retention and promotion of Hispanics. If applicable, articulate how your activities are aligned with your Sites Annual Performance Plan under the Government Performance and Results Act (GPRA).

- During FY 04, the newly formed National Nuclear Security Administration (NNSA) Service Center in Albuquerque, New Mexico completed consolidation of functions, facilities, and transferring of personnel from Oakland, California, and Las Vegas, Nevada. Due to these activities, there were no specific external recruitment initiatives; however, retention programs and internal job opportunities were utilized and available for employees.
- In an effort to retain the critical skills needed to support the mission of the organization, the Service Center exercised the option to issue retention bonuses to employees working within the Nuclear Explosives Working Group. Recipients of these bonuses included Hispanic employees.
- On a quarterly basis, the Service Center conducts a comprehensive program analysis of the current status of all affirmative employment efforts within the Service Center. Statistical reports are distributed to Managers, Supervisors, Equal Employment Opportunity (EEO) and Program, and NNSA/Department of Energy (DOE) Headquarters representatives. The reports are web-based and are readily accessible to the entire NNSA community and special interest minority organizations such as the Albuquerque Hispano Chamber of Commerce, National Image, Inc. and the National Organization of Mexican American Rights (NOMAR). The reports provide the current situation relating to affirmative employment identifying the areas of needed improvement and/or progress for minority groups by grade level and occupation.
- On an annual basis, the following accomplishment reports and action plans are also submitted to the DOE, Office of Civil Rights:
 - Affirmative Employment Program Accomplishment Report for Minorities and Women and Plan Update
 - Affirmative Action Program Accomplishment Report and Update for Persons with Disabilities
 - Federal Equal Opportunity Recruitment Plan
 - Disabled Veterans Affirmative Action Plan

Statistical Profile:

Provide your latest employment statistics.

- Hispanic employees comprise 37.4% of the total Service Center population. The Hispanic male population represents 11.1% while Hispanic females represent 26.3%. Based on a comparison with the National Civilian Labor Force data extracted from the 2000 Census, Hispanics are not underrepresented at the Service Center. Of the Hispanics employed by the Service Center, 55% are at grade levels GS-13 through the Senior Executive Service (SES) level and 80% are employed in Professional and Administrative occupations.

Areas of Concentration in the Implementation of Executive Order 13171:

- 1. Managerial accountability – actions that produce hiring results, including measurable accomplishments and the development and implementation of systems that recognize and award managerial leadership in promoting Hispanic employment.**
 - The senior management team actively guides the organization in setting policy to sustain an effective Equal Employment Opportunity (EEO)/Diversity Program through demonstrated personal commitment to equal employment opportunities and affirmative action. Senior management directs fair and equitable selections and promotions of minorities, women, disabled, and others at all levels of the organization through the publication of policy.
 - The NNSA Performance Appraisal System requires that all managers and supervisors be evaluated on “Diversity and Equal Employment Opportunity Management.” The performance measure is: “maintains awareness and sensitivity to issues of diversity, discrimination, and affirmative action; develops and utilizes employees as valuable, diverse human resources; fosters a work environment that is cooperative and free of discrimination.”
 - The EEO and Diversity Program Manager is a member of the Leadership Team and actively participates in meetings where critical decisions are made affecting the operations of the Service Center. At these meetings, the EEO and Diversity Program Manager advises the Leadership Team on implementation of the Service Center’s EEO and Diversity programs.

2. Innovative recruitment practices and retention strategies – including targeted recruitment efforts, partnerships with outside organizations and particular “in-reach” and “outreach” programs that help Latino’s secure positions.

- The Service Center Human Resources office had limited outside recruiting during FY04 due to downsizing and consolidation. Therefore, opportunities to reach out to the Hispanic community were limited. Although external recruitment opportunities were limited, internal job opportunities were available. Hispanics applied for 50 job vacancies of which 64% were competitively selected for positions ranging from the GS-8 to the Senior Executive Service level.
- As part of community outreach efforts, the NNSA Service Center Director and the EEO Diversity Office welcomes roundtable discussions with minority organizations such as National Image Inc. and NOMAR to strategize on recruitment and training initiatives that benefit the community at large. Further, employees from the Service Center and tenant offices are active Board and Council members of NOMAR and/or Image, Inc. providing a unique opportunity for the Service Center to have open and continuous communication with these organizations.
- The Service Center also supported both the NOMAR and Image Inc. National Training Conferences. The EEO and Diversity Program Manager participated as a workshop speaker at the NOMAR Training Seminar in August 2004. In addition, five employees from the NNSA Service Center attended this seminar. The HEP Manager and an HEP Council Member attended the Image, Inc. Training Seminar in June 2004.

3. Special training programs that were designed and developed for managers to develop a better understanding of and stronger relationship with the Latino community.

- On an annual basis, the Hispanic Employment Program celebrates Hispanic Heritage Month with various activities. Speakers are brought from the community to provide training and information to all Service Center employees. The keynote speaker for the FY2004 celebration was Chief Justice Edward L. Chavez. A native New Mexican, he was appointed to the New Mexico Supreme Court by Governor Bill Richardson in February 2003.
- Training courses are available that inform and instruct supervisors, and managers about EEO and Diversity program responsibilities. A program consisting of six Modules of Leadership Skills training were held for and mandatory for supervisors, managers and team leads at the Service Center. In addition, other training opportunities included an EEO Update for Supervisors, Special Emphasis Program educational awareness and

heritage programs, community-based training such as the New Mexico EEO Council's Annual EEO/Diversity Training and Awareness Seminar and the Executive Forum on Diversity.

4. Issuance of any site specific Policy Statement or memorandum that endorses or builds on the January 21, 2004 issued Hispanic Employment Plan.

- On April 22, 2004, Karen Boardman, Director, NNSA Service Center, signed the EEO and Diversity Policy Statement reinforcing management's commitment to have a work place that is fair and free from discrimination.

5. Participation of Hispanics in your student programs (Student Career Experience Program, Student Temporary Employment Program, Summer Hire Program and other Intern Programs).

- There are nine Hispanic students participating in the Student Temporary Experience Program. There are six Hispanic college graduates who are participating in the Federal Career Intern Program.

6. Other activities that support Hispanic employment.

- In FY 2004, the Hispanic Employment Program (HEP) focused on promoting awareness of it's functions and objectives, improving employment opportunities, mentoring high school students, and maintaining partnerships with Hispanic organizations.

Questions on Nine-Point Plan:

1. Support and implement the White House Initiative on Educational Excellence for Hispanic Americans.

- The NNSA Service Center is involved in nine community outreach activities and academic partnerships providing grants to educational institutions of higher learning and allowing employees to serve as mentors and tutors for students throughout the Albuquerque metropolitan area.
- Annually, NNSA Service Center employees volunteer as science fair judges at the East San Jose Elementary School in Albuquerque, New Mexico of which Hispanic students comprise approximately 86% of the school's population.

2. Provide employment information to students, faculty, and the Hispanic community.

- The NNSA Service Center utilizes a web-based recruitment system called QuickHire. QuickHire is a service delivery mechanism that automates the federal hiring process. Interested applicants can review the vacancy announcement and answer position-specific questions while at this website anytime from anywhere. After the vacancy closes, the Human Resources Department (HRD) uses the system to automatically rate, rank and certify candidates. Top-talent is instantly identified and ready to be forwarded to the selecting official.
- Although the NNSA Service Center HRD did not hire interns during FY04, representatives from the Service Center's Special Emphasis Programs participated in national and local recruiting events and the EEO and Diversity Office placed advertisements in minority publications to maintain a presence for future hiring. In the FY05 intern recruitment initiative, a number of colleges and universities, as well as minority serving institutions, will be visited in order to attract Hispanic and other minority candidates.
- Special Emphasis Program representatives provided mission information to attendees of the 2003 conference of the Society for Advancement of Chicanos and Native Americans in Science (SACNAS), held in Albuquerque, New Mexico, October 2-4, 2003.

3. Use the Presidential Management Intern (PMI) Program for recruiting, converting and advancing Hispanic College graduates.

- None of the organizations that receive Human Resources services from the NNSA Service Center have made PMI appointments. These appointments are normally made at the Headquarters level.

4. Participate in the Hispanic Association of Colleges & Universities (HACU) National Internship Program.

- None of the organizations that receive Human Resources services from the Service Center have utilized this intern program due to downsizing and consolidation.

5. Use the flexibilities of the Student Employment Program to bring Hispanic students into agency's shortage category occupations, as well as other occupations.

- The Student Employment Programs are used to bring Hispanic and other minority students into the workplace. In FY04, 9 out of 14 (64.3%) of students hired under these programs by the Service Center Human Resources Department were Hispanic.

6. Develop mentoring program to motivate young people to pursue higher education and Federal Careers.

- The Service Center has a mentoring program through Project Partnership. Project Partnership is an organization that has various programs, including mentoring, to motivate young people to pursue higher education and Federal careers. It is comprised of Federal, State, and private industry employers that work with young people from the New Mexico Mathematics, Engineering and Science Achievement Program and Youth Development, Inc. Employees are recruited annually to bring students into contact with federal government employees who will serve as role models, guide the students in the direction of higher education, and encourage the students to pursue careers in the federal government. This program enables federal employees to take a proactive role in helping the youth in our community.

7. Promote Participation of Hispanic employees in career development programs.

- Currently, career developmental programs are advertised to all employees and do not target any particular group of employees. Each program targets a particular grade level and is scored on the rating scale specific to that developmental program by a group of panel members selected by the Training & Development Department and approved by Senior Management. The panel is comprised of Subject Matter Experts, Senior Managers, and an EEO representative to ensure applications are rated fairly and equally, and that diversity concerns are considered.
- In FY04 a suite of nine (Elite 9) Career Developmental Programs were developed to provide developmental and growth opportunities for employees at every level of the federal spectrum, from the GS-1 to the GS-15 level. The programs will be announced for application throughout the year and will apply to all federal employees in NNSA organizations. All nine Career Developmental Programs will be implemented in FY05 (if funding allows).

Recommendations to help promote full participation in career developmental program:

- Encourage Special Emphasis Program (SEP) Managers and members to assist in getting the word out on career developmental opportunities in order to enhance the promotion of training and advancement of minorities, women, disabled veterans and the physically disabled.
- Encourage Special Emphasis Program (SEP) Managers and members to volunteer to participate on Career Developmental Program Ranking/Rating/Selection Panels.

- Encourage Supervisors/Managers, in accordance with Human Capital Management initiatives, to personally get involved in ensuring that employee's developmental needs are met, basically "invest in employee's training and career developmental needs".
- NNSA must ensure that adequate funding is made available annually to support Career Developmental Programs.

8. Assess agency needs for full-time, part-time, or collateral Hispanic Employment Program (HEP) and ensure that HEP's are integral members of the agency's management team.

- The Service Center HEP Manager serves 20% of his/her time to work on the HEP Council and the Alternate HEP Managers serves 15% of his/her time. The HEP Council meets monthly and assists the HEP Manager in achieving the Goals and Objectives that have been approved by the Service Center Director.
- The HEP Manager and Alternate Manager participate in the HQ EEO & Diversity Council that is chaired by the Director, Office of Diversity Programs, NNSA HQ and Co-chaired by Director of Institutional Affairs from the Service Center. The meetings are held on a quarterly basis. Concerns and issues of the HEP can be raised at that time.
- Locally, the EEO and Diversity Advisory Committee was established in FY2004. The EEO and Diversity Advisory Committee Charter has been signed by Karen Boardman, Director, NNSA Service Center. The mission of the EEO and Diversity Advisory Committee is to promote parity within a diverse work force in recruitment, training, development and career advancement. The meetings will be held on a quarterly basis.
- The HEP Manager participates in the DOE-wide Hispanic Employment Coordinators conference calls on a monthly basis to discuss issues and updates on Hispanic Employment.
- The HEP program is provided funding to support program initiatives, training and travel needs.

9. Incorporate these activities into the agency's annual Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM.

- This will be done at the Headquarters level.