

U.S. Department of Energy
National Nuclear Security Administration
Report on the Implementation of Executive Order 13171
and the
Office of Personnel Management's Nine Point Plan
Fiscal Year 2006

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Overview:

Briefly describe the “best practice” activities your site has developed and implemented over the past fiscal year that support the recruitment, retention, and promotion of Hispanics.

- During FY 2006, National Nuclear Security Administration (NNSA) (which is now comprised of Headquarters, eight Site Offices, and one integrated Service Center), implemented a Human Capital Management Strategic Plan that includes strategies and goals to recruit and retain a highly qualified and diverse workforce. The plan includes improved marketing of the NNSA, a streamlined application process, targeted recruitment pools/areas of consideration, and aggressive use of recruitment and retention incentives.
- Actively working to define and plan for the workforce of the future consistent with the President’s Management Agenda. Serious workforce succession problems are anticipated in the near future due to an aging workforce. To address loss of critical leadership and technical skills, the NNSA is utilizing strategic workforce planning as a tool to assess that organizational elements have adequate staff and that employee skills align to critical job requirements.
- Hired 30 new and diverse external hires under the Future Leaders Program (FLP) in FY06. The NNSA has been successful in using the FLP as an important recruitment tool to address current and projected skills gaps identified in the succession planning process. The NNSA’s FLP for FY 2007 includes plans to recruit and fill 30 new positions.
- Formulated recruitment strategies to solicit interest for 12 new developmental positions under the Student Career Experience Program. Recruitment efforts are currently underway for these positions. These positions involve a mix of critical functional areas such as business, accounting and budget, human resources, legal, public affairs, and engineering.
- Initiated a study of Senior Executive Service positions and their use and distribution across NNSA. Results from this study will be integrated into the overall workforce and succession planning efforts.

Statistical Profile

The total number of permanent employees at the NNSA was 2,455 at the end of FY 2005 and 2,507 in FY 2006. Hispanics made up 16 percent (412 employees) in FY 2006, which exceeds the Civilian Labor Force Population. Promotions for Hispanic employees decreased from 22.7% in FY 2005 to 21% in FY 2006.

September 30, 2005

Organization Code/ Title	Black		Hispanic		Asian		American Indian		Other		Minority		Female		Total										
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male															
GRAND TOTAL	103	4%	72	3%	190	8%	217	9%	21	1%	76	3%	25	1%	18	1%	456	19%	1277	52%	722	29%	795	32%	2455

September 16, 2006

Organization Code/ Title	Black		Hispanic		Asian		American Indian		Other		Minority		Female		Total										
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male															
GRAND TOTAL	109	4%	80	3%	187	7%	225	9%	25	1%	74	3%	26	1%	21	1%	460	18%	1300	52%	747	30%	807	32%	2507

1. Describe any innovative recruitment practices and retention strategies – including targeted recruitment efforts, partnerships with outside organizations, and specific “in-reach” and “out-reach” programs to help Hispanics secure positions within DOE.

- Special Emphasis Program Managers (SEPM's) and EEO Diversity Council members actively participated in the development of the FY 2006 Future Leaders Program recruitment plan targeting colleges and universities most likely to result in a diverse applicant pool. Program Managers accompanied Human Resource (HR) Consultants on recruitment trips during the FLP recruitment initiative to provide information on the NNSA and specific job requirements. The partnership between the HR Department and EEO officials is important and will continue in future recruitment efforts. Diversity Council members were present at all college and university recruitment efforts for the FLP. They also participated in interview sessions with the students.
- As part of community outreach efforts, NNSA welcomes roundtable discussions with minority organizations such as Image, Inc., National Organization of Mexican American Rights (NOMAR), and the New Mexico EEO and Diversity Council, to strategize on recruitment and training initiatives that benefit the community at large. Further, employees from NNSA are active Board and Council members, providing a unique opportunity for NNSA to have open and continuous communication with these organizations, as well as personal and professional development.

2. Describe any special training programs that were designed and developed for managers to develop a better understanding of, and stronger relationship with, the Hispanic 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 NNSA employees. One of the keynote speakers for the FY 2006 celebration was the U.S. Attorney for the District of New Mexico, David Iglesias.
- Conducted EEO Complaints Process and EEO Myths training for supervisors and managers. All NNSA organizations, including HQ, Site Offices, and the Office of Naval Reactors received the training.
- Supported attendance of NNSA employees at community-based training such as at the Workforce Diversity Pathways to Inclusion Seminar and the New Mexico Diversity/EEO Council Annual Seminar.

3. Describe the participation of Hispanic students (elementary school, high school, or collegiate) in education programming to develop interests in science or for participation in our student employment programs (i.e., Student Temporary Employment Program, Student Career Experience Program, Career Intern Program, Presidential Management Fellows Program, etc.)

- Twelve Hispanic students are currently participating in the NNSA Student Temporary Employment Program
- Twelve new positions under the Student Career Experience Program (SCEP) were created this past year for the Service Center. Recruitment strategies have been developed and are currently being implemented to attract and improve the agency's diversity population. The following was accomplished in support of the strategies: job announcements were published to all the two- and four-year colleges and universities and vocational-technical institutions. The Special Emphasis Program Diversity Council and Special Emphasis Program Managers actively participated by distributing these job announcements to their respective partnering organizations and contacts. Information meetings were also held with the career services staff of Hispanic Serving Institutions.

4. Describe any other programs that support Hispanic employment, particularly the OPM Nine Point Plan.

- In FY 2006, the Hispanic Employment Program focused on collaborating with other organizations to leverage existing resources to improve employment opportunities and mentor students.

Questions on the Nine Point Plan:

As appropriate, please provide input in the following areas. You may list activities more than once, and you may repeat activities that you have reported in previous submission if they are relevant to this year.

1. Describe initiatives that support and implement the White House Initiative for the Educational Excellence of Hispanic Americans.

NNSA is a strong advocate of the White House Initiative on Educational Excellence for Hispanic Americans. A brief description of activities that directly supported this initiative follow:

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

2. Describe initiatives that provide DOE employment information to students, faculty, and the Hispanic community to include mentoring programs, informational seminars, etc.

- The NNSA has been successful in using the Future Leaders Program (FLP) as an important recruitment tool to address current and projected skills gaps identified in the succession planning process. The FLP was established in 2005 to develop entry-level candidates with degrees in engineering, the physical science, or business disciplines. Special posters, informational brochures, a dedicated web site, and pamphlets were designed to aggressively market the NNSA Future Leaders Program. Special Emphasis Program Managers (SEPM's) and EEO Diversity Council members actively participated in the development of the FY 2006 Future Leaders Program recruitment plan targeting colleges and universities most likely to result in a diverse applicant pool. SEPMs accompanied Human Resource Consultants on recruitment trips during the FLP recruitment initiative to provide information on the NNSA and specific job requirements. The partnership between the Human Resources and EEO officials is important and will continue in future recruitment efforts. Diversity Council members were present at all college and university recruitment efforts for the FLP. They also participated in interview sessions with the students. This last year, the FLP yielded 30 new and diverse external hires to the agency. Of the 30 interns, 13 percent were Hispanics.

- Formulated recruitment strategies to solicit interest for 12 new developmental positions under the Student Career Experience Program. These positions involve a mix of critical functional areas such as business, accounting and budget, human resources, legal, public affairs, and engineering. Information meetings were held with the career services staff of Hispanic Serving Institutions as well as publishing job announcements. Recruitment efforts are currently underway for these positions. The Special Emphasis Program Diversity Council, including each Special Emphasis Program Managers, also received the job announcements for networking with their respective partners.
- NNSA employees participate in conferences such as the League of United Latin American Citizens Conference and EEO and Diversity conferences. The sponsoring organizations are made up of a diverse group of professionals working to promote the advancement of EEO and Diversity. These conferences serve as valuable resources for increasing awareness on NNSA employment opportunities and outreach to Hispanic organizations.
- 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 uses the system to automatically rate, rank and certify candidates. Top-talent is instantly identified and ready to be forwarded to the selecting official.

3. Describe initiatives that use the Presidential Management Fellows (PMF) Program for recruiting, converting, and advancing Hispanic College graduates.

- Although NNSA did not recruit PMF Interns in FY 2006, 30 interns were hired under the Future Leaders Program. Of the 30 interns, 13 percent were Hispanics. In addition, 100% of the students employed under the Student Temporary Employment Program are Hispanic. Successful students have an opportunity for permanent placement as a Federal employee within NNSA.

4. Financial assistance provided to Hispanic Serving Institutions in the development of research and/or grant opportunities with DOE for Hispanic students pursuing undergraduate, masters, or doctorate degrees.

- DOE provided financial assistance through FY 2006 to two Hispanic Serving Institutions (HSIs) via a cooperative agreement between DOE and New Mexico State University, one of the HSIs. The cooperative agreement supports the Waste-Management, Education and Research Consortium (WERC). WERC is a consortium for Environmental Education and Technology Development whose purpose is to provide research and/or grant opportunities to Hispanic students pursuing undergraduate, masters and doctorate degrees.

5. Describe your organization's use of the Hispanic Association of Colleges and Universities (HACU) national internship program.

- At present, NNSA does not participate in the Hispanic Association of Colleges and Universities Internship Program; however, recruitment efforts for FY 2006 Future Leaders Program targeted recruitment trips to Hispanic Serving Institutions. Similar recruitment efforts are scheduled for FY 2007.

6. Describe initiatives that utilize student employment program flexibilities to bring Hispanic students into occupations that are typically hard to fill, as well as other agency occupations.

- Recruitment announcements used in soliciting interest for the 12 new positions under the Student Career Experience Program were formulated to reach a diverse group of applicants. Announcements were designed to reflect all racial, national origin groups and both sexes. In addition to covering the NNSA mission and position requirements, announcements included information on qualification requirements, pay, recruitment incentives, developmental promotion opportunities, and the full spectrum of federal employee benefits, etc. These announcements will continue to be disseminated during future participation in conferences and job fairs on FY 2007 recruitment efforts.
- The Department, through the Chief Human Capital Officer Jeff Pon, is encouraging agency managers to consider establishing and recruiting for developmental positions in order to support workforce and succession planning initiatives. From an operational level, Human Resources Consultants provide technical advice and council to NNSA managers in exploring options to establish new, or restructure recently vacated senior level positions, to provide developmental opportunities. This past year, a total of 12 new developmental positions under the Student Career Experience Program were created within the NNSA. These positions involve a mix of critical functional areas such as business, accounting and budget, human resources, legal, public affairs, and engineering. The NNSA's Future Leader's Program for FY 2007 includes plans to recruit and fill 30 new positions, all developmental in nature. Other programs, such as upward mobility and career ladder opportunities, are considered viable recruitment and placement strategies.

7. Describe your Initiatives to develop mentoring programs to motivate Hispanic students or new employees early to pursue higher levels of education.

- College graduates hired under the Future Leaders Program are placed on Individual Development Plans that outline developmental work assignments, projected training opportunities, and rotational assignments or details.

- Employees under this program receive close monitoring, guidance, and mentoring by senior program officials and technical subject matter experts relative to their Federal careers, work experiences, and educational development. In addition, the Human Resource Consultant assigned to the FLP provides additional oversight and mentoring.

8. Describe initiatives that promote Hispanic employee participation in career-development training programs.

- In March 2006, the Mid-Level Leadership Development Program (MLDP) was announced. The MLDP is NNSA's succession planning approach to ensure that NNSA has a pool of diverse and qualified personnel prepared to assume leadership roles in the organization. The objective of the program is to help develop the selected participants' leadership competencies to prepare them to meet the leadership challenges of tomorrow. The MLDP is a training and development program designed to provide leadership training and developmental opportunities to high potential, non-supervisory employees, in grades 12-14 and excepted service pay bands. During FY 2006, there were 20 NNSA participants of which 45% were Hispanic employees.
- In March 2005, the NNSA also implemented a pilot Mentoring Program. The purpose of the program is to prepare high-potential employees for leadership positions by providing effective professional, personal, and leadership developmental opportunities. The program was opened to GS-11 and above employees only. A total of three participants completed the program. Summary of results indicated that the program was worthwhile and recommendations were to continue to offer the program annually. Additionally, one of the mentors was EEO and Diversity Program Manager, Yolanda Girón. Ms. Girón was recognized for leadership and outstanding work in the field of technology and business by Hispanic Engineer & Information Technology Magazine (www.hispanicengineer.com).

9. Describe efforts to assess the agency or field office need for full-time or collateral duty Hispanic Employment Program (HEP) Managers by ensuring that HEP Managers are integral members of the management team.

- The HEP Manager serves 20% of his/her time to work on the HEP Council and the Alternate HEP Manager serves 15% of his/her time. The HEP Council meets monthly and assists the HEP Manager in achieving their goals and objectives.

- The HEP Manager participates in the NNSA Diversity Council chaired by the Director, Office of Diversity and Outreach, and co-chaired by Deputy Director from the NNSA Service Center. 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." The meetings are held on a quarterly basis. HEP concerns and issues may be raised at that time.
- The EEO and Diversity Advisory Committee was established in FY 2004 at the NNSA Service Center. The EEO and Diversity Advisory Committee Charter was 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 are also held on a quarterly basis.
- The HEP program is provided funding to support program initiatives, training and travel needs. In FY 2006, that funding supported: a joint venture with Kirtland Air Force Base during National Hispanic Heritage Month; travel, per diem, and tuition for the HEPM to attend the 2006 LULAC National Convention; and sponsor the call for judges for the New Mexico Mathematics and Science Achievement (MESA) Spring Jamboree at the University of New Mexico.

10. Describe efforts to incorporate these activities into the agency's annual Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM.

- NNSA's accomplishments are reported in the annual FEORP.