

**Diversity Advisory Committee
Operational Plan Performance Matrix**

Goal One Objective 1	Goal Two Objective 1	Goal Three Objective 1	Goal Four Objective 1
Objective 2	Objective 2		Objective 2

Color indicators identify performance status for each objective.



Performance meeting expectation



Issues with meeting expectation but completion anticipated



Major concern with meeting expectation, completion uncertain



Not applicable

Goal One-Champions-Elizabeth Donnelly (Chair) and Levi Bowman (Co-Chair)

Support management in maintaining a strong, viable and diverse workforce.

Supports NNSA/SC FY 2007 Operational Plan Goal 3

Objective 1-Support the Human Resources Department in recruiting and hiring a diverse workplace.

Actions

1. Participate in recruitment efforts to make preliminary and follow-up contacts to attract applicants for positions being announced (i.e. career fairs, targeted recruitment for internships, cooperative educational program, student programs, etc.

Success Indicators: SEPs participate in Future Leaders Program, collect resumes at career fairs and/or minority programs at universities.

Status:

2. Develop and establish relationships by networking with schools and organizations to promote NNSA.

Success Indicators: Recruit at local schools and colleges. Inform audiences via information sessions on vision and mission of NNSA with recruitment pitch.

3. Encourage employee participation at career days to promote recruitment opportunities within the NNSA.

Success Indicators: Partner with EEO and Human Resources in recruitment efforts.

Status:

Objective 2-Ensure that underrepresented groups are provided with an equal opportunity for professional growth, development, and training.

Actions

1. Encourage SEP groups to assist membership in applying for career development opportunities.

Success Indicators: Encourage individuals in underrepresented groups to apply for vacancies. Forward all position announcements to the respective SEPs members and identify individuals who can assist them with their applications.

Status:

2. EEO and Diversity Office will solicit SEP volunteers to serve as EEO observers for career development selection process.

Success Indicators: Track the number of positions an SEP observer participated.

Status:

Goal Two (Co-Champions – Nancy Hogan and Michael E. Perez)

Preserve and Enhance a Culture of Quality Service to NNSA Customers.

Supports NNSA SC FY 2007 Operational Plan Goal 1

Objective: Increase coordination and cooperation among each SEP

Actions

1. Establish interfaces amongst NNSA SEP counterparts. Establish a forum amongst the NNSA-SC SEPs to exchange information and integrate efforts, policies and support implementation of initiatives.
2. Support NNSA Diversity initiatives by incorporating NNSA Diversity policies into each SEP sponsored activity and initiative.

Success Indicators: SC SEP DAC developed actions to implement policy and initiatives from NNSA Office of Diversity and Outreach.

Status:

3. The SEPs will request advice and guidance from the Diversity Champions in support of their respective groups.

Success Indicators: Information obtained from interfacing with other SEP programs through out DOE and NNSA is shared with the NNSA-SC SEP's. Discuss objectives at the SC SEP DAC and decide which objectives can be supported corporately.

Status:

4. Explore alternatives and additional activities or efforts that could enhance the diversity cause within NNSA/SC.

Success Indicators:

- Propose and support individual or specific activities or programs within the appropriate SEP (e.g., incorporating a Veterans Program into Committee for People with Disabilities to support annual November “Honoring All Veterans” ceremony at the NNSA/SC Complex).

Status:

Objective 2 – Promote each SEP by celebrating each Diversity Month

Actions

1. Advertise each activity to all NNSA Service Center Complex employees.

Success Indicators: Prompt notification of all monthly activities via intranet in sufficient time to allow full participation and supervisory concurrence. Active solicitation of new members throughout the year via SEP website or requesting volunteers for seasonal projects (e.g., food drives).

Status

2. Each SEPM will request support from other SEPs and their respective organization regarding all monthly activities.

Success Indicators: Solicit volunteers (outside the SEP) to assist with special activities to get employees involved and encourage further involvement with or joining the SEPs. Establish joint SEP special projects (e.g., adoption of a median to clean; Habitat for Humanity; collection of funds, food or other items for shelters).

Status

3. Set up programs or training outside of Special Emphasis Programs.

Success Indicators: Educate SC Complex and Sandia Site Office employees on special programs during All Hands meetings, intranet or “Lunch and Learn” training (e.g., tax training during tax season).

Status

4. Maintain SEP websites with meeting minutes, current activities, etc.

Success Indicators: Utilize Newsflash to advertise monthly and special activities, and remind of SEP websites. Periodic e-mail reminders of SEP websites. Incorporate SEP websites on special program flyers and notifications.

Status

Goal Three (Co-Champions – June Storey and Lisa Marie Buffkins)

Advance team building within NNSA and local communities to enhance programs and services.

Supports NNSA SC FY 2007 Operational Plan Core Values and Goal 2

Objective 1 – Promote established NNSA supported community outreach initiatives.

Actions

1. Each Special Emphasis Program (SEP) will select and become lead support for at least one established, NNSA supported program/service. Lead support includes organizing, marketing, and EEO/Diversity Office coordination. Some examples of NNSA supported community outreach initiatives are:

Annual Book Drive and Sale

Holiday Food Drive and Turkey Roll

FWP Clothing Drive

Join a School Program – Lowell Elementary

Join a School Program – Jackson Middle School

Barrett House Toiletries Collection

Success Indicators: Implementation of program, participation of Service Center Complex and Sandia Site Office volunteers and donors and completion of the following activities:

Annual Book Drive and Sale

Holiday Food Drive and Turkey Roll

FWP Clothing Drive

Join a School Program – Lowell Elementary

Join a School Program – Jackson Middle School

Barrett House Toiletries Collection

Status:

2. SEP Program Managers will establish standard operating procedures on how their respective programs are executed. The documents will be used as guidance for the future and can be maintained at the EEO/Diversity Office.

Success Indicators: Reference documents are established for future SEP Program Managers to use in managing their programs promoting consistency in the quality and integrity of the results/products produced by each group.

Status:

Objective 2 – Maintain a Statement of Cooperation between U.S. Department of Energy/National Nuclear Security Administration Service Center and National, Regional, and local Minority and Advocacy Groups.

Actions

1. Draft a Statement of Cooperation and provide it to the following organizations:

Blacks in Government (Local, Regional)

NAACP (Local)

National IMAGE Inc. (Local, State, Regional)

NOMAR (National)

Federal Pacific American council (Local)

American Indian Science and Engineering Society (Local)

Federally Employed Women (Local)

Older Workers Advocacy Group

Gay, Lesbian, Bisexual, Transgender, & Straight Allies Advocacy Group

Committee for Persons with Disabilities Advocacy Group

Success Indicators: An improved working relationship with identified organizations.

Status:

Goal 4 (Co-Champions – Geraldine Duran and Pat Cream)

Share best practices, special events, noteworthy accomplishments (individual or organization) and success with all programs and employees.

Supports NNSA SC FY 2007 Operational Plan Core Values and Goal 1

Objective 1 – Promote enhanced communication between the SEPS and external diversity organizations regarding best practices and successes.

Actions:

1. Keep in contact with external diversity organizations with similar interests.
2. Attend meetings of external diversity organizations with similar interests.

Success Indicators: Regular attendance and communication with external diversity organizations. Share NNSA and other Federal job opportunities with external contacts.

Status:

Objective 2 – Support and assist external organizations in further developing activities and accomplishing goals

Actions:

1. Participate and promote events and community service activities.
2. Share ideas for recruitment.
3. Share ideas for career advancement.

Success Indicators: Partner with other Federal, local agencies or diversity related organizations in development of Special Emphasis or other programs to promote education and cooperation.

Status: