Department of Energy
National Nuclear Security Administration
Service Center

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

Karen L. Boardman, Director
NNSA Service Center

April 28, 2004
Date