



NATIONAL NUCLEAR SECURITY ADMINISTRATION SERVICE CENTER SUPPLEMENTAL DIRECTIVE

SC P 311.1A

Dated: 04-22-04

EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY POLICY STATEMENT

1. OBJECTIVE. To establish the Service Center Director's Policy on Equal Employment Opportunity (EEO) and Diversity.
2. APPLICABILITY. The provisions of this Service Center Directive apply to all Service Center employees.
3. POLICY.
 - a. Our mission is to provide business, technical, financial, legal, and management services that will enable the National Nuclear Security Administration (NNSA) and Site Offices to successfully accomplish their missions. The work that we perform is critical to the success of NNSA. The key in accomplishing our mission is our people, our most important resource.
 - b. The NNSA Service Center is committed to creating a workplace that embraces diversity and provides EEO regardless of race, color, age, sex, national origin, religion, disabling condition, or sexual orientation.
4. RESPONSIBILITIES.
 - a. Leadership Team. Service Center executives, managers, and supervisors have an inherent responsibility for the effective management within their respective organizations. They must assume leadership roles in ensuring diversity and equity in all facets of our operations, including appointments, promotions, training, details, reassignments, performance evaluations, disciplinary actions, and supporting the Affirmative Employment Program.

INITIATED BY:
EEO and Diversity Office

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b. Employees.

- (1) All Service Center employees have an obligation to actively support these principles and ensure their behavior contributes to a respectful workplace free from discrimination.
- (2) Any employee who believes they have experienced discrimination in violation of Title VII or any related statute or this policy may report the incident(s) to the appropriate level of management or call the EEO and Diversity Office at (505) 845-5517.
- (3) Employees who wish to file a discrimination complaint must contact the EEO Office or an EEO Counselor within 45 calendar days of the alleged incident.

5. REFERENCES.

- a. Title 5 Code of Federal Regulations (CFR), Part 720, *Equal Opportunity in the Federal Government*.
- b. 29 CFR 1607, *Federal Equal Opportunity Recruitment Program*.
- c. 29 CFR 1608, *Uniform Guidelines on Employee Selection Procedures*.
- d. 29 CFR 1614, *Equal Employment Opportunity in the Federal Government*.
- e. Public Law 88-352, *Civil Rights Act of 1964*, Title VII, as amended.
- f. Public Law 93-112, *Age Discrimination in Employment Act of 1967*, as amended.
- g. Public Law 107-714, *Notification and Federal Employee Antidiscrimination and Retaliation Act*.
- h. Public Law 95-454, *Rehabilitation Act of 1973*, as amended.
- i. Executive Order 11478, *Civil Service Reform Act of 1978*.

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3 (and 4)

- j. *Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964, as amended.*
6. **CONTACT.** EEO and Diversity Program Manager at (505) 845-5517.

Approved:

A handwritten signature in black ink, appearing to read "Karen L. Boardman". The signature is written in a cursive, flowing style.

Karen L. Boardman, Director
NNSA Service Center