



# Fiscal Year 2011 Year-End Workforce Diversity

**Deputy Administrator for Defense Programs (DP)**

## **NA-10**

Prepared November 2011  
Office of Civil Rights, NNSA, NA 1.2, Albuquerque Complex  
PO Box 5400  
Albuquerque, NM 87185

(505) 845-5517 / Fax (505) 845-4963  
TTY 866-872-1011

<http://nnsa.energy.gov/aboutus/ouoperations/managementandbudget/civrights>

## **NA-1.2 Office of Civil Rights (OCR) - Albuquerque Complex**

Yolanda Girón, Manager, (505) 845-4253  
Debra Parrish, Deputy Manager (505) 845-6021  
Karen R. Harger, EEO Specialist, (505) 845-6668  
Patty Padilla, EEO Specialist, (505) 845-4976  
Denise Ramos, EEO Specialist, (505) 845-5920  
Suzanne Sandoval, EEO Specialist, (505) 845-6385  
Michelle Poulson, EEO Assistant, (505) 845-5517

### **OCR Functions:**

- ▶ Technical advisory services for managers, supervisors, and employees
- ▶ Discrimination complaints program management
- ▶ Alternative Dispute Resolution Program (Mediation)
- ▶ EEO Counselor Program
- ▶ Affirmative Employment Program
- ▶ Workforce diversity statistics and reports
  - Semi-annual diversity reports
  - Year-End diversity reports
  - MD-715 Report to the Equal Employment Opportunity Commission
  - Disabled Veterans Affirmative Action Program
  - Federal Equal Opportunity Recruitment Program
  - Nine-Point Plan
  - Special report requests from NNSA
- ▶ EEO training, education, and briefings
- ▶ EEO administrative support to NNSA, DOE, & EEOC

### **Welcome from the Equal Employment Opportunity Manager**

Twice each year it is the responsibility of the Office of Civil Rights (OCR) to inform our management, employees, and interested communities of the workforce diversity within NNSA.

The mid-year report is a two-page snap shot of our Agency. This Year-End Report is intended to be more comprehensive, historically recreating a five-year trend and analysis of workforce diversity in a particular organization. However, in FY 2011, many NNSA organizations were realigned to better support our mission. Therefore, FY 2011 will serve as a base-line for future Year-End workforce diversity reports. Nevertheless, the information on the change in the organization from FY 2010 to FY 2011, as well as information on career program opportunities is valuable for managers, supervisors, employees, and interested parties.

Managers and supervisors interested in different workforce diversity information not contained in this report, or a display of workforce diversity information in a different format, please give our office a call. As a customer service, we respond to special request report formats throughout the year.

In addition to the workforce diversity reports, the OCR has many responsibilities, and our contact information and program functions is included on this page. Finally, suggestions for the improvement of this report are welcome; please give our office a call at (505) 845-

*Yolanda Girón*  
**EEO Manager**  
**Office of Civil Rights**

***Equal Employment Opportunity: Collaborating for Mission Success***

## TABLE OF CONTENTS

### **FY 2011 Workforce Diversity Report: NA-10 Deputy Administrator for Defense Programs**

Welcome, Equal Employment Opportunity Manager, 2

Snap-shot, changes from Fiscal Year 2009 to Fiscal Year 2010, 4 - 5

Summary of FY 2010 to FY 2011 Changes, including NNSA realignments, 6

Comparisons to Other Workforces and the Civilian Labor Force, 7

FY 2011 Future Leader's Program; Student Career Experience; and Minority Serving Institutions, 8

Appendix, 9

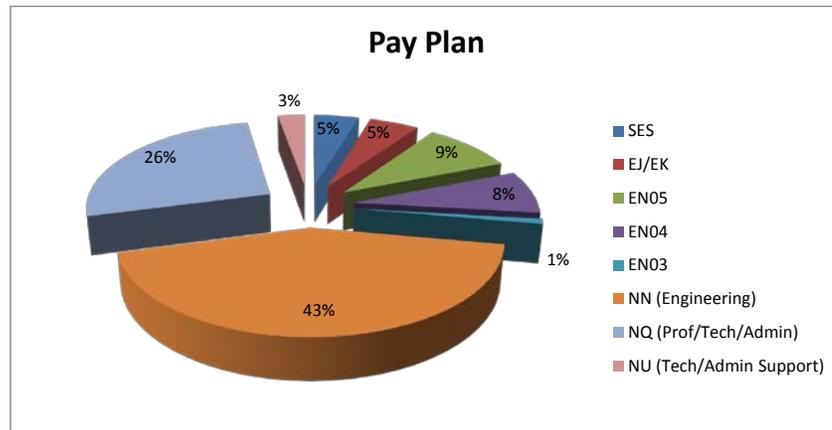
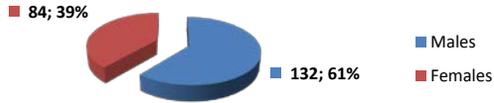
- Secretary of Energy Equal Employment Opportunity and Diversity Statement
- Future Leader's Program, Historical Data
- Student Career Experience Program Historical Data
- Student Temporary Employment Program, FY 2011

**Workforce Diversity**  
**Deputy Administrator for Defense Programs - NA-10**  
**As of September 24, 2011**

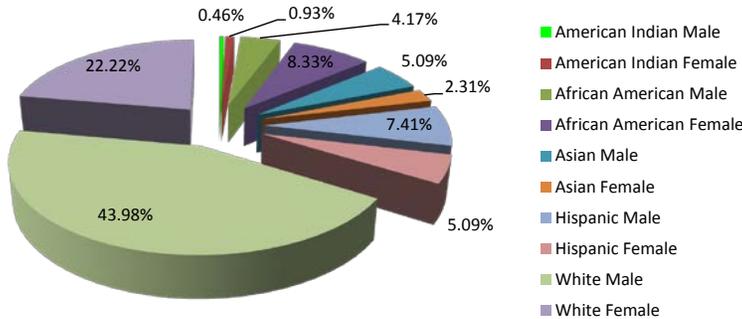
TOTAL WORKFORCE			
YEAR	2010	2011	CHANGE
Total number of employees	172	216	25.58% ↑
GENDER			
YEAR	2010	2011	CHANGE
Males	115	132	14.78% ↑
Females	57	84	47.37% ↑

PAY PLAN			
YEAR	2010	2011	CHANGE
SES	8	10	25.00% ↑
EJ/EK	14	11	-21.43% ↓
EN05	15	20	33.33% ↑
EN04	12	17	41.67% ↑
EN03	2	2	0.00% /
NN (Engineering)	71	93	30.98% ↑
NQ (Prof/Tech/Admin)	47	57	21.28% ↑
NU (Tech/Admin Support)	3	6	100.00% ↑

**Gender**



DIVERSITY						
YEAR	2010	2011	CHANGE	% of 2011 Workforce	2000 Civilian Labor Force (2010 Census not available as of Oct. 2011)	
American Indian Male	1	1	0.00% /	0.46%	0.34%	
American Indian Female	0	2	100.00% ↑	0.93%	0.32%	
African American Male	9	9	0.00% /	4.17%	4.84%	
African American Female	17	18	5.88% ↑	8.33%	5.66%	
Asian Male	11	11	0.00% /	5.09%	1.92%	
Asian Female	5	5	0.00% /	2.31%	1.71%	
Hispanic Male	12	16	33.33% ↑	7.41%	6.17%	
Hispanic Female	8	11	37.50% ↑	5.09%	4.52%	
White Male	82	95	15.85% ↑	43.98%	39.03%	
White Female	27	48	77.78% ↑	22.22%	33.74%	

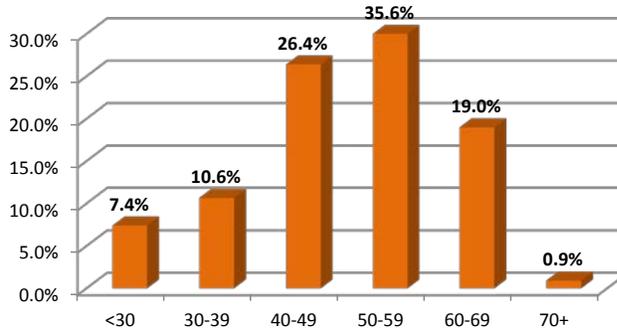


NNSA realignment of Headquarters organizations was effective on January 30, 2011  
 NNSA realignment of NZA to Headquarters organizations was effective on July 16, 2011

**Workforce Diversity**  
**Deputy Administrator for Defense Programs - NA-10**  
**As of September 24, 2011**

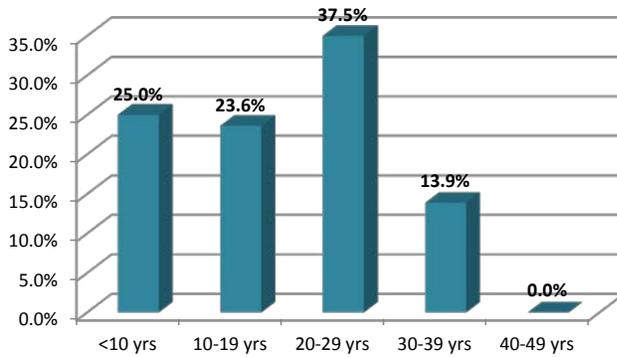
SPECIAL			
YEAR	2010	2011	CHANGE
DISABILITY	5	8	60.00% ↑
VETERANS	37	36	-2.70% ↓

**Age Groups as a Percentage of the NNSA Workforce**



AGE			
YEAR	2010	2011	CHANGE
AVERAGE AGE	49.9	50.3	0.80% ↑
UNDER 30	15	16	6.67% ↑
30-39	11	23	109.09% ↑
40-49	59	57	-3.39% ↓
50-59	54	77	42.59% ↑
60-69	31	41	32.26% ↑
70 AND UP	2	2	0.00% /

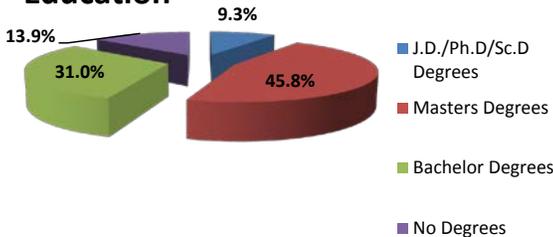
**Years of Federal Service**



YEARS OF FEDERAL SERVICE			
YEAR	2010	2011	CHANGE
AVERAGE LENGTH	17.7	18.9	6.78% ↑
LESS THAN 10 YEARS	53	54	1.89% ↓
10-19 YEARS	42	51	21.43% ↑
20-29 YEARS	62	81	30.64% ↑
30-39 YEARS	12	30	150.00% ↑
40-49 YEARS	3	0	-100.00% ↓

EDUCATION			
YEAR	2010	2011	CHANGE
J.D./Ph.D./Sc.D Degrees	21	20	-4.76% ↓
Masters Degrees	79	99	25.32% ↑
Bachelors Degrees	51	67	31.37% ↑
No Degrees	21	30	42.86% ↑

**Education**

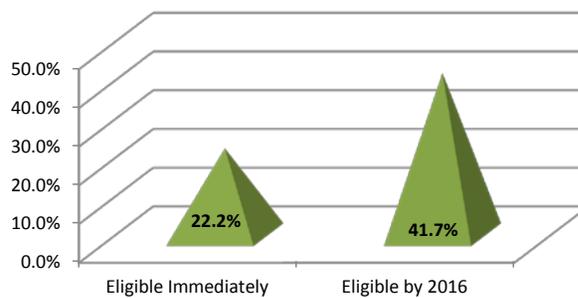


RETIREMENT			
YEAR	2010	2011	CHANGE
ELIGIBLE TO RETIRE IMMEDIATELY	31	48	54.84% ↑
ELIGIBLE TO RETIRE BY 9/25/2016	65	90	38.46% ↑

FY 2010 Eligible to retire immediately = as of 9/25/2010; and five years: by 9/25/2015

SUPERVISOR RATIO			
YEAR	2010	2011	CHANGE
SUPERVISORS	35	39	11.43% ↑
SUPERVISORS RATIO	3.9 to 1	4.5 to 1	15.38% ↑

**Retirement Eligibility**



**Summary of Changes**  
**Deputy Administrator for Defense Programs, NA-10**  
**FY 2011**

In FY 2011, January 16, 2011 there was a realignment of NNSA Headquarters organizations. Additionally, a realignment of the former NZA Albuquerque organizations to Headquarters on July 31, 2011 resulted in significant changes to NA-10, going from 172 employees in FY 2010 to 216 in FY 2011.

NA-10, with the two organizational realignments, had employee gains over the previous FY, for American Indian females (+2); African American female (+1); Hispanic males (+4); Hispanic females (+3); White males (+13); and White females (+21).

Changes in supervisors include no change in total male supervisors; female supervisors (+4 over FY 2010): Asian males (+1 up from 1 in FY 2010, the prior year); African American males, no change (2); African American females (+1 from 0 in the prior year (PY)); Hispanic males (+1 from 2 (PY)); White males (+8 from 27 (PY)); and White females (+3 from 6 (PY)). There are no American Indian male or female, Asian female, or Hispanic female supervisors at NA-10.

FY 2011 will now become the base-line for the NA-10 organization moving forward with Year-End Workforce Diversity Reports. In October 2012, a two-year history will be completed to include:

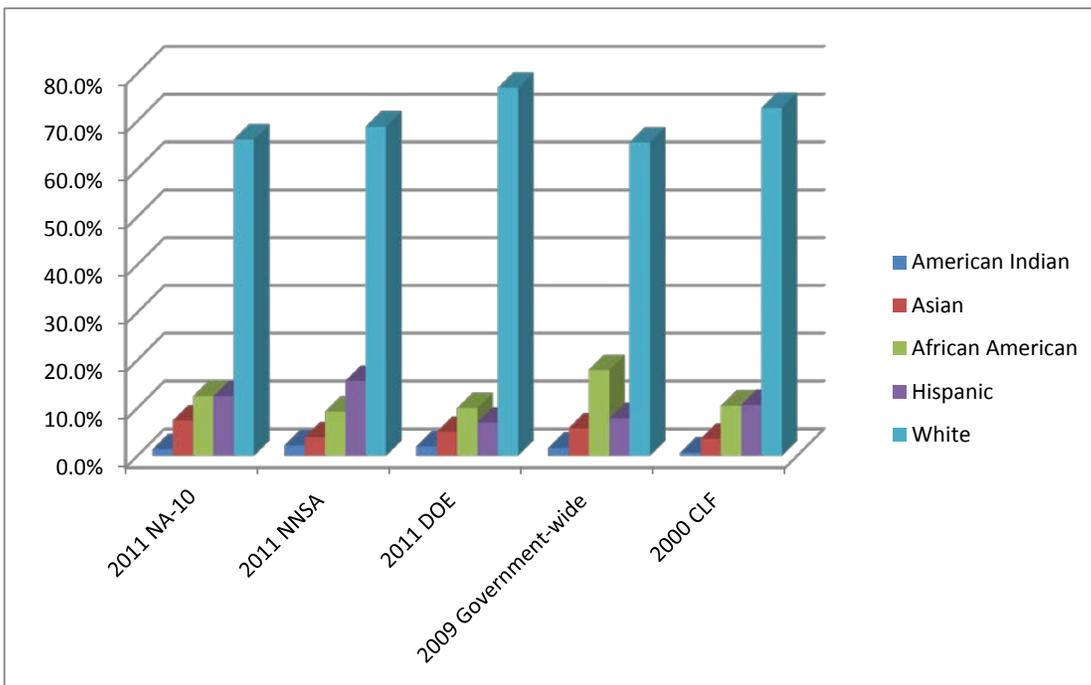
- Personnel by Percentage: a graphic display of the percentage of participation for American Indian, Asian, African American, Hispanic, and White employees.
- Accessions: all Personnel Actions with the Nature of Action Code "1" - includes permanent, temporary, probationary hires, promotion into the organization, transfer from other NNSA organization, or other Federal Agency.
- Separations: all Personnel Actions with the Nature of Action Code "3" - includes resignations, retirements (voluntary, special option, and mandatory); transfer to other NNSA organization or other Federal Agency, in lieu of administrative action separations, termination, removal, termination during probation, and death.
- Promotions: all permanent and not to exceed (date) actions

The analysis of the above data over several years, normally a five-year period, provides the opportunity for NNSA to align our diversity and inclusion strategies and initiatives to the Executive Order signed by President Obama on August 18, 2011, as well as the Secretary of Energy's October 3, 2011 Call for Action on Workforce Diversity, among DOE Agencies.

**Comparisons to Other Workforces and the Civilian Labor Force  
Deputy Administrator for Defense Programs, NA-10  
FY 2011**

The Charts on this page depict the workforce diversity of NA-10 compared to NNSA-wide; the Department of Energy (DOE) 2011; the 2009 Executive Branch of government (from www.EEOC.gov -- 2010 and 2011 figures not available at the time of this report, November 2011); and the 2000 Department of Labor's Civilian Labor Force (CLF) (2010 Census data not available at the time of this report, October 2011).

	American Indian	Asian	African American	Hispanic	White
<b>2011 NA-10</b>	1.4%	7.4%	12.5%	12.5%	66.2%
<b>2011 NNSA</b>	2.2%	3.9%	9.3%	15.7%	68.9%
<b>2011 DOE</b>	2.0%	5.0%	10.0%	7.0%	77.0%
<b>2009 Government-wide</b>	1.7%	5.8%	18.0%	7.9%	65.6%
<b>2000 CLF</b>	0.7%	3.6%	10.5%	10.7%	72.8%

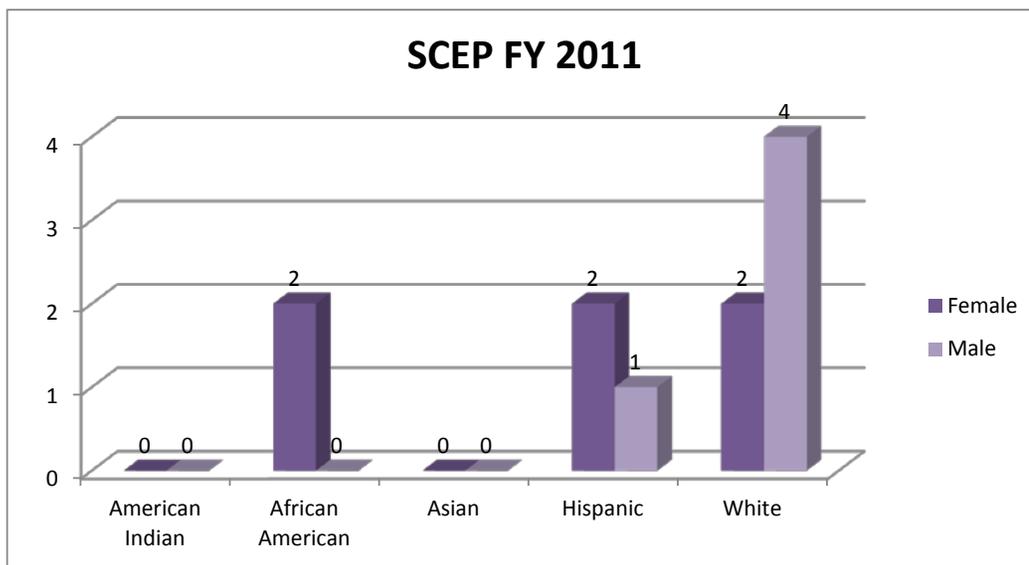
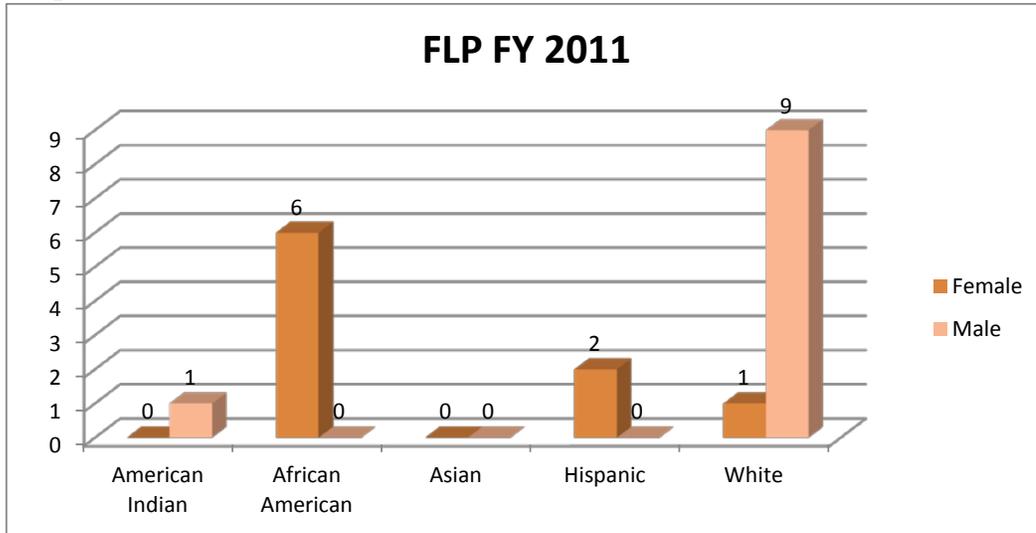


NA-10 employee population participation as compared to other workforces (above, below, or equal to):

- American Indian participation is **below** NNSA-wide; 2011 DOE-wide; 2009 federal government-wide; and **above** the 2000 CLF.
- Asian participation is **above** all comparators.
- African American participation is **above** 2011 NNSA-wide; 2011 DOE-wide; and the 2000 CLF; and **below** 2009 federal government-wide.
- Hispanic participation is **below** 2011 NNSA-wide; and **above** 2011 DOE-wide; 2009 federal government-wide; and the 2000 CLF.
- White participation is **below** 2011 NNSA-wide; 2011 DOE-wide; and the 2000 CLF; and **above** the 2009 federal government-wide participation rate.

**Future Leader's Program (FLP)  
Student Career Experience Program (SCEP)  
Minority Serving Institutions Program (MSI)**

NNSA-wide, planning for the future of our workforce, the organization is utilizing the NNSA Future Leader's Program (FLP), implemented in 2005; and the Student Career Experience Program (SCEP), implemented in 2007, to recruit, hire, train and develop these employees for career positions with NNSA. This information is included in all Year-End Workforce Diversity reports for supervisors and managers to consider these programs in their workforce planning. Additionally, for current employees, and those viewing our reports on the World-Wide Web, to share with interested parties. More information on the programs is located in the Appendix of this report, including web links.



**Minority Serving Institutions Program**

The MSI Internship Program allows participants a way to explore a future career. In FY 2011 NNSA had 43 MSI Interns. The program combines participant studies with on-the-job training and experience directly related to their academic program, enabling the participant to make more informed career choices in the future. For 10 weeks during the summer, participants have the opportunity to work on exciting projects at NNSA's laboratories, Federal field offices or with our small business partners. Many of our MSI interns with science, technology, engineering or mathematics backgrounds work in research environments with the nation's top scientists and engineers. See the Appendix for a listing of the current participating MSI's. More information on the NNSA MSI Internship Program is available at

<http://nnsa.energy.gov/federalemployment/applyforourjobs/howtoapply/studentvacancies/msivacancies>



# APPENDIX

## Year-End Workforce Diversity



**The Secretary of Energy**  
Washington, DC 20585

March 3, 2011

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: STEVEN CHU 

SUBJECT: Equal Employment Opportunity and Diversity  
Policy Statement

The Department of Energy's mission is critical to our Nation's success. We are charged with advancing our country's national and energy security, and harnessing science to solve our energy and climate change problems. Maximizing our impact, a key to our continued success – and to America's prosperity in the 21<sup>st</sup> century – lies in our ability to attract, retain, and nurture the best and the brightest from all walks of life. The DOE management principle, "We will treat our people as our greatest asset," is a principle all DOE employees should carry out every day.

To this end, I expect all Department and contractor employees to fully embrace the concepts of equal employment opportunity (EEO) and diversity in the workplace. Equal employment opportunity means that applicants and employees are not subject to prohibited discrimination in any aspect of employment. Prohibited discrimination includes discrimination or reprisal on the basis of race, color, sex, religion, national origin, age, disability (physical or mental), sexual orientation, parental status, or protected genetic information. EEO mandates that all employment-related decisions be based on merit and not on prohibited discriminatory factors. Prohibited discrimination is not tolerated at the Department of Energy and appropriate corrective and/or disciplinary action will be taken where it is found to have occurred.

At DOE, diversity is more than just an abstract concept and goes beyond compliance with EEO requirements. Rather, diversity is a core value and strategic business imperative. It is an important consideration in every aspect of what we do.

Together, we foster a culture of inclusion, mutual trust, and respect. This allows all employees equal opportunities to achieve their full potential. As long as we continue to embrace the concepts of EEO and diversity, I believe that the Department will continue to maintain its world-class status and position itself more effectively to accomplish the important mission entrusted to us by the American people.



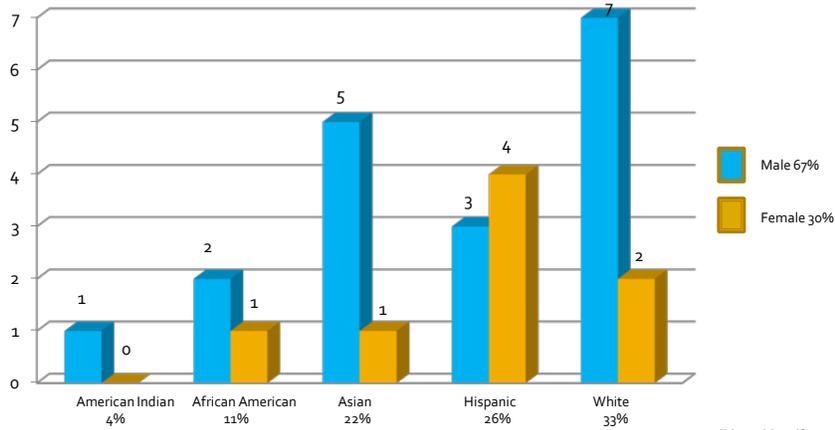
# Future Leaders, SCEP & STEP Program



FY 2005-2011

by: Tyquan Parker  
HBCU Intern, Summer 2010

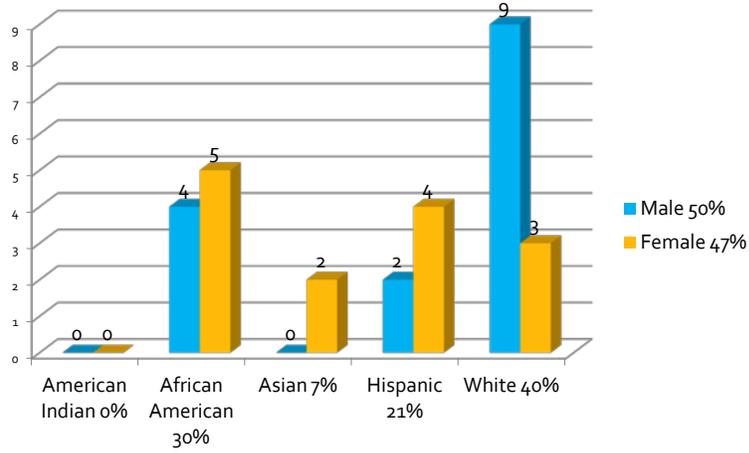
## Future Leaders Program FY 2005



1 did not identify  
\* TOTAL = 27

2

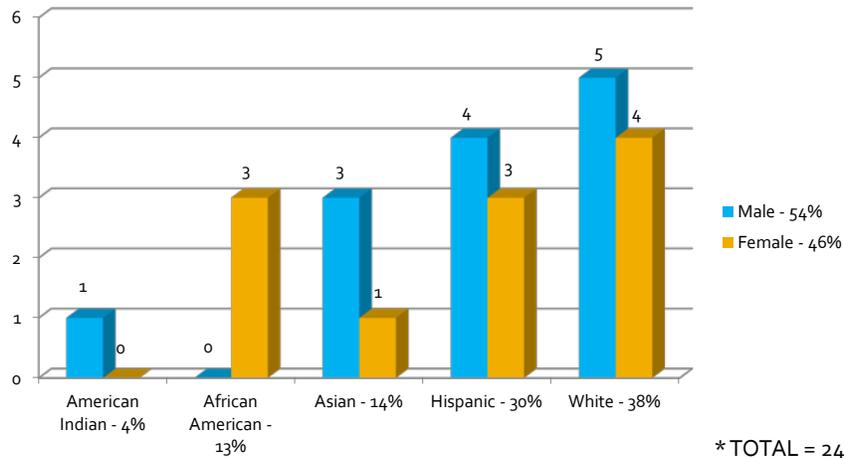
# Future Leaders Program FY 2006



\* TOTAL = 30  
1 did not identify

3

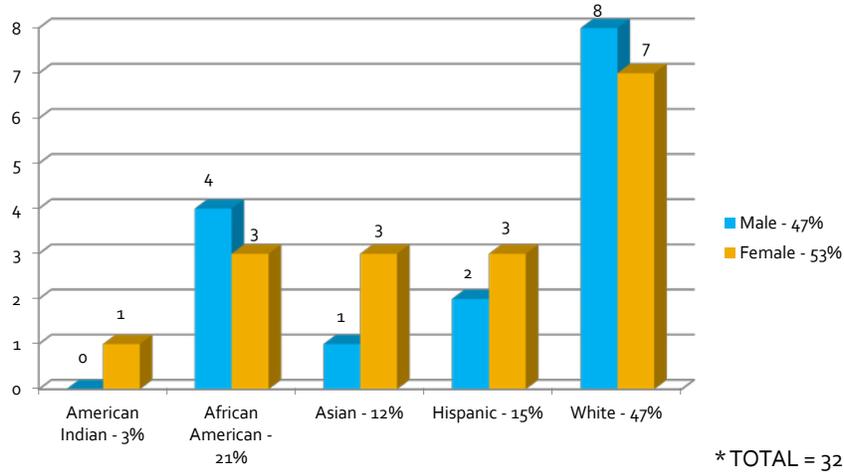
# Future Leaders Program FY2007



\* TOTAL = 24

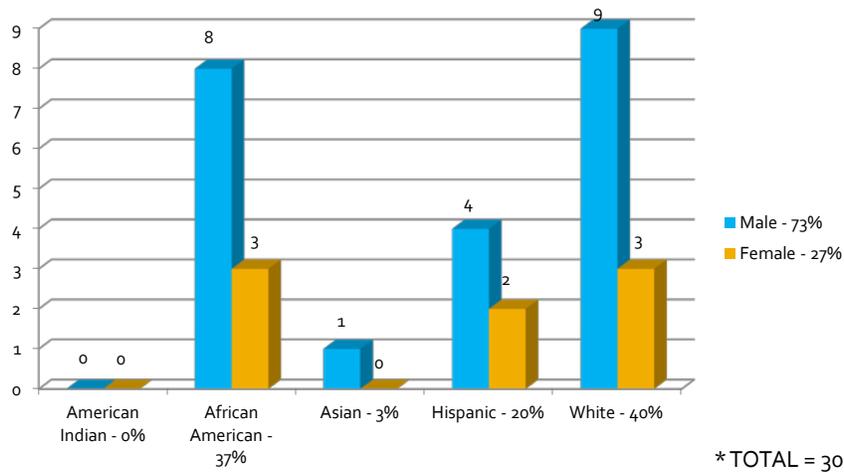
4

# Future Leaders Program FY 2008



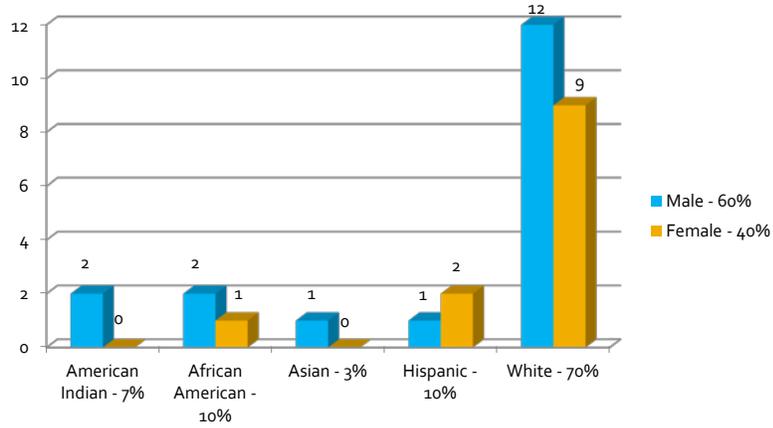
5

# Future Leaders Program FY 2009



6

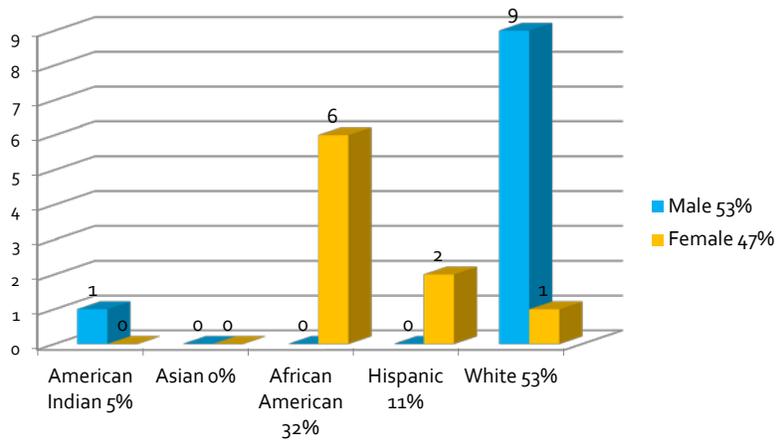
# Future Leaders Program FY 2010



\* TOTAL = 30

7

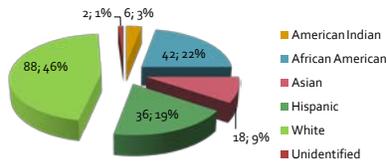
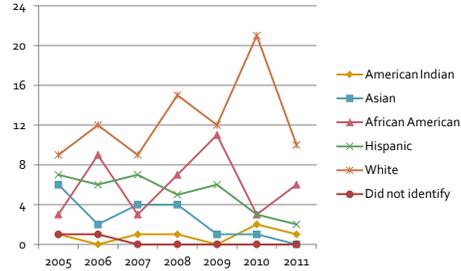
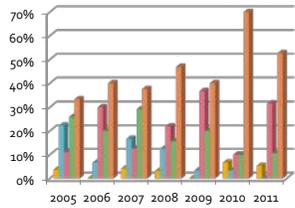
# Future Leaders Program FY 2011



\* TOTAL = 19

8

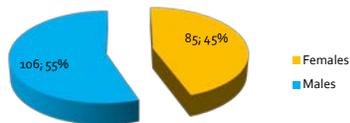
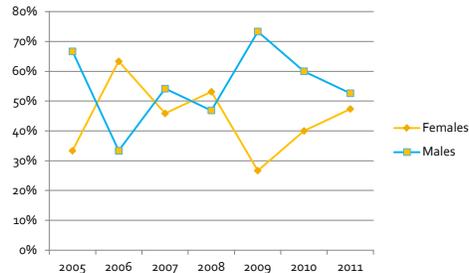
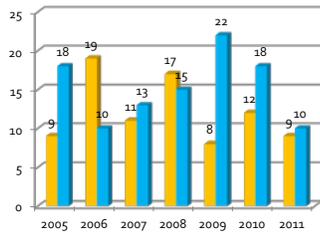
# FLP Trend (2005 through 2011)



There have been a total of 192 FLP hires from 2005 through 2011. White participants are the majority followed by African American, Hispanic, Asian and American Indian. Note: two (2) unidentified by race/ethnicity.

White males, 53 (28%) -- White females, 35 (18%)  
 African American females, 22 (11%) -- African American males, 20 (10%)  
 Hispanic males, 18 (9%) -- females, 18 (9%)  
 Asian males, 11 (6%) -- Asian females, 7 (4%)  
 American Indian males 5 (3%) -- American Indian females 1 (1%)  
 Unidentified, 1% (2)

# FLP Trend (2005 through 2011)



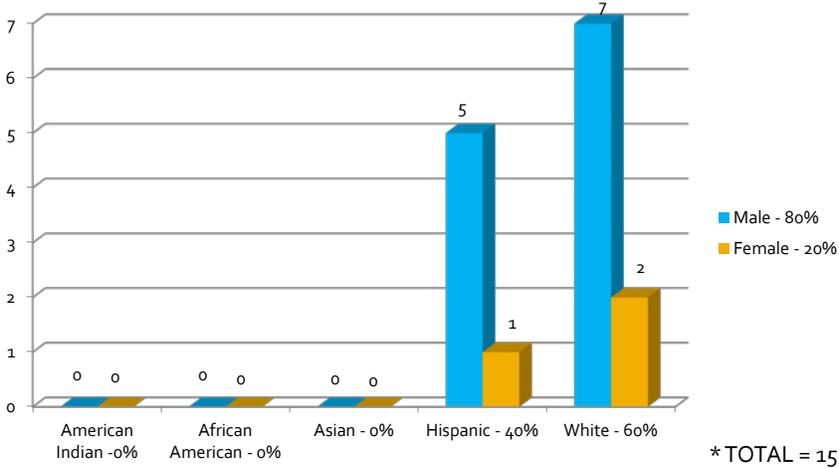
192 FLP participants from 2005-2011.  
 Note: one unidentified by gender.

# Future Leaders Program Retention

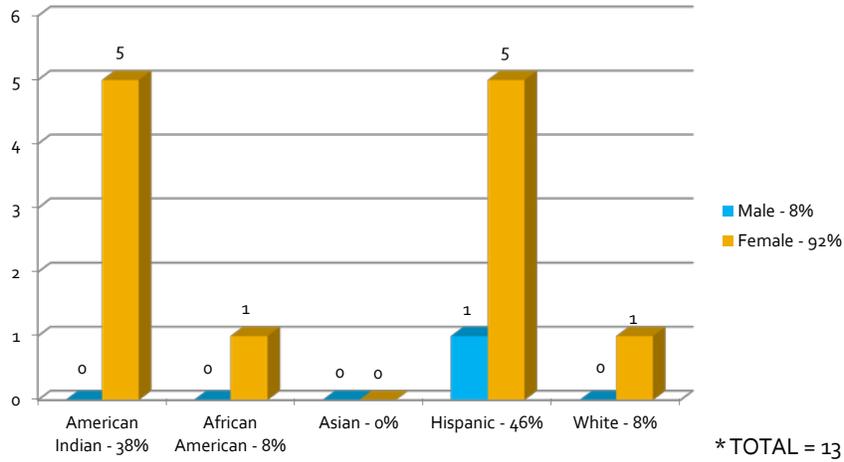
Year 6						77% of 27
Year 5					70% of 30	77% of 27
Year 4				96% of 24	93% of 30	88% of 27
Year 3			84% of 32	96% of 24	93% of 30	92% of 27
Year 2		90% of 30	100% of 32	100% of 24	97% of 30	92% of 27
Year 1	100% of 30	100% of 30	100% of 32	100% of 24	100% of 30	100% of 27
	FLP 2010	FLP 2009	FLP 2008	FLP 2007	FLP 2006	FLP 2005

Retention is validated each September, fiscal year-end, to see which FLP participants in each class are still on-board with NNSA.  
 Example: Class of 2005, one year after hire, 100% still on board; six years later, September 2011 there are 21 of the 27 still with NNSA.

# SCEP FY2007

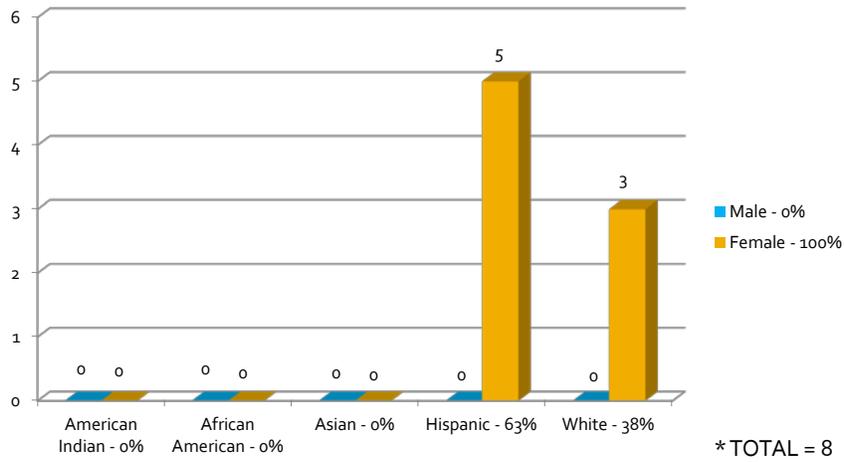


# SCEP FY 2008



13

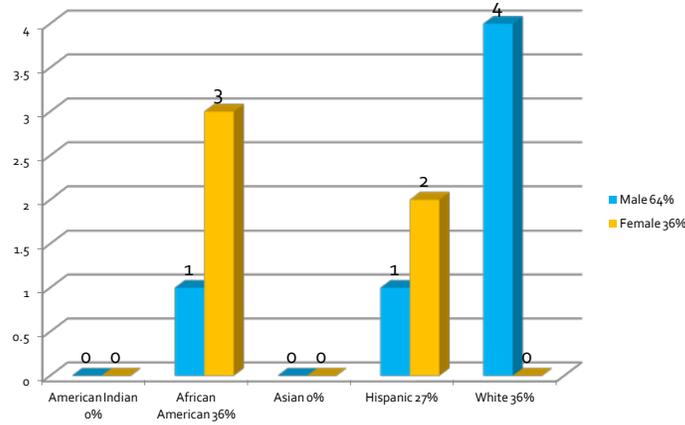
# SCEP FY 2009



14

No FY 2010 SCEP class

# SCEP FY2011



TOTAL = 11  
 Note: no FY 2010 SCEP

15

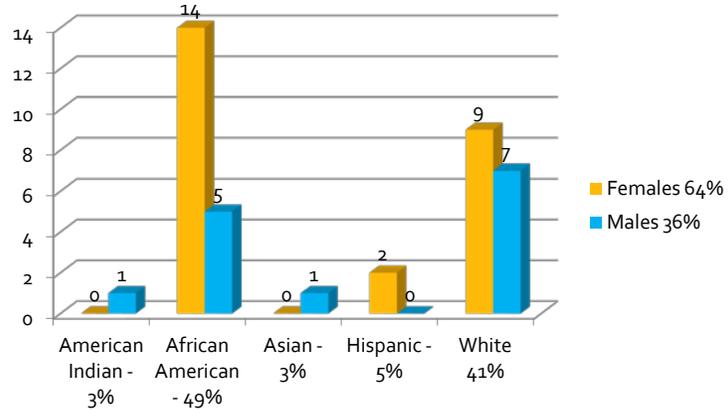
# SCEP Retention

4 Year				87% of 15
3 Year			38% of 13	87% of 15
2 Year		50% of 8	85% of 13	87% of 15
1 Year		63% of 8	92% of 13	87% of 15
	SCEP FY 2011* (11 on board)	SCEP FY 2009	SCEP FY 2008	SCEP FY 2007

\*No SCEP class of FY 2010

16

# STEP FY 2011



TOTAL = 39

17

NNSA  
 NA-1.2 Office of Civil Rights, Albuquerque Complex

*Equal Employment Opportunity: Collaborating for Mission Success*

