



Disabled Veterans Affirmative Action Program

FY 2009 Annual Report

October 2009
U.S. Department of Energy
National Nuclear Security Administration

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Annual Accomplishment Report
for
Disabled Veterans Affirmative Action Program (DVAAP)
FY 2009

INTRODUCTION

This report represents the FY 2009 accomplishments for disabled Veterans for the U.S. Department of Energy's National Nuclear Security Administration (NNSA), including Headquarters, eight Site Offices (Kansas City, Livermore, Nevada, Sandia, Pantex, Y-12, Savannah River and Los Alamos), and one integrated Service Center. NNSA increased the total number of permanent NNSA employees by 38 FTEs, 2,715 in FY 2009 and 2,673 in FY 2008. Veterans comprise 28.5% of NNSA's workforce, an increase of 1.2%. Disabled Veterans comprise 6.9%, an increase of .7%. Disabled Veterans who were 30% or more disabled comprise 4.0%, an increase of .4%.

1. Methods used to recruit and employ disabled veterans, especially those who are 30 percent or more disabled.

NNSA uses the Veteran's Readjustment Appointment and the Veterans Employment Opportunities Act of 1998 for considering and selecting qualified veterans, including 30 percent or more disabled veterans. In terms of recruitment, all vacancy announcements indicate that applications are accepted from individuals with disabilities for initial employment opportunities. NNSA has been successful in hiring 30% disabled veterans through Delegated Examining announcements. A representative from the Office of Human Capital Management Services also participates in regularly established meetings with the Committee for People with Disabilities and other special program activities. With the OPM regulations affording greater flexibility for verification documents, it is anticipated that a greater number of disabled applicants may apply. Job announcements for the recent Student Career Experience Program positions were also published at the local vocational-technical institution and provided to the Special Emphasis Program Diversity Council and Program Managers.

2. Methods used to provide or improve internal advancement opportunities for disabled veterans. Please indicate specific efforts and accomplishments in providing developmental (formal training) opportunities for veterans in your narrative.

Internal advancement opportunities are provided through NNSA's Merit Promotion Plan. NNSA employees also have Individual Development Plans that identify short- and long-term career objectives including formal training, on-the-job training, and potential cross-training assignments.

Veterans are encouraged to compete for advancement by applying for available job vacancies. The Office of Human Capital Management Services has an appointed Program Manager for Special Accommodations to address any special concerns or needs employees may have, and participates in regularly established meetings and special program activities.

Currently, all career developmental programs are advertised NNSA-wide to all employees and do not target any particular group of employees. Each program targets a particular pay band level and nominations are scored on the rating scale specific to that developmental program by a group of panel members who are coordinated by the Learning and Career Development Department (LCDD) and approved for selection by the NNSA Talent and Leadership Development Council.

The panel members are selected according to program criteria. For example if the developmental opportunity is for a specific grade/payband, the panel members are selected at a grade above the applicants' grade level. The panel members consist of a balance of diversity. The Panel is comprised of Subject Matter Experts representing a site office, Service Center and Headquarter organizations, a member of the NNSA Talent and Leadership Development Council Senior Managers, ensuring the selection process is followed, and an EEO representative to ensure applications are rated fairly and equally.

NNSA also performs the following to promote full participation in career developmental program follow:

- Encourages Special Emphasis Program (SEP) Managers and members to assist in getting the word out on career developmental opportunities in order to enhance the promotion of training and advancement of minorities, women, disabled veterans and the physically disabled.
- Encourages Special Emphasis Program (SEP) Managers and members to volunteer to participate on Career Developmental Program Ranking/Rating/Selection Panels.
- Encourages Supervisors/Managers, in accordance with Human Capital Management initiatives, to personally get involved in ensuring that employee's developmental needs are met, basically "invest in employee's training and career developmental needs."

In FY09, NNSA offered 21 developmental opportunity programs at all grade levels across NNSA, of which 74 employees were selected. Of the 74, 11(15%) veterans participated in the following career development programs: *Air War College, Air War College, Annenberg Leadership Institute, Executive Potential Program, New Leader Program; National Security Studies Program, Sandia Weapons Intern Program, Future Leaders Program, Student Career Experience Program and Nuclear Executive Leadership Program.* Of the 11 veterans, two (2) were 30% or more disabled.

3. A description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated.

The NNSA's Human Capital Management Strategic Plan provides strategies to recruit and retain a highly qualified and diverse workforce. The Plan includes improved marketing of the NNSA, streamlining the application process, targeting recruitment pools/areas of consideration, and aggressive use of recruitment and retention incentives. In regard to recruitment and succession planning, all NNSA organizations identify critical hiring needs and assess current and projected skills gaps that, coupled together, provide an annual budgetary framework for job creation and recruitment activities. These goals and objectives are also monitored annually.

4. An explanation of the agency's progress in implementing its affirmative action plan during the fiscal year. Where progress has not been shown, the report will cite reasons for the lack of progress, along with specific plans for overcoming cited obstacles to progress.

The four-year trend for Veterans indicates slight increases in the number of veterans, disabled veterans, and veterans who are 30% or more disabled increased over the four-year period.

- FY 2009 - Total number of NNSA veterans was 775, of which 186 are disabled veterans and 109 are 30% or more disabled veterans (4.01% of total NNSA population).
- FY 2008 – Total number of NNSA veterans was 731, of which 166 are disabled veterans, and 96 are 30% or more disabled veterans (3.6% of total NNSA population).
- FY 2007 – Total number of NNSA veterans was 698, of which 149 are disabled veterans, and 84 are 30% or more disabled veterans (3.2% of total NNSA population).
- FY 2006 – Total number of NNSA veterans was 695, of which 144 are disabled veterans, and 71 are 30% or more disabled veterans (2.8% of total NNSA population).

New Hires

During FY 2009, NNSA hired 11 Veterans with a 30% or greater disability. The list of new hires is provided below by grade, NNSA facility, and ethnicity.

Pay Band & Grade	NNSA Locations	Number of New Hires
NN IV GS 14-15	HQ	1
NQ I GS 05-08	Service Center	1
NQ II 09-12	HQ	1
NQ II GS 9-12	Office of Secure Transportation	1
NQ II GS 09-12	Service Center	1
NQ III GS 13-14	HQ	1
NQ III GS 13-14	Office of Secure Transportation	1
NQ III GS 13-14	Service Center	1
NQ IV GS 15	Office of Secure Transportation	1
NU II GS 05-08	Los Alamos	1
NV I GS 08-10	Office of Secure Transportation	1
Total		11

EN = Excepted Service Positions

NQ = Professional, Technical & Administrative Positions

NU = Administrative Support & Technician Positions

NV = Federal Agents/Nuclear Materials Courier Career Positions

Promotions

The four-year trend for Veterans receiving promotions, with 30% or more disability, indicates slight decreases over the four-year period (see below):

During FY 2009, of the 109 veterans with 30% or more disability, 6 were promoted.
During FY 2008, of the 96 veterans with 30% or more disability, 9 were promoted.
During FY 2007, of the 84 veterans with 30% or more disability, 21 were promoted.
During FY 2006, of the 71 veterans with 30% or more disability, 15 were promoted.

The breakdown for FY 2009 follows:

Pay Band & Grade	NNSA Locations	Number of Promotions
EN 03 (GS 15)	Office of Secure Transportation	1
NQ 03 (GS 13-14)	Los Alamos Site Office	1
NV 02 (GS 11)	Office of Secure Transportation	2
NV 03 (GS 12)	Office of Secure Transportation	2
<u>TOTAL</u>		6

EN = Excepted Service Positions
NQ = Professional, Technical & Administrative Positions
NV = Federal Agents/Nuclear Materials Courier Career Positions

DISABLED VETERANS ACTION PLAN

- 1. Provide a statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled.**

It is the policy of the NNSA to support the recruitment and advancement of disabled veterans. To that end, NNSA, recruits and hires qualified disabled veterans, especially those who are 30 percent or more disabled. To the fullest extent possible, NNSA provides disabled veterans opportunities to develop and advance their careers.

- 2. Provide the name and title of the official assigned overall program leadership for the action plan.**

Mary Ann E. Fresco, Director, Office of Diversity and Outreach
Yolanda Girón, EEO and Diversity Program Manager

3. Provide an assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled.

The four-year trend for Veterans indicates continued increases in the number of veterans, disabled veterans, and veterans who are 30% or more disabled.

Veterans Statistical Data as of September 2009					
	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,715	775	186	109	4.0

Veterans Statistical Data as of September 2008					
	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,677	731	166	96	3.6

Veterans Statistical Data as of September 2007					
	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,561	698	149	84	3.27

Veterans Statistical Data as of September 2006					
	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,519	695	144	71	2.8

4. Provide a description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30% or more disabled.

The NNSA promotes the use of special hiring authorities and recognizes that employment of disabled veterans is important in maintaining a diverse workforce. In terms of recruitment, all vacancy announcements indicate that applications are accepted from disabled veterans for initial employment opportunities.

NNSA continues to disseminate vacancy announcements to minority, disabled, and veteran organizations by posting vacancy announcements on the Office of Personnel Management job website.

The Office of Secure Transportation (OST) also has a formal recruitment program for Nuclear Materials Courier positions (Federal Agents) that includes strategies for recruiting women and minority applicants who are underrepresented in this job series. The OST regularly advertises job opportunities for Nuclear Material Couriers. The typical media used most often involves input into technical journal websites or distribution of flyers. These sites include the National Organization of Black Law Enforcement Executives, Hispanic American Police Command Officers Association, National Latino Peace Officers Association, National Asian Police Officers Association, National Native American Law Enforcement Association, Women in Federal Law Enforcement, and Women in Policing.

3. Provide a description of how the agency will provide or improve internal advancement opportunities for disabled veterans.

The Department, through the Chief Human Capital Officer, encourages managers to establish and recruit for developmental positions in order to support workforce and succession planning initiatives. From an operational level, the 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. Other programs, such as upward mobility and career ladder opportunities, are considered viable recruitment and placement strategies and customers are encouraged to pursue the use of these tools.

Maintaining an effective EEO and Diversity training program are strategic to providing and improving internal advancement opportunities for disabled veterans. The NNSA manages the discrimination complaints process that includes prohibited discrimination based on race, color, religion, sex, national origin, age, or disability.

Reasonable accommodations are provided to disabled veterans. Accommodations may include purchase of specialized equipment, facility modifications, and adjustments to work schedules or job duties.