

**SECTION J****APPENDIX L**

[Note: The Diversity Plan shall be submitted to the Contracting Officer in accordance with DEAR 970.5226-1]

**DIVERSITY PLAN GUIDANCE****12/1/10**

In accordance with the Contract's Section I Clause entitled "DEAR 970.5226-1, Diversity Plan," this Appendix provides guidance to assist the Contractor in understanding the information being sought by the Department of Energy, National Nuclear Security Administration (DOE/NNSA) for each of the clause's Diversity elements. Where the following elements are already addressed by the Contractor as an Appendix to the Contract or in a current Contractor policy or procedure, the Contractor need only cross-reference the applicable Contract appendix or provide a copy of the policy or procedure to the Contracting Officer.

**Work Force**

This Contract includes clauses on Equal Opportunity and Affirmative Action. The Government needs to know the means by which the Contractor's policies, or plans for implementation of these clauses in its operations, meet the requirements contained in the clauses.

**Educational Outreach**

The Government needs to know the means by which the Contractor's policies or plans provide Contractor employees an opportunity to improve their employment skills and opportunities (examples of these programs could include: educational assistance allowance, provision for outside training programs either during or outside regular work hours, and executive training programs for non-executive employees) and how the Contractor plans to participate in any program supporting Historically Black Colleges and Universities, Hispanic Serving Institutions, and Native American Institutions.

**Community Involvement and Outreach**

The Government needs to know the means by which the Contractor's policies or plans support diversity. An example of an activity in support of these interests is support, through direct sponsorship or individual employees being available to work with the specific community, for equal opportunity activities.

**Subcontracting**

The Contract contains the Section I Clause entitled “FAR 52.219-9, Small Business Subcontracting Plan, Alternate II” and other small business related clauses. The Government needs to know the means by which the Contractor’s policies or plans meet the requirements contained in these clauses.

### **Economic Development (Including Technology Transfer)**

Many of DOE/NNSA’s Contracts include clauses dealing with Technology Transfer. Planning or activities developed under such clauses may apply to this element of the Contractor's Diversity Plan. Additionally, some of the subcontracting activities planned by the Contractor with small business concerns may be entered into for the purpose of assisting the economic development of or transferring technology to such a business. The Government needs to know the means by which the Contractor’s planned activities relate to promoting diversity within the local community.

### **Prevention Of Profiling Based On Race Or National Origin**

The Government needs to know the means by which the Contractor’s policies or plans meet the following interests: (1) avoid profiling based on race or national origin; (2) provide informational or educational programs that ensure managers and employees understand these issues; (3) provide employees with avenues for raising issues or concerns about profiling; (4) use education, training, and community outreach to partner with its work force and with established advocacy groups to recruit, retain, and promote a diverse work force and to review administrative processes that may impact achievement of a truly diverse work force and work place; and (5) will hold management and leadership responsible and accountable for performance under the diversity plan, for example: performance appraisals, compensation, promotions, etc.

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