



Disabled Veterans Affirmative Action Program

FY 2011 Annual Report

October 2011
U.S. Department of Energy
National Nuclear Security Administration

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Annual Disabled Veterans Affirmative Action Program (DVAAP)
Plan Certification - Fiscal Year 2011

Please type or print clearly and return this sheet **with an original signature** to:

Mark Doboga
Deputy Associate Director for Talent and Capacity Policy
U.S. Office of Personnel Management
1900 E Street NW, Room 6551
Washington, DC 20415-9700

IDENTIFYING INFORMATION

A. Name and Address of Agency

National Nuclear Security Administration (NNSA)
U.S. Department of Energy
Office of the Administrator
1000 Independence Avenue, SW
Washington, DC 20585

B. Name and Title of Designated DVAAP Official (include address, if different from above) Telephone and Fax Numbers:

Neile L. Miller Phone: (202) 586-5555
Principal Deputy Administrator Fax: (202) 586-4892

C. Name and Title of Contact Person (include address, if different from above) Telephone and Fax Numbers:

Yolanda Girón Phone: (505) 845-5517
EEO Manager Fax: (505) 845-4963
P.O. Box 5400
Albuquerque, NM 87185

CERTIFICATION:

I certify that the above named agency:

(1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C. § 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE Neile L. Miller
Neile L. Miller
Principal Deputy Administrator

DATE 11/21/11

SIGNATURE Yolanda Girón
Yolanda Girón
EEO Manager

DATE October 19, 2011

Annual Accomplishment Report
for
Disabled Veterans Affirmative Action Program (DVAAP)
FY 2011

INTRODUCTION

This report represents the FY 2011 accomplishments for Disabled Veterans for the U.S. Department of Energy's National Nuclear Security Administration (NNSA).

The total number of employees at the NNSA was 2,823 at the end of FY 2010 and 2,741* at the end of FY 2011. Of these, veterans comprise 29.0% of NNSA's workforce, an increase of .8%. Disabled veterans comprise 8.0%, an increase of .7%. Disabled veterans who were 30% or more disabled comprise 4.5%, an increase of .5%.

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. In addition, NNSA has a proven track record of hiring 30% disabled veterans through Delegated Examining announcements. The Presidential mandate to use category rating for external recruitment has increased NNSA's hiring of disabled veterans as compensable disabled veterans float to the top of certificates for non-professional positions and veterans in the highest category must be selected prior to hiring any non-veterans. The category rating process allows selection from among a greater number of applicants, which can also result in a greater number of veterans being referred.

Through the Office of Personnel Management job website, NNSA's vacancy announcements are disseminated to a variety of minority, disabled, and veterans' organizations. NNSA continues to work on marketing improvements aimed at reaching all segments of the potential workforce. Recruitment materials designed to reach veterans are also being revised to provide clearer, more concise information on NNSA. During FY 2011, the Office of Human Capital Management Programs established a Recruitment and Branding Team, consisting of individuals representing Recruitment, Placement and Learning and Development.

*Data current as of September 24, 2011

On March 28, 2011, NNSA Principal Deputy Administrator imposed a hiring slow down due to the 2011 Congressional proposed budget cuts and period of uncertainty. Due to transport mission slowdowns for the NNSA, no nuclear material couriers were hired for FY 2011. The nuclear material courier positions have historically been one of the greatest NNSA employment opportunities for veterans. It is anticipated that 24 new couriers will be hired by February 2012.

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.

NNSA Career Development Programs

NNSA provides a wide range of training and developmental opportunities annually to employees at all levels (entry, mid, supervisory, managerial and executive). Based on annual training needs assessment data and availability of funds, NNSA provides tuition and travel dollars for employees from across NNSA to attend “corporate training courses.” “Corporate training courses” are those courses needed by multiple employees from more than one NNSA organization, and are normally required by law or Directive. Currently all career developmental programs are advertised NNSA-wide to all employees. Each program targets a particular payband level and applications are scored on the rating scale specific to that developmental program. The panel is comprised of subject matter experts, a member of the NNSA Talent and Leadership Development Council Senior Managers (to ensure the selection process is followed), and an EEO observer (non-voting member to ensure a fair and equitable process).

The NNSA currently offers career developmental programs that provide developmental opportunities at all grade levels/paybands. In FY11, NNSA offered seventeen programs that provided developmental opportunities at all grade levels across NNSA. A suite of Leadership and Career Development Programs ranging from mid- to executive-level are also offered and corporately funded. Some of these programs require a detail assignment. All programs are competency based (utilizing OPM’s Executive Core Qualifications); thereby providing skill enhancement and experiences needed for potential advancement to the SES level. In addition, NNSA supports professional and technical training and developmental needs by offering specific training courses and competency-based programs, such as, but not limited to, the Technical Qualification Program, Safety Basis Academy, Project Management Career Development, and Acquisition Career Development.

Formal Government-Wide Programs

Entry-Level Programs include the New Leader Program and the Aspiring Leader Program. Mid-Level Programs include Executive Leadership Program, and the Mid-Leadership Development Program. Executive Level Programs include the Executive Potential Program, the Senior Executive Fellows Program (offered by the Harvard John F. Kennedy School of Government Executive), the Excellence in Government Fellows Program, the

National Security Studies Program, the Naval War College, the Air War College, the Leadership for a Democratic Society ~ Federal Executive Institute, the Leadership Competencies, the Sandia National Laboratories Weapon Intern Program, and the College of International Security Affairs.

Formal Agency (DOE/NNSA) Programs

Formal NNSA Program includes the Future Leaders Program, the Mid-Level Career Development Program, and the Student Career Experience Program.

Mentoring Program

In February 2010, NNSA launched a new mentoring program that will apply 21st century tools to invigorate learning and promote the transfer of institutional knowledge across the nuclear security enterprise. Roughly 28 percent of NNSA employees will be eligible for retirement by 2012. For the last two years, NNSA has expanded the program to include summer interns, making it mandatory for students to find a mentor as part of their performance plan. The program utilizes online and interactive tools to establish relationships and opportunities to network with someone they may not ordinarily be able to meet. Through a number of programs, the agency is aggressively recruiting the next generation of nuclear security professionals to ensure NNSA can safely, securely, and effectively maintain the nation's nuclear stockpile. The mentoring program uses an interactive website and database, modeled after the private sector. This will allow employees at different physical locations to match skills to needs without geographic boundaries. Mentoring is available in person as well as by phone, video or internet, to connect mentors to mentees in NNSA facilities across the country, helping employees identify the skills they need to learn and the colleagues who can teach them. Subjects range from science and engineering to business and management skills. The website also offers training to help mentors learn how best to convey their knowledge and experience to others. While NNSA is encouraging senior leaders to participate, mentoring will be incorporated into development programs designed for employees at all levels, so that it becomes a part of the employee life cycle at NNSA.

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

- Encourages Special Emphasis Program 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 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."

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.

New Hires

During FY 2011, NNSA hired 9 veterans with 30% or greater disability. The list of new hires is provided below by grade.

Pay Band & Grade	Number of New Hires
GS-15 NQ 4	1
GS 13-14 NQ 3	4
GS 9-12 NQ 02	4
Total	9

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

Promotions

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

During FY 2011, of the 123 veterans with 30% or more disability, 4 were promoted.
 During FY 2010, of the 122 veterans with 30% or more disability, 8 were promoted.
 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.

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.**

Neile L. Miller, Principal Deputy Administrator
 Yolanda Girón, EEO 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 six-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 2011					
	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,741	790	217	123	4.5

Veterans Statistical Data as of September 2010					
	# Employees	# Veterans	# Disabled Veterans	# 30% Disabled Veterans	% of 30% Disabled Veterans to Total Population
NNSA	2,823	797	206	122	4.0

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. It is anticipated that recruitment plans for FY 2012 will continue to support hiring of veterans, including veterans with disabilities. The employment of veterans with disabilities is an important part in maintaining a diverse workforce. All vacancy announcements indicate that applications are accepted from individuals with disabilities for Schedule A appointments. In addition, NNSA has a proven track record of hiring 30% disabled veterans through delegated examining announcements. The presidential mandate to use category rating for external recruitment has somewhat increased our hiring of disabled veterans for non-professional

positions because veterans in the highest category must be selected prior to hiring any non-veterans. The category rating process allows selection from among a greater number of applicants, which can also result in a greater number of veterans being referred.

Through the Office of Personnel Management job website, NNSA's vacancy announcements are disseminated to a variety of minority, disabled, and veterans organizations. NNSA has an appointed Program Manager for Reasonable Accommodations. The Program Manager participates in regularly established meetings with the Committee for People with Disabilities and other special program activities to address concerns and issues. The Program Manager visits two- and four-year colleges and universities to increase awareness of federal job opportunities within NNSA.

Members of NNSA also participated in the following training: 1) Department of Defense-Computer/Electronic Accommodation Program; 2) Action-Oriented Recruitment Strategies for Hiring Jobseekers with Disabilities; and 3) Office of Disability Employment Policy Schedule A training. Information from these training sessions was shared with all Human Resource Consultants, and is often discussed with supervisors/managers as options for recruitment/hiring.

During FY 2012, two NNSA employees are scheduled to attend the Southwest Conference on Disability and will share information learned with staff human resource consultants.

Managers within NNSA participate in local community events and meet with representatives of special interest groups. Managers also work with NNSA's human resources department to attend recruiting events and career fairs such as the Kirtland Air Force Base sponsored job fair and the American GI Forum 63rd Annual Conference in Albuquerque on July 13 and 14, 2011. The American GI Forum annual conference provides corporate America with an opportunity to network with the leadership of the American GI Forum, attend VIP receptions and visit with invited guests. Human resources members participated with Department of Energy National Training Center and Sandia National Laboratories (SNL) in manning a job fair for the American GI 63rd Annual Conference, at the Uptown Sheraton in Albuquerque, as well as the Heroes Hiring Heroes event. The Honorable Melvin G. Williams, Jr., DOE Associate Deputy Secretary, was a guest speaker at the Forum. Veterans and their families were in attendance and visited the booths where we shared information about DOE, NNSA, and SNL job opportunities and application procedures. One recent example involves an applicant with derived veterans' preference that is attributed to this job fair. In addition, key managers or their designated technical experts from various NNSA offices participated in FLP recruitment fairs.

5. 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 counsel 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.