



**U.S. Department of Energy**  
National Nuclear Security Administration

**Management Directive-715**

**Fiscal Year 2012**

**National Nuclear Security Administration**  
**U.S. Department of Energy**  
**ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS**  
**OF**  
**A MODEL EEO PROGRAM**

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EEOC FORM 715-01 PART A - D	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
For period covering October 1, 2012 to September 30, 2013				
<b>PART A</b> Department or Agency Identifying Information	1. Agency		1. <b>U.S. Department of Energy</b>	
	1.a. 2 <sup>nd</sup> level reporting component		1.a. <b>National Nuclear Security Administration</b>	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	2. Address		<b>1000 Independence Avenue, S.W.</b>	
	3. City, State, Zip Code		<b>Washington, D.C. 20585</b>	
	4. CPDF Code		5. FIPS code(s)	4. <b>1785</b>
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			1. <b>2,614</b>
	2. Enter total number of temporary employees			2. <b>45</b>
	3. Enter total number employees paid from non-appropriated funds			3. <b>0</b>
	4. <b>TOTAL EMPLOYMENT</b> [add lines B 1 through 3]			4. <b>2,659</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Acting Administrator, National Nuclear Security Administration	
	2. Agency Head Designee		Neile L. Miller	
	3. Principal EEO Director/Official Official Title/series/grade		Neile L. Miller Principal Deputy Administrator Excepted Service  Debra A. Parrish, EEO Manager Pay Band NQ 260-04 (GS-15)	
	4. Title VII Affirmative EEO Program Official		Debra A. Parrish, EEO Manager	
	5. Section 501 Affirmative Action Program Official		Janis Greene, Acting Director Office of Human Capital Management	
	6. Complaint Processing Program Manager		Karen R. Harger, Deputy EEO Manager	

	7. Other Responsible EEO Staff	Patricia Padilla, EEO Specialist
		Denise Ramos, EEO Specialist

**Data contained in this report is as of September 27, 2012.**

EEOC FORM 715-01 PART A - D	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT				
PART D List of Subordinate Components Covered in This Report		Subordinate Component and Location (City/State)		CPDF and FIPS codes	
		Not Applicable			
EEOC FORMS and Documents Included With This Report:					
*Executive Summary [FORM 715-01 PART E], that includes:		✓	✓	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	
Brief paragraph describing the agency's mission and mission-related functions		✓	✓	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"		✓	✓	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF		✓	✓	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies		✓	✓	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	
Summary of EEO Plan action items implemented or accomplished		✓	✓	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]		✓	✓	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements		✓	✓	*Organizational Chart	

U.S. Department of Energy  
National Nuclear Security  
Administration

For period covering October 1, 2011, to September 30, 2012

## EXECUTIVE SUMMARY

U.S. Equal Employment Opportunity Commission

Federal Agency Annual EEO Program Status Report

**National Nuclear Security Administration**  
**U.S. Department of Energy**

for

Period Covering October 1, 2011 to September 30, 2012

### Introduction

NNSA is responsible for the management and security of the nation's nuclear weapons, nuclear nonproliferation and naval reactor programs. It also responds to nuclear and radiological emergencies in the United States and abroad. Additionally, NNSA federal agents provide safe and secure transportation of nuclear weapons and components and special nuclear materials along with other missions supporting the national security.

### Workforce Composition

The total number of employees at the NNSA was 2,741 at the end of FY 2011 and 2,659<sup>1</sup> at the end of FY 2012. Compared to the 2000 Civilian Labor Force (CLF)<sup>2</sup>, NNSA's workforce is at or above the CLF representation in all areas except White females, African American males, and Asian females. In FY 2012, the representation of White females dropped from 19.55% to 19.22% (33.70% CLF); the representation of African American males dropped from 3.28% to 3.27% (4.80% CLF); and the representation of Asian females rose from .88% to 0.90% (1.70% CLF). In addition, the representation of people with disabilities remained constant at 5.00%, and the 0.5% for employees with targeted disabilities<sup>3</sup>, as compared to the Federal high of 2.0%.<sup>4</sup>

<sup>1</sup>Data current as of September 27, 2012.

<sup>2</sup>2000 Department of Labor's Civilian Labor Force (CLF) data. The 2010 Census data not available at the time of this report.

<sup>3</sup> Targeted disabilities are more severe disabilities, "targeted" by the Equal Employment Opportunity Commission for emphasis in affirmative employment planning. Targeted disabilities include deafness; blindness; missing extremities; partial and complete paralysis; convulsive disorders; mental retardation; mental illness; and distortion of limbs and/or spine.

<sup>4</sup>The Federal high is derived from the agency with the highest percentage of targeted disabilities and is published in EEOC's *Annual*

*Reports.*

## **Summary of Results - Annual Self-Assessment to Achieve a Model EEO Program**

The agency's self-assessment checklist measuring essential elements was completed. NNSA has made several accomplishments toward the essential elements of a model EEO program. Additional information may be found in Parts G and H.

- Element one: Demonstrated Commitment from Agency Leadership

EEO, Harassment and Retaliation policies are well established, in place, and accessible to all employees 24/7 via the Office of Civil Rights' (OCR) website. Secretary Chu issued a new EEO, Harassment and Retaliation Policy Statement on September 26, 2012, emphasizing managers' role in acting promptly and appropriately to eliminate and prevent discrimination, harassment, and retaliation in the workplace. EEO posters and program information are updated on an annual basis and are posted throughout NNSA (nationwide) and on the OCR website.

- Element two: Integration of EEO into the Agency's Strategic Mission

NNSA is in the process of determining its strategy on its diversity and inclusion plan and a decision will be made in FY 2013.

- Element three: Management and Program Accountability

NNSA developed a three-day "live" First Line Supervisory Training to include Equal Employment Opportunity, Hiring and Staffing, Required Knowledge for Supervisors, Role of the Supervisor, Administration of a Strength Finders Tool, Discussion with Seasoned Supervisors at NNSA, Professional Development, Rotational Assignments, Performance Management and Awards, and Employee Relations.

The EEO learning objectives include: An overview of EEO; applicable Federal laws, Executive Orders, and Department Policies; Alternative Dispute Resolution; the Complaint Process; Types of Discrimination; Supervisor Responsibilities; and Best Practices, including addressing reasonable accommodation requests, promoting EEO, dealing with allegations of harassment, and professionalism when named in a formal complaint. The training is currently being implemented and all first line supervisors are required to complete the training by the end of FY 2013.

All NNSA managers and supervisors are evaluated on their commitment to EEO and requires them to take appropriate action in addressing EEO concerns and resolve issues at the lowest level. The performance element states all direct reports complete required training (EEO, No FEAR, Anti-harassment, etc.) and display commitment to furthering agency objectives to create a workplace that embraces diversity and support the zero tolerance policy of discrimination. All employees were required to complete the No FEAR Act training by December 17, 2012, and the NNSA OCR certified this training was made available to all NNSA federal employees on-line.

During October-November 2011, NNSA partnered with DOE's Office of Diversity Programs for the purpose of conducting focus groups to engage in a dialogue and obtain feedback on suggestions for

diversity improvements. Both supervisory and non-supervisory employees were involved in the discussions which addressed workforce development, training, work-life balances, mentorship and career advancement.

On May 2, 2012, NNSA's Principal Deputy Administrator and Director of Office of Human Capital Management partnered with DOE's Director of Office of Economic Impact and Diversity in sponsoring a DOE-NNSA Workforce Diversity Town Hall Meeting. At the Town Hall, NNSA/DOE employees heard the results of the focus group discussions. The results of the DOE's Workforce Diversity Study (July 2011) were also discussed, as well as ways that DOE will move forward to address recruitment and hiring; retention, development, and promotions; commitment and understanding; and performance and accountability.

- Element four: Proactive Prevention

As required per MD-715, NNSA conducted an annual self-assessment of its EEO program, including workforce analysis, separations, accessions, and EEO complaints. As a result of its assessment, three barriers were identified and subsequent actions were developed to address the stated barriers. See Section I, page 33 for a description. The following actions were completed in FY 2012:

NNSA follows the Reasonable Accommodations Procedures developed by DOE and the procedures are available 24/7 via world wide web. Additionally, the EEOC and OPM procedures are linked to the NNSA web page for reference. These procedures are also being reviewed with managers and supervisors via the mandatory First Line Supervisor Training scheduled to be completed in FY 2013.

NNSA established a voluntary EEO Observer Process for selection interview panels. The role of the EEO Observer is to ensure that panel proceedings are conducted fairly and consistently, without regard to race, color, sex, age, religion, national origin, disability (physical or mental), genetic information, or sexual orientation. The EEO Manager is responsible for providing the EEO Observer and participating members of the panel with the necessary guidelines. EEO Observers participate in all phases of the interview panel. At the conclusion, they certify/sign as to whether the panels were conducted fairly and consistently. This certification becomes part of the official human resource file in the event of an EEO complaint. EEO began tracking the number of EEO Observers appointed to vacancies and career development programs in FY 2010. Following are results: FY 2010 – 56 EEO Observers, FY 2011 – 31 EEO Observers, and FY 2012 – 22 EEO Observers.

The EEO and Diversity Office certifies all pre-award compliance forms on grants issued by their Contracts and Procurement Division to ensure compliance with Title VI and IX of the Civil Rights Act of 1964. Post-award reviews are conducted by DOE and NNSA supports these reviews as resources permits.

Training courses are available that inform and instruct managers and supervisors about EEO and Diversity program responsibilities. In FY 2012, NNSA supported numerous diversity training, educational awareness and heritage programs such as the Asian and Pacific American Heritage Month, sponsored by DOE; and Effective Employee Engagement and Retention Strategies workshop, sponsored by the Office of Civil Rights.

NNSA established the OneLeadership Initiative (OLI). OLI is a unified leadership and development effort that provides NNSA's workforce with the tools and resources to improve their skills to advance in their field of expertise or explore other career opportunities. The OLI goals include a) establishing a robust, cohesive leadership and career management program; b) creating one integrated system for all leadership,

development, training, and student programs; c) promoting deeper involvement from managers; and d) achieving and maintaining excellence in leadership and employee development. In addition, all training and development opportunities have been examined in detail in order to expand, where necessary, and relinquish portions that are less beneficial. The OLI established several new internal opportunities for employees, one of which is Fusion Forums in which employees at all levels of the organization are invited to an hour-long forum to learn and discuss various developmental topics.

NNSA also established the 1st Year Initiative. The NNSA 1st Year initiative is a 12-month series of courses offered to new employees at all levels of the organization as an overview of NNSA's organization, mission, values and structure. NNSA established a similar program for SES employees, called SES 1st. This one-day event integrated new members of the SES into the leadership perspective and strategic direction and initiative of the NNSA. Whether the employee is an entry-level, mid-career or a senior manager, OLI offers a multitude of products and services tailored to fit NNSA's leadership and career development needs including a Virtual Orientation Center, an interactive website, individualized training needs assessments, career mapping and a leadership career management library.

- Elements five and six: Efficiency and Responsiveness/Legal Compliance

The EEO program is in compliance with EEO laws, regulations, and policies. The OCR utilizes various mechanisms to ensure effective, neutral and efficient resolution of all disputes, formally and informally, including efficient use of its mediation program and ensuring timely and complete compliance with EEOC orders, as well as the orders of other adjudicatory bodies, and implementation of the provisions of settlement/resolution agreements. Specific strengths are noted below:

The OCR uses a four color-coded system to measure EEO efficiency in processing pre-complaints within mandated time frames as defined by the Equal Employment Opportunity Commission: Green (successful, within 30 days); Bright Yellow (successful with a written extension, within 30-90\* day time frame); Pale Yellow (successful with verbal extension in place, beyond the 30-60 day time frame); and Red (failure, beyond 30-60 day time frame with no extension in place). In FY 2012, there were a total of fifteen informal counselings. Thirteen were completed within the required time frame mandated by 29 CFR 1614, and the EEO Commission (EEOC) Management Directive 110 (MD-110) 30/60/90-day time frame. Two counselings were not completed within the required time frame and there were no extension requests made of these complainants. For formal counseling, there were 11 formal complaints investigated in FY 2012. Of these 11, ten were successfully investigated within the 180 days investigation and completed within EEOC MD-110 guidelines in FY 2012. One investigation was completed beyond 180 days, with a written extension in place.

OCR continues to advocate the use of its Alternative Dispute Resolution (ADR) program throughout the year. EEO and non-EEO related disputes are tracked for the success rate as defined by parties reaching settlement. In CY 2012, the resolution rate for the NNSA ADR Program was 25%. In CY 2011, the resolution rate for the NNSA ADR Program was 75%; in CY 2010, the resolution rate was 66%.; and in CY 2009, the resolution rate was 100%.

\*90 days when Complainant enters into Alternative Dispute Resolution/Mediation.

## **FY 2011 Barrier Analysis**

In FY 2011, NNSA identified three primary triggers in its barrier analysis:

1. NNSA's hiring practices have not resulted in substantial improvements in the participation rates of females, White females, African American males, and Asian females. NNSA has no applicant data system to identify potential barriers in its recruitment and selection process.
2. NNSA's hiring practices have not resulted in substantial number of new hires of People with Targeted Disabilities (PWTD). There appears to be a lack of knowledge by managers and supervisors in Schedule A authority and reasonable accommodations procedures.
3. NNSA does not have a standard agency wide exit interview process. Absent consistent exit interviews, NNSA is unable to address employee separations.

## **FY 2011 actions identified to address triggers and FY 2012 results:**

- **Action identified in FY 2011 to support item 1:** Actively participate in Secretary's Chu's workforce diversity strategic planning initiatives.
  - ✓ **FY 2012 Results:** The National Nuclear Security Administration's (NNSA) Office of Human Capital Management participated on a limited basis with the Department of Energy's (DOE) Diversity and Inclusion (D&I) Council in FY 2012. NNSA has also established a partnership with the DOE Office of Diversity Programs (ODP) to share information, collaborate and develop strategies to increase diversity and inclusion awareness across NNSA, and align NNSA hiring initiatives and employment opportunities with veterans, disabled veterans, people with disabilities, and other underrepresented employees.
- **Action identified in FY 2011 to support item 1:** Research options with the Office of Human Capital Management (OHCM) to capture applicant flow data.
  - ✓ **FY 2012 Results:** The status is unchanged. NNSA is unable to extract applicant flow data by race, national origin, or gender.
- **Action identified in FY 2011 to support item 1:** Continue to assess, measure, and report the progress in recruiting and selecting females, White females, African American males, Asian females, and PWTD.
  - ✓ **FY 2012 Results:** The NNSA Office of Civil Rights provides managers, supervisors and employees with mid-year, year-end and special workforce statistical reports. The mid-year report is a snap shot of NNSA and includes statistics on diversity, including gender, disability and veterans in the workforce. The year-end reports are much more comprehensive and include detailed five-year workforce trending analysis of the total NNSA workforce as compared to the Census Civilian Labor Force, DOE, and other federal agencies. In FY 2012,

the Office of Civil Rights completed 34 FY 2011 year-end statistical reports and 29 FY 2012 semi-annual statistics reports for NNSA customers. This is a decrease from 89 in FY 2011.

- **Action identified in FY 2011 to support item 2:** Review and analyze data in FY 2012 to identify employment trends as a result of the 2011 call to all employees to voluntarily update their disability status via DOE’s management information system.

Employment Trends for Individuals with Disabilities, including Targeted Disabilities

	FY 2011		FY 2012		Net Change	Rate of Change
	#	%	#	%		
Total Work Force	2741	100%	2659	100%	(82)	-3.0%
Reportable Disability	138	5.0%	134	5.0%	(4)	-2.9%
Targeted Disability	14	0.5%	14	0.5%	0	0.0%

- ✓ **FY 2012 Results:** Employment trends indicate little change from FY 2011 to FY 2012 as a result of the call to all employees to voluntarily update their disability status via DOE management information system.
- **Action identified in FY 2011 to support item 2:** Partner with the Office of Human Capital Management to provide training to managers and supervisors on reasonable accommodations procedures and Schedule A Appointment authority.
  - ✓ **FY 2012 Results:** In FY 2012, NNSA developed a three-day "live" First Line Supervisory Training to include Equal Employment Opportunity, Hiring and Staffing, Required Knowledge for Supervisors, Role of the Supervisor, Administration of a Strength Finders Tool, Discussion with Seasoned Supervisors at NNSA, Professional Development, Rotational Assignments, Performance Management and Awards, and Employee Relations. The training will be completed in FY 2013.
  - ✓ **FY 2012 Results:** The EEO learning objectives included: An overview of EEO; applicable Federal laws, Executive Orders, and Department Policies; Alternative Dispute Resolution; the Complaint Process; Types of Discrimination; Supervisor Responsibilities; and Best Practices, including addressing reasonable accommodation requests, promoting EEO, dealing with allegations of harassment, and professionalism when named in a formal complaint. All first line supervisors are required to complete the training by the end of FY 2013.
- **Action identified in FY 2011:** Develop, communicate, and implement standard NNSA exit interview plan, and ensure data system is in place to capture data and evaluate.
  - ✓ **FY 2012 Results:** Formal exit interviews with departing employees are mandated to capture the employees’ reason for leaving employment with the Agency and to gather perceptions of their work experiences at the Agency. Each exit interview is assessed individually and concerns are reviewed to determine steps necessary to continually improve the work

environment for all employees. Any comments of major concern indicated by the departing employee are raised through the exit interview process and are provided to the Employee Relations Manager, who makes a determination as to the necessity to follow-up on any stated concerns/issues with senior leadership. Any comments or issues of major concern indicated by the departing employee during the exit interview process are addressed by the servicing Employee Relations Consultant to identify and/or correct any real or perceived trends and/or barriers conducive to good management-employee relations.

- ✓ **FY 2012 Results:** The Agency's Office of Human Capital Management has utilized standardized Exit Interview Forms and an automated exit interview survey to capture Federal employees and Historically Black College students' reason for leaving employment with the Agency and to gather perceptions of their work experiences. The forms provide detailed information that may be used to identify trends within individual organizations across the complex.

### **FY 2013 Barrier Analysis**

In FY 2012, NNSA identified two primary triggers in its barrier analysis:

1. NNSA's hiring practices have not resulted in substantial improvements in the participation rates of females, White females, African American males, and Asian females.
2. NNSA's hiring practices have not resulted in substantial number of new hires of People with Targeted Disabilities (PWTD).

### **FY 2013 actions identified to address triggers:**

1. The Office of Civil Rights will partner with the Office of Human Capital Management (OHCM) to complete training to managers and supervisors on reasonable accommodations procedures and Schedule A appointment authority.
2. The Office of Civil Rights will partner with OHCM to determine the following:
  - FY 2013 external hiring opportunities for the agency.
  - Applicant rate of persons with targeted disabilities.
  - Evaluate Recruitment Plan that focuses on persons with targeted disabilities and where and how is the agency advertising for applicants?
  - Applicant process accessible to individual with disabilities, e.g., are on-line applications accessible to individuals with vision impairments?
  - Number of applications received from individuals with targeted disabilities and, of these applications, how many individuals were initially rated as qualified and referred to the ultimate selecting official for consideration?
3. Continue to assess, measure, and report the progress in recruiting and selecting females, White females, African American males, Asian females, and PWTD.
4. Continue to develop and report to managers and supervisors on NNSA's mid-year and year-end

workforce statistical reports which capture statistics on diversity, gender, disability, veterans and detailed five-year workforce trending analysis of the total NNSA workforce as compared to the Census Civilian Labor Force, DOE, and other federal agencies.

CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

Neile L. Miller  
Acting Administrator/Principal Deputy  
Administrator

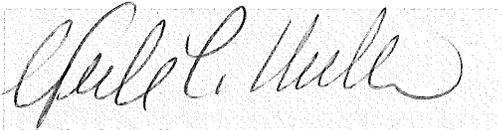
and

Debra A. Parrish  
EEO Manager

I certify I am the Principal EEO Director/Official for the National Nuclear Security Administration and that the agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO plans for attaining the essential elements of a model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO plans to eliminate identified barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



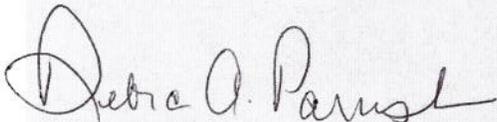
Neile L. Miller  
Acting Administrator and Principal  
Deputy Administrator

22 May 13

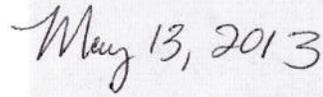
Date

Signature of Agency Head or Agency Head Designee

Certifies that this Federal Agency Annual EEO Program Status Report  
is in compliance with EEO MD-715.



Debra A. Parrish  
EEO Manager



Date

Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report  
is in compliance with EEO MD-715.

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.
--

		Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	Yes	No	
<b>Measures</b>				
Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.  The Policy Statement on Equal Employment Opportunity, Harassment, and Retaliation was reissued on September 26, 2012.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.			X	Issued every two years.
Are new employees provided a copy of the EEO policy statement during orientation?		X		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X		
<b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[see 29 CFR §1614.102(b)(5)]</b>		X		
<b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<b>Measures</b>		Yes	No	

Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications?	X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		Notified via annual training and EEO policy statements and NNSA Order on Workforce Discipline.
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		

<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>				
 <b>Compliance Indicator</b>	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	<b>Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)]</b> For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, Does the Regional EEO Officer report to the Regional Administrator?)	X		
	<b>Are the duties and responsibilities of EEO officials clearly defined?</b>	X		
	<b>Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?</b>	X		
	<b>If the agency has 2<sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?</b>	X		
	<b>If the agency has 2<sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?</b>	X		
	<b>If not, please describe how EEO program authority is delegated to subordinate reporting components.</b>			
 <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	<b>Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?</b>	X		
	<b>Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?</b>	X		
	<b>Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?</b>		X	Prior to the NNSA reorganization, the EEO Manager participated in management meetings for human capital initiatives. NNSA is in process of

			implementing several management changes; therefore, the EEO Manager will meet with human capital managers in FY 2013 to establish regular discussions on the subject areas.	
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?	X			
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X	Prior to the NNSA reorganization, the EEO Manager participated in management meetings for human capital initiatives. NNSA is in process of implementing several management changes; therefore, the EEO Manager will meet with human capital managers in FY 2013 to establish regular discussions on the subject areas.	
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X	Prior to the NNSA reorganization, the EEO Manager participated in management meetings for human capital initiatives. NNSA is in process of implementing several management changes; therefore, the EEO Manager will meet with human capital managers in FY 2013 to establish regular discussions on the subject areas.	
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?	X			
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are	X			

conducted annually and to maintain an effective complaint processing system?				
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?			X	
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204			X	
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204			X	
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709			X	
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native/Alaska Native, Asian American/Pacific Islander programs?			X	
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? <b>[see 29 C.F.R. § 1614.102(b)(5)]</b>		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		

to provide religious accommodations?	X		
to provide disability accommodations in accordance with the agency's written procedures?	X		
in the EEO discrimination complaint process?	X		
to participate in ADR?	X		

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**  
**This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.**

 <b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		
 <b>Compliance Indicator</b>	<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X	
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	
 <b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking		X		

personnel actions based upon a prohibited basis?			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X		
<p>If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.</p> <p>One Per Se Violation: Disciplinary action ordered included posting notice, compensatory damages, reprisal training to all managers and supervisors, and a written notice of reprimand.</p>			
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		 <b>Measures</b>	Yes	
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the</b>

 <b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?			X	Participation is highly encouraged.

<b>Essential Element E: EFFICIENCY</b> Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		The outstanding issue is the inability to track applicant flow.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		
If yes, briefly describe how:				

<p>1. NNSA uses a "Contractor Performance Assessment Reporting System" to assess and rate its contractor investigations. . In addition, contractor investigations are tracked for adherence to required time frames as outlined in 29 CFR. Issues are addressed real-time with investigators. Also, specialists inform their Contracting Office Technical Representative in writing and verbally of delays or issues.</p> <p>2. NNSA uses an "iComplaints" system to track informal and formal counselings which are conducted in-house. NNSA also uses a four color-coded system to measure EEO efficiency in processing counselings within mandated time frames. Issues are addressed one-on-one with counselors and during their annual 8 hour Counselor refresher training</p>				
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 <b>Compliance Indicator</b>	<p><b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b></p>	<b>Measure has been met</b>		<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
 <b>Measures</b>		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 <b>Compliance Indicator</b>	<p><b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b></p>	<b>Measure has been met</b>		<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b></p>
 <b>Measures</b>		Yes	No	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		

Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		ADR is part of management training, No FEAR training, and other forms of training.
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?			X	Participation is highly encouraged.
Does the responsible management official directly involved in the dispute have settlement authority?		X		Management Official has authority on non-monetary settlements. Monetary settlements require coordination and approval of Counsel, Office of Human Capital Management, Field Manager and/or Manager.
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		.
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		NNSA participates with the Federal Executive Board EEO and Diversity Managers.
 <b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		

Does the agency discrimination complaint process ensure a neutral adjudication function?	X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?	N/A		

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**  
**This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**

 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	

	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
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 <b>Compliance Indicator</b>	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	

Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.			X	This function is performed by the Defense Finance and Accounting Service for NNSA.
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Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
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Are procedures in place to promptly process other forms of ordered relief?		X		
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 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	

Is compliance with EEOC orders encompassed in the performance standards of any agency employees?	X		
If so, please identify the employees by title in the comments section, and state how performance is measured.	Alleged Responsible Management Officials. EEOC orders are administered within the required time identified by EEOC. Performance is measured by compliance with EEOC orders within stated deadline.		
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?	X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.			
Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:	X		
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

**Footnotes: 1. See 29 C.F.R. § 1614.102. 2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.**

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT – 1</b>	
<b>U.S. Department of Energy</b>		<b>FY 2012</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<b>LEADERSHIP COMMITMENT:</b> Policy statements are up to date, communicated to all employees, and available 24/7 via EEO web site.  No deficiencies noted; however, with establishment of government-wide initiative to promote diversity, recommendation is to collaborate with DOE-HQ and NNSA’s Office of Human Capital Management on 5 objectives stated below.	
<b>OBJECTIVE:</b>	In accordance with President Obama’s Executive Order and in collaboration with DOE-HQ, establish a coordinated government-wide initiative to promote diversity and inclusion in the Federal workforce, and develop strategic plans to recruit and retain a more diverse workforce.	
<b>RESPONSIBLE OFFICIAL:</b>	Office of Civil Rights, Office of Human Capital Management, and DOE-HQ	
<b>DATE OBJECTIVE INITIATED:</b>	November 2011	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	October 2012	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>	
Continue practice of EEO Policy Statement distribution at all supervisors and managers annual EEO training sessions.	Annual EEO policy statements were reviewed and included in all EEO training for supervisors and managers during the Annual FY 2012 training sessions. Practice will continue in FY 2013.  The EEO, Harassment and Retaliation policies are well established, in place, and accessible to all employees 24/7 via the Office of Civil Rights’ (OCR) website. Secretary Chu issued a new EEO, Harassment and Retaliation Policy Statement on September 26, 2012, emphasizing managers’ role in acting promptly and appropriately to eliminate and prevent discrimination, harassment, and retaliation in the workplace.	

	<p>EEO posters and program information are updated on an annual basis and are posted throughout NNSA (nationwide) and on the OCR website.</p>
<p>Continue practice of EEO Policy Statement distribution at all New Supervisors and Managers training sessions.</p>	<p>In FY 2012, NNSA piloted an internal training module that is being fully implemented in FY 2013. The three-day "live" First Line Supervisory Training module includes Equal Employment Opportunity, Hiring and Staffing, Required Knowledge for Supervisors, Role of the Supervisor, Administration of a Strength Finders Tool, Discussion with Seasoned Supervisors at NNSA, Professional Development, Rotational Assignments, Performance Management and Awards, and Employee Relations.</p>
<ol style="list-style-type: none"> <li>1. Dialog &amp; Feedback – Organize focus groups to engage in a dialog on diversity climate &amp; receive feedback.</li> <li>2. Recruitment &amp; Hiring</li> <li>3. Retention, Development and Promotions review of policies, procedures &amp; practices.</li> <li>4. Commitment &amp; Understanding</li> <li>5. Performance and Accountability</li> </ol>	<ol style="list-style-type: none"> <li>1. DOE-HQ is lead &amp; collaborating with NNSA and other DOE subcomponents. During October-November 2011, NNSA partnered with DOE's Office of Diversity Programs for the purpose of conducting focus groups to engage in a dialogue and obtain feedback on suggestions for diversity improvements. Both supervisory and non-supervisory employees were involved in the discussions which addressed workforce development, training, work-life balances, mentorship and career advancement.</li> <li>2. DOE-HQ is lead &amp; collaborating with NNSA and other DOE subcomponents to review human capital policies and procedures. On May 2, 2012, NNSA's Principal Deputy Administrator and Director of Office of Human Capital Management partnered with DOE's Director of Office of Economic Impact and Diversity in sponsoring a DOE-NNSA Workforce Diversity Town Hall Meeting. At the Town Hall, NNSA/DOE employees heard the results of the focus group discussions. The results of the DOE's Workforce Diversity Study (July 2011) were also discussed, as well as ways that DOE will move forward to address recruitment and hiring; retention, development, and promotions; commitment and understanding; and performance and accountability.</li> <li>3. September 2012 – DOE HQ is lead. NNSA reviews annually career development, training and promotion practices, policies and deliverables. Training courses are available that inform and instruct managers and supervisors about EEO and Diversity program responsibilities.</li> </ol> <p>NNSA established the OneLeadership Initiative (OLI). OLI is a unified leadership and development effort that provides NNSA's workforce with the tools and resources to improve their skills to advance in their field of expertise or explore</p>

other career opportunities. The OLI goals include a) establishing a robust, cohesive leadership and career management program; b) creating one integrated system for all leadership, development, training, and student programs; c) promoting deeper involvement from managers; and d) achieving and maintaining excellence in leadership and employee development. In addition, all training and development opportunities have been examined in detail in order to expand, where necessary, and relinquish portions that are less beneficial. The OLI established several new internal opportunities for employees, one of which is Fusion Forums in which employees at all levels of the organization are invited to an hour-long forum to learn and discuss various developmental topics.

NNSA also established the 1st Year Initiative. The NNSA 1st Year initiative is a 12-month series of courses offered to new employees at all levels of the organization as an overview of NNSA's organization, mission, values and structure. NNSA established a similar program for SES employees, called SES 1st. This one-day event integrated new members of the SES into the leadership perspective and strategic direction and initiative of the NNSA. Whether the employee is an entry-level, mid-career or a senior manager, OLI offers a multitude of products and services tailored to fit NNSA's leadership and career development needs including a Virtual Orientation Center, an interactive website, individualized training needs assessments, career mapping and a leadership career management library.

4. DOE HQ is lead. This task is ongoing. a) Develop and publicize an annual diversity events plan, and b) upgrade continual learning program to include interactive case study discussions/training on how diversity and inclusion contribute to mission effectiveness, and c) ensure all senior leaders, managers and supervisors participate in diversity training programs at a minimum once each year.

In FY 2012, NNSA supported numerous diversity training, educational awareness and heritage programs, and educational awareness training such as the Asian and Pacific American Heritage Month, sponsored by DOE; and Effective Employee Engagement and Retention Strategies workshop, sponsored by Office of Civil Rights.

	<p>➤ September 2012 – DOE HQ is lead. This is ongoing. Review and change as appropriate performance standards and plans to ensure all employees having diversity responsibilities, and all senior leaders and managers, are held accountable for performance results related to diversity, inclusion, and EEO.</p>
<p>Offer Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Training to all NNSA employees via computer based training in FY 2013. The No FEAR Act of 2002 requires training to its employees and managers regarding their rights and responsibilities available under the employment discrimination and whistleblower laws.</p>	<p>Target Date for Completion: FY 2013</p>
<p>Offer Prevention of Harassment training to all NNSA employees via computer based training in calendar year 2014. This training is required by DOE Order 311.1b every two years.</p>	<p>Target Date for Completion: FY 2014</p>

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT – 1</b>	
<b>U.S. Department of Energy</b>		<b>FY 2012</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<p>ELEMENT ONE: INTEGRATION OF EEO INTO STRATEGIC MISSION: New EEO reporting structure is appropriate and resources are sufficient.</p> <p>Prior to NNSA reorganization, the EEO Manager participated in management meetings for human capital initiatives. NNSA is in the process of implementing several management changes; therefore, the EEO Manager will meet with human capital managers in FY 2013 to establish regular discussion on the subject areas.</p>	
<b>OBJECTIVE:</b>	Develop/finalize OCR budget and communication process.	
<b>RESPONSIBLE OFFICIAL:</b>	Administrator, Principal Deputy Administrator, Office of Civil Rights, and Office of Human Capital Management	
<b>DATE OBJECTIVE INITIATED:</b>	November 2011	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	October 2013	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>	
In collaboration with Principal Deputy Administrator, develop communication strategy for consistent interactions with Administrator, Principal Deputy Administrator and senior leaders.	<p>In February 2012, the Office of Civil Rights began sending bi-weekly activity reports to the Acting Administrator and the Acting Director, Office of Human Capital Management; highlighting EEO corporate support work, including focus areas on upcoming corporate events, pending actions, formal EEO complaint activity, mediation statistics, and OCR advisory services. This practice continues; however, the reporting was reduced to monthly reporting in August 2012.</p> <p>In addition, sensitive issues are addressed one-on-one on an as needed basis directly with the Acting Administrator and/or the Acting Director, Office of Human Capital Management.</p>	

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT – 1</b>	
<b>U.S. Department of Energy</b>		<b>FY 2012</b>
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<p><b>ELEMENT THREE: ENSURING MANAGEMENT AND PROGRAM ACCOUNTABILITY AND ELEMENT FOUR: PROACTIVE PREVENTION</b></p> <p>DOE Order 311.1B requires that “all DOE supervisory employees must participate in 4 hours of EEO/diversity training annually. Individuals must engage in 4 hours of supervisory EEO/diversity training before (or within 3 months following) appointment to supervisory positions. In addition to basic EEO information, training must include information on the role of the supervisor in the implementation and maintenance of all EEO requirements and programs, and on the prevention of workplace harassment.</p> <p>In addition, workforce must be fully apprised of procedures to request reasonable accommodations.</p>	
<b>OBJECTIVE:</b>	Provide training to all management officials and supervisors.	
<b>RESPONSIBLE OFFICIAL:</b>	Office of Civil Rights and Office of Human Capital Management	
<b>DATE OBJECTIVE INITIATED:</b>	January 2012	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 2013	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>	
Meet with OHCMS to discuss strategy and resources.	<p>Target Date for Completions: September 2013</p> <p>NNSA developed a three-day "live" First Line Supervisory Training to include Equal Employment Opportunity, Hiring and Staffing, Required Knowledge for Supervisors, Role of the Supervisor, Administration of a Strength Finders Tool, Discussion with Seasoned Supervisors at NNSA, Professional Development, Rotational Assignments, Performance</p>	

	<p>Management and Awards, and Employee Relations.</p> <p>The EEO learning objectives include: An overview of EEO; applicable Federal laws, Executive Orders, and Department Policies; Alternative Dispute Resolution; the Complaint Process; Types of Discrimination; Supervisor Responsibilities; and Best Practices, including addressing reasonable accommodation requests, promoting EEO, dealing with allegations of harassment, and professionalism when named in a formal complaint. The training is currently being implemented and all first line supervisors are required to complete the training by the end of FY 2013.</p>
<p>NNSA will visit all NNSA offices during FY 2013 to meet with managers and supervisors to provide an EEO update and communicate the state of the NNSA EEO Program.</p>	<p>Target Date for Completion: September 2013</p>

<b>EEOC FORM 715-01 PART I</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>U.S. Department of Energy-NNSA</b>	<b>FY 2012</b>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p><i>Provide a brief narrative describing the condition at issue.</i></p>	<p><b>Table A-1 – Total Workforce and Table A-8 – New Hires</b></p> <p>A review of A1 shows a total workforce of 2659 in FY 2012 as compared to 2741 in FY 2011 with a difference of -82 or a -2.99% net change. FY 2012 data also shows the NNSA participation rate as compared to the Civilian Labor Force (CLF).</p> <p>Participation rates lower than the CLF (triggers) were identified for the following groups: Females, White females, African American males, and Asian females.</p> <p>If a group has a net change lower than the net change for the total workforce, it is a trigger of another possible existence of a barrier. The net change for Asian females is lower than the total workforce.</p> <p>For new hires, ratios lower than the CLF were noted as triggers. The ratio of new hires for females and White females were lower than the CLF (see below).</p> <p>NNSA’s hiring practices have not resulted in substantial improvements in the participation rates of females, White females, African American males, and Asian females.</p>	
<p><b>BARRIER ANALYSIS 1:</b></p> <p><i>Provide a description of the steps taken and data analyzed to determine the cause of the condition.</i></p>	<p>A review of Table A1 (Total Workforce) showed the following: Net change (NC) for the total workforce -2.99%; Females 34.79% (46.80% CLF), NC -3.44%; White females 19.22% (33.70% CLF), NC -4.49%; African American males 3.27% (4.8% CLF), NC -3.3%, and Asian females 0.90% (1.7% CLF), NC 0.00%.</p> <p>A review of Table A8 (New Hires) showed the following: Females 39.60% (46.80% CLF); White females 20.13% (33.70% CLF); African American males 6.71% (4.8% CLF) and Asian females 2.01% (1.7% CLF).</p> <p>Determined the NNSA system used to hire does not require data gathering for applicants’ gender, race/ethnicity and disability.</p>	
<p><b>STATEMENT OF IDENTIFIED</b></p>	<p>In 2011, NNSA underwent a rigorous reorganization resulting</p>	

<p><b>BARRIER:</b></p> <p><i>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</i></p>	<p>in several management changes and hiring restrictions. Hiring restrictions and downsizing have resulted in limited employment opportunities.</p> <p>NNSA has no applicant data system to identify potential barriers in its recruitment and selection processes.</p>
<p><b>OBJECTIVE:</b></p> <p><i>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</i></p>	<p><b>Goal:</b> To increase opportunities for Females, White females, African American males, and Asian females.</p> <p><b>Objective:</b> Continue to assess, measure, and report the progress in recruiting and selecting females, White females, African American males and Asian females.</p> <p>Research options with the Office of Human Capital Management (OHCM) to capture applicant flow data.</p> <p>Continue NNSA’s partnership efforts with organizations involved with the recruitment, hiring and placement of Females, White females, African American males, and Asian females in the workforce.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Office of Human Capital Management Office of Civil Rights Managers and Supervisors</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>January 2012</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>October 2015</p>

<p><b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b></p>	<p><b>TARGET DATE (Must be specific)</b></p>
<p>Research options to capture applicant flow data.</p> <p>In 2011, NNSA underwent a reorganization which resulted in several management changes. NNSA is now in the final process of implementing the changes; therefore, this action will be pursued with OHCM in FY 2013.</p>	<p>January 2014</p>
<p>Assess, measure, and report the progress in recruiting and selecting underrepresented groups.</p>	<p>January 2014</p>

<p><b>FY 2011</b></p> <p>Females 34.95% (46.80% CLF); White females 19.52% (33.70% CLF); African American males 3.28% (4.8% CLF); and Asian females 0.88% (1.7% CLF).</p> <p><b>FY 2012</b></p> <p>Females 34.79% (46.80% CLF); White females 19.22% (33.70% CLF); African American males 3.27% (4.8% CLF); and Asian females 0.90% (1.7% CLF).</p>	
<p>Actively participate in Secretary's Chu's workforce diversity strategic planning initiatives.</p> <p>During October-November 2011, NNSA partnered with DOE's Office of Diversity Programs for the purpose of conducting focus groups to engage in a dialogue and obtain feedback on suggestions for diversity improvements. Both supervisory and non-supervisory employees were involved in the discussions which addressed workforce development, training, work-life balances, mentorship and career advancement.</p> <p>On May 2, 2012, NNSA's Principal Deputy Administrator and Director of Office of Human Capital Management partnered with DOE's Director of Office of Economic Impact and Diversity in sponsoring a DOE-NNSA Workforce Diversity Town Hall Meeting. At the Town Hall, NNSA/DOE employees heard the results of the focus group discussions. The results of the DOE's Workforce Diversity Study (July 2011) were also discussed, as well as ways that DOE will move forward to address recruitment and hiring; retention, development, and promotions; commitment and understanding; and performance and accountability.</p> <p>NNSA is in the final process of determining its final strategy on its diversity and inclusion plan and a final decision will be made in FY 2013.</p>	<p>September 2013</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>October 2015</p>

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. Department of Energy-NNSA	FY 2012	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p>	<p><b>Workforce Table A-14 – Separations</b></p> <p>FY 2012 data shows the NNSA separation rate as compared to the Total Work Force (TWF) ratio for each group. Separation ratios higher than the group's total work force ratio (triggers) were identified for the following groups: African American males, African American females, Asian males, and Asian females.</p>	
<p><b>BARRIER ANALYSIS 2:</b></p> <p>Provide a description of the steps taken and data analyzed to determine the cause of the condition.</p>	<p>A review of Table A14 showed the following: There were 174 total separations in FY 2012. Of the 174 separations, 66.09% were males (65.15% TWF); and 33.91% were females (34.85% TWF).</p> <p>Separation ratios higher than the group's total workforce include: White females 20.11% (TWF 19.17%); African American females 6.32% (TWF 5.93%); Asian males 2.87% (TWF 2.45%); Targeted Disability 0.57% (TWF 0.54%); and Disability 9.20% (TWF 5.09%).</p> <p>Of the 174 separations, 161 were voluntary and 13 were involuntary separations.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>NNSA does not have a standard agency wide exit interview process. Absent consistent exit interviews, NNSA is unable to address employee separations.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p><b>Goal:</b> Analyze separation data to determine why employees are leaving the agency and whether specific barriers exist for employees. <b>Objective:</b> Develop and implement a standardized agency wide exit interview procedure and process.</p>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Office of Human Capital Management Office of Civil Rights</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>January 2012</p>	

<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	October 2013
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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>Develop, communicate, and implement standard NNSA exit interview plan for ensuring employees separating from agency complete exit interview process.</p> <p>Summary of actions/remarks toward meeting this objective:</p> <p>In September 2012, the Office of Human Capital Management conducted formal exit interviews with departing employees to determine the employees' reason for leaving employment with the Agency and to gather perceptions of their work experiences at the Agency. Each exit interview was assessed individually and concerns were reviewed to determine steps necessary to continually improve the work environment for all employees. Any comments of major concern indicated by the departing employee were raised through the exit interview process and are provided to the Employee Relations Manager, who makes a determination as to the necessity to follow-up on any stated concerns/issues with senior leadership. Any comments or issues of major concern indicated by the departing employee during the exit interview process are followed-up by the servicing Employee Relations Consultant to identify and/or correct any real or perceived trends and/or barriers conducive to good management-employee relations.</p>	Completed September 2012.
<p>Ensure data system is in place to capture data and evaluate.</p> <p>Summary of actions/remarks toward meeting this objective:</p> <p>In September 2012, NNSA's Office of Human Capital Management has utilized standardized Exit Interview Forms and an automated exit interview survey to capture Federal employees and Historically Black College students' reason for leaving employment with the Agency and to gather perceptions of their work experiences. The forms provide detailed information that are used to identify trends within individual organizations across the complex.</p>	Completed September 2012

<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	October 2013
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EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
U.S. Department of Energy-NNSA	FY 2012	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p>	<p><b>Table B-1 – Total Workforce by Disability and Table B-8 – New Hires by Disability</b></p> <p>FY 2012 data shows the participation rate of Persons with Targeted Disabilities (PWTD) in NNSA’s workforce is 0.50% which is less than the Federal high of 2.00%.</p> <p>NNSA’s hiring practices have not resulted in substantial improvements in the participation rates of PWTD.</p>	
<p><b>BARRIER ANALYSIS 2:</b></p> <p>Provide a description of the steps taken and data analyzed to determine the cause of the condition.</p>	<p>A review of Table B1 indicates the percentage of PWTD at NNSA remained constant, 0.50% in FY 2011 and 0.50% in FY 2011. In FY 2012, the total number of PWTD increased from 0.51% (14) in FY 2011 to 0.53% (14), resulting in a 0.00% rate of change for PWTD as compared to the net change for the total workforce of -2.99%.</p> <p>There were a total of 149 new hires in FY 2012. Of the 149, 0.00% were PWTD. 5.03% (9) new hires were individuals with a disability as compared to 92.67% with no disability.</p> <p>Separation ratios for PWTD (0.57%) were higher than the group’s total workforce (0.54%).</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>NNSA’s hiring practices have not resulted in substantial number of new hires of PWTD.</p> <p>There appears to be a lack of knowledge by managers and supervisors in Schedule A authority.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p><b>Goal:</b> Increase the number of <u>new</u> hires of PWTD.</p> <p><b>Objectives:</b> Implement training for managers and supervisors.</p> <p>Continue to assess and report progress in</p>	

	<p>recruiting and selecting PWTD.</p> <p>Research options with Office of Human Capital Management to develop and implement targeted recruitment plan focused on PWTD.</p> <p>Continue NNSA's partnerships efforts with organizations involved with recruitment, hiring and placement of PWTD.</p>
<b>RESPONSIBLE OFFICIAL:</b>	Office of Human Capital Management Office of Civil Rights Managers and Supervisors
<b>DATE OBJECTIVE INITIATED:</b>	January 2012
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	October 1, 2015

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>Review and analyze data in FY 2012 to identify employment trends as a result of the 2011 call to all employees to voluntarily update their disability status via DOE's management information system.</p> <p>Analyzed employment trends and employment trends indicate little change from FY 2011 to FY 2012 as a result of the call to all employees to voluntarily update their disability status via DOE management information system.</p>	Completed February 2013
<p>Partner with Office of Human Capital Management to provide training to managers and supervisors on reasonable accommodations procedures and Schedule A Appointment authority.</p> <p>NNSA developed a three-day "live" First Line Supervisory Training to include reasonable accommodations procedures and Schedule A Appointment Authority. Other training modules consisted of Equal Employment Opportunity (EEO), Hiring and Staffing, Required Knowledge for Supervisors, Role of the Supervisor, Administration of a Strength Finders Tool, Discussion with Seasoned Supervisors at NNSA, Professional Development, Rotational Assignments, Performance Management and Awards, and Employee Relations.</p>	September 2013

Continue NNSA's partnership with organization involved with recruitment, hiring and placement of PWTD.	Ongoing
Continue awareness training when providing annual Managers' and Supervisors' EEO update, to include Schedule A Hiring Authority and an overview of workforce statistics.	Ongoing
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 2013 and ongoing initiatives in support of this objective.

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
<p>Develop, communicate, and implement standard NNSA exit interview plan for ensuring employees separating from agency complete exit interview process.</p> <p>Summary of actions/remarks toward meeting this objective:</p> <p>September 2012, the Office of Human Capital Management stated formal exit interviews with departing employees are mandated to capture the employees' reason for leaving employment with the Agency and to gather perceptions of their work experiences at the Agency. Each exit interview is assessed individually and concerns are reviewed to determine steps necessary to continually improve the work environment for all employees. Any comments of major concern indicated by the departing employee are raised through the exit interview process and are provided to the Employee Relations Manager, who makes a determination as to the necessity to follow-up on any stated concerns/issues with senior leadership. Any comments or issues of major concern indicated by the departing employee during the exit interview process are followed-up by the servicing Employee Relations Consultant to identify and/or correct any real or perceived trends and/or barriers conducive to good management-employee relations.</p>	<p>Completed September 2012</p>
<p>Ensure data system is in place to capture data and evaluate.</p> <p>Summary of actions/remarks toward meeting this objective:</p> <p>September 2012, the Agency's Office of Human Capital Management has utilized standardized Exit Interview Forms and an automated exit interview survey to capture Federal employees and Historically Black College students' reason for leaving employment with the Agency and to gather perceptions of their work experiences. The forms provide detailed information that may be used to identify trends within individual organizations across the complex.</p>	<p>Completed September 2012</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>October 2013</p>

<b>EEOC FORM 715-01 PART J</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>					
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<b>PART I Department or Agency Information</b>	1. Agency	1. U.S. Department of Energy
	1.a. 2 <sup>nd</sup> Level Component	1.a. National Nuclear Security Administration
	1.b. 3 <sup>rd</sup> Level or lower	1.b.

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	beginning of FY 2011.		end of FY 2012.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	2741	100%	2659	100%	(82)	-3.00%
	Reportable Disability	138	5.00%	134	5.00%	(4)	-2.90%
	Targeted Disability*	14	0.50%	14	0.50%	0	0.00%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					This information is not available	
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					0		

**PART III Participation Rates In Agency Employment Programs**

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	144	7	4.90%	2	1.40%	3	2.10%	132	91.70%
4. Non-Competitive Promotions	54	1	1.90%	0	0.00%	1	1.90%	52	96.30%
5. Employee Career Development Programs	12	0	0.00%	0	0.00%	0	0.00%	12	0.00%
5.a. Grades 5 – 12 *	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
5.b. Grades 13 - 14	1	0	0.00%	0	0.00%	0	0.00%	1	100%
5.c. Grade 15/SES	3	0	0.00%	0	0.00%	0	0.00%	3	100%
6. Employee Recognition and Awards	5584	336	6.00%	28	0.50%	113	2.00%	5135	92.00%

6.a. Time-Off Awards (Total hrs awarded)	5722	204	3.60%	0	0.00%	41	0.70%	5477	95.70%
6.b. Cash Awards (total \$\$\$ awarded)	2,412,765	132,009	5.50%	7,839	0.30%	52,680	2.20%	2,228,076	92.30%
6.c. Quality-Step Increase	2057	132	6.40%	14	0.70%	36	1.80%	1889	91.80%

## Facility Accessibility Results

(to support action plan for building renovation projects)

The following actions were completed in support of the Americans with Disabilities Act (ADA) of 1990.

NNSA HQ, Germantown Facility - Upgraded existing handicap ramps at the South Entrance Road with new replacement ramps with ADA detectable warning plates.

# **Workforce Data Tables**

# National Nuclear Security Administration

## Total Workforce - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A01

From September 30, 2011 To September 30, 2012

Total Workforce

Employment Tenure	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>TOTAL</b>																		
09/30/2011 - Prior FY	#	2741	1783	958	227	204	1352	535	90	160	70	24	4	0	24	32	16	3
	%	100	65.05	34.95	8.28	7.44	49.33	19.52	3.28	5.84	2.55	0.88	0.15	0.00	0.88	1.17	0.58	0.11
09/30/2012 - Current FY	#	2659	1734	925	216	197	1319	511	87	159	66	24	4	0	24	30	18	4
	%	100	65.21	34.79	8.12	7.41	49.61	19.22	3.27	5.98	2.48	0.90	0.15	0.00	0.90	1.13	0.68	0.15
CLF (2000)	%	100	53.2	46.8	6.2	4.5	39.0	33.7	4.8	5.7	1.9	1.7	0.1	0.1	0.3	0.3	0.8	0.8
Difference	#	-82	-49	-33	-11	-7	-33	-24	-3	-1	-4	0	0	0	0	-2	2	1
Ratio Change	%		0.16	-0.16	-0.16	-0.03	0.28	-0.30	-0.01	0.14	-0.07	0.02	0.00	0.00	0.02	-0.04	0.10	0.04
Net Change	%	-2.99	-2.75	-3.44	-4.85	-3.43	-2.44	-4.49	-3.33	-0.63	-5.71	0.00	0.00	0.00	0.00	-6.25	12.50	33.33
<b>PERMANENT</b>																		
09/30/2011 - Prior FY	#	2678	1751	927	225	202	1334	519	82	148	68	23	4	0	23	32	15	3
	%	100	65.38	34.62	8.40	7.54	49.81	19.38	3.06	5.53	2.54	0.86	0.15	0.00	0.86	1.19	0.56	0.11
09/30/2012 - Current FY	#	2614	1703	911	214	197	1295	501	86	155	64	24	4	0	23	30	17	4
	%	100	65.15	34.85	8.19	7.54	49.54	19.17	3.29	5.93	2.45	0.92	0.15	0.00	0.88	1.15	0.65	0.15
Difference	#	-64	-48	-16	-11	-5	-39	-18	4	7	-4	1	0	0	0	-2	2	1
Ratio Change	%		-0.23	0.23	-0.21	0.00	-0.27	-0.21	0.23	0.40	-0.09	0.06	0.00	0.00	0.02	-0.04	0.09	0.04
Net Change	%	-2.39	-2.74	-1.73	-4.89	-2.48	-2.92	-3.47	4.88	4.73	-5.88	4.35	0.00	0.00	0.00	-6.25	13.33	33.33
<b>TEMPORARY</b>																		
09/30/2011 - Prior FY	#	63	32	31	2	2	18	16	8	12	2	1	0	0	1	0	1	0
	%	100	50.79	49.21	3.17	3.17	28.57	25.40	12.70	19.05	3.17	1.59	0.00	0.00	1.59	0.00	1.59	0.00
09/30/2012 - Current FY	#	45	31	14	2	0	24	10	1	4	2	0	0	0	1	0	1	0
	%	100	68.89	31.11	4.44	0.00	53.33	22.22	2.22	8.89	4.44	0.00	0.00	0.00	2.22	0.00	2.22	0.00
Difference	#	-18	-1	-17	0	-2	6	-6	-7	-8	0	-1	0	0	0	0	0	0
Ratio Change	%		18.10	-18.10	1.27	-3.17	24.76	-3.18	-10.48	-10.16	1.27	-1.59	0.00	0.00	0.63	0.00	0.63	0.00
Net Change	%	-28.57	-3.13	-54.84	0.00	-100.00	33.33	-37.50	-87.50	-66.67	0.00	-100.00	0.00	0.00	0.00	0.00	0.00	0.00

# National Nuclear Security Administration

## Occupational Categories - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A03-1

As of September 30, 2012

Full/PartTime Permanent Workforce

Occupational Category	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>1. Officials and Managers</b>																		
- Executive/Senior Level (Grade 15 and SES)	#	410	313	97	35	17	250	66	16	10	10	1	0	0	1	3	1	0
	%	100	76.34	23.66	8.54	4.15	60.98	16.10	3.90	2.44	2.44	0.24	0.00	0.00	0.24	0.73	0.24	0.00
- Mid-Level (Grades 13 and 14)	#	656	443	213	81	75	314	105	15	21	23	4	1	0	6	7	3	1
	%	100	67.53	32.47	12.35	11.43	47.87	16.01	2.29	3.20	3.51	0.61	0.15	0.00	0.91	1.07	0.46	0.15
- First-Level (Grades 12 and below)	#	75	46	29	9	11	30	15	2	2	3	1	0	0	1	0	1	0
	%	100	61.33	38.67	12.00	14.67	40.00	20.00	2.67	2.67	4.00	1.33	0.00	0.00	1.33	0.00	1.33	0.00
- Other Officials and Managers	#	491	197	294	25	55	143	149	20	75	3	6	2	0	3	8	1	1
	%	100	40.12	59.88	5.09	11.20	29.12	30.35	4.07	15.27	0.61	1.22	0.41	0.00	0.61	1.63	0.20	0.20
<b>Officials and Managers - TOTAL</b>	#	1632	999	633	150	158	737	335	53	108	39	12	3	0	11	18	6	2
	%	100	61.21	38.79	9.19	9.68	45.16	20.53	3.25	6.62	2.39	0.74	0.18	0.00	0.67	1.10	0.37	0.12
<b>2. Professionals</b>	#	586	382	204	28	24	305	126	17	39	22	10	0	0	6	3	4	2
	%	100	65.19	34.81	4.78	4.10	52.05	21.50	2.90	6.66	3.75	1.71	0.00	0.00	1.02	0.51	0.68	0.34
<b>3. Technicians</b>	#	6	5	1	0	0	5	0	0	1	0	0	0	0	0	0	0	0
	%	100	83.33	16.67	0.00	0.00	83.33	0.00	0.00	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>5. Administrative Support Workers</b>	#	81	9	72	0	15	7	39	2	7	0	2	0	0	0	9	0	0
	%	100	11.11	88.89	0.00	18.52	8.64	48.15	2.47	8.64	0.00	2.47	0.00	0.00	0.00	11.11	0.00	0.00
<b>6. Craft Workers</b>	#	309	308	1	36	0	241	1	14	0	3	0	1	0	6	0	7	0
	%	100	99.68	0.32	11.65	0.00	77.99	0.32	4.53	0.00	0.97	0.00	0.32	0.00	1.94	0.00	2.27	0.00
<b>Total Work Force</b>	#	2614	1703	911	214	197	1295	501	86	155	64	24	4	0	23	30	17	4
	%	100	65.15	34.85	8.19	7.54	49.54	19.17	3.29	5.93	2.45	0.92	0.15	0.00	0.88	1.15	0.65	0.15

# National Nuclear Security Administration

## Occupational Categories - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A03-2

As of September 30, 2012

Full/PartTime Permanent Workforce

Occupational Category	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>1. Officials and Managers</b>																		
- Executive/Senior Level (Grade 15 and SES)	#	410	313	97	35	17	250	66	16	10	10	1	0	0	1	3	1	0
	%	15.68	18.38	10.65	16.36	8.63	19.31	13.17	18.60	6.45	15.63	4.17	0.00	0.00	4.35	10.00	5.88	0.00
- Mid-Level (Grades 13 and 14)	#	656	443	213	81	75	314	105	15	21	23	4	1	0	6	7	3	1
	%	25.10	26.01	23.38	37.85	38.07	24.25	20.96	17.44	13.55	35.94	16.67	25.00	0.00	26.09	23.33	17.65	25.00
- First-Level (Grades 12 and below)	#	75	46	29	9	11	30	15	2	2	3	1	0	0	1	0	1	0
	%	2.87	2.70	3.18	4.21	5.58	2.32	2.99	2.33	1.29	4.69	4.17	0.00	0.00	4.35	0.00	5.88	0.00
- Other Officials and Managers	#	491	197	294	25	55	143	149	20	75	3	6	2	0	3	8	1	1
	%	18.78	11.57	32.27	11.68	27.92	11.04	29.74	23.26	48.39	4.69	25.00	50.00	0.00	13.04	26.67	5.88	25.00
<b>Officials and Managers - TOTAL</b>	#	1632	999	633	150	158	737	335	53	108	39	12	3	0	11	18	6	2
	%	62.43	58.66	69.48	70.09	80.20	56.91	66.87	61.63	69.68	60.94	50.00	75.00	0.00	47.83	60.00	35.29	50.00
<b>2. Professionals</b>	#	586	382	204	28	24	305	126	17	39	22	10	0	0	6	3	4	2
	%	22.42	22.43	22.39	13.08	12.18	23.55	25.15	19.77	25.16	34.38	41.67	0.00	0.00	26.09	10.00	23.53	50.00
<b>3. Technicians</b>	#	6	5	1	0	0	5	0	0	1	0	0	0	0	0	0	0	0
	%	0.23	0.29	0.11	0.00	0.00	0.39	0.00	0.00	0.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>5. Administrative Support Workers</b>	#	81	9	72	0	15	7	39	2	7	0	2	0	0	0	9	0	0
	%	3.10	0.53	7.90	0.00	7.61	0.54	7.78	2.33	4.52	0.00	8.33	0.00	0.00	0.00	30.00	0.00	0.00
<b>6. Craft Workers</b>	#	309	308	1	36	0	241	1	14	0	3	0	1	0	6	0	7	0
	%	11.82	18.09	0.11	16.82	0.00	18.61	0.20	16.28	0.00	4.69	0.00	25.00	0.00	26.09	0.00	41.18	0.00
<b>Total Work Force</b>	#	2614	1703	911	214	197	1295	501	86	155	64	24	4	0	23	30	17	4
	%	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Note: Percentages compute down columns and NOT across

# National Nuclear Security Administration

## Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex

Report Symbol: VP715A04-1

As of September 30, 2012

Total Workforce

GS/GM SES Grades		Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races	
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native			
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS 02	#	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	100	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 03	#	6	2	4	0	1	1	2	0	1	1	0	0	0	0	0	0	0
	%	100	33.33	66.67	0.00	16.67	16.67	33.33	0.00	16.67	16.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 04	#	11	7	4	0	2	5	0	0	1	0	0	0	0	1	1	1	0
	%	100	63.64	36.36	0.00	18.18	45.45	0.00	0.00	9.09	0.00	0.00	0.00	0.00	9.09	9.09	9.09	0.00
GS 05	#	12	2	10	0	4	2	4	0	1	0	0	0	0	0	1	0	0
	%	100	16.67	83.33	0.00	33.33	16.67	33.33	0.00	8.33	0.00	0.00	0.00	0.00	0.00	8.33	0.00	0.00
GS 06	#	14	6	8	0	0	5	6	1	1	0	1	0	0	0	0	0	0
	%	100	42.86	57.14	0.00	0.00	35.71	42.86	7.14	7.14	0.00	7.14	0.00	0.00	0.00	0.00	0.00	0.00
GS 07	#	38	9	29	0	6	7	12	1	5	0	1	0	0	1	5	0	0
	%	100	23.68	76.32	0.00	15.79	18.42	31.58	2.63	13.16	0.00	2.63	0.00	0.00	2.63	13.16	0.00	0.00
GS 08	#	80	50	30	2	5	39	18	2	3	0	1	2	0	2	3	3	0
	%	100	62.50	37.50	2.50	6.25	48.75	22.50	2.50	3.75	0.00	1.25	2.50	0.00	2.50	3.75	3.75	0.00
GS 09	#	130	79	51	8	9	64	29	4	11	0	1	0	0	1	1	2	0
	%	100	60.77	39.23	6.15	6.92	49.23	22.31	3.08	8.46	0.00	0.77	0.00	0.00	0.77	0.77	1.54	0.00
GS 10	#	71	68	3	6	2	55	1	3	0	1	0	0	0	1	0	2	0
	%	100	95.77	4.23	8.45	2.82	77.46	1.41	4.23	0.00	1.41	0.00	0.00	0.00	1.41	0.00	2.82	0.00
GS 11	#	199	125	74	23	13	86	38	10	17	3	2	0	0	3	3	0	1
	%	100	62.81	37.19	11.56	6.53	43.22	19.10	5.03	8.54	1.51	1.01	0.00	0.00	1.51	1.51	0.00	0.50
GS 12	#	329	178	151	31	39	121	70	15	37	5	4	0	0	3	1	3	0
	%	100	54.10	45.90	9.42	11.85	36.78	21.28	4.56	11.25	1.52	1.22	0.00	0.00	0.91	0.30	0.91	0.00
GS/GM 13	#	319	215	104	33	34	151	47	15	18	8	0	1	0	4	5	3	0
	%	100	67.40	32.60	10.34	10.66	47.34	14.73	4.70	5.64	2.51	0.00	0.31	0.00	1.25	1.57	0.94	0.00
GS/GM 14	#	477	253	224	39	51	196	128	8	34	7	4	0	0	2	5	1	2
	%	100	53.04	46.96	8.18	10.69	41.09	26.83	1.68	7.13	1.47	0.84	0.00	0.00	0.42	1.05	0.21	0.42
GS/GM 15	#	525	372	153	35	22	298	103	15	19	20	6	0	0	3	2	1	1
	%	100	70.86	29.14	6.67	4.19	56.76	19.62	2.86	3.62	3.81	1.14	0.00	0.00	0.57	0.38	0.19	0.19
Senior Executive Service	#	95	80	15	5	0	70	13	4	1	1	0	0	0	0	1	0	0
	%	100	84.21	15.79	5.26	0.00	73.68	13.68	4.21	1.05	1.05	0.00	0.00	0.00	0.00	1.05	0.00	0.00
<b>Total</b>	#	2307	1447	860	183	188	1100	471	78	149	46	20	3	0	21	28	16	4
	%	100	62.72	37.28	7.93	8.15	47.68	20.42	3.38	6.46	1.99	0.87	0.13	0.00	0.91	1.21	0.69	0.17

\* Does not include Excepted Service Positions EJ, EK, and EX. \*

# National Nuclear Security Administration

## Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex

Report Symbol: VP715A04-2

As of September 30, 2012

Total Workforce

GS/GM SES Grades		Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races	
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native			
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
GS 02	#	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.04	0.07	0.00	0.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 03	#	6	2	4	0	1	1	2	0	1	1	0	0	0	0	0	0	0
	%	0.26	0.14	0.47	0.00	0.53	0.09	0.42	0.00	0.67	2.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 04	#	11	7	4	0	2	5	0	0	1	0	0	0	0	1	1	1	0
	%	0.48	0.48	0.47	0.00	1.06	0.45	0.00	0.00	0.67	0.00	0.00	0.00	0.00	4.76	3.57	6.25	0.00
GS 05	#	12	2	10	0	4	2	4	0	1	0	0	0	0	0	1	0	0
	%	0.52	0.14	1.16	0.00	2.13	0.18	0.85	0.00	0.67	0.00	0.00	0.00	0.00	0.00	3.57	0.00	0.00
GS 06	#	14	6	8	0	0	5	6	1	1	0	1	0	0	0	0	0	0
	%	0.61	0.41	0.93	0.00	0.00	0.45	1.27	1.28	0.67	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 07	#	38	9	29	0	6	7	12	1	5	0	1	0	0	1	5	0	0
	%	1.65	0.62	3.37	0.00	3.19	0.64	2.55	1.28	3.36	0.00	5.00	0.00	0.00	4.76	17.86	0.00	0.00
GS 08	#	80	50	30	2	5	39	18	2	3	0	1	2	0	2	3	3	0
	%	3.47	3.46	3.49	1.09	2.66	3.55	3.82	2.56	2.01	0.00	5.00	66.67	0.00	9.52	10.71	18.75	0.00
GS 09	#	130	79	51	8	9	64	29	4	11	0	1	0	0	1	1	2	0
	%	5.64	5.46	5.93	4.37	4.79	5.82	6.16	5.13	7.38	0.00	5.00	0.00	0.00	4.76	3.57	12.50	0.00
GS 10	#	71	68	3	6	2	55	1	3	0	1	0	0	0	1	0	2	0
	%	3.08	4.70	0.35	3.28	1.06	5.00	0.21	3.85	0.00	2.17	0.00	0.00	0.00	4.76	0.00	12.50	0.00
GS 11	#	199	125	74	23	13	86	38	10	17	3	2	0	0	3	3	0	1
	%	8.63	8.64	8.60	12.57	6.91	7.82	8.07	12.82	11.41	6.52	10.00	0.00	0.00	14.29	10.71	0.00	25.00
GS 12	#	329	178	151	31	39	121	70	15	37	5	4	0	0	3	1	3	0
	%	14.26	12.30	17.56	16.94	20.74	11.00	14.86	19.23	24.83	10.87	20.00	0.00	0.00	14.29	3.57	18.75	0.00
GS/GM 13	#	319	215	104	33	34	151	47	15	18	8	0	1	0	4	5	3	0
	%	13.83	14.86	12.09	18.03	18.09	13.73	9.98	19.23	12.08	17.39	0.00	33.33	0.00	19.05	17.86	18.75	0.00
GS/GM 14	#	477	253	224	39	51	196	128	8	34	7	4	0	0	2	5	1	2
	%	20.68	17.48	26.05	21.31	27.13	17.82	27.18	10.26	22.82	15.22	20.00	0.00	0.00	9.52	17.86	6.25	50.00
GS/GM 15	#	525	372	153	35	22	298	103	15	19	20	6	0	0	3	2	1	1
	%	22.76	25.71	17.79	19.13	11.70	27.09	21.87	19.23	12.75	43.48	30.00	0.00	0.00	14.29	7.14	6.25	25.00
Senior Executive Service	#	95	80	15	5	0	70	13	4	1	1	0	0	0	0	1	0	0
	%	4.12	5.53	1.74	2.73	0.00	6.36	2.76	5.13	0.67	2.17	0.00	0.00	0.00	0.00	3.57	0.00	0.00
<b>Total</b>	#	2307	1447	860	183	188	1100	471	78	149	46	20	3	0	21	28	16	4
	%	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

\* Does not include Excepted Service Positions EJ, EK, and EX. \*

# National Nuclear Security Administration

## Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A06

As of September 30, 2012

Total Workforce

Job Title / Series Agency Rate Occupational CLF	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
080 - Security Administration National CLF 2000	#	138	82	56	11	21	62	26	3	6	1	0	0	0	3	2	2	1
	%	100.00	59.42	40.58	7.97	15.22	44.93	18.84	2.17	4.35	0.72	0.00	0.00	0.00	2.17	1.45	1.45	0.72
	%		43.4	56.6	4.7	5.3	30.2	39.7	4.9	7.9	2.7	2.5	0.1	0.1	0.4	0.6	0.3	0.4
084 - Nuclear Materials Courier National CLF 2000	#	331	330	1	41	0	257	1	15	0	3	0	1	0	6	0	7	0
	%	100.00	99.70	0.30	12.39	0.00	77.64	0.30	4.53	0.00	0.91	0.00	0.30	0.00	1.81	0.00	2.11	0.00
	%		90.8	9.2	26.5	2.0	48.7	5.6	11.0	0.9	1.4	0.4	0.3	0.1	1.6	0.2	1.4	0.0
130 - Foreign Affairs National CLF 2000	#	131	67	64	2	1	61	57	0	4	3	1	0	0	1	0	0	1
	%	100.00	51.15	48.85	1.53	0.76	46.56	43.51	0.00	3.05	2.29	0.76	0.00	0.00	0.76	0.00	0.00	0.76
	%		50.1	49.9	1.9	2.2	42.0	40.4	2.4	3.9	2.1	2.3	0.1	0.0	0.7	0.7	0.9	0.5
301 - General Administrative National CLF 2000	#	233	119	114	17	20	83	54	15	33	2	3	0	0	2	4	0	0
	%	100.00	51.07	48.93	7.30	8.58	35.62	23.18	6.44	14.16	0.86	1.29	0.00	0.00	0.86	1.72	0.00	0.00
	%		43.4	56.6	4.7	5.3	30.2	39.7	4.9	7.9	2.7	2.5	0.1	0.1	0.4	0.6	0.3	0.4
343 - Management Analysis National CLF 2000	#	191	68	123	11	26	48	61	6	33	1	2	1	0	1	0	0	1
	%	100.00	35.60	64.40	5.76	13.61	25.13	31.94	3.14	17.28	0.52	1.05	0.52	0.00	0.52	0.00	0.00	0.52
	%		61.4	38.6	2.0	1.6	52.5	31.1	2.6	3.4	3.5	2.0	0.0	0.0	0.3	0.3	0.5	0.3
801 - General Engineering National CLF 2000	#	540	428	112	61	24	302	57	21	18	37	7	1	0	4	6	2	0
	%	100.00	79.26	20.74	11.30	4.44	55.93	10.56	3.89	3.33	6.85	1.30	0.19	0.00	0.74	1.11	0.37	0.00
	%		89.6	10.4	3.2	0.6	71.8	7.1	3.1	0.8	10.2	1.7	0.1	0.0	0.4	0.1	0.8	0.1
840 - Nuclear Engineering National CLF 2000	#	120	109	11	1	0	103	11	1	0	3	0	0	0	0	0	1	0
	%	100.00	90.83	9.17	0.83	0.00	85.83	9.17	0.83	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.83	0.00
	%		91.4	8.4	1.6	0.5	81.7	6.3	1.6	0.9	6.0	0.6	0.0	0.0	0.2	0.0	0.5	0.0
1102 - Contract and Procurement National CLF 2000	#	110	46	64	11	18	28	38	2	8	5	0	0	0	0	0	0	0
	%	100.00	41.82	58.18	10.00	16.36	25.45	34.55	1.82	7.27	4.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	%		47.0	53.0	2.9	3.2	39.8	42.7	2.6	4.8	1.1	1.4	0.0	0.1	0.3	0.5	0.2	0.4
1301 - General Physical Science National CLF 2000	#	126	92	34	5	3	81	26	4	2	2	1	0	0	0	1	0	1
	%	100.00	73.02	26.98	3.97	2.38	64.29	20.63	3.17	1.59	1.59	0.79	0.00	0.00	0.00	0.79	0.00	0.79
	%		65.6	34.4	2.2	1.7	45.4	22.9	1.7	1.4	15.5	8.0	0.0	0.0	0.2	0.1	0.5	0.3

# National Nuclear Security Administration

## Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A06

As of September 30, 2012

Total Workforce

Job Title / Series Agency Rate Occupational CLF	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Total	#	1920	1341	579	160	113	1025	331	67	104	57	14	3	0	17	13	12	4
	%	100.00	69.84	30.16	8.33	5.89	53.39	17.24	3.49	5.42	2.97	0.73	0.16	0.00	0.89	0.68	0.63	0.21

# National Nuclear Security Administration

## New Hires by Type of Appointment - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A08

From September 30, 2011 To September 30, 2012

Total Workforce

Type of Appointment	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>Permanent</b>	#	100	58	42	3	2	49	23	5	14	0	2	0	0	0	0	1	1
	%	100	58.00	42.00	3.00	2.00	49.00	23.00	5.00	14.00	0.00	2.00	0.00	0.00	0.00	0.00	1.00	1.00
<b>Temporary</b>	#	49	32	17	5	4	19	7	5	5	1	1	0	0	0	0	2	0
	%	100	65.31	34.69	10.20	8.16	38.78	14.29	10.20	10.20	2.04	2.04	0.00	0.00	0.00	0.00	4.08	0.00
<b>TOTAL</b>	#	149	90	59	8	6	68	30	10	19	1	3	0	0	0	0	3	1
	%	100	60.40	39.60	5.37	4.03	45.64	20.13	6.71	12.75	0.67	2.01	0.00	0.00	0.00	0.00	2.01	0.67
CLF (2000)	%	100	53.2	46.8	6.2	4.5	39.0	33.7	4.8	5.7	1.9	1.7	0.1	0.1	0.3	0.3	0.8	0.8



# National Nuclear Security Administration

## Non-Competitive Promotions - Time in Grade - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A10

As of September 30, 2012

Full/PartTime Permanent Workforce

		Total Employees		Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Total Employees Eligible for Career Ladder Promotions</b>	#	9	9	0	0	0	8	0	0	0	1	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	0.00	88.89	0.00	0.00	0.00	11.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time in grade in excess of minimum	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>1 - 12 months</b>	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>13 - 24 months</b>	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>25 + months</b>	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Table A11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, AND SES) by Race/Ethnicity and Sex**

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
			White			Black or African American		Asian		Native Hawaiian or Other Pacific		American Indian or Alaska Native		Two or more races				
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
<b>Grade(s) of Vacancy: GS 13/14</b>																		
Total Applications Received	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	60	31	29	1	5	27	15	0	6	2	2	0	0	1	1	0	0
	%	100%	51.67%	48.33%	1.67%	8.33%	45.00%	25.00%	0.00%	10.00%	3.33%	3.33%	0.00%	0.00%	1.67%	1.67%	0.00%	0.00%
Relevant Applicant Pool																		
<b>Grade(s) of Vacancy: GS 15</b>																		
Total Applications Received	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	46	25	21	3	3	22	15	0	3	0	0	0	0	0	0	0	0
	%	100%	54.35%	45.65%	6.52%	6.52%	47.83%	32.61%	0.00%	6.52%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		
<b>Grade(s) of Vacancy: SES</b>																		
Total Applications Received	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	15	12	3	2	0	10	3	0	0	0	0	0	0	0	0	0	0
	%	100%	80.00%	20.00%	13.33%	0.00%	66.67%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

**Table A12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Race/Ethnicity and Sex**

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
			White			Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races				
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	
<b>Career Development Programs for GS 5 - 12: *GS 5-12 Programs have been discontinued.</b>																		
Slots **	#																	
Relevant Pool **	%																	
Applied	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#																	
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Career Development Programs for GS 13 - 14:</b>																		
Slots **	#																	
Relevant Pool **	%																	
Applied	#	3	3	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0.00%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Career Development Programs for GS 15 and SES:</b>																		
Slots **	#																	
Relevant Pool **	%																	
Applied	#	9	5	4	1	1	3	3	1	0	0	0	0	0	0	0	0	0
	%	100%	55.56%	44.44%	11.11%	11.11%	33.33%	33.33%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#	3	2	1	0	0	1	1	1	0	0	0	0	0	0	0	0	0
	%	100%	66.67%	33.33%	0.00%	0.00%	33.33%	33.33%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**"Relevant Pool" includes all employees in pay grades eligible for the career development program.**

\* 4 Career Development Programs have been discontinued.

\*\* Information is not available.

# National Nuclear Security Administration

## Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A13

From September 30, 2011 To September 30, 2012

Full/PartTime Permanent Workforce

Recognition or Award Program - # Awards Given - Total Cash	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races		
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native				
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
<b>Time-Off Awards - 1-8 Hours</b>																		
Total Time-Off Awards 1-8 Hours	#	88	70	18	8	6	56	8	3	2	1	0	0	0	0	1	2	1
	%	100.00	79.55	20.45	9.09	6.82	63.64	9.09	3.41	2.27	1.14	0.00	0.00	0.00	0.00	1.14	2.27	1.14
Total Hours		659	536	123	56	38	431	57	25	16	8	0	0	0	0	3	16	9
Average Hours		7.5	7.7	6.8	7.0	6.3	7.7	7.1	8.3	8.0	8.0	0.0	0.0	0.0	0.0	3.0	8.0	9.0
<b>Time-Off Awards - 9+ Hours</b>																		
Total Time-Off Awards Over 8 Hours	#	295	245	50	32	17	190	21	10	8	4	1	0	0	5	3	4	0
	%	100.00	83.05	16.95	10.85	5.76	64.41	7.12	3.39	2.71	1.36	0.34	0.00	0.00	1.69	1.02	1.36	0.00
Total Hours		5063	4232	831	525	303	3321	334	158	124	70	18	0	0	74	52	84	0
Average Hours		17.2	17.3	16.6	16.4	17.8	17.5	15.9	15.8	15.5	17.5	18.0	0.0	0.0	14.8	17.3	21.0	0.0
<b>Cash Awards - \$100-\$500</b>																		
Total Cash Awards \$500 and Under	#	1379	904	475	147	130	646	236	54	74	24	11	2	0	19	19	12	5
	%	100.00	65.55	34.45	10.66	9.43	46.85	17.11	3.92	5.37	1.74	0.80	0.15	0.00	1.38	1.38	0.87	0.36
Total Amount		449640	291476	158164	46936	43563	206998	79949	18881	23475	7579	3730	723	0	6823	5743	3536	1704
Average Amount		326.1	322.4	333.0	319.3	335.1	320.4	338.8	349.6	317.2	315.8	339.1	361.5	0.0	359.1	302.3	294.7	340.8
<b>Cash Awards - \$501+</b>																		
Total Cash Awards \$501 and Over	#	1685	1089	596	138	116	842	366	41	79	54	17	1	0	8	12	5	6
	%	100.00	64.63	35.37	8.19	6.88	49.97	21.72	2.43	4.69	3.20	1.01	0.06	0.00	0.47	0.71	0.30	0.36
Total Amount		1963125	1280704	682421	164101	122539	994163	434879	44631	85279	59617	21439	677	0	9441	12024	8074	6261
Average Amount		1165.1	1176.0	1145.0	1189.1	1056.4	1180.7	1188.2	1088.6	1079.5	1104.0	1261.1	677.0	0.0	1180.1	1002.0	1614.8	1043.5
<b>Quality Step Increases (QSIs)</b>																		
Total QSIs	#	2057	1318	739	189	173	982	397	64	118	52	19	3	0	17	25	11	7
	%	100.00	64.07	35.93	9.19	8.41	47.74	19.30	3.11	5.74	2.53	0.92	0.15	0.00	0.83	1.22	0.53	0.34
Total Benefit		5525771	3447783	2077988	521860	467959	2590421	1179239	142135	301516	127913	54390	4017	0	41147	52448	20290	22436
Average Benefit		2686.3	2615.9	2811.9	2761.2	2705.0	2637.9	2970.4	2220.9	2555.2	2459.9	2862.6	1339.0	0.0	2420.4	2097.9	1844.5	3205.1
<b>SES Cash Awards</b>																		
Total Awards	#	80	68	12	5	0	58	10	4	1	1	0	0	0	0	1	0	0
	%	100.00	85.00	15.00	6.25	0.00	72.50	12.50	5.00	1.25	1.25	0.00	0.00	0.00	0.00	1.25	0.00	0.00
Total Amount		851889	728311	123578	45190	0	631926	105935	38616	8985	12579	0	0	0	0	8658	0	0
Average Amount		10648.6	10710.5	10298.2	9038.0	0.0	10895.3	10593.5	9654.0	8985.0	12579.0	0.0	0.0	0.0	0.0	8658.0	0.0	0.0

# National Nuclear Security Administration

## Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A13

From September 30, 2011 To September 30, 2012

Full/PartTime Permanent Workforce

Recognition or Award Program - # Awards Given - Total Cash	Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races	
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native			
	All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female

# National Nuclear Security Administration

## Separations by Type of Separation - Distribution by Race/Ethnicity and Sex

Report Symbol: VP715A14

From September 30, 2011 To September 30, 2012

Full/PartTime Permanent Workforce

Type of Separations		Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non - Hispanic or Latino)										Two or More Races	
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native			
		All	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>Voluntary</b>	#	161	106	55	12	9	88	34	1	10	5	1	0	0	0	1	0	0
	%	100	65.84	34.16	7.45	5.59	54.66	21.12	0.62	6.21	3.11	0.62	0.00	0.00	0.00	0.62	0.00	0.00
<b>Involuntary</b>	#	13	9	4	2	1	6	1	1	1	0	0	0	0	0	1	0	0
	%	100	69.23	30.77	15.38	7.69	46.15	7.69	7.69	7.69	0.00	0.00	0.00	0.00	0.00	7.69	0.00	0.00
<b>Total Separations</b>	#	174	115	59	14	10	94	35	2	11	5	1	0	0	0	2	0	0
	%	100	66.09	33.91	8.05	5.75	54.02	20.11	1.15	6.32	2.87	0.57	0.00	0.00	0.00	1.15	0.00	0.00
<b>Total Workforce</b>	#	2614	1703	911	214	197	1295	501	86	155	64	24	4	0	23	30	17	4
	%	100	65.15	34.85	8.19	7.54	49.54	19.17	3.29	5.93	2.45	0.92	0.15	0.00	0.88	1.15	0.65	0.15

# National Nuclear Security Administration

## Total Workforce - Distribution by Disability (OPM Form 256 Self-Identification Codes)

Report Symbol: VP715B01

From September 30, 2011 To September 30, 2012

Total Workforce

Employment Tenure	TOTAL	Total by Disability Status					Detail for Targeted Disabilities								
		[04,05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism Distortion of Limb/Spine	
<b>TOTAL</b>															
09/30/2011	#	2741	2540	63	138	14	2	1	0	3	4	2	0	2	0
	%	100	92.67	2.30	5.03	0.51	0.07	0.04	0.00	0.11	0.15	0.07	0.00	0.07	0.00
09/30/2012	#	2659	2470	55	134	14	1	1	0	3	4	3	0	2	0
	%	100	92.89	2.07	5.04	0.53	0.04	0.04	0.00	0.11	0.15	0.11	0.00	0.08	0.00
Difference	#	-82	-70	-8	-4	0	-1	0	0	0	0	1	0	0	0
Ratio Change	%		0.22	-0.23	0.01	0.02	-0.03	0.00	0.00	0.00	0.00	0.04	0.00	0.01	0.00
Net Change	%	-2.99	-2.76	-12.70	-2.90	0.00	-50.00	0.00	0.0	0.00	0.00	50.00	0.0	0.00	0.0
Federal High	%					2.00									
<b>PERMANENT</b>															
09/30/2011	#	2678	2480	63	135	13	1	1	0	3	4	2	0	2	0
	%	100	92.61	2.35	5.04	0.49	0.04	0.04	0.00	0.11	0.15	0.07	0.00	0.07	0.00
09/30/2012	#	2614	2426	55	133	14	1	1	0	3	4	3	0	2	0
	%	100	92.81	2.10	5.09	0.54	0.04	0.04	0.00	0.11	0.15	0.11	0.00	0.08	0.00
Difference	#	-64	-54	-8	-2	1	0	0	0	0	0	1	0	0	0
Ratio Change	%		0.20	-0.25	0.05	0.05	0.00	0.00	0.00	0.00	0.00	0.04	0.00	0.01	0.00
Net Change	%	-2.39	-2.18	-12.70	-1.48	7.69	0.00	0.00	0.0	0.00	0.00	50.00	0.0	0.00	0.0
<b>TEMPORARY</b>															
09/30/2011	#	63	60	0	3	1	1	0	0	0	0	0	0	0	0
	%	100	95.24	0.00	4.76	1.59	1.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/30/2012	#	45	44	0	1	0	0	0	0	0	0	0	0	0	0
	%	100	97.78	0.00	2.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Difference	#	-18	-16	0	-2	-1	-1	0	0	0	0	0	0	0	0
Ratio Change	%		2.54	0.00	-2.54	-1.59	-1.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Change	%	-28.57	-26.67	0.0	-66.67	-100.00	-100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>NON-APPROPRIATED</b>															
09/30/2011	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09/30/2012	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ratio Change	%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Change	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# National Nuclear Security Administration

## Occupational Categories - Distribution by Disability

Report Symbol: VP715B03-1

As of September 30, 2012

Full/PartTime Permanent Workforce

Occupational Category	TOTAL	Total by Disability Status					Detail for Targeted Disabilities								
		[04, 05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/ Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism/ Distortion of Limb/Spine	
<b>1. Officials and Managers</b>															
- Executive/Senior Level (Grade 15 and SES)	#	410	386	10	14	0	0	0	0	0	0	0	0	0	0
	%	100	94.15	2.44	3.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- Mid-Level (Grades 13 and 14)	#	656	601	14	41	5	0	0	0	1	2	2	0	0	0
	%	100	91.62	2.13	6.25	0.76	0.00	0.00	0.00	0.15	0.30	0.30	0.00	0.00	0.00
- First-Level (Grades 12 and below)	#	75	66	3	6	0	0	0	0	0	0	0	0	0	0
	%	100	88.00	4.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- Other Officials and Managers	#	491	452	13	26	1	0	0	0	0	0	1	0	0	0
	%	100	92.06	2.65	5.30	0.20	0.00	0.00	0.00	0.00	0.00	0.20	0.00	0.00	0.00
<b>Officials and Managers - TOTAL</b>	#	1632	1505	40	87	6	0	0	0	1	2	3	0	0	0
	%	100	92.22	2.45	5.33	0.37	0.00	0.00	0.00	0.06	0.12	0.18	0.00	0.00	0.00
<b>2. Professionals</b>	#	586	551	12	23	4	1	0	0	0	1	0	0	2	0
	%	100	94.03	2.05	3.92	0.68	0.17	0.00	0.00	0.00	0.17	0.00	0.00	0.34	0.00
<b>3. Technicians</b>	#	6	6	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>5. Administrative Support Workers</b>	#	81	61	2	18	4	0	1	0	2	1	0	0	0	0
	%	100	75.31	2.47	22.22	4.94	0.00	1.23	0.00	2.47	1.23	0.00	0.00	0.00	0.00
<b>6. Craft Workers</b>	#	309	303	1	5	0	0	0	0	0	0	0	0	0	0
	%	100	98.06	0.32	1.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# National Nuclear Security Administration

## Occupational Categories - Distribution by Disability

Report Symbol: VP715B03-2

As of September 30, 2012

Full/PartTime Permanent Workforce

Occupational Category	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		[04, 05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/ Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism/ Distortion of Limb/Spine	
<b>1. Officials and Managers</b>															
- Executive/Senior Level (Grade 15 and SES)	#	410	386	10	14	0	0	0	0	0	0	0	0	0	0
	%	15.68	15.91	18.18	10.53	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.0	0.00
- Mid-Level (Grades 13 and 14)	#	656	601	14	41	5	0	0	0	1	2	2	0	0	0
	%	25.10	24.77	25.45	30.83	35.71	0.00	0.00	0.0	33.33	50.00	66.67	0.0	0.00	0.0
- First-Level (Grades 12 and below)	#	75	66	3	6	0	0	0	0	0	0	0	0	0	0
	%	2.87	2.72	5.45	4.51	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
- Other Officials and Managers	#	491	452	13	26	1	0	0	0	0	0	1	0	0	0
	%	18.78	18.63	23.64	19.55	7.14	0.00	0.00	0.0	0.00	0.00	33.33	0.0	0.00	0.00
<b>Officials and Managers - TOTAL</b>	#	1632	1505	40	87	6	0	0	0	1	2	3	0	0	0
	%	62.43	62.04	72.73	65.41	42.86	0.00	0.00	0.0	33.33	50.00	100.00	0.0	0.00	0.00
<b>2. Professionals</b>	#	586	551	12	23	4	1	0	0	0	1	0	0	2	0
	%	22.42	22.71	21.82	17.29	28.57	100.00	0.00	0.0	0.00	25.00	0.00	0.0	100.00	0.0
<b>3. Technicians</b>	#	6	6	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.23	0.25	0.00	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
<b>5. Administrative Support Workers</b>	#	81	61	2	18	4	0	1	0	2	1	0	0	0	0
	%	3.10	2.51	3.64	13.53	28.57	0.00	100.00	0.0	66.67	25.00	0.00	0.0	0.00	0.00
<b>6. Craft Workers</b>	#	309	303	1	5	0	0	0	0	0	0	0	0	0	0
	%	11.82	12.49	1.82	3.76	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
<b>Total Work Force</b>	%	100	100	100	100	100	100	100	100	100	100	100	100	100	100

NOTE: Percentages compute down columns and NOT across

# National Nuclear Security Administration

## Participation Rates for General Schedule (GS) Grades by Disability

Report Symbol: VP715B04-1

As of September 30, 2012

Total Workforce

GS/GM SES and Related Grade	TOTAL	Total by Disability Status					Detail for Targeted Disabilities								
		[04,05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16,17,18] Deafness	[23, 25] Blindness	[28,30, 32-38] Miss.Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epillipsy/ Convuls.Dis	[90] Severe Intellectual Disorder	[91] Psych. Disability	[92] Dwarfism/ Dis. Limb	
GS 02	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 03	#	6	6	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 04	#	11	10	0	1	0	0	0	0	0	0	0	0	0	0
	%	100	90.91	0.00	9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 05	#	12	12	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 06	#	14	12	0	2	0	0	0	0	0	0	0	0	0	0
	%	100	85.71	0.00	14.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 07	#	38	34	0	4	0	0	0	0	0	0	0	0	0	0
	%	100	89.47	0.00	10.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 08	#	80	68	1	11	3	0	1	0	1	1	0	0	0	0
	%	100	85.00	1.25	13.75	3.75	0.00	1.25	0.00	1.25	1.25	0.00	0.00	0.00	0.00
GS 09	#	130	126	1	3	0	0	0	0	0	0	0	0	0	0
	%	100	96.92	0.77	2.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 10	#	71	70	0	1	1	0	0	0	1	0	0	0	0	0
	%	100	98.59	0.00	1.41	1.41	0.00	0.00	0.00	1.41	0.00	0.00	0.00	0.00	0.00
GS 11	#	199	188	2	9	0	0	0	0	0	0	0	0	0	0
	%	100	94.47	1.01	4.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 12	#	329	300	10	19	3	1	0	0	0	0	1	0	1	0
	%	100	91.19	3.04	5.78	0.91	0.30	0.00	0.00	0.00	0.00	0.30	0.00	0.30	0.00
GS/GM 13	#	319	295	7	17	1	0	0	0	0	1	0	0	0	0
	%	100	92.48	2.19	5.33	0.31	0.00	0.00	0.00	0.00	0.31	0.00	0.00	0.00	0.00
GS/GM 14	#	477	434	15	28	4	0	0	0	1	1	2	0	0	0
	%	100	90.99	3.14	5.87	0.84	0.00	0.00	0.00	0.21	0.21	0.42	0.00	0.00	0.00
GS/GM 15	#	525	488	12	25	1	0	0	0	0	0	0	0	1	0
	%	100	92.95	2.29	4.76	0.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.19	0.00
Senior Executive Service	#	95	90	2	3	0	0	0	0	0	0	0	0	0	0
	%	100	94.74	2.11	3.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	#	2307	2134	50	123	13	1	1	0	3	3	3	0	2	0
	%	100	92.50	2.17	5.33	0.56	0.04	0.04	0.00	0.13	0.13	0.13	0.00	0.09	0.00

# National Nuclear Security Administration

## Participation Rates for General Schedule (GS) Grades by Disability

Report Symbol: VP715B04-2

As of September 30, 2012

Total Workforce

GS/GM SES and Related Grade	TOTAL	Total by Disability Status					Detail for Targeted Disabilities								
		[04,05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16,17,18] Deafness	[23, 25] Blindness	[28,30, 32-38] Miss.Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epillipsy/ Convuls.Dis	[90] Severe Intellectual Disorder	[91] Psych. Disability	[92] Dwarfism/ Dis. Limb	
GS 02	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.04	0.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 03	#	6	6	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.26	0.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 04	#	11	10	0	1	0	0	0	0	0	0	0	0	0	0
	%	0.48	0.47	0.00	0.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 05	#	12	12	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.52	0.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 06	#	14	12	0	2	0	0	0	0	0	0	0	0	0	0
	%	0.61	0.56	0.00	1.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 07	#	38	34	0	4	0	0	0	0	0	0	0	0	0	0
	%	1.65	1.59	0.00	3.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 08	#	80	68	1	11	3	0	1	0	1	1	0	0	0	0
	%	3.47	3.19	2.00	8.94	23.08	0.00	100.00	0.00	33.33	33.33	0.00	0.00	0.00	0.00
GS 09	#	130	126	1	3	0	0	0	0	0	0	0	0	0	0
	%	5.64	5.90	2.00	2.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 10	#	71	70	0	1	1	0	0	0	1	0	0	0	0	0
	%	3.08	3.28	0.00	0.81	7.69	0.00	0.00	0.00	33.33	0.00	0.00	0.00	0.00	0.00
GS 11	#	199	188	2	9	0	0	0	0	0	0	0	0	0	0
	%	8.63	8.81	4.00	7.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 12	#	329	300	10	19	3	1	0	0	0	0	1	0	1	0
	%	14.26	14.06	20.00	15.45	23.08	100.00	0.00	0.00	0.00	0.00	33.33	0.00	50.00	0.00
GS/GM 13	#	319	295	7	17	1	0	0	0	0	1	0	0	0	0
	%	13.83	13.82	14.00	13.82	7.69	0.00	0.00	0.00	0.00	33.33	0.00	0.00	0.00	0.00
GS/GM 14	#	477	434	15	28	4	0	0	0	1	1	2	0	0	0
	%	20.68	20.34	30.00	22.76	30.77	0.00	0.00	0.00	33.33	33.33	66.67	0.00	0.00	0.00
GS/GM 15	#	525	488	12	25	1	0	0	0	0	0	0	0	1	0
	%	22.76	22.87	24.00	20.33	7.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00
Senior Executive Service	#	95	90	2	3	0	0	0	0	0	0	0	0	0	0
	%	4.12	4.22	4.00	2.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	#	2307	2134	50	123	13	1	1	0	3	3	3	0	2	0
	%	100	92.50	2.17	5.33	0.56	0.04	0.04	0.00	0.13	0.13	0.13	0.00	0.09	0.00

# National Nuclear Security Administration

## Participation Rates for Major Occupations - Distribution by Disability

Report Symbol: VP715B06

As of September 30, 2012

Total Workforce

Job Title / Series Agency Rate	TOTAL	Total by Disability Status					Detail for Targeted Disabilities								
		[04,05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16,17,18] Deafness	[23, 25] Blindness	[28,30, 32-38] Miss.Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilipsy/ Convuls.Dis	[90] Severe Intellectual Disorder	[91] Psych. Disability	[92] Dwarfism/ Dis. Limb	
080 - Security Administration	#	138	126	5	7	1	0	0	0	1	0	0	0	0	
	%	100	91.30	3.62	5.07	0.72	0.00	0.00	0.00	0.72	0.00	0.00	0.00	0.00	
084 - Nuclear Materials Courier	#	331	324	2	5	0	0	0	0	0	0	0	0	0	
	%	100	97.89	0.60	1.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
130 - Foreign Affairs	#	131	127	0	4	0	0	0	0	0	0	0	0	0	
	%	100	96.95	0.00	3.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301 - General Administrative	#	233	213	5	15	1	0	0	0	1	0	0	0	0	
	%	100	91.42	2.15	6.44	0.43	0.00	0.00	0.00	0.43	0.00	0.00	0.00	0.00	
343 - Management Analysis	#	191	174	5	12	1	0	0	0	0	1	0	0	0	
	%	100	91.10	2.62	6.28	0.52	0.00	0.00	0.00	0.00	0.52	0.00	0.00	0.00	
801 - General Engineering	#	540	509	11	20	1	0	0	0	1	0	0	0	0	
	%	100	94.26	2.04	3.70	0.19	0.00	0.00	0.00	0.19	0.00	0.00	0.00	0.00	
840 - Nuclear Engineering	#	120	116	2	2	1	0	0	0	0	0	0	1	0	
	%	100	96.67	1.67	1.67	0.83	0.00	0.00	0.00	0.00	0.00	0.00	0.83	0.00	
1102 - Contract and Procurement	#	110	105	0	5	0	0	0	0	0	0	0	0	0	
	%	100	95.45	0.00	4.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1301 - General Physical Science	#	126	115	3	8	0	0	0	0	0	0	0	0	0	
	%	100	91.27	2.38	6.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total	#	1920	1809	33	78	5	0	0	0	1	2	1	0	1	
	%	100	94.22	1.72	4.06	0.26	0.00	0.00	0.00	0.05	0.10	0.05	0.00	0.05	

# National Nuclear Security Administration

## New Hires by Type of Appointment - Distribution by Disability (OPM Form 256 Self-Identification Codes)

Report Symbol: VP715B08

From September 30, 2011 To September 30, 2012

Total Workforce

Type of Appointment	TOTAL	Total by Disability Status					Detail for Targeted Disabilities								
		[04, 05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/ Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism/ Distortion of Limb/Spine	
Permanent	#	100	90	2	8	0	0	0	0	0	0	0	0	0	0
	%	100	90.00	2.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary	#	49	48	0	1	0	0	0	0	0	0	0	0	0	0
	%	100	97.96	0.00	2.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	#	149	138	2	9	0	0	0	0	0	0	0	0	0	0
	%	100	92.62	1.34	6.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Year Workforce	%	100	92.67	2.30	5.03	0.51	0.07	0.04	0.00	0.11	0.15	0.07	0.00	0.07	0.00



# National Nuclear Security Administration

## Non-Competitive Promotions - Time in Grade - Distribution by by Disability

Report Symbol: VP715B10

As of September 30, 2012

Full/PartTime Permanent Workforce

	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		[04, 05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/ Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism/ Distortion of Limb/Spine	
<b>Total Employees Eligible for Career Ladder Promotions</b>	#	9	9	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Time in grade in excess of minimum	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>1 - 12 months</b>	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>13 - 24 months</b>	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>25 + months</b>	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

**Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL (GS 13/14, GS 15, SES) POSITIONS by Disability**

	Total by Disability Status					Detail for Targeted Disabilities									
	Total	(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine	
<b>Job Series/Grade(s) of Vacancy: GS 13/14</b>															
Relevant Pool															
Total Applications Received	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	60	56	1	3	0	0	0	0	0	0	0	0	0	0
	%	100%	93.33%	1.67%	5.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Job Series/Grade(s) of Vacancy: GS 15</b>															
Relevant Pool															
Total Applications Received	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	46	42	2	1	1	0	0	0	0	0	0	1	0	
	%	100%	91.30%	4.35%	2.17%	2.17%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.17%	0.00%	
<b>Job Series/Grade(s) of Vacancy: SES</b>															
Relevant Pool															
Total Applications Received	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualified	#														
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Selected	#	15	15	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

"Relevant Applicant Pool"= all employees in the next lower pay grade and in all series that qualify them for the position announced.

**Table B12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Disability**

		Total by Disability Status					Detail for Targeted Disabilities								
		Total	(05) No Disability	(01) Not Identified	(06-94) Disability	Targeted Disability	(16, 17) Deafness	(23, 25) Blindness	(28, 32-38) Missing Limbs	(64-68) Partial Paralysis	(71-78) Total Paralysis	(82) Convulsive Disorder	(90) Mental Retardation	(91) Mental Illness	(92) Distortion of Limb/Spine
<b>Career Development Programs for GS 5-12 *GS 5-12 Programs have been discontinued.</b>															
<b>Slots **</b>	#														
<b>Relevant Pool **</b>	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Applied</b>	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Participants</b>	#														
	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Career Development Programs for GS 13-14</b>															
<b>Slots **</b>	#														
<b>Relevant Pool **</b>	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Applied</b>	#	3	3	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Participants</b>	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	33.33%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Career Development Programs for GS 15 and SES</b>															
<b>Slots **</b>	#														
<b>Relevant Pool **</b>	%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Applied</b>	#	9	9	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Participants</b>	#	3	3	0	0	0	0	0	0	0	0	0	0	0	0
	%	33.33%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.</b>															

\* 4 Career Development Programs have been discontinued.

\*\* Information is not available.

# National Nuclear Security Administration

## Employee Recognition and Awards - Distribution by Disability

Report Symbol: VP715B13

From September 30, 2011 To September 30, 2012

Full/PartTime Permanent Workforce

Recognition or Award Program - # Awards Given - Total Cash	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		[04, 05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism/Limb/Spine	
<b>Time-Off Awards - 1-8 Hours</b>															
Total Time-Off Awards 1-8 Hours	#	88	83	1	4	0	0	0	0	0	0	0	0	0	0
	%	100	94.32	1.14	4.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours		659	622	9	28	0	0	0	0	0	0	0	0	0	0
Average Hours		7.5	7.5	9.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Time-Off Awards - 9+ Hours</b>															
Total Time-Off Awards Over 8 Hours	#	295	280	3	12	0	0	0	0	0	0	0	0	0	0
	%	100	94.92	1.02	4.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours		5063	4855	32	176	0	0	0	0	0	0	0	0	0	0
Average Hours		17.2	17.3	10.7	14.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Cash Awards - \$100-\$500</b>															
Total Cash Awards \$500 and Under	#	1379	1267	25	87	8	1	1	0	2	2	0	0	2	0
	%	100	91.88	1.81	6.31	0.58	0.07	0.07	0.00	0.15	0.15	0.00	0.00	0.15	0.00
Total Amount		449640	413107	8241	28292	2343	367	137	0	479	561	0	0	799	0
Average Amount		326.1	326.1	329.6	325.2	292.9	367.0	137.0	0.0	239.5	280.5	0.0	0.0	399.5	0.0
<b>Cash Awards - \$501+</b>															
Total Cash Awards \$501 and Over	#	1685	1541	46	98	6	0	0	0	1	2	1	0	2	0
	%	100	91.45	2.73	5.82	0.36	0.00	0.00	0.00	0.06	0.12	0.06	0.00	0.12	0.00
Total Amount		1963125	1814969	44439	103717	5496	0	0	0	1090	1191	629	0	2586	0
Average Amount		1165.1	1177.8	966.1	1058.3	916.0	0.0	0.0	0.0	1090.0	595.5	629.0	0.0	1293.0	0.0
<b>Quality Step Increases (QSIs)</b>															
Total QSIs	#	2057	1889	36	132	14	1	1	0	3	4	1	0	4	0
	%	100	91.83	1.75	6.42	0.68	0.05	0.05	0.00	0.15	0.19	0.05	0.00	0.19	0.00
Total Benefit		5525771	5116717	91616	317438	31466	969	668	0	9814	5304	1329	0	13382	0
Average Benefit		2686.3	2708.7	2544.9	2404.8	2247.6	969.0	668.0	0.0	3271.3	1326.0	1329.0	0.0	3345.5	0.0

## National Nuclear Security Administration Employee Recognition and Awards - Distribution by Disability

Report Symbol: VP715B13

From September 30, 2011 To September 30, 2012

Full/PartTime Permanent Workforce

Recognition or Award Program - # Awards Given - Total Cash		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[04, 05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism/Limb/Spine
<b>SES Cash Awards</b>															
Total Awards	#	80	75	2	3	0	0	0	0	0	0	0	0	0	0
	%	100	93.75	2.50	3.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Amount		851889	794931	23209	33749	0	0	0	0	0	0	0	0	0	0
Average Amount		10648.6	10599.1	11604.5	11249.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

**National Nuclear Security Administration**  
**Separations by Type of Separation - Distribution by Disability**  
**From September 30, 2011 To September 30, 2012**

Report Symbol: VP715B14

Full/PartTime Permanent Workforce

Type of Separations		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[04, 05] No Disability	[01] Not Identified	[06-98] Disability	Targeted Disability	[16, 18] Deafness	[21,23,25] Blindness	[28,30,32-38] Missing Limbs	[64-69] Partial Paralysis	[71-79] Total Paralysis	[82] Epilepsy/ Convulsive Disorder	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism/ Distortion of Limb/Spine
<b>Voluntary</b>	#	161	138	9	14	0	0	0	0	0	0	0	0	0	0
	%	100	85.71	5.59	8.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Involuntary</b>	#	13	9	2	2	1	0	0	0	0	0	0	1	0	
	%	100	69.23	15.38	15.38	7.69	0.00	0.00	0.00	0.00	0.00	0.00	7.69	0.00	
<b>Total Separations</b>	#	174	147	11	16	1	0	0	0	0	0	0	1	0	
	%	100	84.48	6.32	9.20	0.57	0.00	0.00	0.00	0.00	0.00	0.00	0.57	0.00	
<b>Total Work Force</b>	#	2614	2426	55	133	14	1	1	0	3	4	3	0	2	
	%	100	92.81	2.10	5.09	0.54	0.04	0.04	0.00	0.11	0.15	0.11	0.00	0.08	

# **APPENDICES**



**The Secretary of Energy**  
**Washington, D.C. 20585**

September 26, 2012

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM:

STEVEN CHU

A handwritten signature in black ink that reads "Steven Chu".

SUBJECT:

Policy Statement on Equal Employment Opportunity,  
Harassment, and Retaliation

I am personally committed to ensuring that the Department of Energy maintains a workplace that embraces equal employment opportunity (EEO), and is free from harassment and retaliation.

Equal employment opportunity ensures that applicants and employees are not subjected 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, pregnancy, status as a parent, or protected genetic information. Employment-related decisions must be based on merit, and not on prohibited discriminatory factors.

Harassment is any unwelcome conduct, verbal, written, or physical, based on prohibited discrimination, that: (1) has the purpose or effect of unreasonably interfering with an employee's work performance; (2) creates an intimidating, hostile, or offensive work environment; or (3) affects an employee's employment opportunities or compensation.

Sexual harassment is any unwelcome behavior of a sexual nature, including but not limited to, unwelcome sexual advances, requests for sexual favors, physical conduct of a sexual nature, or other similar behavior. Sexual harassment is not limited to prohibited conduct by a male employee toward a female employee. A male, as well as a female, may be a victim of sexual harassment. Similarly, sexual harassment is not limited to the actions of a supervisory employee toward a non-supervisory employee; the harasser may be an agent of the employer, a supervisory employee who does not supervise the victim, a coworker, or a non-employee.

All employees have the right to work in an environment free from prohibited discrimination, unlawful harassment (sexual and non-sexual) and unlawful retaliation. You should promptly report any such incident to any management official, or directly to the EEO office at your workplace.



You are entitled to report such incidents without fear of retaliation. Retaliation is a form of discrimination where an employee is subjected to an adverse employment action or harassment, solely because he or she filed a charge of discrimination, participated in an investigation, proceeding or hearing, or took other, similar action in opposition to an unlawful employment practice.

Any employee of the Department of Energy who engages in discrimination, harassment or retaliation in violation of the law or of this policy is subject to disciplinary action, which may include suspension or dismissal. Managers who have knowledge of an act of possible discrimination, harassment or retaliation should contact their local EEO or Human Capital Office, or the DOE Office of the Ombudsman, for guidance. Managers must act promptly and appropriately to eliminate and prevent discrimination, harassment and retaliation in the workplace.

Employees who wish to file a formal EEO complaint regarding discrimination, harassment, or retaliation must contact an EEO Counselor within 45 calendar days of the date of the alleged discrimination, or 45 calendar days from the date on which they reasonably become aware of the discrimination. The complaint process provides a prompt, thorough, and impartial investigation. The Department will seek to protect the confidentiality of harassment and retaliation allegations, to the extent possible, and will share information only with those who have a need to know in the performance of their official duties. Furthermore, it is the responsibility of the Department to address matters before they reach the level of severe and pervasive harassment, with the goal of preventing harassment before employees have been subject to actionable harm. Accordingly, the Department may choose to conduct an inquiry into the matter, even in the absence of an equal employment opportunity complaint.

For more information regarding harassment in the workplace, or information on how to file an EEO complaint, go to <http://diversity.energy.gov>, and click on "Protecting Civil Rights."

**Under Secretary for Nuclear Security & Administrator: Thomas P. D'Agostino**

**Principal Deputy Administrator: Neile L. Miller**

Office of Science and Policy

Chief of Staff

Office of Civil Rights

Associate Principal Deputy Administrator\*

NA-1

## Mission

## Mission Support

Deputy Admin.  
for Defense  
Programs

Deputy Admin.  
for Defense Nuclear  
Nonproliferation

Deputy Admin.  
for Naval Reactors

Associate Admin.  
for External Affairs

Office of General  
Counsel

Associate Admin.  
for Acquisition &  
Proj. Management

NA-10

NA-20

NA-30

NA-EA

NA-GC

NA-APM

Assoc. Admin.  
for Emergency  
Operations

Assoc. Admin.  
for Defense Nuclear  
Security & Chief,  
Defense Nuclear  
Security

Assoc. Admin.  
& Deputy Under  
Secretary for  
Counterterrorism &  
Counterproliferation

Assoc. Admin.  
for Infrastructure &  
Operations\*

Associate Admin.  
for Management &  
Budget

Associate Admin.  
for Information  
Mgmt. & CIO

Associate Admin.  
for Safety & Health  
and Chief, Defense  
Nuclear Safety

NA-40

NA-70

NA-80

NA-00

NA-MB

NA-IM

NA-SH

Kansas City Manager

Livermore Manager

Los Alamos Manager

Nevada Manager

NNSA Production  
Manager

Sandia Manager

Savannah River  
Manager

AGENCY OR DEPARTMENT: \_\_\_\_\_ REPORTING PERIOD: FY \_\_\_\_\_

**PART I - PRE-COMPLAINT ACTIVITIES**

EEO COUNSELOR		COUNSELINGS	INDIVIDUALS
A. INTENTIONALLY LEFT BLANK			
ADR INTAKE OFFICER		COUNSELINGS	INDIVIDUALS
B. INTENTIONALLY LEFT BLANK			
TOTAL COMPLETED/ENDED COUNSELINGS		COUNSELINGS	INDIVIDUALS
C. TOTAL COMPLETED/ENDED COUNSELINGS			
1. COUNSELED WITHIN 30 DAYS			
2. COUNSELED WITHIN 31 TO 90 DAYS			
a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS			
b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR			
c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY			
3. COUNSELED BEYOND 90 DAYS			
4. COUNSELED DUE TO REMANDS			
D. PRE-COMPLAINT ACTIVITIES		COUNSELINGS	INDIVIDUALS
1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD			
2. INITIATED DURING THE REPORTING PERIOD			
3. COMPLETED/ENDED COUNSELINGS			
a. SETTLEMENTS (MONETARY AND NON-MONETARY)			
b. WITHDRAWALS/NO COMPLAINT FILED			
c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD			
d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD			
4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD			

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL			\$
1. COMPENSATORY DAMAGES			\$
2. BACKPAY/FRONTPAY			\$
3. LUMP SUM PAYMENT			\$
4. ATTORNEY FEES AND COSTS			\$
5.			\$
6.			\$
7.			\$

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
TOTAL			
1. HIRES			
a. RETROACTIVE			
b. NON-RETROACTIVE			
2. PROMOTIONS			
a. RETROACTIVE			
b. NON-RETROACTIVE			
3. EXPUNGEMENTS			
4. REASSIGNMENTS			
5. REMOVALS RESCINDED			
a. REINSTATEMENT			
b. VOLUNTARY RESIGNATION			
6. ACCOMMODATIONS			
7. TRAINING			
8. APOLOGY			
9. DISCIPLINARY ACTIONS			
a. RESCINDED			
b. MODIFIED			
10. PERFORMANCE EVALUATION MODIFIED			
11. LEAVE RESTORED			
12.			
13.			

G. ADR SETTLEMENTS WITH MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	AMOUNT
TOTAL			\$
1. COMPENSATORY DAMAGES			\$
2. BACKPAY/FRONTPAY			\$
3. LUMP SUM PAYMENT			\$
4. ATTORNEY FEES AND COSTS			\$
5.			\$
6.			\$
7.			\$

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS			
	COUNSELINGS	INDIVIDUALS	
TOTAL			
1. HIRES			
a. RETROACTIVE			
b. NON-RETROACTIVE			
2. PROMOTIONS			
a. RETROACTIVE			
b. NON-RETROACTIVE			
3. EXPUNGEMENTS			
4. REASSIGNMENTS			
5. REMOVALS RESCINDED			
a. REINSTATEMENT			
b. VOLUNTARY RESIGNATION			
6. ACCOMMODATIONS			
7. TRAINING			
8. APOLOGY			
9. DISCIPLINARY ACTIONS			
a. RESCINDED			
b. MODIFIED			
10. PERFORMANCE EVALUATION MODIFIED			
11. LEAVE RESTORED			
12.			
13.			

I. NON-ADR SETTLEMENTS			
	COUNSELINGS	INDIVIDUALS	
TOTAL			

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:** \_\_\_\_\_ **REPORTING PERIOD: FY** \_\_\_\_\_

**PART II - FORMAL COMPLAINT ACTIVITIES**

A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD

B. COMPLAINTS FILED

C. REMANDS (sum of lines C1+C2+C3)

C.1. REMANDS (NOT INCLUDED IN A OR B)

C.2. REMANDS (INCLUDED IN A OR B)

C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE

C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F. OR H. THAT RESULTED FROM REMANDS

D. TOTAL COMPLAINTS (sum of lines A+B+C1)

E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED

F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD

G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED

H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD

I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]

J. INDIVIDUALS FILING COMPLAINTS (Complainants)

K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

**PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE**

**A. AGENCY & CONTRACT RESOURCES**

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
<b>1. WORK FORCE</b>				
a. TOTAL WORK FORCE				
b. PERMANENT EMPLOYEES				
<b>2. COUNSELOR</b>				
a. FULL-TIME				
b. PART-TIME				
c. COLLATERAL DUTY				
<b>3. INVESTIGATOR</b>				
a. FULL-TIME				
b. PART-TIME				
c. COLLATERAL DUTY				
<b>4. COUNSELOR/INVESTIGATOR</b>				
a. FULL-TIME				
b. PART-TIME				
c. COLLATERAL DUTY				

**B. AGENCY & CONTRACT STAFF TRAINING**

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
<b>1. NEW STAFF - TOTAL</b>						
a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS						
b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF						
c. STAFF RECEIVING NO TRAINING AT ALL						
<b>2. EXPERIENCED STAFF - TOTAL</b>						
a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS						
b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF						
c. STAFF RECEIVING NO TRAINING AT ALL						

**C. REPORTING LINE**

1 EEO DIRECTOR'S NAME: \_\_\_\_\_

1a. DOES THE EEO DIRECTOR REPORT TO THE AGENCY HEAD? YES NO

2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?  
PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_

3. WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION?  
PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_

4. WHO DOES THAT PERSON REPORT TO?  
PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION										
	RACE					COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMER. INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES					
A. APPOINTMENT/HIRE											
B. ASSIGNMENT OF DUTIES											
C. AWARDS											
D. CONVERSION TO FULL TIME											
E. DISCIPLINARY ACTION											
1. DEMOTION											
2. REPRIMAND											
3. SUSPENSION											
4. REMOVAL											
5.											
6.											
7.											
F. DUTY HOURS											
G. EVALUATION/APPRaisal											
H. EXAMINATION/TEST											
I. HARASSMENT											
1. NON-SEXUAL											
2. SEXUAL											
J. MEDICAL EXAMINATION											
K. PAY INCLUDING OVERTIME											
L. PROMOTION/NON-SELECTION											
M. REASSIGNMENT											
1. DENIED											
2. DIRECTED											
TOTAL ALL ISSUES BY BASES											
TOTAL ALL COMPLAINTS FILED BY BASES											
TOTAL ALL COMPLAINANTS BY BASES											

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 1)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE						COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMER. INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES						
N. REASONABLE ACCOMMODATION												
O. REINSTATEMENT												
P. RETIREMENT												
Q. TERMINATION												
R. TERMS/CONDITIONS OF EMPLOYMENT												
S. TIME AND ATTENDANCE												
T. TRAINING												
U. OTHER (Please specify below)												
1.												
2.												
3.												
4.												
5.												
TOTAL ALL ISSUES BY BASES												
TOTAL ALL COMPLAINTS FILED BY BASES												
TOTAL ALL COMPLAINANTS BY BASES												

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE		
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA					
	MALE	FEMALE		HISPANIC/LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL						
A. APPOINTMENT/HIRE																
B. ASSIGNMENT OF DUTIES																
C. AWARDS																
D. CONVERSION TO FULL TIME																
E. DISCIPLINARY ACTION																
1. DEMOTION																
2. REPRIMAND																
3. SUSPENSION																
4. REMOVAL																
5.																
6.																
7.																
F. DUTY HOURS																
G. EVALUATION/APPRaisal																
H. EXAMINATION/TEST																
I. HARASSMENT																
1. NON-SEXUAL																
2. SEXUAL																
J. MEDICAL EXAMINATION																
K. PAY INCLUDING OVERTIME																
L. PROMOTION/NON-SELECTION																
M. REASSIGNMENT																
1. DENIED																
2. DIRECTED																
TOTAL ALL ISSUES BY BASES																
TOTAL ALL COMPLAINTS FILED BY BASES																
TOTAL ALL COMPLAINANTS BY BASES																

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

## PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE	
	SEX		PREGNANCY DISCRIMINATION ACT	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA				
	MALE	FEMALE		HISPANIC/LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL					
N. REASONABLE ACCOMMODATION															
O. REINSTATEMENT															
P. RETIREMENT															
Q. TERMINATION															
R. TERMS/CONDITIONS OF EMPLOYMENT															
S. TIME AND ATTENDANCE															
T. TRAINING															
U. OTHER (Please specify below)															
1.															
2.															
3.															
4.															
5.															
TOTAL ALL ISSUES BY BASES															
TOTAL ALL COMPLAINTS FILED BY BASES															
TOTAL ALL COMPLAINANTS BY BASES															

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

**PART IVA - BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS**

FINDINGS/ALLEGATIONS IN:	BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED BASES IN SETTLEMENTS																			
	RACE						COLOR	RELIGION	REPRISAL	SEX		PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA
	AMER INDIAN/ ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN/ OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES				MALE	FEMALE		HISPANIC/ LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL	
<b>1. Counseling Settlement Allegations</b>																				
1a. Number of Counselings Settled																				
1b. Number of Counselors Settled With																				
<b>2. Complaint Settlement Allegations</b>																				
2a. Number of Complaints Settled																				
2b. Number of Complainants Settled With																				
<b>3. Final Agency Decision Findings</b>																				
3a. Number FADs with Findings																				
3b. Number Complainants Issued FAD Findings																				
<b>4. AJ Decision Findings</b>																				
4a. Number AJ Decisions With Findings																				
<b>5. Final Agency Order Findings Implemented</b>																				
5a. Number of Final Orders With Findings Implemented																				
5b. # of Complainants issued FOs with Findings Implemented																				
<b>TOTAL SETTLEMENT ALLEGATIONS</b>																				
<b>TOTAL FINAL ACTION FINDINGS</b>																				

**PART IVB - ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS**

FINDINGS/ALLEGATIONS IN:	ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED ISSUES IN SETTLEMENTS																											
	APPOINTMENT/ HIRE	ASSIGNMENT OF DUTIES	AWARDS	CONVERSION TO FULL TIME	DISCIPLINARY ACTION				DUTY HOURS	EVAL/ APPRAISAL	EXAM/ TEST	HARASSMENT		MEDICAL EXAM	PAY/ OVERTIME	PROMOTION/ NON- SELECTION	REASSIGNMENT		REASONABLE ACCOMM	REIN- STATEMENT	RETIREMENT	TERMINATION	TERMS & CONDITIONS					
					DEMOTION	REPRIMAND	SUSPENSION	REMOVAL				NON-SEXUAL	SEXUAL				DENIED	DIRECTED					EMPLOYMENT	TIME AND ATTENDANCE	TRAINING	OTHER		
<b>1. Counseling Settlement Allegations</b>																												
1a. Number of Counselings Settled																												
1b. Number of Counselors Settled With																												
<b>2. Complaint Settlement Allegations</b>																												
2a. Number of Complaints Settled																												
2b. Number of Complainants Settled With																												
<b>3. Final Agency Decision Findings</b>																												
3a. Number FADs with Findings																												
3b. Number Complainants Issued FAD Findings																												
<b>4. AJ Decision Findings</b>																												
4a. Number AJ Decisions With Findings																												
<b>5. Final Agency Order Findings Implemented</b>																												
5a. Number of Final Orders With Findings Implemented																												
5b. # of Complainants issued FOs with Findings Implemented																												
<b>TOTAL SETTLEMENT ALLEGATIONS</b>																												
<b>TOTAL FINAL ACTION FINDINGS</b>																												

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

## PART V - SUMMARY OF CLOSURES BY STATUTE

**A. STATUTE (IF A SINGLE COMPLAINT HAS MULTIPLE STATUTES RECORD EACH ON THE APPROPRIATE LINE.)**

- 1. TITLE VII
- 1a. PREGNANCY DISCRIMINATION ACT (PDA)
- 2. AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)
- 3. REHABILITATION ACT
- 4. EQUAL PAY ACT (EPA)
- 5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

**B. TOTAL BY STATUTES**

THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED.

(A1+A1a+A2+A3+A4+A5)

## PART VI - SUMMARY OF CLOSURES BY CATEGORY

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
<b>A. TOTAL NUMBER OF CLOSURES</b> (1+2+3)			
1. WITHDRAWALS			
a. NON-ADR WITHDRAWALS			
b. ADR WITHDRAWALS			
2. SETTLEMENTS			
a. NON-ADR SETTLEMENTS			
b. ADR SETTLEMENTS			
3. FINAL AGENCY ACTIONS (B+C)			
<b>B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION</b> (1+2+3)			
1. FINDING DISCRIMINATION			
2. FINDING NO DISCRIMINATION			
3. DISMISSAL OF COMPLAINTS			
<b>C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION</b> (1+2)			
1. AJ DECISION FULLY IMPLEMENTED (a+b+c)			
(a) FINDING DISCRIMINATION			
(b) FINDING NO DISCRIMINATION			
(c) DISMISSAL OF COMPLAINTS			
2. AJ DECISION NOT FULLY IMPLEMENTED (a+b+c)			
(a) FINDING DISCRIMINATION (i+ii+iii)			
i. AGENCY APPEALED FINDING BUT NOT REMEDY			
ii. AGENCY APPEALED REMEDY BUT NOT FINDING			
iii. AGENCY APPEALED BOTH FINDING AND REMEDY			
(b) FINDING NO DISCRIMINATION			
(c) DISMISSAL OF COMPLAINTS			

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)**

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

**PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)**

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
<b>D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED</b> (1+2+3+4)			
1. COMPLAINANT REQUESTED IMMEDIATE FAD (1a+1b)			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST			
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST			
2. COMPLAINANT DID NOT ELECT HEARING OR FAD (2a+2b)			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD			
b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD			
3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)			
a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE			
b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE			
4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)			
a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION			
b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION			

**PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS**

	NUMBER	AMOUNT
<b>A. TOTAL COMPLAINTS CLOSED WITH BENEFITS</b>		
<b>B. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT</b>		\$
1. BACK PAY/FRONT PAY		\$
2. LUMP SUM PAYMENT		\$
3. COMPENSATORY DAMAGES		\$
4. ATTORNEY FEES AND COSTS		\$
<b>D. INTENTIONALLY LEFT BLANK</b>		
<b>E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT</b>		
<b>F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES</b>	NUMBER OF CLOSURES THAT RECEIVED MONETARY BENEFITS AS WELL	NUMBER OF CLOSURES THAT RECEIVED ONLY NON-MONETARY BENEFITS
1. HIRES		
a. RETROACTIVE		
b. NON-RETROACTIVE		
2. PROMOTIONS		
a. RETROACTIVE		
b. NON-RETROACTIVE		
3. EXPUNGEMENTS		
4. REASSIGNMENTS		
5. REMOVALS RESCINDED		
a. REINSTATEMENT		
b. VOLUNTARY RESIGNATION		
6. ACCOMMODATIONS		
7. TRAINING		
8. APOLOGY		
9. DISCIPLINARY ACTIONS		
a. RESCINDED		
b. MODIFIED		
10. PERFORMANCE EVALUATION MODIFIED		
11. LEAVE RESTORED		
12		
13		
14		

# ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

## PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I) (1+1a+2+3+4)	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	NUMBER OF DAYS PENDING FOR OLDEST CASE
1. COMPLAINTS PENDING WRITTEN NOTIFICATION (Acknowledgement Letter)				
1a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS				
2. COMPLAINTS PENDING IN INVESTIGATION				
3. COMPLAINTS PENDING IN HEARINGS				
4. COMPLAINTS PENDING A FINAL AGENCY ACTION				

## PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD (1+3)			
1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL (a+b+c)			
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS			
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS			
1. TIMELY COMPLETED INVESTIGATIONS			
2. UNTIMELY COMPLETED INVESTIGATIONS			
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS			
2. AGENCY INVESTIGATION COSTS	\$		\$
3. INVESTIGATIONS COMPLETED BY CONTRACTORS (a+b+c)			
a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS			
b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS			
1. TIMELY COMPLETED INVESTIGATIONS			
2. UNTIMELY COMPLETED INVESTIGATIONS			
c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS			
4. CONTRACTOR INVESTIGATION COSTS	\$		\$

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
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(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

**PART X - SUMMARY OF ADR PROGRAM ACTIVITIES**

**INFORMAL PHASE (PRE-COMPLAINT)**

A. INTENTIONALLY LEFT BLANK					
B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS		COUNSELINGS	INDIVIDUALS		
1.	ADR OFFERED BY AGENCY				
2.	REJECTED BY INDIVIDUAL (COUNSELEE)				
3.	INTENTIONALLY LEFT BLANK				
4.	TOTAL ACCEPTED INTO ADR PROGRAM				
C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1.	INHOUSE				
2.	ANOTHER FEDERAL AGENCY				
3.	PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)				
4.	MULTIPLE RESOURCES USED (Please specify in a comment box)				
5.	FEDERAL EXECUTIVE BOARD				
6.					
7.					
D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1.	MEDIATION				
2.	SETTLEMENT CONFERENCES				
3.	EARLY NEUTRAL EVALUATIONS				
4.	FACTFINDING				
5.	FACILITATION				
6.	OMBUDSMAN				
7.	PEER REVIEW				
8.	MULTIPLE TECHNIQUES USED (Please specify in a comment box)				
9.					
10.					
11.					
E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS		COUNSELINGS	INDIVIDUALS	DAYS	AVERAGE DAYS
1.	TOTAL CLOSED				
a.	SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)				
b.	NO FORMAL COMPLAINT FILED				
c.	COMPLAINT FILED				
i.	NO RESOLUTION				
ii.	NO ADR ATTEMPT (aka Part X.E.1.d)				
e.	DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD				
2.	INTENTIONALLY LEFT BLANK				

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

**PART XI - SUMMARY OF ADR PROGRAM ACTIVITIES**

**FORMAL PHASE (COMPLAINT FILED)**

<b>B. ADR ACTIONS IN COMPLAINT CLOSURES</b>		<b>COMPLAINTS</b>	<b>COMPLAINANTS</b>		
1.	ADR OFFERED BY AGENCY				
2.	REJECTED BY COMPLAINANT				
3.	INTENTIONALLY LEFT BLANK				
4.	TOTAL ACCEPTED INTO ADR PROGRAM				
<b>C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)</b>		<b>COMPLAINTS</b>	<b>COMPLAINANTS</b>	<b>DAYS</b>	<b>AVERAGE DAYS</b>
1.	INHOUSE				
2.	ANOTHER FEDERAL AGENCY				
3.	PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)				
4.	MULTIPLE RESOURCES USED (Please specify in a comment box)				
5.	FEDERAL EXECUTIVE BOARD				
6.					
7.					
<b>D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)</b>		<b>COMPLAINTS</b>	<b>COMPLAINANTS</b>	<b>DAYS</b>	<b>AVERAGE DAYS</b>
1.	MEDIATION				
2.	SETTLEMENT CONFERENCES				
3.	EARLY NEUTRAL EVALUATIONS				
4.	FACTFINDING				
5.	FACILITATION				
6.	OMBUDSMAN				
7.	MINI-TRIALS				
8.	PEER REVIEW				
9.	MULTIPLE TECHNIQUES USED (Please specify in a comment box)				
10.					
11.					
12.					
<b>E. STATUS OF CASES IN COMPLAINT CLOSURES</b>		<b>COMPLAINTS</b>	<b>COMPLAINANTS</b>	<b>DAYS</b>	<b>AVERAGE DAYS</b>
1.	TOTAL CLOSED				
	a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)				
	b. WITHDRAWAL FROM EEO PROCESS				
	c. NO RESOLUTION				
	d. NO ADR ATTEMPT				
2.	INTENTIONALLY LEFT BLANK				
<b>F. BENEFITS RECEIVED</b>		<b>COMPLAINTS</b>	<b>COMPLAINANTS</b>	<b>AMOUNT</b>	
1.	MONETARY (INSERT TOTALS)			\$	
	a. COMPENSATORY DAMAGES			\$	
	b. BACKPAY/FRONTPAY			\$	
	c. LUMP SUM			\$	
	d. ATTORNEY FEES AND COSTS			\$	
	e.			\$	
	f.			\$	
	g.			\$	
2.	NON-MONETARY (INSERT TOTALS)				
	a. HIRES				
	i. RETROACTIVE				
	ii. NON-RETROACTIVE				
	b. PROMOTIONS				
	i. RETROACTIVE				
	ii. NON-RETROACTIVE				
	c. EXPUNGEMENTS				
	d. REASSIGNMENTS				
	e. REMOVALS RESCINDED				
	i. REINSTATEMENT				
	ii. VOLUNTARY RESIGNATION				
	f. ACCOMMODATIONS				
	g. TRAINING				
	h. APOLOGY				
	i. DISCIPLINARY ACTIONS				
	i. RESCINDED				
	ii. MODIFIED				
	j. PERFORMANCE EVALUATION MODIFIED				
	k. LEAVE RESTORED				
	l.				
	m.				

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

**AGENCY OR DEPARTMENT:**

**REPORTING PERIOD: FY**

**PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES**

**EEO ADR RESOURCES**

<b>A. NO LONGER COLLECTED</b>			
<b>B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR</b>			
<b>C. RESOURCES THAT MANAGE EEO ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. &amp; XI.)</b>			
1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)			
2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)			
3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)			
4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)			
<b>D. EEO ADR FUNDING SPENT</b>	<b>AMOUNT</b>		
	\$		

**E. EEO ADR CONTACT INFORMATION**

1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER \_\_\_\_\_

2. TITLE \_\_\_\_\_

3. TELEPHONE NUMBER \_\_\_\_\_ 4. EMAIL \_\_\_\_\_

**F. EEO ADR PROGRAM INFORMATION**

	YES	NO
1. Does the agency require the alleged responsible management official to participate in EEO ADR?		
1a. If yes, is there a written policy requiring the participation?		
2. Does the alleged responsible management official have a role in deciding if the case is appropriate for EEO ADR?		

**CERTIFICATION AND CONTACT INFORMATION**

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, 2011 through September 30, 2012, is accurate and complete.

NAME AND TITLE OF CERTIFYING OFFICIAL:

SIGNATURE OF CERTIFYING OFFICIAL: (Enter PIN here to serve as your electronic signature)

DATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAME AND TITLE OF PREPARER:

DATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**The FY 2012 report (with the PIN entered) is due on or before October 31, 2012.**

**Appendix A - Comments**

## Definitions

The following definitions apply to this Directive:

1. **Applicant:** A person who applies for employment.
2. **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
3. **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
4. **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on an Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
5. **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
6. **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.
7. **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
8. **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
9. **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
10. **Goal:** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
11. **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
12. **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
13. **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).
14. **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.

15. **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
16. **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
17. **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
18. **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
19. **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
20. **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.

## NNSA Career Path Band Structure

NNSA Demonstration Project – Career Path Band Structure					
Career Path	Pay Band I	Pay Band II	Pay Band III	Pay Band IV	Pay Band V
Engineering & Scientific (NN)	GS-5 – GS-8	GS-9 – GS-11	GS-12 – GS-13	GS-14 – GS-15	NA
Professional, Technical & Administrative (NQ)	GS-5 – GS-8	GS-9 – GS-12	GS-13 – GS-14	GS-15	NA
Nuclear Materials Couriers/Federal Agents (NV)	GS-8 – GS-10	GS-11	GS-12	GS-13	NA
Technician & Administrative Support (NU)	GS-1 – GS-4	GS-5 – GS-8	GS-9	NA	NA
Future Leaders (NF)	GS-5 – GS-8	GS-9 – GS-11	GS-12 – GS-13	NA	NA
Excepted Service (EN, EJ, and EK)	NA	GS-5 – GS-11	GS-12 – GS-13	GS-14 – GS-15	>GS-15
Senior Executive Service (ES)	NA	NA	NA	NA	NA

NNSA has established career paths that reflect actual career patterns and grade level progression in the existing NNSA workforce, and group one or more occupational series together in a banding structure, e.g., set of work levels and rate range, specific to the occupations within a given career path.

Engineering and Scientific Career Path (NN): Encompasses all professional positions classified in the GS-800 and GS-1300 job series.

Professional, Technical, and Administrative Career Path (NQ): Encompasses all OPM-recognized professional occupations (except GS-800 Engineers and GS-1300 Physical Scientists) requiring positive education requirements, and all other subject-matter, business, and administrative occupations characterized by a traditional two-grade interval pattern of grade progression. Examples of the occupational series in this career path are: 018 Safety and Occupational Health Specialist, 080 Security Specialist, 130 Foreign Affairs Specialist, 343 Management and Program Analyst, 510 Accountant, 560 Budget Analyst, 905 Attorney, 1102 Contract Specialist, 2101 Transportation.

Technician and Administrative Support Career Path (NU): Encompasses technicians, administrative assistants, secretarial, and clerical occupations characterized by a traditional one-grade interval pattern of grade progression, including positions in the following job series: 318 Secretary, 303 Program Assistant, 802 Engineering Technician, and similar positions .

Nuclear Materials Couriers Career Path (NV): Encompasses all positions classified into the GS-084 job series responsible for the secure transportation of special nuclear materials and weapons components.

Future Leaders Career Path (NF): Encompasses the positions of all interns during their enrollment in the NNSA 2-year Future Leaders Program (FLP), in various engineering, scientific, business, and administrative occupations.

Excepted Service Path/Positions (EJ, EK and EN): Encompasses Excepted Service positions authorized under Title 32 of the National Defense Authorization Act for FY 2000. Public Law 106-65, Section 3241 (NNSA Act). ES positions are Senior Executive Service (SES) positions managed by the U.S. Office of Personnel Management.