



# Disabled Veterans Affirmative Action Program FY 2012 Accomplishment Report

October 2012  
U.S. Department of Energy  
National Nuclear Security Administration

## Table of Contents

- Plan Certification .....Page 3
- Agency DVAAP Executive Summary..... Page 4
- Organizational Structure.....Page 5
  - Agency Mission Overview
  - HQs DVAAP Program Office and Point of Contact (POC)
- FY Accomplishment Report .....Page 6
  - Recruit and Employ.....Page 6
  - Promote and Develop.....Page 7
  - Agency Oversight..... Page 8
  - Program Execution.....Page 8

## PLAN CERTIFICATION

This certification indicates that the program is being implemented as required by 5 CFR 720 and appropriate guidance issued by the U.S. Office of Personnel Management. Additionally, this agency has a current plan as required by the regulation.

Please type or print clearly. After an original signature is obtained, scan and return this sheet.

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C. Plan Last Amended: November 21, 2012

D. Date Effective: October 15, 2012

CERTIFYING OFFICIAL SIGNATURE: \_\_\_\_\_

Neile L. Miller, Principal Deputy Administrator  
National Nuclear Security Administration

DATE: \_\_\_\_\_

CERTIFYING OFFICIAL SIGNATURE: \_\_\_\_\_

  
Debra A. Parrish, EEO Manager  
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DATE: 10/15/12

Annual Accomplishment Report  
for  
Disabled Veterans Affirmative Action Program (DVAAP)  
FY 2012

**Agency DVAAP Executive Summary**

This report represents the FY 2012 accomplishments for Disabled Veterans for the U.S. Department of Energy (DOE) National Nuclear Security Administration (NNSA).

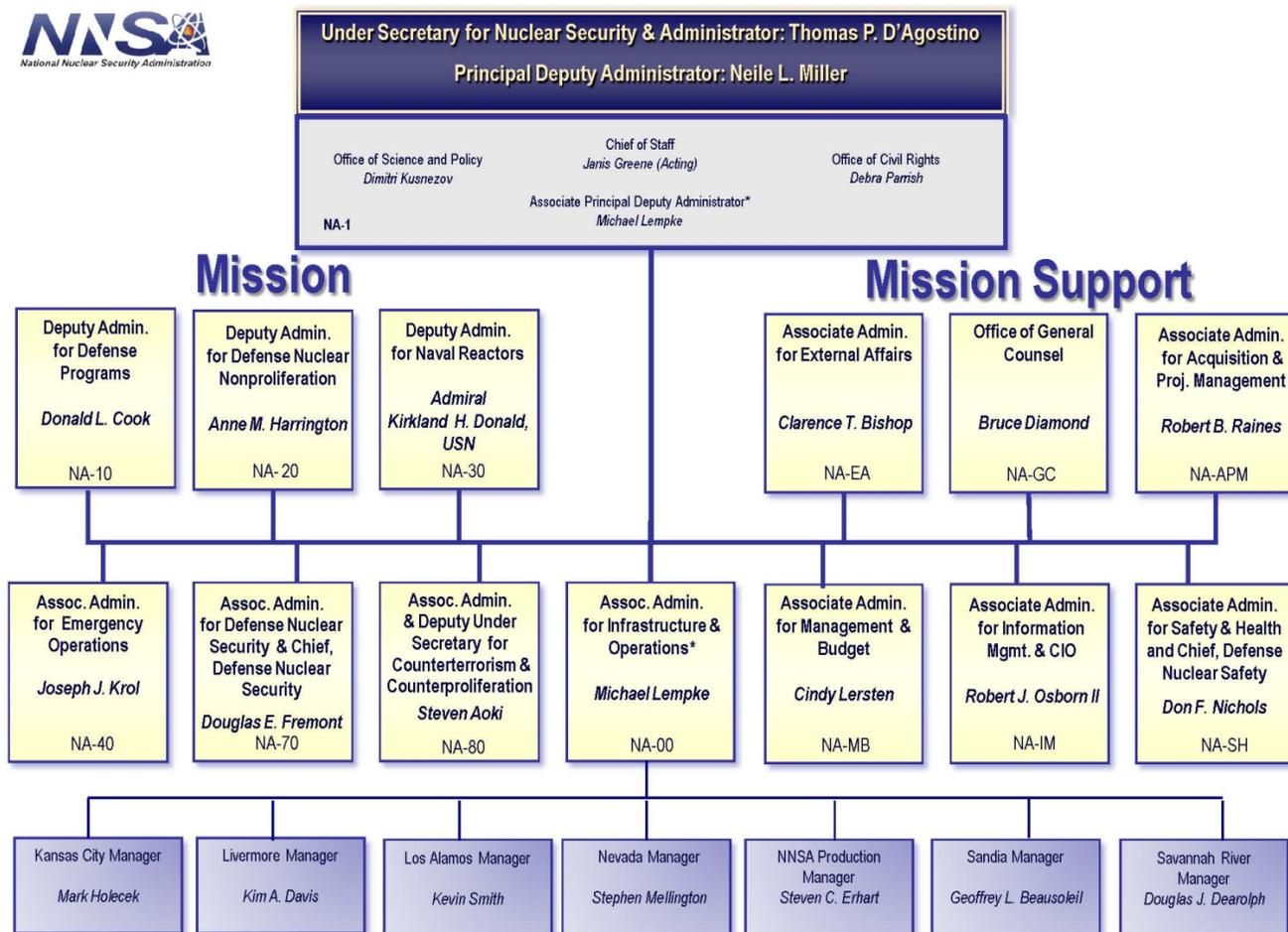
The Office of Human Capital Management (OHCM) appointed a program contact for targeted recruitment, including Veteran and Disability Hiring. The Operations function maintains a point of contact to provide the staff with awareness of Disability and Veteran's Hiring Programs. In addition, the Operations and OHCM staff established a partnership to share information, collaborate and develop strategies to increase diversity and awareness inclusion throughout NNSA as well as align NNSA hiring initiatives and employment opportunities with Veterans, disabled Veterans, and persons with disabilities.

In FY 2012, NNSA established hiring goals of 21.3% of all new hires would be Veterans from all categories and 9.1% new hires would consist of disabled Veterans. In FY 2012, NNSA exceeded this goal by hiring 28.0% Veterans. In addition, NNSA exceeded its goal of 9.1% by hiring 21.0% disabled Veterans.

The total number of employees at NNSA was 2,659\* at the end of FY 2012. Of these, veterans comprise 29.0% of NNSA's workforce. Disabled veterans comprise 8.2%. Disabled veterans who were 30% or more disabled comprise 4.7%.

\*Data current as of September 22, 2012

# Organizational Structure



\* Dual Hatted Position

May 2012

- **Agency Mission Overview**

The mission of the National Nuclear Security Administration is to enhance global security through nuclear deterrence, nonproliferation, counterterrorism, naval nuclear propulsion, and national leadership in science, technology, and engineering.

- **DVAAP Program Office and Point of Contact (POC)**

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## **FY Accomplishment Report**

- **Recruit and Employ**

Due to budget constraints and uncertainties, NNSA revised staffing ceilings in February 2012. A Hiring Review Board was implemented in July 2012 to identify and approve essential and critical positions within NNSA. The initial impact has increased internal recruitment//placement and decreased external hiring. External hiring for critical skills related to the NNSA mission will continue in areas such as nuclear safety and security. As a result, NNSA hiring recruitment efforts continued for NNSA's Office of Secure Transportation. Out of 84 mission critical vacancies, 48 are Nuclear Materials Couriers. Current recruitment efforts for Nuclear Materials Couriers will continue to focus on Veteran hiring with emphasis on 30% disabled veterans. Military organizations and bases are also targeted recruitment sites for Nuclear Materials Courier positions. Twenty four conditional job offers have been extended to Veterans with an expected entry on duty date in calendar year 2013. NNSA also uses the Veteran's Readjustment Appointment and the Veterans Employment Opportunities Act of 1998 for considering and selecting qualified Veterans, including 30 percent or more disabled veterans.

Managers within NNSA participate in local community events and meet with representatives of special interest groups. Managers also work with NNSA's human resources department to attend recruiting events and career fairs such as the DOE Job Fair for Veterans and Individuals with Disabilities scheduled for October 25, 2012; the New Mexico Veterans Business Expo 7 Job Fair in June 2012; collaboration with the New Mexico Kirtland Air Force Base Transition Office and the KAFB Airman and Family Readiness Office to facilitate the Veterans' hiring process; outreach activities to the New Mexico Veterans Group that included job application tips, career information handouts, and a question-and-answer session.

Also, due to the changes in student programs, i.e., the development of the Pathways Program and the establishment of the Hiring Review Board, there was limited participation at recruiting events. NNSA has built long-term partnerships with many educational institutions and will continue that partnership when recruitment resumes in 2013 and 2014 for Interns and Recent Graduates under the Pathways Programs. Although public notice is now required under Pathways, NNSA will continue outreach to those institutions to ensure students are aware of the opportunities. Every effort will be made to continue these partnerships which

provide a diverse applicant pool for these programs and a future pipeline of diverse, highly qualified employees.

- NNSA continues to support the Operation Warfighter (OWF) program. OWF is an internship program developed by the Office of the Secretary of Defense (OSD) that places wounded, ill and injured Service members in supportive work settings. The objective of the program is to give the service member the opportunity to develop their skills while simultaneously supporting and easing their transition from military to civilian life. This concept is intended to augment readiness of the service member as they prepare to return to duty or separate from the military. Each service member is matched with an assignment that considers their interest and utilizes their skills, thereby creating a productive internship that is beneficial to both the participant and the employer. The program provides each agency with a better understanding of the skill set and challenges each service member encounters. The service member's military component provides funding for the service member's salary, transportation, and clearances, as applicable.

- **Promote and Develop**

In FY 2012, NNSA established the One Leadership Initiative (OLI). OLI is a unified leadership and development effort that brings together our Nuclear Security Enterprise, and provides our workforce with the tools and resources to do their jobs better. The goals are to 1) establish a robust, cohesive leadership and career management program; 2) create one integrated system for all leadership, development, training, and student programs; 4) promote a deeper involvement from managers; and 5) achieve and maintain 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. Another opportunity created for employees is rotational assignments, to provide eligible employees with an opportunity to develop core skills through on-the-job experiences in preparation for future leadership positions and to build depth of technical and breadth of cross-functional skills.

In FY 2012, NNSA established NNSA 1<sup>st</sup> Year. NNSA 1<sup>st</sup> Year is a 12-month series of courses offered to new employees at all levels of the organization as an overview of our organization, mission, values and structure. This training is offered semi-annually, so that all new employees have an opportunity to attend. NNSA established a similar program for SES employees, called SES 1<sup>st</sup>. 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.

- **Agency Oversight**

In response to Executive Order 13583: *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*, NNSA is in the process of establishing an Office of Diversity and Inclusion under the Office of Human Capital Management. One of the objectives of this office's draft Strategic Plan is to, "Design metrics for leadership reports of participation rates in job series to better identify and provide focus for strategic outreach and recruitment that reach all segments of society." This includes creating a *Recruitment and Selection Best Practices Guide*. The Office of Human Capital Management also included the goal to "cultivate a flexible, collaborative, and inclusive work environment that leverages diversity and employers' contributors. One of the strategies to achieve this goal is to incorporate diversity and inclusion awareness training in the curricula of all leadership development programs.

The NNSA's Human Capital Management Strategic Plan also provides strategies to recruit and retain a highly qualified and diverse workforce. The Plan includes improved marketing of the NNSA, streamlining the application process, targeting recruitment pools/areas of consideration, and aggressive use of recruitment and retention incentives.

In addition, the NNSA Office of Civil Rights provides mid-year, year-end and special workforce statistical reports to NNSA, managers, supervisors and employees. The mid-year report is a snap shot of NNSA and includes number of Veterans, disability and retirement eligibility. The year-end reports are much more comprehensive and include detailed five-year workforce trending analysis of the total NNSA workforce.

- **Program Execution**

New Hires

During FY 2012, NNSA hired 42 veterans of which 9 (21%) had a 30% or greater disability. During FY 2011, NNSA hired 83 veterans of which 15 (18%) had a 30% or greater disability.

Promotions

During FY 2012, of the total 125 veterans with 30% or more disability, 8 were promoted. During FY 2011, of the total 123 veterans with 30% or more disability, 4 were promoted.

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

| <b>Veterans Statistical Data as of September 2012</b> |             |            |                     |                         |  |
|---|-------------|------------|---------------------|-------------------------|--|
|   | # Employees | # Veterans | # Disabled Veterans | # 30% Disabled Veterans | % of 30% Disabled Veterans to Total Population |
| NNSA  | 2,659       | 774        | 219                 | 125                     | 4.7  |

| <b>Veterans Statistical Data as of September 2011</b> |             |            |                     |                         |  |
|---|-------------|------------|---------------------|-------------------------|--|
|   | # Employees | # Veterans | # Disabled Veterans | # 30% Disabled Veterans | % of 30% Disabled Veterans to Total Population |
| NNSA  | 2,741       | 790        | 217                 | 123                     | 4.5  |

| <b>Veterans Statistical Data as of September 2010</b> |             |            |                     |                         |  |
|---|-------------|------------|---------------------|-------------------------|--|
|   | # Employees | # Veterans | # Disabled Veterans | # 30% Disabled Veterans | % of 30% Disabled Veterans to Total Population |
| NNSA  | 2,823       | 797        | 206                 | 122                     | 4.0  |

| <b>Veterans Statistical Data as of September 2009</b> |             |            |                     |                         |  |
|---|-------------|------------|---------------------|-------------------------|--|
|   | # Employees | # Veterans | # Disabled Veterans | # 30% Disabled Veterans | % of 30% Disabled Veterans to Total Population |
| NNSA  | 2,715       | 775        | 186                 | 109                     | 4.0  |

| <b>Veterans Statistical Data as of September 2008</b> |             |            |                     |                         |  |
|---|-------------|------------|---------------------|-------------------------|--|
|   | # Employees | # Veterans | # Disabled Veterans | # 30% Disabled Veterans | % of 30% Disabled Veterans to Total Population |
| NNSA  | 2,677       | 731        | 166                 | 96                      | 3.6  |