

**ANNUAL FEORP PLAN CERTIFICATION:
FISCAL YEAR 2013**

A. Name and Address of Agency:

U.S. Department of Energy
National Nuclear Security Administration
1000 Independence Avenue SW, Washington, D.C. 20585

B. Name and Title of Designated FEORP Official (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

Bruce Held
Acting Administrator

C. Name and Title of Contact Person (*if address is different from Section A, include e-mail address and telephone and fax numbers*):

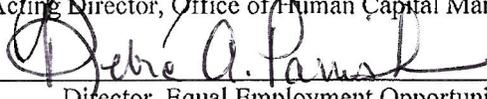
Debra Parrish
EEO Manager
debra.parrish@nnsa.doe.gov; phone: (505) 845-6021; fax (505) 845-4963

CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

SIGNATURE 
Acting Director, Office of Human Capital Management

DATE 11/21/13

SIGNATURE 
Director, Equal Employment Opportunity

DATE 11/21/13

****Note**** If you are unable to use the digital signature function, please sign the Annual FEORP Plan Certification and send it electronically with your submission.

Short Narrative About Promising Practices

The National Nuclear Security Administration's (NNSA) Diversity and Inclusion Implementation Plan was approved and submitted to the Department on April 13, 2013.

NNSA's Office of Human Capital Management participated on a regular basis with the Department of Energy's (DOE) Diversity and Inclusion (D&I) Council in FY 2013. NNSA continues to establish 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.

NNSA utilizes a suite of programs to address diversity which includes two programs focused on supporting and developing minority students in STEM for the NNSA workforce.

The NNSA Minority Serving Institution Intern Program (MSI) is a 10-week paid summer program that enhances diversity and facilitates the development of world class and technologically superior workforce for the 21st century. These internships increase educational opportunities for minority students majoring in academic disciplines related to NNSA's mission to merge academic study with practical work experience. It creates a pool of talented students to explore and understand professional practices within NNSA and the Federal government through exposure to research and development, technology, and administration.

The program provided 94 ethnically diverse students professional experience that enabled them to make informed career decisions, and created a pool of candidates who possessed the necessary knowledge and skills for future employment with NNSA and the Federal government. Schools represented: Florida A&M University, South Carolina State University, Claflin University, University of Georgia, Allen University, North Carolina A&T State University, Spelman College, Norfolk State University, Northern Arizona University. Accomplishments include:

- MSI third-year returning summer student from the Operations and Business PAD's Nuclear Operations was awarded a \$5,000 scholarship from the Department of Energy (DOE) Nuclear Energy University Programs (NEUP).
- Two MSI interns from South Carolina State University were featured in the fall 2013 National Society of Black Engineers (NSBE) magazine as women who are excelling in Nuclear Engineering.
- In support of North Carolina A&T State University through our Minority Serving Institutions Partnership Program (MSIPP), the NC Board of Governors unanimously approved their PhD program in Computer Science that will begin in January 2014. Due to NCA&T's record in Computer Science and Cyber Security, and the fact that NNSA have supported them in other STEM related initiatives, NC&T has the appropriate infrastructure and vision to be a consortium member partner under MSIPP. Under MSIPP, NCA&T has proven that partnering with other academic institutions, NNSA national labs and having access to their resources, can afford HBCUs the opportunity and ability to expand their curriculum, grow their STEM capability at the academic institution, and equip their students with the developmental tools and skills that are needed to address the workforce needs of NNSA, DOE, our sites and field offices and the federal government.

Strategic Activities or Actions Related to Hispanic Employment

Due to sequestration and shrinking budgets, the DOE NNSA has continued the Hiring Review Board (HRB) process that was developed in July 2012. Any new hiring, backfills, or reassignments/transfers that could increase NNSA's current on-board levels required HRB approval. Therefore, the NNSA Recruitment Plan in FY 2013 consisted primarily of mission critical positions and restructuring positions that were vacated by employees approved for Voluntary Early Retirement or the Voluntary Separation Incentive Program. NNSA hired a total of 100 employees. Of these 100 new hires, 6% were Hispanics. The NNSA Hispanic participation rate is 15.5% as compared to the 10.7% CLF*.

NNSA is currently working with the OPM to obtain approval to use their own Pathways Intern Program under their Demonstration Project pay banded system. In the interim, NNSA partnered with DOE to hire 21 summer intern positions under the Pathways Program, who were subsequently detailed to NNSA to gain work experience. Of the 21 summer interns detailed to NNSA, 43% were Hispanic.

In FY 2014, NNSA is anticipating some entry level hiring opportunities and is currently evaluating the appointing authority and hiring process that will be used to bring in new, entry level talent and provide them with a career path. All NNSA positions are publicized via USAJobs using Hiring Management Enterprise Solutions, an on-line application tool. In addition, there is a feature that allows any vacancy notification to be sent to a targeted list of diversity groups. This feature is activated for all vacancy announcements.

NNSA provides a wide range of training and developmental opportunities annually to employees at all levels (entry, mid, supervisory, managerial and executive). A suite of 12 Leadership and Career Development Programs (LCDP) that range from mid- to executive-level are offered and corporately funded. Each program offers competency development in one or more of OPM's Executive Core Qualifications.

In FY 2013, NNSA piloted an internal rotational program aimed at developing leadership and cross-functional skills and capabilities. In addition, NNSA supports professional and technical training and developmental needs by offering specific training courses and competency-based programs. These may include the Technical Qualifications Programs, Safety Basis Academy, Project Management, Career Development, and Acquisition Career Development, among others. For professional and technical programs, the position itself drives the participation requirements. Program requirements and skill gaps identified by supervisors determine annual training needs. All other in-house "corporate" and/or "individual" training needs are driven from position skill needs, performance and discussion between the employee and his/her supervisors. Following an enterprise-wide training needs assessment, training dollars are distributed to each NNSA organization to meet their site-specific training and development needs.

*Due to lapse in government funding in FY14, 2010 census data was not available.

Strategic Activities or Actions Related to the Employment of People with Disabilities

The Department of Energy established an FY 2013/2014 goal of 7 percent of all new hires being people with disabilities and 1.25% of those with targeted disabilities. In FY 2013, 14 percent of all new hires were people with disabilities and 0.0 percent were people with targeted disabilities.

The employment of persons with disabilities is an important part in maintaining a diverse workforce. All competitive vacancies are posted on USAjobs. NNSA vacancies announced outside NNSA continue to include a statement that the vacancy is open to 30% disabled veterans and People with Disabilities under Schedule A appointment. The announcements have links to further explain these appointment types and requirements. USAjobs announcements normally produce a viable applicant pool because USAjobs is a well-known, singular, centralized site for all federal government vacancies. Although specific statistics are not available, there has been no evidence of an overall shortage of applicants.

In addition, the Office of Human Capital Management, Staffing and Classification Branch, has two representatives who attend the Department of Energy bi-monthly conference calls on Vet/Disability Hiring. NNSA has also partnered with DOE on the National Disability Employment Awareness Program.

Information is also disseminated to customers on the use of Schedule A hiring for People with Disabilities and use of the OPM Bender List. Resumes received are routed to the Human Resources Consultants to share with hiring officials.

The Office of Civil Rights partnered with the Office of Human Capital Management (OHCM) to complete training to managers and supervisors on reasonable accommodations procedures and Schedule A appointment authority. In FY 13 the mandatory supervisory training completed by 92 percent of NNSA supervisors included a segment on reasonable accommodations.

The NNSA Office of Human Capital Management developed new communication strategies for announcing Human Capital opportunities through the use of OneHR casts.

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 people with disabilities and retirement eligibility. The year-end reports are much more comprehensive and include detailed five-year workforce trending analysis of the total NNSA workforce.

Progress Tracker

PROGRESS TRACKER AND DEMOGRAPHIC DATA

EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have the following characteristics:

Announcement	Organization announces program to all qualified groups and individuals.
Recruitment	Candidates are identified through a request for nominations or for applications to the program.
Competitive Selection	Organization screens and selects candidates based on merit system principles using predetermined criteria for program.
Training	Training program is finalized for selected participants which includes a formal training experience that may involve developmental assignments (continued service agreements usually required).
Monitoring	Organization monitors participants' training activities and progress in program against pre-established objectives.
Evaluation	Organization evaluates effectiveness of the formal training provided to individual participants and the effectiveness of the formal development itself in meeting organizational goals.

If your agency has subcomponents that are not separately required to submit a FEORP report pursuant to 5 U.S.C. 7201, please prepare a separate Progress Tracker and Demographics Information for each subcomponent as appropriate. If you do so, you may also provide a brief description in a word attachment regarding the Progress Tracker submissions for subcomponents.

Progress Tracker

Mentoring

Qualitative Questions
(YES or NO)

Agency has a Formal Mentoring Program

Mentoring Training provided

Program is evaluated

Feedback is provided

Program is announced to all qualified individuals

Program has an Executive Champion

Diversity and Inclusion Training

Qualitative Questions
(YES or NO)

Formal Diversity and Inclusion Training provided

Training on unconscious bias provided

All employees briefed on agency's Diversity and Inclusion Policies

Diversity and Inclusion Council

Qualitative Questions
(YES or NO)

Agency has a Diversity and Inclusion Council

Diversity and Inclusion Council has a charter

Members have received training

Council's mission is in alignment with agency

Development Program

Qualitative Questions
(YES or NO)

Agency has a Career Development Program

Program is evaluated

Program is announced to all qualified individuals

Progress Tracker

Mentoring

Quantitative

Frequency of Program Evaluation (e.g., annually, quarterly etc.)
Percent of employees involved with mentoring
Percent of SES involved with mentoring
Percent of managers involved with mentoring *
Percent of supervisors involved with mentoring *
Count of employees involved with mentoring
Count of SES involved with mentoring
Count of managers involved with mentoring *
Count of supervisors involved with mentoring *
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)

Diversity and Inclusion Training

Quantitative

Frequency of Diversity and Inclusion Training per year
Percent of employees that have participated this year in formal Diversity and Inclusion Training
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training
Count of employees that have participated in formal Diversity and Inclusion Training
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)

Diversity and Inclusion Council

Quantitative

Frequency of council meetings in FY 2013*
Frequency of council events
Percent of Senior Leadership on council
Percent of employees on council
Count of Senior Leadership on council
Count of employees on council
Total number of people on council

Progress Tracker

Development Program

Quantitative

Percent of GS1-4 that have participated
Percent of GS 5-8 that have participated
Percent of GS 9-12 that have participated
Percent of GS 13-15 that have participated
Percent of SES that have participated
Count of GS1-4 that have participated
Count of GS 5-8 that have participated
Count of GS 9-12 that have participated
Count of GS 13-15 that have participated
Count of SES that have participated
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)

Does your agency have a Diversity and Inclusion element in the following groups' performance plans (this may also be incorporated in the leading people element)?

(YES or NO)

Percentage

D&I Element in SES performance plans

D&I Element in Management/Supervisor performance plans

D&I Element in employee performance plans

Demographic Information

Mentoring

Demographic Data

Percent of Asian American Mentees *

Percent of Black Mentees

Percent of Hispanic Mentees

Percent of Native American Mentees

Percent of Native Hawaiian/ Pacific Islander Mentees

Percent of Mentees Two or More Races

Percent of White Mentees

Percent of Female Mentees

Percent of Male Mentees

Percent of Veteran Mentees

Percent of Mentees that are People with Disabilities

Total number of participants
(The count used to calculate the Mentee percentages)

Percent of Asian American Mentors

Percent of Black Mentors

Percent of Hispanic Mentors

Percent of Native American Mentors

Percent of Native Hawaiian/ Pacific Islander Mentors

Percent of Mentors Two or More Races

Percent of White Mentors

Percent of Female Mentors

Percent of Male Mentors

Percent of Veteran Mentors

Percent of Mentors that are People with Disabilities

Total number of Mentors
(The count used to calculate the Mentor percentages)

**Employee self-registered dual roles as mentee and/or mentor; therefore total number of mentees and mentors may be captured twice.

Demographic Information

Development Programs

Demographic Data

Percent of Asian American taking part in Development Programs

Percent of Blacks taking part in Development Programs

Percent of Hispanics taking part in Development Programs

Percent of Native Americans taking part in Development Programs

Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs

Percent of persons Two More or Races taking part in Development Programs

Percent of Whites taking part in Development Programs

Percent of Females taking part in Development Programs

Percent of Males taking part in Development Programs

Percent of Veterans taking part in Development Programs

Percent of People with Disabilities taking part in Development Programs

Total number of participants

(The count used to calculate the Development Program participation percentages)