

**ANNUAL FEORP PLAN CERTIFICATION  
FOR FISCAL YEAR 2014**

A. Name and Address of Agency:

U.S. Department of Energy  
National Nuclear Security Administration  
1000 Independence Avenue S.W., 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):

Lieutenant General Frank G. Klotz, United States Air Force (Ret)  
Under Secretary for Nuclear Security and Administrator for the National Nuclear Security  
Administration (NNSA).  
Frank.Klotz@nnsa.doe.gov, phone: (202) 586-5555

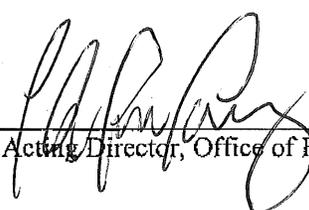
C. Name and Title of Contact Person (if address is different from Section A, include e-mail address and telephone and fax numbers):

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.

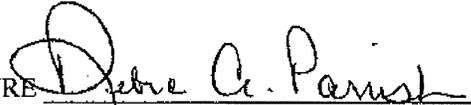
SIGNATURE

  
Frank Lowery, Acting Director, Office of Human Capital  
Management

DATE

23 OCTOBER 2014

SIGNATURE

  
Debra Parrish, EEO Manager, Office of Civil Rights

DATE

October 17, 2014

**Annual Federal Equal Opportunity Recruitment Program (FEORP)**  
 FY 2014 Plan Accomplishments

**Guidance:** Utilizing your FEORP plan from Fiscal Year 2014 indicate the goals that were set in each area based on the 3 goals of Diversity, Inclusion, Sustainability) and indicate the agency current outcomes using the benchmarks previously established.

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
<p align="center"><b>Diversity</b></p>	<p>Design and perform strategic outreach and recruitment to reach all segments of society.</p>	<p>a. NNSA's overall outreach strategy will include diverse populations from colleges/universities, professional organizations, and other organizations representing women, veterans, people with disabilities, and other groups.</p> <p>b. Collect and analyze applicant flow and study selection data.</p> <p>c. NNSA's voluntary EEO Observer Process for selection interview panels will continue to be encouraged for vacancies.</p>	<p>a. Increase in NNSA partnerships with a broad spectrum of universities and colleges.</p>	<p>a. NNSA uses a broad range of recruitment sources as a routine business practice. In 2014, NNSA received OPM approval that will allow NNSA to use the Pathways Programs and Schedule D appointing authorities under NNSA's Demonstration Project. NNSA is also updating their Pathways (student) Program marketing materials to reflect all segments of a diverse applicant pool. These materials will be used at conferences and job fairs in FY 2015 for student recruitment efforts.</p> <p>b. Through the application process, applicants may self-identify with a specific race, national origin, or sex, but the percentage of applicants who choose to do this is not available. This strategy will continue to be a focus in FY 2015.</p> <p>c. From FY 2012 to FY 2014, 57 EEO Observers were appointed.</p>

**Annual Federal Equal Opportunity Recruitment Program (FEORP)**  
 FY 2014 Plan Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
<p align="center"><b>Diversity</b></p>	<p>Use strategic hiring initiatives for people with disabilities and for veterans.</p>	<p>Promote and market student internship and fellowship programs to diverse groups, organizations and universities in order to attract candidates from all segments of society.</p>	<p>Percentage of hires under Schedule A hiring authority for people with disabilities and the percentage of hires under the Veteran hiring authorities within the past 12 months.</p>	<p><b>a.</b> NNSA utilized the Veterans Recruitment Appointment (VRA) authority to recruit for Nuclear Materials Courier positions. This resulted in 1899 applications being received and 23 VRA selections being made, of which one was a 30% or more disabled veteran. In addition, NNSA made two non-competitive appointments of 30% or more disabled veterans for time-limited appointments which were converted to permanent appointments.</p> <p><b>b.</b> The MSI Internship Program 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. This program provided over 90 ethnically diverse students professional experience that will enable them to make informed career decisions, and creates a pool of candidates who possess the necessary knowledge and skills for future employment with NNSA and the Federal government.</p>

**Annual Federal Equal Opportunity Recruitment Program (FEORP)**  
 FY 2014 Plan Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
<p align="center"><b>Inclusion</b></p>	<p>Promote diversity, inclusion and equity in leadership development programs.</p>	<p>a. Review leadership development programs and determine whether they draw from all segments of the workforce.</p>	<p>Participation rates in leadership development programs by RNO and sex.</p>	<p>a. 64% of employees participating in NNSA professional career development programs were female, 22% were Hispanic, 14% were black, 7% were Asian and 7% had Veterans Preference. NNSA also provides a wide range of training and developmental opportunities annually to employees at all levels (entry, mid, supervisory, managers and executive). b. NNSA continued its internal rotational program aimed at developing leadership and cross-functional skills and capabilities and doubled the number of participants. In addition, NNSA supports professional and technical training and developmental needs by offering specific training courses and competency-based programs.</p>

**Annual Federal Equal Opportunity Recruitment Program (FEORP)**  
FY 2014 Plan Accomplishments

<b>Goal Area</b>	<b>FY 2014 Agency Objective</b>	<b>FY 2014 Strategic Activity</b>	<b>FY 2014 Benchmarks</b>	<b>FY 2014 Outcomes</b>
------------------	---------------------------------	-----------------------------------	---------------------------	-------------------------

<b>Sustainability</b>	Demonstrate leadership accountability regarding diversity and inclusion in the workplace.	NNSA will disseminate a semi-annual and an annual workforce diversity report to senior leadership, post on their website, and conduct annual briefings on the state of NNSA and NNSA organizations.	a. As documented in the Year-End Workforce Diversity report, review the five-year trend to assess NNSA's progress to hiring, retaining and promoting women, minorities, veterans, and persons with disabilities.	a. Seventeen manager/supervisor briefing sessions were conducted in FY 2014, which included an overview of the annual workforce statistics and the state of NNSA organizations, of which 245 managers/supervisors participated. In addition, NNSA developed and analyzed data for internal and external reports reflecting the diversity of the NNSA workforce and fairness in employment related actions. The reports are a snapshot of NNSA as it relates to pay plan breakdown, retirement eligibility, gender, age, disability and diversity. The year-end report is much more comprehensive and includes a detailed five-year workforce trending analysis of NNSA and is available 24/7 via NNSA's website.

**Annual Federal Equal Opportunity Recruitment Program (FEORP)**  
 FY 2014 Plan Accomplishments

Goal Area	FY 2014 Agency Objective	FY 2014 Strategic Activity	FY 2014 Benchmarks	FY 2014 Outcomes
Sustainability	Fully and timely comply with all Federal laws, regulations, Executive Orders, management directives, and policies related to promoting diversity and inclusion in the Federal workforce.	a. NNSA will submit diversity and inclusion reports (MD-715, No Fear Act, etc.) required by Federal laws, regulations, Executive Orders, management directives and policies.	a. Timely submission of reports related to promoting diversity and inclusion in the Federal workforce.	a. NNSA timely completed five NNSA-wide and one DOE HQs affirmative employment reports.

Short Narrative About Promising Practices

In the 2013 Agency's Diversity and Inclusion Plan, one of the goals identified is to promote diversity, inclusion, and equity in leadership development programs. In FY 2014, NNSA provided a wide range of training and developmental opportunities to employees at all levels (entry, mid, supervisory, managerial and executive). A suite of 15 Leadership and Career Development Programs that range from mid- to executive-level were offered and corporately funded. Each program offers competency development in one or more of OPM's Executive Core Qualifications. In FY 2014, NNSA continued its internal rotational program aimed at developing leadership and cross-functional skills and capabilities and doubled the number of participants. In addition, NNSA supported professional and technical training and developmental needs by offering specific training courses and competency-based programs.

The NNSA Office of Leadership and Career Management also conducts a yearly assessment of training needs for every employee in NNSA. The results are used to determine what training, especially for leadership and career development, should be corporately funded.

A second goal is to fully and timely comply with all Federal laws, regulations, Executive Orders, management directives, and policies related to promoting diversity and inclusion in the Federal workforce. In FY 2014, 15 Supervisory NNSA-wide EEO Update training sessions were conducted with the objective that managers and supervisors fully understand and successfully deploy their EEO duties and responsibilities. Topics included: Hostile Working Environment - What It Means and Management's Responsibilities; Manager's Roles and Responsibilities on Claims of Retaliation; Workplace Statistics; and Properly Identifying and Addressing Bullying in the Workplace.

Six hundred and seventy two Naval Reactors employees also received live Prevention of Harassment Training and 1,838 NNSA employees completed the same training through the DOE Online Learning System.

### Strategic Activities or Actions Related to Hispanic Employment

In regard to recruitment and succession planning, all Field Office organizations, and all Program Offices identify critical hiring needs and assess current and projected skills gaps to provide an annualized budgetary framework for job creation and recruitment activities. These workforce assessments help define and shape NNSA's overall recruitment strategy for the coming years. The NNSA has been successful in using student programs as an important recruitment tool to address past and projected skills gaps identified in the succession planning process.

In FY 2014 the National Nuclear Security Administration (NNSA) hired a total of 83 new employees. Of these 83 new hires, 10.8% were Hispanic. The NNSA Hispanic participation rate is 15.4% which exceeds the 2010 Civilian Labor Force for Hispanics at 13.6%.

In February 2014, NNSA received Office of Personnel Management approval for a change to the Demonstration Project Federal Register that will allow NNSA to utilize Schedule D appointing authorities for the Pathways Programs under the Demonstration Project. At that time, NNSA began work on internal policies and guidance in anticipation of utilizing Schedule D appointments to supplement entry level hiring with approximately eight new hires for FY 2015 in engineering, physical science and the business-related fields (e.g. General Engineer, Physical Scientist, Contract Specialist, Foreign Affairs Specialist, Program Analyst, Security Specialist, and Financial Specialist).

Currently NNSA is in the process of updating informational presentations and pamphlets to be utilized to market the NNSA Student Programs. These tools are designed to reflect all segments of a diverse potential applicant pool and will be used at conferences and job fairs in FY 2015 for student recruitment efforts. The student hiring programs benefit both the agency and the students in the community. They provide the agency an avenue by which to bring a diverse group of high achieving students into the workforce while giving managers the ability to evaluate the students' performance in real work situations. Students benefit by gaining year round employment, flexible work schedules, meaningful work assignments, and opportunity to gain exposure to public service while enhancing their educational goals and shaping their career goals. These programs are great tools for helping agencies meet their workforce needs by hiring entry-level employees who will be eligible for conversion to a permanent appointment upon completion of their education and work requirements.

Strategic Activities or Actions Related to Employment of People with Disabilities

The Department of Energy established an FY 2013/2014 goal of 7% of all new hires being people with disabilities and 1.25% of those with targeted disabilities. In FY 2013, 14% of all new hires were people with disabilities and 0.0% new hires were people with targeted disabilities. In FY 2014, 12% of all new hires were people with disabilities and 0.0% new hires were people with targeted disabilities.

Another goal identified in the 2013 Agency's D&I Plan is to cultivate a supportive, welcoming, inclusive and equitable work environment. Activities to support this goal included: 1) Partnering with the Department of Energy's Diversity and Inclusion Office to promote diversity and inclusion awareness events and to provide training for NNSA employees, 2) through NNSA's Worklife Balance Program, use flexible workplace tools that encourage employee engagement and empowerment, including but not limited to, telework, flextime, wellness programs and other work-life flexibilities and benefit, 3) administering a robust orientation process for new Federal employees and new members of the SES to introduce them to the agency, culture, and to provide networking opportunities, 4) advocating the use of its Alternative Dispute Resolution Program to resolve workplace disputes. The resolution rate for FY 2014 was at 40%.

NNSA Hiring Managers, Supervisors, Human Resource and EEO Professionals completed mandatory computer based training titled "A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities." This training was released by OPM in connection with the 24<sup>th</sup> anniversary of the Americans with Disabilities Act (ADA). This course offers basic information and sources that can be used to hire, promote, and retain individuals with disabilities to meet current and future staffing needs. The Roadmap covers six sections: *It Starts With You; Recruit; Accommodate; Interview; Hire; and Include and Retain.*

As part of the annual supervisory training, supervisors are informed about the Schedule A non-competitive hiring authority. In addition, DOE issued an Operational Plan and Desktop Reference for the Disability Employment Program along with a Policy Guidance Memorandum #32 for Human Resource Directors on Schedule A Appointments of Persons with Disabilities. This information is shared on a one-one-one basis with hiring officials.

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 appointments. The announcements have links to further explain these appointment types and requirements. The use of category rating when vacancies are open to the public has increased the number of qualified applicants. Under category rating there is no limit to the number of applicants in the highest category that may be referred to the selecting official.

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. 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 Veteran/Disability Hiring. NNSA has also partnered with DOE on the National Disability Employment Awareness Program.

**Annual Federal Equal Opportunity Recruitment Program (FEORP)**  
FY 2015 Plan

**Guidance:** Utilizing your FEORP plan from Fiscal Year 2014 indicate the goals that were set in each area based on the 3 goals of Diversity, Inclusion, Sustainability) and indicate the agency current outcomes using the benchmarks previously established.

Goal Area	FY 2015 Agency Objective	FY 2015 Strategic Activity	FY 2015 Benchmarks
Diversity	Design and perform strategic outreach and recruitment to reach all segments of society.	a. NNSA's overall outreach strategy will include diverse populations from colleges/universities, professional organizations, and other organizations representing women, veterans, people with disabilities, and other groups. b. Collaborate with DOE and OHCMS to acquire applicant flow software tool. c. NNSA's voluntary EEO Observer Process for selection interview panels will continue to be encouraged for vacancies.	a. Increase in NNSA partnerships with a broad spectrum of universities and colleges. b. Acquisition of applicant flow software tool. c. Quarterly tracking of EEO Observer usage.
	Use strategic hiring initiatives for people with disabilities and for veterans.	The OHCM will use Schedule A hiring authority for people with disabilities and Veteran Hiring Authorities as part of strategy to recruit and retain a diverse workforce.	Percentage of hires under Schedule A hiring authority for people with disabilities and the percentage of hires under the Veteran hiring authorities within the past 12 months.
Diversity			

**Annual Federal Equal Opportunity Recruitment Program (FEORP)**  
FY 2015 Plan

Goal Area	FY 2015 Agency Objective	FY 2015 Strategic Activity	FY 2015 Benchmarks
Inclusion	Promote diversity, inclusion and equity in leadership development programs.	a. Review leadership development programs and determine whether they draw from all segments of the workforce.	Participation rates in leadership development programs by RNO and sex.

Goal Area	FY 2015 Agency Objective	FY 2015 Strategic Activity	FY 2015 Benchmarks
Sustainability	Demonstrate leadership accountability regarding diversity and inclusion in the workplace.	NNSA will disseminate a semi-annual and an annual workforce diversity report to senior leadership, post on their website, and conduct annual briefings on the state of NNSA and NNSA organizations.	a. As documented in the Year-End Workforce Diversity report, review the five-year trend to assess NNSA's progress to hiring, retaining and promoting women, minorities, veterans, and persons with disabilities.
Sustainability	Fully and timely comply with all Federal laws, regulations, Executive Orders, management directives, and policies related to promoting diversity and inclusion in the Federal workforce.	a. NNSA will submit diversity and inclusion reports (MD-715, No Fear Act, etc.) required by Federal laws, regulations, Executive Orders, management directives and policies.	a. Timely submission of reports related to promoting diversity and inclusion in the Federal workforce.

# FEORP Progress Tracker

## PROGRESS TRACKER AND DEMOGRAPHIC DATA EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have some of 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.

In order to complete FEORP report please email an electronic copy of this progress tracker to [diversityandinclusion@opm.gov](mailto:diversityandinclusion@opm.gov) printed copies will not be accepted.

# FEORP Progress Tracker

<b>Mentoring -</b>	Qualitative Questions (Yes or No)
Agency has A Formal Mentoring Program. <small>Note: NNSA is at the end of a 3-year contract. In FY 2015, an in-depth review will be conducted to determine whether NNSA's Mentoring Program will continue, and if not, how best to replace the Mentoring Program on a smaller scale.</small>	Response
	Yes
Mentoring Training provided	Response
	Yes
Program is evaluated	Response
	Yes
Feedback is provided	Response
	Yes
Program is announced to all qualified individuals	Response
	Yes
All employees briefed on agency's Diversity and Inclusion Policies	Response
	Yes
<b>Diversity and Inclusion Training -</b>	Qualitative Questions (Yes or No)
Formal Diversity and Inclusion Training provided	Response
	No
Training on unconscious bias provided	Response
	No
All employees briefed on agency's Diversity and Inclusion Policies	Response
	No
<b>Diversity and Inclusion Council -</b>	Qualitative Questions (Yes or No)
Agency has a Diversity and Inclusion Council	Response
	Yes
Diversity and Inclusion Council has a charter	Response
	Yes
Members have received training	Response
	No
Council's mission is in alignment with agency	Response
	Yes

# FEORP Progress Tracker

Development Program -	Qualitative Questions (Yes or No)
Agency has a Career Development Program	Response
	Yes
Program is evaluated	Response
	Yes
Program is announced to all qualified individuals	Response
	Yes

Mentoring -	Quantitative Questions (# or %)
Frequency of Program Evaluation (e.g., annually, quarterly etc.)	Response
	As needed
Percent of employees involved with mentoring	Response
	16.00%
Percent of SES involved with mentoring	Response
	19.00%
Percent of managers involved with mentoring, <u>Note: NNSA's management information system does not distinguish between managers and supervisors; therefore, one total reported.</u>	Response
	16.00%
Percent of supervisors involved with mentoring	Response
	0.00%
Count of employees involved with mentoring	Response
	309
Count of SES involved with mentoring	Response
	20
Count of managers involved with mentoring	Response
	34
Count of supervisors involved with mentoring	Response
	0
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)	Response
	2381

## FEORP Progress Tracker

Diversity and Inclusion Training-	Quantitative Questions (# or %)
Frequency of Diversity and Inclusion Training per year (e.g., annually, quarterly etc.). <u>Note: NNSA does not have a D&amp;I Council; however, NNSA is a member of the DOE Council.</u>	Response
	0
Percent of employees who have participated this year in formal Diversity and Inclusion Training	Response
	0.00%
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	0.00%
Count of employees who have participated in formal Diversity and Inclusion Training	Response
	0
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	0
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)	Response
	2381
Diversity and Inclusion Council-	Quantitative Questions (# or %)
Frequency of council meetings in FY2014 (e.g., annually, quarterly etc.)	Response
	12
Frequency of council events (e.g., annually, quarterly etc.)	Response
	0
Percent of Senior Leadership on council	Response
	0.04%
Percent of employees on council	Response
	0.00%
Count of Senior Leadership on council	Response
	1
Count of employees on council	Response
	0
Total number of people on council	Response
	1

## FEORP Progress Tracker

Development Program-	Quantitative Questions (# or %)
Percent of GS1-4 who participated	Response
	0.00%
Percent of GS 5-8 who participated	Response
	0.00%
Percent of GS 9-12 who participated	Response
	21.00%
Percent of GS 13-15 who participated	Response
	71.00%
Percent of SES who have participated	Response
	7.00%
Count of GS1-4 who have participated	Response
	0
Count of GS 5-8 who participated	Response
	0
Count of GS 9-12 who participated	Response
	3
Count of GS 13-15 who participated	Response
	10
Count of SES who participated	Response
	1
<b>Total number of employees eligible to participate</b> (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	2381

## FEORP Progress Tracker

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

### 1. D&I Element in SES performance plans

Yes or No	Percentage
Yes	100.00%

### 2. D&I Element in Mangement/Supervisor performance plans

Yes or No	Percentage
Yes	100.00%

### 3. D&I Element in employee performance plans

Yes or No	Percentage
No	0.00%

## Demographic Information

Mentoring- (Mentee data)	Demographic Data
Percent of Asian American Mentees	Response
	4.00%
Percent of Black Mentees	Response
	14.00%
Percent of Hispanic Mentees	Response
	18.00%
Percent of Native American Mentees	Response
	3.00%
Percent of Native Hawaiian/ Pacific Islander Mentees	Response
	Included in Asian Nos.
Percent of Mentees Two or More Races	Response
	Not reported
Percent of White Mentees	Response
	61.00%
Percent of Female Mentees	Response
	41.00%
Percent of Male Mentees	Response
	59.00%
Percent of Veteran Mentees	Response
	20.00%
Percent of Mentees that are People with Disabilities	Response
	13.00%
Total number of participants (The count used to calculate the Mentee percentages)	Response
	246

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

## Demographic Information

Mentoring- (Mentor data)	Demographic Data
Percent of Asian American Mentors	Response
	4.00%
Percent of Black Mentors	Response
	13.00%
Percent of Hispanic Mentors	Response
	17.00%
Percent of Native American Mentors	Response
	3.00%
Percent of Native Hawaiian/ Pacific Islander Mentors	Response
	Included in Asian Nos.
Percent of Mentors Two or More Races	Response
	Not reported
Percent of White Mentors	Response
	63.00%
Percent of Female Mentors	Response
	39.00%
Percent of Male Mentors	Response
	61.00%
Percent of Veteran Mentors	Response
	21.00%
Percent of Mentors that are People with Disabilities	Response
	9.00%
Total number of Mentors (The count used to calculate the Mentor percentages)	Response
	252

## Demographic Information

Development Programs -	Demographic Data
Percent of Asian American taking part in Development Programs	Response
	7.00%
Percent of Blacks taking part in Development Programs	Response
	14.00%
Percent of Hispanics taking part in Development Programs	Response
	21.00%
Percent of Native Americans taking part in Development Programs	Response
	0.00%
Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs	Response
	0.00%
Percent of persons Two More or Races taking part in Development Programs	Response
	0.00%
Percent of Whites taking part in Development Programs	Response
	57.00%
Percent of Females taking part in Development Programs	Response
	64.00%
Percent of Males taking part in Development Programs	Response
	36.00%
Percent of Veterans taking part in Development Programs	Response
	7.00%
Percent of People with Disabilities taking part in Development Programs	Response
	0.00%
Total number of participants (The count used to calculate the Development Program participation percentages)	Response
	14