



U.S. Department of Energy
National Nuclear Security Administration

Management Directive-715

Fiscal Year 2013

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

Table of Contents

	Page
FORM 715-01 Part A Department or Agency Identifying Information.....	1
FORM 715-01 Part B Total Employment.....	1
FORM 715-01 Part C Agency Official(s) Responsible for oversight of EEO Program(s).....	1
FORM 715-01 Part D List of Subordinate Components Covered in this Report.....	2
FORM 715-01 Part E Executive Summary.....	3
FORM 715-01 Part F Certification of Establishment of Continuing EEO Programs.....	7
FORM 715-01 Part G Agency Self-Assessment Checklist Measuring Essential Elements.....	8
FORM 715-01 Part H EEO Plan for Attaining the Essential Elements of a Model EEO Program.....	28
FORM 715-01 Part I EEO Plan to Eliminate Identified Barriers.....	29
FORM 715-01 Part J Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities.....	33
Workforce Data Tables.....	35
➤ A1 Total Workforce – Distribution by Race/Ethnicity and Sex	
➤ A2 Total Workforce by Component – Distribution by Race/Ethnicity and Sex – NOT REQUIRED OR ATTACHED	
➤ A3-1 Occupational Categories - Distribution by Race/Ethnicity and Sex – Permanent Employees	

- **A3-2** **Occupational Categories – Distribution by Race/Ethnicity and Sex - Permanent Employees**
- **A4-1** **Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex – *Permanent Employees***
- **A4-2** **Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex – *Permanent Employees***
- **A6** **Participation Rates for Major Occupations – Distribution by Race/Ethnicity and Sex – *Permanent Employees***
- **A8** **New Hires by Type of Appointment – Distribution by Race/Ethnicity and Sex**
- **A9** **Selections for Internal Competitive Promotions for Major Occupations – Distribution by Race/Ethnicity and Sex**
- **A10** **Non-Competitive Promotions – Time-In-Grade – Distribution by Race/Ethnicity and Sex**
- **A11** **Internal Selections for Senior Level Positions – Distribution by Race/Ethnicity and Sex**
- **A12** **Participation in Career Development – Distribution by Race/Ethnicity and Sex**
- **A13** **Employee Recognition and Awards – Distribution by Race/Ethnicity and Sex**
- **A14** **Separations by Type of Separation - Distribution by Race/Ethnicity and Sex**
- **B1** **Total Workforce – Distribution by Disability**
- **B2** **Total Workforce by Component – Distribution by Disability – NOT REQUIRED OR ATTACHED**
- **B3-1** **Occupational Categories – Distribution by Disability – Permanent Employees**
- **B3-2** **Occupational Categories- Distribution by Disability – *Permanent Employees***
- **B4-1** **Participation Rates for General Schedule (GS) Grades by Disability – *Permanent Employees***
- **B4-2** **Participation Rates For General Schedule (GS) Grades by Disability – *Permanent Employees***
- **B6** **Participation Rates for Major Occupations – Distribution by Disability – *Permanent Employees Occupations by Disability***

- **B8** **New Hires – Distribution by Disability**
- **B9** **Selections for Internal Competitive Promotions – Distribution by Disability**
- **B10** **Non-Competitive Promotions – Distribution by Disability**
- **B11** **Internal Selections for Senior Level – Distribution by Disability**
- **B12** **Participation in Career Develop. – Distribution by Disability**
- **B13** **Employee Recognition and Awards – Distribution by Disability**
- **B14** **Separations by Type of Separation – Distribution by Disability**

APPENDICES

Policy Statement on Equal Employment Opportunity, Harassment, and Retaliation	Appendix 1
NNSA Organizational Chart	Appendix 2
462 Summary Report	Appendix 3
Definitions	Appendix 4
NNSA Career Path Band Structure	Appendix 5

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013	
PART A Department or Agency Identifying Information	1. Agency		U.S. Department of Energy
	1.a. 2nd level reporting component		National Nuclear Security Administration
	1.b. 3rd level reporting component		
	1.c. 4th level reporting component		
	2. Address		1000 Independence Avenue S.W.
	3. City, State, Zip Code		Washington District of Columbia 20585
	4. Agency Code	5. FIPS code(s)	DN01 8840/11001
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		2464
	2. Enter total number of temporary employees		28
	3. Enter total number employees paid from non-appropriated funds		0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		2492
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Agency Head		Acting Administrator Bruce Held
	2. Agency Head Designee		Acting Administrator Bruce Held
	3. EEO Director		EEO Manager Debra A. Parrish
	4. Affirmative Employment Manager		EEO Manager Debra Parrish
	5. Complaint Processing Manager		Manager Debra Parrish
	6. Other EEO Staff		EEO Specialist Denise Ramos
	7. MD-715 Preparer		EEO Specialist Patricia Padilla
	8. Diversity and Inclusion Officer		Human Resources Specialist Antoinette Hawkins
	9. Disability Special Emphasis Program Manager		
	10. Hispanic Special Emphasis Program Manager		
	11. Women's Special Emphasis Program Manager		
	12. Anti-Harassment Program Manager		
	13. Reasonable Accommodation Program Manager		Human Resource Specialist Allison Hargrove

Department of Energy/DOE National Nuclear
Security Administration

For period covering October 1, 2012 to September 30, 2013

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Not Applicable, /		

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, 2012 to September 30, 2013

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 2,659 at the end of FY 2012 and 2,492¹ at the end of FY 2013. Compared to the 2010 Civilian Labor Force (CLF)², NNSA's workforce is at or above the CLF representation in all areas except White females, African American males, and Asian females. In FY 2013, the representation of White females dropped from 19.22% to 18.54% (34.03% CLF); the representation of African American males dropped from 3.27% to 3.61% (5.49% CLF); and the representation of Asian females rose from 0.90% to 1.00% (1.93% CLF). In addition, the representation of people with disabilities increased from 5.00% to 6.86% and from 0.5% to 0.56% for employees with targeted disabilities³, as compared to the Federal high of 2.0%.⁴

¹Data current as of September 21, 2013. To the best of NNSA's ability, we have made every effort to ensure accurate data. Due to technical difficulties with EEOC's FedSep and data migration, data inaccuracies may be encountered within the workforce tables used for FY 2013 analysis. In addition, incorrect formatting may be encountered due to FedSep's limited editing capability.

²2010 Department of Labor's Civilian Labor Force (CLF) data.

³Targeted 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.

⁴The 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 Moniz issued a new EEO, Harassment and Retaliation Policy Statement on December 31, 2013, emphasizing his personal commitment to EEO and ensuring a workforce free from any and all forms of prohibited discrimination, harassment and retaliation. 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

The National Nuclear Security Administration (NNSA) executed a three-year Diversity and Inclusion Strategic Plan in April 2013. The Office of Civil Rights participated with the Office of Human Capital Management in the re-write of the NNSA Diversity Initiative and Strategic Plan. The plan is aligned to the Department of Energy's (DOE) 2012-2015 Diversity and Inclusion Strategic Plan and provides the means to integrate diversity and inclusion values and practices into NNSA's existing corporate processes and programs. Diversity of all dimensions is a business imperative for any organization that strives for excellence. NNSA will become an employer of choice by achieving the following three workforce diversity and inclusion goals: 1) Workforce Diversity. Recruit from a diverse, qualified group of potential applicants to secure a high-performing workforce drawn from all segments of American society. 2) Workplace Inclusion. Cultivate a culture that encourages collaboration, flexibility, and fairness to enable individuals to contribute to their full potential and further retention. 3) Sustainability and Accountability. Develop structures and strategies to equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches on the basis of such data, and institutionalize a culture of inclusion.

Additionally, the EEO Director presented a state of agency briefing to the agency head on June 10, 2013 in addition to providing quarterly activity reports. These activity reports include current Office of Civil Rights highlights and formal complaint activity.

- Element three: Management and Program Accountability

Throughout the year, the Office of Civil Rights coordinates with managers in developing and implementing the EEO plan via their annual data call and development of the annual reports: MD-715, Disabled Veterans Affirmative Employment Plan and the Federal Equal Opportunity Recruitment Program plan. In addition, on-site EEO Updates for Managers and Supervisors is conducted each year. Feedback received from managers on the EEO program is included in the annual reports and planning future briefings and training. In FY 2013, NNSA also 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. All first line supervisors were required to complete the training by the end of FY 2013.

All NNSA managers and supervisors are evaluated on their commitment to EEO and require 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 are required to complete the Harassment Prevention training by December 2014, which is available to all NNSA federal employees on-line.

- 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, two barriers were identified and subsequent actions were developed to address the stated barriers. See Section I for a description. The following actions were completed in FY 2013:

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. In FY 2013, managers and supervisors received training and/or briefings: 1) Via the Federal Employees Occupational Safety & Health Annual Training course in which one module was devoted to manager responsibilities on reasonable accommodations, and 2) Through the FY 2013 EEO Update for Managers and Supervisors provided by the Office of Civil Rights. Reasonable accommodation procedures, coordinator contact information, and reasonable accommodation scenarios were shared with participants.

In FY 2013, the NNSA/DOE hiring goal for people with targeted disabilities was 1.25%. Although NNSA did not meet the hiring goal (remained constant), the rate of change (0.00%) for NNSA was greater than the rate of change for the total NNSA workforce (-5.90%).

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. 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, FY 2012 – 22 EEO Observers and FY 2013 - 23 EEO Observers.

The Office of Civil Rights 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 2013, NNSA supported numerous diversity training, educational awareness and heritage programs such as the DOE sponsored Native American Heritage Month event, the DOE job fair for Veterans and Individuals with Disabilities, and DOE Employee Assistance Program: Workplace Civility, Bullying.

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.

- 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 2013, there were a total of eighteen (18) informal counselings. Fifteen (15) 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. In addition, three (3) counselings were completed within the required time frame with extensions in place for these complaints. For formal counseling, there were eight (8) formal complaints investigated in FY 2013. Of these eight (8), six (6) were successfully investigated within the 180 days investigation and completed within EEOC MD-110 guidelines in FY 2013. Two (2) investigations were completed with a written extension in place; however, the investigation was beyond 270 days.

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 2013, the resolution rate for the NNSA ADR Program was 33%. In CY 2012, the resolution rate was 25%; in CY 2011, the resolution rate 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 2012 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 (PWTDD).

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., is on-line application 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.

FY 2013 Results:

- The Office of Civil Rights provided, via FY 2013 EEO Update for Managers and Supervisors, reasonable accommodation procedures, coordinator contact information, and reasonable accommodation scenarios with all participants.
- The Office of Civil Rights (OCR) also partnered with the Office of Leadership and Career Management to present a live 1st Line Supervisory Training in FY 2013. The EEO module included EEO, Federal laws, Executive Orders, Policies, alternative dispute resolution, the complaint process, supervisor responsibilities and best practices.
- Throughout the year, OCR coordinated with managers, supervisors and the Office of Human Capital Management in developing and implementing the EEO plan via their annual data call and development of the annual affirmative employment reports. In FY 2013, there was limited external hiring within the NNSA due to sequestration and declining budgets. Therefore, the NNSA FY 2013 recruitment plan 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. Further, because of the funding uncertainties, specific numbers were not incorporated into a long-range recruitment plan.
- The OCR staff met with the Office of Human Capital Management (OHCM) to ascertain how best to capture the applicant rate of People with Targeted Disabilities. OHCM and OCR staff were, however, unsuccessful as the hiring software is not able to capture applicant data for reporting purposes. NNSA is, therefore, now seeking guidance from the Department of Energy.
- All NNSA positions are publicized via USAJobs using Hiring Manager, an online application tool. This tool complies with the Rehabilitation Act. In addition, applicants who do not have access to computers or skills to use the system may call the NNSA OHCM to make other arrangements for applying.
- NNSA continues to assess, measure and report the progress in selecting and recruiting females, White females, African American males, Asian females and People with Targeted Disabilities. In FY 2013, NNSA reformatted MD-715, Part "I" to analyze the participation of the above-reference work groups by total workforce (as compared to the 2010 civilian labor force), new hires, separations, in addition to highlighting low participation rates in critical occupations.

EEOC FORM 715-01 PART F	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
Department of Energy/DOE National Nuclear Security Administration	For period covering October 1, 2012 to September 30, 2013

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

Lieutenant General Frank G. Klotz, USAF (Ret)

Under Secretary for Nuclear Energy and NNSA Administrator

Debra A. Parrish, EEO Manager

Certify 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.

Signature of Agency Head or Agency Head Designee
Bruce Held, Acting Administrator and Principal Deputy Administrator

Date



Signature of Principal EEO Director/Official
Debra A. Parrish, EEO Manager

Date



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

EEOC FORM 715-01 PART G	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT				
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.					
Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Compliance Indicator	EEO policy statements are up-to-date.	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
Measures		Yes	No	N/A	
The Agency Head was installed on <u>05/21/2013</u> The EEO policy statement was issued on <u>12/31/2013</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?			X		The EEO Policy statement is generally issued every two years by the Department of Energy's Secretary of Energy. Secretary Moniz was sworn in May 21, 2013 and the EEO Policy Statement was subsequently issued December 31, 2013.
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.			X		The EEO Policy statement is Issued every two years by the Department of Energy's Secretary. The last DOE policy statement on EEO, Harassment and Retaliation was issued by the Secretary of Energy September 26, 2012. A revised/updated policy statement was issued seven months later (December 31, 2013) after Secretary Moniz was sworn in.
Are new employees provided a copy of the EEO policy statement during orientation?		X			Copies of the EEO Policy statement, as well as several other brochures and reference materias,l are provided to all new employees.

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013				
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X				Copies of the EEO Policy Statement, as well as several other brochures and reference materials, are provided to all newly appointed managers and supervisors.
Compliance Indicator	EEO policy statements have been communicated to all employees.	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	
Measures		Yes	No	N/A		
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? [see 29 CFR §1614.102(b)(5)]		X				

Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	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
Measures		Yes	No	N/A	
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			

Department of Energy/DOE National Nuclear Security Administration	For period covering October 1, 2012 to September 30, 2013			
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? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X			Notified via annual training, issuing of EEO policy statements via email and world wide web, and NNSA Order on Workforce Discipline.
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			

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION 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.					
Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Compliance Indicator	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.	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
Measures		Yes	No	N/A	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] 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			
Are the duties and responsibilities of EEO officials clearly defined?		X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X			
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting		X			
If not, please describe how EEO program authority is delegated to subordinate reporting components.		X			
Compliance Indicator	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.	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
Measures		Yes	No	N/A	
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?		X			
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?		X			

Department of Energy/DOE National Nuclear Security Administration	For period covering October 1, 2012 to September 30, 2013			
<p>Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections</p>		X		<p>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 2014 to establish regular discussions on the subject areas.</p>

<p>Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?</p>	X			
<p>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)]</p>		X		<p>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 2014 to establish regular discussions on the subject areas.</p>

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
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			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 2014 to establish regular discussions on the subject areas.
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	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
Measures		Yes	No	N/A	
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 conducted annually and to maintain an effective complaint processing system?		X			
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently			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, Asian American/Pacific Islander programs?			X		
Compliance Indicator		Measure has been met			

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Measures	The agency has committed sufficient budget to support the success of its EEO Programs.				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
		Yes	No	N/A	

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? [see 29 C.F.R. § 1614.102(b)(5)]	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:				
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.

Department of Energy/DOE National Nuclear Security Administration

For period covering October 1, 2012 to September 30, 2013

Compliance Indicator	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.	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
Measures		Yes	No	N/A	
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			
Compliance Indicator	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)]	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
Measures		Yes	No	N/A	
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		
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	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
Measures		Yes	No	N/A	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			

**Department of Energy/DOE National Nuclear
Security Administration**

For period covering October 1, 2012 to September 30, 2013

Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?

X

Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?

X

Two (2) findings of discrimination:
 1. A "per se" violation. Penalty/disciplinary actions: Posting a copy of Notice stating a violation of Title VI occurred, conducting a supplemental investigation & subsequently issuing a final agency decision addressing the issue of compensatory damages, conducting reprisal training to all managers and supervisors, and taking corrective action against the supervisor committing the per se violation.

 2. Hostile work environment on the basis of sex and reprisal. Penalty/disciplinary actions: Take meaningful and effective measures to ensure that coworkers and supervisors cease and desist from all discriminatory conduct directed at Complainant, and ensure that Complainant is no longer subjected to retaliation on the bases of his sex and for his participation in protected EEO activity; Complainant shall be given the choice of whether he would like to stay in his position in the facility at issue or if he would like to be transferred to a similar position in another facility remove any

notations from Complainant's personnel files regarding alleged charges; conduct a supplemental investigation & issue a final agency decision regarding the issuance of compensatory damages; the Agency shall provide a minimum of twenty four (24) hours of in-person EEO training to all management officials and employees at this facility, with a focus on sex discrimination under Title VII, reprisal, harassment, and management's responsibilities under Title VII; strongly consider taking appropriate disciplinary action against the coworkers and supervisors involved in the discrimination and hostile work environment; and posting a copy of the Notice of the violation.

If so, cite number found to have discriminated and list penalty /disciplinary action

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			
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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			
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Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.					
Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	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
Measures		Yes	No	N/A	
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			
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	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
Measures		Yes	No	N/A	
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.

Department of Energy/DOE National Nuclear
Security Administration

For period covering October 1, 2012 to September 30, 2013

Essential Element E: EFFICIENCY

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.

Department of Energy/DOE National Nuclear
Security Administration

For period covering October 1, 2012 to September 30, 2013

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	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
Measures		Yes	No	N/A	
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			
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	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
Measures		Yes	No	N/A	
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			

<p>Does the agency hold contractors accountable for delay in counseling and investigation processing times?</p>	X			<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>
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If yes, briefly describe how:	
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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			
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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			
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Compliance Indicator

Measure has been met

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
	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.				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
Measures		Yes	No	N/A	
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			
Compliance Indicator	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.	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
Measures		Yes	No	N/A	
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.

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Does the responsible management official directly involved in the dispute have settlement authority?		X			Management Official has authority on non-monetary settlements not requiring a personnel action. Monetary settlements and personnel actions require coordination and approval of Counsel, Office of Human Capital Management, Field Manager and/or EEO Manager.
Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	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
Measures		Yes	No	N/A	
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		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		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.
Compliance Indicator		Measure has been met			

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Measures	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.				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
		Yes	No	N/A	
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		X			
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			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.	
Department of Energy/DOE National Nuclear Security Administration	For period covering October 1, 2012 to September 30, 2013

Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013			
Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	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
Measures		Yes	No	N/A	
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		X			
Compliance Indicator	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.	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
Measures		Yes	No	N/A	
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.
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X			
Are procedures in place to promptly process other forms of ordered relief?		X			
Compliance Indicator	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.	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
Measures		Yes	No	N/A	
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 frame identified by EEOC. Performance is measured by compliance with EEOC orders within stated deadlines.			
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.					

Department of Energy/DOE National Nuclear Security Administration	For period covering October 1, 2012 to September 30, 2013			
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:				
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

EEOC FORM 715-01 PART H-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Energy/DOE National Nuclear Security Administration		For period covering October 1, 2012 to September 30, 2013
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		
OBJECTIVE:		
RESPONSIBLE OFFICIAL:		
DATE OBJECTIVE INITIATED:		
TARGET DATE FOR COMPLETION OF OBJECTIVE:		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM 715-01 PART I-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Energy/DOE National Nuclear	For period covering October 1, 2012 to September 30, 2013	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>PART I - FEMALES Over the five-year period, the participation rate for females has varied slightly in personnel by percentage. Females have a low participation rate within the NNSA, compared to the 2010 CLF. The participation rate, for FY 2013, in the workforce for females is 33.63% in the workforce vs. 48.14% in the CLF. For FY 2012: 34.79%; FY 2011: 34.84%; FY 2010: 34.00%; and FY 2009: 33.80%.</p> <p>The representation of White females 18.54% (CLF 34.03%) and Asian females 1.00% (CLF 1.93%) is below the CLF. The percentage of new hires of permanent female employees (19.50%) was lower than the percentage of females in the CLF, 48.14%. The percentage of new hires of permanent White females (10.87%) was lower than the percentage of White females in the CLF, 18.54%. The percentage of new hires of permanent Asian females (1.09%) was higher than the percentage of Asian females in the CLF, 1.00%.</p> <p>The percentage of total separations, 43.30% (97), of permanent female employees is higher than the percentage of females in the permanent workplace, 33.63% (838). The percentage of total separations, 23.66% (53), of permanent White female employees is higher than the percentage of White females in the permanent workplace, 18.54% (462). The percentage of total separations, 0.89% (2), of permanent Asian females is lower than the percentage of Asian females in the permanent workplace, 1.00% (25).</p> <p>Females have low participation rates in the following occupations: Security administration - 39.57% vs 63.29% relevant CLF. Physical science - 25.58% vs 39.11% relevant CLF. White females have low participation rates in the following occupations: Security administration - 17.99% vs 43.85% relevant CLF. Physical science - 20.16% vs 27.82%. Asian females have low participation rates in the following occupations: Security Administration - 0.72% vs 3.64%; Nuclear Engineering 0.00% vs 1.86%; and Physical Science 1.55% vs 6.74%.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Low participation rates were recognized as a result of reviewing the Department's statistical data and comparing participation rates of females, White females and Asian females with the appropriate benchmarks.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</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>The Department's hiring practices have not resulted in substantial improvements in the participation rates of females, White females and Asian females.</p>	

OBJECTIVE:		The Department will continue to expand its recruitment efforts with minority-serving institutions and other organizations involved with the hiring and placing of White females and Asian females, and will encourage management to work towards having a workforce that mirrors the diversity in the civilian labor force.
State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		
RESPONSIBLE OFFICIAL:		Managers, Supervisors, Office of Human Capital Management & Office of Civil Rights
DATE OBJECTIVE INITIATED:		10/01/2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2018
EEOC FORM 715-01 PART I-1	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Continue to develop and measure the progress in recruitment, retention and advancement for females, White females and Asian females within the Department and in occupational categories where female participation rates are low.		10/01/2013
Continue to use targeted outreach strategies to improve recruitment and hiring efforts.		10/01/2013
Increase contacts with Minority Serving Institutions and professional organizations to assist in obtaining an increased number of female referrals.		10/01/2013
Research options to capture applicant flow data.		10/01/2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
In FY 2013, Office of Human Capital Management and Office of Civil Rights researched and verified their current hiring system is unable to capture applicant data to identify potential barriers in its recruitment and selection. NNSA will, therefore, partner with DOE to determine next steps.		
The EEO Director presented a state of agency briefing to the agency head on June 10, 2013 in addition to providing quarterly activity reports. These activity reports include current Office of Civil Rights highlights and formal complaint activity.		
In FY 2013, NNSA executed a three-year Diversity and Inclusion Strategic Plan. The plan is aligned to the DOE's 2012-2015 Diversity and Inclusion Strategic Plan and provides the means to integrate diversity and inclusion values and practices into NNSA's existing corporate processes and programs.		
Throughout the year, the Office of Civil Rights and Office of Human Capital Management coordinates with managers in developing and implementing the EEO plan via their annual data call and development of the annual reports.		
In addition, on-site EEO Updates for Managers and Supervisors is conducted each year. Feedback received from managers on the EEO program is included in the annual reports and planning future briefings and training.		

EEOC FORM 715-01 PART I-2		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
Department of Energy/DOE National Nuclear		For period covering October 1, 2012 to September 30, 2013	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>		<p>PART II - AFRICAN AMERICAN MALES African American male employees have a low participation rate (3.61%) compared to the African American 2010 CLF (5.49%). The percentage of new hires of permanent African American male employees (4.35%) was lower than the percentage of African American males in the 2010 CLF (5.49%). The percentage of separations for African American male employees (4.02%) was lower than the percentage of African American males in the permanent workplace (5.49%). African American males have low participation rates in the following occupations: Nuclear Materials Couriers 4.87% vs 15.69% relevant CLF; Foreign Affairs Specialist 0.00% vs. 4.16% relevant CLF; and Nuclear Engineering 1.59% vs. 3.43% relevant CLF.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>		<p>The African American participation rates were analyzed and compared with the 2010 Civilian Labor Force.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</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>The Department's hiring practices have not resulted in substantial improvements in the participation rates of African American males.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>		<p>The Department will expand its recruitment efforts with minority-serving institutions and other organizations involved with the hiring and placing of African American males, and encourage management to work towards having a workforce that reflects the diversity in the CLF.</p>	
RESPONSIBLE OFFICIAL:		Office of Human Capital, Office of Civil Rights, Managers & Supervisors	
DATE OBJECTIVE INITIATED:		10/01/2013	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2018	
EEOC FORM 715-01 PART I-2		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
Continue to develop and measure the progress in recruitment, retention and advancement for African American males within the Department and in occupational categories where African American rates are low.		10/01/2013	
Continue to use targeted outreach strategies to improve recruitment and hiring efforts.		10/01/2013	
Increase contacts with Minority Serving Institutions and professional organizations to assist in obtaining an increased number of African American male referrals.		10/01/2013	

REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE

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 Office of Civil Rights began tracking the number of EEO Observers appointed to vacancies and career development programs in FY 2010. Results follow: FY 2010 56; FY 2011 31; FY 2012 22 and FY 2013 23 EEO observers were appointed.

In FY 2013, managers and supervisors received training and/or briefings via 1) the Federal Employees Occupational Safety & Health Annual Training in which one module was devoted to manager responsibilities on reasonable accommodations, and 2) via the FY 2013 EEO Update for managers and supervisors provided by the Office of Civil Rights.

Workforce Data Tables

Table A2 - Total Workforce By Component - Distribution by Race/Ethnicity and Sex

Employment Tenure		RACE/ETHNICITY																
		TOTAL WORKFORCE						Non-Hispanic or Latino										
				Hispanic or Latino		White		Black or African or 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
DN01	#	2464	1637	827	208	181	1249	454	87	140	66	25	0	0	27	27	0	0
	%	100	66.44	33.56	8.44	7.35	50.69	18.43	3.53	5.68	2.68	1.01	0.00	0.00	1.10	1.10	0.00	0.00

Table A6 - Participation Rates for Major Occupations (Permanent) - Distribution by Race/Ethnicity and Sex

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		RACE/ETHNICITY																
		TOTAL WORKFORCE					Non-Hispanic or Latino											
		Hispanic or Latino		White		Black or African or 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
0801: GENERAL ENGINEERING	#	525	418	107	61	24	294	56	21	16	38	5	0	0	4	6	0	0
	%	100	79.62	20.38	11.62	4.57	56.00	10.67	4.00	3.05	7.24	0.95	0.00	0.00	0.76	1.14	0.00	0.00
CLF for Major Occupation 1: GENERAL ENGINEERING	%	100	88.32	11.68	4.08	0.71	70.69	7.99	3.43	0.93	9.2	1.86	0	0	0.93	0.93	0.34	0.06
0084: NUCLEAR MATERIALS COURIER	#	349	348	1	43	0	271	1	17	0	5	0	0	0	12	0	0	0
	%	100	99.71	0.29	12.32	0.00	77.65	0.29	4.87	0.00	1.43	0.00	0.00	0.00	3.44	0.00	0.00	0.00
CLF for Major Occupation 2: NUCLEAR MATERIALS COURIER	%	100	82.65	17.35	11.27	1.95	52.3	9.96	15.69	4.49	1.08	0.58	0	0	4.49	4.49	0.51	0.05
0130: FOREIGN AFFAIRS	#	117	60	57	4	1	52	50	0	3	3	3	0	0	1	0	0	0
	%	100	51.28	48.72	3.42	0.85	44.44	42.74	0.00	2.56	2.56	2.56	0.00	0.00	0.85	0.00	0.00	0.00
CLF for Major Occupation 3: FOREIGN AFFAIRS	%	100	48.02	51.97	2.81	3.36	38.77	40.68	4.16	4.62	1.52	2.3	0	0	4.59	4.59	0.28	0.27
0840: NUCLEAR ENGINEERING	#	126	114	12	1	0	108	12	2	0	3	0	0	0	0	0	0	0
	%	100	90.48	9.52	0.79	0.00	85.71	9.52	1.59	0.00	2.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLF for Major Occupation 4: NUCLEAR ENGINEERING	%	100	88.32	11.68	4.08	0.71	70.69	7.99	3.43	0.93	9.2	1.86	0	0	0.93	0.93	0.34	0.06
0080: SECURITY ADMINISTRATION	#	139	84	55	12	20	62	25	5	7	2	1	0	0	3	2	0	0
	%	100	60.43	39.57	8.63	14.39	44.60	17.99	3.60	5.04	1.44	0.72	0.00	0.00	2.16	1.44	0.00	0.00
CLF for Major Occupation 5: SECURITY ADMINISTRATION	%	100	36.71	63.29	2.86	5.87	27.06	43.85	3.63	8.93	2.57	3.64	0	0	8.89	8.89	0.22	0.34
1301: PHYSICAL SCIENCE	#	129	96	33	6	3	84	26	4	2	2	2	0	0	0	0	0	0
	%	100	74.42	25.58	4.65	2.33	65.12	20.16	3.10	1.55	1.55	1.55	0.00	0.00	0.00	0.00	0.00	0.00
CLF for Major Occupation 6: PHYSICAL SCIENCE	%	100	60.89	39.11	2.36	1.92	48.14	27.82	1.41	2.21	8.2	6.74	0	0	2.21	2.21	0.29	0.23

Table A6 - Participation Rates for Major Occupations (Temporary) - Distribution by Race/Ethnicity and Sex

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		RACE/ETHNICITY																
		TOTAL WORKFORCE						Non-Hispanic or Latino										
		Hispanic or Latino		White		Black or African or American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or More Races				
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
0801: GENERAL ENGINEERING	#	3	1	2	0	0	0	1	1	1	0	0	0	0	0	0	0	0
	%	100	33.33	66.67	0.00	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
CLF for Major Occupation 1: GENERAL ENGINEERING	%	100	88.32	11.68	4.08	0.71	70.69	7.99	3.43	0.93	9.2	1.86	0	0	0.93	0.93	0.34	0.06
0084: NUCLEAR MATERIALS COURIER	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	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
CLF for Major Occupation 2: NUCLEAR MATERIALS COURIER	%	100	82.65	17.35	11.27	1.95	52.3	9.96	15.69	4.49	1.08	0.58	0	0	4.49	4.49	0.51	0.05
0130: FOREIGN AFFAIRS	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	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
CLF for Major Occupation 3: FOREIGN AFFAIRS	%	100	48.02	51.97	2.81	3.36	38.77	40.68	4.16	4.62	1.52	2.3	0	0	4.59	4.59	0.28	0.27
0840: NUCLEAR ENGINEERING	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	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
CLF for Major Occupation 4: NUCLEAR ENGINEERING	%	100	88.32	11.68	4.08	0.71	70.69	7.99	3.43	0.93	9.2	1.86	0	0	0.93	0.93	0.34	0.06
0080: SECURITY ADMINISTRATION	#	2	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLF for Major Occupation 5: SECURITY ADMINISTRATION	%	100	36.71	63.29	2.86	5.87	27.06	43.85	3.63	8.93	2.57	3.64	0	0	8.89	8.89	0.22	0.34
1301: PHYSICAL SCIENCE	#	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	0.00	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
CLF for Major Occupation 6: PHYSICAL SCIENCE	%	100	60.89	39.11	2.36	1.92	48.14	27.82	1.41	2.21	8.2	6.74	0	0	2.21	2.21	0.29	0.23

Table A8 - New Hires by Type of Appointment - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE					RACE/ETHNICITY											
							Hispanic or Latino						Non-Hispanic or Latino					
							White		Black or African or 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	
Permanent New Hires	#	92	73	19	5	1	61	10	4	7	0	1	0	0	3	0	0	0
	%	100	79.35	20.65	5.43	1.09	66.30	10.87	4.35	7.61	0.00	1.09	0.00	0.00	3.26	0.00	0.00	0.00
Temporary New Hires	#	5	5	0	1	0	2	0	1	0	1	0	0	0	0	0	0	0
	%	100	100.00	0.00	20.00	0.00	40.00	0.00	20.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Appropriated New Hires	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	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
Total New Hires	#	97	78	19	6	1	63	10	5	7	1	1	0	0	3	0	0	0
	%	100	80.41	19.59	6.19	1.03	64.95	10.31	5.15	7.22	1.03	1.03	0.00	0.00	3.09	0.00	0.00	0.00
CLF2010	%	100	51.86	48.14	5.17	4.79	38.33	34.03	5.49	6.53	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28

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 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	
Grade(s) of Vacancy: GS 13/14																		
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	#	28	20	8	2	0	18	4	0	4	0	0	0	0	0	0	0	0
	%	100%	71.43%	28.57%	7.14%	0.00%	64.29%	14.29%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		
Grade(s) of Vacancy: GS 15																		
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	#	14	8	6	2	0	6	4	0	2	0	0	0	0	0	0	0	0
	%	100%	57.14%	42.86%	14.29%	0.00%	42.86%	28.57%	0.00%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Relevant Applicant Pool																		
Grade(s) of Vacancy: SES																		
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	#	7	5	2	0	0	4	1	1	1	0	0	0	0	0	0	0	0
	%	100%	71.43%	28.57%	0.00%	0.00%	57.14%	14.29%	14.29%	14.29%	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	
Career Development Programs for GS 5 - 12: *GS 5-12 Programs have been discontinued.																		
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%
Career Development Programs for GS 13 - 14:																		
Slots **	#																	
Relevant Pool **	%																	
Applied	#	8	6	2	2	0	3	2	0	0	1	0	0	0	0	0	0	0
	%	100%	0.75%	0.25%	0.25%	0.00%	0.38%	0.25%	0.00%	0.00%	0.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0.00%	0.50%	0.00%	0.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Career Development Programs for GS 15 and SES:																		
Slots **	#																	
Relevant Pool **	%																	
Applied	#	20	12	8	1	2	9	5	2	1	0	0	0	0	0	0	0	0
	%	100%	0.60%	0.67%	0.05%	0.10%	0.45%	0.25%	0.10%	0.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#	9	8	1	0	0	6	1	2	0	0	0	0	0	0	0	0	0
	%	100%	0.89%	0.11%	0.00%	0.00%	0.67%	0.11%	0.22%	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.

Average Benefit for QSIs Awarded	\$																		
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Table A14 - Separations by Type of Separation - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE					RACE/ETHNICITY											
							Hispanic or Latino		Non-Hispanic or Latino									
							Male	Female	White		Black or African or 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	
Voluntary Separation	#	215	118	97	12	15	88	53	7	21	7	2	0	0	4	6	0	0
	%	100	54.88	45.12	5.58	6.98	40.93	24.65	3.26	9.77	3.26	0.93	0.00	0.00	1.86	2.79	0.00	0.00
Involuntary Separations	#	9	9	0	2	0	5	0	2	0	0	0	0	0	0	0	0	0
	%	100	100.00	0.00	22.22	0.00	55.56	0.00	22.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Separations	#	224	127	97	14	15	93	53	9	21	7	2	0	0	4	6	0	0
	%	100	56.70	43.30	6.25	6.70	41.52	23.66	4.02	9.38	3.13	0.89	0.00	0.00	1.79	2.68	0.00	0.00

Table B2 - Total Workforce by Component - Distribution by Disability

Subordinate Component		TOTAL	Total By Disability Status				Detail for Targeted Disabilities								
			No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of
Total Workforce	#	2464	2242	53	169	14	1	1	0	3	4	1	0	4	0
	%	100	90.99	2.15	6.86	0.57	0.04	0.04	0.00	0.12	0.16	0.04	0.00	0.16	0.00
Federal Goal	%					2.00									
DN01	#	2464	2242	53	169	14	1	1	0	3	4	1	0	4	0
	%	100	90.99	2.15	6.86	0.57	0.04	0.04	0.00	0.12	0.16	0.04	0.00	0.16	0.00

GS-14	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	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
GS-15	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	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
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	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
SES	#	102	100	2	2	0	0	0	0	0	0	0	0	0	0
	%	100	98.04	1.96	1.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	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
Total GS Workforce (Permanent)	#	2464	2295	53	169	14	1	1	0	3	4	1	0	4	0
	%	100	93.14	2.15	6.86	0.57	0.04	0.04	0.00	0.12	0.16	0.04	0.00	0.16	0.00

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	
Job Series/Grade(s) of Vacancy: GS 13/14															
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	#	28	27	1	0	0	0	0	0	0	0	0	0	0	0
	%	100%	96.43%	3.57%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Job Series/Grade(s) of Vacancy: GS 15															
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	#	14	14	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%
Job Series/Grade(s) of Vacancy: SES															
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	#	7	7	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%

"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
Career Development Programs for GS 5-12 *GS 5-12 Programs have been discontinued.															
Slots **	#														
Relevant Pool **	%														
Applied	#														
	%		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	#														
	%		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%
Career Development Programs for GS 13-14															
Slots **	#														
Relevant Pool **	%														
Applied	#	8	7	0	1	0	0	0	0	0	0	0	0	0	0
	%	100%	0.88%	0.00%	0.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Participants	#	2	1	0	1	0	0	0	0	0	0	0	0	0	0
	%	100%	0.50%	0.00%	0.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Career Development Programs for GS 15 and SES															
Slots **	#														
Relevant Pool **	%														
Applied	#	20	20	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%
Participants	#	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%
"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.															

* 4 Career Development Programs have been discontinued.

** Information is not available.

Table B14 - Separations by Type of Separation - Distribution by Disability

Types of Separations		TOTAL	Total By Disability Status				Detail for Targeted Disabilities								
			No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92] of
Voluntary Separation	#	215	191	9	24	2	0	0	0	0	0	1	0	1	0
	%	100	88.84	4.19	11.16	0.93	0.00	0.00	0.00	0.00	0.00	0.47	0.00	0.47	0.00
Involuntary Separations	#	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
Total Separations	#	224	200	9	24	2	0	0	0	0	0	1	0	1	0
	%	100	89.29	4.02	10.71	0.89	0.00	0.00	0.00	0.00	0.00	0.45	0.00	0.45	0.00

Total Workforce	#	2464	1637	827	208	181	1249	454	87	140	66	25	0	0	27	27	0	0
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.



The Secretary of Energy
Washington, DC 20585

December 31, 2013

MEMORANDUM FOR ALL DEPARTMENT OF ENERGY EMPLOYEES

FROM: ERNEST J. MONIZ 

SUBJECT: Policy Statement on Equal Employment Opportunity,
Harassment and Retaliation

A workplace without barriers to success is an essential element of our culture of respect, and a key to our success. Equal employment opportunity (EEO) is not only the law, but a fundamental business practice which helps us to achieve our mission of growing our Nation's economy, enhancing national security, and protecting the environment.

I am personally committed to equal employment opportunity and ensuring that the Department of Energy maintains a workplace free from any and all forms of prohibited discrimination, harassment (sexual and non-sexual), and retaliation.

Discrimination

Equal employment opportunity ensures that applicants and employees are not subjected to discrimination or retaliation (reprisal) in any aspect of employment on the basis of race, color, sex (including pregnancy and gender identity), religion, national origin, age, disability (physical or mental), protected genetic information, sexual orientation, or status as a parent. Employment-related decisions must be based on merit, and not on discriminatory factors.

Harassment

Harassment is any unwelcome conduct (verbal, written, or physical), based on 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. Generally, offhand comments and isolated incidents do not constitute illegal harassment; the conduct must generally be severe and pervasive. However, a single egregious event may constitute illegal harassment.

Sexual harassment is any unwelcome behavior of a sexual nature. This includes, but is 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 may also be a victim of sexual harassment. Similarly, sexual harassment is not limited to the actions of a supervisory employee toward a nonsupervisory employee; the harasser may be an agent



of the employer, a supervisory employee who does not supervise the victim, a coworker, or a nonemployee.

Retaliation

Employees are entitled to report such incidents without fear of retaliation (reprisal). 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 unlawful discrimination.

Reporting an EEO Complaint

Employees should promptly report any incidents of discrimination, harassment or retaliation to any management official, or directly to the EEO office at your workplace.

Employees who wish to file an 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. If a formal complaint is accepted, a prompt, thorough, and impartial investigation will be conducted. 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.

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.

Equal Employment Opportunity and Our Mission

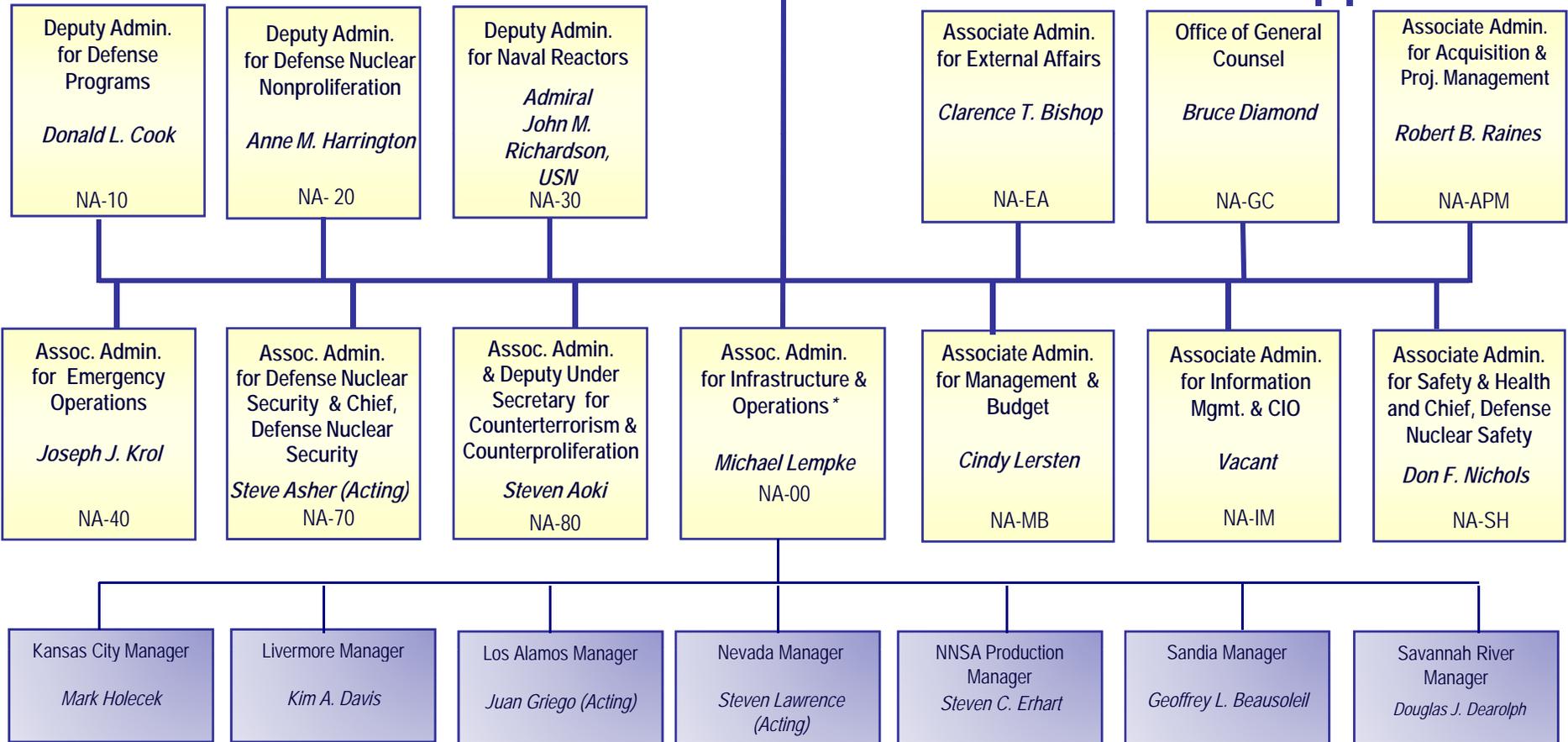
Our mission is critical to our Nation. Together, we can ensure that every individual at DOE has an equal opportunity to contribute to our success, in an environment free of discrimination, harassment, and retaliation.

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



Mission

Mission Support



* Dual Hatted Position

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART I - PRE-COMPLAINT ACTIVITIES

INTENTIONALLY LEFT BLANK	COUNSELING	INDIVIDUALS
TOTAL COMPLETED/ENDED COUNSELING		
C. TOTAL COMPLETED/ENDED COUNSELINGS		
C.1. COUNSELED WITHIN 30 DAYS	21	20
C.2. COUNSELED WITHIN 31 TO 90 DAYS	5	5
C.2.a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	16	15
C.2.b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	1	1
C.2.c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	4	3
C.3. COUNSELED BEYOND 90 DAYS	11	11
C.4. COUNSELED DUE TO REMANDS	0	0
	0	0
D. PRE-COMPLAINT ACTIVITIES		
D.1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD	3	3
D.2. INITIATED DURING THE REPORTING PERIOD	21	21
D.3. COMPLETED/ENDED COUNSELINGS	21	20
D.3.a. SETTLEMENTS (MONETARY AND NON-MONETARY)	4	4
D.3.b. WITHDRAWALS/NO COMPLAINT FILED	6	6
D.3.c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD	11	11
D.3.d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0
D.4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD	3	3

E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS

	COUNSELING	INDIVIDUALS	AMOUNT
E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL	1	1	\$3,982.00
E.1. COMPENSATORY DAMAGES	0	0	\$0.00
E.2. BACKPAY/FRONTPAY	0	0	\$0.00
E.3. LUMP SUM PAYMENT	1	1	\$3,982.00
E.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
E.5.	0	0	\$0.00
E.6.	0	0	\$0.00
E.7.	0	0	\$0.00

F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS

	COUNSELING	INDIVIDUALS
F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL	2	2
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	0	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	0	0
F.3. EXPUNGEMENTS	0	0
F.4. REASSIGNMENTS	1	1
F.5. REMOVALS RESCINDED	0	0
F.5.a. REINSTATEMENT	0	0
F.5.b. VOLUNTARY RESIGNATION	0	0
F.6. ACCOMMODATIONS	0	0
F.7. TRAINING	0	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	0	0
F.9.a. RESCINDED	0	0
F.9.b. MODIFIED	0	0
F.10. PERFORMANCE EVALUATION MODIFIED	1	1
F.11. LEAVE RESTORED	0	0
F.12.	0	0
F.13.	0	0

G. ADR SETTLEMENTS WITH MONETARY BENEFITS

	COUNSELING	INDIVIDUALS	AMOUNT
G. ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL	1	1	\$867.00
G.1. COMPENSATORY DAMAGES	0	0	\$0.00
G.2. BACKPAY/FRONTPAY	1	1	\$748.00
G.3. LUMP SUM PAYMENT	1	1	\$119.00
G.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
G.5.	0	0	\$0.00
G.6.	0	0	\$0.00
G.7.	0	0	\$0.00

H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS

	COUNSELING	INDIVIDUALS
H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL	2	2
H.1. HIRES	0	0
H.1.a. RETROACTIVE	0	0
H.1.b. NON-RETROACTIVE	0	0
H.2. PROMOTIONS	0	0
H.2.a. RETROACTIVE	0	0
H.2.b. NON-RETROACTIVE	0	0
H.3. EXPUNGEMENTS	0	0
H.4. REASSIGNMENTS	0	0
H.5. REMOVALS RESCINDED	0	0
H.5.a. REINSTATEMENT	0	0
H.5.b. VOLUNTARY RESIGNATION	0	0
H.6. ACCOMMODATIONS	0	0
H.7. TRAINING	0	0
H.8. APOLOGY	0	0
H.9. DISCIPLINARY ACTIONS	1	1
H.9.a. RESCINDED	1	1
H.9.b. MODIFIED	0	0
H.10. PERFORMANCE EVALUATION MODIFIED	1	1
H.11. LEAVE RESTORED	0	0
H.12.	0	0
H.13.0	0	0

I. NON-ADR SETTLEMENTS

	COUNSELING	INDIVIDUALS
TOTAL	2	2

PART II - FORMAL COMPLAINT ACTIVITIES

15	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
15	B. COMPLAINTS FILED
1	C. REMANDS (sum of lines C1+C2+C3)
0	C.1. REMANDS (NOT INCLUDED IN A OR B)
1	C.2. REMANDS (INCLUDED IN A OR B)
0	C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE
0	C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F. OR H. THAT RESULTED FROM REMANDS
30	D. TOTAL COMPLAINTS
28	E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED
12	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
2	G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED
0	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
19	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + [(C2 + C3) - C4]
14	J. INDIVIDUALS FILING COMPLAINTS (Complainants)
1	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
A.1. WORKFORCE				
A.1.a. TOTAL WORK FORCE	2,502			
A.1.b. PERMANENT EMPLOYEES	2,482			
A.2. COUNSELOR	26		0	
A.2.a. FULL-TIME	0	0	0	0
A.2.b. PART-TIME	0	0	0	0
A.2.c. COLLATERAL DUTY	26	100	0	0
A.3. INVESTIGATOR	0		3	
A.3.a. FULL-TIME	0	0	3	100
A.3.b. PART-TIME	0	0	0	0
A.3.c. COLLATERAL DUTY	0	0	0	0
A.4. COUNSELOR/INVESTIGATOR	0		0	
A.4.a. FULL-TIME	0	0	0	0
A.4.b. PART-TIME	0	0	0	0
A.4.c. COLLATERAL DUTY	0	0	0	0

B. AGENCY & CONTRACT STAFF TRAINING

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
B.1. NEW STAFF - TOTAL	3	0	0	3	0	0
B.1.a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	3	0	0	3	0	0
B.1.b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
B.1.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
B.2. EXPERIENCED STAFF - TOTAL	23	0	0	0	0	0
B.2.a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	23	0	0	0	0	0
B.2.b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	0	0	0	0	0	0
B.2.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

C. REPORTING LINE

1. EEO DIRECTOR'S NAME: Debra Parrish

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

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 Debra Parrish
 TITLE EEO Manager

4. WHO DOES THAT PERSON REPORT TO?
 PERSON Bruce Held
 TITLE National Nuclear Security Administration Acting Administrator

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

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

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION											
	RACE					TWO OR MORE RACES	COLOR	RELIGION	REPRISAL	TOTAL ALL BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINANTS BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	BLACK OR AFRICAN AMERICAN	WHITE							
A. APPOINTMENT/HIRE	1	0	0	0	0	0	0	0	0	1	1	1
B. ASSIGNMENT OF DUTIES	1	0	0	1	0	0	0	0	4	10	10	7
C. AWARDS	1	0	0	1	0	0	0	0	0	5	5	4
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	3	5	4	1
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	2	1	1
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0
E.5	0	0	0	0	0	0	0	0	3	3	3	3
E.6	0	0	0	0	0	0	0	0	0	0	0	0
E.7	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0
G. EVALUATION/APPRaisal	1	0	0	1	0	0	0	0	4	10	10	6
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	1	0	0	1	0	0	0	0	2	10	10	5
I.1. NON-SEXUAL	1	0	0	1	0	0	0	0	2	10	10	5
I.2. SEXUAL									0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	2	2	2
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	3	3	2
L. PROMOTION/NON-SELECTION	0	0	0	1	0	0	0	0	1	4	4	2
M. REASSIGNMENT	0	0	0	1	0	0	0	0	1	4	4	2
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	1	0	0	0	0	1	4	4	2
N. REASONABLE ACCOMMODATION								0	1	2	2	1
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0
P. RETIREMENT	0	0	0	0	0	0	0	0	1	4	1	1
Q. TERMINATION	0	0	0	0	1	0	0	0	0	1	1	1
R. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	1	0	0	0	0	0	4	2	2
S. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	2	1	1
T. TRAINING	0	0	0	0	0	0	0	0	2	5	5	3
U. OTHER	0	0	0	0	0	0	0	0	4	16	7	6
U.1.	0	0	0	0	0	0	0	0	4	16	7	7
U.2.	0	0	0	0	0	0	0	0	0	0	0	0
U.3.	0	0	0	0	0	0	0	0	0	0	0	0
U.4.	0	0	0	0	0	0	0	0	0	0	0	0
U.5.	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ALL ISSUES BY BASES	5	0	0	7	1	0	0	0	23			
TOTAL ALL COMPLAINTS FILED BY BASES	2	0	0	2	1	0	0	0	8			
TOTAL ALL COMPLAINANTS BY BASES	2	0	0	2	1	0	0	0	8			

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

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 COMPLAINTS 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	0	0	0	0	0			0	0	0	0	1	1	1	
B. ASSIGNMENT OF DUTIES	1	1	0	0	0			0	0	1	1	10	10	7	
C. AWARDS	1	1	0	0	0			0	0	1	0	5	5	4	
D. CONVERSION TO FULL TIME	0	0	0	0	0			0	0	0	0	0	0	0	
E. DISCIPLINARY ACTION	0	0	0	1	0			1	0	0	0	5	4	1	
E.1. DEMOTION	0	0	0	0	0			0	0	0	0	0	0	0	
E.2. REPRIMAND	0	0	0	1	0			1	0	0	0	2	1	1	
E.3. SUSPENSION	0	0	0	0	0			0	0	0	0	0	0	0	
E.4. REMOVAL	0	0	0	0	0			0	0	0	0	0	0	0	
E.5.	0	0	0	0	0			0	0	0	0	3	3	3	
E.6.	0	0	0	0	0			0	0	0	0	0	0	0	
E.7.	0	0	0	0	0			0	0	0	0	0	0	0	
F. DUTY HOURS	0	0	0	0	0			0	0	0	0	0	0	0	
G. EVALUATION/APPRaisal	1	1	0	0	1			0	0	1	0	10	10	6	
H. EXAMINATION/TEST	0	0	0	0	0			0	0	0	0	0	0	0	
I. HARASSMENT	1	1	0	1	1			2	0	0	0	10	10	5	
I.1. NON-SEXUAL	1	1	0	1	1			2	0	0	0	10	10	5	
I.2. SEXUAL	0	0	0									0	0	0	
J. MEDICAL EXAMINATION	0	0	0	0	0			0	0	2	0	2	2	2	
K. PAY INCLUDING OVERTIME	0	0	0	1	1	0	0	1	0	0	0	3	3	2	
L. PROMOTION/NON-SELECTION	1	1	0	0	0			0	0	0	0	4	4	2	
M. REASSIGNMENT	0	1	0	0	1			0	0	0	0	4	4	2	
M.1. DENIED	0	0	0	0	0			0	0	0	0	0	0	0	
M.2. DIRECTED	0	1	0	0	1			0	0	0	0	4	4	2	
N. REASONABLE ACCOMMODATION									0	1	0	2	2	1	
O. REINSTATEMENT	0	0	0	0	0			0	0	0	0	0	0	0	
P. RETIREMENT	1	0	0	0	0			1	0	1	0	4	1	1	
Q. TERMINATION	0	0	0	0	0			0	0	0	0	1	1	1	
R. TERMS/CONDITIONS OF EMPLOYMENT	0	1	0	1	0			1	0	0	0	4	2	2	
S. TIME AND ATTENDANCE	0	0	0	1	0			1	0	0	0	2	1	1	
T. TRAINING	0	0	0	1	0			2	0	0	0	5	5	3	
U. OTHER	3	0	0	1	1			1	0	2	4	16	7	6	
U.1.	3	0	0	1	1			1	0	2	4	16	7	7	
U.2.	0	0	0	0	0			0	0	0	0	0	0	0	
U.3.	0	0	0	0	0			0	0	0	0	0	0	0	
U.4.	0	0	0	0	0			0	0	0	0	0	0	0	
U.5.	0	0	0	0	0			0	0	0	0	0	0	0	
TOTAL ALL ISSUES BY BASES	9	7	0	7	5	0	0	10	0	9	5				
TOTAL ALL COMPLAINTS FILED BY BASES	4	1	0	2	1	0	0	2	0	4	1				
TOTAL ALL COMPLAINANTS BY BASES	4	1	0	2	1	0	0	2	0	4	1				

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

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

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

FINDINGS/ALLEGATIONS IN:	RACE						COLOR	RELIGION	REPRISAL	SEX		PDA	NATIONAL ORIGIN		EQUAL PAY ACT		AGE	DISABILITY		GINA
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	BLACK AFRICAN AMERICAN	WHITE	TWO OR MORE RACES				MALE	FEMALE		HISPANIC OR LATINO	OTHER	MALE	FEMALE		MENTAL	PHYSICAL	
1. Counseling Settlement Allegations	0	0	0	1	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0
1.1a. Number of Counselings Settled	0	0	0	1	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0
1.1b. Number of Counselees Settled With	0	0	0	1	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0
2. Complaint Settlement Allegations	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	1	1	0
2.2a. Number of Complaints Settled	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	1	1	0
2.2b. Number of Complainants Settled With	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	1	1	0
3. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.3a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.3b. Number Complainants Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. AJ Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4.4a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5.5a. Number of Final Orders With Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5.5b. # of Complainants issued FOs with Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SETTLEMENT ALLEGATIONS	0	0	0	1	0	0	0	0	1	1	0	0	3	0	1	0	0	1	1	0
TOTAL FINAL ACTION FINDINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART IVB - BASES OF DISCRIMINATION IN FINDINGS AND ALLEGED IN SETTLEMENTS

ISSUES OF DISCRIMINATION IN FINDINGS AND ALLEGED ISSUES IN SETTLEMENTS

FINDINGS / ALLEGATIONS IN:	APPOINTMENT HIRE	ASSIGNMENT OF DUTIES	AWARDS	CONVERSION TO FULL TIME	DISCIPLINARY ACTION				DUTY HOURS	EVAL / APPRAISAL	EXAM / TEST	HARRASSMENT		MEDICAL EXAM	PAY / OVERTIME	PROMOTION NON-SELECTION	REASSIGNMENT		REASONABLE ACCOMMODAT	REIN-STATEMENT	RETIREMENT	TERMINATION	TERMS & CONDITIONS EMPLOYMENT	TIME AND ATTENDANCE	TRAINING	OTHER
					DEMOTION	REPRIMAND	SUSPENSION	REMOVAL				NON-SEXUAL	SEXUAL				DENIED	DIRECTED								
1. Counseling Settlement Allegations	0	0	1	0	0	0	0	0	0	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
1.1a. Number of Counselings Settled	0	0	1	0	0	0	0	0	0	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
1.1b. Number of Counselees Settled With	0	0	1	0	0	0	0	0	0	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
2. Complaint Settlement Allegations	0	2	0	0	0	2	0	0	1	3	0	2	0	0	1	0	0	1	2	0	0	0	2	1	2	2
2.2a. Number of Complaints Settled	0	2	0	0	0	2	0	0	1	3	0	2	0	0	1	0	0	1	2	0	0	0	2	1	2	2
2.2b. Number of Complainants Settled With	0	2	0	0	0	2	0	0	1	3	0	2	0	0	1	0	0	1	2	0	0	0	2	1	2	2
3. Final Agency Decision Findings	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
3.3a. Number FADs with Findings	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
3.3b. Number Complainants Issued FAD Findings	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
4. AJ Decision Findings	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
4.4a. Number AJ Decisions With Findings	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
5. Final Agency Order Findings Implemented	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
5.5a. Number of Final Orders With Findings Implemented	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
5.5b. # of Complainants issued FOs with Findings Implemented	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
TOTAL SETTLEMENT ALLEGATIONS	0	2	1	0	0	2	0	0	1	5	0	3	0	0	1	0	0	2	2	0	0	0	2	1	2	2
TOTAL FINAL ACTION FINDINGS	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

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART V - SUMMARY OF CLOSURES BY STATUTE

12	A.1. TITLE VII
0	A.1.a. PREGNANCY DISCRIMINATION ACT (PDA)
1	A.2. AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)
6	A.3. REHABILITATION ACT
3	A.4. EQUAL PAY ACT (EPA)
0	A.5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)
22	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
A. TOTAL NUMBER OF CLOSURES	12	2599	216.58
A.1. WITHDRAWALS	1	384	384.00
A.1.a. NON-ADR WITHDRAWALS	1	384	384.00
A.1.b. ADR WITHDRAWALS	0	0	0.00
A.2. SETTLEMENTS	4	1221	305.25
A.2.a. NON-ADR SETTLEMENTS	3	820	273.33
A.2.b. ADR SETTLEMENTS	1	401	401.00
A.3. FINAL AGENCY ACTIONS	7	994	142.00
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION	7	994	142.00
B.1. FINDING DISCRIMINATION	0	0	0.00
B.2. FINDING NO DISCRIMINATION	2	650	325.00
B.3. DISMISSAL OF COMPLAINTS	5	344	68.80
C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION	0	0	0.00
C.1. AJ DECISION FULLY IMPLEMENTED	0	0	0.00
C.1.a. FINDING DISCRIMINATION	0	0	0.00
C.1.b. FINDING NO DISCRIMINATION	0	0	0.00
C.1.c. DISMISSAL OF COMPLAINTS	0	0	0.00
C.2. AJ DECISION NOT FULLY IMPLEMENTED	0	0	0.00
C.2.a. FINDING DISCRIMINATION	0	0	0.00
C.2.a.i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
C.2.a.ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
C.2.a.iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
C.2.b. FINDING NO DISCRIMINATION	0	0	0.00
C.2.c. DISMISSAL OF COMPLAINTS	0	0	0.00

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED	2	94	47.00
D.1. COMPLAINANT REQUESTED IMMEDIATE FAD	2	94	47.00
D.1.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	2	94	47.00
D.1.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	0	0	0.00
D.2. COMPLAINANT DID NOT ELECT HEARING OR FAD	0	0	0.00
D.2.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	0	0	0.00
D.2.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	0	0	0.00
D.3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)	0	0	0.00
D.3.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
D.3.b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
D.4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)	0	0	0.00
D.4.a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	0	0	0.00
D.4.b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	0	0	0.00

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

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH BENEFITS	4	
B. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT	3	\$63,156.00
B.1. BACK PAY/FRONT PAY	2	\$57,713.00
B.2. LUMP SUM PAYMENT	2	\$4,443.00
B.3. COMPENSATORY DAMAGES	1	\$1,000.00
B.4. ATTORNEY FEES AND COSTS	0	\$0.00
D. INTENTIONALLY LEFT BLANK		
E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT	2	
F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES		
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	0	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	0	0
F.3. EXPUNGEMENTS	1	0
F.4. REASSIGNMENTS	0	1
F.5. REMOVALS RESCINDED	1	0
F.5.a. REINSTATEMENT	0	0
F.5.b. VOLUNTARY RESIGNATION	1	0
F.6. ACCOMMODATIONS	0	0
F.7. TRAINING	1	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	1	0
F.9.a. RESCINDED	1	0
F.9.b. MODIFIED	0	0
F.10. PERFORMANCE EVALUATION MODIFIED	0	0
F.11. LEAVE RESTORED	1	0
F.12.0	0	0
F.13.	0	0
F.14.0	0	0

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY

	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	DAYS PENDING OLDEST CASE	OLDEST DOCKET #
A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line I)	19	4066			
A.1. COMPLAINTS PENDING WRITTEN NOTIFICATION	1	5	5	0	
A.1.a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS	1	5	5	0	
A.2. COMPLAINTS PENDING IN INVESTIGATION	6	1234	205.67	278	
A.3. COMPLAINTS PENDING IN HEARINGS	11	2822	256.55	921	540-2012-00133X
A.4. COMPLAINTS PENDING A FINAL AGENCY ACTION	0	0	0	0	

PART IX - SUMMARY OF INVESTIGATIONS COMPLETED

	TOTAL	TOTAL DAYS	AVERAGE
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD	7	1735	247.86
A.1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL	0	0	0.00
A.1.a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	0	0	0.00
A.1.b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	0	0	0.00
A.1.b.1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1.b.2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1.c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.2. AGENCY INVESTIGATION COSTS	\$0.00		\$0.00
A.3. INVESTIGATIONS COMPLETED BY CONTRACTORS	7	1735	247.86
A.3.a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	3	540	180.00
A.3.b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	4	1195	298.75
A.3.b.1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.3.b.2. UNTIMELY COMPLETED INVESTIGATIONS	4	1195	298.75
A.3.c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.4. CONTRACTOR INVESTIGATION COSTS	\$34,000.00		\$4,857.14

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART X - SUMMARY OF ADR PROGRAM ACTIVITIES
INFORMAL PHASE PRE-COMPLAINT

A. INTENTIONALLY LEFT BLANK				
B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS				
	COUNSELING	INDIVIDUALS		
B.1. ADR OFFERED BY AGENCY	4	3		
B.2. REJECTED BY INDIVIDUAL (COUNSELEE)	0	0		
B.3. INTENTIONALLY LEFT BLANK				
B.4. TOTAL ACCEPTED INTO ADR PROGRAM	4	3		
C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)				
C.1. INHOUSE	2	2		
C.2. ANOTHER FEDERAL AGENCY	0	0		
C.3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)	2	2		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)	0	0		
C.5. FEDERAL EXECUTIVE BOARD	0	0		
C.6.	0	0		
C.7.	0	0		
	COUNSELING	INDIVIDUALS	DAYS	AVERAGE DAYS
D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)				
D.1. MEDIATION	4	3	160	40.00
D.2. SETTLEMENT CONFERENCES	0	0	0	0.00
D.3. EARLY NEUTRAL EVALUATIONS	0	0	0	0.00
D.4. FACTFINDING	0	0	0	0.00
D.5. FACILITATION	0	0	0	0.00
D.6. OMBUDSMAN	0	0	0	0.00
D.7. PEER REVIEW	0	0	0	0.00
D.8. MULTIPLE TECHNIQUES USED (Please specify in a comment box)	0	0	0	0.00
D.9.	0	0	0	0.00
D.10.	0	0	0	0.00
D.11.	0	0	0	0.00
E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS				
	COUNSELING	INDIVIDUALS	DAYS	AVERAGE DAYS
E.1. TOTAL CLOSED	4	3	160	40.00
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)	2	2	117	58.50
E.1.b. NO FORMAL COMPLAINT FILED	1	1	8	8.00
E.1.c. COMPLAINT FILED				
E.1.c.i. NO RESOLUTION	1	1	35	35.00
E.1.c.ii. NO ADR ATTEMPT (aka Part X.E.1.d)	0	0	0	0.00
E.1.e. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0	0	0.00

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART XI SUMMARY OF ADR PROGRAM ACTIVITIES

FORMAL PHASE (COMPLAINT FILED)

B. ADR ACTIONS IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS		
B.1. ADR OFFERED BY AGENCY		1	1		
B.2. REJECTED BY COMPLAINANT		0	0		
B.3. INTENTIONALLY LEFT BLANK					
B.4. TOTAL ACCEPTED INTO ADR PROGRAM		1	1		
C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)		1	1		
C.1. INHOUSE		0	0		
C.2. ANOTHER FEDERAL AGENCY		0	0		
C.3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY)		1	1		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)		0	0		
C.5. FEDERAL EXECUTIVE BOARD		0	0		
C.6.		0	0		
C.7.		0	0		
		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)		1	1	100	100.00
D.1. MEDIATION		1	1	100	100.00
D.2. SETTLEMENT CONFERENCES		0	0	0	0.00
D.3. EARLY NEUTRAL EVALUATIONS		0	0	0	0.00
D.4. FACTFINDING		0	0	0	0.00
D.5. FACILITATION		0	0	0	0.00
D.6. OMBUDSMAN		0	0	0	0.00
D.7. MINI-TRIALS		0	0	0	0.00
D.8. PEER REVIEW		0	0	0	0.00
D.9. MULTIPLE TECHNIQUES USED (Please specify in a comment box)		0	0	0	0.00
D.10.		0	0	0	0.00
D.11.		0	0	0	0.00
D.12.		0	0	0	0.00
E. STATUS OF CASES IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
E.1. TOTAL CLOSED		1	1	100	100.00
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)		1	1	100	100.00
E.1.b. WITHDRAWAL FROM EEO PROCESS		0	0	0	0.00
E.1.c. NO RESOLUTION		0	0	0	0.00
E.1.d. NO ADR ATTEMPT		0	0	0	0.00
2. INTENTIONALLY LEFT BLANK					
F. BENEFITS RECEIVED		COMPLAINTS	COMPLAINANTS	AMOUNT	
F.1. MONETARY (INSERT TOTALS)		1	1	\$867.00	
F.1.a. COMPENSATORY DAMAGES		0	0	\$0.00	
F.1.b. BACKPAY/FRONTPAY		1	1	\$748.00	
F.1.c. LUMP SUM		1	1	\$119.00	
F.1.d. ATTORNEY FEES AND COSTS		0	0	\$0.00	
F.1.e.		0	0	\$0.00	
F.1.f.		0	0	\$0.00	
F.1.g.		0	0	\$0.00	
F.2. NON-MONETARY (INSERT TOTALS)		0	0		
F.2.a. HIRES		0	0		
F.2.a.i. RETROACTIVE		0	0		
F.2.a.ii. NON-RETROACTIVE		0	0		
F.2.b. PROMOTIONS		0	0		
F.2.b.i. RETROACTIVE		0	0		
F.2.b.ii. NON-RETROACTIVE		0	0		
F.2.c. EXPUNGEMENTS		0	0		
F.2.d. REASSIGNMENTS		0	0		
F.2.e. REMOVALS RESCINDED		0	0		
F.2.e.i. REINSTATEMENT		0	0		
F.2.e.ii. VOLUNTARY RESIGNATION		0	0		
F.2.f. ACCOMMODATIONS		0	0		
F.2.g. TRAINING		0	0		
F.2.h. APOLOGY		0	0		
F.2.i. DISCIPLINARY ACTIONS		0	0		
F.2.i.i. RESCINDED		0	0		
F.2.i.ii. MODIFIED		0	0		
F.2.j. PERFORMANCE EVALUATION MODIFIED		0	0		
F.2.k. LEAVE RESTORED		0	0		
F.2.l.		0	0		
F.2.m.0		0	0		

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES

EEO ADR RESOURCES

A. NO LONGER COLLECTED	
B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR	2502
C. RESOURCES THAT MANAGE EEO ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. & XI.)	1
C.1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)	0
C.2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)	0
C.3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)	1
C.4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)	0
D. EEO ADR FUNDING SPENT	AMOUNT
	\$1,896.00

E. EEO ADR CONTACT INFORMATION

E.1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER	Debra Parrish
E.2. TITLE	NNSA EEO Manager
E.3. TELEPHONE NUMBER	(505) 845-6021
E.4. EMAIL	debra.parrish@nnsa.doe.gov

F. EEO ADR PROGRAM INFORMATION

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

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, 2012 through September 30, 2013 is accurate and complete.

NAME OF CERTIFYING OFFICIAL:	Dot Harris
TITLE OF CERTIFYING OFFICIAL:	Director
TELEPHONE NUMBER:	(202) 586-8383
E-MAIL:	Dot.Harris@doe.gov
SIGNATURE OF CERTIFYING OFFICIAL: (Enter PIN to serve as your electronic signature)	
DATE:	02-12-2013

NAME OF PREPARER:	jay jalovec
TITLE OF PREPARER:	Attorney
TELEPHONE NUMBER:	(513) 246-0608
E-MAIL:	jay.jalovec@emcbc.doe.gov
DATE:	02-12-2013

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

AGENCY OR DEPARTMENT: DOE National Nuclear Security Administration

REPORTING PERIOD: FY 2013

Form 462 Comments

Part Name	COMMENT(expression left evaluation symbol expression right value1 value2 comment)
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Part I

D.1 -- On Hand At The Beginning Of The Reporting Period, Counselings (Current year) | = | D.4.-- Counselings Pending At The End Of The Reporting Period (Previous Year) | 3 | 2 | further evaluation revealed inaccurate reporting last year

D.1 -- On Hand At The Beginning Of The Reporting Period, Individuals (Current year) | = | D.4.-- Individuals Pending At The End Of The Reporting Period (Previous Year) | 3 | 2 | further evaluation revealed inaccurate reporting last year

D3c -- Counseling Completed/Ended in Reporting Period that Resulted in Complaint Filing in Reporting Period - Individuals | = | Part II. J | 11 | 14 | Counseling activities for these individuals was completed previous year

D3c -- Counseling Completed/Ended in Reporting Period that Resulted in Complaint Filing in Reporting Period Complaints | = | Part II. B | 11 | 15 | counseling activities for these complaints were completed previous year

Part II

A. -- Complaints On Hand At The Beginning Of The Reporting Period, Complaints (Current Year) | = | I. -- Complaints On Hand At The End Of The Reporting Period (Previous Year) | 15 | 18 | further evaluation revealed inaccurate reporting last year



U.S. DEPARTMENT OF
ENERGY

Diversity and Inclusion Implementation Plan
for the National Nuclear Security
Administration

April 2013

April 2013

Message from the Administrator

The National Nuclear Security Administration (NNSA) is pleased to present its three-year Diversity and Inclusion Strategic Plan. This plan is aligned to the Department of Energy's (DOE) 2012-2015 Diversity and Inclusion Strategic Plan, provides the means to integrate diversity and inclusion values and practices into NNSA's existing corporate processes and programs, and will enable progress and results to be measured across the agency.

Diversity of all dimensions is a business imperative for any organization that strives for excellence. It is not enough to employ a workforce of individuals with varying backgrounds and views. We need to include their experiences and views when working with each other. At NNSA, we believe that problem solving by diverse groups provides a broader range of perspectives, yielding a richer result.

As we execute our important mission, NNSA is committed to creating a culture which values trust, promotes human dignity and provides the opportunity for personal development and self-fulfillment in the attainment of our agency's mission and goals. This plan provides the framework for creating a respectful and supportive workplace that attracts and retains a talented workforce.



Neile L. Miller
Acting Administrator

Table of Contents

Background.....	3
Overview	3
Defining Diversity and Inclusion.....	4
Diversity and Inclusion at NNSA.....	4
NNSA's Vision Statement for Diversity and Inclusion.....	5
Diversity and Inclusion Goals.....	5
Goal 1: Workforce Diversity	6
Priority 1.1	6
Priority 1.2.....	6
Goal 2: Workplace Inclusion	7
Priority 2.1.....	7
Priority 2.2	8
Priority 2.3	8
Priority 2.4.....	9
Goal 3: Sustainability and Accountability.....	9
Priority 3.1.....	10
Priority 3.2.....	10
Metrics	11
Guidance.....	12
Merit System Principles.....	14
Prohibited Personnel Practices.....	15

BACKGROUND

On August 18, 2011, President Obama issued Executive Order 13583: "Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce," which directed Federal agencies to develop strategic plans to recruit and retain a more diverse and inclusive workforce. It called for the Office of Personnel Management (OPM), along with the Office of Management and Budget (OMB) and the Equal Employment Opportunity Commission (EEOC), to release a government-wide framework to guide agencies in their efforts to create a diverse and inclusive workplace. OPM released the Government-Wide Diversity and Inclusion Strategic Plan on November 18, 2011, and agencies were given 120 days (or until March 2012) to develop agency-specific strategic plans. To comply with Executive Order 13583:

- Secretary of Energy Steven Chu, in anticipation of the Executive Order, approved the creation of the Office of Diversity Programs in March 2011 within the Office of Economic Impact and Diversity (ED) to analyze the diversity practices at DOE and to develop recommendations that would bring the Department to the forefront of efforts to build a more diverse and inclusive workforce.
- The Office of Diversity Programs, in partnership with the DOE Office of Human Capital (HC), concluded a comprehensive review of DOE's workforce diversity and inclusion policies and programs in July 2011.
- In October 2011, Secretary Chu issued a memo to all DOE employees outlining his expectations and an action plan designed to promote a culture of diversity and inclusion at DOE.
- More than 1,200 DOE employees participated in online and in-person focus groups during October-November 2011, which provided a wealth of data and recommendations about how to create a culture of diversity and inclusion at DOE.
- At DOE's December 6, 2011, Workforce Diversity Town Hall meeting, the Department presented "DOE's Path Forward" for diversity, which calls for the establishment of the DOE Diversity and Inclusion Strategic Plan and a DOE Diversity and Inclusion Council.
- DOE's Diversity and Inclusion Council, which will oversee the implementation of the Diversity and Inclusion Strategic Plan, was created in February 2012.
- NNSA's three year plan highlights its diversity and inclusion strategies and aligns with the DOE's March 2012 Diversity and Inclusion Strategic Plan.

OVERVIEW

The Secretary of Energy has identified workforce diversity and inclusion as areas where DOE must take action to better achieve a culture of collaboration, flexibility, and fairness. The ultimate goal is to create an environment where DOE is an employer of choice and all individuals are able to realize their full career potential while contributing to DOE's vital missions.

DOE's Diversity and Inclusion Strategic Plan complies with guidance and descends from related components of the President's Management Agenda, the Office of Personnel Management, the Office of Management and Budget, the Equal Employment Opportunity Commission, DOE's Strategic Plan and the DOE's Human Capital Strategic Plan.

NNSA developed a Diversity and Inclusion Strategic Plan to align to DOE's Plan, with emphasis on meeting the needs of NNSA employees, while accomplishing the NNSA mission.

DEFINING DIVERSITY AND INCLUSION

Diversity can be defined as the range of human difference. Each person has layers of diversity, which make his or her perspective unique. There are many dimensions to diversity, including the familiar traits of race, ethnicity, gender, age, religion, disability, and sexual orientation, as well as the many personal characteristics such as communication style, work habits, behavioral attitudes, economic status, and knowledge, thought process, ideas, life experiences, cultural background, and geographical origin.

Inclusion is defined as involving and valuing human differences and viewing such differences as strengths. In an inclusive environment there is a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are enabled to participate and contribute to their full potential.

Within an organization, there are obstacles or barriers that may not be intended to exclude individuals, but actually do exclude people. Systematic barriers or obstacles can occur when policies and practices, programs and services are created without benefit of a range of perspectives during their development. A diverse and inclusive workforce draws on the experiences and views of its staff to create programs that reflect the range of diversity in our communities. In a diverse and inclusive environment, the talents and differences of all employees are respected and valued for professional and mission success. Tapping into this broad spectrum of diversity will enable NNSA to reap the full performance potential and competitive advantages that diversity and inclusion offer.

NNSA's VISION STATEMENT FOR DIVERSITY AND INCLUSION

NNSA will capitalize on the diverse attributes of the Nation today to build an inclusive agency for tomorrow. NNSA will strive to become a model employer in the Federal government by leveraging diversity and inclusion to deliver the best public service on behalf of the Nation.

DIVERSITY AND INCLUSION GOALS

NNSA will become an employer of choice by achieving the following three workforce diversity and inclusion goals:

Workforce Diversity. Recruit from a diverse, qualified group of potential applicants to secure a high-performing workforce drawn from all segments of American society.

Workplace Inclusion. Cultivate a culture that encourages collaboration, flexibility, and fairness to enable individuals to contribute to their full potential and further retention.

Sustainability and Accountability. Develop structures and strategies to equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches on the basis of such data, and institutionalize a culture of inclusion.

In order to meet these goals, NNSA will focus on five (5) priority areas as established by Secretary Chu in his Dear Colleague letter on workforce diversity and inclusion dated October 3, 2011: 1) dialogue and feedback; 2) recruitment and hiring; 3) retention, development, and promotions; 4) commitment and understanding; and 5) performance and accountability.

GOAL 1: Workforce Diversity

NNSA will recruit and hire from a diverse, qualified group of potential applicants to secure a high-performing workforce drawn from all segments of American society.

Priority 1.1: Design and perform strategic outreach and recruitment to reach all segments of society.

Action Items:

- a) NNSA will monitor its recruitment and selection processes to identify any barriers or practices that would tend to ensure opportunities for groups or individuals are based on merit; documenting same in the annual MD-715 report.
- b) The Office of Human Capital Management (OHCM) and Office of Leadership and Career Management (OLCM) will establish corporate recruiting strategies to attract and grow top talent.
- c) 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.
- d) NNSA's voluntary EEO Observer Process for selection interview panels will continue to be encouraged for vacancies.

Measures:

- i. MD-715 accomplishments note the elimination of barriers identified in the previous years' report.
- ii. Implement metrics to monitor and measure recruitment and hiring.
- iii. Quarterly tracking of EEO Observer usage
- iv. Increase in NNSA partnerships with a broad spectrum of universities and colleges.
- v. Percentage of Minority Serving Institution (MSI) and Pathways students employed at NNSA post internship.

Priority 1.2: Use strategic hiring initiatives for people with disabilities and for veterans, conduct barrier analysis, and support Special Emphasis Programs (SEPs), to promote diversity within the workforce.

Action Items:

- a) NNSA will promote and market student internship and fellowship programs to diverse groups/organizations/universities in order to attract candidates from all segments of society.
- b) The Office of Human Capital Management 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.

- c) OHCM and the Office of Civil Rights (OCR) will review results of barrier analysis required by the EEOC MD-715 Report, develop action plans to eliminate any identified barrier(s) and coordinate the implementation of action plans.

Measures:

1. Percentage of hires under the Schedule A hiring authority for people with disabilities and the percentage of hires under the Veteran hiring authorities within the past 12 months (HC).
11. Special Emphasis Programs:
 - a. Number of recruitment events attended by SEP members.
 - b. Applications for employment from constituents of organizations receiving outreach notices.
 - c. Of "b" immediately above, the number of applicants hired at NNSA.

GOAL 2: Workplace Inclusion

NNSA, through dialogue and feedback, shall cultivate a culture that encourages collaboration, flexibility, and fairness to enable individuals to contribute and be recognized to their full potential, and to further retention.

Priority 2.1: Use on-going dialogue and feedback to understand employee satisfaction and commitment to diversity and inclusion at NNSA.

Action Items:

- a) Utilize the One Leadership town halls to address workplace policies and practices, work environment, and effectiveness of diversity and inclusion initiatives.
- b) Link to DOE provided diversity events, speakers, recognition months, via VTC and teleconference.
- c) Utilize the annual Partnership for Public Survey "Best Places to Work" survey results to measure employee attitudes and concerns across NNSA.
- d) Issue NNSA Diversity and Inclusion Annual Performance Report conveying accomplishments, progress, status on attainment of goals and priorities contained in the Diversity and Inclusion Strategic Plan by the second quarter of each fiscal year.

Measures:

- i. Constructive feedback received in the fiscal year regarding the One Leadership town halls.
- ii. Amount of constructive feedback received in the fiscal year regarding the DOE sponsored diversity events.
- iii. Attendance at DOE and or NNSA sponsored diversity events.

iv. NNSA standing on the "Best Places to Work" survey results.

Priority 2.2: Promote diversity, inclusion, and equity in leadership development programs.

Action Items:

- a) OLCM and OCR will review leadership development programs, determine whether they draw from all segments of the workforce, and develop strategies to eliminate barrier(s) where they exist.
- b) OLCM will develop training materials on mentoring and coaching a diverse workforce.
- c) Program offices will develop and implement a merit-based succession planning system for mission-critical occupations that includes broad outreach to a wide variety of potential leaders.

Measure:

- i. Identify percentage of various demographic groups incorporated into agency succession planning, mentoring and leadership development programs by demographic group and report in the annual MD-715 (OCR).

Priority 2.3: Cultivate a supportive, welcoming, inclusive and equitable work environment.

Action Items:

- a) NNSA will partner with the Department of Energy's Diversity and Inclusion office to promote diversity and inclusion awareness events and to provide training for NNSA employees .
- b) Program offices will reaffirm commitment and understanding of the *DOE Strategic Plan* (p.42), which states "we will enrich the diversity of the Development Workforce- including our technical staff- to make it more inclusive of women, minorities , veterans, and persons with disabilities."
- c) NNSA will 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 benefits.
- d) NNSA will administer 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.
- e) OCR will collaboratively develop training and policies that encourage the use of

appropriate dispute resolution processes (including EEO counseling, Alternative Dispute Resolution, and the Ombudsman) to resolve the full range of employment-related disputes.

Measures:

- i. Percentage of non-supervisory employees completing diversity training in the fiscal year.
- ii. Percentage of supervisory employees completing diversity training in the fiscal year.
- iii. Percentage of SES leaders completing diversity training in the fiscal year.
- iv. Percentage increase or decrease, as reported in the annual MD-715, of women, minorities, veterans, and persons with disabilities.
- v. Percentage of employee's participating in telework.
- vi. Percentage of new employee's completing the new employee orientation course.
- vii. Percentage of resolutions reached for the number of sessions held in mediation, Alternative Dispute Resolution, and Ombuds.

Priority 2.4: Involve managers and employees as participants and responsible agents of diversity, mutual respect and inclusion.

Action items:

- a) NNSA will ensure that resources on diversity and inclusion, including leadership skills, communication techniques and other valuable diversity and inclusion skills, processes and policies, are available and accessible to employees.
- b) Program offices will encourage senior leaders to participate in at least two diversity and inclusion outreach events per FY, with a particular emphasis on STEM recruiting.

Measures:

- i. Measure percentage of agency senior leadership involved in diversity activities.
- ii. Measure number of new initiatives implemented by diversity activities.

GOAL 3: Sustainability and Accountability

NNSA shall develop structures and strategies to equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches on the basis of such data, and institutionalize a culture of inclusion.

Priority 3.1: Demonstrate leadership accountability regarding diversity and inclusion in the workplace.

Action Items:

- a) OCR will disseminate a semi-annual and an annual workforce diversity report to senior leadership, post on the OCR website, and conduct annual briefings on the state of NNSA, and NNSA organizations.

Measures:

- i. 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.
- ii. As documented in the MD-715, the comparison to prior fiscal year of personnel actions of women, minorities, veterans, and persons with disabilities for: hires; separations; promotions; and career development program participation.

Priority 3.2: 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.

Action items:

- a) OCR will submit diversity and inclusion reports (MD-715, Minority Serving Institutions, No Fear Act, etc.) required by Federal laws, regulations, Executive Orders, management directives, and policies.
- b) OCR will provide up-to-date and accessible guidance on the requirements of employment antidiscrimination laws regulations, policies, and guidance.
- c) Program offices will ensure full compliance with employment antidiscrimination laws regulations, policies, and guidance by all employees.

Measures:

- i. OCR year end scorecard reporting full compliance, exception, or failure in the areas of:
 - a Timely EEO Counseling (30-90 days)
 - b Timely processing of formal complaints (180-270 days)
 - c Percentage of resolutions to sessions held in mediation, ADR , or Omsbuds.
- ii. Timely submission of reports related to promoting diversity and inclusion in the Federal workforce (OCR).
- iii. Annual updated posting (posters; OCR web; and OCR Powerpedia) of NNSA OCR contacts, EEO Counselor contacts; EEO legal information; Reasonable Accommodation; and Mediation information, no later than January 2nd of each year.

METRICS

The following metrics measure NNSA's overall improvement in workforce diversity and inclusion.

- 1) Improved performance as tracked via Measures of Performance (Measure of Performance #21- Diversity and Inclusion), which includes:
 - a. Diversity and Inclusion in our Partnerships.
 - b. Diversity and Inclusion in our Procurement.
 - c. Diversity and Inclusion in our People.

- 2) Improved NNSA Employee Viewpoint Survey results (i.e. the Partnership for Public Service's Best Places to Work Survey) in the following areas:
 - a. **Teamwork:** The teamwork category measures the extent to which employees believe they communicate effectively both inside and outside of their team organizations , creating a friendly work atmosphere and producing high quality work products.

 - b. **Effective Leadership:** The effective leadership category measures the extent to which employees believe leadership at all levels of the organization generates motivation and commitment , encourages integrity , and manages people fairly, while also promoting the professional development , creativity, and empowerment of employees.

 - c. **Support for Diversity:** The support for diversity category measures the extent to which employees believe that actions and policies of leadership and management promote and respect diversity.

 - d. **Employee Skills/Mission Match:** The employee skills/mission match category measures the extent to which employees feel that their skills and talents are used effectively. Furthermore, it assesses the level to which employees get satisfaction from their work and understand how their jobs are relevant to the organizational mission.

 - e. **Family Friendly Culture and Benefits:** The family friendly culture and benefits category measures the extent to which employees believe family-friendly flexibilities are offered to them, including telecommuting and alternative work scheduling, along with personal support benefits like child care subsidies and wellness programs.

GUIDANCE

All DOE diversity and inclusion policies, practices and programs must comply with Federal EEO laws, Merit Systems Principles, the foundation of the Civil Service, and not constitute a Prohibited Personnel Practice.

Federal Laws That Prohibit Workplace Discrimination

The following laws are enforced by Equal Employment Opportunity Commission (EEOC):

- The VII of the Civil Rights Act of 1964 (Title VII), which makes it illegal to discriminate against a person on the basis of race, color, religion, sex, or national origin. The law also protects individuals from retaliation if they complain about discrimination or participate in the EEO process. Website: <http://www.eeoc.gov/laws/statutes/index.cfm>
- The Pregnancy Discrimination Act, which amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. Website: <http://www.eeoc.gov/laws/statutes/pregnancy.cfm>
- The Equal Pay Act of 1963, which makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also protects individuals from retaliation if they complain about discrimination or participate in the EEO process. Website: <http://www.eeoc.gov/laws/statutes/epa.cfm>
- Title I of the Americans with Disabilities Act of 1990 (ADA), which makes it illegal to discriminate against a person with a disability in private companies and state and local governments. The law also protects individuals from retaliation if they complain about discrimination or participate in the EEO process. Website: <http://www.eeoc.gov/laws/statutes/ada.cfm>
- Section 501 and 505 of the Rehabilitation Act of 1973, which makes it illegal to discriminate against a person with a disability in the Federal Government. The law also protects individuals from retaliation if they complain about discrimination or participate in the EEO process. Website: <http://www.eeoc.gov/laws/statutes/rehab.cfm>
- The Age Discrimination in Employment Act of 1967 (ADEA) which protects people who are age 40 or older from discrimination because of age. The law also protects them from retaliation if they complain about age discrimination or participate in the EEO process. Website: <http://www.eeoc.gov/laws/statutes/adea.cfm>

- The Genetic Information Nondiscrimination Act of 2008 (GINA), prohibits the improper use of genetic information in health insurance and employment; bars employers from using individuals' genetic information when making a hiring, firing, job placement, or promotion decisions. Website: <http://www.eeoc.gov/laws/statutes/gina.cfm>
- Uniform Service Employment and Reemployment Rights Act (USERRA), protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discrimination against past and present members of the uniformed services, and applicants to the uniformed services. Website: <http://www.dol.gov/elaws/userra.htm>
- The Civil Service Reform Act of 1978 (CSRA), makes it illegal to discriminate against a federal employee or job applicant on the bases of race, color, national origin, sex, age, or disability. The CSRA also prohibit discrimination the bases of certain other factors that don't adversely affect employee performance, such a marital status, political association, and sexual orientation. The CSRA makes it illegal to fire, demote, or otherwise "retaliate" against a federal employee or job applicant for whistle-blowing or for exercising the right to file a complaint, grievance, or an appeal. The Office of Special Counsel and the Merit Systems Protection Board enforced the CSRA. For more information, contact the Office of Personnel Management at (202) 653-7188 or visit <http://www.opm.gov/>

MERIT SYSTEM PRINCIPLES

The Merit System Principles listed below are adapted from the statutory language that appears in section 2301 (b) of Title 5, United States Code.

- Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition
- Treat employees and applicant fairly and equitably, without regard to political affiliation, race, color, national origin, sex, marital status, age, or disability condition.
- Provide equal pay for equal work reward excellent performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Manage employees efficiently and effectively.
- Retain or separate employees on the basis of their performance.
- Educate and train employees when it will result better organizational or individual performance.
- Protect employee from improper political influence.
- Protect employee against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protect who report illegal and/or wasteful activities).

PROHIBITED PERSONNEL PRACTICES

The prohibited personnel practice listed below are adapted from statutory language that appears in sections 2302(b) of title 5, United States Code. It is a prohibited practice to:

- Discrimination on the basis race, color, religion , sex, national origin, age, disability, marital status or political affiliation.
- Solicit or consider employment recommendation based on factors other than personal knowledge or records of jobs-related abilities or characteristics.
- Coerce an employee 's political activity.
- Deceive a person or otherwise obstruct his or her right to compete for employment.
- Influence any person to withdraw from competition for a position to improve or injure the employment prospects of any particular employee or applicant.
- Give unauthorized preference or advantage to any person to improve or injure the employment prospects of any other person.
- Engage in nepotism (i.e., hire, promote , or advocate the hiring or promotion of relatives).
- Retaliate against whistleblowers , whether an employee or an applicant.
- Retaliate against employees or applicant who exercise their appeal rights, testify or cooperate with an Inspector General or the Special Counsel, or refuse to break a law.
- Discrimination based on personal conduct that is not adverse to on-the-job performance of the employee, applicant , or others.
- Violate Veterans' preference requirements.
- Violate any law, rule, or regulation which implements or directly concerns the merit principles.

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.