

**US Department of Energy
National Nuclear Security Administration**



**FY 2016 Annual Federal Equal Opportunity
Recruitment Program (FEORP) Plan
Accomplishment Report**

**November 2016
NNSA Office of Civil Rights, NA-1.2**

FY 2016 FEORP PLAN ACCOMPLISHMENT REPORT CERTIFICATION

A. Name and Address of Agency:

U.S. Department of Energy
National Nuclear Security Administration
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B. Name and Title of Designated FEORP Official:

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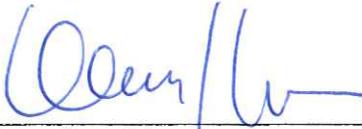
C. Name and Title of Contact Person:

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CERTIFICATION

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

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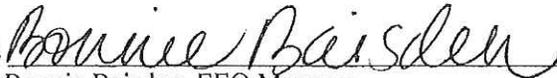


Marcus Lea, Director
Office of Human Capital Management

DATE

12/15/2016

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Bonnie Baisden, EEO Manager
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11/21/2016

Section 1: FY 2016 FEORP Plan Accomplishments

GOAL AREA: DIVERSITY

FY 2016 Agency Objective:

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

FY 2016 Strategic Activity:

- a. NNSA's overall outreach strategy will include diverse populations from colleges/universities, professional organizations, and other organizations representing women, veterans, people with disabilities, and other groups.
- b. Collaborate with the NNSA Office of Human Capital Management and with the DOE to achieve a solution towards attaining/acquiring accurate applicant RNO (Race/National Origin) data.
- c. The NNSA's voluntary EEO Observer Process for selection interview panels will continue to be encouraged for vacancies.

FY 2016 Benchmarks:

- a. Achieve increase in the amount of NNSA partnerships with a broad spectrum of universities and colleges.
- b. Attain solution towards acquiring accurate applicant RNO data.
- c. Continue to advertise and encourage the use of the EEO Observer process for selection and interview panels; continue to track usage and metrics.

FY 2016 Outcomes:

a. During FY 16, under the Minority Servicing Institutions Partnership Program (MSIPP), the NNSA extensively broadened its reach [beyond the current targeted group of Historically Black Colleges and Universities (HBCUs)] to create new partnerships with a group of Hispanic Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs). These partnerships were utilized to establish two new pipeline grants focused in STEM. New partnerships were formalized between the NNSA and the following educational institutions:

HSIs:	Universidad Del Turabo	TCUs:	Candeska Cikana Community College
	University of Puerto Rico		Navajo Technical University
	Miami Dade College		Bay Mills Community College
	University of New Mexico		Salish Kootenai College
	University of Texas at El Paso		Turtle Mountain Community College

Additionally, during FY 16, the NNSA hired an HR Pathways Program Consultant, whose primary responsibilities are to focus on the Pathways Program and outreach-efforts. The HR Pathways Program Consultant worked with NNSA Senior Leadership on pay-structure recommendations for the Pathways Program; once approved/finalized during FY 17, use of the Pathways Program will be expanded to supplement the EN category entry-level hiring recruitment.

The HR Pathways Program Consultant attended the following events (and will be continuing to expand and increase NNSA's outreach going into FY 17) to a broad spectrum of universities and colleges.

- 9/20/2016: NM Tech Career and Graduate School Fair
- 9/21/2016: New Mexico State University (NMSU)
- 9/22/2016: University of Texas, El Paso (UTEP)
- 9/13/2016: Colorado School of Mines Career Fair (MEP, Minority Engineering Program)
- 10/9/2016: Hispanic Association of Colleges and Universities (HSCU) 30th Annual Conference, College and Career Fair
- (FY17) 11/10/2016: New Mexico Highlands University

b. Applicants may (or may not) voluntarily disclose/self-identify their Race and National Origin (referred to as RNO) during the application process. As this disclosure is voluntary, truly-accurate statistics (for applicants) are not available. The NNSA Office of Human Capital Management continued to work with the NNSA Office of Civil Rights to provisioning of accurate Applicant flow data from within the Monster Hiring Management hiring-application, to allow for more-accurate reporting of RNO statistics of applicants, and this effort will continue into FY 17.

c. The NNSA's EEO Observer Program exists to ensure that during competitive selection-board and interview panel proceedings for hiring, promotions, assignments, and awards, all applicable laws and regulations are followed to ensure all proceedings are conducted without prohibited personnel practices occurring. The NNSA Office of Civil Rights continued to promote and market the use of the EEO Observer Program to all NNSA managers and supervisors throughout FY 16 during training sessions and Advisory Services. During FY 16, for all Developmental Programs competitive selection-proceedings, a qualified EEO Observer was formally appointed by the Director of the NNSA Office of Civil Rights. During FY 16, a total of twelve (12) EEO Observers were formally appointed.

GOAL AREA: DIVERSITY

FY 2016 Agency Objective:

Use strategic hiring initiatives for people with disabilities and for veterans.

FY 2016 Strategic Activity:

The Office of Human Capital Management will continue to use Schedule A Hiring Authority for persons with disabilities and Veteran Hiring Authorities as part of the strategy to recruit and retain a diverse workforce within the NNSA.

FY 2016 Benchmarks:

Increase the percentage of hires under Schedule A Hiring Authority for people with disabilities and increase the percentage of hires under the Veteran Hiring Authorities.

FY 2016 Outcomes:

- During FY 16, there were 196 new-hires within the NNSA. Approximately 9.2% of these new-hires self-identified as having a disability, and approximately 1% identified as having a Targeted Disability.
- Approximately 33% of the 196 new-hires were hired under Veterans Hiring Preference hiring-authority, and approximately 11.2% of those self-identified as having a disability.
- Four (4) of the 196 new-hires were hired under the Schedule A Hiring Authority for people with Schedule A defined disabilities; this is a 100% increase from FY 15, and a 200% increase from FY 14.

GOAL AREA: INCLUSION

FY 2016 Agency Objective:

Promote diversity, inclusion and equity in the NNSA's Leadership Development Programs.

FY 2016 Strategic Activity:

Review the NNSA's Leadership Development Programs participation data, and determine whether participants are equitably drawn from all segments of the NNSA workforce.

FY 2016 Benchmarks:

Equitable participation rates in NNSA Leadership Development Programs by RNO (Race/National Origin) and Gender.

FY 2016 Outcomes:

NNSA professional career Leadership and Career Development Programs' participation rates during FY 16 are as follows: Females (35%), African American (19%), Asian (2%), Hispanic (14%) and Veterans (21%). NNSA provided a wide range of training and developmental opportunities to employees at all levels (Entry, Mid, Supervisors, Managers and Executives), which included the following:

- College of Naval Warfare, US Navy (x1)
- Leadership for a Democratic Society, Federal Executive Institute, OPM (x2)
- Dwight D. Eisenhower School for National Security & Resource Strategy, National Defense University (x3)
- College of International Security Affairs, National Defense University (x2)
- National War College, National Defense University (x1)
- Nuclear and Energy Security Certificate Program, National Defense University (x2)
- New Mexico Leadership Development Program, OPM (x4)
- Senior Leader Seminar: Senior Leader Development Course, US Army (x1)
- Weapon Intern Program, Sandia National Laboratories (x1)
- DOE Faculty Chair & Assistant Professor, Dwight D. Eisenhower School for National Security & Resource Strategy, National Defense University (x1)
- Assistant Professor, College of International Security Affairs, National Defense University (x1)

b. In addition to Leadership Development Programs identified above, during FY 16, the NNSA continued its internal Rotational Program, aimed at developing leadership and cross-functional skills and capabilities, and doubled the number of Rotational Program participants during FY 16.

c. As a new initiative within the NNSA during FY 16, the NNSA recognized the New Inclusion Quotient (New IQ) and Inclusive Intelligence are critical competencies for the 21st Century Leader. The NNSA provided (and continues to provide into FY 17 and beyond) NNSA managers, supervisors, and line-level employees with training and guidance on the New IQ Approach, which is an integral piece of the Office of Employee Empowerment's (OEE) corporate strategy for delivering optimal employee engagement enterprise-wide. This initiative addresses the importance of inclusive diversity for all employees. NNSA secured two certified New IQ Training instructors, and during FY 16, conducted/scheduled forty (40) classes between June-December 2016. OEE staff collaborated with the NNSA's Learning and Career Management staff to implement this key NNSA initiative, and a total of twenty-three (23) New IQ Approach training-sessions were provided (a total of 339 employees were trained at eleven (11) sites/locales across the NNSA enterprise).

GOAL AREA: SUSTAINABILITY

FY 2016 Agency Objective:

Demonstrate leadership accountability regarding diversity and inclusion in the workplace.

FY 2016 Strategic Activity:

- a. The NNSA Office of Civil Rights will disseminate a semi-annual and a year-end Workforce Diversity report via the NNSA Intranet.
- b. Annual briefings regarding Equal Employment Opportunity will be conducted for NNSA organizations by the Office of Civil Rights.

FY 2016 Benchmarks:

- a. As documented in the NNSA Office of Civil Rights' Year End Workforce Diversity report, review the five-year trend to assess NNSA's progress towards hiring, retaining, and promoting women, minorities, veterans, and persons with disabilities.
- b. Conduct live, interactive Equal Employment Opportunity briefings for NNSA supervisors and managers.

FY 2016 Outcomes:

a. During FY 16, in the months of April and September, the NNSA Office of Civil Rights compiled and disseminated the semi-annual and year-end NNSA Workforce Statistics reflecting age, gender, disability, diversity, pay plan, and retirement eligibility. These reports were made available to all NNSA employees (and to the public) via posting to the NNSA's internet-facing web presence. In addition, the NNSA Office of Civil Rights provided ad-hoc-requested Workforce Diversity reports to NNSA management, and instructed management on the data usage for analyzing and remedying trends (within their respective organizations) relevant to diversity, strategic planning, and succession-planning.

b. As a new initiative within the NNSA during FY 16, the NNSA recognized the New Inclusion Quotient (New IQ) and Inclusive Intelligence are critical competencies for the 21st Century Leader. The NNSA provided (and continues to provide into FY 17 and beyond) NNSA managers, supervisors, and line-level employees with training and guidance on the New IQ Approach, which is an integral piece of the Office of Employee Empowerment's (OEE) corporate strategy for delivering optimal employee engagement enterprise-wide. This initiative addresses the importance of inclusive diversity for all employees. NNSA secured two certified New IQ Training instructors, and during FY 16, conducted/scheduled forty (40) classes between June-December 2016. OEE staff collaborated with the NNSA's Learning and Career Management staff to implement this key NNSA initiative, and a total of twenty-three (23) New IQ Approach training-sessions were provided (a total of 339 employees were trained at eleven (11) sites/locales across the NNSA enterprise).

Additionally, a total of twelve (12) live, tailored EEO Update briefings/training sessions (specifically customized for NNSA Supervisors and Managers) were conducted for various NNSA sites by the Office of Civil Rights staff.

GOAL AREA: SUSTAINABILITY

FY 2016 Agency Objective:

Fully and timely comply with Federal laws, regulations, Executive Orders, Management Directives, and policies related to promoting diversity and inclusion in the Federal workplace.

FY 2016 Strategic Activity:

The NNSA will submit diversity and inclusion reports (MD-715, No FEAR Act, etc.) required by Federal laws, regulations, Executive Orders, Management Directives, and policies.

FY 2016 Benchmarks:

Timely submission of reports related to promoting diversity and inclusion in the Federal workforce.

FY 2016 Outcomes:

During FY 16, the NNSA Office of Civil Rights timely completed, submitted, and published the following annual Affirmative Employment relevant reports:

- FY 15 FEORP Accomplishment Report, submitted 10/13/15
- FY 15 DVAAP Report, submitted 10/8/15
- FY 15 EEOC MD-715 Report, submitted 12/29/15
- NoFear Act Reports (submitted on quarterly basis)

Section 2: FY 2017 FEORP Plan for FY 2017

GOAL AREA: DIVERSITY
<p>FY 2017 Agency Objective:</p> <p>Design and perform strategic outreach and recruitment to reach all segments of society.</p>
<p>FY 2017 Strategic Activity:</p> <p>a. NNSA’s overall outreach strategy will include diverse populations from colleges/universities, professional organizations, and other organizations representing women, veterans, people with disabilities, and other groups.</p> <p>b. The use of the NNSA's voluntary EEO Observer Process for selection interview panels will continue to be marketed and promoted.</p>
<p>FY 2017 Benchmarks:</p> <p>a. Achieve increase in the amount of NNSA partnerships with a broad spectrum of universities and colleges.</p> <p>b. Continue to advertise and encourage the use of the EEO Observer Process for selection interview panels; continue to track metrics and usage.</p>

GOAL AREA: DIVERSITY
<p>FY 2017 Agency Objective:</p> <p>Employ strategic hiring initiatives/authorities for people with disabilities and for veterans.</p>
<p>FY 2017 Strategic Activity:</p> <p>The Office of Human Capital Management will continue to use Schedule A Hiring Authority for persons with disabilities and Veteran Hiring Authorities as part of the strategy to recruit and retain a diverse workforce within the NNSA.</p>
<p>FY 2017 Benchmarks:</p> <p>a. Increase the percentage of new hires under Schedule A Hiring Authority for people with Disabilities.</p> <p>b. Increase the percentage of new hires under the various Veteran Hiring Authorities.</p>

GOAL AREA: INCLUSION
<p>FY 2017 Agency Objective:</p> <p>Promote diversity, inclusion and equity in the NNSA’s Leadership Development Programs.</p>
<p>FY 2017 Strategic Activity:</p> <p>Review the NNSA’s Leadership Development Programs’ participation data to determine whether participants are equitably drawn from all segments of the NNSA workforce.</p>

FY 2017 Benchmarks:

Equitable participation rates are achieved in the NNSA's Leadership Development Programs by RNO (Race/National Origin) and Gender.

GOAL AREA: SUSTAINABILITY

FY 2017 Agency Objective:

Demonstrate leadership accountability regarding diversity and inclusion in the workplace.

FY 2017 Strategic Activity:

- a. The NNSA Office of Civil Rights will disseminate mid-year and year-end Workforce Diversity statistics via the NNSA's internet-facing web presence and the NNSA's internal Enterprise Portal.
- b. Annual live EEO briefings/training, specifically tailored for management, will be conducted for NNSA organizations by the Office of Civil Rights.

FY 2017 Benchmarks:

- a. Disseminate mid-year and year-end Workforce Diversity statistics via the NNSA's internet-facing web presence and the NNSA's internal Enterprise Portal, and instruct management on trending-identification for their respective organizations.
- b. Conduct live, interactive Equal Employment Opportunity briefings/training for NNSA supervisors and managers.

GOAL AREA: SUSTAINABILITY

FY 2017 Agency Objective:

Fully and timely comply with Federal laws, regulations, Executive Orders, Management Directives, and policies related to promoting diversity and inclusion in the Federal workplace.

FY 2017 Strategic Activity:

The NNSA will complete, submit, and publish diversity and inclusion reports (relevant annual Affirmative Employment Reports, No FEAR Act quarterly reports, etc.) required by Federal laws, regulations, Executive Orders, Management Directives, and policies.

FY 2017 Benchmarks:

Timely submission of relevant annual Affirmative Employment Reports and No FEAR Act quarterly reports.

Section 3: Short Narrative About Promising Practices within the NNSA During FY 2016

The agency's *FY 16 FEORP Plan* and the agency's *Diversity and Inclusion Strategic Plan* asserted the following goals to be accomplished during FY 16:

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 & 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.

During FY16, the NNSA's implementation of these goals included the following as "promising practices:"

NNSA New IQ Initiative

As a new initiative implemented within the NNSA during FY 16, the NNSA recognized the New Inclusion Quotient (*New IQ*) and Inclusive Intelligence are critical competencies for the 21st Century Leader. The NNSA's Office of Employee Empowerment's (OEE) provided (and continues to provide into FY17 and beyond) managers, supervisors, and line-level employees with training and guidance on the New IQ Approach, which is an integral piece of the OEE's corporate strategy for delivering optimal employee engagement enterprise-wide. This initiative addresses the importance of inclusive diversity for all employees. NNSA secured two certified New IQ Training instructors, and during FY 16, conducted/scheduled forty (40) classes between June-December 2016. OEE staff collaborated with the NNSA's Learning and Career Management staff to implement this key NNSA initiative, and a total of twenty-three (23) New IQ Approach training-sessions were provided (a total of 339 employees were trained at eleven (11) sites/locales across the NNSA enterprise). Additionally, NNSA OEE staff distributed New IQ Training follow-up e-mails to training participants; these e-mails reinforced key learning points discussed during the New IQ training, and provided participants with tools, resources, webinars, best practices, examples of small acts of inclusion, and ideas to help them get started in creating new habits of inclusion to create an inclusive work environment throughout the enterprise.

Training, Development, and Awareness as Proactive Measures

During FY 16, NNSA trained managers, supervisors, and employees initially and annually with NNSA's 1st Year New-Hire Employee Orientation Training; NNSA's Supervisory Role Training Courses; and NNSA's Supervisory Refresher Training Courses, to continue its efforts to foster a fair and equitable work environment where diversity, employee engagement, and employee empowerment thrive; and, is consistent with Executive Order 13583: *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce, 2016 Secretary of Energy's EEO and Diversity Policy Statement*, and the DOE Order for training. These training initiatives included modules on Inclusive Diversity, the Employee Concerns Program, Equal Employment Opportunity, and the Contractor Employee Protection Program.

Leadership and Career Development Programs:

During FY 16, the NNSA provided a wide range of developmental opportunities to employees at all levels (entry, mid, supervisory, managerial and executive) under the NNSA Leadership and Career Development Program. A total of eleven (11) Leadership and Career Development Programs ranging from mid-level to executive-level were provided; each program offered competency development in one or more of OPM's prescribed Executive Core Qualifications.

Interactive Equal Employment Opportunity (EEO) customized training for NNSA Supervisors and Managers

A total of twelve (12) annual Supervisory NNSA-wide EEO Update/Refresher live training sessions were conducted by the NNSA Office of Civil Rights during FY 16. The training objective was to provide timely EEO-relevant information to NNSA Managers and Supervisors to successfully meet their respective EEO responsibilities, which included interactive discussion regarding diversity, inclusion, and Reasonable Accommodation.

Employment of Appointed EEO Observers for Competitive Selections

The NNSA's EEO Observer Program exists to ensure that during competitive selection-board and interview panel proceedings (i.e., for hiring, promotions, assignments, and awards), all applicable laws and regulations are followed to ensure all selection-proceedings are conducted in a fair and impartial manner. The NNSA Office of Civil Rights continued to promote and market the use of the voluntary EEO Observer Program to all NNSA managers and supervisors throughout FY 16 during training sessions and Advisory Services. During FY 16, for all competitive developmental programs' competitive selection-proceedings, a qualified EEO Observer was formally appointed by the Director of the NNSA Office of Civil Rights.

Additional Ongoing "Best Practices"

Additional cultivation activities which were executed during FY 16 (as identified within *FY16 FEORP Plan* and the agency's *Diversity and Inclusion Strategic Plan*) included the following:

- Continued partnering with the Department of Energy's Diversity and Inclusion Office to promote diversity and inclusion awareness events, and to provide training for NNSA employees.
- Through the NNSA's Worklife Balance Program, using flexible workplace tools that encourage employee engagement and empowerment, including but not limited to, telework, flextime, wellness programs and other work-life flexibilities and benefit.
- Continuing the new-hire orientation process for new Federal employees and for new members of the Senior Executive Service, to introduce them to the agency, culture, and to provide networking opportunities.
- Continued advocating of the use of the Alternative Dispute Resolution Program (ADR) to resolve workplace disputes.

Section 4: Strategic Activities Related to Hispanic Employment

NNSA Hiring and Employment of Hispanics During FY 2016

In FY 16, 18.37% of the 196 new hires within the NNSA were Hispanic. Hispanics comprise 15.95% of the NNSA's aggregate workforce.

Minority Serving Institution (MSI) Internship Program Progress

During FY 16, under the Minority Servicing Institutions Partnership Program (MSIPP), NNSA broadened its reach beyond its current targeted group of Historically Black Colleges and Universities (HBCUs) to create new partnerships with a group of Hispanic-Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs). These partnerships were utilized to establish two new pipeline grants focused in STEM. New partnerships were formed during FY 16 with the following educational institutions:

HSIs: Universidad Del Turabo	TCUs: Candeska Cikana Community College
University of Puerto Rico	Navajo Technical University
Miami Dade College	Bay Mills Community College
University of New Mexico	Salish Kootenai College
University of Texas at El Paso	Turtle Mountain Community College

Additionally, during FY 16, the NNSA awarded a new HIS consortium grant (refer to the listing of institutions of learning identified above). The overall goal for this particular consortium is to prepare a diverse workforce (specifically targeting Hispanics) trained in various aspects of Energy Systems (and ready for immediate employment) as scientists or engineers, with the NNSA's national laboratories, their contractors, and other companies in the energy sector. *NOTE: Energy Systems (ES) refers to the infrastructure, technologies, and procedures to generate, store and distribute energy for the use by individual consumers and by industry.*

NNSA Pathways Program Progress

In FY 16, NNSA hired an HR Consultant whose primary responsibilities and focus pertain to the NNSA Pathways Program outreach-endeavors. During FY 16, this HR Consultant worked with senior leadership on pay structure recommendation within the existing DEMO Pay Policy for Pathways Program participants. Once the pay-structures are approved, use of the Pathways Program will be expanded to supplement entry-level hiring, and upon the subsequent finalization of the NNSA Pathways Program Guidance, NNSA will appoint Pathways Program participants.

University Outreach Events and Activities

In effort to further broaden and expand NNSA's outreach to a broad spectrum of universities and colleges, the NNSA participated in the following events during FY 16:

- New Mexico Tech Career and Graduate School Fair
- New Mexico State University School Fair
- University of Texas at El Paso School Fair
- Colorado School of Mines Career Fair- (MEP/Minority Engineering Program)
- HACU 30th Annual Conference's College and Career Fair
- Highlands University School Fair (HIS/Hispanic-Serving Institution)

Section 5: Strategic Activities Related to the Employment of People with Disabilities

Hiring of Persons with Disabilities during FY 16

As prescribed within the *Department of Energy Operational Plan and Desktop Reference for the Disability Employment Program*, the Agency established a goal of 8% of all new hires being people with disabilities, and 2% of those with targeted disabilities. In FY 16, 11.39% of new hires were people with disabilities, and 1% of new hires were people with targeted disabilities.

Of the 196 new hires during FY 16, NNSA hired 4 people (2.04% of new hires) under Schedule A Hiring Authority for people with disabilities. In contrast, during FY 15, 2 of the 139 new hires (1.4 %) were hired using the Schedule A Hiring Authority for people with disabilities and, during FY 14, no (0) people were hired under Schedule A Hiring Authority. FY 16 shows a significant increase (when compared to the two previous fiscal years) in the NNSA's hiring under the Schedule A Hiring Authority.

Training, Education, and Career Development

Department of Energy Order 360.1C requires all Supervisors to complete annual supervisory refresher training. During FY 16, NNSA Supervisors were provided with a minimum of eight-hours of annual refresher training. NNSA Supervisors are provided with the DOE Operational Plan and Desktop Reference for the Disability Employment Program, along with a Policy Guidance Memorandum #32 (Schedule A Appointments of Persons with Disabilities).

In January of 2016, NNSA hiring managers, supervisors, human resources professionals, human resources assistants, and staff involved in the recruiting/hiring (and those tasked with making decisions around the promotion of subordinate staff) completed training titled, "*A Roadmap to Success: Hiring, Retaining and Including People with Disabilities*," which was released by OPM in connection with OPM's 24th anniversary of the Americans with Disabilities Act (ADA). This training-course offered basic information and sources that can be used to hire, promote, and retain individuals with disabilities to meet current and future staffing needs. The "Roadmap to Success: Hiring, Retaining and Including People with Disabilities" training covered several modules, which were titled: It starts With You; Recruit; Accommodate; Interview; Hire; and Include and Retain.

All career and leadership development opportunities within the NNSA during FY 16 were communicated to the entire NNSA workforce, regardless of disability. In addition, the NNSA ensured that all training/learning activities and events accommodated persons with disabilities.

Outreach and Recruiting of Persons with Disabilities

External NNSA vacancy announcements explicitly state each vacancy is open to 30% disabled veterans and to people with disabilities under Schedule A appointments. The announcements contain links to webpages which further describe these appointments and requirements. Information is also disseminated to requestors on the use of Schedule A hiring for people with disabilities and use of the OPM Bender List. In addition, the Office of Human Capital Management has two representatives who attend the Department of Energy bi-monthly conference calls on Veteran/Disability Hiring. The NNSA continues to partner with the DOE on the National Disability Employment Awareness Program.

Reasonable Accommodation

During FY 16, the NNSA continued to ensure persons with disabilities (employees and applicants) were afforded with reasonable accommodation. The NNSA Reasonable Accommodation Program processed a total of 17 Reasonable Accommodation requests. Reasonable Accommodation was provided at 100% of all NNSA-provided training/learning events and courses, and the NNSA provided Reasonable Accommodation during all stages of the hiring/selection process. Additionally, the NNSA partnered with the Department of Energy in updating, drafting and revising of the *2016 Department of Energy's Procedures to Facilitate the Provision of Reasonable Accommodation for Individuals with Disabilities*.

Accommodation-related facility-improvements made (during FY16) at facilities where NNSA employees reside and operate included the following:

- Installation of drinking fountain and bottle filling stations (at the Forrestal Building, Washington, DC)
- Shower-facility renovation design completed (at the Forrestal Building, Washington, DC)
- Installation of sidewalk curb-cuts (at the Germantown Facility, Germantown, MD)
- Upgrading of several door-closures to decrease door-opening force (at the Germantown Facility, Germantown, MD)
- Designation of private "Mother's Rooms" (at the Forrestal and Germantown facilities)
- Restroom renovation re-design completed (at the Germantown Facility, Germantown, MD)
- Remodeling of Men's Restroom (Bldg. 385, Albuquerque Complex, Albuquerque, NM)
- Installation of ADA Grab-Bar in Men's Restroom (Bldg. 385, Albuquerque Complex, Albuquerque, NM)

Section 6: Progress Tracker

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FEORP Progress Tracker

PROGRESS TRACKER AND DEMOGRAPHIC DATA EXPLANATORY NOTES FOR PROGRESS TABLES

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

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

FEORP Progress Tracker

Mentoring	Qualitative Questions (Yes or No)
Agency has a Formal Mentoring Program	Response
	Yes
Mentoring Training provided	Response
	Yes
Program is evaluated	Response
	Yes
Feedback is provided	Response
	Yes
Program is announced to all qualified individuals	Response
	Yes
All employees briefed on agency's Diversity and Inclusion Policies	Response
	Yes
Diversity and Inclusion Training	Qualitative Questions (Yes or No)
Formal Diversity and Inclusion Training provided	Response
	Yes
Training on unconscious bias provided	Response
	No
All employees briefed on agency's Diversity and Inclusion Policies	Response
	Yes
Diversity and Inclusion Council	Qualitative Questions (Yes or No)
Agency has a Diversity and Inclusion Council Note: NNSA is a member of the Dept. of Energy's D&I Council	Response
	Yes
Diversity and Inclusion Council has a charter	Response
	Yes
Members have received training	Response
	Yes
Council's mission aligns to agency mission	Response
	Yes

FEORP Progress Tracker

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

Mentoring	Quantitative Questions (# or %)
Frequency of Program Evaluation (e.g., annually, quarterly etc.)	Response
	Annually
Percent of employees involved with mentoring	Response
	0.41%
Percent of SES involved with mentoring	Response
	3.00%
Percent of managers involved with mentoring	Response
	1.00%
Percent of supervisors involved with mentoring	Response
	Included in Managers # above
Count of employees involved with mentoring	Response
	8
Count of SES involved with mentoring	Response
	3
Count of managers involved with mentoring	Response
	5
Count of supervisors involved with mentoring	Response
	Included in Managers # above
Total number of employees eligible to participate	Response
	2388

FEORP Progress Tracker

Diversity and Inclusion Training	Quantitative Questions (# or %)
Frequency of Diversity and Inclusion Training per year (e.g., annually, quarterly etc.) NOTE: NNSA's "New IQ" Training	Response
	At least monthly
Percent of employees who have participated this year in formal Diversity and Inclusion Training	Response
	14.20%
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	0.00%
Count of employees who have participated in formal Diversity and Inclusion Training	Response
	339
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training	Response
	0
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)	Response
	2388
Diversity and Inclusion Council	Quantitative Questions (# or %)
Frequency of council meetings in FY16 (e.g., annually, quarterly etc.) Note: NNSA is a member of the Dept. of Energy's D&I Council	Response
	Monthly
Frequency of council events (e.g., annually, quarterly etc.)	Response
	Semi-Annually
Percent of Senior Leadership on council (NNSA EEO Manager is a member of the Dept. of Energy's D&I Council)	Response
	4.00%
Percent of employees on council	Response
	0.00%
Count of Senior Leadership on council (NNSA EEO Manager is a member of the Dept. of Energy's D&I Council)	Response
	1
Count of employees on council	Response
	0
Total number of people on council (total # of DOE D&I Council members from the NNSA)	Response
	1

FEORP Progress Tracker

Development Program	Quantitative Questions (# or %)
Percent of GS1-4 who participated	Response
	0.00%
Percent of GS 5-8 who participated	Response
	0.00%
Percent of GS 9-12 who participated	Response
	21.00%
Percent of GS 13-15 who participated	Response
	79.00%
Percent of SES who have participated	Response
	0.00%
Count of GS1-4 who have participated	Response
	0
Count of GS 5-8 who participated	Response
	0
Count of GS 9-12 who participated	Response
	9
Count of GS 13-15 who participated	Response
	34
Count of SES who participated	Response
	0
Total number of employees eligible to participate	Response
	2388

FEORP Progress Tracker

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

1. D&I Element in SES performance plans

Yes or No	Percentage
Yes	100.00%

2. D&I Element in Management/Supervisor performance plans

Yes or No	Percentage
Yes	100.00%

3. D&I Element in employee performance plans

Yes or No	Percentage
No	0.00%

Demographic Information

Mentoring (Mentee data)	Demographic Data
Percent of Asian Mentees	Response 0.00%
Percent of Black Mentees	Response 33.00%
Percent of Hispanic Mentees	Response 0.00%
Percent of Native American Mentees	Response 0.00%
Percent of Native Hawaiian/ Pacific Islander Mentees	Response 0.00%
Percent of Mentees Two or More Races	Response 0.00%
Percent of White Mentees	Response 67.00%
Percent of Female Mentees	Response 67.00%
Percent of Male Mentees	Response 33.00%
Percent of Veteran Mentees	Response 33.00%
Percent of Mentees that are People with Disabilities	Response 0.00%
Total number of participants (This number is the denominator to calculate the Mentee percentages)	Response 3

Demographic Information

Mentoring (Mentor data)	Demographic Data
Percent of Asian Mentors	Response 0.00%
Percent of Black Mentors	Response 0.00%
Percent of Hispanic Mentors	Response 0.00%
Percent of Native American Mentors	Response 0.00%
Percent of Native Hawaiian/ Pacific Islander Mentors	Response 0.00%
Percent of Mentors Two or More Races	Response 0.00%
Percent of White Mentors	Response 100.00%
Percent of Female Mentors	Response 60.00%
Percent of Male Mentors	Response 40.00%
Percent of Veteran Mentors	Response 0.00%
Percent of Mentors that are People with Disabilities	Response 20.00%
Total number of Mentors (The number is the denominator to calculate the Mentor percentages)	Response 5

Demographic Information

Development Programs	Demographic Data
Percent of Asians taking part in Development Programs	Response
	2.00%
Percent of Blacks taking part in Development Programs	Response
	19.00%
Percent of Hispanics taking part in Development Programs	Response
	14.00%
Percent of Native Americans taking part in Development Programs	Response
	2.00%
Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs	Response
	0.00%
Percent of persons Two More or Races taking part in Development Programs	Response
	0.00%
Percent of Whites taking part in Development Programs	Response
	63.00%
Percent of Females taking part in Development Programs	Response
	35.00%
Percent of Males taking part in Development Programs	Response
	65.00%
Percent of Veterans taking part in Development Programs	Response
	21.00%
Percent of People with Disabilities taking part in Development Programs	Response
	0.00%
Total number of participants (This number is the denominator to calculate the Development Program participation percentages)	Response
	43