



U.S. Department of Energy
National Nuclear Security Administration
2009 Report to the President
Executive Order 13171
on
Hispanic Employment

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Overview:

The U.S. Department of Energy’s National Nuclear Security Administration (NNSA) is comprised of Headquarters, eight Site Offices (Kansas City, Livermore, Nevada, Sandia, Pantex, Y-12, Savannah River and Los Alamos), and one integrated Service Center.

The NNSA’s Human Capital Management Strategic Plan includes strategies to recruit and retain a highly qualified and diverse workforce. Significant workforce succession problems are anticipated in the near future due to an aging workforce. As of September 12, 2009, the average age was 46.2 years. In addition, 13.7% employees are eligible to retire immediately and 29.0% will be eligible to retire by September 12, 2013. To address loss of critical leadership and technical skills, the NNSA is utilizing strategic workforce planning to assess organizational staffing levels and align employee skills to critical job requirements.

The NNSA was under hiring restrictions during a large portion of FY 2009. Despite these restrictions, hiring efforts this last year included 213 new hires. Following is a report on NNSA activities and progress in addressing Hispanic representation in the workforce.

I. Statistical Profile:

The total number of permanent employees at the NNSA was 2,673 at the end of FY 2008 and 2,715 at end of FY 2009. Hispanic representation comprises 16.3% (443) which exceeds the Civilian Labor Force Population (10.75). Hispanic representation fell slightly from 2008, down 0.3% from 16.6% (444).

September 15, 2008

	Black Female		Black Male		Hispanic Female		Hispanic Male		Asian Female		Asian Male		American Indian Female		American Indian Male		Other Female		Other Male		Minority		Female		Total
<u>Grand Total</u>	139	5%	88	3%	211	8%	233	9%	35	1%	83	3%	34	1%	23	1%	500	19%	1327	50%	846	32%	919	34%	2673

September 14, 2009

	Black Female		Black Male		Hispanic Female		Hispanic Male		Asian Female		Asian Male		American Indian Female		American Indian Male		Other Female		Other Male		Minority		Female		Total
<u>Grand Total</u>	155	6%	99	4%	209	8%	234	9%	31	1%	82	3%	33	1%	23	8%	501	18%	1348	50%	866	34%	929	34%	2715

- II. Briefly describe the “best practice” activities your site has developed and implemented over the past fiscal year to support the following key areas:

A. Community Outreach

NNSA is a strong advocate of the White House Initiative on Educational Excellence for Hispanic Americans. Activities that directly supported this initiative are listed below:

Hispanic Consortium

In an effort to establish, develop and nurture an operational talent pipeline of the future, NNSA entered into a three-year cooperative agreement, in 2008, with a consortium of Hispanic science and engineering organizations that have a combined membership base of more than 12,000. The three-year agreement provides undergraduate, graduate, and post doctoral students year-round interaction with NNSA laboratories, site offices and NNSA Headquarters. In addition to substantive work experience, the agreement provides students with mentoring opportunities, professional development, interaction with NNSA leaders, and social networking. Over the next three years, more than 100 Hispanic students are expected to participate in the program, thereby providing them with additional employment opportunities within the NNSA.

Hispanic College Fund - Hispanic Youth Symposium (HYS)

NNSA sponsored the HYS held throughout the country in partnership with the Hispanic College Fund, public sector, private industry, non-profit organizations, educational institutions, and community organizations. NNSA employees served as motivational speakers, role models and mentors for Symposium participants held at Towson University, Towson, MD; George Mason University, Fairfax, Virginia; and the University of New Mexico, Albuquerque, New Mexico. HYS is a three-day, four-night leadership development program that serves to ensure that students selected by their high schools, who can make it *in* college make it *to* college; encourage the pursuit of higher education; instill pride in the Latino culture; reduce the Hispanic dropout rate; provide students with scholarships to attend college; and, promote career opportunities in government, the private sector, and non-profit organizations. In FY 2008, NNSA provided \$200,000 to the Hispanic College Fund’s HYS to establish a Symposium in Albuquerque, New Mexico.

Hispanic Employment Program Managers Summit: U.S. Equal Employment Opportunity Commission (EEOC) Training Institute, 12th Anniversary Examining Conflicts in Employment Law (EXCEL) Conference

NNSA senior staff presented at the *Annual Hispanic Employment Program*

Managers Summit" held in New Orleans, Louisiana, in partnership with the National Council of Hispanic Employment Program Managers and EEOC Training Institute, 12th Anniversary EXCEL Conference. The EXCEL Conference is the premier training conference for Federal managers, supervisors, and EEO practitioners. In keeping with its history, this conference features top-level officials from the EEOC, other federal agencies, and nationally known EEO professionals. The summit featured workshops and plenary sessions on EEO Case Updates, including the Amended American with Disabilities Act of 2008, which went in effect January 1, 2009.

Hispanic Employment Program Managers Summit: 80th League of Latin America Citizens Convention and Exposition

NNSA senior staff presented at the "*Annual Hispanic Employment Program Managers Summit*" held in San Juan, Puerto Rico, in partnership with the National Council of Hispanic Employment Program Managers and the League of United Latin American Citizens' (LULAC) Federal Training Institute, an intensive and structured career development program for government and public sector employees. The summit featured workshops and plenary sessions for Federal Special Emphasis/Diversity Program Managers that enable mid- and senior-level government employees to enhance their leadership and professional skills.

Second Annual Federal Hispanic Career Advancement Summit

NNSA staff joined with several Federal agencies in making the Second Annual Federal Hispanic Career Advancement Summit in Arlington, VA a success. The Summit aimed to address the shortage of Hispanics in senior executive and management positions in the Federal Government. The Summit focused on providing management insights, skills training and other career opportunities to help government employees maximize their potential. Career and leadership workshops were provided to attendees with valuable insights to develop strong management skills and prepare them for senior positions in the federal sector. The summit provided training on Building Coalitions, Business Acumen, Fundamental Competencies and Executive Coaching; and, featured prominent federal executive keynote speakers, career workshops, and executive training sessions.

Other Community Outreach Activities

NNSA participates in numerous community activities or recruitment conferences focusing on minorities. NNSA's participated in the following career information programs and community outreach activities:

- Central New Mexico Community College Career Information Program
- University of New Mexico (UNM) Career Information Program
- Congressional Job Fair
- Partnership for Public Service Job Fair
- Washington Post Job Fair

- UNM Scientific and Professional Job Fairs
- UNM Hispanic Engineering and Science Organization Career Fair
- NM Black Exposition
- Albuquerque Hispanic Chamber of Commerce Recruitment Fair
- NM Federal Executive Board Career Fair
- NNSA-sponsored one hour seminar entitled “Navigating USAJobs.”

The session included a question-and-answer period and survey results regarding the usefulness of the presentation yielded favorable responses. NNSA received an average of 4.5 on a scale of 1 to 5; with 5 being a rating of extremely useful. This job fair included over 1,200 attendees and each seminar was filled to capacity.

NNSA Minority Serving Institution (MSI) Program

From Fiscal Year 2005 to present, NNSA has awarded approximately 43 grants to more than 30 Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges totaling over \$90 million. The MSI program’s primary focus is to engage the academic institutions in NNSA mission driven activities, and collaborative research projects within the NNSA laboratories and site offices, and develop the future workforce by attracting and retaining MSI graduates.

Since its inception in 2007, approximately 165 minority students have completed the NNSA’s Summer Intern Program. This is a ten-week paid internship program designed specifically for MSI colleges and universities. The students work at various locations within NNSA, its National Laboratories, and several small businesses in the Washington, D.C. area. Students, with disciplines in the areas of Mathematics, Biology, Engineering, Physical Science, Communication, Information Technology, Computer Science and Earth Science, are subsequently matched with their curriculum to gain work experience and insight into their field of study. This program is used as a recruiting tool to diversify the work population.

B. Recruitment

Future Leaders Program (FLP)

The NNSA FLP was established in 2005 and continues to attract qualified candidates from diverse backgrounds. The FLP is a two-year structured federal career intern program designed to develop competencies and leadership skills of promising candidates. Selected candidates have completed either an undergraduate or graduate degree in engineering or basic science, or a graduate degree in a non-technical field. Once hired through the Federal Career Intern Program Hiring Authority (Schedule B appointments), program participants

experience challenging work assignments, a top of the line mentoring program, rotational assignments, and an aggressive internal training program. Upon successful graduation, they are non-competitively converted to career conditional appointments. In past years, the FLP involved aggressive, targeted outreach recruitment efforts at Historically Black Colleges and Universities and Hispanic Association of Colleges and Universities. Similar recruitment efforts are projected for FY 2010. As a result of these efforts, 143 FLP employees have been hired. It is anticipated that external hiring opportunities under the FLP will result in 31 new hires for FY 2010.

In FY 2009, the NNSA hired 30 participants under the FLP. Of the FY 2009 FLP hires, Hispanics represent 20%. Following is the Hispanic participation rate:

FY 2005 – 24%
FY 2006 – 13%
FY 2007 – 17%
FY 2008 – 16%
FY 2009 – 20%

Student Career Experience Program (SCEP)

The SCEP benefits both the agency and the student. The Program provides the agency an avenue for bringing a diverse group of high achieving students into the workforce while giving managers the ability to evaluate the students' performance in real work situations. Students benefit by gaining year round employment, flexible work schedules, meaningful work assignments, and opportunity to gain exposure to public service while enhancing their educational goals and shaping their career goals. The SCEP is a great tool for helping agencies meet their workforce needs by hiring entry-level employees who will be eligible for conversion to a permanent appointment upon completion of their education and work requirements.

The Office of Human Capital Management Services' recruitment and training teams work together to provide training opportunities, new employee orientation, and educational tuition assistance for SCEP employees. Each training opportunity must meet the competencies and/or qualifications necessary for each student's target position. The SCEP requirements are outlined in a formal Student Career Experience Program Guidebook developed by the NNSA Service Center. As the students come on board, the Office of Human Capital Management Services provides the students with a new employee and program orientation, information on the department's mission, employee benefits, training opportunities and an opportunity to get acquainted with their supervisor and mentor. The students are allowed \$4,000 in position specific educational tuition assistance each year while they are in the program. Each training opportunity approved must meet the competencies and/or qualifications necessary for each student's target position. The length of the program is dependent of various

elements, i.e., the grade level each student was hired at and the target position grade level and length of time the student needs to complete all required training. Students are eligible to remain in the program for a maximum of 4 years.

NNSA has hired 36 SCEP employees since FY 2007. It is anticipated that SCEP hiring authority will continue to be used in FY 2010. Following is the Hispanic participation rate:

FY 2007 – 60%

FY 2008 – 42%

FY 2009 – 63%

Summer Student Intern Program

NNSA's Summer Student Intern Program is designed to bring students together, who are completing various educational experiences and have diverse backgrounds, to learn and hone skills necessary to be agile and productive employees in a new and growing global economy. The Program introduces students to NNSA organizational elements and provides them with an opportunity to work, side-by-side, with NNSA leaders and sponsors in order to meaningfully engage and contribute to the work of various NNSA organizations. This is the second year of operation for the summer student intern program. In 2008, 25 students participated in this Program at NNSA HQ. Minorities and women represented 68% of the total population. In 2009, a total of 42 students participated at NNSA HQ, a 68% increase from 2008. Two of the 42 students were sponsored by the Hispanic College Fund, a new partnership established in 2009 with the NNSA; and four students represented Historically Black Colleges and Universities. Minorities and women represent 88% of the total student program.

Student Learning Academy

To help the students maximize their opportunity to learn and grow personally and professionally, NNSA created a NNSA Student Learning Academy (known as The Academy). The Academy has four distinct components that enhance and facilitate learning:

- Life Skills Workshops:
- Action Learning Teams – Team Projects:
- Learning Exchange with Leaders:
- Group Engagement:

NNSA's goal for the Student Learning Academy is to provide interns a series of learning engagements that will help enhance a student's professional experience, and prepare them for career opportunities in the government, non-private sector, or private industry. NNSA believes that a student should expect a comprehensive experience that has an immediate utility.

C. Career Development

NNSA-Wide Initiatives

The Department encourages agency managers to consider establishing and recruiting for developmental positions to support workforce and succession planning initiatives. From an operational level, NNSA's Human Resources Consultants provide technical advice and council to NNSA managers in exploring options to establish new, or restructure recently vacated senior level positions, to provide developmental opportunities. These positions involve a mix of critical functional areas such as business, accounting and budget, human resources, legal, public affairs, clerical, and engineering.

Presently, the NNSA is participating on a special interagency project (with the Partnership for Public Service, the Environmental Protection Agency, and National Aeronautics and Space Administration) to explore opportunities to improve the recruitment of critical positions at the entry level within the acquisition field. Developmental positions are considered viable recruitment and placement strategies and customers are encouraged to establish new, or restructure existing positions to pursue entry level recruitment.

NNSA's Demonstration Project Pay Banding Pay for Performance personnel system also has a natural developmental element, because it allows an employee to progress through a pay band that encompasses several former General Schedule grades without competing for each grade level within the band. Progression through the pay band is based on employee's performance.

NNSA Mentoring Program

The NNSA has a mentor program that motivates employees to pursue higher education and federal careers. In FY09, NNSA implemented a mentoring program to be used as a means to cultivate, preserve, and transfer knowledge among the NNSA employees. The program will help foster personal connections between a mentor and the participant, set goals and provide learning opportunities that are focused on the needs of the participant. The program utilizes current online and interactive tools to develop communication and establish relationships and opportunities to network with someone they may not ordinarily be able to meet. For FY 2010, NNSA is researching the possibility of implementing a mentor program specifically for the interns working at NNSA.

The "Yes We Can" Series

The “Yes We Can” Series is a motivational employee empowerment campaign sponsored by NNSA to effect positive change personally and professionally. This is done through a series of brown bag motivational dialogues that address federal employee success factors, including accountability, trust, integrity, teamwork, career success, motivation, public service, and a special topic on leadership featuring NNSA’s Principal Assistant Deputy Administrator for Military Application. These dialogues support our efforts to foster a safe, positive, and equitable work environment that values and utilizes everyone’s unique skills, abilities, backgrounds, value systems, and perceptions of the world.

Blacks in Government Chapter

NNSA partnered with DOE’s Blacks in Government Chapter to provide a resume writing training workshop for NNSA employees. In addition, NNSA, DOE and BIG sponsored a forum at the BIG National Training Conference in Baltimore, MD. The forum gave the agency the opportunity to showcase its employee’s talent at the training conference. Approximately 50 employees participated in the day-long event.

Formal Government-Wide Programs

NNSA’s Leadership and Career Developmental Programs are advertised to all employees and target a particular pay band level. At the beginning of each fiscal year, the NNSA Talent and Leadership Development Council reviews and determines which leadership programs to sponsor and the number of program participants. Decisions are based on budget, workforce competency data, and succession planning analysis. NNSA’s Learning & Career Development Department acts as the focal point for NNSA approval, funding, and management of the programs.

Program announcements are then transmitted via email to all employees. Interested employees, in turn, will submit a formal application (endorsed by their chain of command) which are then scored on the rating scale specific to that developmental program by a group of panel members selected by the Learning and Career Development Department and approved by NNSA Senior Management. The Panel is comprised of subject matter experts who are at, a minimum, one grade higher than the program applicants. An EEO representative also participates to ensure applications are rated fairly and equally. A recommendation is then forwarded to NNSA’s Talent and Leadership Development Council for approval.

D. Accountability

Amended American with Disabilities Act of 2008

Consistent with the Secretary of Energy’s EEO and Diversity Policy statement and DOE Order for training, NNSA trained managers and supervisors with an annual FY 2009 EEO update on the Amended American with Disabilities Act of 2008, which

went in effect January 1, 2009. An overview of the NNSA Diversity workforce statistics was also provided to managers and supervisors.

Supervisory Performance Element

All Managers and Supervisors are rated on the following performance element each year: Maintains awareness and sensitivity to issues of diversity, discrimination, and affirmative action; develops and utilizes employees as valuable, diverse human resources; fosters a work environment that is cooperative and free of discrimination; contributes to achieving workforce diversity and affirmative actions goals; supports EEO activities through personal and staff participation.

NNSA Hispanic Employment Program

The Hispanic Employment Program (HEP) is an official member of NNSA's Service Center SEP Diversity Advisory Committee (SEP DAC). The mission of the SEP DAC is to promote parity within a diverse workforce in recruitment, training, development and career advancement. The SEP DAC is chaired by NNSA's Service Center Deputy Director and is comprised of Managers from each of the eight SEPs, Senior Diversity Champions, designees from the Office of Human Capital Management Services, the Sandia Site Office, and the Office of Secure Transportation.

The HEP also participated in the Albuquerque Hispano Chamber of Commerce/Department of Defense Kirtland Air Force Base-sponsored Job Fair to provide the NNSA perspective to interested participants. This particular event was an overwhelming success with over 1,000 attendees. Managers within NNSA also participated and met with representatives of special interest groups interested in enhancing equal employment opportunity.

The HEP sponsored Federal Mediator David Martinez, in recognition of Hispanic Heritage Month September 9, 2009. The event was videotaped and sent to NNSA sites for viewing.

Formal Exit Interviews

Formal exit interviews with departing employees are not mandated to capture the employees' reason for leaving employment with NNSA. However, Human Resource Consultants followed up with departing employees that raised issues concerning their employment to identify and/or correct any real or perceived trends and/or address barriers conducive to good management-employee relations. NNSA is also in the initial planning stages of establishing a formalized process for exit interviews which will include a follow-up plan.