

**U.S. Department of Energy  
National Nuclear Security Administration**



**Fiscal Year 2021**

**Annual Federal Equal  
Opportunity Recruitment  
Program (FEORP) Report**

**May 2021**

## **FY 2021 FEORP Report**

The Fiscal Year (FY) 2021 NNSA (National Nuclear Security Administration) Federal Equal Opportunity Recruitment Program (FEORP) Accomplishment Report highlights the agency's human capital best practices to recruit, develop, and retain a diverse and highly qualified civilian workforce. This report is prepared pursuant to 5 United States Code § 7201; 5 C.F.R. Part 720, Subpart B; Executive Order 13171; and Executive Order 13548, and this report is submitted to the Office of Personnel Management (OPM).

## **SECTION 1:** **FY 2021 FEORP Accomplishments and Promising Practices**

### **FY 2021 Goal 1:**

***Design and perform strategic outreach and recruitment to reach all segments of society.***  
*NNSA's overall outreach-strategy will include expanded reach to colleges and universities, professional organizations, and other organizations representing women, veterans, people with disabilities, and other groups.*

NNSA Human Resources maintains a dedicated Human Resources Consultant, whose primary responsibilities during FY 2021 focused on the Pathways Program and outreach activities, including networking with disability-related organizations, veterans' organizations, and partnering with colleges and universities.

### **University and College Outreach and Partnerships**

In FY 2021, NNSA enhanced its outreach and recruitment strategies through participation in two National Security Enterprise (NSE) days with Texas A&M, and also with the University of Toledo's Non-Profit and Government Job and Internship Fair. NNSA created a new partnership with Catholic University and was invited to participate in the Washington, DC career fair. Due to the COVID-19 pandemic, NNSA was unable to participate in-person; however, NNSA virtually/remotely participated in the event through Catholic University's online job fair platform. NNSA also participated in the College Diversity Network Virtual Career Fair, which is a network of job websites run in partnership with colleges and universities with diverse student bodies.

NNSA and its contractors (M&Os) hosted a NSE Day event for Minority Serving Institutions (MSIs). These MSIs included Alabama A&M University, Alabama State University, Alcorn State University, Allen University, Amarillo College, Ana G. Méndez University (SUAGM), Bay Mills Community College, Benedict College, Bowie State University, Cankdeska Cikana Community College, Central New Mexico Community College, Claflin University, Clark Atlanta University, Delaware State University, Denmark Technical College, Dona Ana Community College, Elizabeth City State University, Fayetteville Technical Community College, Fisk University, Florida A&M University, Florida International University, Guildford Technical Community College, Hampton University, Howard University, Inter American University of Puerto Rico – San German, Lincoln University, Miami Dade College, Morehouse College, Morgan State University, Morris College, Navajo Technical University, Nebraska Indian Community College, New Mexico Institute of Mining and Technology, New Mexico State University, Norfolk State University, North Carolina A&T University, North Carolina Central University, Nueta, Hidatsa, Sahnish (NHS) College, Paine College, Polytechnic University of Puerto Rico, Prairie View A&M University, Salish Kootenai College, Savannah State University, South Carolina State University, Southern University of Baton Rouge, Southern

University of New Orleans, Southwestern Indian Polytechnic Institute, Spelman College, St. Mary's University, Stone Child College, Tennessee State University, Texas Tech University, Turtle Mountain Community College, Tuskegee University, United Tribes Technical College, University of Arizona, University of California Merced, University of Illinois at Chicago, University of Nevada Las Vegas, University of New Mexico, University of New Mexico Gallup, University of Puerto Rico Arcibo, University of Puerto Rico Mayaguez, University of Puerto Rico Rio Piedras, University of Texas El Paso, University of Texas Rio Grande Valley, University of Texas San Antonio, University of the District of Columbia, University of the Virgin Islands, Virginia State University, and Voorhees College. Additionally, the NNSA and its M&Os participated in the University of Toledo Non-Profit and Government Job and Internship Fair.

### **Minority Servicing Institutions Partnership Program (MSIPP)**

During FY 2021, NNSA's MSIPP continued to work directly with MSIs to prepare NNSA's next-generation technical workforce. MSIPP aligns investments in university capacity and workforce development with DOE/NNSA mission areas, to develop the needed skills and talent for DOE/NNSA's enduring technical workforce, and to enhance research and education capacity at MSIs.

MSIPP started FY 2021 with 13 active consortia, and at the end of FY 2021 had 24 active consortia, including 46 university partners from Historically Black Colleges and Universities, Hispanic-Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs). Through a competitive funding opportunity announcement, 13 new consortia were awarded in FY 2021 with an effective date of October 1, 2021.

New HSI/TCUs partnerships include:

- Amarillo College (HSI)
- Texas Tech University (HSI)
- Nebraska Indian Community College (TCU)
- New Mexico Institute of Mining and Technology (HSI)
- New Mexico State University (HSI)
- Southwestern Indian Polytechnic Institute (TCU)
- United Tribes Technical College (TCU)
- University of Texas, Rio Grande Valley (HSI)
- University of Illinois at Chicago (HSI)

### **Veteran-Centric Organization Partnerships**

NNSA is committed to providing veterans full opportunity for employment and advancement, and understands the importance of aiding veterans in their transition to civilian employment. NNSA continues to regard the appointment and advancement of those who have provided service to this country as a priority.

As the agency recruits to fill vacancies throughout the enterprise, NNSA fully recognizes it is imperative to continue the agency's commitment to the hiring and advancement of veterans. NNSA strives to continually seek opportunities to appoint and to promote veterans and veterans with disabilities whenever possible; all managers and supervisors are expected to support employment of veterans, and to participate fully in the agency's continued efforts to improve the recruitment and advancement of veterans with disabilities.

During FY 2021, NNSA increased the agency's partnerships with a variety of national and local veteran-centric organizations and vocational rehabilitation programs. NNSA worked closely with over 50 organizations and military installations to provide NNSA job opportunities to veterans. NNSA focused on external-hiring efforts in order to help with succession-planning endeavors; this focus on external-hiring has allowed the agency to promote more employment opportunities to veterans and veterans with disabilities, by increasing job announcements to the general public (for which veterans' hiring-preference applies).

In FY 2021, NNSA continued to expand its recruitment strategies to recruit and employ veterans, and in FY 2021, NNSA sustained its partnerships with two organizations dedicated to the veteran community, RecruitMilitary®, and Hiring Our Heroes®. NNSA participated in a variety of veteran career fairs, to include the RecruitMilitary Career Fair, Service Academy Career Service Washington DC Career Fair, Service Academy Career Service Virtual Career Fair, Corp Gray and West Point Society of DC Military Officer Career Fair, Careers and the disABLED Career Fair, and the Bender Career Fair. Additionally, NNSA partnered with the Operation Warfighter Program to identify opportunities within the NNSA for recovering service members. Upon identification of opportunities based on service members' experience and skillsets, the Human Resources Office forwarded resumes to hiring managers for consideration.

Additionally, the NNSA maintained and expanded its partnerships with other veteran organizations and installations, to include Kirtland Air Force Base, Walter Reed National Medical Center, Joint Base Myer-Henderson, Fort Belvoir, Fort Meade, Fort Detrick, Marine Corps Base-Quantico, Joint Base Anacostia-Bolling, American Job Centers (DC), Arlington Employment Center, City of Alexandria Workforce Development Center, Prince William SkillSource Center, Columbia Workforce Center, Southern Maryland JobSource, and the Maryland Department of Veterans Affairs. Through these partnerships, NNSA provides vacancies as well as invitations for NNSA job fairs. NNSA also participates in career fairs at Kirtland Air Force Base, in order to recruit and hire separating service members.

Additional organizations and agencies with whom NNSA partnered during FY 2021 include the following:

- **Work For Warriors® Program:** This is a nationwide veteran-employment assistance program. NNSA maintains contacts with Work For Warriors® Program representatives from multiple regions, who regularly refer veterans to NNSA.

- **Wounded Warrior Project®:** The mission of the Wounded Warrior Project is to honor and empower service members who incurred a physical or mental injury, illness, or wound co-incident to their military service. NNSA leverages the Wounded Warrior Project’s “Warriors to Work Program,” which is a resource specifically intended to educate and assist employers with creating effective veteran-oriented hiring programs.
- **U.S. Department of Labor:** The U.S. Department of Labor’s “Veterans’ Employment Training Service” is a veterans-only assistance program, which allows veterans to research employment options, as well as providing veterans with access to information on Federal agencies’ employment opportunities. NNSA maintains contact with Veterans’ Employment Training Service Coordinators within all three U.S. regions.
- **U.S. Department of Veterans Affairs:** NNSA maintains contact with a number of Vocational Rehabilitation Counselors within the U.S. Department of Veterans Affairs Vocational Rehabilitation Program, which is a free service that aids veterans with disabilities in finding employment or enrolling in training. NNSA works in tandem with the Vocational Rehabilitation Counselors to assist veterans with disabilities in applying to vacant positions within NNSA.

### **Pathways Program**

As part of the Hiring Reform Initiative, and to address the federal government’s competitive disadvantage compared to other sectors in recruiting and hiring students and recent graduates, President Obama signed Executive Order 13562, entitled "Recruiting and Hiring Students and Recent Graduates," on December 27, 2010. This Executive Order established the Pathways Programs, and directed the Office of Personnel Management (OPM) to implement these programs throughout the federal government. The goal of the Pathways Programs is to improve recruiting efforts, offer clear paths to federal internships for students from high school through post-graduate school (and to careers for recent graduates), and to provide meaningful training and career development opportunities for individuals who are at the onset of their federal service.

The NNSA successfully utilized the Pathways Program during FY 2021, employing a total of two (2) Presidential Management Fellows, and converted one (1) Pathways Intern into a permanent Accountant position upon completion of their degree, with the following participation-level breakdown depicted by Pathways Program participants’ voluntarily self-identified race and disability status:

<b>Race</b>	<b>Participation Level</b>
Black	0
Hispanic	1
White	1
Asian	1
Amer. Native	0

<b>Disability Status</b>	<b>Participation Level</b>
Disability (non-targeted)	2
Targeted Disability	0
No Disability	0

## FY 2021 Goal 2:

*Employ strategic hiring initiatives/authorities for people with disabilities and veterans. Selection/Hiring Officials' increased use of the Schedule A Hiring Authority for Persons with Disabilities and Veteran Hiring Authorities.*

NNSA is fully committed to providing individuals with disabilities and veterans with full opportunity for employment and advancement, and understands the importance of aiding people with disabilities and veterans in employment. The NNSA continues to regard the appointment and advancement of persons with disabilities and those who have provided service to this country as a high priority.

### Hiring of Individuals with Disabilities

The Department of Energy established the following FY 2021 goals pertaining to hiring of Individuals with Disabilities: 13% of all new hires are individuals with disabilities; 2% of all new hires are Individuals with Targeted Disabilities; and 3% of all new hires are individuals with disabilities hired under the Schedule A hiring authority.

Of the 251 new employees hired in FY 2021, 56 (or 22.9% of new hires) voluntarily self-identified as having a disability, and 5 (or 1.99% of new hires) self-identified as having a Targeted Disability.

In FY 2021, NNSA hired 8 (or 3.18% of new hires) individuals with disabilities under the Schedule A Hiring Authority; as a comparator, in FY 2020, NNSA hired 9 (or 3.86% of new hires) under the Schedule A Hiring Authority, and in FY 2019, NNSA hired 7 (or 2.9% of new hires) under the Schedule A Hiring Authority.

### Hiring of Veterans and Veterans with Disabilities

The Department of Energy and the NNSA established and implemented the following FY 2021 goals pertaining to hiring of Veterans and Disabled Veterans:

- Veterans: 25% of all new hires
- Veterans with Disabilities: 11% of all new hires
- 30% or More Disabled Veterans: 7% of all new hires

Of new employees hired within NNSA during FY 2021, 36.25% were Veterans; 15.53% were Veterans with Disabilities; and 12.74% were 30% or More Disabled Veterans.

Group:	FY 2021 Goals	FY 2021 NNSA Result	FY 2020 NNSA Result	Change
Veterans	25% of all new hires	36.25%	42.20%	-5.95%
Veterans with Disabilities	11% of all new hires	15.53%	15.50%	+0.03%
30% or More Disabled Veterans	7% of all new hires	12.74%	12.80%	-0.06%



### Implementing Advanced Technology to Broaden Hiring of Individuals with Disabilities

During FY 2021, as further evidence of NNSA’s endeavors to improve and broaden efforts to recruit and hire persons with disabilities, NNSA continued to use the UbiDuo® device. The UbiDuo® device provides communication equity between people who are deaf, hard of hearing, and hearing, with no barriers. The UbiDuo® device provides simultaneous real-time communication, and eliminates the need for interpreters or cell phones to communicate. Participants sit and face each other while conducting a conversation using the UbiDuo device. The UbiDuo® device provides a neutral conduit by which two persons can easily, quickly, and seamlessly express themselves to each other; one does not have to wait for the other person to finish typing before the other can say what’s on their mind, just as one would in a verbal conversation. The UbiDuo® device has a split screen, enabling the users to see each side of the conversation. The UbiDuo supports the interviewer with the availability to capture and print interview conversations conducted via the device.

### FY 2021 Goal 3:

***Promote diversity, inclusion and equity in the NNSA’s Leadership and Career Development Program (LCDP). Ensure LCDP participants are equitably drawn from all segments of the NNSA’s total workforce, and attain equitable participation rates.***

During FY 2021, the agency’s formalized LCDP provided seventeen different formal training and developmental opportunities to employees at all levels (Entry, Mid, Supervisors, Managers, and Executives) which involved 29 participants during FY 2021.

The FY 2021 LCDP participation rate of employees who voluntarily self-identified as Individuals with Disabilities was 10% (employees who have voluntarily self-identified as individuals with disabilities comprise 13.80% of the NNSA total workforce).

#### 2021 LCDP Participation (by Race and Sex)

Race and Sex	FY 2021 LCDP Participation Rate	Total Workforce Representation Rate (at end of FY 2020)
White Male	27.58%	50.00%
White Female	27.58%	17.00%
Hispanic Male	6.89%	9.00%
Hispanic Female	10.34%	7.00%
Black Male	13.79%	4.73%
Black Female	6.89%	5.46%
Asian Male	0%	3.00%
Asian Female	0%	2.00%
Amer. Native Male	3.44%	1.00%
Amer. Native Female	3.44%	1.00%



During FY 2021, NNSA's Leadership and Career Management Board was the decision-making authority for reviewing, nominating, and selecting applicants into specific competitive leadership and career development programs, including LCDPs. Board members were representatives of the diverse NNSA enterprise, and consist of senior leaders in various organizations. The board members were responsible for ensuring diversity and EEO considerations are properly and promptly addressed when reviewing applications for programs. In addition, there were two non-voting members, the Technical Advisor and the EEO Advisor. The EEO Advisor served to confirm panel proceedings were conducted without regard to applicants' race, color, sex, age, religion, national origin, physical or mental disability, genetic information, sexual orientation, or any other non-merit factor.

Board members were responsible for:

- Nominating and/or selecting candidates from the applicant pool for competitive leadership and career development programs.
- Advising on leadership and career development strategies to ensure nominations and selections are specifically linked to NNSA mission imperatives, human capital strategic plans, workforce and succession planning equities, top management priorities, and other environmental factors.
- Promoting, marketing, and facilitating a robust cohesive corporate approach for identifying diversified leadership and career development opportunities, to foster a learning culture and address NNSA's mission-critical learning and developmental needs.
- Identifying and recommending to the Chief Learning Officer corporate level strategies and actions for addressing and mitigating organizational barriers to learning and development, such as, but not limited to, funding issues, critical skills gaps, leadership support, employee retention, and succession management.
- Ensuring diversity and Equal Employment Opportunity considerations are addressed when reviewing applications for programs.

Lastly, during FY 2021, LCM promoted LCDP opportunities through the agency-wide distribution of OneLearning email announcements, and the OneLearning website. All agency employees across the enterprise received the email announcements, and had access to the website.

#### **FY 2021 Goal 4:**

*Educate the NNSA workforce. Educate managers, supervisors and employees regarding the agency's EEO resources, and enhance employees' awareness and understanding of the benefits of equality in the workplace for greater EEO compliance.*

#### **Learning and Career Management (LCM): Training and Education**

NNSA is committed to sustaining an inclusive, diverse, world-class workforce reflective of the Nation and composed of talented individuals. To achieve this, NNSA recognizes the need to tap into the knowledge, skills, and experience of all Americans. NNSA is committed to educating our workforce on the principles of Equal Employment Opportunity, diversity, and inclusion and

is fully committed to fostering an inclusive work culture that embraces and values the diversity of our workforce.

NNSA values and promotes a healthy learning culture to enable all employees to achieve their fullest potential. NNSA's Learning and Career Management (LCM) offers a wide variety of corporately funded training programs, products, and services, which are made available to all employees, including employees with disabilities, veterans, and veterans with disabilities. This includes but is not limited to, corporate training courses; leadership development programs; an on-boarding program; learning consultants; individual development plans; coaching; a suite of rotational programs; mentoring; and supervisor and executive training.

### **Equal Employment Opportunity Training**

During FY 2021, NNSA provided Equal Employment Opportunity training to managers, supervisors, and employees. EEO training modules remained established in the following Learning and Career Management programs: NNSA's 1st Year, New Hire Employee Orientation; Supervisory Training Program; Mid-Level Development Program; the Aspiring Leaders and Team Lead and Aspiring Supervisor Certificate Programs; the Supervisors Role and Supervisor's Role refresher courses. The Supervisor Framework offers courses that equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches and institute a culture of inclusion. LCM also offers the Organizational Leader Framework for Managers that promotes and continues to foster a fair and equitable work environment where diversity, employee engagement, and employee empowerment thrive. For FY 2021, LCM launched a new course, "Unconscious Bias: Understanding Bias to Unleash Potential," to assist employees with overcoming cognitive barriers to working with and including diverse talent.

Additionally, a broad array of courses in the LinkedIn Learning DEIA Learning Path, were offered to all employees. Courses such as "Confronting Bias: Thriving Across our Differences," is one such example of offerings in LinkedIn Learning. In addition to what these programs offer as part of their curriculum, LCM tailors to organizations' needs related to EEO resources, and more generic training, such as Harassment Prevention, and EEO Counselor training.

### **Supervisor Training**

The NNSA Supervisor Framework offers courses to equip leaders with the ability to manage diversity, be accountable, measure results, refine approaches and institute a culture of inclusion. LCM also offers the Organizational Leader Framework for Managers to promote and continue to foster a fair and equitable work environment where diversity, employee engagement, and employee empowerment thrive. In addition to what these programs offer, LCM tailors EEO resources and curriculum to an organization's needs to provide more generic training such as Harassment Prevention and Workplace Civility.

All newly appointed supervisors are required to attend and complete a multi-day, in-person training course, entitled, "The NNSA Supervisor's Role" course. Tenured supervisors are required to thereafter attend and complete a periodic in-person refresher training course,

entitled, “The NNSA Supervisor’s Role Refresher Training Course.” During the supervisor and manager training sessions provided during FY 2021, the Office of Civil Rights provided instruction on Equal Employment Opportunity, Reasonable Accommodation, and Alternative Dispute Resolution (ADR), and Human Resources provided instruction on the agency’s established hiring and selection procedures and processes, to include the use of Schedule A Hiring Authority, Veterans Hiring Preference, and special hiring authorities pertaining to veterans with disabilities.

### **Dissemination of Workforce Demographic Statistics**

During FY 2021, the NNSA’s Office of Civil Rights compiled and disseminated mid-year and year-end agency-level (and organizational-level) NNSA Workforce Statistics reports, depicting individual organizations’ workforce age groups, gender, disability status, race, pay plan, veteran, and retirement-eligibility statistics. These reports were made available to NNSA employees, and were briefed by the EEO Manager to senior management. The NNSA Office of Civil Rights supplied and instructed management on ad-hoc requested Workforce Diversity reports used for identifying and addressing trends (within their respective organizations) relevant to diversity, strategic and succession-planning.

### **EEO Observer Program**

NNSA’s EEO Observer Program is managed and operated by the Office of Civil Rights. This program exists to ensure applicable laws and regulations are followed during competitive selection-board and interview panel proceedings (i.e., hiring, promotions, assignments, and awards), ensuring selection proceedings are conducted without prohibited personnel practices occurring. The Office of Civil Rights continued to promote and market the use of the NNSA’s EEO Observer Program to NNSA managers and supervisors throughout the year.

Based on the competitiveness of the NNSA’s Leadership and Career Development Program (LCDP), during FY 2021, an EEO Observer was appointed and present during every Leadership and Career Development Program Selection-Board meeting, ensuring applicable laws and regulations were followed, and the Board’s selection-proceedings remained fair, impartial, and presented no barriers to equal opportunity.

### **Executive Training and Leadership Framework**

Learning and Career Management provided NNSA employees the opportunity to participate in the NNSA Leadership Continuum to aid employees to advance in their career. Within the Leadership Continuum, the Organizational Leadership Framework and the Executive Enrichment Program are focused on developing future Senior Executives.

The Organizational Leadership Framework is designed for NNSA Managers. This framework identifies mandatory training and recommended competency development for newly appointed managers and tenured managers. The developmental tracks provides recommended learning activities based on their responsibility for managing self, others, the organization, and leadership

competencies needed to be successful. The framework reflects best practices, knowledge, and skills every manager and potential executive should acquire to ensure NNSA has a highly skilled, productive, and engaged workforce.

The NNSA Executive Enrichment Program (EEP) fosters a life-long learning environment that allows executives and future executives to strengthen their Executive Core Qualifications. EEP is constructed of a four-pillar concept to bolster career development, and to broaden leadership experience. Pillar #4 is specifically focused on developing the next generation of executive leaders. To face the constant challenges, changing technologies, and the fluid environment of the Federal Government, future executives were encouraged to participate in multi-rater assessments; coaching; and to apply for Candidate Development Programs and NNSA senior Leadership Development Programs (LDPs), which include the Harvard, Senior Executive Fellows Program; the Department of State, National Security Executive Leadership Seminar; the Office of Personnel Management, Leadership for a Democratic Society; the U.S. Army, Senior Leadership Seminar course; and the U.S. Air Force, Senior Leader Nuclear Management course. Lastly, NNSA is currently conducting a feasibility study on implementing a formalized NNSA Candidate Development Program.

#### **Internal Audits and Reviews of Agency Personnel Policies**

NNSA, during FY 2021, conducted quarterly internal audits of all delegated examining vacancy announcements to ensure compliance with veterans' hiring-preference regulations, laws, and rules. Additionally, NNSA reviewed its personnel policies to ensure there are no systemic barriers which may be impeding full participation and equal opportunity for any group.

NNSA validated particular policies under revision during FY 2021 (Leave Administration, Hours of Work, and Excepted Service) do not present any evident barriers, and ensured Human Resources staff will continue to review additional policies to ensure no presence of barriers.

### **Annual FEORP Plan/Goals for Fiscal Year 2022**

**Goal 1: Design and perform strategic outreach and recruitment to reach all segments of society.** NNSA's overall outreach-strategy will include expanded reach to colleges/universities, professional organizations, and other organizations representing women, veterans, people with disabilities, and other groups.

**Goal 2: Employ strategic hiring initiatives/authorities for persons with disabilities and veterans.** Achieve Selection/Hiring Officials' increased use of the Schedule A Hiring Authority for Persons with Disabilities and Veteran Hiring Authorities.

**Goal 3: Promote diversity, inclusion and equity in the NNSA's Leadership and Career Development Program (LCDP).** Ensure LCDP participants are equitably drawn from all segments of the NNSA's total workforce, and attain equitable participation rates.

**Goal 4: Educate the NNSA workforce.** Educate managers, supervisors and employees regarding the agency’s EEO resources, and enhance employees’ awareness and understanding of the benefits of equality in the workplace for greater EEO compliance.

## **SECTION 2:**

Pursuant to Executive Order 14035, Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce, NNSA will develop and submit an Agency Diversity, Equity, Inclusion, and Accessibility Strategic Plan as described by Section 3(b) of Executive Order 13583 and modified by EO 14035. NNSA will submit its plan within 120 days from the issuance of the Governmentwide DEIA Strategic Plan to the Assistant to the President for Domestic Policy (APDP), the Director of the Office of Personnel Management (OPM), and the Deputy Director for Management of the Office of Management and Budget (OMB). NNSA’s Plan will identify actions to advance DEIA in the workforce and remove any potential barriers identified in agency self-assessments.

NNSA’s Plan will include quarterly goals and actions to advance DEIA in the agency workforce and in the agency’s workplace culture. The Plan will be developed in a manner that is consistent with the law and preserves merit principles and will be developed in consultation with cross-agency DEIA Teams and relevant stakeholders.

## **SECTION 3:**

### **Strategic Activities Related to Hispanic Employment**

#### **Hispanic Participation within the NNSA Total Workforce**

At the end of FY 2021, employees who identify as Hispanic comprised approximately 15.9% of the agency’s total workforce. Approximately 12.74% of NNSA’s FY 2021 new hires identified as Hispanic.

#### **Partnerships with Hispanic Serving Institutions:**

NNSA continues to recruit and conduct outreach at colleges and universities within New Mexico to attract top talent. During FY 2021, NNSA participated in job fairs at the University of New Mexico and New Mexico State University (which are both identified as Hispanic Serving Institutions).

As part of NNSA’s recruitment strategy, the NNSA’s Minority Servicing Institutions Partnership Program (MSIPP), created several new partnerships in Fiscal Year 2021.

- Amarillo College (HSI)
- Texas Tech University (HSI)
- New Mexico Institute of Mining and Technology (HSI)

- New Mexico State University (HSI)
- University of Texas, Rio Grande Valley (HSI)
- University of Illinois at Chicago (HSI)

## **SECTION 4:**

### **Strategic Activities Related to the Employment of People with Disabilities**

#### **Employees' Voluntary Self-Identification of Disability Status**

NNSA employees are made aware the agency aggregates and analyzes employees' voluntarily-disclosed disability status data, and employees are also made aware this data is used to identify employment trends, establish hiring goals, evaluate the effectiveness of recruitment activities, and secure resources needed to advance the affirmative employment of individuals with disabilities. NNSA employees are informed disability-data integrity is essential to NNSA's ability to effectively measure results, and to determine where improvements are needed. Employees are informed disability status data is collected annually, and kept strictly confidential, in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. On April 8, 2021, all NNSA employees were requested (via an agency-wide emailed announcement) to review their self-identified disability status codes within the agency's collection-system, and were requested to voluntarily update their disability status with any necessary changes.

#### **NNSA Mentoring Program**

NNSA leadership continued to recognize the benefits and opportunities afforded by supporting and endorsing the NNSA Mentoring Program during FY 2021. The NNSA Mentoring Program provided networking opportunities, engagement with leadership, broadening of perspectives, and expanded professional development and growth for Mentees. Mentors shared best practices, provided new perspectives, and helped to shape the future of the agency.

Supervisors and Managers, who voluntarily self-identified as having a disability, comprised 8.6% of those who served as a Mentor in the FY 2021 NNSA Mentoring Program. Participants who identified as having a disability comprised 29.31% of Mentees in the FY 2021 NNSA Mentoring Program.

#### **Education and Awareness Events**

NNSA is committed to sustaining a diverse, world-class workforce, reflective of the Nation and composed of talented individuals. To achieve this, the NNSA recognizes the need to tap into the knowledge, skills, and experience of all Americans, including persons with disabilities. In order to further broaden awareness and understanding, during FY 2021, agency Human Resources personnel and Hiring Managers were required to complete the prescribed online training course, "*A Roadmap to Success: Hiring, Retaining and Including People with Disabilities.*" This



training course provided Human Resources personnel and the agency's Hiring Managers with resources and strategies to successfully hire, include, and retain employees with disabilities.

NNSA employees participated in the Washington, D.C., live-streamed 2021 DOE National Disability Employment Awareness Month observation events made available for all NNSA employees. These special observances provide an opportunity to reaffirm the value and contributions each employee brings to the work environment to support the Department's overall mission.

#### Reasonable Accommodation Program

NNSA ensured its Reasonable Accommodation procedures remained readily available and accessible for downloading from its external-facing website, which is crucial to attract and retain people with disabilities within the agency's workforce.

The webpage content informs readers of the definition of Reasonable Accommodation, and explains reasonable accommodations can cover most things to enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits, to include kitchens, parking lots, and office events. The webpage content informs readers NNSA is committed to providing reasonable accommodations to its employees and applicants for employment, ensuring individuals with disabilities enjoy equal access to all opportunities, including when an applicant with a disability needs an accommodation to compete for a job; when an employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace; and when an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., details, trainings, office-sponsored events).

The NNSA Reasonable Accommodation Program staff continued working to expand efforts to support additional training, logistics, branding, and marketing of the NNSA's Reasonable Accommodation Program and its services. The agency promotes management's understanding and awareness of the Reasonable Accommodation Program and services during mandatory supervisor and manager training. The agency's Reasonable Accommodation Program Manager performs weekly tracking and regular monitoring of all pending Reasonable Accommodation requests, ensuring timeliness and completion, as well as ensuring standard renewals are performed. If any Reasonable Accommodation related wide-spread trends or problems are determined, it is shared with the Directors of the agency's Employee Relations and the HR Policy & Initiatives branches for appropriate corrective action. The agency's Reasonable Accommodation Program continued to partner with the Department of Defense Computer/Electronic Accommodation Program to acquire and provide assistive technology accommodation solutions. The NNSA also partnered with the Department of Agriculture's Technology & Accessible Resources Give Employment Today (TARGET) Center.

NNSA ensured its Personal Assistance Services (PAS) procedures remained readily available and accessible for downloading from its external-facing website, which is crucial to attract and retain people with disabilities within the agency's workforce. NNSA maintains updated



explanatory content to its external-facing webpage informing all readers of the agency's provisioning of Personal Assistance Services.

Employees were made aware Personal Assistance Services help individuals who, because of targeted disabilities, require assistance to perform basic activities of daily living (e.g., eating and mobility), and personal assistance services are not related to their job performance. Staff of the NNSA Reasonable Accommodation Office track and monitor PAS requests for trends, and supervisors are made aware of PAS compliance requirements during initial and refresher supervisory training course sessions. Employees are informed they may initiate their request for PAS with their supervisor, or with the NNSA Reasonable Accommodation Program. Human Resources informed all agency employees, via the NNSA OneHR Newsletter, of the agency's requirements to provide reasonable accommodations, as well as the agency's particular compliance with Section 501 of the Rehabilitation Act of 1973 (which requires agencies to provide Personal Assistance Services).

Agency leadership remains steadfast in ensuring employees' physical accessibility within the NNSA workplace extends beyond minimal ADA compliance. NNSA remains committed to providing access for individuals with disabilities to safely and fully participate in the job application process, and to safely and effectively perform the essential functions of their job, including provisioning of unimpeded physical access to NNSA's buildings, work sites, and facilities.

NNSA continued to provide guidance and training to all the workforce on the Rehabilitation Act of 1973, to ensure persons with disabilities (both employees and applicants) are afforded Reasonable Accommodation. The agency's Reasonable Accommodation Program staff members assisted employees, applicants, and management with processing requests for reasonable accommodation, and assisted agency hiring officials with determining essential duties of positions, identifying architectural barriers, and recommending potential modifications to ensure persons with disabilities were provided with accessibility and able to successfully perform their essential duties.

## **SECTION 5:** **Progress Tracker Data**

The tables contained within the attached Appendix provide the required standardized reported data, with regard to the agency's formal mentoring program, diversity and inclusion training and council, and developmental programs.

## Annual FEORP Plan Certification for Fiscal Year 2021

**Agency Name and Address:**

U.S. Department of Energy  
National Nuclear Security Administration  
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Washington, D.C. 20585

**Name and Title of Agency FEORP Official and FEORP Point of Contact:**

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Albuquerque, NM 87185  
bonnie.baisden@nnsa.doe.gov  
(505) 845-5517

### 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.*

**Lewis Monroe, III.**  
**Director, Human Resources**

Sabrina M. Lewis  
Digitally signed by Sabrina M. Lewis  
Date: 2022.05.17 13:11:13 -04'00'

**Kimberly Duncan**  
**DEIA Program Manager**

KIMBERLY DUNCAN  
Digitally signed by KIMBERLY DUNCAN  
Date: 2022.05.17 14:04:46 -04'00'

**Bonnie Baisden**  
**Equal Employment Opportunity Manager, Office of Civil Rights**

Bonnie Baisden  
Digitally signed by Bonnie Baisden  
Date: 2022.05.17 11:57:07 -06'00'

## **APPENDIX: Progress Tracker Data Tables**

# FY 2021 FEORP Single Agency Progress Tracker

**Agency Name:**

Mentoring		
Mentoring	Qualitative Questions (Text)	If "No" or "Other", please use this section to provide a detailed explanation.
Agency has a Formal Mentoring Program	Response	Example: The agency is in the process of launching a new mentoring program in the first quarter of FY 2021.
Mentoring Training provided	Response	
Program is evaluated	Response	
Frequency of Program Evaluation (e.g. annual, semiannual, quarterly, other)	Response	
Feedback is provided	Response	
Program is announced to all qualified individuals	Response	
Agency collects demographic data of mentoring participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response	
Mentoring	Quantitative Questions (# or %)	
Percent of employees involved with mentoring in FY 2021	Response	/
Percent of SES involved with mentoring in FY 2021	Response	/
Percent of managers involved with mentoring in FY 2021	Response	Note: Supervisors and Managers are consolidated in the count and % provided below for Supervisors.
Percent of supervisors involved with mentoring in FY 2021	Response	/
Count of employees involved with mentoring in FY 2021	Response	/
Count of SES involved with mentoring in FY 2021	Response	/
Count of managers involved with mentoring in FY 2021	Response	Note: Supervisors and Managers are consolidated in the count and % provided below for Supervisors.
Count of supervisors involved with mentoring in FY 2021	Response	/
Total number of employees eligible to participate in FY 2021	Response	/

Diversity and Inclusion Training		
Diversity and Inclusion Training	Qualitative Questions (Text)	If "No" or "Other", please use this section to provide a detailed explanation.
Formal Diversity and Inclusion Training provided	Response	
Frequency of Diversity and Inclusion Training per year (e.g. annual, semiannual, quarterly, other)	Response	
All employees briefed on agency's Diversity and Inclusion Policies	Response	
Diversity and Inclusion Training	Quantitative Questions (# or %)	
Percent of employees who have participated in formal Diversity and Inclusion Training in FY 2021	Response	N/A: There is no formal D&I program in place at this time.
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2021	Response	N/A: There is no formal D&I program in place at this time.
Count of employees who have participated in formal Diversity and Inclusion Training in FY 2021	Response	N/A: There is no formal D&I program in place at this time.
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2021	Response	N/A: There is no formal D&I program in place at this time.
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) in FY 2021	Response	N/A: There is no formal D&I program in place at this time.

Diversity and Inclusion Council		
Diversity and Inclusion Council	Qualitative Questions (Text)	If "No" or "Other", please use this section to provide a detailed explanation.
Agency has a Diversity and Inclusion Council	Response	
Diversity and Inclusion Council has a charter	Response	
Council members have received training	Response	
Council's mission aligns to agency mission	Response	
Frequency of council meetings (e.g. annual, semiannual, quarterly, other)	Response	
Diversity and Inclusion Council	Quantitative Questions (# or %)	
Percent of employees on council	Response	The NNSA EEO Manager participates as a member/agency representative on the Department-level DOE HQ's OCREO/ Diversity Managers' Council/Team. DOE shall respond.
Percent of Senior Leadership on council	Response	The NNSA EEO Manager participates as a member/agency representative on the Department-level DOE HQ's OCREO/ Diversity Managers' Council/Team. DOE shall respond.
Count of employees on council	Response	The NNSA EEO Manager participates as a member/agency representative on the Department-level DOE HQ's OCREO/ Diversity Managers' Council/Team. DOE shall respond.
Count of Senior Leadership on council	Response	The NNSA EEO Manager participates as a member/agency representative on the Department-level DOE HQ's OCREO/ Diversity Managers' Council/Team. DOE shall respond.
Total number of people on council	Response	The NNSA EEO Manager participates as a member/agency representative on the Department-level DOE HQ's OCREO/ Diversity Managers' Council/Team. DOE shall respond.

Development Programs		
Development Programs	Qualitative Questions (Yes or No)	If "No" or "Other", please use this section to provide a detailed explanation.
Agency has a SES Candidate Development Program that is announced to all qualified individuals	Response	
The SES Candidate Development Program is evaluated regularly	Response	
Agency has a Career Development Program that is announced to all qualified individuals (this is a CDP that is different from the SES CDP program and geared towards the lower grade levels)	Response	
The Career Development Program is evaluated regularly	Response	
Agency collects demographic data of development program participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response	
Development Program	Quantitative Questions (# or %)	
Percent of employees who participated in the SES Candidate Development Program in FY 2021	Response	There is currently no SES Candidate Development Program in place.
Percent of employees who participated in a Career Development Program in FY 2021	Response	NNSA Leadership and Career Development Program (LCDP)
Count of employees who participated in the SES Candidate Development Program in FY 2021	Response	There is currently no SES Candidate Development Program in place.
Count of employees who participated in a Career Development Program in FY 2021	Response	

Performance Plans			
<b>Does your agency have a Diversity and Inclusion (D&amp;I) element in the following groups' performance plans (this may also be incorporated in the leading people element)?</b>			
<b>D&amp;I Element in SES performance plans</b>			<b>Use this section to provide additional response or explanation as it relates to a D&amp;I element in performance plans (required for "No" responses)</b>
<b>Yes or No</b>	<b>Percentage</b>	<b>Count</b>	Ex. The agency is currently reviewing proposed D&I elements for SES performance plans based on recommendations from the D&I Council.
<b>D&amp;I Element in Management/Supervisor performance plans</b>			<b>Use this section to provide additional response or explanation as it relates to a D&amp;I element in performance plans (required for "No" responses)</b>
<b>Yes or No</b>	<b>Percentage</b>	<b>Count</b>	
<b>D&amp;I Element in employee performance plans</b>			<b>Use this section to provide additional response or explanation as it relates to a D&amp;I element in performance plans (required for "No" responses)</b>
<b>Yes or No</b>	<b>Percentage</b>	<b>Count</b>	