

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



**Fiscal Year 2019**

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

**October 2019  
NNSA Office of Civil Rights**

## **FY 2019 FEORP Accomplishment Report**

The Fiscal Year (FY) 2019 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 and 5 C.F.R. Part 720, Subpart B, and submitted to the Office of Personnel Management (OPM).

## **SECTION 1:**

### **FY 2019 FEORP Plan Accomplishments and Promising Practices**

#### **FY 2019 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 2019 focused on the Pathways Program and Outreach, including networking with disability organizations, veteran organizations, and partnering with particular colleges and universities.

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

NNSA expanded its recruitment and outreach to over 60 colleges and universities to fill mission-critical positions in the science and engineering fields. NNSA leveraged its relationships with these colleges and universities to provide NNSA job opportunities to current undergraduate and graduate students. NNSA participated in Nuclear Security Enterprise Days with the agency's Management and Operating (M&O) Contractor partners in FY 2019 at Georgia Tech, Texas A&M, Purdue, and UC Merced. During these events, NNSA and the M&O Contractor partners participated in undergraduate and graduate panels to provide students with information on the various career opportunities within the NNSA's National Security Enterprise. NNSA also participated in career fairs at the University of New Mexico; New Mexico State University; University of Michigan; University of Tennessee; University of Toledo; and Missouri University S&T.

#### **Minority Servicing Institutions Partnership Program**

The agency's Minority Servicing Institutions Partnership Program (MSIPP) has 6 active consortiums, including university partners from Historically Black Colleges and Universities (HBCUs), Hispanic-Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs). Through competitive funding opportunity announcements, 4 new consortiums were selected for award during FY 2019, 2 of which are led by HSIs. New HSI and TCU partners included:

- Inter-American University of Puerto Rico (San German)
- Navajo Technical University (Crownpoint)
- St. Mary's University
- University of Arizona
- University of Nevada (Las Vegas)
- University of Texas (San Antonio)
- California State University (San Bernardino)

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

The 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. The 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. The NNSA strives to continually seek opportunities to appoint and promote veterans and disabled veterans whenever possible; all managers and supervisors are expected to join in supporting the employment of veterans, and to participate fully in the agency's continued efforts to improve the recruitment and advancement of disabled veterans.

During FY 2019, 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 better promote more employment opportunities to veterans and disabled veterans by issuing an increased amount of job announcements to the general public (for which veterans' hiring-preference applies).

In FY 2019, NNSA continued to expand its recruitment strategies to recruit and employ veterans, and in FY 2019, NNSA created new partnerships with two organizations dedicated to the veteran community, [RecruitMilitary®](#), and [Hiring Our Heroes®](#).

[RecruitMilitary](#) offers a variety of platforms to enable federal agencies to reach veterans. NNSA leveraged [RecruitMilitary](#)-sponsored veteran career fairs, and the agency remains committed to attending a minimum of [RecruitMilitary](#) events each year. During the [RecruitMilitary](#) events, NNSA was able to meet and discuss job opportunities with well-qualified veterans, and further connect with additional veterans' aid organizations, including state and local programs.

[Hiring Our Heroes](#) is a veteran's employment outreach program coordinated by the U.S. Chamber of Commerce. [Hiring Our Heroes](#) hosts traditional career fairs and transition summits for veterans. NNSA regularly participates in [Hiring Our Heroes](#) career fairs (which are similar to the [RecruitMilitary](#) career fairs) and thus accomplishes direct job-opportunity outreach to veterans. In addition to the traditional career fairs, [Hiring Our Heroes](#) hosts numerous career summits on military installations; these particular career summits are aimed at service members who are approaching their separation date. These career summits provide the separating service-members with classes and instruction on topics which include Resume Building, Job Search Methods, and Interviewing Tactics. The first day of each [Hiring Our Heroes](#) career summit is followed by a meet-and-greet social event with employers who will be attending the Career Fair on the following day. These meet-and-greet social events have proven to provide successful opportunities for NNSA's hiring managers, affording NNSA hiring managers the ability to

spend more time with candidates, and providing the opportunity for potential applicants to obtain a deeper understanding about the numerous and exciting opportunities offered by NNSA.

Additionally, NNSA also collaborates with Transition Assistance Program administrators and career counselors at various U.S. military installations. By partnering with military Transition Assistance Program Coordinators, NNSA is successfully able to recruit and conduct improved outreach to veterans who are approaching their separation or retirement date.

NNSA also partnered with multiple other organizations, which specialize in providing transition programs to veterans, and offer veterans' employment assistance. Additionally, NNSA established relationships with several local military installations in the metropolitan Washington, DC area, as well as with local and national veteran organization and vocational rehabilitation agencies.

NNSA established a relationship with the Operation Warfighter Program Manager for the Washington, DC Metropolitan Area and the Albuquerque, N.M. Area. NNSA currently has one individual from the Operation Warfighter Program employed in the agency's Human Resources Office (and there are currently several interviews of Operation Warfighter Program participants pending for additional employment opportunities with NNSA).

Human Resources staff members represented the agency during two separate Service Academy Career Conferences (SACC) during FY 2019. SACC is administered and supported by the Alumni Associations and Association of Graduates of the U.S. Military Academy, the U.S. Naval Academy, the U.S. Air Force Academy, the U.S. Coast Guard Academy and the U.S. Merchant Marine Academy. This is the only job fair exclusively for service academy alumni. Leading up to and during the job fair, Human Resources staff matched prospective candidates' skill sets and work experiences with available job vacancies. Additionally, as part of an initiative undertaken in order to support recruitment of veterans and disabled veterans, Human Resources staff members attended three SACC Career Fairs.

Additional organizations and agencies with whom NNSA partnered during FY 2019 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 provides assistance to disabled veterans in finding employment, or enrolling in training. NNSA works in tandem with the Vocational Rehabilitation Counselors to assist disabled veterans 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 the programs throughout the federal government. The goal of the Pathways Programs for a new generation of employees 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 beginning of their federal service.

The NNSA successfully utilized the Pathways Program during FY 2019, employing a total of 12 short-term Interns and Presidential Management Fellows, with the following participation-rate breakdown depicted by Pathways Program participant's identified race and disability status:

Race	Participation Rate
Black	25.00%
Hispanic	16.67%
White	50.00%
Asian	8.33%
Amer. Native	0.00%

Disability Status	Participation Rate
Disability (non-targeted)	33.33%
Targeted Disability	8.33%
No Disability	58.34%

## FY 2019 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 2019 goals pertaining to hiring of Individuals with Disabilities: 12% of all new hires are individuals with disabilities; 2% of all new hires are Individuals with Targeted Disabilities; and 2% of all new hires are individuals with disabilities hired under the Schedule A hiring authority.

Of the 241 new employees hired in FY 2019, 46 (or 19.08% of new hires) self-identified as having a disability, and 5 (or 2.07% of new hires) self-identified as having a Targeted Disability.

In FY 2019, NNSA hired 7 (or 2.90% of new hires) individuals with disabilities under the Schedule A Hiring Authority; as a comparator, in FY 2018, NNSA hired 3 (or 1.34% of new hires) under the Schedule A Hiring Authority, and in FY 2017, NNSA hired 2 (or 1.07% of new hires) under the Schedule A Hiring Authority.

### Hiring of Veterans and Veterans with Disabilities

In FY 2019, the Department of Energy and the NNSA established the following FY 2019 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 2019, 34.91% were Veterans; 14.22% were Veterans with Disabilities; and 11.63% were 30% or More Disabled Veterans.

Group:	FY 2019 Goals	FY 2019 NNSA Result	FY 2018 NNSA Result	Change
<b>Veterans</b>	25% of all new hires	<b>34.91%</b>	36.50%	- 1.59%
<b>Veterans with Disabilities</b>	11% of all new hires	<b>14.22%</b>	10.36%	+ 3.86%
<b>30% or More Disabled Veterans</b>	7% of all new hires	<b>11.63%</b>	6.30%	+ 5.33%

As an additional means for the agency continuing to implement guidance and tools to help identify and promote employment opportunities for veterans (and for veterans with disabilities), during FY 2019, NNSA effectively communicated important information to all agency employees via the December 2018 edition of Human Resources' "OneHR" newsletter, in which employees were made aware of recent legislative changes to veterans' hiring-preference eligibility. Employees and managers were informed of the Office of Personnel Management having issued a final rule to implement a statutory change to veterans' hiring-preference eligibility, in response to the Gold Star Fathers Act of 2015. Employees were informed the change to the Act broadens the category of individuals eligible for veterans' hiring preference, to now include both fathers and mothers (of certain permanently-disabled or deceased veterans) as being hiring-preference eligible for employment in Federal service.

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

During FY 2019, as further evidence of NNSA's endeavors to improve and broaden efforts to recruit and hire persons with disabilities, NNSA procured and successfully deployed a UbiDuo® device. The UbiDuo® device provides communication equality 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 2019 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 2019, 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 33 participants during FY 2019.

The FY 2019 LCDP participation rate of employees who voluntarily self-identified as Individuals with Disabilities was 3.03% (employees who have voluntarily self-identified as individuals with disabilities comprise 13.80% of the NNSA total workforce).

**2019 LCDP Participation (by Race and Sex)**

<b>Race and Sex</b>	<b>FY 2019 LCDP Participation Rate</b>	<b>Total Workforce Representation Rate (at end of FY 2019)</b>
White Male	63.64%	50.00%
White Female	15.15%	17.00%
Hispanic Male	6.06%	9.00%
Hispanic Female	3.03%	7.00%
Black Male	0%	4.00%
Black Female	3.03%	6.00%
Asian Male	3.03%	3.00%
Asian Female	3.03%	2.00%
Amer. Native Male	3.03%	1.00%
Amer. Native Female	0	1.00%

NNSA’s Leadership and Career Management Board is the decision-making authority for reviewing and nominating or selecting applicants into specific competitive leadership and career development programs, including LCDPs. Board members are representatives of the diverse NNSA enterprise, and consist of senior leaders in various organizations. The board members are responsible for ensuring diversity and EEO considerations are properly and promptly addressed when reviewing applications for programs. In addition, there are two non-voting members that serve as the Technical Advisor and as the EEO Advisor. The EEO Advisor role serves to confirm that panel proceedings are 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 are responsible for:

- Nominating 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 barrier 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, LCM promotes LCDP opportunities through the agency-wide distribution of OneLearning email announcements, and through the OneLearning website. All agency employees across the enterprise receive the email announcements, and they have access to the website.

#### **FY 2018 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 that is 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. 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 disabled veterans. 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 2019, NNSA provided training to managers, supervisors, and employees through a variety of vehicles on the agency's EEO resources. EEO training modules are established in the following Learning and Career Management programs: NNSA's 1st Year Program; the 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 course; and the Supervisor's Role Refresher course.

#### **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 that promotes and continues to foster a fair and equitable work environment where diversity, employee engagement, and employee empowerment thrive. In addition to what these programs offer as part of their curriculum, LCM tailors to an organization's needs related to EEO resources, and provides 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 Training 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 FY 2019 training sessions conducted, supervisors and managers received instruction on Equal

Employment Opportunity by the staff of the Office of Civil Rights, as well as instruction on the agency's established hiring and selection procedures and processes; this included detailed instruction from Human Resources hiring staff, on the use of Schedule A Hiring Authority, Veteran Hiring Preference, and Disabled Veteran-centric special hiring authorities.

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

During FY 2019, 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 to the public) via posting to the NNSA's internet-facing web presence, as well as individually provided by the EEO Manager to senior management within each respective organization. The NNSA Office of Civil Rights supplied ad-hoc requested Workforce Diversity reports to NNSA management, and staff of the Office of Civil Rights instructed management on the data usage for identifying and addressing trends (within their respective organizations) relevant to diversity, strategic planning, and succession-planning.

### **EEO Observer Program**

NNSA's EEO Observer Program is managed and operated by the Office of Civil Rights, and this particular program exists to ensure that during competitive selection-board and interview panel proceedings (i.e., for hiring, promotions, assignments, and awards), applicable laws and regulations are followed, towards 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.

During FY 2019, selection of employees for participation within the NNSA's Leadership and Career Development Program (LCDP) was competitive; an EEO Observer was appointed and present during every Leadership and Career Development Programs Selection-Board meeting, ensuring applicable laws and regulations were followed, and ensuring the Board's selection-proceedings remained fair, impartial, and presented no barriers to equal opportunity.

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

NNSA, during FY 2019, 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 that particular current policies under revision (Leave Administration, Hours of Work, and Excepted Service) do not present any evident barriers, and Human Resources staff will continue to review additional policies to ensure no presence of barriers.

## **SECTION 2:** **Annual FEORP Plan/Goals for Fiscal Year 2020**

**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 3:** **Strategic Activities Related to Hispanic Employment**

### Hispanic Participation within the NNSA Total Workforce

At the end of FY 2019, employees who identify as Hispanic comprised 16.17% of the agency's total workforce. 18.10% of NNSA's FY 2019 new hires identified as Hispanic.

### Partnerships with Hispanic Serving Institutions:

NNSA continues to recruit and conduct outreach at colleges and universities within New Mexico, in effort to attract top talent. During FY 2019, 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 2019. A formalized partnership was implemented with California State University (at San Bernardino), a Hispanic Serving Institution.

## **SECTION 4:** **Strategic Activities Related to the Employment of People with Disabilities**

### Employee Voluntary 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 January 19, 2019, all NNSA employees were requested (via an agency-wide emailed announcement) to review their 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 2019. 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 10% of those who served as a Mentor in the FY 2019 NNSA Mentoring Program. Participants who identified as having a disability comprised 16% of Mentees in the FY 2019 NNSA Mentoring Program.

### Education and Awareness Events

NNSA is committed to sustaining a diverse, world-class workforce that is 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 2019, 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 hiring managers with resources and strategies to successfully hire, include, and retain employees with disabilities.

NNSA employees participated in the 2019 DOE National Disability Employment Awareness Month observation events made available for all NNSA employees to participate/observe

regardless of physical location, as it was live-streamed from the DOE in Washington, DC. 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 that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits such as kitchens, parking lots, and office events. The webpage content informs readers the NNSA is committed to providing reasonable accommodations to its employees and applicants for employment, to ensure individuals with disabilities enjoy equal access to all employment opportunities, including when an applicant with a disability needs an accommodation to have an equal opportunity 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).

NNSA Reasonable Accommodation Program staff continue working to expand particular efforts which will 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 Employee Relations and the HR Policy & Initiatives branches for appropriate corrective action. The agency's Reasonable Accommodation Program continues to partner with the Department of Defense Computer/Electronic Accommodation Program to acquire and provide assistive technology accommodation solutions. The NNSA also partners 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 that 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 his/her 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 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 of requests for reasonable accommodation, and assisted agency hiring officials with determining essential duties of positions, identifying architectural barriers, and recommending of potential modifications to ensure persons with disabilities were provided with accessibility, and were able to successfully perform their essential duties. Furthermore, accommodation-related environmental and facility improvements and/or modifications made during FY 2019 at agency facilities where NNSA employees reside and operate included the following:

- Office of Secure Transportation facilities:
  - installed motion activated water faucets
  - installed water bottle filler stations
  - installed wheelchair ramp and safety rails
- NPO Pantex facility:
  - installed a new ADA-compliant sidewalk
  - included a new modular restroom which includes ADA-compliant features
  - developed two additional handicap-parking spaces
  - updated restrooms to ensure compliance with the latest ADA standards
- Albuquerque Complex facility:
  - completed resurfacing of an ADA ramp
  - installed ADA-compliant building evacuation plans
  - installed a new strobe light (for persons who are hearing-impaired)

- procured transport chairs for employees with mobility impairments
- added horn strobes
- inspected and maintained automatic doors, and repaired buttons as needed
- resurfaced multiple walking and working surfaces
- repaired communications systems in elevators
- posted signage as needed
  
- NPO Y-12 Oak Ridge facility:
  - installed 8 ramps for sidewalks, which included truncated domes and ADA pads
  - developed approximately 30 new handicap-parking spaces
  
- Kansas City Field Office facility:
  - upgraded multiple desks to provide powered height adjustments and accessories (special chairs, foot rests, etc.)
  
- Livermore Field Office facility:
  - upgraded all first floor restrooms in occupied facilities, implementing ADA compliance
  - constructed several restrooms to meet wheelchair clearance and door-closure pressure requirements
  - installed shower facilities and new features meeting ADA requirements
  
- Las Vegas Field Office facility:
  - continued installation of sit/stand desk solutions
  - performed required maintenance and repair to ADA doors and door-mechanisms, hand-rails/hand-grips, and handicap-accessible fixtures/features throughout the facility
  
- Savannah River Field Office facility:
  - relocated handicap parking spaces closer to the buildings
  - improved lighting within the facility (allowing for illuminated access)
  - initiated installation of a new access control system, which (when fully-completed during FY 2020) will allow easier access for persons with disabilities into each building
  
- Los Alamos Field Office facility:
  - renewed surfaces of the handicap-parking areas
  - purchased and installed ergonomically-friendly desks and chairs

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

The tables contained within the 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.

Department of Energy (DOE)  
National Nuclear Security Administration (NNSA)

**Annual FEORP Plan Certification for Fiscal Year 2019**

Agency Name and Address:

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National Nuclear Security Administration  
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Washington, D.C. 20585

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(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.

SIGNATURE

Dr. Donna Mischell Navarro DATE Oct 17, 2019  
Dr. Donna Mischell Navarro  
Director, Human Resources

SIGNATURE

Bonnie Baisden DATE 10/16/2019  
Bonnie Baisden  
Equal Employment Opportunity Manager, Office of Civil Rights

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

# FY 2019 FEORP Progress Tracker

## DOE National Nuclear Security Administration

### 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 Yes	Managed by the NNSA Office of Learning and Career Management (NNSA LCM).
Mentoring Training provided	Response Yes	Managed and provided by the NNSA LCM.
Program is evaluated	Response Yes	Evaluated and managed by the NNSA LCM.
Frequency of Program Evaluation (e.g. annual, semiannual, quarterly, other)	Response Annual	Evaluated on an ongoing/regular basis by the NNSA LCM.
Feedback is provided	Response Yes	Managed and provided by the NNSA LCM.
Program is announced to all qualified individuals	Response Yes	Announced and promoted by the NNSA LCM.
Agency collects demographic data of mentoring participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response Yes	Collected by the NNSA Office of Civil Rights.
Mentoring	Quantitative Questions (# or %)	
Percent of employees involved with mentoring in FY 2019	Response 1.00%	
Percent of SES involved with mentoring in FY 2019	Response 2.17%	
Percent of managers involved with mentoring in FY 2019	Response 0.00%	NOTE: Supervisors and Managers are consolidated in the count and % provided below for Supervisors.
Percent of supervisors involved with mentoring in FY 2019	Response 4.76%	
Count of employees involved with mentoring in FY 2019	Response 20	
Count of SES involved with mentoring in FY 2019	Response 2	
Count of managers involved with mentoring in FY 2019	Response 0	NOTE: Supervisors and Managers are consolidated in the count and % provided below for Supervisors.
Count of supervisors involved with mentoring in FY 2019	Response 18	
Total number of employees eligible to participate in FY 2019	Response 2474	

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	There does not currently exist a de-facto <b>formalized</b> D&I Training Program at this time, however, employees do receive D&I related training. This is accomplished via New IQ training; via training provided to new employees during New Hire orientations; and via various workshops and presentations offered throughout the year.
	No	
Frequency of Diversity and Inclusion Training per year (e.g. annual, semiannual, quarterly, other)	Response	See response above.
	Other	
Training on Unconscious Bias provided	Response	Included as content within the New IQ training.
	Yes	
All employees briefed on agency's Diversity and Inclusion Policies	Response	All employees are provided with a copy of the DOE Secretary's Policy Statement on Diversity and Inclusion via DOE HQ's DOECAST email distribution. New employees are briefed during new-hire orientation sessions. Supervisors and managers are briefed by the EEO Office during Supervisor-centric training sessions.
	Yes	
Diversity and Inclusion Training	Quantitative Questions (# or %)	
Percent of employees who have participated in formal Diversity and Inclusion Training in FY 2019	Response	N/A: There is no formal D&I training program in place at this time.
	0.00%	
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2019	Response	N/A: There is no formal D&I training program in place at this time.
	0.00%	
Count of employees who have participated in formal Diversity and Inclusion Training in FY 2019	Response	N/A: There is no formal D&I training program in place at this time.
	0	
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training in FY 2019	Response	N/A: There is no formal D&I training program in place at this time.
	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) in FY 2019	Response	N/A: There is no formal D&I training program in place at this time.
	0	
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	The NNSA EEO Manager is the agency's (NNSA's) member/representative on the Department-level DOE HQ's OCREO/Diversity Managers' Council/Team. DOE HQs shall provide the Department-echelon response to this particular question.
	Yes	
Diversity and Inclusion Council has a charter	Response	The NNSA EEO Manager is the agency's (NNSA's) member/representative on the Department-level DOE HQ's OCREO/Diversity Managers' Council/Team. DOE HQs shall provide the Department-echelon response to this particular question.
	Yes	
Council members have received training	Response	The NNSA EEO Manager is the agency's (NNSA's) member/representative on the Department-level DOE HQ's OCREO/Diversity Managers' Council/Team. DOE HQs shall provide the Department-echelon response to this particular question.
	Yes	
Council's mission aligns to agency mission	Response	The NNSA EEO Manager is the agency's (NNSA's) member/representative on the Department-level DOE HQ's OCREO/Diversity Managers' Council/Team. DOE HQs shall provide the Department-echelon response to this particular question.
	Yes	
Frequency of council meetings (e.g. annual, semiannual, quarterly, other)	Response	Monthly DOE OCREO meetings occur via scheduled teleconferences. Ongoing communications and coordination occurs via email and ad-hoc teleconferences.
	Other	

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 HQs shall provide the Department-echelon response to this particular question.
	DOE HQs to provide response		
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 HQs shall provide the Department-echelon response to this particular question.
	DOE HQs to provide response		
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 HQs shall provide the Department-echelon response to this particular question.
	DOE HQs to provide response		
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 HQs shall provide the Department-echelon response to this particular question.
	DOE HQs to provide response		
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 HQs shall provide the Department-echelon response to this particular question.
	DOE HQs to provide response		
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		There is currently no formalized SES Candidate Development Program in place.
	No		
The SES Candidate Development Program is evaluated regularly	Response		There is currently no SES Candidate Development Program in place.
	No		
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		via NNSA's formalized Leadership and Career Development Program (LCDP).
	Yes		
The Career Development Program is evaluated regularly	Response		Evaluated on an ongoing/regular basis by the NNSA LCM.
	Yes		
Agency collects demographic data of development program participants (Race, National Origin, Veteran, People with Disabilities, etc.)	Response		
	Yes		
Development Program		Quantitative Questions (# or %)	
Percent of employees who participated in the SES Candidate Development Program in FY 2019	Response		There is currently no SES Candidate Development Program in place.
	0.00%		
Percent of employees who participated in a Career Development Program in FY 2019	Response		
	1.33%		
Count of employees who participated in the SES Candidate Development Program in FY 2019	Response		There is currently no SES Candidate Development Program in place.
	0		
Count of employees who participated in a Career Development Program in FY 2019	Response		
	33		

## Performance Plans

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

D&I Element in SES performance plans			Use this section to provide additional response or explanation as it relates to a D&I element in performance plans (required for "No" responses)
Yes or No	Percentage	Count	
Yes	100.00%	92	All NNSA Performance Plans contain evaluated Contributing Factors. The <i>Teamwork/Cooperation</i> Contributing Factor includes evaluation of employees' demonstrated support of the agency's EEO and Diversity policies.
D&I Element in Management/Supervisor performance plans			Use this section to provide additional response or explanation as it relates to a D&I element in performance plans (required for "No" responses)
Yes or No	Percentage	Count	
Yes	100.00%	380	All NNSA Performance Plans contain evaluated Contributing Factors. The <i>Teamwork/Cooperation</i> Contributing Factor includes evaluation of employees' demonstrated support of the agency's EEO and Diversity policies.
D&I Element in employee performance plans			Use this section to provide additional response or explanation as it relates to a D&I element in performance plans (required for "No" responses)
Yes or No	Percentage	Count	
Yes	100.00%	2002	All NNSA Performance Plans contain evaluated Contributing Factors. The <i>Teamwork/Cooperation</i> Contributing Factor includes evaluation of employees' demonstrated support of the agency's EEO and Diversity policies.