

June 16, 2003

MEMORANDUM TO: William D. Travers
Executive Director for Operations

Karen D. Cyr
General Counsel

FROM: Annette L. Vietti-Cook, Secretary /RA/

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (SECY-03-0075), 2:00 P.M., THURSDAY, MAY 29, 2003, COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the NRC staff on the Equal Employment Opportunity (EEO) Program. In addition, the Region III Administrator provided the status of EEO efforts in that region and representatives of each EEO advisory committee and the National Treasury Employees Union (NTEU) made presentations to the Commission.

The Commission requested that the staff provide the following additional information:

1. The programs available or planned for enhancing training opportunities that enable long term employees to enhance their careers and improve their skills.
2. The exact number of women and minorities in the technical positions and a breakdown of those numbers by offices.
3. What courses in EEO and managing diversity have been offered by NRC? How many of our current managers and supervisors have attended? What is the plan and the timetable for those managers and supervisors who have not attended courses on EEO and managing diversity, so that they are properly trained to carry out their EEO responsibilities as stipulated in their performance plans?
4. A review of recent performance appraisal information and opportunities for employees over age fifty.

The Commission encouraged the staff to develop appropriate measures to determine the extent to which the agency's EEO initiatives are achieving their intended objectives.

The Commission also encouraged the staff to consider all the institutions that serve large minority student populations for NRC recruitment and to develop a legislative initiative with regard to connecting the agency better with minority serving institutions in order to build a larger recruiting base.

cc: Chairman Diaz
Commissioner Dicus
Commissioner McGaffigan
Commissioner Merrifield
CFO
OCA
OIG
OPA
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR