

IN RESPONSE, PLEASE
REFER TO: M040602A

June 10, 2004

MEMORANDUM TO: Luis A. Reyes
Executive Director for Operations

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

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON EEO PROGRAM, 9:30
A.M., WEDNESDAY, JUNE 2, 2004, COMMISSIONERS'
CONFERENCE ROOM, ONE WHITE FLINT NORTH,
ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the staff on the status of major Equal Employment Opportunity (EEO) and diversity management initiatives. The briefing included a statement by a member of the Joint EEO Advisory Committee and was followed by comments from the President of the local chapter of the National Treasury Employees Union (NTEU).

The staff should further develop the Comprehensive Diversity Management Program (CDMP) consistent with Commission guidance in the Staff Requirements Memorandum from the May 25 meeting and taking into account the views of management. A final draft version of the CDMP should be provided to the Commission for approval.

Staff should strive to maintain the high level of success achieved in FY 2003 in recruiting for entry-level positions and should expand the geographic areas and institutions within the United States that serve as sources for its recruitment of minorities and women. The Commission encourages the use of the summer intern program to attract future entry-level applicants.

At the next semiannual briefing on the EEO program, staff should provide a comprehensive briefing on activities for enhancing NRC's workforce diversity, including year-end demographic data, and address the following Commission concerns:

1. A broad assessment of the improvement achieved in diversity management accountability through the new SES performance appraisal system compared to the FY 2003 appraisal cycle and the need for further refinement of appropriate diversity management accountability performance measures.
2. Development of performance measures for EEO program activities.
3. Impact of grade GG-13 through GG-15 recruitment activities on advancement of NRC's current employees.
4. Communication of existing career development pathways for administrative and support staff and identification of barriers to upward mobility.
5. Fairness, equity, and motivation issues affecting NRC employees over 50.
6. A more detailed assessment of how NRC compares to the six-point model EEO program established by the Equal Employment Opportunity Commission.

7. A year-end update on completion of required diversity training for managers and supervisors.
8. Status of NRC compliance with applicable Federal regulations concerning non-discrimination based on handicap.

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