



Commission Briefing on Equal Employment Opportunity, Diversity Management, and Small Business

December 9, 2008

Opening Remarks – Bill Borchardt, EDO

- Agenda
- NMSS Accomplishments
- Region I Accomplishments
- Committees Joint Statement
- NRC EEO, Diversity Management and Small Business: Leveraging Through Partnerships

Diversity in NMSS

Mike Weber, Director

Vision

Tap the full potential of *each* employee

Strategies

Leverage partnerships

Continuous improvement

Diversity in NMSS

- What is diversity?
 - Differences in knowledge, skills, gender, race, physical abilities, age and other attributes
- How do we manage diversity?
 - Recruit, develop, retain, and leverage

Success through Leveraging Diversity



How are we doing?

- Office of Small Business and Civil Rights assessed NMSS in 2008
- Same approach used for Regional Offices
- Results
 - Model program
 - Belief in diversity

Continuous Improvement

- Encourage staff awareness and leverage diversity
- Re-activate NMSS diversity panel to enhance organizational effectiveness
- Demonstrate commitment through action

Diversity in Region I

Marc Dapas, Deputy Regional Administrator

Leveraging Through Partnerships to Advance EEO Principles

Affirmative Employment Principles

- Provide a Discrimination-Free Work Environment
- Ensure Opportunity for All Employees to Develop and Advance

Affirmative Employment Principles

- Attract, Hire, and Retain a Representative Workforce
- Support a Work Environment that Fosters Trust, Values Diversity, and Encourages Inclusiveness

Region I Partnerships

- Diversity Management Advisory Committee
- Inclusive Decision Making and Open Communication Forums
- Union/Management Partnership
- Staff/Management Partnerships that Encourage Differing and Diversified Views

Discrimination-Free Work Environment

- Diversity Management Advisory Committee (DMAC) is a proactive council that partners with various internal and external stakeholders to promote awareness as well as educate staff on diversity management initiatives and issues

Opportunity for All Employees to Develop and Advance

- Region I decision making forums ensure full access of employees to opportunities:
 - Training Council
 - Directors Council
 - Awards Board
 - Partnership Council

Opportunity for All Employees to Develop and Advance

- Region I decision making forums ensure full access of employees to opportunities (cont'd):
 - Branch Chief Forum
 - Office Administrative Staff

Attract, Hire, and Retain a Representative Workforce

- DMAC participates in agency recruitment activities providing for a diverse team
- Staff recruit at Minority Serving Institutions and participate in career fairs sponsored by minority professional organizations

Attract, Hire, and Retain a Representative Workforce

- Outreach to Local Schools
- Network with other Federal Partners

Inclusive Work Environment that Fosters Trust and Values Diversity

- “Ask Management” Process
- Communication Forums:
 - All Supervisor and All Employee Meetings
 - Brown Bag Lunches
 - Partnership Council

Inclusive Work Environment that Fosters Trust and Values Diversity

- Communication Forums (cont'd):
 - DMAC Sponsored “Lunch & Learns” and Socials
 - Regional Seminar and Leadership Retreat
 - Differing Views are Exercised and Encouraged

Leveraging Partnerships Has...

- Created appreciation for the diverse talents and perspectives in Region I
- Resulted in representative participation in training and developmental opportunities

Leveraging Partnerships Has...

- Yielded diverse applicant pools via broadened outreach and affiliations
- Fostered inclusive communications and encouraged different views to optimize approaches

Joint Committee Statement

Autumn Szabo, Committee Spokesperson and Chair NAAC

- Major Agency Accomplishments
 - CDMP
 - Implemented Administrative Qualification Program (AQP)
 - Supported Mentoring Program
 - Diversity Management: hires and developmental programs

Joint Committee Statement

- Areas for additional focus
 - Expand the AQP agency-wide
 - Increase diversity at GG13 – 15 level
 - Increase diversity in SES, SL, LPP and SESCDP
 - Continue diversity recruiting

Leveraging through Partnerships Agenda

Corenthis Kelley, Director, SBCR

- Diversity Management
- Valuing Differing Views
- Affirmative Employment
- Civil Rights
- Outreach and Compliance
- Small Business

Partnering - Diversity Management

- Partner with offices on CDMP
- Revised CDMP/DVD rollout
- Agency green on CDMP performance measures
- Employee diversity management training – FY 2009

Valuing Differing Views

- Continued Management Support
- Identified Office Liaisons
- Continued Training and Outreach
- Revised Web Site
- Team Player Success Stories

Partnering -Affirmative Employment

- Partnerships result in diverse hires
- Employee representation increased
- Diversity in leadership and GG 13-15 positions increased

Partnering - Affirmative Employment (cont'd)

- Women and minority hires exceed 50% in many programs
- Representation of persons with disabilities

Partnering -Affirmative Employment (cont'd)

- Managers and staff serve in mentoring program
- Held Sr. Level Admin. career seminar
- MSIP builds partnerships

Partnering - Civil Rights

- Resolved issues at lowest level
- Increased ADR participation
- No backlog of cases
- EEO/diversity assessments
- Reasonable accommodations training

Civil Rights - Trends

- Informal complaints increased
- Frequent bases: age, race, and reprisal
- Frequent issues:
 - non-selection for promotion
 - non-sexual harassment
 - assignment of duties

Partnering - Outreach

- Federal and external partners
- A 2008 Top Supporter of HBCU Engineering programs
- Sponsored outreach events
- Grants and institutional capacity increased

Partnering - Compliance

- Limited English Proficiency services implemented
- Translate office/agency documents
- Completed over 100 pre-award reviews

Outreach – Minority Serving Institutions Program Performance Measures

1. Outreach to Minority Serving Institutions, students and faculty
2. Develop human capital

Partnering - Small Business

- Small Business Program rated "green"
- Developed Small Business strategic plan
- "Helmets to Business" Veterans Initiative
- Outreach/training activities reach hundreds

Challenges

- Maintain positive work environment
- Maintain discrimination-free environment
- Diversity in the SES
- Representation of employees with targeted disabilities
- Opportunities for Service-disabled veteran owned small businesses

Acronyms

- ADR Alternative Dispute Resolution
- CDMP Comprehensive Diversity Management Plan
- LPP Leadership Potential Program
- SES Senior Executive Service
- SESCO Senior Executive Service Candidate Development Program
- SLS Senior Level Service
- OCCP Outreach and Compliance Coordination Program
- MSIP Minority Serving Institutions Program
- GG General Grade
- NMSS Nuclear Material Safety and Safeguards
- DMAC Diversity Management Advisory Committee
- NAAC Native American Advisory Committee
- AQP Administrative Qualification Program