

**May 18, 2001**

MEMORANDUM TO: Office Directors and Regional Administrators

FROM: William D. Travers */RA/*  
Executive Director for Operations

SUBJECT: AFFIRMATIVE EMPLOYMENT PLAN

The Office of Small Business and Civil Rights (SBCR) has updated the Agency's Affirmative Employment Plan (Plan) for fiscal years FY 2001 - 2005. The guiding principles stated in the Plan will continue to provide strategic direction for equal employment opportunity (EEO) and workforce diversity at the NRC. The guiding principles should continue to be used as guidance in developing your office-specific objectives in your Operating Plans. Over the past years, SBCR has conducted Managing Diversity sessions for employees and managers, and has facilitated follow-up actions with some offices to develop office-specific goals for managing a diverse workforce.

Your role as an executive is crucial in achieving the goals of this Plan. You are expected to familiarize yourself with its contents, provide strong leadership in its implementation, and hold your subordinate managers and supervisors accountable for the day-to-day activities in support of EEO. The Office of Small Business and Civil Rights (SBCR) will provide each Office Director with an end of FY 2000 demographic workforce profile for your respective offices. The FY 2000 Agency profile is contained in the attached Plan. These profiles are provided to make you aware of the baseline diversity in your office and the Agency in terms of hiring, promotion, awards, training, and rotations. The Director, SBCR will continue to meet with each Office Director to help formulate EEO and diversity goals consistent with anticipated activities of your specific office.

The Plan will be distributed to all employees to enhance their knowledge of the Agency's EEO goals and encourage their continued support for EEO and workforce diversity activities. Any questions regarding this Plan should be directed to Irene P. Little, Director, Office of Small Business and Civil Rights.

Attachment: As stated

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