

November 19, 2001

MEMORANDUM TO: Chairman Meserve
Commissioner Dicus
Commissioner Diaz
Commissioner McGafigan
Commissioner Merrifield

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

SUBJECT: STAFF REQUIREMENTS MEMORANDUM (SRM M010815A)
FOLLOWING THE EEO COMMISSION BRIEFING

In response to the Staff Requirements Memorandum (Attachment 1) the staff is providing the following information:

1. **Explore the feasibility of providing funding to students and faculty at historically black colleges in Nuclear Regulatory Commission (NRC)-funded work being conducted at the Center for Nuclear Waste Repository at the Southwest Research Institute in San Antonio, Texas.**

The staff is pursuing a mechanism that would provide opportunities for participants in the Agency's Historically Black College and University Program (HBCU) to conduct research work at the Center for Nuclear Waste Regulatory Analyses (CNWRA) at the Southwest Research Institute in San Antonio, Texas. The Office of Small Business and Civil Rights (SBCR) conducts the Agency's HBCU program through a cooperative agreement with Oak Ridge Institute for Science and Education (ORISE). SBCR staff will provide direction to ORISE to utilize the CNWRA as a source for placing HBCU program participants on projects that are not considered Nuclear Waste Fund (NWF) activities. The Contracting Officer for NRC's contract with the CNWRA will notify the CNWRA of this opportunity. The staff has determined that this can not be done for NWF activities. In addition, we have provided the CNWRA with a list of HBCUs and have explored with the CNWRA the possibility of increasing their recruiting at these institutions.

2. **Ensure that disabled employees are aware of Department of Defense (DOD) Computer Electronic Accommodations Program.**

Yellow Announcement No. 64 was issued on October 23, 2001, to inform the staff that NRC has renewed its Interagency Agreement with DOD which allows the agency to utilize the services provided by the Computer/Electronic Accommodation Program (CAP). The announcement contains information and guidance on the use of the CAP program which provides assistive IT devices at no cost to the agency for employees who require accommodation because of a physical or cognitive disability.

3. Provide opportunities for upward mobility.

On a regular basis, Office of Human Resources (HR) representatives explore staffing options, including establishing upward mobility positions, in their formal and informal discussions with NRC managers. In several instances, administrative positions have been established at grade levels below the full performance level, specifically to promote upward mobility and to encourage applications from employees at lower grade levels. Conversely, most scientific and engineering positions have a full performance level of GG-13, providing little incentive for internal candidates to apply. For technical staff, the Agency relies primarily on normal entry-level hiring and the NRC's Nuclear Safety Intern Program to provide a range of upward mobility opportunities.

There is also a well-established network within the Agency to support the development of staff selected for upward mobility positions. SBCR, HR, and first-line supervisors actively collaborate to provide mentors and to establish Individual Development Plans structured specifically to assist employees in upward mobility positions to acquire the appropriate knowledge, skills, and experiences needed for successful job performance and career advancement.

4. Provide future recruitment activities that encompass a range of entry level positions to high level positions to ensure that the NRC's workforce is highly qualified and diverse.

The NRC places recruitment advertisements in professional engineering and diversity journals, as well as web sites, to attract both entry-level and higher-graded candidates.

The majority of the Agency's recruitment efforts at university and college career fairs target diverse candidates for the Nuclear Safety Intern Program and entry-level technical positions. In FY 2001 and again this year, highly focused recruitment efforts at selected career fairs, such as the University of Puerto Rico and North Carolina A&T, have been successful in identifying and attracting a diverse pool of highly qualified entry-level and intern applicants.

The Agency also has an active and sustained recruitment program to identify higher-graded and experienced candidates. This year's recruitment schedule includes over a dozen recruitment events that target a diverse, experienced group of candidates: American Nuclear Society Expo, American Society of Mechanical Engineers Career Fair, Society of Hispanic professional Engineers Annual Conference, National Society of Black Engineers National Conference, Service Academy Career Conference, Federal Asian Pacific Council Career Fair, and the Health Physics Society Annual Meeting. NRC has been able to attract highly-qualified, diverse candidates from these events. In addition, the Agency uses the services of a technical search firm to identify candidates for hard-to-fill vacancies, which are normally higher-graded positions.

Attachment: As stated

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