

December 23, 2005

MEMORANDUM TO: Office Directors and Regional Administrators

FROM: Corenthis B. Kelley, Director **/RA/ Lori Suto-Goldsby**
Office of Small Business and Civil Rights **Acting for**

SUBJECT: FY 2006 Comprehensive Diversity Management Plan (CDMP) Operating Plan Guidance

This memorandum supercedes the memorandum issued by me dated October 7, 2005, regarding the Comprehensive Diversity Management Plan (CDMP) Operating Plan Guidance. The purpose of this communication is to provide FY 2006 CDMP Operating Plan Guidance, as referenced in the memorandum from William M. Dean, Assistant for Operations, dated September 23, 2005.

As you know, the CDMP was developed as a structured approach to ensure continued success in reaching the agency's EEO and diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission. To ensure success in this area, a common focus is placed on achieving the agency's CDMP goals.

For FY 2006 , the three CDMP goals are to be included in office operating plans. Offices and Regions should work with SBCR to identify office-specific strategies that you deem most suited to achieving your offices' goals and/or choose strategies identified in the CDMP that contribute to the agency's success in achieving the CDMP goals. These strategies are also to be included in your office operating plan. Offices must monitor progress and submit quarterly reports of your accomplishments to the Office of Small Business and Civil Rights (SBCR). SBCR will track and report on CDMP progress at the agency level.

For reporting purposes, office FY 2006 quarterly reports should include accomplishments in the following areas:

1. Recruit and hire a diverse workforce at all levels in the organization
2. Develop, train, and retain employees to successfully accomplish the mission
3. Increase the representation of women and minorities in senior positions
4. Create a discrimination-free work environment
5. Establish policies, procedures, and processes that support a discrimination-free work environment
6. Promote an environment that values diversity by recognizing, appreciating and valuing differences demonstrating trust, respect and concern for employee welfare

To assist offices in monitoring progress, SBCR will forward to you your office-specific and the agency's demographic profile on a quarterly basis. Data tables will be emailed to Office Directors and Regional Administrators the full pay period after each quarter starting the 2nd quarter of FY 2006. This data will inform you of your office's progress and help you determine where additional focus may be needed.

Enclosed is a sample of one of the employee demographic data tables to be provided to you. Data tables will reflect a percent distribution or representation status of your office and the agency's demographic profile regarding hires, leadership training, awards, promotions, separations, retention, senior positions, SES/supervisory/team leader positions, and GG-13/15 non-supervisory feeder groups.

A working group has been established to develop and recommend generic CDMP measures to be incorporated in office operating plans for FY 2007. These measures will be submitted to the EDO for review and approval and the Commission for information later this year.

If you have any questions regarding this guidance, please contact Barbara Williams, of my staff, at (301) 415-7388.

Enclosure:
As stated

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NAME	BWilliams	CKelley LSG for
DATE	12/21/05	12/23/05/

OFFICIAL RECORD

Office: **Nuclear Regulatory Commission**

Sample Comprehensive Diversity Management Plan (CDMP) Demographic Table as of 9/30/05

Measure	Metric	2000 CLF	Status 4 th Qtr		Status 1 st Qtr		Status 2 nd Qtr		Status 3 rd Qtr		Status 4 th Qtr	
Recruit diverse employees at all levels.	Diversity of NRC employees compares favorably to relevant national labor market (based on Civilian Labor Force (CLF) availability data).		NRC	NRC Hires	Office	Office Hires	Office	Office Hires	Office	Office Hires	Office	Office Hires
	African American Men	5%	4%	4%							4%	4%
	African American Women	6%	9%	15%							9%	13%
	Asian Men	2%	6%	6%							6%	6%
	Asian Women	2%	2%	3%							2%	3%
	Hispanic Men	6%	3%	2%							3%	2%
	Hispanic Women	4%	2%	2%							2%	2%
	Native American Men	0%	0%	1%							0%	0%
	Native American Women	0%	0%	1%							0%	1%
	White Men	39%	49%	45%							49%	45%
	White Women	34%	24%	24%							24%	24%

The above data reflects percent distribution by employee group for the FY 2000 CLF and percent distribution at the agency and office levels as of September 30, 2005.

Enclosure