

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT  
FOR FISCAL YEAR 19 92

- \* SUMMARY ANALYSIS OF WORK FORCE
- \* ACCOMPLISHMENT REPORT ON OBJECTIVES AND ACTION ITEMS
- \* NOTEWORTHY ACTIVITIES AND INITIATIVES

UNITED STATES NUCLEAR REGULATORY COMMISSION

NAME OF ORGANIZATION

WASHINGTON, DC 20555

ADDRESS OF ORGANIZATION

ORGANIZATIONAL LEVEL: AGENCY X MOC      REGION       
COMMAND      INSTALLATION      HEADQUARTERS     

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 3450  
PROFESSIONAL 2023 ADMINISTRATIVE 673 TECHNICAL 86  
CLERICAL 668 OTHER 0 BLUE COLLAR 0

JORGE MESTRE

(301) 492-8870

NAME OF CONTACT PERSON/PERSON PREPARING FORM TELEPHONE NO.

W.B. Kerr, Director, Office of Small and Disadvantaged Business Utilization

NAME OF TITLE OF PRINCIPAL EEO OFFICIAL and Civil Rights

*W.B. Kerr*

*11/26/93*

SIGNATURE OF PRINCIPAL EEO OFFICIAL

DATE

CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714.

*Kenneth C. Rogers*

Kenneth C. Rogers, Acting Chairman, U.S. Nuclear Regulatory Commission

NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

SUMMARY ANALYSIS OF WORK FORCE

PROVIDE A NARRATIVE WORK FORCE ANALYSIS USING THE RELEVANT  
CIVILIAN LABOR FORCE. ANALYZE OCCUPATIONAL CATEGORIES, GRADE  
GROUPINGS, AND MAJOR OCCUPATIONS.

---

A summary analysis of NRC's work force was conducted, focusing on major occupations, grade levels, and occupational categories.

MAJOR OCCUPATIONS (Pages 3 and 4)

The Management/Program Analyst category (343-345) shows an imbalance of Black males (1.3%), Hispanic males (1.3%), Hispanic females (0.5%), Asian males (1.1%) and Native American females (0.2%).

In the Engineering occupations (General - 801 and Nuclear - 840 series) there is an imbalance of Hispanic males (1.6%) in the General Engineering series. There is also an imbalance of Hispanic males (0.8%) and Asian males (1.4%) in the Nuclear Engineering series.

General Physicists (1301) show an imbalance of Black males (2.1%), Hispanic females (0.5%) and Asian males and females (2.6% and 1.5%), respectively.

In Health Physics (1306) the groups showing an imbalance are Hispanic females (0.5%), Asians males (0.5%) and Asian females (1.1%).

GRADE LEVELS (Pages 5 and 6)

A chart was prepared, showing the comparative representation of NRC minority and women employees vis a vis the government-wide representation, at grade levels 13 through 15 and SES.

Minority employees are at or above the government-wide level in all categories. Women employees are under at the SES and GG-15 levels only.

OCCUPATIONAL CATEGORIES (Page 7)

As can be seen on EEOC Form 568, "Accomplishments by PATCOB", the total agency population grew by 191 employees in the report period. There was growth in the minority and women agency population.

PERCENTAGE OF UNDERREPRESENTATION (U/R) OF MINORITIES AND WOMEN

(NRC WORKFORCE/U.S. CENSUS AVAILABILITY DATA)

FISCAL YEAR 1992

MANAGEMENT/PROGRAM ANALYSTS (343 & 345)

	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN	
	Male	Fem	Male	Fem	Male	Fem	Male	Fem	Male	Fem
NRC(%)*	35.1	47.3	2.3	11.5	1.5	0.8	0	0.8	0.8	0
CLF*	60.4	26.6	3.6	3.1	2.8	1.3	1.1	0.5	0.3	0.2
U/R			1.3		1.3	0.5	1.1			0.2

GENERAL ENGINEERS (801)

	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN	
	Male	Fem	Male	Fem	Male	Fem	Male	Fem	Male	Fem
NRC(%)*	78.3	6.4	3.1	1	0.6	0.3	9.2	1	0.2	0
CLF*	86.8	3.2	2.3	0.3	2.2	0.1	4.7	0.2	0	0
U/R					1.6					

NUCLEAR ENGINEERS (840)

	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN	
	Male	Fem	Male	Fem	Male	Fem	Male	Fem	Male	Fem
NRC(%)*	86.8	4.2	1.5	0.2	1.2	0.2	5.1	0.6	0.2	0
CLF*	86	3.2	1.4	0.1	2	0.2	6.5	0.2	0.2	0
U/R					0.8		1.4			

GENERAL PHYSICAL SCIENTISTS (1301)

	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN	
	Male	Fem	Male	Fem	Male	Fem	Male	Fem	Male	Fem
NRC(%)*	78.3	15.8	0.5	1.6	2.2	0	1.6	0	0	0
CLF*	76	12.7	2.6	1	1.7	0.5	4.2	1.5	0	0
U/R			2.1			0.5	2.6	1.5		

HEALTH PHYSICISTS (1306)

	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN	
	Male	Fem	Male	Fem	Male	Fem	Male	Fem	Male	Fem
NRC(%)*	68.6	18.8	3.3	2.9	2.4	0	3.7	0.4	0	0
CLF*	76	12.7	2.6	1	1.7	0.5	4.2	1.5	0	0
U/R						0.5	0.5	1.1		

\* NOTE: NRC = Representation at NRC as of September 30, 1992  
 CLF = Civilian Labor Force, 1980 U.S. Census  
 U/R = Percentage of Underrepresentation

PERCENTAGE OF REPRESENTATION BY GRADE LEVEL  
OF MINORITIES AND WOMEN (NRC VS. GOVERNMENT-WIDE)

SES

NRC WOMEN	▪ 4.7%
GOVERNMENT-WIDE	▪ 12%

NRC MINORITIES	▪ 7%
GOVERNMENT-WIDE	▪ 7%

GG-15

NRC WOMEN	▪ 10.4%
GOVERNMENT-WIDE	▪ 11.2%

NRC MINORITIES	▪ 11.1%
GOVERNMENT-WIDE	▪ 7.9%



GG-14

NRC WOMEN	•18.1%
GOVERNMENT-WIDE	•14.7%

NRC MINORITIES	•16.1%
GOVERNMENT-WIDE	•10.4%

GG-13

NRC WOMEN	•30.8%
GOVERNMENT-WIDE	•20%

NRC MINORITIES	•17.1%
GOVERNMENT-WIDE	•13.6%

ACCOMPLISHMENTS BY PATCOB

OCCUPATIONAL CATEGORY		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
		ALL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
PROFESSIONAL	FY-91	1,968	1,519	188	51	25	25	6	138	14	2	0
	FY-92	2,023	1,527	217	56	28	28	5	143	17	2	0
ADMINISTRATIVE	FY-91	626	283	221	36	68	6	3	0	7	2	0
	FY-92	673	286	251	36	81	4	4	0	8	2	1
TECHNICAL	FY-91	70	8	30	4	25	0	0	0	3	0	0
	FY-92	86	16	34	9	24	0	0	0	3	0	0
CLERICAL	FY-91	595	38	359	21	155	2	11	0	9	0	0
	FY-92	668	39	428	22	146	1	14	0	14	1	3
OTHER	FY-91	0	0	0	0	0	0	0	0	0	0	0
	FY-92	0	0	0	0	0	0	0	0	0	0	0
BLUE COLLAR	FY-91	NRC HAS ONLY 6 POSITIONS - THEY ARE INCLUDED WITH CLERICAL										
	FY-92											
TOTAL	FY-91	3,259	1,848	798	112	273	33	20	138	33	4	0
	FY-92	3,450	1,868	930	123	279	33	23	143	42	5	4
	PERCENT	5.9	1.1	16.5	9.8	2.2	--	15.0	3.6	27.3	25.0	~

## ACCOMPLISHMENTS BY MAJOR OCCUPATIONS

SERIES NAME CATEGORY		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
GG-301	FY-91	570	445	39	15	5	4	3	52	6	1	0
General												
Engineers	FY-92	621	486	40	18	6	4	2	57	6	1	0
GG-340	FY-91	624	550	25	11	2	7	1	34	3	1	0
Nuclear												
Engineers	FY-92	646	561	27	10	1	8	1	33	4	1	0
GG-1301	FY-91	161	127	23	2	2	4	0	3	0	0	0
General												
Physicists	FY-92	184	144	29	1	3	4	0	3	0	0	0
GG-1306	FY-91	216	150	38	8	6	7	0	7	0	0	0
Health												
Physicists	FY-92	245	168	46	8	7	6	0	9	1	0	0
GG-343	FY-91	113	39	57	3	9	3	0	0	1	1	0
Mgmt & Prog												
Analysts	FY-92	131	46	62	3	15	2	1	0	1	1	0

EEOC FORM 560 (8/87)



# AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

## REPORT OF OBJECTIVES AND ACTION ITEMS

**PROGRAM ELEMENT:** IV. RECRUITMENT AND HIRING

**PROBLEM/BARRIER STATEMENT:**

There is an underrepresentation of women and minorities in professional occupations at the NRC.

**OBJECTIVE:**

Increase the number of women and minorities in professional positions at the NRC.

**RESPONSIBLE OFFICIAL:** Managers and Supervisors

**TARGET DATE:** 9/30/93

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
Develop enhancements to the Applicant Review System that provide for tracking the sources of minority and women applicants.	Office of Personnel	Ongoing
Advertise positions using broader occupational designations such as general engineer instead of nuclear engineer and using multi-disciplinary occupations to broaden availability pool, thereby increasing acceptance of related academic degrees instead of specific degrees.	Managers and Supervisors	Ongoing
Target recruiting at HBCU and HACU institutions.	Office of Personnel	Ongoing
Advertise in publications targeting minorities and women.	Office of Personnel	Ongoing
Increase minority representation in the Cooperative Education Program and continue the noncompetitive conversion of graduating students to permanent employment at NRC option.	Managers and Supervisors	09/01/93

# AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

## REPORT OF OBJECTIVES AND ACTION ITEMS

**PROGRAM ELEMENT:** IV. RECRUITMENT AND HIRING

**PROBLEM/BARRIER STATEMENT:**

There is an underrepresentation of Hispanic employees in all occupational groups at the NRC.

**OBJECTIVE:**

Increase the number of Hispanic employees in all occupations.

**RESPONSIBLE OFFICIAL:** Managers and Supervisors

**TARGET DATE:** 9/30/93

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
Print a revised recruitment brochure featuring a culturally diverse group of employees.	Office of Personnel	04/01/93
Participate in the Co-op in Residence Program in which a Co-operative Education student is hired from a HACU school.	Office of Personnel	09/01/93
Establish a Memorandum of Understanding with the HACU to facilitate recruitment, encourage faculty and employee exchanges, and target NRC positions for which HACU students and professors might qualify.	Office of Small and Disadvantaged Business Utilization/Civil Rights	09/01/93
Advertise for secretarial positions in community Hispanic newspapers.	Office of Personnel	Ongoing
Work with career development offices and attend job-fairs at multi-cultural high schools.	Office of Personnel	05/01/93

# **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

## **REPORT OF OBJECTIVES AND ACTION ITEMS**

**PROGRAM ELEMENT:** IV. RECRUITMENT AND HIRING

**PROBLEM/BARRIER STATEMENT:** The NRC hires for many positions at the experienced level requiring a specific technical background (e.g., nuclear engineering) for which availability of disabled applicants is limited.

**OBJECTIVE:**

Increase the number of disabled employees hired and retained.

**RESPONSIBLE OFFICIAL:** Managers and Supervisors

**TARGET DATE:** 9/30/93

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
Publish a brochure that identifies and communicates the special services and reasonable accommodation services available to potential applicants and disabled employees.	Office of Personnel	02/01/93
Develop an information sheet on interviewing the disabled to be added to the recruiter's manual.	Office of Personnel	03/01/93
Encourage mentors for disabled employees new to the NRC to ensure a smooth transition.	Office of Personnel	Ongoing

# **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

## **REPORT OF OBJECTIVES AND ACTION ITEMS**

**PROGRAM ELEMENT:** V. INTERNAL RECRUITMENT AND CAREER DEVELOPMENT

**PROBLEM/BARRIER STATEMENT:**

There is an underrepresentation of women and minorities in NRC supervisory, management, and executive positions.

**OBJECTIVE:**

Increase representation of women and minorities in NRC supervisory, management, and executive positions.

**RESPONSIBLE OFFICIAL:** Office Directors/Regional Administrators

**TARGET DATE:** Ongoing

<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
Require Office Directors and Regional Administrators to review and provide clearance before selection efforts can continue in cases where the pool of qualified applicants does not include women and minorities.	Office Directors and Regional Administrators	Ongoing
Require review of all best qualified lists and selections for advancement at grades 14 and 15 and to supervisory and managerial positions by a management official.	Office Directors and Regional Administrators	Ongoing
Include women and minorities on selection panels, whenever possible, to provide a broader perspective in the review of candidates.	Office Directors and Regional Administrators	Ongoing
Continue to emphasize the desirability of completing an Individual Development Plan (IDP).	Office Directors and Regional Administrators	Ongoing
Increase the utilization of Agency technical minorities and women on recruiting teams.	Office of Personnel, Office Directors and Regional Administrators	Ongoing



# **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

## **REPORT OF OBJECTIVES AND ACTION ITEMS**

**PROGRAM ELEMENT:** V. INTERNAL RECRUITMENT AND CAREER DEVELOPMENT (Cont'd)

**PROBLEM/BARRIER STATEMENT:**

There is an underrepresentation of women and minorities in supervisory, management, and executive positions.

**OBJECTIVE:**

Increase representation of women and minorities in supervisory, management, and executive positions.

**RESPONSIBLE OFFICIAL:** Managers and Supervisors

**TARGET DATE:** Ongoing

<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
Continue to include women and minorities on selection panels to provide a broader perspective in the review of candidates.	Managers and Supervisors	Ongoing
Increase utilization of women and minorities in "Acting" capacities.	Managers and Supervisors	Ongoing
Review the balance of technical and managerial skills required for management and supervisory positions.	Managers and Supervisors	Ongoing
Publicize rotational opportunities to NRC staff and continue to broker rotational assignments to broaden skills and opportunities for onboard staff.	Office of Personnel	Ongoing
Continue to emphasize the value of completing and Individual Development Plan.	Managers and Supervisors	Ongoing
Encourage and support the mentoring program and train mentors and mentees to enhance their effectiveness.	Managers and Supervisors	Ongoing

# **AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**

## **ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

**PROGRAM ELEMENT:** V. INTERNAL RECRUITMENT AND CAREER DEVELOPMENT (Cont'd)

### **PROBLEM/BARRIER STATEMENT:**

There is an underrepresentation of women and minorities in NRC supervisory management and executive positions.

### **OBJECTIVE:**

Increase representation of women and minorities in NRC supervisory, management, and executive positions.

**RESPONSIBLE OFFICIAL:** Office Directors/Regional Administrators

**TARGET DATE:** Ongoing

<b>ACTION ITEMS:</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATE</b>
Encourage and support the mentoring program and train mentors to enhance their effectiveness.	Office of Personnel, Office Directors and Regional Administrators	Ongoing
Increase the representation of women and minorities in NRC supervisory positions, in which underrepresentation was determined.	Office Directors and Regional Administrators	Ongoing

### **REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

Representation of women and minorities in NRC supervisory positions increased from FY 1991 to FY 1992 by 2.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

NOTEWORTHY ACTIVITIES/INITIATIVES

LIST NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN  
SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTIONAL  
OPPORTUNITIES FOR MINORITIES AND WOMEN.

Hired four summer faculty members from HBCU or HACU institutions.

Hired a Hispanic nuclear engineering Master's degree candidate for the summer program.

Targeted HACU and HBCU colleges for recruitment efforts that included campus visits, mailings, and advertisements in campus publications.

Encouraged applicants at high minority enrollment colleges to self-identify race and ethnicity so demographic data is more complete.

Targeted minority students through the use of minority role models in advertisements and recruitment publications.

Increased the use of women and minorities, particularly in technical positions, on recruiting teams.

Used an automated Applicant Review System to facilitate the tracking of progress in the recruitment, referral, and selection of minority and women applicants.

Visited law schools with high enrollments of women and minority students in order to attract women and minority applicants for the Honor Law Graduate Program.

Developed personal contacts with engineering and science faculty and administrators and members of student engineering societies.

These efforts attract entry-level, mid- and senior-level minority professionals.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

NOTEWORTHY ACTIVITIES/INITIATIVES

LIST NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN  
SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTIONAL  
OPPORTUNITIES FOR MINORITIES AND WOMEN.

Used the engineering and scientific Intern Program, the Graduate Fellowship Program, and the Co-operative Education Program to attract women and minorities to entry-level professional positions.

Participated at professional conferences and advertised in professional journals in order to attract minority employees to mid- and higher-level professional positions.

As Executive Resources Board Review Group reviewed the rating and selection processes for all SES, Senior Level, and non-bargaining unit positions at the GG-15 level by examining selection certificates for these positions. As a result, selecting officials have been encouraged to broaden their recruitment efforts to attract more applicants from the targeted groups.

Routinely included women and minorities on panels that review and rate applications in order to provide a broader perspective in the review of candidates.

Establish working relationships with local and national organizations for the disabled.

Contacted universities and campus organizations affiliated with disabled students.

Increased employment advertisements at job fairs, colleges, and in publications targeting the disabled.

A Program Coordinator was designated to serve as an agency contact for disabled applicants and as agency liaison for providing special services needed and required for disabled employees.



AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

NOTEWORTHY ACTIVITIES/INITIATIVES

LIST NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN  
SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTIONAL  
OPPORTUNITIES FOR MINORITIES AND WOMEN.

Special equipment was put in place that allows communication with deaf applicants about career opportunities.

An agency working group was established to focus on issues related to the disabled and veterans.

Increased employment advertisements in national technical magazines and journals and in predominantly minority- and women-oriented publications to attract applicants.

Continued managerial training programs and communicated availability of training for professional development.

Broadened occupational skills requirements for various technical positions.

Continued support of, and selection of individuals for, the Administrative Skills Enhancement Program, the Certified Professional Secretaries Program, the Computer Science Development Program, the Executive Potential Program, the Women's Leadership Development Program, the Congressional Fellowship Program, the Management Development Center Programs, the Brookings Institution, and the Federal Executive Institute.

Encouraged and supported the agency mentoring program.

Continued to emphasize the value of completing an Individual Development Plan (IDP) that is realistic and tied to attainable career goals.

Formalized the rotational assignment process so that rotational opportunities are advertised and supervisors would formally respond to staff requests for rotations.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN  
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

NOTEWORTHY ACTIVITIES/INITIATIVES

LIST NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN  
SUCCESSFUL IN IMPROVING EMPLOYMENT AND PROMOTIONAL  
OPPORTUNITIES FOR MINORITIES AND WOMEN.

Increased training and developmental opportunities, with 9,653 instances of training in FY 1992 compared to 7,932 instances in FY 1991.

Continued with a formal career counseling program available to all employees who enroll.

Heightened awareness of equal employment opportunity and affirmative action principles and objectives by offering numerous EEO-related courses including Cultural Diversity at NRC and Sexual Harassment Prevention.