

BUDGET REQUEST BY OFFICE, PROGRAM, AND PLANNED ACCOMPLISHMENT

Office: Office Small Business and Civil Rights

Arena: Management and Support

Program: Small Business and Civil Rights

Identify Planned Accomplishment (include travel, information technology, external training, supervisory overhead, and non-supervisory overhead)		FY 2000 Current		FY 2001 President's Budget		FY 2001 Request		FY 2002 Request		FY 2003 Request	
		\$	FTE	\$	FTE	\$	FTE	\$	FTE	\$	FTE
Civil Rights	HQ	51	1.8	62	1.8	62	1.8	62	3.0	65	3.0
Affirmative Action	HQ	45	1.7	48	1.7	48	1.7	51	1.1	48	1.1
Managing Diversity	HQ	57	0.1	42	0.1	42	0.1	42	0.1	42	0.1
Small Business	HQ	0	1.2	0	1.2	0	1.2	0	1.6	0	1.6
Historically Black Colleges & Universities	HQ	170	0.2	250	0.2	250	0.2	250	0.2	275	0.2
General Information Technology	HQ	20	0.0	16	0.0	16	0.0	17	0.0	18	0.0
Travel	HQ	14	0.0	15	0.0	15	0.0	13	0.0	12	0.0
Training	HQ	9	0.0	4	0.0	4	0.0	5	0.0	5	0.0
Supervisory Overhead	HQ	0	1.0	0	1.0	0	1.0	0	1.0	0	1.0
Non-supervisory Overhead	HQ	0	1.0	0	1.0	0	1.0	0	1.0	0	1.0
Total		366	7	437	7	437	7	440	8	465	8

Office of Small Business and Civil Rights (SBCR) Program Highlights

Fiscal Year 2001: Provides \$437K and 7 FTE for management direction and evaluation of the Agency's Equal Opportunity Programs, which include: (1) Civil Rights; (2) Affirmative Action; (3) Managing Diversity; (4) Historically Black Colleges and Universities; and (5) Small Business. Major initiatives are described below.

Fiscal Year 2002: Provides 8 FTE and \$440K for SBCR programs. Major initiatives are described below. Increases from Fiscal Year 2001 include: (1) 1 FTE to support additional SBCR responsibilities in the Civil Rights Program for implementing and managing an ADR Process; performing EEO data analysis and conducting the semi-annual EEO briefings to the Commission; implementing the Agency's managing diversity process; and partnership with HR for recruiting and managing a diverse, high quality workforce; and (2) \$3K to support EEO Advisory Committee training in the Affirmative Action Program.

Major Changes in Fiscal Year 2003: Provides 8 FTE and \$465K for SBCR programs and initiatives. Significant changes from Fiscal Year 2002 include an increase of \$25K for the HBCU Program. This places the program's funding slightly below a level that would have been achieved if the annual funding was moderately increased since Fiscal Year 1994, in addition to restoring the \$30K that was cut in Fiscal Years 1999 and 2000.

Major SBCR Initiatives

Resources will be devoted to the following major activities: (1) facilitating equal employment opportunities for all NRC employees and applicants for employment through an ongoing affirmative employment process; (2) providing for prompt, fair, and impartial processing of discrimination complaints filed under applicable civil rights statutes; (3) administering grants to HBCU faculty and graduate and undergraduate students, which affords these individuals opportunities to participate in NRC's scientific, engineering, and research activities; and (4) ensuring that small, 8(a), disadvantaged, and women-owned businesses have full and fair opportunity to participate in NRC procurement activities. SBCR has no sun-setting activities.

Civil Rights Major changes in this program are a result of 29 CFR Part 1614, amended July 12, 1999, which requires Federal agencies establish or make available an Alternative Dispute Resolution program at both the informal and formal stage of the discrimination complaint process by January 1, 2000. Resources will be devoted to: (1) educating employees about ADR and implementing the ADR process within the Agency; (2) receiving, acknowledging, and processing, where appropriate, complaints of discrimination; (3) complying with and responding to reporting requirements imposed by the Equal Employment Opportunity Commission (EEOC), Office of Personnel Management and other Federal agencies; and (4) overseeing EEO Counselors who provide counseling to Agency employees and applicants for employment with NRC on issues related to alleged acts of discrimination. (Civil Rights Program provides for the prompt, fair and impartial processing of discrimination complaints filed against the Agency under applicable Federal statutes. Collectively, these statutes prohibit discrimination on the basis of race,

color, national origin, gender, reprisal for participation in or opposition to activity protected by civil rights statutes, age [individuals age 40 and over], mental or physical disabilities. In addition, by Executive Order, sexual orientation was added as a basis for discrimination.)

Affirmative Action Resources will be devoted to: (1) implementing and managing the Agency's Affirmative Action Program, including the Federal Women's Program; (2) performing EEO data analysis; and (3) preparing for and conducting the semi-annual EEO Briefing to the Commission, which is required by the Energy Reorganization Act of 1974. Activities include: (1) monitoring offices' and regions' accomplishments of these objectives primarily through Chapter B (EEO Requirements) of the Operating Plan; (2) developing general operating procedures and guidance for the Agency's EEO Advisory Committees; (3) holding regular discussions with Office directors on EEO goals for their specific organizations and advice and recommendations; (4) analysis of EEO data which is the basis for reporting the Agency's accomplishments to the EEOC and for assessing the status of the Agency's EEO Program as presented in the semi-annual briefing and accompanying Commission Paper. (The Federal Women's Program was established in accordance with 29 CFR 1614.102(b)(3).)

Managing Diversity (MD) Resources will be devoted to implementing a MD process within NRC and creating a high quality, culturally diverse applicant pool. Consistent with the recommendations in the Arthur Andersen report: (1) SBCR's role has been expanded to include proactive consultation in promoting diversity, not just focusing on compliance; and (2) establishing a stronger partnership between SBCR and HR for recruiting and managing a diverse, high quality workforce. Activities will include: (1) providing advice and assistance to managers, supervisors, and employees; (2) monitoring offices' EEO activities in the operating plans on a regular basis; (3) working to build-in diversity training for all managers and supervisors in the EEO training curriculum; (4) discussing strategies with HR for enhanced focused recruiting; (5) recommending recruitment sources to enhance diversity of the Agency's applicant pool; (6) establishing liaisons with diversity managers at key colleges and universities; and (7) participating in targeted recruitment activities with special emphasis on Hispanics.

Historically Black Colleges and Universities (HBCU) Resources will be devoted to implementing and managing the Agency's HBCU Program. Activities include: (1) establishing annual goals for the HBCU Program; (2) monitoring the cooperative agreement with Oak Ridge Institute for Science and Education (ORISE). ORISE is under a cooperative agreement with the Agency to recruit for participants and administer the grants; (3) complying with and responding to reporting requirements imposed by the White House and the Department of Education; (4) participating in activities through the White House Initiatives HBCU Technology Cluster and National Association for Equal Opportunity in Higher Education to market the Agency's HBCU Program. (Program established in accordance with Executive Orders 12876 and 12928.)

Small Business Resources will be devoted to implementing and managing the Agency's Small Business Program. Activities include: (1) establishing Agency's annual goals for contract and subcontract awards to small business concerns. (These concerns include small businesses, 8[a] businesses, disadvantaged businesses, and women-owned businesses, and purchases made from the Federal Supply Service [FSS] Schedule.) (2) monitoring procurement activities to ensure that the Agency's goals are met and to highlight areas where goals will not be met; (3) complying with and responding to reporting requirements imposed by the Small Business Administration, and other Federal agencies; (4) identifying contract opportunities for small business concerns; and (5) planning, conducting, and participating in activities to market the Agency's

procurement opportunities, including disseminating information on how to do business with the NRC. (Small Business Program was established in accordance with P.L. 95-507 and amendment to the Small Business Act and the Small Business Investment Act of 1958.)

General Information Technology Fiscal Year 2002 provides \$17K for: (1) continuation of database software programs (e.g., EEO Assistant; Personnet on the Web) for use in the Civil Rights Program; (2) additional software purchases; (3) miscellaneous hardware upgrades (e.g., local printer); and (4) design and purchase of posters, programs, exhibits, and instructional materials for Special Emphasis events and EEO Counselor Training.

Travel Fiscal Year 2002 provides for \$13K for travel expenses for: (1) visits to the Agency's four regional offices associated with implementation of the Agency's managing diversity initiative and issues related to the Civil Rights and Affirmative Action Programs; (2) participation in targeted recruitment activities; and (3) travel in conjunction with training/education activities.

Training Fiscal Year 2002 provides for \$5K for training/education of staff in SBCR's five program areas, including information technology and business and financial management training that assists the Office in operating more effectively and efficiently. SBCR's five program areas are unique and specialized; thus, priority will be given for new employee training, and training in ADR.