

January 22, 2003

MEMORANDUM TO: Paul E. Bird, Director
Office of Human Resources

FROM: Corenthis Kelley, Acting Director, **/R/**
Office of Small Business & Civil Rights

SUBJECT: MAY 2003 EEO COMMISSION BRIEFING

This memorandum, with attachments, serves as the planning document for the May 2003, Equal Employment Opportunity (EEO) Commission Briefing. The context of the discussion in the briefing paper and the presentation will follow the four EEO Guiding Principles used in prior briefings. Jim Dyer, Regional Administrator, Region 3, will participate in the briefing.

The proposed timeline (Attachment 1), developed jointly by the Office of Small Business and Civil Rights (SBCR) and the Office of Human Resources (HR), highlights the major milestones in preparation for the EEO Briefing. Attachment 2 lists the categories of data to be included in the paper. As indicated in the timeline, the first draft of the paper for DEDM review will incorporate assessments based on 1st quarter data as of December 31, 2002. We request that you provide 2nd quarter data (as of March 31, 2003) by April 15th. Analyses of the 2nd quarter updates will be reflected in the briefing presentations. Please let me know as soon as possible any suggested changes to the timeline or the data to be covered.

To facilitate the preparation of the EEO briefing, we are requesting that HR provide information on the categories listed below as well as other areas and issues that you deem pertinent. SBCR will work with your staff to specifically delineate information needed in each category:

Management accountability (role in nurturing employees)

Minorities in the Pipeline (SES Candidate graduates, Leadership Potential Program Graduates)

Growing the Workforce (recruitment strategies, entry level/intern hiring, Nuclear Safety Intern Program, Coop students)

Training and Development (managers and supervisors [EEO, Diversity and Feedback], interns, Graduate Fellowship Program)

Mentoring and Career counseling

Attrition and Retention

Attachments: As stated

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**PROPOSED TIMELINE FOR May 22, 2003, EEO BRIEFING
(Demographic data is as of March 31, 2003, updates will reflect changes thru May 2003)**

Dec. 18	Draft SRM Response due to SBCR
Dec. 20.....	Final Draft SRM Response due to DEDM
Dec. 23	SRM Response to Commission
January 16	Request Memo for HR input (updates including request for 1 st & 2 nd quarter data)
January 22	SBCR meeting with Regional Adm, R3
January 23	HR 1 st quarter data due to SBCR
February 20	Input Due from HR (Briefing Paper Input, based on 1 st quarter data) to SBCR
March 6	Joint Committee Statement to SBCR
March 6	Office Director Statement due to SBCR
March 12	1 st Draft Paper to SBCR Director
March 20.....	1 st Draft to DEDM, HR, OGC
March 25	Comments from DEDM, HR, OGC
April 15.....	HR 2 nd quarter data due to SBCR
April 21	Briefing Input updates from HR to SBCR based on 2 nd quarter data
April 24	Final Draft Paper to DEDM (based on 2 nd quarter data as of March 31 st)
April 28	Comments from DEDM
April 30.....	<u>Final Paper to the EDO for Signature</u>
May 5	Paper to the Commission
May 5	Paper to committees, OGC, HR
May 6	HR data updates (thru May) due to SBCR
May 8	Draft EDO, DEDM, SBCR Briefing Remarks will include 4 th quarter data updates
May 5 - 9	Prebrief with the committees
May 12 -16	Prebriefs with commission assistants and with the Chairman
May 22	EEO Briefing

Data to be Reviewed in Preparation for May 18, 2003 EEO Briefing
(All data will be presented by ethnicity, age, gender as of March 31, 2003)

1. Permanent Staff (inclusive of all pay grades)
2. Senior Executive Service
3. Managers/Supervisors (includes SES & non-SES: excludes SLS/team)
4. Senior Level System
5. Team Leaders
6. Non-Supervisory Staff by Grade Categories - FY 2003
7. Advancement to SES & SLS
8. Non-SES Competitive Selections

9. Departures
10. Hires
11. Rotational Assignments
12. Performance Appraisals (FY 2002)
13. All Awards
14. Small Business Goals and Achievements
15. PATCOB Categories - FY 1999-2003