

NOVEMBER 24, 1993

C O R R E C T I O N N O T I C E

TO ALL HOLDERS OF

SECY-93-312 - EQUAL EMPLOYMENT OPPORTUNITY (EEO) BRIEFING

PLEASE REPLACE PAGES 1.9 AND 1.10 OF ENCLOSURE 1 WITH THE
ATTACHED PAGE. PAGE 1.9 HAS NO CHANGES. PAGE 1.10 IS
CORRECTED.

THE SECRETARIAT

ATTACHMENT:
AS STATED

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CHART 1.5 GRADUATE FELLOWSHIP PROGRAM FOR FY 93			
ETHNICITY	WOMEN	MEN	TOTAL
WHITE	4 (57%)	2 (29%)	6 (86%)
AFRICAN AMERICAN	0 (0%)	0 (0%)	0 (0%)
ASIAN PACIFIC AMERICAN	0 (0%)	1 (14%)	1 (14%)
HISPANIC	0 (0%)	0 (0%)	0 (0%)
NATIVE AMERICAN	0 (0%)	0 (0%)	0 (0%)
TOTAL	4 (57%)	3 (43%)	7 (100%)

Totals may not add due to rounding

Regional Administrators and has encouraged them to broaden their recruitment "net" to attract more applicants from the targeted groups. To ensure that all applicants for supervisory, management, and executive positions are receiving fair consideration, we continue to make extra efforts to include women and minorities on the panels that review and rate applicants.

One of the strategies used this year to expand the pool of women and minorities eligible for supervisory, management, and executive positions was to offer two new developmental programs: the Supervisory Development Program for preparing GG-14/15s for first-line supervisory positions, and the SES Candidate Development Program for identifying and training GG-14/15s for SES positions. For the Supervisory Development Program, 9 white women (33%), 2 African American women (7%), 1 Asian Pacific American woman (4%), 12 white men (44%), 1 African American man (4%), 1 Asian Pacific American man (4%), and 1 Hispanic man (4%) were selected. For the SES Candidate Development Program, 4 white women (17%), 1 African American woman (4%), 14 white men (61%), 2 African American men (9%), and 2 Asian Pacific American men (9%) were selected. These demographics are displayed in Charts 1.9 and 1.11.

The Federal Women's Program Advisory Committee has also provided strategies for expanding the pool of women and minorities eligible for supervisory, management, and executive positions. Specifically it recommends improving the application process for the SES Candidate and Supervisory Development Programs to attract a broad range of applicants. The Committee suggests encouraging applicants to include descriptions of all of their relevant experience, whether paid or voluntary. Revisions to the application package will reflect this recommendation.

4. ATTRACTING AND RETAINING EMPLOYEES WITH DISABILITIES

Status

The trend in hiring persons with disabilities is displayed in Chart 2.9 (Enclosure 2). Our efforts to focus on recruitment of persons with disabilities are ongoing. Contacts were made with potential applicant sources such as Gallaudet University, Coordinators for Disabled Services on Campuses, and State Rehabilitation Services offices. The agency is also recruiting disabled students for Co-operative Education positions for fiscal years 1994 and 1995.

NRC has placed advertisements in Careers and the Disabled, and the Office of Personnel recruited at a career fair for the disabled on February 24-26, 1993, in Washington, D.C.

We have received 47 applications from the various sources contacted. These were referred to the appropriate program offices for consideration. Since the NRC has limited its hiring during the last several months, no selections were made. Offices have been asked to consider these applicants for future vacancies.

A Program Coordinator was designated in the Office of Personnel to serve as the primary contact for disabled applicants. The Program Coordinator also serves as liaison with other NRC administrative offices that provide reasonable accommodation services required by a disabled applicant or employee. Special equipment has been put in place that allows communications with the deaf so that potential applicants can receive information about career opportunities.

Strategy

The Affirmative Action Advisory Committee is leading an effort to focus on issues related to the disabled and veterans. Recruitment and reasonable accommodation for the disabled are primary issues. The Joint Labor Management Equal Employment Opportunity Committee has also been proactive in assisting employees with disabilities at the NRC.

The Office of Personnel is publishing a brochure that identifies special services available to disabled applicants during the recruitment process and orientation to the agency. Brochures will become part of our standard recruiting material, and an information sheet on interviewing the disabled will be added to the recruiter's manual.

5. PROVIDING TRAINING AND DEVELOPMENTAL OPPORTUNITIES

Status

The staff continues to take advantage of increased training and developmental opportunities, including rotational assignments, as a viable means of supporting affirmative action goals. In FY 1993 there were 11,665 instances of training with 3,195 individuals receiving training. This is a 21 percent