

September 13, 1996

MEMORANDUM TO: James M. Taylor
Executive Director for Operations

FROM: John C. Hoyle, Secretary /s/

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON EEO PROGRAM,
(SECY-96-157), 2:00 P.M., WEDNESDAY, JULY 31, 1996,
COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT
NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC
ATTENDANCE)

The Commission was briefed by the NRC staff on the progress made during the last six-months on the EEO programs. Representatives from the EEO Advisory Committees provided information about joint Committee issues that are being discussed with the staff.

The staff should continue to keep the Commission informed about the status of efforts to address joint issues raised by the EEO Advisory Committees. The staff should consider: (1) establishing more structured procedures to provide constructive feedback to non-selected candidates; (2) providing personnel specialists and supervisors with formal training that will assist them in counseling non-selected candidates on how to broaden their skills and gain knowledge to enhance their potential for future positions; (3) having the Office of Small Business and Civil Rights (SBCR) formally participate on Executive Resource Board Review Group; and (4) adopting other measures to enhance the effectiveness of the Office of SBCR.

The EEO Advisory Committees should be given the opportunity to work with the Office of Personnel and SBCR to ensure that new database systems include pertinent statistical information for future tracking needs.

The staff should also provide the Commission information on (1) the number of employees who are currently certified SES candidates or in the feeder groups for SES or SLS positions and how many minority women are in these groups; and (2) the methods that could be used to enhance advancement opportunities for minority women who wish to advance into the SES/SLS program.

(EDO)

(SECY Suspense: 9/30/96)

cc: Chairman Jackson
Commissioner Rogers
Commissioner Dicus
Commissioner Diaz
Commissioner McGaffigan
OGC
OCA
OIG
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR - Advance
DCS - P1-24