

February 23, 1999

MEMORANDUM TO: William D. Travers
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary /s/

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON EEO PROGRAM (SECY-98-271), 10:00 A.M.,
TUESDAY, DECEMBER 8, 1998, COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT
NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the NRC staff on the Equal Employment Opportunity Program.

The Commission requested that training on Managing Diversity be required for all managers in the agency. The Commission encouraged all supervisors and managers to ensure that employees are all assessed fairly and objectively and provided avenues for improving their skills and gaining experience to promote professional growth within the agency. To assist employees' efforts to seek advancement, the Commission requested that managers and supervisors encourage their employees to write Individual Development Plans (IDP's). Managers and Supervisors were requested to, where appropriate, promote from within the agency, placing particular emphasis on promoting employees who have acquired degrees or special training and who are not being fully utilized in their present positions. The employees that have advanced in the agency were encouraged to volunteer as mentors for other employees. All employees were encouraged to set their own goals and objectives and to aim as high as they can.

The staff agreed to provide the Commission with the number of individuals who applied to the intern program and a breakdown of the applicants by ethnicity and sex.

cc: Chairman Jackson
Commissioner Dicus
Commissioner Diaz
Commissioner McGaffigan
Commissioner Merrifield
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CIO
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