

June 13, 2008

MEMORANDUM TO: R. W. Borchardt  
Executive Director for Operations

FROM: Annette Vietti-Cook, Secretary /RA/

SUBJECT: STAFF REQUIREMENTS - BRIEFING ON EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND WORKFORCE PLANNING, 9:30 A.M., WEDNESDAY, MAY 28, 2008, COMMISSIONERS' CONFERENCE ROOM, ONE WHITE FLINT NORTH, ROCKVILLE, MARYLAND (OPEN TO PUBLIC ATTENDANCE)

The Commission was briefed by the staff on the status of NRC EEO programs and workforce planning. Dale Yeilding, President, National Treasury Employees Union (NTEU), Chapter 208, also addressed the Commission.

The Commission reiterated that the strength of the agency is its workforce. Attracting and retaining highly skilled employees is critical in an increasingly competitive market. The Commission supports efforts to acquire viable recruitment and staff development tools, and the staff should bring its initiatives to the Commission's attention as appropriate.

The Commission requested that the staff provide the following additional information:

- the analysis of options and recommendations for new reactor simulator training of NRC inspectors as stated in SRMs M071024 and M080407A
- data correlating age and/or years of service with results of the 2007 Employee Satisfaction Survey and an analysis of how this information might illuminate the needs and concerns of different groups of employees
- data correlating the number of students involved with the NRC scholarship and grant program
- a chart similar to the current age chart, but instead of age, depicting data on the years of service with the agency

The Commission also encouraged the staff to develop a strategic roadmap for closing the agency's critical skill gaps and to develop plans for expanding current child care activities on a schedule consistent with the construction of a prospective White Flint 3 building. The staff should also consider the development of appropriate measures to determine the effectiveness of agency training and a systematic approach to determining which courses can be more effectively taught in digital formats as opposed to the traditional classroom approach.

The Commission recognized the staff's progress toward meeting its goal to increase opportunities for Service-Disabled Veteran-Owned Small Businesses and supports its continued efforts.

The Commission emphasized the importance of updating current Management Directives as part of maintaining the agency's infrastructure and noted the Office of Human Resources plans to update its intranet website. As part of this effort, the staff should consider including in the electronic version of the Management Directives (MDs) links to any relevant yellow announcements that provide interim updates to the MDs. The staff should prioritize the efforts to update the MDs appropriately in order to ensure the efforts receive adequate resources to support their completion in a timely fashion.

cc: Chairman Klein  
Commissioner Jaczko  
Commissioner Lyons  
Commissioner Svinicki  
OGC  
CFO  
OCA  
OIG  
OPA  
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)  
PDR