

LAWRENCE LIVERMORE NATIONAL LABORATORY

2008

# AFFIRMATIVE ACTION PROGRAM

**FOR WOMEN, MINORITIES, INDIVIDUALS WITH  
DISABILITIES, AND COVERED VETERANS**

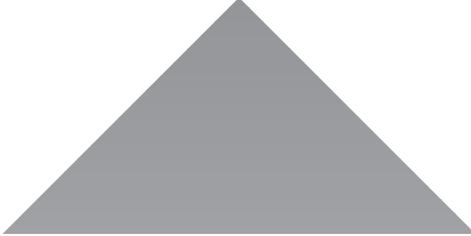




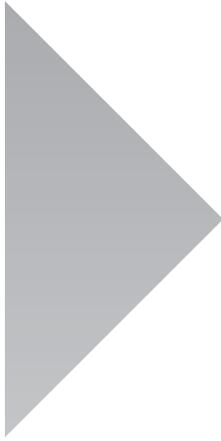
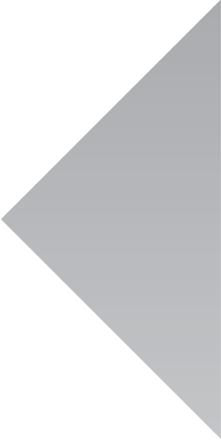
---



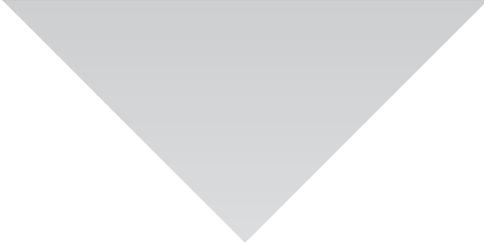
# Affirmative Action Plan



Executive Order 11246  
Affirmative Action Program for  
Minorities and Women



Lawrence Livermore National Security, LLC  
Lawrence Livermore National Laboratory  
7000 East Avenue  
Livermore, California 94550  
2008



*Ronald W. Cochran*

Ronald W. Cochran  
Laboratory Executive Officer and Laboratory Equal  
Employment Opportunity Officer



# Table of Contents

## SECTION 1: WOMEN AND MINORITIES

<b>I. Purpose, Policy, and Commitment (41 CFR §60-2.10)</b> .....	<b>3</b>
• Purpose and Scope of the LLNL Affirmative Action Program .....	4
• Institutional Policies .....	5
• 2008 Affirmative Action Program Terminology.....	6
• LLNL Population .....	8
<b>II. Organizational Profile (41 CFR §60-2.11)</b> .....	<b>10</b>
<b>III. Job Group Analysis (41 CFR §60-2.12)</b> .....	<b>11</b>
<b>IV. Placement of Incumbents in Job Groups (41 CFR §60-2.13)</b> .....	<b>19</b>
<b>V. Determination of Job Group Availability (41 CFR §60-2.14)</b> .....	<b>21</b>
• Definition of Availability.....	21
• Determination of Availability.....	21
<b>VI. Comparison of Availability to Incumbency (41 CFR §60-2.15)</b> .....	<b>24</b>
<b>VII. Placement Goals (41 CFR §60-2.16)</b> .....	<b>26</b>
<b>VIII. Additional AA Program Elements (41 CFR §60-2.17)</b> .....	<b>28</b>
• Designation of Responsibility [41 CFR §60-2.17(a)].....	28
• Identification of Problem Areas [41 CFR §60-2.17(b)—Procedures] .....	28
• Identification of Problem Areas [41 CFR §60-2.17(b)—Findings].....	29
• Action-Oriented Programs [41 CFR §60-2.17(c)] .....	30
• Internal Auditing and Reporting Systems [41 CFR §60-2.17(d)] .....	49
• Compliance with Guidelines on Sex, Religion, and National Origin Discrimination .....	49

## **SECTION 2: INDIVIDUALS WITH DISABILITIES AND COVERED VETERANS**

<b>I. Policy and Commitment [41 CFR §60-741.44(a); -250.44(a)].....</b>	<b>53</b>
<b>II. Invitation to Self-Identify (41 CFR §60-741.42; -250.42) .....</b>	<b>54</b>
<b>III. Dissemination of Policy [41 CFR §60-741.44(f),(g); -250.44(f),(g)].....</b>	<b>55</b>
• Internal .....	55
• External.....	56
• Responsibility for Implementation [41 CFR §60-250.44(i); 60-741.44(i)] .....	56
<b>IV. Affirmative Action Practices and Procedures.....</b>	<b>57</b>
• Proper Consideration of Qualifications [41 CFR §60-741.44(b); -250.44(b)] .....	57
• Physical and Mental Qualifications [41 CFR §60-741.44(c); -250.44(c)] .....	57
• Reasonable Accommodations [41 CFR §60-741.44(d); -250.44(d)].....	57
• Compensation [41 CFR §60-741.21(i); -250.21(i)].....	59
• Plan of Action.....	59
<b>V. Action and Awareness Programs.....</b>	<b>61</b>
• Programs and Services for Employees with Disabilities .....	62
• Actions and Programs for Veterans .....	63

## **SECTION 3: GLOSSARY**

<b>Affirmative Action Glossary .....</b>	<b>67</b>
--	-----------



# Women and Minorities



# Lawrence Livermore National Laboratory

## 2008 Affirmative Action Program

### **I. PURPOSE, POLICY, AND COMMITMENT (41 CFR §60-2.10)**

Lawrence Livermore National Laboratory (LLNL) is operated by Lawrence Livermore National Security, LLC (LLNS) for the Department of Energy (DOE). At LLNL, our mission is to serve as a national resource in science, technology, and engineering with a focus in three areas: reducing the nuclear danger, harmonizing the economy and the environment, and exploring new frontiers in bioscience. In addition, we are working with industrial and academic partners to increase national economic competitiveness and to improve science.

LLNL's main facility is located on a one-square-mile site near Livermore, California, approximately 50 miles east of San Francisco. LLNL also operates two separate research facilities at remote locations: Site 300, approximately 15 miles east of Livermore, and the Nevada Test Site, located at Mercury, Nevada.

LLNL's principal source of funding is DOE, which contracts with LLNS to operate and manage the Laboratory. As LLNL's management contractor, LLNS develops and administers comprehensive policies and procedures pertaining to all aspects of the employment relationship.

One of LLNL's most distinguishing features is its ability to integrate many areas of science, engineering, and management across program boundaries. LLNL uses this multidisciplinary, multiprogram approach to achieve scientific problem solving.

At LLNL, our goal is to be recognized by our industrial and academic customers as a well-managed, forward-looking organization that performs world-class research and development. The challenge we face at LLNL is to increase the quality of our business practices while reducing costs. This goal can be achieved through the efforts of our quality workforce.

The Laboratory continues to recognize the strategic importance of attracting and retaining a diverse, high-quality workforce. Diversity is therefore a management priority for the Laboratory and a key element in our workforce planning. We consider the growing diversity of our workforce to be vital in the Laboratory's ability to maintain a work environment in which all employees can contribute to their fullest, and feel valued for their role. Recognizing the workforce as our principal asset, we seek highly talented, productive, motivated, flexible people

who are committed to the Laboratory's goals and reflect the diversity of California and the nation. We accomplish this by integrating affirmative action recruitment and career development activities into all aspects of our recruitment and career development functions. These efforts are intended to create a rewarding and hospitable work environment for all employees—including those reflecting racial, gender, ethnic, and other forms of diversity.

## **Purpose and Scope of the LLNL Affirmative Action Program**

LLNL is committed to developing and maintaining a representative workforce and to providing its employees and applicants for employment with a discrimination-free work environment. LLNL has developed and implemented this Affirmative Action Program (AAP) document to provide guidance and a means of measuring progress toward this goal. This document describes the steps LLNL will take to comply with Executive Order 11246 (as amended). The AAP document is updated annually.

All information provided in this document covers the historical events of the last 12 months, (January 1, 2007 through December 31, 2007). The document establishes goals and project activities for the coming 12 months through December 31, 2008. This document is effective January 1, 2008, and shall remain in effect until superseded in whole or in part.

The 2008 AAP document was prepared by the Office of Strategic Diversity Programs and the Workforce Planning and Analysis Group (WPA).

## **Institutional Policies**

### **COMPLIANCE STATEMENT**

LLNL maintains a Nondiscrimination and Affirmative Action Policy regarding all employees:

Lawrence Livermore National Security, LLC (LLNS) is committed to a discrimination-free workplace and neither condones nor tolerates practices that discriminate against any person employed or seeking employment on the basis of race; color; religion; marital status; national origin; ancestry; sex; gender identity; pregnancy (including childbirth and medical conditions related to pregnancy and childbirth); sexual orientation; physical or mental disability; medical condition (cancer-related or genetic characteristics) as defined in California Government Code Section 12926; status as a covered veteran (Vietnam-era veteran or special disabled veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or recently separated veterans); age; or citizenship or any other basis protected by law. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and LLNS policies.

It is the policy of LLNS to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for special disabled veterans, Vietnam-era veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

## 2008 Affirmative Action Program Terminology

The terms “utilization analysis,” “underutilization,” and “problem area” that appear in this AAP document are terms that are derived from federal regulations. The criteria used in relation to these terms are those specified by government order or regulation. These terms have no independent legal or factual significance. LLNL will use these terms in good faith in connection with its AAP document. Use of these terms does not necessarily signify that LLNL agrees that these terms are properly applied to any particular factual situation. The utilization analysis in this document is required by government regulation to be based on certain statistical comparisons. Geographical areas and sources of statistics used for these comparisons were selected to comply with government regulation. The use of certain geographic areas and statistics is intended to have no significance outside the context of this document. LLNL will, however, use such statistics and geographic areas in good faith with respect to this document.

The job groups in this AAP document have been developed in accord with Executive Order 11246 requirements to provide appropriate and adequate analysis of affirmative action progress.

This document is not intended to create any rights in any person or entity other than the relevant contracting government entity. Although reduced funding may necessitate workforce reductions, LLNL will strive to maintain a diverse population and will continue to monitor its affirmative action responsibilities. At LLNL, we will continue to employ strategies to identify and attract diverse individuals with skills essential to LLNL’s mission.

LLNL is committed to being the institution of choice for all people, including minorities and women, who wish to contribute to LLNL’s mission. The achievement of our goals will come only from individuals and teams of employees working in responsible and accountable ways. We will push accountability further outward into the organizations, but because our employees will participate in LLNL institutional strategies, they will be knowledgeable about such strategies.

A number of managers have key roles in carrying out LLNL’s Affirmative Action and Diversity strategy. They include:

**Tommy E. Smith, Jr.**, Deputy Director of the Office of Strategic Diversity Programs has primary day-to-day leadership and oversight of actions designed to increase the diversity of the Laboratory’s workforce and inclusiveness of its work environment.

**Janet G. Tulk**, Director of the Office of Strategic Diversity Programs and Senior Advisor to the Laboratory Director has overall leadership and management of Affirmative Action and Diversity programs and activities.

**Ronald W. Cochran**, Equal Employment Opportunity Officer is responsible for strategic coordination of LLNL's Affirmative Action and Diversity efforts with the Laboratory's Executive Management Team, LLNS Board of Directors, DOE, and the National Nuclear Security Administration; development of incumbent staff; and other relevant AA/EEO issues and concerns.

In addition to the three managers identified above, all LLNL managers share responsibility for developing and maintaining a diverse workforce and a discrimination-free environment. LLNL managers are responsible for developing and maintaining a workforce that is representative of the labor markets in which LLNL recruits, providing equal employment opportunities (EEOs) for employees and applicants, and providing a discrimination-free work environment. Every effort is made to reflect the availability of the relevant labor market. Line managers are responsible for being cognizant of affirmative action goals, for making good-faith efforts to follow guidelines and policies established to ensure equality of opportunity in all aspects of employment, and for ensuring that all personnel matters are conducted in a nondiscriminatory manner.

We further maintain wage and salary ranges for each directorate by job title and the total number of incumbents by gender and ethnicity. LLNL's workforce analysis is available upon request. Pursuant to 41 CFR §60-2.12, 60-2.13, 60-2.14, we have supplied an analysis of all major job groups at LLNL and the market availability of qualified women and minorities for each job group. We have grouped the jobs that have similar content, salary ranges, and opportunities.

As a result, we have 46 job groups. In this process, we have paid careful attention to keeping job groups sufficiently large to allow meaningful statistical analyses. In addition, we have avoided placing job classifications from different EEO categories within the same job group, wherever possible. The Job Group Analysis begins on page 11.

For the purpose of this document, underutilization exists when the difference between the number of incumbents in a job group is at least one whole person less than expected based on the percentage of availability. Any declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good-faith affirmative action efforts. Rather, underutilization is a technical targeting

term used exclusively by affirmative action planners who seek to apply good-faith efforts to increase the percentage utilization of minorities and women in the workforce job groups in which the percentages are less than would reasonably be expected.

## **LLNL Population**

LLNL's "core" populations, employees with career appointments and those with term appointments, has continued a downward trend for the fourth consecutive year. The overall value as of January 1, 2008, (6996) is 6% smaller than the 7411 total for 2007. The reduction in females (130 or 5.5%) and minorities (65 or 4%) is smaller than for the overall Laboratory, meaning that the overall percentages each of these groups constitute in the total workforce increased slightly (from 31.8% to 31.9% for women and 21.8 to 22.3% for minorities).

Current demographic distribution of LLNL's core workforce population is provided in the following Workforce Population by Job Group Table.

*The Workforce Population by Job Group Table follows.*

## LLNL Population by Job Group

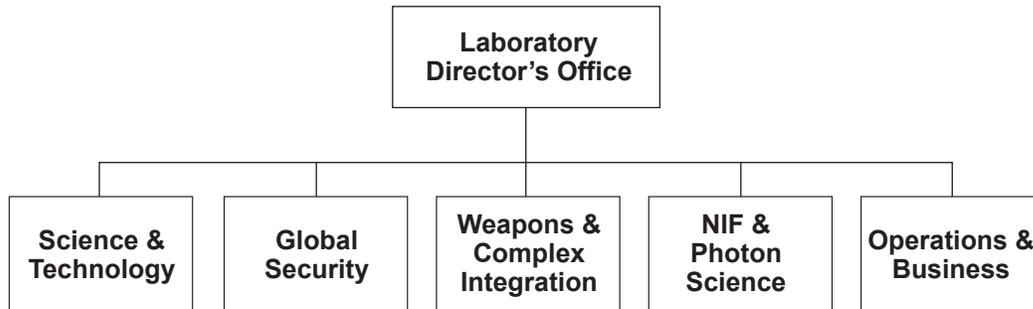
Effective: 12/31/2007

Job Group	Job Group Title	Total LLNL Core Population	Female	Minority	American Indian / Native American	Asian/Pacific Islander	Black	Hispanic	Not Specified
AA	MANAGEMENT SCIENTIFIC	457	84	53	4	29	6	13	12
AB	MANAGEMENT ADMINISTRATIVE	98	54	14		2	8	4	
AC	SUPERVISOR TECHNICAL	475	82	62	3	27	6	24	6
AD	SUPERVISOR ADMINISTRATIVE	235	181	71	7	15	16	32	4
AF	SUPERVISOR BLUE COLLAR	34	2	8	1	0	2	5	
AG	SUPERVISOR SERVICE	46	6	9	1	4	1	3	1
BA	ADMINISTRATOR	531	377	132	6	57	27	40	11
BB	PHYSICIST	614	63	89		74	6	9	17
BC	CHEMIST METALLURGIST	189	43	49		35	3	10	
BD	LIFE SCIENTIST	100	58	29	1	15	2	11	3
BE	COMPUTER SCIENTIST	579	128	122	1	83	11	26	25
BG	ENGINEER MECHANICAL	313	37	52	1	38	4	9	16
BH	ENGINEER ELECTRONICS	142	20	26	1	19	2	4	4
BJ	ENGINEER MISC	197	30	55		40	7	8	2
BK	TECH INFO EDITOR SPEC	38	24	5		3	1		1
BZ	ENVIRONMENTAL SCIENTIST	86	34	17	1	12	2	2	1
CA	MECHANICAL TECHNICIAN	56	6	15	1	6	1	7	1
CB	MECH TECH SPECIALIST	172	8	45	2	15	8	20	6
CC	ELECTRONICS TECHNICIAN	22	3	11		5	1	5	
CD	ELECTRONICS TECH SPEC	80	3	15	1	7	1	6	3
CE	ELECTRONICS FAB TECH	33	7	14		10	1	3	1
CI	CHEMICAL TECHNICIAN	64	20	20	2	4	2	12	3
CJ	ENGINEERING - SCIENCE TEC	241	78	65	3	17	14	31	6
CL	ASST TECH COORDINATOR	157	55	42	3	7	5	27	1
CM	TECH SCIENTIFIC COORD	137	41	26		8	5	12	4
CN	TECH ASSOCIATE / NON ENG	203	44	36	1	14	6	14	2
CO	DRAFTER DESIGNER	87	7	24	1	9	3	11	2
CP	TECH ASSOCIATE / ENG	207	18	19	2	5	2	10	7
CQ	COMPUTER PROG TECH	68	38	22	3	3	7	8	2
CT	TECHNICAL ILLUSTRATOR	45	20	14	1	6	3	3	1
DA	ADMIN. SUPPORT - I	9	7	6		2	2	2	
DB	ADMIN. SUPPORT - II	542	532	164	8	26	33	97	20
DC	RESOURCE MGNT SUPPORT	13	13	6		2	1	3	
DD	INFO/COMPUTER SERV SUPRT	61	41	20	1	1	6	11	
EA	CRAFTS	177	7	43	5	8	2	27	4
EC	MAINTENANCE MECHANIC	24	1	8	2	2	1	3	
EJ	MACHINIST	67	1	14	4	3	1	6	
EK	ASSEMBLY SPECIALIST	23		4		2		2	
FD	PRINTER	4	3	2		1		1	
FF	WAREHOUSE WORKER	55	10	20	1	1	2	16	2
FG	PHOTOGRAPHIC SPECIALIST	22	10	7		4	2	1	
FH	VEHICLE DRIVER	4				0			
GA	LABORER GARDNER	55		16		4		12	
HA	FIREFIGHTERS	1		1	1	0			
HB	PROTECTIVE SEV OFFICERS	162	3	62	1	15	18	28	12
HC	CUSTODIANS	41	24	20		9	1	10	2
Grand Total		6966	2223	1554	70	649	232	588	182

## II. ORGANIZATIONAL PROFILE (41 CFR §60-2.11)

The Laboratory has chosen to use a workforce analysis [§60-2.11(c)] to present its organizational profile. This workforce analysis provides an overview of the workforce at the Laboratory and assists in identifying organizational units where women or minorities are underrepresented or concentrated.

The Laboratory's organization chart is shown below:



The workforce analysis is based on this chart. The major organizations shown in boxes under the Laboratory Director's Office are Principal Directorates, and are led by a Principal Associate Director. Additionally, the Science and Technology and Operations and Business Principal Directorates consist of four directorates each. The workforce analysis includes these organizations as listed below:

### Laboratory Director's Office

#### Science and Technology

- Chemistry, Materials, Earth, and Life Sciences
- Computation
- Engineering
- Physical Sciences

#### Global Security

#### Weapons and Complex Integration

#### NIF and Photon Science

## Operations and Business

- Strategic Human Capital Management
- Business
- Facilities and Infrastructure
- Nuclear Operations

Because LLNL is organized based on a matrix system, there are no formal lines of progression or usual promotional sequences. As a result, job titles are listed by job classifications, in order of salary range, and each job classification is assigned a two-letter job-group code. All job classifications—including all managerial, supervisory, and worker job classifications—are listed.

For each job classification, the total number of incumbents has been provided together with the total number of male and female incumbents, and the total number of male and female incumbents in each of the following groups: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

The workforce analysis charts for each of the organizations identified above are available upon request from the Deputy Director for Strategic Diversity Programs.

A small number of LLNL employees (less than 4%) work at locations other than the Livermore facility (Site 300 and the Nevada Test Site). However, these employees report to managers located at the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program.

### **III. JOB GROUP ANALYSIS (41 CFR §60-2.12)**

As a method of combining job titles within a contractor's establishment, the job group analysis is the first step in comparing the representation of minorities and women in the workforce with the estimated availability of minorities and women who are qualified to be employed.

In the job group analysis, jobs at LLNL with similar content, wage rates, and opportunities have been combined to form job groups. Similarity of content refers to the duties and responsibilities of the job titles that make up the job group. Similarity of opportunities refers to training, transfers, promotions, pay, mobility, and other career-enhancement opportunities offered by the jobs within the job group.

The following job group analysis includes a list of the job classifications that comprise each job group. The Laboratory uses these groups to determine employee distribution and utilization for purposes of affirmative-action analyses. Job classes are combined into job groups with a minimum of 50 employees wherever possible. Job classes may appear in more than one job group, because employees who are assigned management and supervisory responsibilities do not, with some exceptions, change job class.

The following example shows how to read the listings:

**AA    Management—Scientific**  
252    Local & National  
051.3    Fire Chief

“AA” is the job group code; the first letter of the code designates the federal occupational category, and the second letter designates the group within that category. The federal occupational category groupings referred to are as follows: A—Officials and Managers, B—Professionals, C—Technicians, D—Office and Clerical, E—Craft Workers, F—Operatives, G—Laborers, and H—Service Workers. “Management—Scientific” refers to the title of the Job Group. The number “252” is the number of core employees in this job group at LLNL as of the date indicated. The notation of “Local & National” denotes the geographical area from which employees are normally recruited. Finally, “051.3” is the job classification number, which is used internally to identify the various position disciplines, as in this example for the job title of “Fire Chief.”

The following pages show the title of the job group, the number of employees in the job group at LLNL as of January 1, 2008, the primary recruitment source of employees (internal, local, or national labor market), and the job-class codes and titles that make up each job group.

**AA Management - Scientific**  
457 Local & National

221.0 Biochemist  
225.0 Biomedical Scientist  
228.0 Biologist  
230.0\* Environmental Scientist  
242.0 Chemist  
249.0\* Engineer (03)(04)  
256.0 Mathematician  
263.0 M.D.  
265.0 Metallurgist  
270.0 Physicist  
285.0 Computer Scientist/Math Progr  
295.0 Political Scientist  
391.1\* Engr/Sci Staff Associate (03)  
391.2 Sr Engr/Sci Staff Associate

**AB Management - Administrative**  
98 Local & National

170.0 Director  
172.0 Deputy Laboratory Director  
174.0 Principal Associate Director  
175.0 Associate Director  
176.0 Laboratory Counsel  
177.0 Chief Financial Officer  
178.0 Deputy Director for Operations  
A01.2 Admin Operations Spec 2  
A01.3 Admin Operations Spec 3  
A01.4 Admin Operations Spec 4  
ADS.5\* Admin & Specialist 5 (03)  
C01.3 Financial Analyst 3  
C01.4 Financial Analyst 4  
E01.4 Business Analyst 4  
EXS.0 Executive Staff  
MGT.1 Manager 1  
MGT.2 Manager 2

**AC Supervisor - Technical**  
475 Local & National

225.0 Biomedical Scientist  
230.0 Environmental Scientist  
235.0 Biophysicist  
242.0 Chemist  
249.0\* Engineer (04)  
256.0 Mathematician  
263.0 M.D.  
265.0 Metallurgist  
270.0 Physicist  
285.0\* Computer Scientist/Math Progr (03)  
304.1 Scientific Associate - C/MS  
320.2 Senior Computer Associate  
334.1 Engineering Design Assoc  
337.1 Engineering Technical Assoc  
338.1\* Engineering/Scientific Coord (03)  
339.2 Senior Eng Associate  
371.1 Health and Safety Associate

371.2\* Sr Health And Safety Associate (03)  
390.1\* Supervisor (03)  
390.2\* Senior Supervisor (03)  
391.1\* Engr/Sci Staff Associate (03)(04)  
391.2 Sr Engr/Sci Staff Associate  
393.2 Systems & Network Sr Associate  
502.3 Sr Scientific Technologist

**AD Supervisor - Administrative**  
235 Local & National

055.3 Captain/ Watch Commander  
405.3 Administrative Specialist III  
405.4 Administrative Specialist IV  
435.4 Word Processing Supr/ Coordr  
A01.2\* Admin Operations Spec 2 (03)  
A01.3 Admin Operations Spec 3  
A01.4 Admin Operations Spec 4  
A02.4 Archives Specialist 4  
A03.2 Executive Assistant 2  
A03.3 Executive Assistant 3  
A04.4 Library Services Specialist 4  
A06.3 Records Specialist 3  
A07.2 Service Operations Spec 2  
A07.3 Service Operations Spec 3  
A07.4 Service Operations Spec 4  
A08.2 Travel Specialist 2  
A08.4 Travel Specialist 4  
A09.2 Business Devel Analyst (O) 2  
A09.3 Business Devel Analyst (O) 3  
A11.3 Biogovernance Rev Comm (O) 3  
A12.3 Intellectual Prop Admin (O) 3  
A15.4 Rev/Release Info Mgt Adm (O) 4  
A17.3 DNT Prog/ Admin Srvcs (O) 3  
A30.4 Sec Assur & Assessment 4 (O)  
ADS.5 Admin & Specialist 5  
C01.3 Financial Analyst 3  
C01.4 Financial Analyst 4  
C02.3 Accounting Specialist 3  
C02.4 Accounting Specialist 4  
E01.3 Business Analyst 3  
E01.4 Business Analyst 4  
E03.3 Appl Help Desk/Support Spec 3  
E05.3 Project Management 3  
EXS.0 Executive Staff  
F01.2 Material Distribution Spec 2  
F01.3 Material Distribution Spec 3  
F02.2 Property Administration Spec 2  
F02.3 Property Administration Spec 3  
F02.4 Property Administration Spec 4  
F04.4 Subcontracts Analyst 4  
F05.3 Traffic Specialist 3  
F08.1 TRR Supervisor 1  
F11.3 NIF Warehouse Supv 3  
G05.4 Tech Communications Supv  
G06.4 Public Affairs Ops Admin (O) 4  
H01.3 Benefits Specialist 3  
H01.4 Benefits Specialist 4  
H02.4 Compensation Analyst 4

\* Job titles that include employees whose location is other than the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program. The locations of these individuals are noted within the parentheses as follows: (03)-Site 300, (04)-Nevada Test Site.

H03.3 Employment/Recruitment Rep 3  
 H03.4 Employment/Recruitment Rep 4  
 H04.3 Training & OD Specialist 3  
 H04.4 Training & OD Specialist 4  
 H05.2 Diversity Outreach Coord 2  
 H05.4 Diversity Outreach Coord 4  
 H07.2 HRIS Analyst 2  
 H09.3 Relocation Coord (O) 3  
 H10.2 Distance Learning Admin (O) 2  
 H14.4 Workforce Planning Spec 4  
 H15.2 Personnel Info Supv (O) 2  
 H16.4 Employee Relations Spec (O) 4  
 J01.2 Business Unit Security Spec 2  
 J01.3 Business Unit Security Spec 3  
 J01.4 Business Unit Security Spec 4  
 J04.4 Investigation Specialist 4  
 J12.3\* Range Master (O) 3 (03)  
 MGT.1 Manager 1

**AF Supervisor - Blue Collar**  
 34 Local & National

805.5\* Laborer Supervisor (03)  
 811.5\* Custodian Supervisor (03)  
 812.5 Gardener Supervisor  
 822.5\* Air Conditioning Mech. Supr. (03)  
 823.5 Carpenter Supervisor  
 824.5\* Electrician Supervisor (03)  
 825.5 Painter Supervisor  
 842.5 Heavy Equipment Mechanic Supr.  
 851.5 Welder Supervisor  
 852.5 Sheetmetal Worker Supervisor  
 862.4\* Maintenance Mechanic, Lead (03)  
 862.5\* Maintenance Mechanic Supr.  
 981.3 Senior Machinist II

**AG Supervisor - Service**  
 46 Local & National

055.2 Operations Lieutenant  
 650.3 Dispatcher, Emrg Comm, Sprvsr  
 653.3 Cas Operator Supervisor  
 655.2\* Protective Services Sergeant (03)

**BA Administrator**  
 531 Local & National

101.4 Health & Safety G12  
 105.1 Associate Administrator  
 105.2 Administrator  
 134.1 Information Systems Specialist  
 163.1 Supply Specialist  
 163.2 Senior Supply Specialist  
 A01.2\* Admin Operations Spec 2  
 A01.3\* Admin Operations Spec 3 (04)  
 A02.2 Archives Specialist 2  
 A02.3 Archives Specialist 3  
 A03.2 Executive Assistant 2

A03.3 Executive Assistant 3  
 A03.4 Executive Assistant 4  
 A04.3 Library Services Specialist 3  
 A04.4 Library Services Specialist 4  
 A06.2 Records Specialist 2  
 A06.3 Records Specialist 3  
 A07.1 Service Operations Spec 1  
 A07.2 Service Operations Spec 2  
 A07.3 Service Operations Spec 3  
 A08.1 Travel Specialist 1  
 A09.2 Business Devel Analyst (O) 2  
 A09.3 Business Devel Analyst (O) 3  
 A10.2 Compliance Admin (O) 2  
 A12.2 Intellectual Prop Admin (O) 2  
 A15.1 Rev/Release Info Mrev/Release  
 A18.2 Construct Contract Doc (O) 2  
 A19.4 Prime Contract Admin (O) 4  
 A23.3 Doc Compliance Admin 3  
 A27.4 Executive Asst to Lab Director  
 ADS.5 Admin & Specialist 5  
 B01.1 Internal Audit 1  
 B01.2 Internal Audit 2  
 B01.3 Internal Audit 3  
 B01.4 Internal Audit 4  
 C01.1 Financial Analyst 1  
 C01.2\* Financial Analyst 2 (03)  
 C01.3 Financial Analyst 3  
 C01.4 Financial Analyst 4  
 C02.1 Accounting Specialist 1  
 C02.2 Accounting Specialist 2  
 C02.3 Accounting Specialist 3  
 C02.4 Accounting Specialist 4  
 D01.3 Attorney 3  
 D01.4 Attorney 4  
 D02.2 Intellectual Prop Attorney 2  
 D02.3 Intellectual Prop Attorney 3  
 E01.1 Business Analyst 1  
 E01.2 Business Analyst 2  
 E01.3 Business Analyst 3  
 E01.4 Business Analyst 4  
 E02.1 Web Site Administrator 1  
 E02.2 Web Site Administrator 2  
 E03.1 Appl Help Desk/Support Spec 1  
 E03.2 Appl Help Desk/Support Spec 2  
 E03.3 Appl Help Desk/Support Spec 3  
 E04.4 Info Technology Spec (O) 4  
 E05.1 Project Management 1  
 E05.2 Project Management 2  
 E05.3 Project Management 3  
 E05.4 Project Management 4  
 EXS.0 Executive Staff  
 F01.2 Material Distribution Spec 2  
 F02.1 Property Administration Spec 1  
 F02.2 Property Administration Spec 2  
 F02.3 Property Administration Spec 3  
 F02.4 Property Administration Spec 4  
 F03.1 Purchasing Specialist 1  
 F03.2 Purchasing Specialist 2

\* Job titles that include employees whose location is other than the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program. The locations of these individuals are noted within the parentheses as follows: (03)-Site 300, (04)-Nevada Test Site.

F03.3	Purchasing Specialist 3	<b>BC</b>	<b>Chemist / Metallurgist</b>
F04.3	Subcontracts Analyst 3	189	Local & National
F04.4	Subcontracts Analyst 4	242.0*	Chemist (03)
F05.2	Traffic Specialist 2	265.0	Metallurgist
F09.2	TRR Reviewer (O) 2		
F10.1	Materials Account Adm (O) 1	<b>BD</b>	<b>Life Scientist</b>
F10.2	Materials Account Adm (O) 2	100	Local & National
F10.3	Materials Account Adm (O) 3		
G01.2	Community Relations Spec 2	221.0	Biochemist
G01.3	Community Relations Spec 3	225.0	Biomedical Scientist
G01.4	Community Relations Spec 4	228.0*	Biologist (03)
G02.1	Graphic Artist 1	235.0	Biophysicist
G03.2	Public Relations Specialist 2	263.0	M.D.
G03.3	Public Relations Specialist 3		
G03.4	Public Relations Specialist 4	<b>BE</b>	<b>Computer Scientist</b>
H01.3	Benefits Specialist 3	579	Local & National
H02.2	Compensation Analyst 2		
H02.3	Compensation Analyst 3	256.0	Mathematician
H03.2	Employment/Recruitment Rep 2	285.0	Computer Scientist/Math Progr
H03.3	Employment/Recruitment Rep 3		
H03.4	Employment/Recruitment Rep 4	<b>BG</b>	<b>Engineer - Mechanical</b>
H04.2	Training & OD Specialist 2	313	Local & National
H04.3	Training & OD Specialist 3	249.0*	Engineer (03)(04)
H04.4	Training & OD Specialist 4		
H06.3	Worklife Programs Coord (O) 3	<b>BH</b>	<b>Engineer - Electronics</b>
H07.3	HRIS Analyst (O) 3	142	Local & National
H08.3	Immigration Srvcs Coord (O) 3	249.0*	Engineer (04)
H11.4	HR Policy Specialist (O) 4		
H14.1	Workforce Planning Spec (O) 1	<b>BJ</b>	<b>Engineer - Miscellaneous</b>
H14.2	Workforce Planning Spec (O) 2	197	Local & National
H14.3	Workforce Planning Spec (O) 3	249.0*	Engineer (03)(04)
H16.3	Employee Relations Spec (O) 3		
H17.3	Leave of Absence Admin (O) 3	<b>BK</b>	<b>Tech Info Editor Spec</b>
H18.2	Disability Srvcs Coord (O) 2	38	Local & National
J01.1	Business Unit Security Spec 1	G04.1	Tech Communications Spec 1
J01.2	Business Unit Security Spec 2	G04.2	Tech Communications Spec 2
J01.3	Business Unit Security Spec 3	G04.3	Tech Communications Spec 3
J01.4*	Business Unit Security Spec 4 (04)	G04.3	Tech Communications Spec 4
J02.3	Classified Security/ADC Spec 3		
J02.4	Classified Security/ADC Spec 4	<b>BZ</b>	<b>Environmental Scientist</b>
J04.2	Investigation Specialist 2	86	Local & National
J04.3	Investigation Specialist 3	230.0*	Environmental Scientist (03)
J05.2	Sec Training/Awareness Spec 2		
J05.4	Sec Training/Awareness Spec 4	<b>CA</b>	<b>Mechanical Technician</b>
J06.4	Telecom Security Spec 4	56	Local & National
J07.2	Offsite Subcont Sec Coor (O) 2	533.1*	Technician-Mechanical (03)
K03.2	Counterintelligence Analyst 2	533.2*	Technologist-Mechanical (03)
K03.3	Counterintelligence Analyst 3		
K03.4	Counterintelligence Analyst 4	<b>CB</b>	<b>Mechanical Tech. Specialist</b>
MGT.1	Manager 1	172	Local & National
MGT.2	Manager 2	533.3*	Sr Technologist-Mechanical (03)(04)
P014	Drug/Alcohol Test Spec 4		
<b>BB</b>	<b>Physicist</b>		
614	National		
270.0*	Physicist (03)(04)		
295.0	Political Scientist		

\* Job titles that include employees whose location is other than the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program. The locations of these individuals are noted within the parentheses as follows: (03)-Site 300, (04)-Nevada Test Site.

<b>CC</b>	<b>Electronics Technician</b>	530.2	Sr Scientific Associate C/MS
22	Local & National	371.1*	Health and Safety Associate (03)(04)
531.2*	Technologist-Electronics (03)	371.2	Sr Health and Safety Associate
<b>CD</b>	<b>Electronics Tech. Specialist</b>	393.1*	Sys & Network Associate (03)(04)
80	Local & National	393.2*	Sys & Network Sr Associate
531.3*	Sr Technologist-Electronics	<b>CO</b>	<b>Drafter / Designer</b>
<b>CE</b>	<b>Electronics Fab. Technician</b>	87	Local & National
33	Local & National	334.1	Engineering Design Associate
532.1	Fab Technician-Electronics	534.1	Drafter
532.2	Sr Fab Technician-Electronics	534.2	Design Drafter
532.3*	Fab Tech Spec-Electronics (03)	534.3*	Designer (03)
<b>CI</b>	<b>Chemical Technician</b>	<b>CP</b>	<b>Technical Associate - Engineering</b>
64	Local & National	207	Local & National
504.1	Technician - C/MS	337.1*	Engineering Technical Assoc (03)(04)
504.2*	Technologist - C/MS (03)	339.2*	Senior Eng Associate (03)(04)
504.3*	Sr Technologist - C/MS (03)	<b>CQ</b>	<b>Computer Programming Technician</b>
<b>CJ</b>	<b>Engineering &amp; Science Tech.</b>	68	Local & National
241	Local & National	503.1	BioSciences Technician 1
502.1	Scientific Technician	524.1	Comp Programming Technician
502.2	Scientific Technologist	524.2	Comp Programming Technologist
502.3*	Sr Scientific Technologist (03)	524.3	Sr Comp Program Technologist
505.3*	Sr Hydro Technologist-Site 300 (03)	525.1	Computer Support Technician
519.1	Asst Lab Animal Technician	525.2	Computer Support Technologist
571.1	Health & Safety Technician	525.3	Sr Comp Support Technologist
571.2*	Health & Safety Technologist (03)	<b>CT</b>	<b>Technical Illustrator</b>
571.3*	Sr Health-Safety Technologist (03)	45	Local & National
593.1	Systems & Network Technician	386.1	Graphics Design Associate
593.2*	Systems & Network Technl (03)	586.1	Graphics Designer
593.3*	Systems & Network Sr. Technl (04)	586.2	Graphics Design Specialist
<b>CL</b>	<b>Asst. Technical Coordinator</b>	587.2	Sr Technical Illustrator
157	Local & National	587.3	Tech Illustration Specialist
538.1*	Coordinator (03)	<b>DA</b>	<b>Administrative Support I</b>
538.2*	Technical Coordinator (03)	9	Local
538.3*	Sr Technical Coord. (03)	405.2	Administrative Specialist II
539.1	Engineering/Scientific Asst.	406.1	Access Escort
<b>CM</b>	<b>Tech./Scientific Coordinator</b>	470.2	Senior Paralegal
137	Local & National	470.3	Principal Paralegal
320.1	Computer Associate	<b>DB</b>	<b>Administrative Support II</b>
320.2	Senior Computer Associate	542	Local
338.1*	Engineering/Scientific Coord (03)	405.3*	Administrative Specialist III (03)(04)
369.1*	Maint/Construction Coord (03)	405.4*	Administrative Specialist IV (03)(04)
369.2*	Sr Maint/Construction Coord (03)	<b>DC</b>	<b>Resource Management Support</b>
<b>CN</b>	<b>Tech Associate-Nonengineering</b>	13	Local
203	Local & National	451.2	Sr. Accounting Assistant
302.1*	Scientific Associate	451.3	Pr. Accounting Assistant
302.2*	Sr Scientific Associate (03)(04)		
304.1*	Scientific Associate - C/MS (03)		

\* Job titles that include employees whose location is other than the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program. The locations of these individuals are noted within the parentheses as follows: (03)-Site 300, (04)-Nevada Test Site.

**DD Info./Computer Services Support**  
61 Local

- 422.2 Library Assistant
- 422.3 Senior Library Assistant
- 422.4 Principal Library Assistant
- 423.2 Sr. Tech Publications Pract.
- 423.3 Prin. Tech Publications Pract.
- 434.2 Sr. Information Systems Asst.
- 434.3 Pr. Information System Asst.
- 650.0 Dispatcher Trainee, Emerg Comm
- 650.1 Dispatcher, Emerg Comm
- 653.0 Cas Operator

**EA Miscellaneous Crafts**  
177 Local

- 821.2 Locksmith II
- 821.3 Locksmith Supervisor
- 822.2\* Air Conditioning Mech. II (03)
- 822.4\* Air Conditioning Mech., Lead (03)
- 823.1\* Carpenter (03)
- 823.4\* Carpenter, Lead (03)
- 824.1\* Electrician I (03)
- 824.2\* Electrician II (03)
- 824.4\* Electrician, Lead (03)
- 825.1\* Painter (03)
- 825.4 Painter, Lead
- 826.1\* Plumber/Fitter (03)
- 826.4\* Plumber/Fitter, Lead
- 841.1 Vehicle Mechanic
- 841.4\* Vehicle Mechanic, Lead (03)
- 842.1 Heavy Equipment Mechanic
- 842.4 Heavy Equipment Mechanic, Lead
- 851.2\* Welder II (03)
- 852.1 Sheetmetal Worker
- 852.4 Sheetmetal Worker, Lead
- 861.1\* Rigger I (03)
- 861.2\* Rigger II (03)
- 863.2 Boiler & Pressure Sys Mech II
- 863.4 Boiler & Pressure Sys Mech, Lead
- 961.2 Fabrication Asst. II
- 971.2 Metal Fabricator II
- 971.3 Metal Fabricator III

**EC Maintenance Mechanic**  
24 Local

- 862.1\* Maintenance Mechanic (03)
- 862.4\* Maintenance Mechanic, Lead (03)

**EJ Machinist**  
67 Local

- 981.1 Journeyman Machinist
- 981.2\* Senior Machinist I (03)
- 981.3\* Senior Machinist II (03)(04)
- 982.3 Assembly Machinist III

**EK Assembly Specialist**  
23 Local & National

- 983.2 Machine Repairer II
- 983.3\* Machine Repairer III (03)
- 984.2 Mechanical Inspector II
- 984.3\* Mechanical Inspector III (03)

**FD Printer**  
4 Local

- 585.2 Sr Print Room Operator
- 585.3 Print Room Operations Spec

**FF Warehouse Worker**  
55 Local

- 462.1 Material Handler
- 462.2 Senior Material Handler
- 462.3\* Principal Material Handler (03)

**FG Photographic Specialist**  
22 National

- 503.2 BioSciences Technician 2
- 503.3 BioSciences Technician 3
- 582.3 Sr Photographic Technician
- 582.4 Photographic Specialist
- 583.3 Film/T.V. Media Specialist
- 584.3 Lead Operator - Printing Svcs

**FH Vehicle Driver**  
4 Local

- 831.2 Motor Vehicle Driver II
- 834.2\* Truck Driver II (03)

**GA Laborer / Gardener**  
55 Local

- 701.0 General Helper
- 801.1\* Trades Helper (03)
- 805.1 Laborer I
- 805.2\* Laborer II (03)
- 812.2 Gardener II
- 812.3 Gardener III (03)
- 812.4 Gardener, Lead

**HA Firefighter**  
1 Local & National

- 651.1\* Firefighter (Note: Effective 10/01/07, all former LLNL firefighters have been transferred to the employment of Alameda County)

\* Job titles that include employees whose location is other than the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program. The locations of these individuals are noted within the parentheses as follows: (03)-Site 300, (04)-Nevada Test Site.

**HB Protective Service Officer**  
162 Local & National  
655.1\* Protective Services Officer (03)

811.2\* Custodian II (03)  
811.4 Custodian, Lead

**HC Custodian**  
41 Local  
811.1\* Custodian I (03)

\* Job titles that include employees whose location is other than the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program. The locations of these individuals are noted within the parentheses as follows: (03)-Site 300, (04)-Nevada Test Site.

#### **IV. PLACEMENT OF INCUMBENTS IN JOB GROUPS (41 CFR §60-2.13)**

Pursuant to §60-2.13, the following is a listing of the percentage of minorities and the percentage of women employed in each job group established as of January 1, 2008. (Note: The Placement of Incumbents in Job Groups Table that follows does not include the number of people needed for full utilization. It shows only the percentages for the current employee population.)

*The Placement of Incumbents in Job Groups Table follows.*

## Placement of Incumbents in Job Groups

(Effective: 12/31/07)

Job Group	Job Group Title	Total LLNL Core Population	Female		Minority		Not Spec.	
			Pop	% Rep	Pop	% Rep	Pop	% Rep
AA	MANAGEMENT SCIENTIFIC	457	84	18.4%	53	11.6%	12	2.6%
AB	MANAGEMENT ADMINISTRATIVE	98	54	55.1%	14	14.3%		0.0%
AC	SUPERVISOR TECHNICAL	475	82	17.3%	62	13.1%	6	1.3%
AD	SUPERVISOR ADMINISTRATIVE	235	181	77.0%	71	30.2%	4	1.7%
AF	SUPERVISOR BLUE COLLAR	34	2	5.9%	8	23.5%		0.0%
AG	SUPERVISOR SERVICE	46	6	13.0%	9	19.6%	1	2.2%
BA	ADMINISTRATOR	531	377	71.0%	132	24.9%	11	2.1%
BB	PHYSICIST	614	63	10.3%	89	14.5%	17	2.8%
BC	CHEMIST METALLURGIST	189	43	22.8%	49	25.9%		0.0%
BD	LIFE SCIENTIST	100	58	58.0%	29	29.0%	3	3.0%
BE	COMPUTER SCIENTIST	579	128	22.1%	122	21.1%	25	4.3%
BG	ENGINEER MECHANICAL	313	37	11.8%	52	16.6%	16	5.1%
BH	ENGINEER ELECTRONICS	142	20	14.1%	26	18.3%	4	2.8%
BJ	ENGINEER MISC	197	30	15.2%	55	27.9%	2	1.0%
BK	TECH INFO EDITOR SPEC	38	24	63.2%	5	13.2%	1	2.6%
BZ	ENVIRONMENTAL SCIENTIST	86	34	39.5%	17	19.8%	1	1.2%
CA	MECHANICAL TECHNICIAN	56	6	10.7%	15	26.8%	1	1.8%
CB	MECH TECH SPECIALIST	172	8	4.7%	45	26.2%	6	3.5%
CC	ELECTRONICS TECHNICIAN	22	3	13.6%	11	50.0%		0.0%
CD	ELECTRONICS TECH SPEC	80	3	3.8%	15	18.8%	3	3.8%
CE	ELECTRONICS FAB TECH	33	7	21.2%	14	42.4%	1	3.0%
CI	CHEMICAL TECHNICIAN	64	20	31.3%	20	31.3%	3	4.7%
CJ	ENGINEERING - SCIENCE TEC	241	78	32.4%	65	27.0%	6	2.5%
CL	ASST TECH COORDINATOR	157	55	35.0%	42	26.8%	1	0.6%
CM	TECH SCIENTIFIC COORD	137	41	29.9%	26	19.0%	4	2.9%
CN	TECH ASSOCIATE / NON ENG	203	44	21.7%	36	17.7%	2	1.0%
CO	DRAFTER DESIGNER	87	7	8.0%	24	27.6%	2	2.3%
CP	TECH ASSOCIATE / ENG	207	18	8.7%	19	9.2%	7	3.4%
CQ	COMPUTER PROG TECH	68	38	55.9%	22	32.4%	2	2.9%
CT	TECHNICAL ILLUSTRATOR	45	20	44.4%	14	31.1%	1	2.2%
DA	ADMIN. SUPPORT - I	9	7	77.8%	6	66.7%		0.0%
DB	ADMIN. SUPPORT - II	542	532	98.2%	164	30.3%	20	3.7%
DC	RESOURCE MGNT SUPPORT	13	13	100.0%	6	46.2%		0.0%
DD	INFO/COMPUTER SERV SUPRT	61	41	67.2%	20	32.8%		0.0%
EA	CRAFTS	177	7	4.0%	43	24.3%	4	2.3%
EC	MAINTENANCE MECHANIC	24	1	4.2%	8	33.3%		0.0%
EJ	MACHINIST	67	1	1.5%	14	20.9%		0.0%
EK	ASSEMBLY SPECIALIST	23		0.0%	4	17.4%		0.0%
FD	PRINTER	4	3	75.0%	2	50.0%		0.0%
FF	WAREHOUSE WORKER	55	10	18.2%	20	36.4%	2	3.6%
FG	PHOTOGRAPHIC SPECIALIST	22	10	45.5%	7	31.8%		0.0%
FH	VEHICLE DRIVER	4		0.0%		0.0%		0.0%
GA	LABORER GARDNER	55		0.0%	16	29.1%		0.0%
HA	FIREFIGHTERS	1		0.0%	1	100.0%		0.0%
HB	PROTECTIVE SEV OFFICERS	162	3	1.9%	62	38.3%	12	7.4%
HC	CUSTODIANS	41	24	58.5%	20	48.8%	2	4.9%
Grand Total		6966	2223	31.9%	1554	22.3%	182	2.6%

## **V. DETERMINATION OF JOB GROUP AVAILABILITY**

### **(41 CFR §60-2.14)**

#### **Definition of Availability**

“Availability” is an estimate of minorities and women available for employment in each identified job group at LLNL.

#### **Determination of Availability**

As stated in 41 CFR §60-2.14, availability is an estimate of the number of qualified minorities or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in the job group. The purpose of the availability determination is to establish a benchmark against which the demographic composition of LLNL’s incumbent workforce can be compared in order to determine whether barriers to equal employment opportunity may exist within particular job groups.

LLNL has separately determined the availability of minorities and women for each job group. Pursuant to Office of Federal Contract Compliance Programs (OFCCP) regulations, LLNL has considered the following factors in determining availability:

1. The percentage of minorities or women having requisite skills in a reasonable recruitment area.
2. The percentage of minorities or women within the facility who are promotable, transferable, and trainable.

The multiyear effort to revise and update job groups essentially concluded during 2007. However, the change in management contractor from the University of California to Lawrence Livermore National Security, LLC, entailed a number of organizational and operational changes, resulting in some additional changes to job groups. We have also continued to assess the potential impact of changes to EEO-1 reporting required by the Equal Employment Opportunity Commission (EEOC).

Recruitment areas for availability considerations are not drawn to exclude women and minorities. Local recruitment areas are used for job groups where the required educational and skill levels are such that it is reasonable to expect that sufficiently large and diverse recruitment pools exist within the counties where LLNL employees currently reside. The recruitment area is

national for all other job groups where high levels of responsibility and expertise are necessary in order to obtain a diverse group of qualified applicants. A listing of all job groups, and their reasonable recruitment areas, is provided in III. Job Group Analysis on page 11.

The updating of workforce availabilities has resulted in minor changes in the following Comparison of Availability to Incumbency Table on page 25.

In response to Section §60-2.14(f) of the regulations requiring contractors to identify the pool of promotable, transferable, and trainable employees, the following Availability Analysis Table has been provided.

*The Availability Analysis Table follows.*

## Availability Analysis

### Identification of Pools of Promotable, Transferable, and Trainable Employees for Each Job Group (41 CFR §60-2.14)

All LLNL employees are encouraged to apply for any positions for which they feel qualified. The internal pools indicated below have been selected because, based on past hiring trends\*, these are the Job Groups in which the most qualified individuals are likely to exist.

Job Group		Job Group Pools
AA	Management Scientific	AB, AC, BB, BC, BD, BE, BG, BH, BJ, BZ
AB	Management Administrative	AA, AD, AE, BA
AC	Supervisor Technical	AA, AD, AF, AG, BA, BB, BC, BD, BE, BG, BH, BJ, BZ, CB, CD, CJ, CL, CM, CN, CO, CP, EA, EJ, EK
AD	Supervisor Administrative	AB, AC, AG, BA, CL, CT, DB
AF	Supervisor Blue Collar	EA, EC, EJ, EK, GA, HC
AG	Supervisor Service	DD, HA, HB
BA	Administrator	AB, AD, AG, BB, BH, BJ, CJ, CL, CM, CP, CQ, CT, DA, DB, DC, DD, EA, FF,
BB	Physicist	AA, AC, BC, BE, BG, BJ, BZ
BC	Chemist Metallurgist	AA, AC, BD, CJ, CN
BD	Life Scientist	AA, AC, BB, BJ, CJ, CN
BE	Computer Scientist	AA, AC, BA, BB, BD, BG, BH, BJ, BZ, CL, CN, CQ
BG	Engineer Mechanical	AA, AC, BB, BE, BH, BJ, CB, CP
BH	Engineer Electronics	AA, AC, BA, BB, BC, BD, BE, BG, BJ, CP
BJ	Engineer Misc	AA, AC, BC, BE, BG, BH, BZ, CJ, CN, CP
BK	Tech Info Editor Spec	BA, DB
BZ	Environmental Scientist	AA, AC, BC, BJ, CN
CA	Mechanical Technician	AC, AG, CC, CI, CJ, CL, CN, EA, GA, HB
CB	Mech Tech Specialist	CA, CI, CJ, CL
CC	Electronics Technician	CA, CE
CD	Electronics Tech Spec	CB, CC, CQ
CE	Electronics Fab Tech	CC
CI	Chemical Technician	CJ, FH, HB
CJ	Engineering - Science Tec	BA, CA, CD, CI, CL, CO, CQ, DB, DD, EC, FF, GA, HB, HC
CL	Asst Tech Coordinator	BA, CA, CB, CD, CE, CI, CJ, CQ, DB, DD, EA, EC, EJ, FF, FH, GA, HB
CM	Tech Scientific Coord	AC, AD, BA, BE, CB, CJ, CL, CN, CO, CP, CQ, EA, EJ, GA
CN	Tech Associate / Non Eng	AA, AC, BA, BC, BD, BE, BG, CB, CI, CJ, CL, CM, CO, CP, CS, CQ
CO	Drafter Designer	CT, EA
CP	Tech Associate / Eng	AC, AF, BA, CB, CD, CI, CJ, CM, CN, CO, EA, EJ
CQ	Computer Prog Tech	BA, CC, CD, CE, CJ, CM, CO, CT, DB, DD
CT	Technical Illustrator	CJ, DB, DD
DA	Admin. Support - I	DC, HB, HC
DB	Admin. Support - II	AD, BA, CL, DA, DC, DD, FF
DD	Info/Computer Serv Support	BA, DA, DB, HA, HB
EA	Crafts	CB, CC, EC, FF, GA, HB, HC
EC	Maintenance Mechanic	CA, CL, EA, GA, HB
EJ	Machinist	CB
FF	Warehouse Worker	HB, CL
FG	Photographic Specialist	CE, CJ, DD, FD
GA	Laborer Gardener	CE, FF, HB, HC
HA	Firefighters	CL
HB	Protective Sev Officers	HC
HC	Custodians	AF, FF

\*Based on 5-year (2002–2007) aggregate Job Group feeder pools\* of core employees. Note, these numbers do not reflect job changes that may take place within a specific job group.

## **VI. COMPARISON OF AVAILABILITY TO INCUMBENCY**

### **(41 CFR §60-2.15)**

Pursuant to 41 CFR §60-2.15, we maintain and have supplied here our Workforce Utilization, an analysis of all job groups at LLNL determined pursuant to §60-2.13 with the availability for those job groups determined pursuant to §60-2.14. This report on utilization is produced on a quarterly basis. Similar information is also provided in the Placement of Incumbents in Job Groups Table on page 20.

When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given the availability percentage of women and minorities in that particular job group, by at least one whole person, the job group is identified as underutilized. When underutilization is identified, placement goals are established and set equal to the availability percentages specified in the Comparison of Availability to Incumbency Table.

*The Comparison of Availability to Incumbency Table follows.*

Comparison of Availability to Incumbency  
Effective 12/31/2007

Job Group	Job Group Title	LLNL Core Pop	FEMALE			MINORITY			AMERICAN INDIAN / ALASKAN			ASIAN / PACIFIC ISLANDER			BLACK			HISPANIC		
			Pop	Rep. %	% Availability	Pop	Rep. %	% Availability	Pop	Rep. %	% Availability	Pop	Rep. %	% Availability	Pop	Rep. %	% Availability	Pop	Rep. %	% Availability
AA	MANAGEMENT SCIENTIFIC	457	84	18.4%	18.5%	52	11.4%	16.2%	4	0.9%	0.4%	29	6.3%	9.7%	6	1.3%	2.1%	13	2.8%	4.0%
AB	MANAGEMENT ADMINISTRATIVE	98	54	55.1%	46.1%	14	14.3%	17.4%		0.0%	1.1%	2	2.0%	5.6%	8	8.2%	4.5%	4	4.1%	6.2%
AC	SUPERVISOR TECHNICAL	475	82	17.3%	16.9%	60	12.6%	16.1%	3	0.6%	0.7%	27	5.7%	9.3%	6	1.3%	1.8%	24	5.1%	4.3%
AD	SUPERVISOR ADMINISTRATIVE	235	181	77.0%	76.5%	70	29.8%	25.2%	7	3.0%	1.2%	15	6.4%	9.0%	16	6.8%	5.4%	32	13.6%	9.6%
AF	SUPERVISOR BLUE COLLAR	34	2	5.9%	12.5%	8	23.5%	30.7%	1	2.9%	3.6%	0	0.0%	8.5%	2	5.9%	2.0%	5	14.7%	16.6%
AG	SUPERVISOR SERVICE	46	6	13.0%	17.2%	9	19.6%	27.6%	1	2.2%	1.6%	4	8.7%	3.9%	1	2.2%	10.1%	3	6.5%	12.0%
BA	ADMINISTRATOR	531	377	71.0%	62.4%	130	24.5%	22.8%	6	1.1%	1.1%	57	10.4%	4.9%	27	5.1%	5.8%	40	7.5%	11.0%
BB	PHYSICIST	614	63	10.3%	14.6%	89	14.5%	15.7%		0.0%	0.3%	74	12.1%	10.0%	6	1.0%	2.6%	9	1.5%	2.8%
BC	CHEMIST METALLURGIST	189	43	22.8%	35.0%	48	25.4%	21.5%		0.0%	0.6%	35	18.5%	12.0%	3	1.6%	5.2%	10	5.3%	3.7%
BD	LIFE SCIENTIST	100	58	58.0%	48.5%	29	29.0%	20.2%	1	1.0%	0.8%	15	15.0%	10.4%	2	2.0%	4.5%	11	11.0%	4.5%
BE	COMPUTER SCIENTIST	579	128	22.1%	29.8%	121	20.9%	28.1%	1	0.2%	0.7%	83	14.2%	14.6%	11	1.9%	8.1%	26	4.5%	4.7%
BG	ENGINEER MECHANICAL	313	37	11.8%	9.3%	52	16.6%	19.9%	1	0.3%	0.4%	38	12.1%	11.3%	4	1.3%	3.9%	9	2.9%	4.3%
BH	ENGINEER ELECTRONICS	142	20	14.1%	11.9%	26	18.3%	23.2%	1	0.7%	0.5%	19	13.4%	13.6%	2	1.4%	4.4%	4	2.8%	4.7%
BJ	ENGINEER MISC	197	30	15.2%	10.8%	55	27.9%	19.8%		0.0%	0.4%	40	20.3%	11.1%	7	3.6%	4.1%	8	4.1%	4.2%
BK	TECH INFO EDITOR SPEC	38	24	63.2%	67.7%	4	10.5%	27.0%		0.0%	1.4%	3	7.9%	2.6%	1	2.6%	8.5%		0.0%	14.5%
BZ	ENVIRONMENTAL SCIENTIST	86	34	39.5%	42.2%	17	19.8%	15.3%	1	1.2%	0.8%	12	14.0%	5.9%	2	2.3%	4.9%	2	2.3%	3.7%
CA	MECHANICAL TECHNICIAN	56	6	10.7%	28.9%	15	26.8%	30.4%	1	1.8%	2.9%	6	10.7%	5.8%	1	1.8%	4.1%	7	12.5%	17.6%
CB	MECH TECH SPECIALIST	172	8	4.7%	10.4%	45	26.2%	24.4%	2	1.2%	1.6%	15	8.7%	5.3%	8	4.7%	5.1%	20	11.6%	12.4%
CC	ELECTRONICS TECHNICIAN	22	3	13.6%	19.7%	11	50.0%	27.1%		0.0%	1.4%	5	22.7%	7.6%	1	4.5%	7.3%	5	22.7%	10.8%
CD	ELECTRONICS TECH SPEC	80	3	3.8%	15.9%	15	18.8%	29.5%	1	1.3%	1.0%	7	7.5%	12.2%	1	1.3%	6.3%	6	7.5%	10.0%
CE	ELECTRONICS FAB TECH	33	7	21.2%	20.5%	14	42.4%	44.1%		0.0%	0.2%	10	30.3%	28.4%	1	3.0%	3.3%	3	9.1%	12.2%
CI	CHEMICAL TECHNICIAN	64	20	31.3%	36.3%	20	31.3%	26.1%	2	3.1%	1.1%	4	6.3%	7.4%	2	3.1%	9.4%	12	18.8%	8.2%
CJ	ENGINEERING - SCIENCE TEC	241	78	32.4%	18.4%	65	27.0%	25.1%	3	1.2%	1.1%	17	7.1%	6.6%	14	5.8%	6.1%	31	12.9%	11.3%
CL	ASST TECH COORDINATOR	157	55	35.0%	52.3%	42	26.8%	31.4%	3	1.9%	1.2%	7	4.5%	9.1%	5	3.2%	6.4%	27	17.2%	14.7%
CM	TECH SCIENTIFIC COORD	137	41	29.9%	12.6%	25	18.2%	23.9%		0.0%	1.6%	8	5.8%	5.5%	5	3.6%	2.9%	12	8.8%	13.9%
CN	TECH ASSOCIATE / NON ENG	203	44	21.7%	34.8%	35	17.2%	25.2%	1	0.5%	1.1%	14	5.9%	10.4%	6	3.0%	5.8%	14	6.9%	7.9%
CO	DRAFTER DESIGNER	87	7	8.0%	3.9%	24	27.6%	24.0%	1	1.1%	2.8%	9	10.3%	4.5%	3	3.4%	1.1%	11	12.6%	15.6%
CP	TECH ASSOCIATE / ENG	207	18	8.7%	13.1%	19	9.2%	20.9%	2	1.0%	1.2%	5	2.4%	7.3%	2	1.0%	3.9%	10	4.8%	8.5%
CQ	COMPUTER PROG TECH	68	38	55.9%	22.0%	21	30.9%	44.2%	3	4.4%	0.5%	3	4.4%	29.4%	7	10.3%	3.9%	8	11.8%	10.4%
CT	TECHNICAL ILLUSTRATOR	45	20	44.4%	66.7%	13	28.9%	27.1%	1	2.2%	1.5%	6	13.3%	2.1%	3	6.7%	8.9%	3	6.7%	14.6%
DA	ADMIN. SUPPORT - I	9	7	77.8%	82.1%	6	66.7%	45.0%		0.0%	0.2%	2	22.2%	17.5%	2	22.2%	5.5%	2	22.2%	21.8%
DB	ADMIN. SUPPORT - II	542	532	98.2%	73.4%	164	30.3%	47.5%	8	1.5%	0.8%	26	3.9%	14.6%	33	6.1%	13.8%	97	17.9%	18.3%
DC	RESOURCE MGMT SUPPORT	13	13	100.0%	95.5%	6	46.2%	32.4%		0.0%	1.4%	2	15.4%	8.4%	1	7.7%	6.0%	3	23.1%	16.6%
DD	INFO/COMPUTER SERV SUPRT	61	41	67.2%	16.5%	19	31.1%	29.3%	1	1.6%	2.5%	1	1.6%	6.5%	6	9.8%	5.3%	11	18.0%	15.0%
EA	CRAFTS	177	7	4.0%	5.2%	42	23.7%	36.0%	5	2.8%	5.1%	8	4.5%	12.7%	2	1.1%	4.8%	27	15.3%	13.4%
EC	MAINTENANCE MECHANIC	24	1	4.2%	5.4%	8	33.3%	36.1%	2	8.3%	0.6%	2	8.3%	9.1%	1	4.2%	6.5%	3	12.5%	19.9%
EJ	MACHINIST	67	1	1.5%	4.0%	14	20.9%	44.2%	4	6.0%	1.3%	3	4.5%	21.2%	1	1.5%	3.5%	6	9.0%	18.2%
EK	ASSEMBLY SPECIALIST	23		0.0%	29.5%	4	17.4%	26.6%		0.0%	1.4%	2	8.7%	3.9%		0.0%	7.4%	2	8.7%	13.9%
FD	PRINTER	4	3	75.0%	15.6%	2	50.0%	48.7%		0.0%	0.9%	1	25.0%	21.1%		0.0%	5.9%	1	25.0%	20.8%
FF	WAREHOUSE WORKER	55	10	18.2%	10.3%	20	36.4%	45.9%	1	1.8%	0.7%	1	1.8%	15.4%	2	3.6%	11.5%	16	29.1%	18.3%
FG	PHOTOGRAPHIC SPECIALIST	22	10	45.5%	53.2%	7	31.8%	29.8%		0.0%	0.9%	4	18.2%	8.7%	2	9.1%	6.0%	1	4.5%	14.2%
FH	VEHICLE DRIVER	4		0.0%	6.8%		0.0%	48.4%		0.0%	1.5%		0.0%	9.9%		0.0%	9.0%		0.0%	28.0%
GA	LABORER GARDNER	55		0.0%	12.5%	16	29.1%	52.0%		0.0%	0.6%	4	7.3%	17.7%		0.0%	3.7%	12	21.8%	30.0%
HA	FIREFIGHTERS	1		0.0%	19.5%	1	100.0%	21.6%	1	100.0%	1.7%		0.0%	2.7%		0.0%	5.7%		0.0%	11.5%
HB	PROTECTIVE SEV OFFICERS	162	3	1.9%	31.9%	62	38.3%	32.0%	1	0.6%	1.0%	15	9.3%	8.1%	18	11.1%	9.4%	28	17.3%	13.5%
HC	CUSTODIANS	41	24	58.5%	8.3%	20	48.8%	23.3%		0.0%	2.8%	9	22.0%	1.0%	1	2.4%	5.6%	10	24.4%	13.9%
LLNL Core Total		6966	2223	31.9%		1539	22.1%		70	1.0%	5.1%	649	9.2%	29.4%	232	3.3%	13.8%	588	8.4%	30.0%

Note:

- Asian & Pacific Islander ethnic groups share calculated availability and utilization needs
- Multi Ethnic - category contains individuals who have identified themselves as being of two or more ethnicities.
- Unspecified - are individuals who have chosen not to specify as being one of the listed ethnic options.
- % Representation - is the representation of the identified group in LLNL's core population.

## VII. PLACEMENT GOALS (41 CFR §60-2.16)

Placement goals serve as objectives reasonably attainable by means of applying every good-faith effort to make all aspects of the entire affirmative action program work. Placement goals also are used to measure progress toward achieving equal employment opportunity.

LLNL's determination under §60-2.15 that a placement goal is required constitutes neither a finding nor an admission of discrimination. Where, pursuant to §60-2.15, LLNL has established a placement goal for a particular job group, LLNL has established a placement goal equal to the availability percentage derived for women or minorities, as appropriate, for that job group.

Goals are flexible hiring objectives that LLNL has established to guide its good-faith efforts to eliminate underutilization. Goals are not considered to be quotas that must be met. All employment decisions are made in a nondiscriminatory manner. Goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment on the basis of that person's race, color, religion, sex, or national origin [§60-2.16(e)]. The long-range employment goal at LLNL is to have a workforce that reflects a population that would reasonably be expected given the availability percentage of women and minorities in the areas from which we recruit, thereby achieving what might be considered "full utilization." For the purpose of this document, underutilization exists when the number of women or minorities employed is at least one whole person less than expected. Underutilization is defined as "having fewer minorities or women in a particular group than would be reasonably expected given their availability."

Annual placement goals equal to the availability rate are set for job groups in which minorities or women are underutilized by one or more individuals. An annual goal is met if the hiring rate for a particular group within an underutilized job group reflects availability. This annual success may or may not result in reaching the final goal of full representation of minorities and females equal to their availability. A timetable of one year is established to achieve each annual goal. If a goal is not achieved, it is evaluated and reestablished, and where appropriate, additional actions are taken in an attempt to meet the goal in the following year.

*The Placement Goals for 2008 Table follows.*

**Placement Goals for 2008**

Effective 12/31/2007

Job Group	Job Group Title	LLNL Core Pop	Female				Minority			
			Pop	% Representation	% Availability	Placement Goal Required	Pop	% Representation	% Availability	Placement Goal Required
AA	MANAGEMENT SCIENTIFIC	457	84	18.4%	18.5%	N	52	11.4%	16.2%	Y
AB	MANAGEMENT ADMINISTRATIVE	98	54	55.1%	46.1%	N	14	14.3%	17.4%	Y
AC	SUPERVISOR TECHNICAL	475	82	17.3%	16.9%	N	60	12.6%	16.1%	Y
AD	SUPERVISOR ADMINISTRATIVE	235	181	77.0%	76.5%	N	70	29.8%	25.2%	N
AF	SUPERVISOR BLUE COLLAR	34	2	5.9%	12.5%	Y	8	23.5%	30.7%	Y
AG	SUPERVISOR SERVICE	46	6	13.0%	17.2%	Y	9	19.6%	27.6%	Y
BA	ADMINISTRATOR	531	377	71.0%	62.4%	N	130	24.5%	22.8%	N
BB	PHYSICIST	614	63	10.3%	14.6%	Y	89	14.5%	15.7%	Y
BC	CHEMIST METALLURGIST	189	43	22.8%	35.0%	Y	48	25.4%	21.5%	N
BD	LIFE SCIENTIST	100	58	58.0%	48.5%	N	29	29.0%	20.2%	N
BE	COMPUTER SCIENTIST	579	128	22.1%	29.8%	Y	121	20.9%	28.1%	Y
BG	ENGINEER MECHANICAL	313	37	11.8%	9.3%	N	52	16.6%	19.9%	Y
BH	ENGINEER ELECTRONICS	142	20	14.1%	11.9%	N	26	18.3%	23.2%	Y
BJ	ENGINEER MISC	197	30	15.2%	10.8%	N	55	27.9%	19.8%	N
BK	TECH INFO EDITOR SPEC	38	24	63.2%	67.7%	Y	4	10.5%	27.0%	Y
BZ	ENVIRONMENTAL SCIENTIST	86	34	39.5%	42.2%	Y	17	19.8%	15.3%	N
CA	MECHANICAL TECHNICIAN	56	6	10.7%	28.9%	Y	15	26.8%	30.4%	Y
CB	MECH TECH SPECIALIST	172	8	4.7%	10.4%	Y	45	26.2%	24.4%	N
CC	ELECTRONICS TECHNICIAN	22	3	13.6%	19.7%	Y	11	50.0%	27.1%	N
CD	ELECTRONICS TECH SPEC	80	3	3.8%	15.9%	Y	15	18.8%	29.5%	Y
CE	ELECTRONICS FAB TECH	33	7	21.2%	20.5%	N	14	42.4%	44.1%	N
CI	CHEMICAL TECHNICIAN	64	20	31.3%	36.3%	Y	20	31.3%	26.1%	N
CJ	ENGINEERING - SCIENCE TEC	241	78	32.4%	18.4%	N	65	27.0%	25.1%	N
CL	ASST TECH COORDINATOR	157	55	35.0%	52.3%	Y	42	26.8%	31.4%	Y
CM	TECH SCIENTIFIC COORD	137	41	29.9%	12.6%	N	25	18.2%	23.9%	Y
CN	TECH ASSOCIATE / NON ENG	203	44	21.7%	34.8%	Y	35	17.2%	25.2%	Y
CO	DRAFTER DESIGNER	87	7	8.0%	3.9%	N	24	27.6%	24.0%	N
CP	TECH ASSOCIATE / ENG	207	18	8.7%	13.1%	Y	19	9.2%	20.9%	Y
CQ	COMPUTER PROG TECH	68	38	55.9%	22.0%	N	21	30.9%	44.2%	Y
CT	TECHNICAL ILLUSTRATOR	45	20	44.4%	66.7%	Y	13	28.9%	27.1%	N
DA	ADMIN. SUPPORT - I	9	7	77.8%	82.1%	N	6	66.7%	45.0%	N
DB	ADMIN. SUPPORT - II	542	532	98.2%	73.4%	N	164	30.3%	47.5%	Y
DC	RESOURCE MGNT SUPPORT	13	13	100.0%	95.5%	N	6	46.2%	32.4%	N
DD	INFO/COMPUTER SERV SUPRT	61	41	67.2%	16.5%	N	19	31.1%	29.3%	N
EA	CRAFTS	177	7	4.0%	5.2%	Y	42	23.7%	36.0%	Y
EC	MAINTENANCE MECHANIC	24	1	4.2%	5.4%	N	8	33.3%	36.1%	N
EJ	MACHINIST	67	1	1.5%	4.0%	Y	14	20.9%	44.2%	Y
EK	ASSEMBLY SPECIALIST	23		0.0%	29.5%	Y	4	17.4%	26.6%	Y
FD	PRINTER	4	3	75.0%	15.6%	N	2	50.0%	48.7%	N
FF	WAREHOUSE WORKER	55	10	18.2%	10.3%	N	20	36.4%	45.9%	Y
FG	PHOTOGRAPHIC SPECIALIST	22	10	45.5%	53.2%	Y	7	31.8%	29.8%	N
FH	VEHICLE DRIVER	4		0.0%	6.8%	N		0.0%	48.4%	Y
GA	LABORER GARDNER	55		0.0%	12.5%	Y	16	29.1%	52.0%	Y
HA	FIREFIGHTERS	1		0.0%	19.5%	N	1	100.0%	21.6%	N
HB	PROTECTIVE SEV OFFICERS	162	3	1.9%	31.9%	Y	62	38.3%	32.0%	N
HC	CUSTODIANS	41	24	58.5%	8.3%	N	20	48.8%	23.3%	N
LLNL Core Total		6966	2223	31.9%			1539	22.1%		

**Note:**

- % Availability – LLNL’s calculated workforce availability effective 12/31/07
  - % Representation – is the representation of the identified group in LLNL’s core population.
- Placement goals for females and/or minorities required
- N Placement goals not required  
Y Placement goals required

## **VIII. ADDITIONAL AA PROGRAM ELEMENTS (41 CFR §60-2.17)**

### **Designation of Responsibility [41 CFR §60-2.17(a)]**

The Director of the Office of Strategic Diversity Programs (OSDP) is the LLNL official with overall responsibility for managing and implementing LLNL's Affirmative Action Program. The OSDP Deputy Director, in collaboration with human resources managers and staff and line managers work to implement all LLNL efforts in affirmative action and diversity. The Associate Director of Strategic Human Capital Management oversees the human resources staff. This organization provides administrative support and program-management professionals who work on action-oriented programs designed to achieve LLNL's affirmative-action objectives, including the internal auditing of AA/EEO systems; the identification of problem areas; the development and implementation of action-oriented programs, including the design of new programs to increase the representation of minorities and women at LLNL and in the scientific community; and the communication of findings and recommendations to the LLNL Director and other executive managers. The OSDP Deputy Director has access to the LLNL Director. The OSDP Deputy Director also consults with the LLNL Director and other senior managers to discuss demographic trends, AA/EEO policy formulation, recruitment, retention, the development of incumbent staff, and other relevant AA/EEO issues and concerns.

### **Identification of Problem Areas [41 CFR §60-2.17(b)—Procedures]**

The Laboratory performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity might exist. In accomplishing this task, the Laboratory evaluates:

#### **(1) Workforce Utilization of Minorities and Women**

Quarterly Workforce Utilization Tables, which provide a comparison of women and minority incumbency versus availability for each job group within each directorate, are used to determine whether there are problems of minority or female utilization in any job groups within any organization at LLNL. LLNL also evaluates the distribution of women and minorities in various job titles within a job group.

#### **(2) Personnel Activity**

Applicant flow data including the number, race, and gender of applicants, interviewees, hires, and employees who are promoted. Employees who are terminated are also reviewed to determine whether there are selection disparities. Tables compiled from LLNL's LHire system and other data provided by human resources specialists are reviewed and tabulated on a quarterly basis for this

purpose. If potential problem areas are identified through these analyses, they are addressed with the appropriate organizational managers and corrective action is taken, if warranted.

**(3) Compensation System**

Laboratory Directorates review compensation data to ensure nondiscrimination in compensation. If problems are identified, they are corrected within the appropriate organizational unit. Additionally, employees may request a salary review, in which compensation is compared with other similarly situated individuals within the organization.

**(4) Selection, Recruitment, Referral, and Other Personnel Procedures**

Selection, recruitment, referral, and other personnel procedures are also reviewed to determine whether any procedures result in disparities in the employment or advancement of minorities or women. If potential problem areas are identified, they are addressed with the appropriate organizational managers and corrective action is taken, if warranted.

## **Identification of Problem Areas [41 CFR §60-2.17(b)—Findings]**

Utilization of the processes described above for the 12-month period ending on December 31, 2007, has resulted in the following observations:

LLNL is continuing in its efforts to streamline its workforce to better meet its strategic needs in the most cost-effective manner. As a result, there have been fewer hires while attrition continues at a modest rate. LLNL's population as of January 1, 2008, (6996) dropped by 415 individuals (6%) from the previous year. This overall reduction, which is somewhat larger than normal attrition, was due in part to organizational changes associated with the change in LLNL's management contractor. Even so, proportionally fewer women and minorities left the workforce. As a result, these two groups slightly increased their proportions in the LLNL workforce to 31.9% and 22.3%, respectively.

It has been noted in the past that there is a continuing concern about the number of individuals selecting not to identify their ethnicity. The current value of 2.6% has essentially remained constant from last year. Hopefully, this means that the trend associated with this practice has leveled off to a steady-state value.

Although the Laboratory continues to look for innovative strategies to address underutilization, LLNL nevertheless continues to be underutilized in several job groups. Efforts to improve upon

this situation have been hampered somewhat by budgetary restrictions and reduced hiring opportunities. Despite this, some small progress has been made.

For women, the number of job groups requiring placement goals has significantly decreased to 22. For minorities, the number of job groups requiring placement goals is at 24, slightly larger than for women but quite a bit smaller than the 28 of one year ago.

LLNL continues to focus its efforts to address the underutilization of women and minorities in key scientific and technical job groups. We regularly conduct analyses to determine which job groups have both high underutilization in minorities and women and significant hiring projections. Special attention continues to be given to job groups that contain high-leverage, high-impact positions. Additional considerations include historical underutilization trends, local job market competition, and the status of ongoing recruitment and outreach efforts.

Reviews of personnel actions, compensation, and applicant flow data did not reveal any significant findings of problematic areas.

### **Action-Oriented Programs [41 CFR §60-2.17(c)]**

LLNL has developed and executed action-oriented programs designed to correct any problem areas identified pursuant to §60-2.17(b). The goals and objectives of these programs are to obtain a broad and inclusive pool of applicants, including women and minorities, inform potential applicants of the employment opportunities at LLNL, support the training and development of all employees, including women and minorities for current and future LLNL employment opportunities, and assure the continued excellence and diversity of LLNL's current and future workforce.

This year, in conjunction with a reorganization of the Laboratory's affirmative action and diversity organization, a new approach to affirmative action is being implemented. The five principal directorate organizations (see page 10) will each be developing intervention actions designed to address conditions in their workforce around workforce composition, employee development, and the work environment. By allowing each organization to develop programs fitted to their specific needs and concerns, we expect that programs resulting in more effective solutions will be forthcoming.

As an Equal Opportunity Employer, these action-oriented programs—along with all other programs, events, and activities sponsored and supported by LLNL—are open to all employees and interested populations regardless of sex or ethnicity.

The first list contains the various action-oriented programs, events, and activities supported by LLNL during calendar year (CY) 2007. The second list shows planned actions for CY 2008.

## 2007 ACTION ORIENTED PROGRAMS

### Academic Collaborations & Support

Advanced Simulation and Computing (ASC) Pipeline  
Air College, Maxwell  
Air Force Institute of Technology (AFIT)  
Alameda County Latino Education Summit with California State University of the East Bay  
Armed Forces Medical Intelligence Center  
Auburn University  
California Institute of Technology Advanced Simulation Computing Alliance Center  
California State University East Bay  
Carnegie Mellon University  
Center for Accelerator Mass Spectrometry  
Center for Adaptive Optics  
Center for Strategic and International Studies  
Defense Nuclear Weapons School  
Department of Homeland Security (DHS) Scholars  
Dugway Proving Grounds  
Edgewood Chemical Biological Center (ECBC)  
George Mason University  
George Washington University  
Georgetown University  
Glenn T. Seaborg Institute  
Student Employee Graduate Research Fellowship (SEGRF)  
High-Energy-Density Physics (HEDP) Program  
Inertial Confinement Fusion Experimental Internships (ICFEI)  
Institute for Laser Science and Applications  
Institute for Scientific Computing Research  
Institute of Geophysics and Planetary Physics  
Jackson State University  
Johns Hopkins University  
Joint Forces Staff College  
Joint Information Operations Center  
Joint Warfare Analysis Center  
Lawrence Fellowship  
Marine Command and Staff College  
Massachusetts Institute of Technology  
Military Academy Research Associates (MARA)  
Monterey Institute of International Studies  
National Defense University  
National Physical Science Consortium Student Internship  
Navy Marine Intelligence Training Center  
U.S. Naval Research Laboratory  
New Mexico Institute of Mining and Technology  
New York University  
Nuclear Criticality Safety Internship Program (NCSIP)  
Nuclear Science Summer Internship Program (NSSIP)  
Office of Naval Intelligence  
Oregon State University  
Physics and Advanced Technologies Internship (PATI)  
Radiation Detection Center  
Research & Collaboration Program (RCP) with Historically Black Colleges and Universities and  
Minority Institutions (HBCU/MI)  
Santa Clara University Law School  
Scholar Employment Program (SEP)  
Stanford Instructional Television Network  
Stanford University

Stanford University: Center for Integrated Turbulence Simulation  
 Stanford University: LIGO Project, Professor R. Byers, Department of Electrical Engineering  
 Talent Acquisition Campus Pilot with University of California at Riverside & Irvine  
 Texas Agricultural & Mechanical University  
 U.S. Coast Guard Academy  
 U.S. Maritime Academy  
 U.S. Military Academy, West Point  
 U.S. Naval Academy, Annapolis  
 U.S. Naval Academy, Postgraduate School  
 U.S. Air Force Combat Targeting Course  
 U.S. Air Force Intelligence Master Skills Course  
 United States Military Academy, West Point  
 University of California, Santa Barbara  
 University of California, Berkeley  
 University of California, Davis  
 University of California, Davis (Center for Biomedical Science and Technology)  
 University of California, Davis School of Business Management  
 University of California, Irvine (Regional Center of Excellence)  
 University of California, Los Angeles  
 University of California, Merced  
 University of California, San Diego  
 California Polytechnic State University  
 University of California, Santa Cruz  
 University of Chicago: Center for Astrophysics Flash Phenomena  
 University of Hawaii  
 University of Illinois, Urbana-Champaign: Center for Simulation of Advanced Rockets  
 University of Maryland  
 University of Notre Dame  
 University of Southern California  
 University of Southern California APS Women in Physics Conference  
 University of Wisconsin

## **Incumbent Staff Development**

Academy of Art College  
 Administrative Escort (AE) Briefing  
 American Management Association Administrative Professionals Conference  
 American Physical Society (APS) Annual Meeting  
 Area Access Requestor Authority Briefing  
 Assertive Communication  
 Association of University Technology Managers (AUTM)  
 Biosciences Postdoc Program  
 Bradford Project Management  
 California Bar Association  
 California College of Arts and Crafts  
 California Governor & First Lady's Conference for Women  
 California State University East Bay – Certificate  
 California State University East Bay – Degree Programs  
 California State University Stanislaus – Degree Programs  
 Chemistry, Materials & Life Sciences Postdoc Program  
 Chicken Soup for Administrative Professionals  
 Communicating for Results  
 Conference for Administrative Professionals  
 Creative Leadership Workshop by Fred Pryor  
 Department Administrative Seminars  
 Directorate Colloquiums/Forums - Energy, PAT, NHI, DNT, SEP  
 Directorate Leadership Program - AHRD, LSD, CFO, CMLS  
 Diversity Dialogue Training  
 East Bay Women's Conference (EBWC)

Edward Teller Education Center (ETEC)  
 Engineering Leadership Development Program  
 Hazards Control Department Intern program  
 HEDS Summer Intern Program (DNT)  
 Human Performance Indicators  
 Influencing without Authority: The Skills of Building Your Bases of Power  
 Intellectual Property Training  
 Interpersonal Problem Solving  
 Joint Working Group (JOWOG)  
 Laboratory-sponsored French Language Course  
 Laboratory-sponsored Russian Language Course  
 Language Skills Workshop: Grammar Essentials  
 Las Positas College—Associate's Degree Program  
 Latino Leadership Education and Development (LLEAD)  
 Leadership Education for Asian-Pacific (LEAP)  
 Leadership Skills and Techniques for African-American Professionals  
 Licensing Executives Society (LES)  
 Listening—The Key To Effective Communication  
 LLNL Administrative Workshop  
 LLNL Ombuds Program  
 LSD/SSO Management Forum (300 participants)  
 Management Institute Alumni Seminar  
 Managing the Moment  
 National Association of Photoshop Professionals (NAPP) InDesign Seminar  
 Nuclear Explosives Code Developer's Conference (NECDC)  
 Nuclear Explosives Design Physics Conference  
 Nuclear Weapons Familiarization Seminar  
 Nuclear Weapons Refresher Training  
 Ohlone College - Certificate  
 Plant Engineering Management Continuity Program  
 Power Mentoring: Mentoring and Coaching Skills for Leaders  
 Presentation Delivery  
 Professional Business Women's Conference (PBWC)  
 Professional Development Seminar for Administrative Specialists  
 San Francisco State University - Certificate  
 SEP/S&S Emerging Leadership Program  
 Seven Habits of Highly Effective People  
 Sexual Harassment Prevention for Supervisors  
 LLNL Sign Language Class  
 Society of Women Engineers  
 St. Mary's College Degree Programs  
 Stockpile Stewardship Academic Alliance (SSAA)  
 Stress & Work Life Balance  
 Supervision I: Roles, Responsibilities and Resources  
 Supervision II: People, Performance, and Problem Solving  
 Technical Recruiters Briefing  
 Teller Award Recipients  
 Teller Scholars (DOE-SC)  
 TID Multimedia/Web Intern Program  
 Toastmasters  
 Total Time Management: How to Better Organize Your Life  
 University of San Francisco Degree Programs  
 University of San Francisco Coursework  
 University of California Los Angeles —Technical Management Program  
 University of Phoenix Management Certificate Program  
 University of the Pacific — Management Certificate Program  
 Using Power through Living with Purpose: Achieving Success In Changing Times  
 Women in Leadership Conference, Linkage Inc.

## Professional Memberships & Affiliations

American College of Occupational & Environmental Medicine (ACOEM)  
American College of Preventive Medicine (ACPM)  
Acoustical Society of America  
American College of Physician Executives (ACPE)  
American Association of Energy Engineers  
American Institute of Aeronautics and Astronautics (AIAA)  
Air & Waste Management Association  
Alameda County Fire Chiefs Association  
Alameda/Contra Costa Medical Association  
Alpha Nu Sigma (National Honorary Nuclear Engineering Society)  
American Academy of Petroleum Geologists (AAPG)  
American Association for Engineering Societies - Engineering Workforce Commission  
American Association for the Advancement of Science (AAAS)  
American Association of University Women  
American Association of Variable Star Observers (AAVSO)  
American Association of Veterinary Laboratory Diagnosticians  
American Astronomical Society (AAS)  
American Biological Safety Association  
American Ceramic Society  
American Chemical Society  
American Geological Society (AGS)  
American Geophysical Union (AGU)  
American Industrial Hygiene Association  
American Institute of Chemical Engineering  
American Institute of Hydrology  
American Management Association  
American Medical Writers Association  
American Nuclear Society  
American Physical Society  
American Rock Mechanics Association  
American Society for Microbiology (ASM)  
American Society for Nondestructive Testing  
American Society for Quality Water  
American Society for Testing and Materials  
American Society for Training and Development (ASTD)  
American Society of Civil Engineers  
American Society of Industrial Security  
American Society of Mass Spectrometry, Bay Area Mass Spectrometry Society  
American Society of Mechanical Engineers (ASME)  
American Society of Metals  
American Society of Petroleum Geologists  
American Society of Safety Engineers  
American Vacuum Society  
American Water Works Associations  
Association for Computing Machinery (ACM)  
Association for Environmental Health and Science  
Association of Certified Hazardous Materials Managers  
Association of Ground Water Scientists and Engineers  
Astronomical Society of the Pacific  
Bay Area Automated Mapping Association (BAAMA)  
Board of Editors in the Life Sciences  
California Association of Equal Rights Professionals (CAERP)  
California Botanical Society  
California Fire Chiefs Association  
California Office of Emergency Services  
California Rural Water Association  
California Storm Water Quality Association

California Water Environment Association  
 California Occupational Safety and Health Association (CAL-OSHA) Reporter  
 Canadian Society for Mass Spectroscopy  
 Ecological Society of America  
 Engineers for a Sustainable World  
 Federal Emergency Management Authority (FEMA) Urban Search and Rescue (US&R)  
 Geochemistry Society  
 Geological Society of America  
 Groundwater Resources Association of California  
 Health Physics Society  
 International Association of Hydrological Sciences (IAHS)  
 Institute for Operations Research and the Management Sciences (INFORMS)  
 Institute of Electrical and Electronics Engineers Lasers and Electro-Optics Society (IEEE / LEOS)  
 Internal Association of Hydraulic Research  
 International Astronomical Union  
 International Erosion Control Association  
 International Society for Rock Mechanics  
 Materials Research Society  
 National Association of Colleges and Employers (NACE)  
 National Association of Science Writers (NASW)  
 National Classification Management Society (NCMS)  
 National Contract Management Association (NCMA)  
 National Fire Protection Association  
 National Groundwater Association  
 National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCCChE)  
 National Society of Black Engineers (NSBE)  
 National Society of Black Physicists (NSBP)  
 Northern California Chapter - International Personnel Management Association (NCC-IPMA)  
 Northern California Geological Society  
 Northern California Human Resources Association (NCHRA)  
 Optical Society of America  
 Pesticide Applicators Professional Association (PAPA)  
 Professional Geologists, State of California  
 Project Management Institute  
 Public Relations Society of America (PRSA)  
 Radio-Television News Directors Association (RTNDA)  
 Respiratory Protection Program Administrators  
 Sacramento Petroleum Association  
 San Francisco Bay Area Water Users Association  
 Sigma Pi Sigma  
 Sigma Xi  
 Society for Technical Communication  
 Society for the Advancement of Materials & Process Engineering (SAMPE)  
 Society of Automotive Engineers  
 Society of Conservation Biology  
 Society of Ecological Restoration  
 Society of Hispanic Professional Engineers (SHPE)  
 Society of Human Resource Management (SHRM)  
 Society of Industrial and Applied Mathematics  
 Society of Manufacturing Engineers (SME)  
 Society of Women Engineers (SWE)  
 Soil and Water Conservation Society  
 Soil Science Society of America  
 Southern California Public Management Association (SCPMA)  
 Special Libraries Association  
 Security Professionals Information Exchange (SPIE)  
 United States Association for Computational Mechanics

Underground Services Alert  
Utah Geologic Society  
Water Environment Federation  
Wildlife Society

## **Outreach & Recruiting**

(\* targeted diversity recruiting)  
American Association for the Advancement of Science (AAAS)  
Alameda County Veterans\*  
American Indian Science & Engineering Society (AISES) \*  
American Physical Society (APS)  
Brigham Young University  
California Polytechnic State University (Cal Poly)  
Clorox  
California State University (CSU) Sacramento  
Carnegie Mellon University  
 DeVry Institute of Technology  
Expanding Your Horizons 2007\*  
Georgia Institute of Technology (Georgia Tech) \*  
Idaho State University  
Massachusetts Institute of Technology (MIT) \*  
Modesto Veterans Career Fair\*  
National Organization for the Professional Advancement of Black Chemists & Chemical Engineers\*  
National Society of Black Engineers\*  
Northern Arizona University  
Purdue University\*  
San Jose State University  
Scholarship for Service Program Cyber Corps Winter Job Fair  
Society for Industrial and Applied Mathematics  
Society of Hispanic Professional Engineers\*  
Solano College  
Stanford University  
Targeted Job Fair  
University of Arizona  
University of California, Berkeley\*  
University of California, Davis  
University of California, Irvine  
University of California, San Diego  
University of Illinois, Urbana-Champaign\*  
University of New Mexico  
University of the Pacific (UOP)  
University of Rochester  
University of Southern California

## **ACTION ORIENTED PROGRAMS PLANNED FOR 2008**

### **Academic Collaborations & Support**

Advanced Simulation and Computing (ASC) Pipeline  
Air College, Maxwell  
Air Force Institute of Technology (AFIT)  
Alameda County Latino Education Summit with California State University East Bay  
Armed Forces Medical Intelligence Center  
Auburn University  
California Institute of Technology Advanced Simulation Computing Alliance Center  
California State University East Bay  
Carnegie Mellon University  
Center for Accelerator Mass Spectrometry  
Center for Adaptive Optics  
Center for Strategic and International Studies  
Defense Nuclear Weapons School  
Department of Homeland Security (DHS) Scholars  
Dugway Proving Grounds  
Edgewood Chemical Biological Center (ECBC)  
George Mason University  
George Washington University  
Georgetown University  
Glenn T. Seaborg Institute  
High-Energy-Density Physics (HEDP) Program  
Inertial Confinement Fusion Experimental Internships (ICFEI)  
Institute for Laser Science and Applications  
Institute for Scientific Computing Research  
Institute of Geophysics and Planetary Physics  
Jackson State University  
Johns Hopkins University  
Joint Forces Staff College  
Joint Information Operations Center  
Joint Warfare Analysis Center  
Lawrence Fellowship  
Marine Command and Staff College  
Massachusetts Institute of Technology  
Military Academy Research Associates (MARA)  
Monterey Institute of International Studies  
National Defense University  
National Physical Science Consortium Student Internship  
Navy Marine Intelligence Training Center  
U.S. Naval Research Laboratory  
New Mexico Institute of Mining and Technology  
New York University  
Office of Naval Intelligence  
Oregon State University  
Physics and Advanced Technologies Internship (PATI)  
Radiation Detection Center  
Research & Collaboration Program (RCP) with Historically Black Colleges and Universities and  
Minority Institutions (HBCU/MI)  
Santa Clara University Law School  
Scholar Employment Program (SEP)  
Stanford Instructional Television Network  
Stanford University  
Stanford University: Center for Integrated Turbulence Simulation  
Stanford University: LIGO Project, Professor R. Byers, Department of Electrical Engineering  
Talent Acquisition Campus Pilot with University of California at Riverside & Irvine

Texas Agricultural & Mechanical University  
U.S. Coast Guard Academy  
U.S. Maritime Academy  
U.S. Military Academy, West Point  
U.S. Naval Academy, Annapolis  
U.S. Naval Academy, Postgraduate School  
U.S. Air Force Combat Targeting Course  
U.S. Air Force Intelligence Master Skills Course  
United States Military Academy, West Point  
University of California, Santa Barbara  
University of California, Berkeley  
University of California, Davis  
University of California, Davis (Center for Biomedical Science and Technology)  
University of California, Davis School of Business Management  
University of California, Irvine (Regional Center of Excellence)  
University of California, Los Angeles  
University of California, Merced  
University of California, San Diego  
California Polytechnic State University  
University of California, Santa Cruz  
University of Chicago: Center for Astrophysics Flash Phenomena  
University of Hawaii  
University of Illinois, Urbana-Champaign: Center for Simulation of Advanced Rockets  
University of Maryland  
University of Notre Dame  
University of Southern California  
University of Southern California APS Women in Physics Conference  
University of Wisconsin

## **Incumbent Staff Development**

Administrative Escort (AE) Briefing  
American Management Association Administrative Professionals Conference  
American Physical Society (APS) Annual Meeting  
Area Access Requestor Authority Briefing  
Assertive Communication  
Association of University Technology Managers (AUTM)  
Biosciences Postdoc Program  
Bradford Project Management  
California Bar Association  
California State University East Bay – Certificate  
California State University East Bay – Degree Programs  
California State University Stanislaus – Degree Programs  
Chemistry, Materials & Life Sciences Postdoc Program  
Chicken Soup for Administrative Professionals  
Communicating for Results  
Conference for Administrative Professionals  
Creative Leadership Workshop by Fred Pryor  
Delegation  
Department Administrative Seminars  
Difficult Conversations – How to Discuss What Matters Most  
East Bay Women’s Conference (EBWC)  
Edward Teller Education Center (ETEC)  
Employment Law  
Engineering Leadership Development Program  
Exercising Influence: Building Relationships and Getting Results  
Expanding Your Horizons  
Faculty and Student Teams Outreach (PAT/DOE-SC)  
Granada High School Special Science Program Advisor

Hand Carry Authority  
 Hazards Control Department Intern program  
 How To Handle Difficult People  
 Human Performance Indicators  
 Influencing without Authority: The Skills of Building Your Bases of Power  
 Intellectual Property Training  
 Interpersonal Problem Solving  
 Joint Working Group (JOWOG)  
 Laboratory-sponsored French Language Course  
 Laboratory-sponsored Russian Language Course  
 Language Skills Workshop: Grammar Essentials  
 Las Positas College—Associate's Degree Program  
 Latino Leadership Education and Development (LLEAD)  
 Leadership Education for Asian-Pacific (LEAP)  
 Leadership Skills and Techniques for African-American Professionals  
 Licensing Executives Society (LES)  
 Listening—The Key To Effective Communication  
 LLNL Administrative Workshop  
 LLNL Ombuds Program  
 Managing the Moment  
 National Association of Photoshop Professionals (NAPP) InDesign Seminar  
 Nuclear Explosives Code Developer's Conference (NECDC)  
 Nuclear Explosives Design Physics Conference  
 Nuclear Weapons Familiarization Seminar  
 Nuclear Weapons Refresher Training  
 Ohlone College - Certificate  
 Plant Engineering Management Continuity Program  
 Power Mentoring: Mentoring and Coaching Skills for Leaders  
 Presentation Delivery  
 Professional Business Women's Conference (PBWC)  
 Professional Development Seminar for Administrative Specialists  
 San Francisco State University - Certificate  
 Seven Habits of Highly Effective People  
 Sexual Harassment Prevention for Supervisors  
 Society of Women Engineers  
 St. Mary's College Degree Programs  
 Stockpile Stewardship Academic Alliance (SSAA)  
 Stress & Work Life Balance  
 Supervision I: Roles, Responsibilities and Resources  
 Supervision II: People, Performance, and Problem Solving  
 Technical Recruiters Briefing  
 Teller Award Recipients  
 Teller Scholars (DOE-SC)  
 TID Multimedia/Web Intern Program  
 Toastmasters  
 Total Time Management: How to Better Organize Your Life  
 University of San Francisco Degree Programs  
 University of San Francisco Coursework  
 University of California Los Angeles —Technical Management Program  
 University of Phoenix Management Certificate Program  
 University of the Pacific — Management Certificate Program  
 Women in Leadership Conference, Linkage Inc.

### **Professional Memberships & Affiliations**

Acoustical Society of America  
 Air & Waste Management Association  
 Alameda County Fire Chiefs Association  
 Alameda/Contra Costa Medical Association

Alpha Nu Sigma (National Honorary Nuclear Engineering Society)  
American Association of Energy Engineers  
American Academy of Petroleum Geologists (AAPG)  
American Association for Engineering Societies - Engineering Workforce Commission  
American Association for the Advancement of Science (AAAS)  
American Association of University Women  
American Association of Variable Star Observers (AAVSO)  
American Association of Veterinary Laboratory Diagnosticians  
American Astronomical Society (AAS)  
American Biological Safety Association  
American Ceramic Society  
American Chemical Society  
American College of Occupational & Environmental Medicine (ACOEM)  
American College of Preventive Medicine (ACPM)  
American College of Physician Executives (ACPE)  
American Geological Society (AGS)  
American Geophysical Union (AGU)  
American Industrial Hygiene Association  
American Institute for Aeronautics & Astronautics (AIAA)  
American Institute of Chemical Engineering  
American Institute of Hydrology  
American Management Association  
American Medical Writers Association  
American Nuclear Society  
American Physical Society  
American Rock Mechanics Association  
American Society for Microbiology (ASM)  
American Society for Nondestructive Testing  
American Society for Quality Water  
American Society for Testing and Materials  
American Society for Training and Development (ASTD)  
American Society of Civil Engineers  
American Society of Civil Engineers, Fellow and Life Member  
American Society of Industrial Security  
American Society of Mass Spectrometry, Bay Area Mass Spectrometry Society  
American Society of Mechanical Engineers (ASME)  
American Society of Metals  
American Society of Petroleum Geologists  
American Society of Safety Engineers  
American Vacuum Society  
American Water Works Association  
Association for Computing Machinery (ACM)  
Association for Environmental Health and Science  
Association of Certified Hazardous Materials Managers  
Association of Ground Water Scientists and Engineers  
Astronomical Society of the Pacific  
Bay Area Automated Mapping Association (BAAMA)  
Board of Editors in the Life Sciences  
California Association of Equal Rights Professionals (CAERP)  
California Botanical Society  
California Fire Chiefs Association  
California Office of Emergency Services  
California Rural Water Association  
California Storm Water Quality Association  
California Water Environment Association  
California Occupational Safety and Health Association (CAL-OSHA) Reporter  
Canadian Society for Mass Spectroscopy  
Ecological Society of America

Engineers for a Sustainable World  
 Federal Emergency Management Authority (FEMA) Urban Search and Rescue (US&R)  
 Geochemistry Society  
 Geological Society of America  
 Groundwater Resources Association of California  
 Health Physics Society  
 International Association of Hydrological Sciences (IAHS)  
 Institute for Operations Research and the Management Sciences (INFORMS)  
 Institute of Electrical and Electronics Engineers Lasers and Electro-Optics Society (IEEE /LEOS)  
 Internal Association of Hydraulic Research  
 International Astronomical Union  
 International Erosion Control Association  
 International Society for Rock Mechanics  
 Materials Research Society  
 National Association of Colleges and Employers (NACE)  
 National Association of Science Writers (NASW)  
 National Classification Management Society (NCMS)  
 National Contract Management Association (NCMA)  
 National Fire Protection Association  
 National Groundwater Association  
 National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCCChE)  
 National Society of Black Engineers (NSBE)  
 National Society of Black Physicists (NSBP)  
 Northern California Chapter - International Personnel Management Association (NCC-IPMA)  
 Northern California Geological Society  
 Northern California Human Resources Association (NCHRA)  
 Optical Society of America  
 Pesticide Applicators Professional Association (PAPA)  
 Professional Geologists, State of California  
 Project Management Institute  
 Public Relations Society of America (PRSA)  
 Radio-Television News Directors Association (RTNDA)  
 Respiratory Protection Program Administrators  
 Sacramento Petroleum Association  
 San Francisco Bay Area Water Users Association  
 Sigma Pi Sigma  
 Sigma Xi  
 Society for Technical Communication  
 Society for the Advancement of Materials & Process Engineering (SAMPE)  
 Society of Automotive Engineers  
 Society of Conservation Biology  
 Society of Ecological Restoration  
 Society of Hispanic Professional Engineers (SHPE)  
 Society of Human Resource Management (SHRM)  
 Society of Industrial and Applied Mathematics  
 Society of Manufacturing Engineers (SME)  
 Society of Women Engineers (SWE)  
 Soil and Water Conservation Society  
 Soil Science Society of America  
 Southern California Public Management Association (SCPMA)  
 Special Libraries Association  
 Security Professionals Information Exchange (SPIE)  
 United States Association for Computational Mechanics  
 Underground Services Alert  
 Utah Geologic Society  
 Water Environment Federation  
 Wildlife Society

## Outreach & Recruiting

(\* targeted diversity recruiting)

- American Association for the Advancement of Science (AAAS)
- Alameda County Veterans\*
- American Indian Science & Engineering Society (AISES) \*
- American Physical Society (APS)
- Brigham Young University
- California Polytechnic State University (Cal Poly)
- California State University (CSU) Sacramento
- Carnegie Mellon University
- DeVry Institute of Technology
- Expanding Your Horizons 2007\*
- Georgia Institute of Technology (Georgia Tech) \*
- Idaho State University
- Massachusetts Institute of Technology (MIT) \*
- Modesto Veterans Career Fair\*
- National Organization for the Professional Advancement of Black Chemists & Chemical Engineers\*
- National Society of Black Engineers\*
- National Society of Black Physicists
- Northern Arizona University
- Purdue University\*
- San Jose State University
- Scholarship for Service Program Cyber Corps Winter Job Fair
- Society for Industrial and Applied Mathematics
- Society of Hispanic Professional Engineers\*
- Solano College
- Stanford University
- University of Arizona
- University of California, Berkeley\*
- University of California, Davis
- University of California, Irvine
- University of California, San Diego
- University of Illinois, Urbana-Champaign\*
- University of New Mexico
- University of the Pacific (UOP)
- University of Rochester
- University of Southern California

## **Action-Oriented Programs [41 CFR §60-2.17(c)] (cont.)**

As is evident from the preceding lists, LLNL participates in a wide array of activities that support local and national community-action and service programs to improve employment opportunities. These outreach activities are intended to assist in meeting immediate utilization needs as well as future needs. These efforts are in addition to other efforts to reach the broadest population to ensure that all employment pools are diverse and representative of the population availability in specific career areas. In addition to these efforts, there are several programs that receive institutional support and are equally available to all interested LLNL employees. These programs include the following:

### **AMERICAN INDIAN PROGRAM**

The LLNL American Indian Program (AIP), a Secretary of Energy initiative, provides national leadership, identifies resources, facilitates collaborations, and launches technological initiatives in support of DOE's mission to support its American Indian Policy.

In addition, AIP provides the opportunity for the growth and development of American Indian employees at LLNL, particularly in the fields of science and engineering. To achieve these goals, AIP has six objectives:

- Correct underutilization of American Indian employees at LLNL, and assist them in pursuing career advancement.
- Describe the current issues of American Indian employees, and design programs to address those concerns.
- Participate in community activities, and provide educational opportunities and technical support to external organizations that encourage careers in science and engineering for American Indians.
- Develop and maintain communications and collaborative efforts with American Indian organizations and tribes.
- Educate Laboratory employees about American Indian values and culture.
- Support and increase the number of American Indian students currently pursuing careers in the sciences and engineering-related fields.

## **DIVERSITY FORUM**

The LLNL Diversity Forum was established to provide a vehicle for improved communication of institutional and directorate diversity efforts occurring throughout the Laboratory. LLNL management recognizes that workplace cultures vary among the directorates and that to be effective, diversity efforts must address the specific needs of the directorate workforce and be supported by line management. The goal of the forum has been to address these concerns by encouraging the proliferation of directorate-sponsored, directorate-specific diversity efforts by discussing the status of institutional and directorate diversity initiatives. As a result of the reorganization, the Diversity Forum will also need to be reconstituted to more accurately reflect the Laboratory's major organizational units. The newly constituted forum is expected to continue to share and generate ideas, share problems, and assess overall effectiveness of diversity programs and activities.

## **HISTORICALLY BLACK COLLEGES AND UNIVERSITIES**

The objective of the Historically Black Colleges and Universities (HBCUs) Program is to strengthen LLNL's recruitment and outreach efforts toward African Americans in the science and engineering job classifications, which are part of the AA, AC, BB, BC, BD, BE, BG, BH, BJ, and BZ job groups. LLNL utilizes two major programmatic thrust areas to achieve this goal:

- (1) The Research Collaborations Program (RCP) works to establish research collaborations involving HBCU faculty, HCBU students, and several LLNL directorates.
- (2) The Science and Engineering Alliance (SEA) is focused on developing long-term institutional support and relationships between LLNL and four HBCU institutions.

In addition, LLNL supports a number of smaller HBCU initiatives. LLNL's HBCU outreach efforts are managed by the Office of Strategic Diversity Initiatives in the Laboratory Director's Office.

## **LEADERSHIP/CAREER DEVELOPMENT TRAINING**

LLNL sponsors leadership/career development training for high-potential minority and female employees through a variety of programs. These programs in the past have included participation in Leadership Education for Asian Pacifics, Inc. (LEAP), the American Management Association (AMA) Leadership Training for African Americans, the Latino Leadership and Development Program (LLDP), plus attendance at various professional conferences.

## **EMPLOYMENT PROGRAMS**

Employment programs support LLNL's commitment to the continued development of a representative workforce. These programs provide LLNL-relevant training and work experience to all employees, including minorities, women, veterans, and persons with disabilities. The programs are divided into three categories: Career-Oriented Programs, Work-Experience Programs, and Student Work-Experience Programs.

## **EMPLOYEE AFFINITY ORGANIZATIONS**

LLNL sponsors employee affinity organizations (EAOs) (formerly called employee networking groups), which reflect a broad cross section of the diversity represented within LLNL's workforce and the nation as a whole. Currently, there are seven EAOs:

- American Indian Activity Group (AIAG)
- Amigos Unidos Hispanic Networking Group (AUHNG)
- Asian Pacific American Council (APAC)
- Association of Black Laboratory Employees (ABLE)
- Lawrence Livermore Armed Forces Veterans Association (LLAFVA)
- Lawrence Livermore Laboratory Women's Association (LLWA)
- Lesbian/Gay/Bisexual/Transgender Association (LGBT)

These groups frequently host activities cosponsored by LLNL, at which time they act in an official LLNL capacity. Therefore, all EAO officers must be LLNL career-indefinite employees. General membership requirements for non-officers, including participation at EAO events, shall be determined by each EAO, in accordance with other applicable LLNL and LLNS policies and procedures.

LLNL works with these groups to promote cultural awareness and support educational achievement. Although the Laboratory's DOE contract does not allow the use of programmatic funds for scholarships, LLNL does allow the groups to host fundraising activities on behalf of their own scholarship efforts.

LLNL's primary diversity objectives include helping to promote inclusion, awareness, understanding, and mutual respect within LLNL's workforce. An initial and fundamental step in achieving these goals involves increasing awareness of groups not represented by the dominant culture. Partnering with EAOs to gain insights and help educate the workforce on

cultural issues and concerns of the EAOs' broader constituencies will improve LLNL's effectiveness in this area.

### **American Indian Activity Group**

The American Indian Activity Group (AIAG) promotes awareness and appreciation of Native American culture by conducting special cultural/ethnic events within LLNL and/or local communities. AIAG also promotes higher education for American Indian students through scholarship awards and involvement with the American Indian Science and Engineering Society (AISES).

### **Amigos Unidos Hispanic Networking Group**

The mission of the Amigos Unidos Hispanic Networking Group (AUHNG) is to provide a leadership role that promotes the achievement of professional and personal excellence for all LLNL employees through career development, diversity, and community outreach. The group is committed to educating and mentoring LLNL colleagues to meet challenges and to respond to opportunities at LLNL. This is accomplished by focusing on the development of effective Hispanic leaders at LLNL; developing a networking structure that optimizes the dissemination of information; encouraging Hispanics to pursue careers in mathematics, science, and engineering; promoting continuous career, personal, and interpersonal development; and promoting awareness of Hispanic diversity and values.

### **Asian Pacific American Council**

The Asian Pacific American Council (APAC) is the umbrella organization for the following network groups: Filipino American Network Group, Korean American Network Group, Vietnamese American Network Group, and Indo-American Network Group. APAC was formed as a coalition for LLNL's diverse Asian Pacific American (APA) community. APAC has a mission to provide leadership for the growth, development, and full participation of APAs in support of LLNL's mission. APAC has been involved in educational, social, cultural awareness, and career development programs.

### **Association of Black Laboratory Employees**

The Association of Black Laboratory Employees (ABLE) is dedicated to proactively meeting the needs of its members. It seeks to do the following:

- Provide a platform of communication for members to share their experiences and express concerns about issues pertaining to the quality of work life at LLNL.
- Encourage networking and resource-sharing among members.

- Promote excellence in the workforce by providing resources that will enable ABLE members to reach their full professional potential.
- Promote communication and collaboration with LLNL management.
- Promote African studies among African Americans at LLNL.
- Contribute to achieving a diverse workforce, as well as providing data about the social and economic relevancy of maintaining a diverse workforce.
- Develop the leadership potential of ABLE members and increase educational opportunities.
- Strengthen, expand, and foster community education programs that focus on developing scientific and technical literacy.
- Leverage ABLE's resources by collaborating with counterparts at Sandia National Laboratories and Lawrence Berkeley National Laboratory.

### **Lawrence Livermore Armed Forces Veterans Association**

The Lawrence Livermore Armed Forces Veterans Association (LLAFVA) is an organization dedicated to representing all members (veteran, active duty, and reserve) of the armed forces at LLNL. The association supports veterans' affairs and activities at LLNL, as well as those outside LLNL and within the communities where employees live. LLAFVA provides a support group for veterans at LLNL, promoting fellowship and the camaraderie that veterans share with one another.

### **Lawrence Livermore Laboratory Women's Association**

The Lawrence Livermore Laboratory Women's Association (LLLWA) (named before Livermore became a national laboratory) is an education, discussion, and action group. LLLWA is concerned with issues of interest to Laboratory employees with an emphasis on women's issues and interests. More specifically, the LLLWA program is designed to do the following:

- Facilitate educational opportunities for all people, with an emphasis on fulfilling women's needs.
- Emphasize the contributions that women have made to LLNL.
- Help further the contributions of women today and tomorrow.

### **Lesbian, Gay, Bisexual, and Transgender Association**

The Lesbian, Gay, Bisexual, and Transgender Association (LGBTGA) provides leadership for the growth, development, understanding, and full participation of lesbian, gay, bisexual, and

transgender persons in a safe workplace. Association membership is open to all LLNL employees. With its focus on diversity, awareness, education, and creating a safe working environment free of hostility, LGBTA provides a unique perspective to LLNL's diversity effort.

### **Internal Auditing and Reporting Systems [41 CFR §60-2.17(d)]**

LLNL has developed and implemented an auditing system that allows us to measure the effectiveness of the affirmative action program. The human resources staff monitors and analyzes LLNL's employment data and evaluates LLNL's progress toward its AA/EEO commitments and goals. The results of these reviews are shared with ADs and other appropriate senior managers, in addition to the LLNL Director. The Director ensures compliance with LLNL policy and with state and federal laws prohibiting discriminatory employment practices. Quarterly goal progress reports are provided to the appropriate management representatives for each organizational unit.

LLNL's Human Resources Information System (HRIS) records and maintains a record of pertinent personnel transactions. HRIS maintains records of hires, promotions, transfers, reclassifications, and terminations. Analyses are conducted quarterly on these transactions.

### **Compliance with Guidelines on Sex, Religion, and National Origin Discrimination**

This AAP document specifically records LLNL's actions for compliance with 41 CFR, Parts 60-2 (Affirmative Action Programs), 60-250 (Veterans), and 60-741 (Individuals with Disabilities). The Laboratory is committed to maintaining an inclusive, discrimination-free, harassment-free work environment for all current and future employees. Toward this end, the Laboratory also complies with the provisions of 41 CFR, Parts 60-20 (Sex Discrimination), and 60-50 (Religion and National Origin).

LLNL provides reasonable accommodations to the religious observances and practices of employees and applicants except where such accommodations cause undue hardship on the conduct of LLNL business. The feasibility of such accommodation is determined by considering business necessity, financial costs and expenses, and resulting personnel issues.

The LLNL personnel policies and practices comply with the Sex Discrimination Guidelines as set forth below:

- Employees of both sexes are recruited for all jobs, unless sex is a bona fide occupational qualification.
- Advertisements do not express a sex preference, unless sex is a bona fide occupational qualification.
- Written personnel policies expressly indicate that there shall be no discrimination against employees on the basis of sex.
- Employees of both sexes have equal opportunity to any available job for which they are qualified, unless sex is a bona fide occupational qualification. Both sexes are afforded equal access to all training programs, including any management trainee programs.
- There are no distinctions on the basis of sex in: employment opportunities, wages, hours, or other conditions of employment.
- There is no distinction between married and unmarried applicants or employees, or between applicants or employees with young children.
- Policies and practices assure appropriate physical facilities to both sexes.
- Women are not penalized in their conditions of employment because they require leave for childbearing. LLNL maintains a maternity leave policy that meets all applicable legal requirements.
- Provisions in collective bargaining agreements, relating to conditions of employment are reviewed to insure consistency with the OFCCP Sex Discrimination Guidelines.
- There is no specification of differences on the basis of sex in mandatory or optional retirement age.
- Seniority lines and lists are not based on sex.
- The same wage schedules are applied to employees of both sexes.
- Affirmative action is taken to recruit women to apply for jobs in which they have been previously underutilized.
- Steps are taken to make jobs available to all qualified employees without regard to sex, and ensure that members of one sex are not discriminatorily restricted to certain jobs classifications.

# 2

## Individuals with Disabilities and Covered Veterans



The goal of this portion of the Affirmative Action Program (AAP) is to ensure equal employment opportunity for qualified individuals with disabilities and covered veterans in all job classifications and at all levels at Lawrence Livermore National Laboratory (LLNL).

LLNL is committed to taking positive, business-oriented action that will contribute to the spirit and intent of federal, state, and local legislation; government regulations; executive orders; and LLNL policy by taking affirmative action (AA) and providing equal employment opportunity (EEO) to individuals with disabilities and covered veterans.

## **I. POLICY AND COMMITMENT [41 CFR §60-741.44(a); -250.44(a)]**

LLNL is committed to a discrimination-free workplace. It neither condones nor tolerates practices that discriminate against any person employed or seeking employment on the basis of race; color; religion; marital status; national origin; ancestry; sex; sexual orientation; gender identity; pregnancy; physical or mental disability; medical condition (cancer-related or genetic characteristics); status as a covered veteran; or within the limits imposed by law or LLNS policy on the basis of age or citizenship.

LLNL's goal is to have a workforce that includes qualified individuals with disabilities, recently separated veterans, Vietnam-era veterans, special disabled veterans, and any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. To this end, LLNL plans and carries out actions to increase the participation of representatives from these groups at all levels within each job group.

The Director of LLNL requires that the spirit as well as the letter of affirmative action/equal employment opportunity (AA/EEO) be carried out to comply with Executive Order 11246 (as amended), applicable parts of Chapter 60 of Title 41 Code of Federal Regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act (ADA), Section 402 of the Vietnam-Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and LLNL policy. LLNL's affirmative-action policy statement is updated annually and is provided to all employees and members of management.

In keeping with this policy, LLNL will continue to recruit, hire, train, and promote into all job levels the most qualified person without regard to race; color; national origin; religion; sex; gender identity; pregnancy; physical or mental disability; medical condition (cancer-related or genetic characteristics); ancestry; marital status; age; sexual orientation; status as a recently separated, Vietnam-era, or special disabled veteran, or any other veteran who served on active

duty during a war or in a campaign or expedition for which a campaign badge has been authorized; or within the limits imposed by law and national security on the basis of citizenship. We also will continue to administer all other personnel matters (such as compensation, benefits, transfers, layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs) in accordance with AA/EEO policy.

Pursuant to §60-250.44(e) and §60-741.44(e), the Laboratory has developed and implemented procedures to ensure that employees are not harassed because of their status as a covered veteran or individual with a disability. These measures include stating the Laboratory's nondiscrimination and harassment policies in the Laboratory's policy and procedures manual, addressing nondiscrimination and harassment in supervisor and manager training courses, and providing a variety of formal and informal complaint resolution options.

## **II. INVITATION TO SELF-IDENTIFY (41 CFR §60-741.42; -250.42)**

LLNL invites individuals with disabilities and covered veterans who wish to benefit under the LLNL Affirmative Action Program to identify themselves. The decision to self-identify is voluntary and confidential. There is no adverse treatment of those who choose not to identify. The information is used only in accordance with Section 503 of the Rehabilitation Act and the Vietnam Era Readjustment Act and their implementing regulations. For individuals with disabilities and special disabled veterans, the invitation to self-identify is extended after making an offer of employment and before employment begins, except under certain circumstances set forth in Section 60-250.42(a) and 60-741.42(a) of the regulations. Invitations to Vietnam era veterans, recently separated veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized may be made at any time before employment begins. The invitations to self-identify must state that a request to benefit under the Affirmative Action Program may be made immediately and/or at any time in the future.

### III. DISSEMINATION OF POLICY [41 CFR §60-741.44(f),(g); - 250.44(f),(g)]

#### **Internal**

LLNL uses the following methods to disseminate information and develop an understanding among its employees and management about its AA and nondiscrimination policies, programs, and activities:

- Distributes the Director's AA/EEO policy statement annually to all employees.
- Distributes the AAP document annually to all executives, department managers, and affirmative action coordinators (AACs). The document is available for review by employees electronically on LLNL's Internal Web site.
- Makes the annual AAP document and the Personnel Policies and Procedures Manual available to employees for review.
- Publicizes the AA/EEO policy statement and activities on the *Newsline* Web site and in other LLNL publications.
- Conducts special meetings with executive, management, and supervisory personnel to explain the intent of the AA/EEO policy, the Director's attitude toward the policy, and individual responsibilities for effective implementation of the policy.
- Explains the AA/EEO policy in employee orientation and in supervisory and management-development programs.
- Posts LLNL's AA/EEO policy on LLNL bulletin boards. Posters publicize LLNL's policy prohibiting employment discrimination, explain the discrimination complaint procedures, and provide information on external enforcement agencies.
- Publishes articles and pictures covering LLNL's AA/EEO programs and progress reports (when appropriate in LLNL publications).
- Makes current employees aware of LLNL's human resources (HR) specialists and AACs that are available to provide information briefings, training, and individual counseling to aid employees in understanding and implementing LLNL's AA/EEO policy.
- Includes the AA/EEO policy on the *Jobs at LLNL* Web site. This Web site, which lists all job vacancies at LLNL, is updated weekly and available to all internal and external candidates.

## **External**

LLNL uses the following methods to disseminate information and develop an understanding in surrounding communities about its affirmative action and nondiscrimination policies, programs, and activities:

- Informs all recruiting sources orally and in writing of LLNL's AA/EEO policy and stipulates that these sources actively recruit and refer qualified individuals with disabilities or covered veterans for all positions listed.
- Incorporates LLNL's AA/EEO policy in all purchase orders, leases, and contracts covered by Executive Order 11246.
- Notifies community leaders, educational institutions, and organizations serving the disabled or covered veterans of LLNL's AA/EEO policy.
- Informs prospective employees of the existence of LLNL's AA/EEO program and of the benefits, if any, which may be available to them under the program.
- Shows both able and disabled men and women in recruiting brochures and in other LLNL publications.
- Makes presentations to minority, disabled, women's, and veterans' organizations to inform them of LLNL's AA/EEO policy and programs.
- Participates in conventions, job fairs, and career days to communicate LLNL's AA/EEO policy and programs.
- Includes the AA/EEO policy statement in all employment advertising.

## **Responsibility for Implementation [41 CFR §60-250.44(i); 60-741.44(i)]**

The Director of the Office of Strategic Diversity Programs is the LLNL official with overall responsibility for managing and implementing LLNL's Affirmative Action Program. The Deputy Director of the Office of Strategic Diversity Programs, in collaboration with HR managers and staff, oversees all LLNL efforts in affirmative action and diversity. In addition to their responsibilities for implementation of affirmative action programs for women and minorities (as noted on page 28) they are also responsible for programs for individuals with disabilities and covered veterans.

## **IV. AFFIRMATIVE ACTION PRACTICES AND PROCEDURES**

### **Proper Consideration of Qualifications [41 CFR §60-741.44(b); -250.44(b)]**

LLNL periodically reviews its employment procedures. This review ensures careful, thorough, and systematic consideration of the job qualifications of known individuals with disabilities and covered veteran applicants for job vacancies to be filled either by hiring or promotion and for all training opportunities offered or available. LLNL relies only on that portion of an individual's military record that is relevant to the requirements of the opportunity at issue. LLNL ensures that its personnel processes do not stereotype individuals with disabilities or covered veterans in a manner which limits their access to all jobs for which they are qualified. If problems in employment practices are identified, the practices are reviewed, and corrective actions are taken to eliminate practices that may have an impact on covered veterans or individuals with disabilities.

### **Physical and Mental Qualifications [41 CFR §60-741.44(c); -250.44(c)]**

Whenever physical or mental job-qualification standards are applied in the selection of applicants or employees for employment or other changes in employment status, HR employment representatives review these standards to ensure that if qualification standards tend to screen out applicants with known disabilities or qualified special disabled veterans, they are job-related to the specific job for which the individual is being considered and are consistent with business necessity. Job-qualification standards are reviewed and made available to all members of management involved in the recruitment, screening, selection, and promotion process. Medical examination information is kept confidential, except for the exceptions consistent with law and policy.

### **Reasonable Accommodations [41 CFR §60-741.44(d); -250.44(d)]**

Reasonable accommodation is made to the known physical or mental limitations of an otherwise qualified individual with a disability or special disabled veteran who requests accommodation, unless it can be demonstrated that accommodation would impose an undue hardship on the conduct of business. (The Laboratory's Personnel Policies and Procedures Manual was recently modified to better reflect the Laboratory's commitment to accommodating employees with injuries or illnesses.)

The Return to Work Program was established to assist employees and supervisors in managing injury and illnesses that can affect an employee's ability to continue working. For employees with temporary disabilities, the Return to Work Program enables them to return to their job assignments either with or without some form of modification to their job duties.

Employees return to work with the assistance of a case manager in Health Services. The Return to Work Program's Disability Management Team works to ensure the employee's transition back to his or her job is successful. If accommodations are deemed necessary, Return to Work managers in the employee's directorates help identify potential reasonable accommodations. The temporary accommodation forms resulting from these actions are kept in the Staff Relations Office.

In its efforts to provide reasonable accommodations for the physical and mental limitations of individuals with disabilities and special disabled veterans, LLNL undertakes the following:

- Modifies the requirements of an assignment to accommodate a disability. Examples of such accommodations include job restructuring, modification of the work schedules and sites, and the acquisition or modification of equipment or devices to allow the employee to perform the job requirements.
- Modifies buildings, walkways, and grounds to remove physical barriers to people with disabilities. This accommodation is the responsibility of department managers and the Plant Engineering Department and includes:
  - Making entrances and exits of buildings accessible to people with disabilities, both at the Livermore site and Site 300.
  - Providing signs to identify the location of accessible entryways.
  - Providing special parking spaces for people with disabilities.
  - Surveying buildings to determine if facilities are adequate for individuals with disabilities and modifying the buildings if they are not.
  - Reviewing plans for new facilities to ensure that they are designed and built to accommodate people with disabilities and special disabled veterans.

All new construction is designed to ensure that LLNL is in compliance with the accessibility standards set forth in the Uniform Federal Accessibility Standards (UFAS) and/or the Americans with Disabilities Act (ADA) Accessibility Guidelines, as appropriate. In remodeling existing facilities, special consideration is given—to the greatest extent feasible—to making the altered portion of the facility readily accessible to and usable by individuals with disabilities.

## **Compensation [41 CFR §60-741.21(i); -250.21(i)]**

LLNL does not reduce the amount of compensation offered to disabled or covered veterans because of any disability income, pension, or other disability-related and/or military-service-related benefits the applicant or employee receives from other sources.

## **Plan of Action**

LLNL views its AAP as a results-oriented program aimed at enhancing the opportunities of qualified individuals with disabilities and covered veterans. LLNL recognizes that the ultimate success of this undertaking will be largely the result of its good-faith efforts. Management supports the program, and management's commitment has been disseminated to all employees, enlisting their adherence to LLNL's AA/EEO policy. The substance of the program to convert commitments to measurable progress is outlined below.

## **RECRUITING**

LLNL actively seeks qualified persons with disabilities and covered veterans for existing and future employment. To improve recruitment and increase the flow of qualified disabled and covered veteran applicants, LLNL regularly contacts employment referral agencies and specialized placement agencies. LLNL's recruitment plan includes college relations, targeted recruitment, and relations with professional organizations to attract a representative pool of qualified applicants for LLNL's employment opportunities. In accordance with §60-250.44(j) and §60.741.44(j), all LLNL personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes are trained to ensure that the commitments in the contractor's AAP are implemented. The recruitment activities resulting from these requirements are conducted by the HR organization.

LLNL periodically informs primary recruiting sources in writing of its AA/EEO policy and maintains a file of sources notified and acknowledgments received. Recruiting brochures that pictorially represent work situations include disabled workers where possible.

## COLLEGE RELATIONS

College relations include pre-recruiting, targeted recruiting, job fairs, and campus activities.

- **Pre-recruiting:** Pre-recruiting involves contacting colleges and universities to encourage disabled individuals to apply for summer internships at LLNL. Pre-recruiters target schools that have substantial populations of disabled students majoring in science and engineering to cultivate and maintain productive, long-term relationships.
- **Targeted Recruiting:** Targeted recruiting provides a diversified pool of qualified applicants for vacancies that are not filled from college recruiting interviews. It includes participation in job fairs and federally funded training centers.

## PROFESSIONAL ORGANIZATIONS

LLNL establishes and maintains professional relationships with community organizations, community leaders, and professional societies. LLNL sponsors membership in national and local minority, disabled, affirmative action, and HR organizations and associations, as well as national and local scientific societies.

## EMPLOYMENT AND SELECTION

All employees engaged in making hiring and selection decisions are trained to ensure nondiscrimination in the decision-making process. Employment decisions are reviewed periodically to monitor results. Any test used in LLNL's selection process is related to the specific job for which it is used.

## PROMOTIONS

Employees with disabilities and covered veterans are given equal access to developmental training designed to enhance an employee's ability to assume positions of greater responsibility.

## TRAINING

LLNL's educational tuition-assistance program is made available to all employees who wish to enhance their opportunities at LLNL by supplementing their education.

## **RECORDS**

Records of individual personnel actions and complaints, regarding applicants and employees who are individuals with disabilities or who are covered veterans, are maintained for at least two years.

## **MILITARY RECORDS**

Only the portion of a covered veteran's military records, including discharge papers, that is relevant to the specific job qualifications for which the veteran is being considered is to be utilized in determining his or her qualifications.

## **AUDIT AND REPORTING SYSTEMS**

Pursuant to §60-250.44(h) and §60-741.44(h) of the regulations, the Laboratory has designed and implemented an audit and reporting system to provide monitoring and oversight of the AAP. In addition to the efforts addressed in Section 1 (see VIII. Additional AA Program Elements), the Laboratory also determines whether known special disabled veterans and individuals with known disabilities have had the opportunity to participate in all company-sponsored educational, training, recreational, and social activities. In addition, the Laboratory monitors and addresses program effectiveness through interactions with the Laboratory's Armed Forces Veterans Association.

## **V. ACTION AND AWARENESS PROGRAMS**

LLNL promotes awareness of the value of a diversified workforce through dissemination of information concerning AA/EEO laws and policies. This information, in part, helps generate understanding of employment issues affecting minorities, women, individuals with disabilities, and veterans. To carry out this responsibility, LLNL uses *Newsline*, an LLNL-produced Web site for employees, to publicize noteworthy activities, provide education, and recognize the contributions of employees. LLNL's Personnel Policies and Procedures Manual also communicates AA/EEO policies and procedures directly to each employee.

LLNL will continue efforts to expand the awareness of managers, supervisors, employees, and to strengthen the community's awareness of LLNL's commitment to develop and maintain a representative workforce. The HR organization will take appropriate actions to enhance LLNL's relationship with the community; educate and train managers, supervisors, and employees and keep them up-to-date; recognize and support AACs, the Disabilities Services Program Manager, and others who make valuable contributions to the AAP document and programs; and

contribute to the effective recruitment of minorities, women, disabled persons, and covered veterans.

## **Programs and Services for Employees with Disabilities**

The Laboratory is committed to providing assistance and services for employees with disabilities. This includes new employees who have disabilities at the time of their hiring, as well as employees who acquire a disability during the course of their employment. Employees can always access LLNL services through their supervisor. In addition, services for employees with disabilities are also available through the following programs and offices:

- The Employee Relations Office offers services to all employees for complaint resolution and mediation services.
- The Recruitment Program conducts outreach activities such as recruiting and participation in external job development agency job fairs for people with disabilities and veterans.
- The Career Center within the Employee and Organization Development Division offers career counseling and employment guidance for all employees.
- The Return to Work Program offers a comprehensive set of services designed to ensure that appropriate accommodations are made for employees with temporary or permanent disabilities.
- The Early Intervention Program (EIP) is managed by the Health Services organization. This group works with employees early-on in cases where a change in the employee's physical ability is likely to occur. The EIP helps facilitate making the appropriate occupational accommodations.
- The Disabilities Management Team consists of clinicians and representatives from Health Services, Hazards Control, Risk Management, Staff Relations, Human Resources, and the Lab's third party administrator. This group meets on a monthly basis to coordinate activities and ensure that institutional accommodation actions are effective, appropriate, and consistent with policy and legal requirements.
- The Employee Services Division makes arrangements for sign language interpretation services for the Laboratory's deaf and hearing-impaired employees. Additionally, the Office of Strategic Diversity Programs sponsors a number of cultural awareness activities highlighting deaf and disabled employees in

conjunction with Deaf Awareness Week (in May) and Disabilities Awareness Week (in October).

- Employee & Affiliate Personnel Services within the HR organization now oversees our supplemental labor contract with AID Employment, Inc., LLNL's supported employment program for people with developmental disabilities.

## Actions and Programs for Veterans

Working with the Sentinels of Freedom, a nonprofit group that assists wounded soldiers with finding housing and a job, LLNL was able to hire two severely wounded Iraq war veterans. One works as an Emergency Dispatcher on-the-job trainee and one works in the Business Services Department's Property Management Division.

In addition, LLNL supports an active Armed Forces Veterans Association (LLAFVA). During 2007, the LLAFVA engaged in a variety of activities to increase LLNL employees' awareness of veterans' contributions.

EVENT	TYPE *	EVENT DESCRIPTION
Pen Pal Project with 101 <sup>st</sup>	CO	Collected LLNL Pen Pals and Holiday support for 101 <sup>st</sup> unit in Iraq
Las Positas College Scholarships	CO	Scholarships to 2 Los Positas students (\$500/\$250 per student)
Delta College Scholarships	CO	Scholarships to 2 Delta students (\$500/\$250 per student)
Memorial Day	S, CO	
American History Bowl	CO	American History Bowl Competition between directorates
Diversity Day on the Green	CAL,F, NS	Day on the Green participation, BBQ to help fund scholarship program
Collect books for Livermore Veterans Hospital	CO	Collected books for delivery to Livermore Veterans Hospital
Thanksgiving for Ashby House	CO	Collected Funds from LLAFVA and provided Thanksgiving dinner for homeless Veterans at Ashby House in Berkeley, a halfway house for homeless veterans
Christmas/ Ashby House	CO	Collected funds/donations from LLAFVA for providing Christmas stockings/presents and Christmas dinner for men at Ashby House in Berkeley

\*CO – Community Outreach; CAC – Cultural Awareness (community); CAL – Cultural Awareness (Laboratory); F – Fundraiser; NS – Networking/Social; R – Recruiting; MA – Management Advisory; S - Speaker



# 3

## Glossary



## **AFFIRMATIVE ACTION GLOSSARY**

### **AA**

Affirmative action (AA) embodies actions, policies, and procedures that are designed to achieve equal employment opportunity and to which a contractor commits itself. A contractor's affirmative action obligation entails (1) thorough, systematic efforts to prevent discrimination from occurring or to detect discrimination and eliminate it as promptly as possible and (2) recruitment and outreach measures.

### **AAC**

Affirmative Action Coordinators (AACs) are individuals who have been selected by their directorates and, in the case of some of the larger directorates, suborganizations to monitor compliance and to act as a resource to their organizations in the AA/EEO process.

### **AAP**

Affirmative Action Program

### **AAP Document**

A document published annually by the Laboratory that describes those policies, practices, and procedures that the Laboratory has implemented to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment. [FR~60-2.10(3)]

### **ABLE**

The Association of Black Laboratory Employees (ABLE) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment, and development.

### **Accessibility**

This refers to the extent to which a contractor's or employer's facility is readily approachable and usable by individuals with disabilities, particularly such areas as personnel offices, work sites, and areas open to the public.

### **AD**

Associate Director

### **ADA**

The Americans with Disabilities Act (ADA) is a comprehensive, federal civil-rights statute protecting the rights of people with disabilities. It affects access to employment; state and local government programs and services; access to places of public accommodation such as businesses, transportation, and nonprofit service providers; and telecommunications.

### **ADEA**

The Age Discrimination in Employment Act (ADEA) prohibits employers with 20 or more employees from discriminating against workers or job applicants who are 40 years of age or older. The law also applies to labor organizations with 25 or more members; employment agencies; and federal, state, and local governments.

**Adverse Impact**

Sometimes called “Disparate Impact,” this term refers to employment processes, steps in processes, or employment activities that are neutral on the surface but suggest possible discriminatory biases against members of protected classes statistically significant differences between groups exist. That is, a personnel activity that shows a negative bias against members of a protected class compared to the majority group that is significant at the 95% confidence level. Adverse Impact as used here is merely a mathematical statement; it is not an admission or evidence of wrongdoing on the part of the contractor.

**Affected Class**

A group of persons, identifiable by name or characteristics, that is the victim of a pattern or practice of discrimination.

**AIAG**

The American Indian Activity Group (AIAG) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment, and development.

**AIGC**

The American Indian Graduate Center (AIGC) was founded to help open the doors to graduate education for American Indians and Alaskan Natives. The center was also founded to help tribes obtain the educated Indian professionals that can assist the tribes in becoming more self-sufficient and in exercising their rights to self-determination.

**AIHEC**

The American Indian Higher Education Consortium (AIHEC) is a unique—and uniquely American Indian—organization. It was founded in 1972 by the presidents of the nation’s first six Tribal Colleges as an informal collaboration among member colleges. Today, AIHEC has grown to represent 32 colleges in the United States and one Canadian institution. Unlike most professional associations, the AIHEC is governed jointly by each member institution.

**AISES**

The American Indian Science & Engineering Society (AISES) is a national, nonprofit organization that nurtures the building of community by bridging science and technology with traditional Native values. Through its educational programs, AISES provides opportunities for American Indians and Native Alaskans to pursue studies in science, engineering, business, and other academic arenas.

**American Indian/Alaskan Native**

This term refers to a person with origins in any of the original peoples of North America who maintain cultural identification through tribal recognition as an American Indian or Alaskan Native.

**APA**

Asian Pacific American

**APAC**

The Asian Pacific American Council (APAC) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment and development.

**APAHE**

Asian Pacific Americans in Higher Education (APAHE) is a national organization that focuses on addressing issues affecting Asian Pacific American students, staff, faculty, and administrators on a national forum of higher education.

**Asian**

This term refers to a person with origins in any of the original peoples of the Far East, South East Asia, or the Indian subcontinent. This area includes, for example, China, Japan, Korea, the Philippine Islands, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.

**Asian/Pacific Islander**

This term refers to a person with origins in any of the original peoples of the Far East, South East Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.

**AUHNG**

The Amigos Unidos Hispanic Networking Group (AUHNG) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment, and development.

**Availability**

This percentage is based on the number of qualified applicants of a protected class in the external and internal job pool populations for a particular Equal Employment Opportunity Commission job group. (This percentage is updated annually and is derived from a number of factors depending on the specific job group, including the 10-year federal census, college graduation statistics, and incumbent workforce.)

**AWU**

The Associated Western Universities (AWU) is a consortium of 65 colleges and universities that plans, develops, and manages fellowship, internship, cooperative education, and research programs for academia, government, and industry.

**BIA**

Bureau of Indian Affairs

**Black**

Black refers to an individual, not of Hispanic origin, with origins in any of the Black racial groups of Africa.

**CAERP**

California Association of Equal Rights Professionals

**CAMP**

California Alliance for Minority Participation

**CAPE**

Coalition of Asian Pacific Islander Educators

**Career Employee or Indefinite Career Employee**

LLNS employee whose appointment has no fixed end date.

**CERT**

The Council of Energy Resource Tribes (CERT) supports member tribes as they develop their management capabilities and use their energy resources as the foundation for building stable, balanced, self-governing economies. CERT supports member tribes through public policy research and advocacy, energy technical assistance, and education.

**Conciliation Agreement**

A binding written agreement between a contractor and the Office of Federal Contract Compliance Programs that details specific contractor commitments to resolve major or substantive violations of Executive Order 11246, the Rehabilitation Act, or the Vietnam Era Veterans' Readjustment Assistance Act.

**Core Population**

The combination of employees with career appointments and those with term appointments is referred to as the "core" population.

**Covered Veteran**

Covered veteran refers to a recently separated veteran, special disabled veteran, Vietnam-era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

**DFEH**

The Department of Fair Employment and Housing (DFEH) administers the California state laws that prohibit harassment or discrimination in employment, housing, and public accommodations and provide for pregnancy leave and family and personal medical leave. The DFEH also investigates complaints alleging violations of the Ralph Civil Rights Act, which prohibits hate violence.

**DOE**

Department of Energy

**DOL**

Department of Labor

**EAO**

Employee Affinity Organization

**EEO**

Equal employment opportunity (EEO) refers to the improvement of the economic and social conditions of minorities and women by providing equality of opportunity in the workplace. Equal employment opportunity prohibits restrictions, exclusions, discrimination, segregation, and inferior treatment of minorities and women.

**EEOC**

Equal Employment Opportunity Commission

**EIP**

Early Intervention Program

**EODD**

Employee and Organization Development Division

**Equal Pay Act**

The Equal Pay Act forbids employers from paying different wages to men and women who are performing equal work. Generally, the work of two employees is considered equal when both jobs require equal skill, effort, and responsibility and are performed under similar working conditions.

**EVE**

Exemplary Volunteer Effort (EVE) is the name of an award given annually by the U.S. Department of Labor Employment Standards Administration in the Office of Federal Contract Compliance Programs to contractors who have demonstrated exemplary volunteer effort in the recruitment and training of women and minorities.

**Executive Order 11246**

This executive order prohibits federal contractors and subcontractors from discriminating against employees on the basis of race, sex, religion, color, or national origin. It requires contractors to implement affirmative action programs to ensure equality of opportunity in all aspects of employment.

**Full Utilization**

Full utilization is the target population based on the availability times of the actual population in that job group. The demographics of the target population reflect what our workforce would look like if we had been hiring randomly, based on the job-pool availability of qualified women and minorities for each job class.

**Goals**

Goals are flexible hiring objectives that LLNL has established to guide its good-faith efforts to eliminate underutilization. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected, given their availability percentage in that particular job group, placement goals are established equal to the availability figure derived for the particular job group.

**GOCO**

Government-Owned, Contractor Operated

**Good-Faith Efforts**

A contractor's efforts to make all aspects of its affirmative action program work. The basic components of good-faith efforts are (1) outreach and recruitment measures to broaden candidate pools from which selection decisions are made to include minorities and women and (2) systematic efforts to ensure that selections thereafter are made without regard to race, sex, or other prohibited factors.

**HBCUs**

Historically Black Colleges and Universities (HBCUs) are postsecondary academic institutions founded before 1964 whose educational missions have historically been the education of Black Americans. HBCUs are located primarily in the southeastern United States. About 110 HBCUs are now in existence—a mix of community and junior colleges, four-year colleges and universities, and public and private institutions.

**HENAAC**

The Hispanic Engineer National Achievement Awards Corporation (HENAAC) brings together students and professionals from academic, corporate, and government sectors to seek out, recognize, honor, and document Hispanic excellence in science and technology nationwide.

**Hispanic**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. This does not include persons of Portuguese descent or persons from South or Central America who are not of Spanish origin or culture.

**HRIS**

Human Resources Information System

**Immigration Reform and Control Act of 1986 (IRCA)**

This act requires employers to maintain certain records pertaining to the citizenship status of new employees.

**Indefinite Career Employee or Career Employee**

LLNS employee whose appointment has no fixed end date.

**Individual with a Handicap(s)/Disability**

Any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.

In making reasonable accommodation to the known physical or mental disability of an otherwise qualified applicant or employee, LLNL complies with the more stringent definition of this term, provided under California law, which requires only that a mental or physical disability "limits" a major life activity. With respect to other Affirmative Action Program requirements, the federal definition of this term applies, which requires that a mental or physical disability "substantially limits" a major life activity.

**Job Group**

A job or a group of jobs having similar content, wage rates, and opportunities, as specified in 41 CFR §60-2.11(b). The job group is the basic unit for successive affirmative action program analysis, availability, and goal establishment. The foundation on which job groups are built are “EEO-1” Job Categories. LLNL has the following eight job categories: Managers and Supervisors, Professionals, Technicians, Office and Clerical, Craftspeople, Operators, Gardeners, and Servicepeople.

**LEAP**

Leadership Education for Asian Pacifics, Inc. (LEAP) is a national nonprofit organization founded in 1982 to achieve full participation and equality for Asian Pacific Americans.

**LGBTQA**

The Lesbian, Gay, Bisexual, and Transgender Association (LGBTQA) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and development.

**LLAFVA**

The Lawrence Livermore Armed Forces Veterans Association (LLAFVA) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through awareness and targeted outreach, recruitment, and development.

**LLLWA**

The Lawrence Livermore Laboratory Women’s Association (LLLWA) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through awareness and targeted outreach, recruitment, and development.

**LLNS**

Lawrence Livermore National Security, LLC

**LSAMP**

The Louis Stokes Alliances for Minority Participation (LSAMP) Program, funded by the National Science Foundation, is designed to develop the comprehensive strategies necessary to strengthen the preparation and increase the number of minority students who successfully complete baccalaureates in science, technology, engineering, and mathematics (STEM) fields.

**LUCa**

La Unión Chicana por Aztlán (LUCa) provides both cultural and academic support to MIT students who identify in any way with Mexican-American culture.

**MAES**

The Society of Mexican American Engineers and Scientists (MAES) was founded in 1974 to increase the number of Mexican Americans and other Hispanics in the technical and scientific fields.

**MESA**

California Mathematics, Engineering, Science Achievement (MESA) is one of the country's oldest and best-known programs that assists educationally disadvantaged students to become highly trained technological professionals. MESA is managed by the University of California.

**Minorities**

The term minorities refers to men and women of those minority groups (Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native) for whom EEO-1 reporting is required. The term may refer to these groups in the aggregate or to an individual group.

**MOA**

Memorandum of Agreement

**MOU**

Memorandum of Understanding

**NACME**

The National Action Council for Minorities in Engineering (NACME) provides both leadership and support for the national effort to increase the representation of successful African American, American Indian, and Latino men and women in engineering and technology and in mathematics- and science-based careers.

**NAMEPA**

The National Association of Minority Engineering Program Administrators, Inc. (NAMEPA) is a national network of educators and representatives from industry, government, and nonprofit organizations who share a commitment to the continued improvement of the recruitment, retention, and graduation of African-Americans, Latinos, and American Indians in engineering and related fields.

**National Origin**

The term national origin refers to the country (including countries that no longer exist) of one's birth or of one's ancestor's birth. "National origin" and "ethnicity" often are used interchangeably, although "ethnic group" can refer to religion or color, as well as the country of one's ancestry.

**Native Hawaiian or Other Pacific Islander (NHOPI)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**NCAI**

The National Congress of American Indians (NCAI) is the oldest, largest, and most representative national Indian organization serving the needs of a broad membership of American Indian and Alaska Native governments. NCAI founding members stressed the need for unity and cooperation among tribal governments and people for the security and protection of treaty and sovereign rights.

**NCC**

Navajo Community College (NCC) was established in 1968 as the first tribally controlled college in the United States. NCC has since been renamed Diné College.

**NCCBPE**

The Northern California Council of Black Professional Engineers (NCCBPE) is a professional support network that helps motivate and assist minority youth to pursue and excel in engineering and science careers.

**NELI**

National Employment Law Institute

**NIEA**

The National Indian Education Association (NIEA) supports traditional Native American cultures and values to enable Native American learners to become contributing members of their communities; to promote Native American control of educational institutions; and to improve educational opportunities and resources for American Indians, Alaskan Natives, and Native Hawaiians throughout the United States.

**NILG**

The National Industry Liaison Group (NILG) is an organization of federal contractors formed voluntarily to create a unique partnership of public and private sector cooperation to deal proactively with important social issues and reach mutual goals by strengthening their relationship with the Office of Federal Contract Compliance Programs through open communication.

**NOBCCChE**

The National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCCChE) is a nonprofit professional society dedicated to the professional advancement of Black chemists and chemical engineers.

**NPSC**

The National Physical Science Consortium (NPSC) is an organization of leading universities, corporations, and national laboratories that provides scholarly and career paths for U.S. citizens, with a special emphasis on underrepresented minorities and women in the physical sciences and related engineering fields.

**NSBE**

The National Society of Black Engineers (NSBE) is a national student and professional organization whose mission is to increase the number of culturally responsible Black engineers and scientists who succeed academically and professionally and who impact the community positively.

**NSBP**

The National Society of Black Physicists (NSBP) is devoted to the African-American physics community, promoting the professional well-being of African-American physicists within the scientific community and within society at large. The organization seeks to develop and support efforts to increase opportunities for and numbers of African Americans in physics.

**OFCCP**

The Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Department of Labor is responsible for enforcing Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and 38 USC 4212—The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. OFCCP shares enforcement authority under the Immigration Reform and Control Act of 1986; and Title I of the Americans with Disabilities Act of 1990.

**Organizational Unit**

The general term organizational unit is used to describe the level of the organization at which LLNL reports data. Accordingly, an organizational unit may be called a principal associate directorate, a directorate, department, division, or group.

**OSDP**

Office of Strategic Diversity Programs

**OSHA**

Occupational Safety and Health Administration

**Qualified Applicants**

Qualified applicants are people who (1) have shown an interest in applying for a posted job and (2) are minimally qualified for that position. LLNL makes the determination as to whether or not a job seeker is a qualified applicant based on a review of their application through a combination of personnel and machine-based review procedures.

**Recently Separated Veteran**

Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

**SACNAS**

The Society for Advancement of Chicanos and Native Americans in Science (SACNAS) encourages Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for research careers and science-teaching professions at all levels.

**SEA**

The Science and Engineering Alliance (SEA) is a nonprofit consortia of state-supported Historically Black Colleges and Universities and LLNL. Its purpose is to help ensure an adequate supply of top-quality minority scientists, while meeting the research and development needs of the public and private sectors.

**Section 503 of the Rehabilitation Action Act of 1973, As Amended**

This act prohibits discrimination and requires affirmative action in all personnel practices for qualified individuals with disabilities. It applies to all firms that have a nonexempt government contract or subcontract in excess of \$10,000. An affirmative action program is required.

**SERS**

The Science and Education Research Semester (SERS), which was renamed the Undergraduate Research Semester (URS), is an LLNL-sponsored program that provides a challenging off-campus research opportunity for upper-division university undergraduate students in science, mathematics, and engineering.

**SHPE**

The Society of Hispanic Professional Engineers (SHPE) promotes the development of Hispanics in engineering, science, and other technical professions to achieve educational excellence, economic opportunity, and social equity.

**Special Disabled Veteran**

A special disabled veteran is one who (a) is entitled to compensation for a disability under the laws administered by the Department of Veterans Affairs or (b) was discharged or released from active duty because of a service-connected disability.

**Term Employee or Term Appointee**

A term appointee is an individual employed to work on a specific LLNL project or assignment for a period of at least one year, but no more than five years.

**Title I of the Americans with Disabilities Act of 1990**

The Americans with Disabilities Act contains five separate titles. Title I, in particular, prohibits discrimination on the basis of disability with respect to hiring and all terms, conditions, and privileges of employment.

**Title VII**

Title VII refers to the Civil Rights Act of 1964, which prohibits employers, employment agencies, and labor organizations from discriminating on the basis of race, color, religion, sex, or national origin.

**Two or More Races**

All persons who identify with more than one of the following races: Hispanic or Latino, White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native.

**UFAS**

Uniform Federal Accessibility Standards

**Underutilization**

Underutilization is a technical term used exclusively by affirmative action planners who seek to apply good-faith efforts to increase the percentage of minorities and women in designated job groups. Job groups are referred to as underutilized when the percentage of women or minorities employed in the job group is at least one whole person less than would reasonably be expected given their availability percentage in that particular job group.

**URS**

The Undergraduate Research Semester (URS), formerly known as the Science and Education Research Semester, is an LLNL-sponsored program that provides a challenging off-campus research opportunity for upper-division university undergraduate students in science, mathematics, and engineering.

**Veteran of the Vietnam Era**

This term refers to any person who (1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

**Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA)**

This law prohibits discrimination and requires affirmative action in all personnel practices for special disabled veterans, Vietnam-era veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

**White**

An individual, not of Hispanic origin, with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Workforce Analysis**

A workforce analysis is a listing of each job title as the title appears in applicable collective bargaining agreements or payroll records ranked from the lowest paid to the highest paid within each department. For each job title, the total number of employees, the total number of male and female employees, and the total number of male and female employees in each of the following groups is provided: Black, Hispanic, American Indian/Alaskan Native, and Asian/Pacific Islander and (b) the wage rate or salary range.