Lawrence Livermore
National Laboratory

2010 Affirmative Action Program

For Women, Minorities, Individuals with Disabilities, and Covered Veterans

Administrative Report

Lawrence Livermore National Security, LLC

Affirmative Action Plan

Executive Order 11246
Affirmative Action Program
for Minorities and Women

Ronald W. Cochran

Laboratory Executive Officer and
Laboratory Equal Employment
Opportunity Officer

2010

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

Table of Contents

SECTION 1: WOMEN AND MINORITIES

I. Purpose, Policy, and Commitment (41 CFR §60-2.10).....7

- Purpose and Scope of the LLNL Affirmative Action Program 8
- Institutional Policies 9
- 2010 Affirmative Action Program Terminology 10
- LLNL Population 12

II. Organizational Profile (41 CFR §60-2.11) 14

III. Job Group Analysis (41 CFR §60-2.12).....15

IV. Placement of Incumbents in Job Groups (41 CFR §60-2.13).....24

V. Determination of Job Group Availability (41 CFR §60-2.14).....26

- Definition of Availability 26
- Determination of Availability 26

VI. Comparison of Availability to Incumbency (41 CFR §60-2.15) 29

VII. Placement Goals (41 CFR §60-2.16).....31

VIII. Additional AA Program Elements (41 CFR §60-2.17) 33

- Designation of Responsibility [41 CFR §60-2.17(a)] 33
- Identification of Problem Areas [41 CFR §60-2.17(b)—Procedures]..... 33
- Identification of Problem Areas [41 CFR §60-2.17(b)—Findings] 34
- Action-Oriented Programs [41 CFR §60-2.17(c)] 36
- Internal Auditing and Reporting Systems [41 CFR §60-2.17(d)]..... 56
- Compliance with Guidelines on Sex, Religion, and National Origin Discrimination 56

SECTION 2: INDIVIDUALS WITH DISABILITIES AND COVERED VETERANS

I. Policy and Commitment [41 CFR §60-741.44(a); -250.44(a)] 63

II. Invitation to Self-Identify (41 CFR §60-741.42; -250.42) 64

III. Dissemination of Policy [41 CFR §60-741.44(f),(g); -250.44(f),(g)] 64

- Internal 65
- External 66
- Responsibility for Implementation [41 CFR §60-250.44(i); 60-741.44(i)] 66

IV. Affirmative Action Practices and Procedures 67

- Proper Consideration of Qualifications [41 CFR §60-741.44(b); -250.44(b)] 67
- Physical and Mental Qualifications [41 CFR §60-741.44(c); -250.44(c)] 67
- Reasonable Accommodations [41 CFR §60-741.44(d); -250.44(d)] 67
- Compensation [41 CFR §60-741.21(i); -250.21(i)] 69
- Plan of Action 69

V. Action and Awareness Programs 71

- Programs and Services for Employees with Disabilities 72
- Actions and Programs for Veterans 73

SECTION 3: GLOSSARY

Affirmative Action Glossary 77

1

Women and Minorities

Lawrence Livermore National Laboratory
2010 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 important characteristics 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. An ongoing 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. The growing diversity of our

workforce is a vital element of 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 an equitable, rewarding, hospitable, and inclusive work environment for all employees.

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, 2009 through December 31, 2009). The document establishes goals and project activities for the coming 12 months through December 31, 2010. This document is effective January 1, 2010, and shall remain in effect until superseded in whole or in part.

The 2010 AAP document was prepared by the Office of Strategic Diversity Programs, with assistance from the Workforce Planning and Analysis Group (WPA) and the Technical Information Department.

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.

2010 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., Director of the Office of Strategic Diversity Programs has overall leadership and management of Affirmative Action and Diversity programs and activities, and exercises day-to-day leadership and oversight of programs and actions designed to increase the diversity of the Laboratory's workforce and inclusiveness of its work environment.

Ronald W. Cochran, Equal Employment Opportunity Officer provides 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 opportunity (EEO) for employees and applicants, and providing a discrimination-free work environment. Every effort is made to reflect the availability of the relevant labor market in the composition of our workforce. 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 monitor 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 currently 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

During 2009, LLNL's "core" populations (employees with career appointments and those with term appointments) slightly reversed a five-year downward trend. The population as of 12/ 31/ 09 was 5903, up by 57 employees from the 5846 figure a year earlier. This slight growth in population (1.0%) in some ways reflects the institution's recovery from the significant layoffs that occurred during calendar 2008. The population increases primarily reflect workforce changes needed to address programmatic mission areas. As a result of these changes, the representation of women in the Laboratory's overall population decreased from 30.5% to 30.2%. Conversely, the percentage of minorities increased slightly from 22.0% to 22.1% (19 individuals). Of the groups constituting this category, Asians constituted the largest component (12). Overall, population increased for all minority groups with the exception of African Americans, who remained level at 191 employees (3.2% of the workforce). While women as a percentage of the Laboratory's population decreased as stated above, the net number of women increased by two to 1784.

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

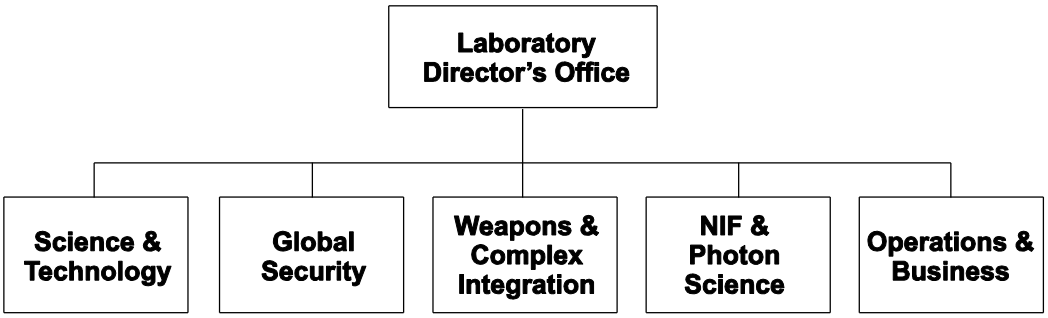
Effective: 12/31/2009

JobGroup	Title_JG	LLNL Core Pop	Female	Minority	American Indian / Native American	Asian/PI	Black	Hispanic	Multi Racial	Not Specified	White
AA	MANAGEMENT SCIENTIFIC	413	73	49	5	25	6	11	2	9	355
AB	MANAGEMENT ADMINISTRATIVE	89	48	12		1	7	4		2	75
AC	SUPERVISOR TECHNICAL	441	74	60	3	27	5	23	2	5	376
AD	SUPERVISOR CLERICAL	209	153	66	7	12	15	31	1	4	139
AF	SUPERVISOR BLUE COLLAR	23	1	6	1		1	4			17
AG	SUPERVISOR SERVICE	43	3	10	1	4	2	3		2	31
BA	ADMINISTRATOR	433	306	102	4	43	17	36	2	12	319
BB	PHYSICIST	577	63	90	1	74	5	10		14	473
BC	CHEMIST METALLURGIST	154	35	41		29	3	8	1	1	112
BD	LIFE SCIENTIST	66	34	16	1	8	1	6		3	47
BE	COMPUTER SCIENTIST	506	107	111	1	71	11	26	2	24	371
BG	ENGINEER MECHANICAL	277	39	47	2	33	2	10		16	214
BH	ENGINEER ELECTRONICS	120	14	22	1	20		1		3	95
BJ	ENGINEER MISC	159	26	41		26	7	8		4	114
BK	TECH INFO EDITOR SPEC	32	20	5		3	1		1	1	26
BZ	ENVIRONMENTAL SCIENTIST	69	27	13	1	8	2	2		1	55
CA	MECHANICAL TECHNICIAN	38	5	10		5		5		1	27
CB	MECH TECH SPECIALIST	136	5	35	2	14	5	14		4	97
CC	ELECTRONICS TECHNICIAN	16	3	8		5		3			8
CD	ELECTRONICS TECH SPEC	75	3	15	1	6	2	6		3	57
CE	ELECTRONICS FAB TECH	23	4	12		9	1	2			11
CI	CHEMICAL TECHNICIAN	52	13	17	2	3	2	10		1	34
CJ	ENGINEERING - SCIENCE TEC	200	63	49	3	13	8	25		4	147
CL	ASST TECH COORDINATOR	119	42	29	2	3	3	21		2	88
CM	TECH SCIENTIFIC COORD	109	35	23		7	5	10	1	4	82
CN	TECH ASSOCIATE / NON ENG	165	34	30		12	4	12	2	2	133
CO	DRAFTER DESIGNER	65	5	20	1	9	3	7			45
CP	TECH ASSOCIATE / ENG	194	16	18	2	3	2	11		9	167
CQ	COMPUTER PROG TECH	62	35	19	2	4	5	7	1	1	42
CS	MEDICAL TECHNOLOGIST	5	5	1				1			4
CT	TECHNICAL ILLUSTRATOR	35	14	9	1	4	2	2		1	25
DA	ADMIN. SUPPORT - I	3	1	2				2			1
DB	ADMIN. SUPPORT - II	401	395	114	7	21	27	59		17	270
DC	RESOURCE MGNT SUPPORT	13	13	6		2	1	3			7
DD	INFO/COMPUTER SERV SUPRT	34	20	12		1	5	5	1		22
EA	CRAFTS	137	5	38	3	8	2	23	2	2	97
EC	MAINTENANCE MECHANIC	20	1	8	2	2	1	3			12
EJ	MACHINIST	57		12	3	3	1	5			45
EK	ASSEMBLY SPECIALIST	16		2		1		1			14
FF	WAREHOUSE WORKER	38	5	15	1		2	12		1	22
FG	PHOTOGRAPHIC SPECIALIST	23	12	7		2	3	2			16
FH	VEHICLE DRIVER	2		0							2
GA	LABORER GARDNER	41		16	1	5	2	8			25
HB	PROTECTIVE SEV OFFICERS	182	6	73		16	19	35	3	11	98
HC	CUSTODIANS	31	21	15		7	1	7		1	15
Grand Total		5903	1784	1306	61	549	191	484	21	165	4432

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 three and four directorates respectively. The workforce analysis includes these organizations as listed below:

Laboratory Director's Office

Science and Technology

- Computation
- Engineering
- Physical and Life 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 Director of the Office of 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 Laboratory updates or may otherwise make adjustments to job groups on an annual basis. Recent updates have included changes resulting from the Laboratory's change in management contractor from the University of California to Lawrence Livermore National Security, LLC, and in response to changes to EEO-1 reporting required by the Equal Employment Opportunity Commission (EEOC).

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" 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, 2009, 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**
413	Local and National
170.0	Director
221.0	Biochemist
225.0	Biomedical Scientist
228.0	Biologist
230.0	Environmental Scientist
235.0	Biophysicist
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
391.2	Sr Engr/ Sci Staff Associate

AB	**MANAGEMENT ADMINISTRATIVE**
89	Local and National
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	Director, Security Org
A01.2	Admin Operations Spec 2
A01.3	Admin Operations Spec 3
A01.4	Admin Operations Spec 4
A28.4	Health Info/ IT/ Admin Ops Mgmt
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
P04.4	EAP4

AC	**SUPERVISOR TECHNICAL**
441	Local and National
225.0	Biomedical Scientist
230.0	Environmental Scientist
235.0	Biophysicist
242.0	Chemist
249.0	Engineer
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 Associate
37.1	Engineering Technical Associate
338.1	Engineering/ Scientific Coord (03)
339.2	Senior Eng Associate
369.2	Senior Maint/ Construction Coor
371.1	Health And Safety Associate (03)
371.2	Sr Health And Safety Associate
390.1	Supervisor
390.2	Senior Supervisor (03)
391.1	Engr/ Sci Staff Associate (03)
391.2	Sr Engr/ Sci Staff Associate
393.2	Systems & Network Sr Associate
533.3	Sr Technologist-Mechanical

AD	**SUPERVISOR ADMINISTRATIVE**
209	Local and National
055.3	Captain/ Watch Commander
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
A12.4	Intellectual Prop Admin (O) 4
A15.4	Rev/ Release Info Mgt Adm (O)4
A17.3	DNT Prog/ Admin Srvcs (O) 3
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

*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.

E05.4	Project Management 4
EXS.0	Executive Staff
F01.3	Material Distribution Spec 3
F02.2	Property Administration Spec 2
F02.3	Property Administration Spec 3
F02.4	Property Administration Spec 4
F03.3	Purchasing Specialist 3
F04.4	Subcontracts Analyst 4
F05.3	Traffic Specialist 3
F08.1	TRR Supervisor (O) 1
F11.3	NIF Warehouse Supv (O) 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
H03.3	Employment/ Recruitment Rep 3
H03.4	Employment/ Recruitment Rep 4
H04.3	Training & OD Specialist 3
H05.2	Diversity Outreach Coord (O) 2
H05.4	Diversity Outreach Coord (O) 4
H09.2	Relocation Coord (O) 2
H10.2	Distance Learning Admin (O) 2
H15.3	Personnel Info Supv (O) 3
J01.1	Business Unit Security Spec 1
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
P05.3	Health Promotion Program Coord
Q01.4	Project Controls Analyst 4

AF	**SUPERVISOR BLUE COLLAR**
23	Local and National
805.5	Laborer Supervisor
811.5	Custodian Supervisor
822.5	Air Conditioning Mech. Supr.
823.5	Carpenter Supervisor
824.5	Electrician Supervisor (03)
825.5	Painter Supervisor
827.5	High Voltage Elect. Supervisor (03)
841.5	Vehicle Mechanic 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**
43 - J	Local and National
055.2	Operations Lieutenant
653.3	CAS Operator Supervisor
655.2	Security Police Sergeant (03)

BA	**ADMINISTRATOR**
433	Local and National
A01.2	Admin Operations Spec 2
A01.3	Admin Operations Spec 3
A02.2	Archives Specialist 2
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 Mgt Adm (O)1
A18.2	Construct Contract Doc (O) 2
A19.4	Prime Contract Admin (O) 4
A21.2	Ctr/ Gbl Sec Resc Admin (O) 2
A23.3	Doc Compliance Admin 3
A27.4	Administrative Asst to Lab Dir
A31.4	Protocol Manager (O)
A32.3	O&B/ IFM Com/ 10 Yr Site Plan
ADS.5	Admin & Specialist 5
B01.2	Internal Audit 2
B01.3	Internal Audit 3
B01.4	Internal Audit 4
C01.2	Financial Analyst 2
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
D02.3	Intellectual Prop Attorney 3
E01.1	Business Analyst 1
E01.2	Business Analyst 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.

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
E05.3	Project Management 3
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
F03.3	Purchasing Specialist 3
F04.3	Subcontracts Analyst 3
F04.4	Subcontracts Analyst 4
F05.2	Traffic Specialist 2
F09.2	TRR Reviewer (O) 2
F10.1	Materials Account Adm (O) 1
F10.2	Materials Account Adm (O) 2
F10.3	Materials Account Adm (O) 3
F14.3	Inventory Control Specialist 3
G01.2	Community Relations Spec 2
G01.3	Community Relations Spec 3
G01.4	Community Relations Spec 4
G02.1	Graphic Artist 1
G03.2	Public Relations Specialist 2
G03.3	Public Relations Specialist 3
H01.3	Benefits Specialist 3
H02.2	Compensation Analyst 2
H02.3	Compensation Analyst 3
H03.3	Employment/ Recruitment Rep 3
H03.4	Employment/ Recruitment Rep 4
H04.2	Training & OD Specialist 2
H04.3	Training & OD Specialist 3
H04.4	Training & OD Specialist 4
H06.3	Worklife Programs Coord (O) 3
H07.3	HRIS Analyst (O) 3
H08.2	Immigration Srvcs Coord (O) 2
H11.4	HR Policy Specialist (O) 4
H14.2	Workforce Planning Spec (O) 2
H14.3	Workforce Planning Spec (O) 3
H16.3	Employee Relations Spec (O) 3
J01.1	Business Unit Security Spec 1
J01.2	Business Unit Security Spec 2
J01.3	Business Unit Security Spec 3
J01.4	Business Unit Security Spec 4
J02.3	Classified Security/ ADC Spec 3
J02.4	Classified Security/ ADC Spec 4
J04.2	Investigation Specialist 2
J04.3	Investigation Specialist 3
J04.4	Investigation Specialist 4
J05.2	Sec Training/ Awareness Spec 2
J05.4	Sec Training/ Awareness Spec 4
J07.2	Offsite Subcont Sec Coor (O)2
K03.1	Counterintelligence Analyst 1
K03.2	Counterintelligence Analyst 2
K03.3	Counterintelligence Analyst 3
K03.4	Counterintelligence Analyst 4
MGT.1	Manager 1 (04)
MGT.2	Manager 2
P01.4	Drug/ Alcohol Test Spec 4
P02.3	Nurse Pract/ Physicians Asst
P03.3	Physical Therapist
P04.3	EAP3
P06.3	Vocational Rehab Counselor 3
Q01.1	Project Controls Analyst 1
Q01.2	Project Controls Analyst 2
Q01.3	Project Controls Analyst 3
Q01.4	Project Controls Analyst 4

BB	**PHYSICIST**
577	National
270.0	Physicist
295.0	Political Scientist

BC	**CHEMIST METALLURGIST**
154	Local and National
242.0	Chemist (03)
265.0	Metallurgist

BD	**LIFE SCIENTIST**
66	Local and National
221.0	Biochemist
225.0	Biomedical Scientist
228.0	Biologist (03)
235.0	Biophysicist
263.0	M.D.
277.0	Physiologist

BE	**COMPUTER SCIENTIST**
506	Local and National
256.0	Mathematician
285.0	Computer Scientist/ Math Progr

*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.

BG	**ENGINEER MECHANICAL**
277	Local and National
249.0	Engineer (03)(04)

BH	**ENGINEER ELECTRONICS**
120	Local and National
249.0	Engineer (04)

BJ	**ENGINEER MISC**
159	Local and National
249.0	Engineer (03)

BK	**TECH INFO EDITOR SPEC**
32	Local and National
G04.2	Tech Communications Spec 2
G04.3	Tech Communications Spec 3
G04.4	Tech Communications Spec 4

BZ	**ENVIRONMENTAL SCIENTIST**
69	Local and National
230.0	Environmental Scientist (03)

CA	**MECHANICAL TECHNICIAN**
38	Local and National
533.1	Technician-Mechanical
533.2	Technologist-Mechanical (03)

CB	**MECH TECH SPECIALIST**
136	Local and National
533.3	Sr Technologist-Mechanical (03)

CC	**ELECTRONICS TECHNICIAN**
16	Local and National
531.2	Technologist-Electronics

CD	**ELECTRONICS TECH SPEC**
75	Local and National
531.3	Sr Technologist-Electronics (03)

CE	**ELECTRONICS FAB TECH**
23	Local and National
532.2	Sr Fab Technician-Electronics
532.3	Fab Tech Spec-Electronics

CI	**CHEMICAL TECHNICIAN**
52	Local and National
504.1	Technician - C/ MS
504.2	Technologist - C/ MS
504.3	Sr Technologist - C/ MS (03)

CJ	**ENGINEERING - SCIENCE TEC**
200	Local and National
502.1	Scientific Technician
502.2	Scientific Technologist
502.3	Sr Scientific Technologist (03)
505.3	Sr Hydro Technologist-Site 300 (03)
519.2	Laboratory Animal Technician
571.1	Health & Safety Technician
571.2	Health & Safety Technologist
571.3	Sr Health-Safety Technologist (03)
593.2	Systems & Network Technologist (03)
593.3	Systems & Network Sr. Technl (04)

CL	**ASST TECH COORDINATOR**
119	Local and National
538.1	Coordinator
538.2	Technical Coordinator (03)
538.3	Sr. Technical Coord. (03)
539.1	Engineering/ Scientific Asst.

CM	**TECH SCIENTIFIC COORD**
109	Local and National
320.1	Computer Associate
320.2	Senior Computer Associate
338.1	Engineering/ Scientific Coord (03)
369.1	Maintenance/ Construction Coord (03)
369.2	Senior Maint/ Construction Coor (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.

CN	**TECH ASSOCIATE / NON ENG**
165	Local and National
302.1	Scientific Associate
302.2	Sr Scientific Associate (03)
304.1	Scientific Associate - C/ MS (03)
304.2	Sr Scientific Associate C/ MS
371.1	Health And Safety Associate (03)
371.2	Sr Health And Safety Associate
393.1	Systems & Network Associate (04)
393.2	Systems & Network Sr Associate (03)

CO	**DRAFTER DESIGNER**
65	Local and National
334.1	Engineering Design Associate
534.1	Drafter
534.2	Design Drafter
534.3	Designer (03)

CP	**TECH ASSOCIATE / ENG**
194	Local and National
337.1	Engineering Technical Assoc (03)
339.2	Senior Eng Associate (03)(04)

CQ	**COMPUTER PROG TECH**
62	Local and National
503.1	BioSciences Technician 1
524.2	Comp Programming Technologist
524.3	Sr Comp Program Technologist
525.1	Computer Support Technician
525.2	Computer Support Technologist
525.3	Sr Comp Support Technologist

CS	**MEDICAL TECHNOLOGIST**
5	National
541.3	Registered Nurse - Occ Health
542.1	Medical Asst/ Radiological Tech

CT	**TECHNICAL ILLUSTRATOR**
35	Local and National
386.1	Graphic Design Associate
586.1	Graphics Designer
586.2	Graphics Design Specialist
587.2	Sr Technical Illustrator
587.3	Tech Illustration Specialist
588.3	Animation Specialist

DA	**ADMIN. SUPPORT - I**
3	Local
405.2	Administrative Specialist II
470.3	Principal Paralegal

DB	**ADMIN. SUPPORT - II**
401	Local
405.3	Administrative Specialist III
405.4	Administrative Specialist IV (03)(04)
480.3	Deaf Interpreting Specialist 3

DC	**RESOURCE MGNT SUPPORT**
13	Local
451.2	Accounting Assistant
451.3	Sr. Accounting Assistant
451.4	Pr. Accounting Assistant

DD	**INFO/COMPUTER SERV SUPRT**
34	Local
422.2	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.
653.0	CAS Operator

EA	**CRAFTS**
137	Local
821.2	Locksmith II
821.3	Locksmith Supervisor
822.2	Air Conditioning Mech. II (03)
822.4	Air Conditioning Mech., Lead
823.1	Carpenter
823.4	Carpenter, Lead (03)
824.1	Electrician I
824.2	Electrician II (03)
824.4	Electrician, Lead
825.1	Painter

*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.

826.1	Plumber/ Fitter (03)
826.4	Plumber/ Fitter, Lead
827.1	High Voltage Electrician (03)
827.4	High Voltage Electrician, Lead (03)
827.5	High Voltage Elect. Supervisor
841.1	Vehicle Mechanic
841.4	Vehicle Mechanic, Lead (03)
842.1	Heavy Equipment Mechanic (03)
851.2	Welder II
852.1	Sheetmetal Worker
852.4	Sheetmetal Worker, Lead
861.1	Rigger I
861.2	Rigger II
863.2	Boiler & Pressure Sys Mech II
863.4	Boiler&Pressure Sys Mech Lead
961.2	Fabrication Asst. II
971.1	Metal Fabricator I
971.2	Metal Fabricator II
971.3	Metal Fabricator III

EC MAINTENANCE MECHANIC
20 Local

862.1	Maintenance Mechanic (03)
862.4	Maintenance Mechanic, Lead (03)

EJ MACHINIST
57 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
16 Local and National

983.2	Machine Repairer II
983.3	Machine Repairer III
984.2	Mechanical Inspector II
984.3	Mechanical Inspector III

FF WAREHOUSE WORKER
38 Local

462.1	Material Handler
462.2	Senior Material Handler
462.3	Principal Material Handler (03)

FG PHOTOGRAPHIC SPECIALIST
23 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
2 Local

831.2	Motor Vehicle Driver II
834.2	Truck Driver II (03)

GA LABORER GARDNER
41 Local

801.1	Trades Helper
805.1	Laborer I
805.2	Laborer II (03)
805.4	Laborer, Lead
812.2	Gardener II
812.3	Gardener III (03)

HB PROTECTIVE SEV OFFICERS
182 Local and National

655.1	Security Police Officer (03)

HC CUSTODIANS
31 Local

811.1	Custodian I
811.2	Custodian II (03)
811.4	Custodian, Lead

*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, 2010. (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: 12/31/09)

			Female		Minority		Ethnicity Not Specified	
Job Group	Job Group Title	LLNL Core Pop	Pop	% Rep	Pop	% Rep	Pop	% Rep
AA	MANAGEMENT SCIENTIFIC	413	73	17.7%	49	11.9%	9	2.2%
AB	MANAGEMENT ADMINISTRATIVE	89	48	53.9%	12	13.5%	2	2.2%
AC	SUPERVISOR TECHNICAL	441	74	16.8%	60	13.6%	5	1.1%
AD	SUPERVISOR CLERICAL	209	153	73.2%	66	31.6%	4	1.9%
AF	SUPERVISOR BLUE COLLAR	23	1	4.3%	6	26.1%		0.0%
AG	SUPERVISOR SERVICE	43	3	7.0%	10	23.3%	2	4.7%
BA	ADMINISTRATOR	433	306	70.7%	102	23.6%	12	2.8%
BB	PHYSICIST	577	63	10.9%	90	15.6%	14	2.4%
BC	CHEMIST METALLURGIST	154	35	22.7%	41	26.6%	1	0.6%
BD	LIFE SCIENTIST	66	34	51.5%	16	24.2%	3	4.5%
BE	COMPUTER SCIENTIST	506	107	21.1%	111	21.9%	24	4.7%
BG	ENGINEER MECHANICAL	277	39	14.1%	47	17.0%	16	5.8%
BH	ENGINEER ELECTRONICS	120	14	11.7%	22	18.3%	3	2.5%
BJ	ENGINEER MISC	159	26	16.4%	41	25.8%	4	2.5%
BK	TECH INFO EDITOR SPEC	32	20	62.5%	5	15.6%	1	3.1%
BZ	ENVIRONMENTAL SCIENTIST	69	27	39.1%	13	18.8%	1	1.4%
CA	MECHANICAL TECHNICIAN	38	5	13.2%	10	26.3%	1	2.6%
CB	MECH TECH SPECIALIST	136	5	3.7%	35	25.7%	4	2.9%
CC	ELECTRONICS TECHNICIAN	16	3	18.8%	8	50.0%		0.0%
CD	ELECTRONICS TECH SPEC	75	3	4.0%	15	20.0%	3	4.0%
CE	ELECTRONICS FAB TECH	23	4	17.4%	12	52.2%		0.0%
CI	CHEMICAL TECHNICIAN	52	13	25.0%	17	32.7%	1	1.9%
CJ	ENGINEERING - SCIENCE TEC	200	63	31.5%	49	24.5%	4	2.0%
CL	ASST TECH COORDINATOR	119	42	35.3%	29	24.4%	2	1.7%
CM	TECH SCIENTIFIC COORD	109	35	32.1%	23	21.1%	4	3.7%
CN	TECH ASSOCIATE / NON ENG	165	34	20.6%	30	18.2%	2	1.2%
CO	DRAFTER DESIGNER	65	5	7.7%	20	30.8%		0.0%
CP	TECH ASSOCIATE / ENG	194	16	8.2%	18	9.3%	9	4.6%
CQ	COMPUTER PROG TECH	62	35	56.5%	19	30.6%	1	1.6%
CS	MEDICAL TECHNOLOGIST	5	5	100.0%	1	20.0%		0.0%
CT	TECHNICAL ILLUSTRATOR	35	14	40.0%	9	25.7%	1	2.9%
DA	ADMIN. SUPPORT - I	3	1	33.3%	2	66.7%		0.0%
DB	ADMIN. SUPPORT - II	401	395	98.5%	114	28.4%	17	4.2%
DC	RESOURCE MGNT SUPPORT	13	13	100.0%	6	46.2%		0.0%
DD	INFO/COMPUTER SERV SUPRT	34	20	58.8%	12	35.3%		0.0%
EA	CRAFTS	137	5	3.6%	38	27.7%	2	1.5%
EC	MAINTENANCE MECHANIC	20	1	5.0%	8	40.0%		0.0%
EJ	MACHINIST	57		0.0%	12	21.1%		0.0%
EK	ASSEMBLY SPECIALIST	16		0.0%	2	12.5%		0.0%
FF	WAREHOUSE WORKER	38	5	13.2%	15	39.5%	1	2.6%
FG	PHOTOGRAPHIC SPECIALIST	23	12	52.2%	7	30.4%		0.0%
FH	VEHICLE DRIVER	2		0.0%	0	0.0%		0.0%
GA	LABORER GARDNER	41		0.0%	16	39.0%		0.0%
HB	PROTECTIVE SEV OFFICERS	182	6	3.3%	73	40.1%	11	6.0%
HC	CUSTODIANS	31	21	67.7%	15	48.4%	1	3.2%
Grand Total		5903	1784	30.2%	1306	22.1%	165	2.8%

Note:

- Ethnicity Not Specified - are individuals who have chosen not to specify as being one of the listed ethnic options.
- % Rep - is the representation of the identified group in LLNL's core population.

V. DETERMINATION OF JOB GROUP AVAILABILITY (41 CFR §60-2.14)

Definition of Availability

"Availability" is an estimate of the percentage 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.

These two factors may be summarized as assessing the availability of individuals *external* to the Laboratory (Factor 1.), and assessing the availability of individuals *internal* to the Laboratory (Factor 2.).

Recruitment areas for availability considerations are not drawn to exclude women and minorities, and vary by job group. 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 15.

The contribution of Factor (2.) to availability concerns the pool of employees already in the facility who could be trained, transferred, or promoted into a given job group. While LLNL in general does not have rigid job progression lines, historical patterns and relationships often exist between "feeder" job groups and higher-situated positions. In response to Section §60-2.14(f) of the regulations requiring contractors to identify the pool of promotable, transferable, and trainable employees, an Availability Analysis Table – showing job groups that historically serve as feeder groups to the indicated group – is provided in the following section.

A third consideration in determining availability is the degree to which historical hiring patterns for the job group predominately reflect an emphasis on external or internal sources.

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.
Feeder Job Groups "below" the level of the Job Group in question are shown in **bold** font.

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 on page 25. This table shows, for all job groups, LLNL's current population of women and minorities and compares these representation percentages to availability percentages.

The Comparison of Availability to Incumbency Table follows.

Comparison of availability to Incumbency

Effective 12/31/2009

Job Group	Job Group Title	LLNL Core Pop	Female			Minority			AMINDIAN / NATIVE ALASKAN			ASIAN / PACIFIC ISLANDER			BLACK			HISPANIC		
			Pop	% Rep	% Avail.	Pop	% Rep	% Avail.	Pop	% Rep	% Avail.	Pop	% Rep	% Avail.	Pop	% Rep	% Avail.	Pop	% Rep	% Avail.
AA	MANAGEMENT SCIENTIFIC	413	73	17.7%	18.5%	49	11.9%	16.2%	5	1.2%	0.4%	25	6.1%	9.7%	6	1.5%	2.1%	11	2.7%	4.0%
AB	MANAGEMENT ADMINISTRATIVE	89	48	53.9%	46.1%	12	13.5%	17.4%		0.0%	1.1%	1	1.1%	5.6%	7	7.9%	4.5%	4	4.5%	6.2%
AC	SUPERVISOR TECHNICAL	441	74	16.8%	16.9%	60	13.6%	16.1%	3	0.7%	0.7%	27	6.1%	9.3%	5	1.1%	1.8%	23	5.2%	4.3%
AD	SUPERVISOR CLERICAL	209	153	73.2%	76.5%	66	31.6%	25.2%	7	3.3%	1.2%	12	5.7%	9.0%	15	7.2%	5.4%	31	14.8%	9.6%
AF	SUPERVISOR BLUE COLLAR	23	1	4.3%	12.5%	6	26.1%	30.7%	1	4.3%	3.6%	0	0.0%	8.5%	1	4.3%	2.0%	4	17.4%	16.6%
AG	SUPERVISOR SERVICE	43	3	7.0%	17.2%	10	23.3%	27.6%	1	2.3%	1.6%	4	9.3%	3.9%	2	4.7%	10.1%	3	7.0%	12.0%
BA	ADMINISTRATOR	433	306	70.7%	62.4%	102	23.6%	22.8%	4	0.9%	1.1%	43	9.9%	4.9%	17	3.9%	5.8%	36	8.3%	11.0%
BB	PHYSICIST	577	63	10.9%	14.6%	90	15.6%	15.7%	1	0.2%	0.3%	74	12.8%	10.0%	5	0.9%	2.6%	10	1.7%	2.8%
BC	CHEMIST METALLURGIST	154	35	22.7%	35.0%	41	26.6%	21.5%		0.0%	0.6%	29	18.8%	12.0%	3	1.9%	5.2%	8	5.2%	3.7%
BD	LIFE SCIENTIST	66	34	51.5%	48.5%	16	24.2%	20.2%	1	1.5%	0.8%	8	12.1%	10.4%	1	1.5%	4.5%	6	9.1%	4.5%
BE	COMPUTER SCIENTIST	506	107	21.1%	29.8%	111	21.9%	28.1%	1	0.2%	0.7%	71	14.0%	14.6%	11	2.2%	8.1%	26	5.1%	4.7%
BG	ENGINEER MECHANICAL	277	39	14.1%	9.3%	47	17.0%	19.9%	2	0.7%	0.4%	33	11.9%	11.3%	2	0.7%	3.9%	10	3.6%	4.3%
BH	ENGINEER ELECTRONICS	120	14	11.7%	11.9%	22	18.3%	23.2%	1	0.8%	0.5%	20	16.7%	13.6%		0.0%	4.4%	1	0.8%	4.7%
BJ	ENGINEER MISC	159	26	16.4%	10.8%	41	25.8%	19.8%		0.0%	0.4%	26	16.4%	11.1%	7	4.4%	4.1%	8	5.0%	4.2%
BK	TECH INFO EDITOR SPEC	32	20	62.5%	67.7%	5	15.6%	27.0%		0.0%	1.4%	3	9.4%	2.6%	1	3.1%	8.5%		0.0%	14.5%
BZ	ENVIRONMENTAL SCIENTIST	69	27	39.1%	42.2%	13	18.8%	15.3%	1	1.4%	0.8%	8	11.6%	5.9%	2	2.9%	4.9%	2	2.9%	3.7%
CA	MECHANICAL TECHNICIAN	38	5	13.2%	28.9%	10	26.3%	30.4%		0.0%	2.9%	5	13.2%	5.8%		0.0%	4.1%	5	13.2%	17.6%
CB	MECH TECH SPECIALIST	136	5	3.7%	10.4%	35	25.7%	24.4%	2	1.5%	1.6%	14	10.3%	5.3%	5	3.7%	5.1%	14	10.3%	12.4%
CC	ELECTRONICS TECHNICIAN	16	3	18.8%	19.7%	8	50.0%	27.1%		0.0%	1.4%	5	31.3%	7.6%		0.0%	7.3%	3	18.8%	10.8%
CD	ELECTRONICS TECH SPEC	75	3	4.0%	15.9%	15	20.0%	29.5%	1	1.3%	1.0%	6	8.0%	12.2%	2	2.7%	6.3%	6	8.0%	10.0%
CE	ELECTRONICS FAB TECH	23	4	17.4%	20.5%	12	52.2%	44.1%		0.0%	0.2%	9	39.1%	28.4%	1	4.3%	3.3%	2	8.7%	12.2%
CI	CHEMICAL TECHNICIAN	52	13	25.0%	36.3%	17	32.7%	26.1%	2	3.8%	1.1%	3	5.8%	7.4%	2	3.8%	9.4%	10	19.2%	8.2%
CJ	ENGINEERING - SCIENCE TEC	200	63	31.5%	18.4%	49	24.5%	25.1%	3	1.5%	1.1%	13	6.5%	6.6%	8	4.0%	6.1%	25	12.5%	11.3%
CL	ASST TECH COORDINATOR	119	42	35.3%	52.3%	29	24.4%	31.4%	2	1.7%	1.2%	3	2.5%	9.1%	3	2.5%	6.4%	21	17.6%	14.7%
CM	TECH SCIENTIFIC COORD	109	35	32.1%	12.6%	23	21.1%	23.9%		0.0%	1.6%	7	6.4%	5.5%	5	4.6%	2.9%	10	9.2%	13.9%
CN	TECH ASSOCIATE / NON ENG	165	34	20.6%	34.8%	30	18.2%	25.2%		0.0%	1.1%	12	7.3%	10.4%	4	2.4%	5.8%	12	7.3%	7.9%
CO	DRAFTER DESIGNER	65	5	7.7%	3.9%	20	30.8%	24.0%	1	1.5%	2.8%	9	13.8%	4.5%	3	4.6%	1.1%	7	10.8%	15.6%
CP	TECH ASSOCIATE / ENG	194	16	8.2%	13.1%	18	9.3%	20.9%	2	1.0%	1.2%	3	1.5%	7.3%	2	1.0%	3.9%	11	5.7%	8.5%
CQ	COMPUTER PROG TECH	62	35	56.5%	22.0%	19	30.6%	44.2%	2	3.2%	0.5%	4	6.5%	29.4%	5	8.1%	3.9%	7	11.3%	10.4%
CS	MEDICAL TECHNOLOGIST	5	5	100.0%	81.1%	1	20.0%	18.0%		0.0%	0.9%	0	0.0%	4.2%		0.0%	8.0%	1	20.0%	4.9%
CT	TECHNICAL ILLUSTRATOR	35	14	40.0%	66.7%	9	25.7%	27.1%	1	2.9%	1.5%	4	11.4%	2.1%	2	5.7%	8.9%	2	5.7%	14.6%
DA	ADMIN. SUPPORT - I	3	1	33.3%	82.1%	2	66.7%	45.0%		0.0%	0.2%	0	0.0%	17.5%		0.0%	5.5%	2	66.7%	21.8%
DB	ADMIN. SUPPORT - II	401	395	98.5%	73.4%	114	28.4%	47.5%	7	1.7%	0.8%	21	5.2%	14.6%	27	6.7%	13.8%	59	14.7%	18.3%
DC	RESOURCE MGNT 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	34	20	58.8%	16.5%	12	35.3%	29.3%		0.0%	2.5%	1	2.9%	6.5%	5	14.7%	5.3%	5	14.7%	15.0%
EA	CRAFTS	137	5	3.6%	5.2%	38	27.7%	36.0%	3	2.2%	5.1%	8	5.8%	12.7%	2	1.5%	4.8%	23	16.8%	13.4%
EC	MAINTENANCE MECHANIC	20	1	5.0%	5.4%	8	40.0%	36.1%	2	10.0%	0.6%	2	10.0%	9.1%	1	5.0%	6.5%	3	15.0%	19.9%
EJ	MACHINIST	57		0.0%	4.0%	12	21.1%	44.2%	3	5.3%	1.3%	3	5.3%	21.2%	1	1.8%	3.5%	5	8.8%	18.2%
EK	ASSEMBLY SPECIALIST	16		0.0%	29.5%	2	12.5%	26.6%		0.0%	1.4%	1	6.3%	3.9%		0.0%	7.4%	1	6.3%	13.9%
FF	WAREHOUSE WORKER	38	5	13.2%	10.3%	15	39.5%	45.9%	1	2.6%	0.7%	0	0.0%	15.4%	2	5.3%	11.5%	12	31.6%	18.3%
FG	PHOTOGRAPHIC SPECIALIST	23	12	52.2%	53.2%	7	30.4%	29.8%		0.0%	0.9%	2	8.7%	8.7%	3	13.0%	6.0%	2	8.7%	14.2%
FH	VEHICLE DRIVER	2		0.0%	6.8%	0	0.0%	48.4%		0.0%	1.5%	0	0.0%	9.9%		0.0%	9.0%		0.0%	28.0%
GA	LABORER GARDNER	41		0.0%	12.5%	16	39.0%	52.0%	1	2.4%	0.6%	5	12.2%	17.7%	2	4.9%	3.7%	8	19.5%	30.0%
HB	PROTECTIVE SEV OFFICERS	182	6	3.3%	31.9%	73	40.1%	32.0%		0.0%	1.0%	16	8.8%	8.1%	19	10.4%	9.4%	35	19.2%	13.5%
HC	CUSTODIANS	31	21	67.7%	8.3%	15	48.4%	23.3%		0.0%	2.8%	7	22.6%	1.0%	1	3.2%	5.6%	7	22.6%	13.9%
Grand Total		5903	1784	30.2%		1306	22.1%		61	1.0%		549	9.3%		191	3.2%		484	8.2%	

Note:

- % Availability - LLNL's calculated workforce availability effective 12/31/08
- Asian & Pacific Islander ethnic groups share calculated availability and utilization needs
- % Rep - 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 equals or exceeds the availability percentage. 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 2010 Table follows.

Placement Goals for 2010

Effective 12/31/2009

Note:

- % Availability - LLNL's calculated workforce availability effective 12/31/09
- % Rep - is the representation of the identified group in LLNL's "Core" (Career Indefinite & Flex Term) population.

Y	Placement goals for females and/or minorities required

Job Group	Job Group Title	LLNL Core Pop	Female				Minority			
			Pop	% Rep	% Avail.	Placement Goal Req'd?	Pop	% Rep	% Avail.	Placement Goal Req'd?
AA	MANAGEMENT SCIENTIFIC	413	73	17.7%	18.5%	Y	49	11.9%	16.2%	Y
AB	MANAGEMENT ADMINISTRATIVE	89	48	53.9%	46.1%		12	13.5%	17.4%	Y
AC	SUPERVISOR TECHNICAL	441	74	16.8%	16.9%		60	13.6%	16.1%	Y
AD	SUPERVISOR CLERICAL	209	153	73.2%	76.5%	Y	66	31.6%	25.2%	
AF	SUPERVISOR BLUE COLLAR	23	1	4.3%	12.5%	Y	6	26.1%	30.7%	Y
AG	SUPERVISOR SERVICE	43	3	7.0%	17.2%	Y	10	23.3%	27.6%	Y
BA	ADMINISTRATOR	433	306	70.7%	62.4%		102	23.6%	22.8%	
BB	PHYSICIST	577	63	10.9%	14.6%	Y	90	15.6%	15.7%	
BC	CHEMIST METALLURGIST	154	35	22.7%	35.0%	Y	41	26.6%	21.5%	
BD	LIFE SCIENTIST	66	34	51.5%	48.5%		16	24.2%	20.2%	
BE	COMPUTER SCIENTIST	506	107	21.1%	29.8%	Y	111	21.9%	28.1%	Y
BG	ENGINEER MECHANICAL	277	39	14.1%	9.3%		47	17.0%	19.9%	Y
BH	ENGINEER ELECTRONICS	120	14	11.7%	11.9%		22	18.3%	23.2%	Y
BJ	ENGINEER MISC	159	26	16.4%	10.8%		41	25.8%	19.8%	
BK	TECH INFO EDITOR SPEC	32	20	62.5%	67.7%	Y	5	15.6%	27.0%	Y
BZ	ENVIRONMENTAL SCIENTIST	69	27	39.1%	42.2%	Y	13	18.8%	15.3%	
CA	MECHANICAL TECHNICIAN	38	5	13.2%	28.9%	Y	10	26.3%	30.4%	Y
CB	MECH TECH SPECIALIST	136	5	3.7%	10.4%	Y	35	25.7%	24.4%	
CC	ELECTRONICS TECHNICIAN	16	3	18.8%	19.7%		8	50.0%	27.1%	
CD	ELECTRONICS TECH SPEC	75	3	4.0%	15.9%	Y	15	20.0%	29.5%	Y
CE	ELECTRONICS FAB TECH	23	4	17.4%	20.5%		12	52.2%	44.1%	
CI	CHEMICAL TECHNICIAN	52	13	25.0%	36.3%	Y	17	32.7%	26.1%	
CJ	ENGINEERING - SCIENCE TEC	200	63	31.5%	18.4%		49	24.5%	25.1%	Y
CL	ASST TECH COORDINATOR	119	42	35.3%	52.3%	Y	29	24.4%	31.4%	Y
CM	TECH SCIENTIFIC COORD	109	35	32.1%	12.6%		23	21.1%	23.9%	Y
CN	TECH ASSOCIATE / NON ENG	165	34	20.6%	34.8%	Y	30	18.2%	25.2%	Y
CO	DRAFTER DESIGNER	65	5	7.7%	3.9%		20	30.8%	24.0%	
CP	TECH ASSOCIATE / ENG	194	16	8.2%	13.1%	Y	18	9.3%	20.9%	Y
CQ	COMPUTER PROG TECH	62	35	56.5%	22.0%		19	30.6%	44.2%	Y
CS	MEDICAL TECHNOLOGIST	5	5	100.0%	81.1%		1	20.0%	18.0%	
CT	TECHNICAL ILLUSTRATOR	35	14	40.0%	66.7%	Y	9	25.7%	27.1%	
DA	ADMIN. SUPPORT - I	3	1	33.3%	82.1%	Y	2	66.7%	45.0%	
DB	ADMIN. SUPPORT - II	401	395	98.5%	73.4%		114	28.4%	47.5%	Y
DC	RESOURCE MGNT SUPPORT	13	13	100.0%	95.5%		6	46.2%	32.4%	
DD	INFO/COMPUTER SERV SUPRT	34	20	58.8%	16.5%		12	35.3%	29.3%	
EA	CRAFTS	137	5	3.6%	5.2%	Y	38	27.7%	36.0%	Y
EC	MAINTENANCE MECHANIC	20	1	5.0%	5.4%		8	40.0%	36.1%	
EJ	MACHINIST	57		0.0%	4.0%	Y	12	21.1%	44.2%	Y
EK	ASSEMBLY SPECIALIST	16		0.0%	29.5%	Y	2	12.5%	26.6%	Y
FF	WAREHOUSE WORKER	38	5	13.2%	10.3%		15	39.5%	45.9%	Y
FG	PHOTOGRAPHIC SPECIALIST	23	12	52.2%	53.2%		7	30.4%	29.8%	
FH	VEHICLE DRIVER	2		0.0%	6.8%		0	0.0%	48.4%	
GA	LABORER GARDNER	41		0.0%	12.5%	Y	16	39.0%	52.0%	Y
HB	PROTECTIVE SEV OFFICERS	182	6	3.3%	31.9%	Y	73	40.1%	32.0%	
HC	CUSTODIANS	31	21	67.7%	8.3%		15	48.4%	23.3%	
Grand Total		5903	1784	30.2%			1306	22.1%		

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 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 Resources 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 Director has access to the Laboratory Director. The OSDP Director also consults with the Laboratory 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, 2009, has resulted in the following observations:

As might be expected for the year following a major layoff, the Laboratory did not experience a great deal of growth during 2009. Overall across all 45 job groups, movement during the year involved a loss 65 individuals and an addition of 122 individuals, leaving a net increase of 57 employees. The largest overall losses occurred among clerical workers (-19) and scientific managers (-11), while the largest gains were for physicists (36), computer scientists (11) and mechanical engineers (10).

As of 12/ 31/ 09, women were underutilized in 23 of 45 job groups. Of these, the largest numerical underutilization exists in HB (Protective Service Officers – 50), and BE (Computer Scientists – 43). Substantial underutilizations also exist in CN (Technical Associates – 23) and

BB (Physicist – 20). Minorities are also underutilized 23 job groups; albeit in some cases different ones from those for women. Largest underutilizations for minorities overall occur in DB (Administrative Support II – 76) and BE (Computer Scientists – 33). Minorities are also underutilized in job group AA (Management Scientific) by 19 individuals.

Data for specific minority groups reveal some areas of additional concern. Overall, African Americans are the only group that experienced no net growth during the year. African Americans continue to sustain underutilizations in several job groups, including BE (Computer Scientist – 30), DB (Administrative Support II – 28), and BB (Physicist – 10). Also, at an overall utilization rate of 56.2%, African Americans remain LLNL's most underutilized minority group.

Asian Americans, with an overall utilization rate of 78.4%, continue to be well represented within the laboratory's workforce, especially in many scientists and engineering job groups (the 269 Asian incumbents in these job groups exceed the number required for full utilization by 43). The single largest area of underutilization for Asian and Pacific Islander Americans is job group DB (Administrative Support II) where the 5.2% representation of incumbents equates to an overall utilization of 35.6%; with 38 employees needed for full utilization. Asian representation is also relatively low in job groups AA (Management Scientific) and AC (Supervisor Technical); 62.5% and 65.9% respectively.

Overall utilization for American Indians (81.3%) and Hispanics (84.5%) continues to remain positive. Underutilization exists in six of 45 job groups for American Indians. Hispanics are underutilized in more job groups, but the number of employees needed to achieve full utilization in each underutilized job group is in single digits, with the exception of BA Administrator (12) and DB Administrative Support II (14).

Reviews of personnel actions, compensation, and applicant flow data did not reveal any significant findings of problematic areas. The Laboratory continues to support educational outreach efforts as a means of stimulating student achievement, particularly those aimed at increasing the numbers of women and minorities in key scientific and technical disciplines and job groups. Analyses are regularly conducted 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 continue to include historical underutilization trends, local job market competition, and the status of ongoing recruitment and outreach efforts.

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

LLNL develops and executes 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.

Budget limitations and staff reductions continue to pose a challenge for implementing action oriented programs. However, the Laboratory has met this challenge by developing more innovative and collaborative approaches across organizations. One significant example of these efforts is the Monthly Program Review (MPR) process. The MPR is a monthly gathering of the senior management team, held to review progress and status in key Laboratory mission areas. These meetings, are chaired by the Laboratory Director, and address all aspects of the Laboratory's performance relative to key contract metrics. This meeting serves as an excellent forum in which to discuss important Affirmative Action and diversity issues and concerns, publicize events, and develop strategies for resolving issues. Other examples of Action Oriented programs include a collaboration between SHRM and Engineering to conduct accelerated hiring days. Internship and outreach programs were also utilized as action-oriented programs

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.

In addition to the development of new programs, the Laboratory continues to support a number of ongoing programs. The following lists contain the programs offered in CY 2009, and is followed by the list of similar actions planned for CY 2010.

2009 Action Oriented Programs

Academic Collaborations & Support

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
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 Physical Society (APS) Annual Meeting
Area Access Requestor Authority Briefing
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
Department Administrative Seminars
Directorate Colloquiums/ Forums - Energy, PAT, NHI, DNT, SEP
East Bay Women's Conference (EBWC)

Edward Teller Education Center (ETEC)
Engineering Leadership Development Program (ETD)
Executive Presence Seminars
Global Institute for Leadership Development (GILD) - Linkage
HEDS Summer Intern Program (DNT)
Human Performance Indicators
Intellectual Property Training
IMS- Championing Yourself & Your Ideas: Advocacy at Work
IMS- Creating Passionately Devoted Internal & External Customers
IMS- Developing Leadership Charisma: Actions Speak Louder than Words
IMS- Effective Conflict Resolution; An Essential Leadership Asset
IMS- Getting Things Done: Mastering Workflow
IMS- Innovate Like Edison!
IMS- Reducing the Frustration, Cost & Time to Effect Change
IMS- Sharpening Your Communications Edge
IMS- Successfully Navigating Leadership Transitions; Now & in Future Roles
IMS- Using Candor & Const. Confrontation to Increase Accountability
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
Leadership Institute (UC Haas)
Licensing Executives Society (LES)
LLNL Administrative Workshop
LLNL Ombuds Program
MSAP – Management Skills Assessment Program (UC)
Managing the Moment
Microsoft Outlook
Micorsoft Word
Microsoft Excel
Microsoft PowerPoint
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
Presentation Delivery
Professional Business Women's Conference (PBWC)
Professional Development Seminar for Administrative Specialists
San Francisco State University - Certificate
Sexual Harassment Prevention for Supervisors
LLNL Sign Language Class
Society of Women Engineers
Speaking to the Big Dogs
St. Mary's College Degree Programs
Stockpile Stewardship Academic Alliance (SSAA)
Stress & Work Life Balance
Supervision I: Roles, Responsibilities and Resources
Technical Recruiters Briefing

Teller Award Recipients
Teller Scholars (DOE-SC)
The Stress Solution Workshop
TID Multimedia/ Web Intern Program
Toastmasters
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
Writing and Discussing Performance Appraisals Workshop

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 (NOBCChE)
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
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 2010

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

Academy of Art College
Administrative Escort (AE) Briefing
American Physical Society (APS) Annual Meeting
Area Access Requestor Authority Briefing
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
Department Administrative Seminars
Directorate Colloquiums/ Forums - Energy, PAT, NHI, DNT, SEP
East Bay Women's Conference (EBWC)
Edward Teller Education Center (ETEC)

Engineering Leadership Development Program (ETD)
Executive Presence Seminars
Global Institute for Leadership Development (GILD) - Linkage
Hazards Control Department Intern program
HEDS Summer Intern Program (DNT)
How to Handle Difficult People
Human Performance Indicators
Intellectual Property Training
IMS- Achieving Rapid Performance Improvement: The Two Minute Drill Approach to Leadership
IMS- Championing Yourself & Your Ideas: Advocacy at Work
IMS- Creating Passionately Devoted Internal & External Customers
IMS- Developing Leadership Charisma: Actions Speak Louder than Words
IMS- Effective Conflict Resolution; An Essential Leadership Asset
IMS- Getting Things Done: Mastering Workflow
IMS- Innovate Like Edison!
IMS- Negotiating Successful Outcomes; Strategies for Both Collaborative and Competitive Situations
IMS- Reducing the Frustration, Cost & Time to Effect Change
IMS- Sharpening Your Communications Edge
IMS- Successfully Navigating Leadership Transitions; Now & in Future Roles
IMS- Using Candor & Const. Confrontation to Increase Accountability
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
Leadership Institute (UC Haas)
Licensing Executives Society (LES)
LLNL Administrative Workshop
LLNL Ombuds Program
MSAP – Management Skills Assessment Program (UC)
Managing the Moment
Microsoft Outlook
Micorsoft Word
Microsoft Excel
Microsoft PowerPoint
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
Presentation Delivery
Professional Business Women's Conference (PBWC)
Professional Development Seminar for Administrative Specialists
San Francisco State University - Certificate
Sexual Harassment Prevention for Supervisors
LLNL Sign Language Class
Society of Women Engineers

Speaking to the Big Dogs
St. Mary's College Degree Programs
Stockpile Stewardship Academic Alliance (SSAA)
Stress & Work Life Balance
Supervision I: Roles, Responsibilities and Resources
Technical Recruiters Briefing
Teller Award Recipients
Teller Scholars (DOE-SC)
The Stress Solution Workshop
TID Multimedia/ Web Intern Program
Toastmasters
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
Writing and Discussing Performance Appraisals Workshop

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 Council on International Personnel (ACIP)
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 Foreign Student Advisers (NAFSA)
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 (NOBCChE)
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)
Registry of Interpreters for the Deaf
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)
(** targeted deaf 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 School for the Deaf**
California State University (CSU) Northridge**
California State University (CSU) Sacramento
Carnegie Mellon University
DeVry Institute of Technology
DOE Faculty and Student Teams (FaST)
Expanding Your Horizons 2007*

Gallaudet University**
Georgia Institute of Technology (Georgia Tech) *
Idaho State University
Massachusetts Institute of Technology (MIT) *
Modesto Veterans Career Fair*
National Nuclear Security Administration (NNSA) Minority Serving Institutions Program (participating collaborators include; Massie Chairs of Excellence Program and institutions, NNSA Hispanic consortium, Society of Hispanic Professional Engineers, Denmark Technical College, Thurgood Marshall Foundation)
National Organization for the Professional Advancement of Black Chemists & Chemical Engineers*
National Society of Black Engineers*
National Society of Black Physicists
Northern Arizona University
Ohlone College**
Purdue University*
Rochester Institute of Technology**
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.)

The preceding lists clearly indicate the Laboratory's support for and participation 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 are also aimed at improving retention by helping to make the Laboratory's work environment more inclusive and hospitable to employees from all racial and cultural backgrounds. The programs include:

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.

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY INSTITUTIONS

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 interactions with member institutions of the Hispanic Association of Colleges and Universities (HACU) and Hispanic Serving Institutions (HSIs). LLNL's HBCU/ MI outreach efforts are managed by the Office of Strategic Diversity Programs in the Laboratory Director's Office. Additionally, the RCP and other research-oriented collaborations and mentoring efforts are supported by the Physical and Life Sciences Directorate. The leader of these efforts, Dr. Kennedy J. Reed, was named for a presidential award for mentoring in 2009.

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 (LLLWA)
- Lesbian/ Gay/ Bisexual/ Transgender Association (LGBTA)

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. The collaboration and joint planning efforts with the EAOs is facilitated through a monthly meeting that the Laboratory's Strategic Diversity Programs Director has with the EAO chairs. These meetings address, planning for diversity programs and events and other relevant topics regarding diversity at LLNL are discussed. More information about each of the individual groups is provided below:

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 (LGBTA) 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 utilizes an internal auditing and reporting system that allows the Laboratory to assess 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 prepared for 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-bodied 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. This is done by working in close collaboration with SHRM Associate Director and other HR managers and staff. In addition to the affirmative action programs for women and minorities (as noted on page 28) these responsibilities also include programs for individuals with disabilities and covered veterans. Programs for individuals with disabilities are also assisted by managers and staff in the Health Services Program (particularly in the area of reasonable accommodations for persons with disabilities).

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. Key elements of carrying out LLNL‘s programs and activities in this area are described 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 utilizes 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

During the coming year, the Laboratory intends to continue performing the kinds of proactive outreach efforts that resulted in our recent hiring of two severely wounded Iraq war veterans by partnering with the Sentinels of Freedom, a nonprofit group that assists wounded soldiers with finding employment and housing.

As noted in Volume one of this document, LLNL supports an active Armed Forces Veterans Association (LLAFVA). During 2009, the LLAFVA engaged in a variety of activities to increase LLNL employees' awareness of veterans' contributions.

EVENT	TYPE *	EVENT DESCRIPTION
Pen Pal Project with 101st	CO	Collected LLNL Pen Pals and Holiday support for 101st unit in Iraq
Local Jr. College Scholarships	CO	Scholarships to students attending local junior colleges ($500-$250 per student)
East Bay Stand Down	CO, NS	Large Jamboree providing health and legal services to 1500 homeless and economically challenged Veterans
Veterans Breakfast	CO, NS	Serve breakfast at Livermore Veterans Hospital
Memorial Day	S, CO	
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 anually 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.

LGBTA
The Lesbian, Gay, Bisexual, and Transgender Association (LGBTA) 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.

LUChA
La Unión Chicana por Aztlán (LUChA) 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. For the purposes of this document, the term also includes individuals identified as belonging to two or more races (U.S. DOL OFCCP ADM Notice Number 283, 8/ 14/ 2008).

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.

NOBCChE
The National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCChE) 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 Diabled 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 toal 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.