

LAWRENCE LIVERMORE NATIONAL SECURITY, LLC

DIVERSITY PLAN 2007/2008

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Contract Clause I.077, DEAR 970.5226-1 Diversity Plan

Office of Strategic Initiatives and Diversity

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Form 836 (8/00)

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EXECUTIVE SUMMARY

The Lawrence Livermore National Laboratory (LLNL) is a federally funded research and development facility managed and operated by Lawrence Livermore National Security, LLC (LLNS) for the U.S. Department of Energy (DOE), and its predecessor organizations, under the University of California, Contract W-7405-ENG-48 (Contract 48) and LLNS, LLC, Contract DE-AC52-06NA27344. The Laboratory's primary mission is to ensure that the nation's nuclear weapons remain safe, secure, and reliable and to prevent the spread and use of nuclear weapons worldwide. This mission enables our programs in advanced defense technologies, energy, environment, biosciences, and basic science to apply Livermore's unique capabilities and to enhance the competencies needed for our national security mission. The Laboratory serves as a resource to the U.S. government and a partner with industry and academia. As a national security laboratory, we are part of DOE's National Nuclear Security Administration (NNSA). National Security programs represent approximately 89% of the Laboratory's budget, and the Stockpile Stewardship Program accounts for over 70% of our resources.

The Laboratory's fifty-plus years of scientific and technological achievements and breakthrough accomplishments are the product of a highly talented, productive, motivated, flexible and diverse staff that is committed to achieving the Laboratory's goals. Indeed, our principal asset is our quality workforce, which has and will continue to become more diverse over time.

LLNS' Affirmative Action Program (AAP) will be fully compliant with 41 C.F.R. 60-2. AA, EEO, and diversity will be an integral part of the Laboratory's workforce reviews. The Director's memorandum will reaffirm the Laboratory's commitment to nondiscrimination, equal opportunity, affirmative action, and diversity. The memo will also emphasize managers and supervisors' responsibility for implementing the AA/EEO policy in all employment practices. Diversity initiatives for the workforce will be reflected in the following Laboratory policies that maintain result-oriented Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs.

Valuing the diversity and creativity of our workforce is a core value that is reflected in a number of Laboratory documents, policies, procedures, and training, as well as numerous mechanisms for line management communication.

- Equal Employment Opportunity and Affirmative Action policy can be found in the Personnel Policies and Procedure Manual, Section A. General, II.1 Nondiscrimination and II.2 Affirmative Action
- The Sexual Harassment Policy can be found in the Personnel Policies and Procedure Manual, Section A. General, II.1 Nondiscrimination
- Equal Treatment Regardless of Disabilities or Veteran Status Policy can be found in the Personnel Policies and Procedure Manual, Section A. General, II.1 Nondiscrimination

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The Laboratory has an institutionally integrated diversity program administered by the Strategic Human Capital Management (SHCM) (effective 1 Oct 07). In particular, the Work-Life Center (WLC) administers the diversity awareness component of the LLNL institutional diversity program. These diversity programs promote greater awareness, understanding, respect, and inclusion; develop competencies for working with a diverse workforce, target the development of women and minorities for future employment needs; and assure the continued excellence and diversity of the LLNL workforce. Additionally, the Laboratory has an extensive array of educational, community, and business outreach programs that focus on providing opportunities for underrepresented groups.

Diversity is a management priority for the Laboratory and a key element in our workforce planning. We consider the growing diversity of our workforce to be vital in the Laboratory's ability to maintain a work environment in which all employees can contribute to their fullest, and feel valued for their role.

PURPOSE

This document covers Lawrence Livermore National Laboratory's plan for increasing opportunities to acquire, and fully use the talents and capabilities of a diverse workforce. In particular, the topics of workforce diversity at the Laboratory, educational outreach, community involvement and outreach, subcontracting, economic development (including technology transfer), and the prevention of profiling based on race or national origin are addressed. The format used to address the six areas covered by this plan includes a summary describing the Laboratory's current programs and actions within the subject area, followed by plans for the area in the coming year. This plan is updated annually as required by NNSA.

For further information on the various programs described in this plan, refer to the Laboratory's web sites listed in Appendix A. The majority of web resources provided are managed by the Strategic Human Capital Management (effective 1 Oct 2007), which modifies and updates information on a regular basis. Questions regarding the status of the programs referenced within these resources may be directed to the Work-Life Center (WLC).

INTRODUCTION

The Department of Energy (DOE) and the National Nuclear Security Administration (NNSA) have for a number of years actively promoted diversity in the workplace for both Federal and contractor employees through a variety of means. These include reiterating the Department's position on zero tolerance for unlawful discrimination of any kind and requiring contractors to demonstrate full compliance with both the spirit and the letter of the civil rights laws, regulations and policies. An additional strategy the Department employs is to require contractors to develop diversity plans.

This plan is submitted in accordance with UC Contract W-ENG-7405-48 and LLNS Contract #DE-AC52-06NA27344. Once approved by the NNSA Contracting Officer, the plan will be incorporated under LLNS Contract #DE-AC52-06NA27344.

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As required by DOE guidance (Appendix B) for the preparation of the contractually required Diversity Plan, the Laboratory's Diversity Plan addresses the approach for promoting diversity through (1) the contractor's workforce, (2) educational outreach, (3) community involvement and outreach, (4) subcontracting, (5) economic development (including technology transfer), and (6) the prevention of profiling based on race or national origin.

Incorporating principles of diversity and inclusion into operating procedures is the responsibility of all Laboratory organizations and managers. The Laboratory's formal diversity programs are principally managed by the Strategic Human Capital Management (effective 1 Oct 2007). In particular, the Work-Life Center (WLC) manages a number of diversity awareness and outreach programs. SHCM's Deputy Associate Director for Diversity works with the WLC and other Laboratory organizations to help coordinate and optimize diversity efforts across the institution.

PLAN ORGANIZATION

As an annual update of the Laboratory's actions in this area, this document is organized to provide commentary on previous planned actions, and to document future activity. In general, its overall structure and format features four general components, organized as follows:

- Top Level – Section Title and DOE Guidance
- Subsection 1 – Summary of Prior Year's Programs (July 2006 - June 2007)
- Subsection 2 – Outcomes from Prior Year's Programs (July 2006 - June 2007)
- Subsection 3 – Planned Actions for July 2007 - June 2008

DIVERSITY INITIATIVES

1. CONTRACTOR WORKFORCE

DOE Guidance: "The Department's contracts contain clauses on Equal Employment Opportunity (EEO) and Affirmative Action (AA). The Plan may discuss how the contractor has or plans to establish and maintain result-oriented EEO and AA programs in accordance with the requirements of these clauses, and how the contractor's organization includes or plans to include elements/dimensions of diversity that might enhance such programs."

The Laboratory continues to recognize the strategic importance of attracting and retaining a diverse, high quality workforce. Recognizing the workforce as our principal asset, we seek highly talented, productive, motivated, flexible people who are committed to Laboratory's goals and reflective of the diversity of California and the Nation. The SHCM manages the Laboratory's institutional diversity program (effective 1 Oct 2007). Within SHCM, the Human Resources Department integrates affirmative action recruitment and career development activities into all aspects of the department's regular recruitment and career development functions. The WLC focuses on efforts to create a rewarding and hospitable work environment for all employees – including those reflecting racial, gender, ethnic, and other forms of diversity. These organizations work with the SHCM Deputy Associate Director for Strategic Diversity

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Programs and Compliance (DAD) to help the Laboratory to excel as a diversity-friendly employer of choice for talented employees of all backgrounds.

The Contractor's Workforce section is subdivided into three main areas:

- **Section 1.1** discusses the Laboratory's actions taken to fulfill **Equal Opportunity and Affirmative Action** requirements under Executive Order 11246. These efforts primarily focus on affecting the composition of the workforce relative to gender and race/ethnicity, veteran and people with disabilities, and include recruitment and Affirmative Action monitoring activities.
- **Section 1.2**, entitled "**Work Environment**," addresses internal workforce diversity and inclusion efforts. Actions described here are focused on creating a work environment that is inclusive and equally supportive of all members of the workforce.
- **Section 1.3** addresses employee **Career Development**. Programs described here are focused on ensuring that employees from all backgrounds have equal access to Laboratory programs and resources designed to help employees maximize and obtain their career objectives.

1.1. Equal Opportunity and Affirmative Action

1.1.1 Prior Year's Programs (July 2006 - June 2007)

During the previous year LLNL continued to operate its Affirmative Action Program (AAP), consistent with contractual requirements. Clause I.019, 1024 FAR 52.222-26 Equal Opportunity (b) (6) requires the Laboratory to comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor (the Laboratory's Nondiscrimination and Affirmative Action Policy is included as Appendix C.) To ensure integration and coordination with each of the Laboratory's directorates, each directorate identified an Affirmative Action Coordinator (AAC) who reported to the Associate Director and was responsible for compiling the directorate's input into LLNL's institutional Affirmative Action Program. This program was managed by AHRD, which worked with the AACs to coordinate the efforts of each directorate around statistical reporting and good faith efforts undertaken by the directorate to achieve directorate Affirmative Action Goals. This arrangement allows each directorate the maximum flexibility in addressing their unique workforce needs, while maximizing opportunities to partner and join forces where institutional efforts are warranted. As in prior years, the AAP document was published and forwarded to UC Office of the President for approval. The AAP is published by Human Resources. The overall process continued to be overseen and managed by the Deputy Associate Director.

1.1.2 Outcomes from Prior Year's Programs (July 2006 - June 2007)

The planned actions identified for 2006/2007 were carried out through the above programs as indicated in the plan. Minor changes were made to two job groups; AD

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(Supervisor Clerical) and AE (Supervisor Non-clerical). Also, availabilities were again updated to reflect changes in internal availability, as well as historical patterns of internal versus external hiring. As stated, the other regular features of the Affirmative Action program were maintained. These actions include conveying appropriate information to the Affirmative Action Coordinators, senior managers, and NNSA staff. Laboratory managers directly involved in recruitment activities (including the HR manager, Recruitment and Employment Division Leader, University Relations Program Director, and directorate representatives) continued to meet and discuss ways to optimize the Laboratory's Affirmative Action Performance.

The job classification, size, and diversity of the Laboratory's employed workforce are represented in Appendix D. Consistent with the Affirmative Action Program these figures represent employees in indefinite time and flexible term positions.

The workforce demographics, with 7,126 members, showed an overall decrease of 2.9%. There are 32.1% females = increase of 1.9%. Ethnic minorities represent 15% of the population. The further breakdown of minorities by ethnicity includes Blacks 3.3% = 0% change, Asians 9.3% = 4.5% gain, American Indians 1% = no change, and Hispanics 8.4% = 5% increase. Women represent 32.1% of the population, an increase of 1.9%. Additionally, 2.7% of the population is unidentified. Totals numbers for the ethnic minority groups show that the Hispanics and the Asians had the only population increases, each 1.4%.

Women and Blacks showed a decrease in six of the eight EEO categories, followed by men and Hispanics = decrease in 5 categories, American Indians = decrease in 4 categories and Asians = decrease in just 2 categories. All groups within the Professional category decreased; overall decrease of 8.7%. The largest decrease was within the American Indians group (-21.4%).

The largest overall increase was in the category of Managers and Supervisors = 13.9%. Asians population of Managers and Supervisors increased by 32.2%, Hispanics by 17.1%, and American Indians saw an increase of 13.3%. The number of women in the Manager and Supervisor category increased by 23.5%.

While the efforts described above (and those of prior years) have not resulted in all affirmative action goals being achieved, LLNL is committed to improving our performance in this area. Affirmative action goals are not specific numerical hiring targets. By definition, they are hiring percentages that equate to the availability for a given job group (41 CFR §60-2.16(c)). This subject is discussed in detail in the Laboratory's Affirmative Action Plan. Appendix F provides a table summarizing the Laboratory's placement goals for 2005, 2006 and 2007. This information is also included in the affirmative action plan for the corresponding years.

1.1.3 Planned Actions for July 2007 - June 2008

During the coming year the Laboratory will continue to work on automating the process of updating affirmative action availability percentages. Plans also include updating procedures to monitor internal applicant flow data and other personnel actions. LLNS will continue to work on outreach efforts designed to more effectively link summer internship positions with affirmative action underutilizations. Also, efforts begun last year to increase the diversity of the post doctoral researcher workforce will continue. In particular, planned reorganizations in conjunction with the new contract transition involve linking recruitment efforts more closely with the universities outreach efforts. Other ongoing aspects of the affirmative action program will continue. Other actions relative to this topic are recorded in the Laboratory's 2007 Affirmative Action Program.

1.2 Workforce Diversity

The Laboratory's institutional diversity statement reads as follows:

LLNS values the diversity of its workforce. Through the combined efforts of management and employees, we seek to create a work environment that stimulates and encourages all employees to contribute to the Laboratory's mission to the maximum extent of their abilities. This is done by ensuring that all Laboratory management systems and practices function in a manner that guarantees equal access to opportunities and rewards for all.

The Laboratory's diversity program contributes to the vision presented in this statement through an array of activities that promote awareness and appreciation of differences, and mutual respect and inclusion for and among all employees. These efforts are strongly supported and encouraged by all levels of Laboratory management.

1.2.1 Prior Year's Programs (July 2006 – June 2007)

The Laboratory conducts a number of programs aimed at creating a more positive and supportive work environment for all employees. The Laboratory's major institutional diversity programs and activities are listed below.

1.2.1.a Employee Affinity Organizations (formerly Employee Network Groups)

The Laboratory sponsors and encourages the following employee affinity organizations (EAOs):

- Asian Pacific American Council (APAC)
- Association of Black Laboratory Employees (ABLE)
- American Indian Activity Group (AIAG)
- Amigos Unidos Hispanic Networking Group (AUHNG)
- Lawrence Livermore Laboratory Women's Association (LLLWA)
- Lesbian, Gay, Bisexual, and Transgender Association (LGBT)

- Lawrence Livermore Laboratory Armed Forces Veterans Association (LLAFVA)

The Work-Life Center supports these employee-managed associations, fostering strong working relationships and promoting diversity awareness and understanding Laboratory-wide. The WLC administers funds for cultural awareness activities coordinated by the EAOs and WLC. In 2006-2007, the EAOs and WLC coordinated 21 diversity programs. These programs open to all Laboratory employees, highlighted cultural awareness months and explored current issues in diversity. Several programs were offered in partnership by multiple groups, presenting a multicultural perspective.

The 2006/2007 program highlights include a presentation by Dr. Horace Mitchell, President California State University Bakersfield, in recognition of Martin Luther King, Jr. Day; Debra J. Crumpton, speaking in honor of Women's History Month; and William Poy Lee and Patti Poblete speaking in honor of Asian Pacific Heritage Month. The year culminated with presentations by Shelly Prevost and Professor Joan Roughgarden, speaking in honor of Gay Pride Month. A list of 2006/2007 diversity programs coordinated by the EAOs and WLC is attached as Appendix E.

1.2.1.b Diverse Technical and Cultural Speakers

A diverse group of nationally and internationally renowned individuals are invited to speak on topics of interest in scientific and non-scientific fields. The objective of these speaking engagements is to promote an understanding and appreciation of diversity and to highlight the achievements of prominent individuals from diverse backgrounds. The Laboratory has a longstanding tradition of featuring distinguished speakers from the scientific arena. Keeping diversity in mind, this program broadens the scope of speakers to include individuals and topics of interest not typically featured through the traditional channels.

1.2.1.c Diversity Forum

The Diversity Forum consists of representatives from each directorate and employee networking group. The Work-Life Center Diversity Program Leader is an ex officio member of the Forum. The management liaison to the Forum is the AHRD (SHCM) Deputy Associate Director for Diversity.

The Forum meets monthly to share and coordinate information on diversity efforts occurring around the Laboratory. In 2006/2007, Forum members presented on diversity programs and issues in teams of directorate and employee networking groups representatives. The team approach enhanced inter-group communications, promoted partnerships and increased information sharing.

1.2.1.d Multicultural Faire

Day on the Green, a multicultural festival, is the Laboratory's largest celebration of diversity. In 2006, the event drew approximately 300 participants. The goal of Day on the Green is to give employees an opportunity to share their culture and history, and to learn about the culture and history of others. This year, the festival featured multiple cultural booths, a performance by Steel Jam, a Caribbean-style steel drum group, and diverse foods provided by the EAOs. The event is coordinated by the Work-Life Center and is co-sponsored by various Laboratory directorates.

1.2.2 Outcomes from Prior Year's Programs (July 2006 - June 2007)

1.2.2.a The Laboratory conducted its diversity program as planned, demonstrated by the activities noted in section 1.2.1. Of note, many of the year's programs were conducted in partnership by multiple groups or organizations working across boundaries to promote inclusion. The Work-Life Center, Diversity Forum and employee affinity organizations actively pursued and successfully implemented a number of cross-cultural partnerships. Exemplary partnerships include Martin Luther King Celebration, co-sponsored by the Director's Office, Asian Pacific American Heritage Month, co-sponsored by the Computations Directorate, and Deaf Awareness Week, co-sponsored by the Health Services Department.

1.2.2.b In 2006/2007, the Work-Life Center staff revised the Employee Affinity Organization Guidelines (formerly Employee Networking Group Guidelines). Revisions were kept to a minimum in light of the upcoming management transition.

Revisions include:

- minor grammar edits,
- order of content changes for clarity,
- organizational name and title updates, such as Diversity Program Leader, Work-Life Center, and employee affinity organization, and
- amendments relevant to policy and procedural changes, including deletion of scholarship section, addition of bank account reporting, and clarification of funding request procedures.

1.2.2.c In 2006/2007, the Directorate continued its strategic planning process, focusing on an assessment of current programs. Following, the strategic planning team framed a vision and mission statement, and defined principles and values. The team ended the year by completing a study of best practices.

1.2.3 Planned Actions for July 2007 - June 2008

1.2.3.a The Laboratory will continue to offer a suite of diversity programs, including a variety of speaking engagements and cultural events, many conducted in

partnership with the employee affinity organizations. Program development and offerings may change considering the changing needs of the work environment and the availability of resources.

1.2.3.b Future initiatives will include investigating methods for:

- creation of tools and resources supporting employee affinity organization leadership development,
- extending outreach to directorates expanding on diversity program partnerships, and
- exploring of recruiting partnerships in support of an inclusive, diverse workforce.

1.2.3.c The Strategic Human Capital Management (effective 1 Oct 2007) will continue to work towards the development of a strategic, comprehensive and integrated diversity program. Next steps will include outreach to other directorates and building partnerships for program support.

1.3 Career Development

UC and LLNS recognize the critical importance of providing career advancement opportunities for its staff. This both increases employee morale, and helps to ensure that employees' talent is utilized in the best possible manner while preparing developing work force competence in areas needed for future missions and directions. The programs and activities discussed below describe some of the efforts the Laboratory takes to ensure that all employees, including those from diverse backgrounds, have equal opportunity to develop their Laboratory careers.

1.3.1. Prior Year's Programs (July 2006 - June 2007)

1.3.1.a. Employee & Organization Development Division

As in prior years, during 2006/2007 the LLNL continued to support training, education and development opportunities for its staff. The Laboratory provides opportunity through a comprehensive array of different venues to meet the needs of organizations and employees. These include: training available on-site, public workshops, conferences, e-Learning, televised short courses, and distance learning from UC Davis, CSU Chico, and Stanford University. E-learning and televised short courses aligned to strategic competency areas are provided at no cost to employees. Tuition assistance is available for approved degree, academic coursework, and certificates.

In addition to the programs listed above, a number of Laboratory organizations sponsor their own training and development courses. The Employee & Organization Development Division (EODD) of the Strategic Human Capital Management (effective 1 Oct 2007) manages the Laboratory's academic and

continuing education programs, core leadership and management development programs, e-learning platforms and directions, provides resources for custom training design, and offers an array of personal and professional development courses for a laboratory-wide audience. It also provides career resource services to meet the information, assessment and career counseling needs of employees.

1.3.1.b. Supervisory and Management Training

Core management and leadership programs are designed and managed through EODD. Key components include:

- Supervision I: Roles, Responsibilities and Resources
- Supervision II: People, Performance and Problem-Solving
- Management Institute
- Leadership Lecture Series
- Briefings and Short Courses

LLNS' Industrial Partners will provide leadership development courses as well. In addition, broad selections of training opportunities for specific skills are available as on-site open enrollment offerings. Individual directorates may supplement core programs with customized leadership development programs, designed and coordinated by EODD consultants.

1.3.1.c. Targeted Career Development Training

In addition to the above programs, EODD sponsors career development training designed to specifically address issues unique to minorities. In particular, LLNL has offered training sponsored by Leadership Education for Asian Pacifics (LEAP) to its Asian/Pacific Island American (APA) employees for several years. Two similar programs provided equivalent experience to African Americans and Latino employees. The African American program has been offered every other year. The Latino Leadership Education and Development (LLEAD) program has been offered since 2002. Leadership alumni groups have been formed for the Asian Pacific, African American and Latino leadership program participants.

Coordinated by EODD, these groups were formed to provide continued professional development support and networking opportunities. Speakers from within the groups and from outside are featured periodically to cover topics including leadership, communication, and career management. Additionally, the groups have regular dialogue on a wide variety of topics aimed at helping participants to become more effective and successful within the organization.

1.3.1.d. Professional Development Mentoring Program

The Lawrence Livermore National Laboratory offers employees a number of opportunities to obtain mentoring, both formal and informal. Several

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directorates have initiated and/or continue support of mentoring programs. Laboratory mentoring initiatives were consolidated this year and can be viewed at the following URL:

http://www-.llnl.gov/human_resources/sedd/eodd/spotlight_mentoring.html

Additionally, the Laboratory offers a power mentoring series for mentors and mentees.

1.3.1.e Diversity Training

The Employee and Organization Development Division integrates the topic of diversity into the supervisory, management and open enrollment courses.

1.3.2. Outcomes from Prior Year's Programs (July 2006 - June 2007)

As planned for 2006/2007, EODD's efforts during the past year, both within and outside of the directorate, helped to ensure that best-in-class employee training and development opportunities were available to all Laboratory employees. Specific aspects of the results of these implementation efforts include:

1.3.2.a. Courses, lecturers and continuing education offerings continue to be added or revised to meet workforce needs. EODD has added specific courses to address needs of targeted audiences as well as revised courses to integrate diversity concepts into existing content. An employee guide revised orientation programs and enhanced web-sites and guidelines address these areas.

1.3.2.b. EODD created a new Career Development e-Learning center for employees with rich resources for training and career development and may be viewed at http://www-.r.llnl.gov/human_resources/sedd/eodd/topic_cd_career_development.html.

1.3.2.c. Institutional Guidance on Career Development has been provided to directorates and employees as framework for directorate strategies and assistance in individual career development. The guide is readily accessible to all directorates and employees through the new Career Development e-Learning Center.

1.3.2.d. The alumni group for participants of LEAP and LLEAD continued to meet periodically and are closely linked to Laboratory affinity groups.

1.3.3. Planned Actions for July 2007 - June 2008

LLNS will import private sector HR business systems and tools for career planning and development; identification, tracking, and advancement of high-potential employees; succession planning for critical positions; replacement planning for technical and professional positions; and essential skills tracking and retention. LLNS will also initiate PBL, performance-based leadership training, which will teach tomorrow's leaders how to inspire, motivate, and manage employee behavior and performance. PBL is a customized

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behavior approach to leadership that uses a modern “coaching” model. Its centerpiece is applied behavioral science – a scientific approach to understanding human behavior and its causes.

Classes will be provided, (classroom and online learning), offering team-based leadership, skills and competencies, career development and career-specific technical and professional topics, providing the opportunity for employees to gain new, or refresh existing skills.

LLNS also intends on using succession planning as a tool to identify employees and prepares them for their changing career roles. It will ensure that the next generation of employees receives the education, training, mentoring, and practical experience required for them to seamlessly assume positions that require particular skills. During the initial year of the contract LLNS will develop succession plans for those with critical skills, and then extend these efforts to other essential skills during subsequent years.

The performance expectations for each employee underpin the collective success of LLNL. LLNS core values include:

- Working safely, securely, and compliantly
- Integrity and responsible stewardship of public trust
- Excellence in work performance and a commitment to continuous improvement
- Teamwork while preserving individual initiative
- Balancing innovation with discipline work execution
- Treating each other with respect.

LLNS will strive for continuous improvement and workforce alignment with trackable metrics (such as critical skills vacancies) and selected Six Sigma analyses and improvement projects. Mechanisms for oversight, self-assessment, and quality assurance will be put into place to transparently monitor our performance and provide the basis for continuous improvement.. The measurement tools will include:

- Annual workforce reviews of each directorate by the Laboratory Director
- Benchmarking against best-in-class organizations
- Ensuring that all SHCM initiatives directly support the missions
- Verifying, through periodic parent organization management reviews, that the recruiting and retention programs incorporate best practices and lessons learned
- Using Contractor Assurance System to tract management performance in SHCM programs.

Generating the data needed to support workforce realignment is an integral part of the LLNS approach. Staffing levels will be continually realigned and right-sized to reflect efficiency gains, continuous improvement enhancements, changes in missions needs, funding profiles, NIF startup, direct-to-indirect ratio optimization, and NWC integration. LLNS will conduct a Work For Others (WFO) program, which includes major sponsors such as the DOD, National Aeronautics and Space Administration, National Institutes of

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Health, the National Science Foundation, the Department of State, non- federal entities, local and state governments, and academia.

The annual workforce reviews will include reviews of the skills mix, future Science & Technology roadmap requirements, identification of top performers, success ion plans, recruitment and retention strategies, and diversity for each directorate and the Laboratory.

2. EDUCATIONAL OUTREACH

DOE Guidance: "The Plan may discuss the contractor's community relations activities in support of diverse elements of the local community, for example: support for science, mathematics, and engineering education; support for community service organizations; assistance to governmental and community service organizations and for equal opportunity activities; and community assistance in connection with work force reduction plans; strategic partnerships with professional and scientific organizations to enhance recruitment into all levels of the organization; and use of direct sponsorship or making individual employees available to work with a specific community activity."

Lawrence Livermore National Laboratory performs education outreach to a wide variety of institutions, communities, and stakeholders. Per the DOE guidance above, this section of the report addresses educational outreach activities in support of local educational institutions and LLNL's local community. Section 3 of the report covers the Laboratory's outreach to Historically Black Colleges and Universities and other diverse educational institutions.

2.1. Prior Year's Programs (July 2006 - June 2007)

2.1.a. The Laboratory continues to have a strong and vital relationship with its surrounding communities. The LLNL community relations include but are not limited to: positive working relationships with local and regional elected officials and their staff, city offices, school districts, and Chambers of Commerce; support for science, mathematics, and engineering education, with a particular focus on the Livermore Tri-Valley and San Joaquin Valley; active participation on state and regional educational initiatives, including but not limited to the California Council on Science and Technology, the California Cooperative Education and Internship Association, Bay Area Science and Innovation Consortium, Tri-Valley Education Collaborative, and committees sponsored by the San Joaquin County Office of Education; and support for community service organizations.

2.1.b Ongoing programs that foster good community relationships include but are not limited to: Community Tours, the Discovery Center, School Tours, Science on Saturday, Expanding Your Horizons in Math and Science, Fun with Science, Got Science?, MathCounts, National Engineers Day, the Tri-Valley Science and Engineering Fair and science-based teacher professional development programs. Many of these programs are specifically oriented to K-12 science, math and engineering educational outreach. Laboratory employees also assist with school-

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run science fairs, career fairs, mock interviews and classroom science speakers and demonstrations. Additional information regarding these programs may be found in the Lab's *Community Report*, dated June 2004, and on the Laboratory's Education Web page.

- 2.1.c.** Laboratory employees are generous contributors to community welfare through volunteerism and charitable giving. The annual employee charitable contribution program, the HOME (Helping Others More Effectively) Campaign, has raised more than \$1 million annually since 1995. More than \$1.4 million was raised this past year. This money benefits local nonprofit agencies and umbrella groups. The HOME Campaign is the largest workplace contributor to the Livermore Valley Education Foundation and the Tri-Valley Community Foundation.

2.2. Outcomes from Prior Year's Programs (July 2006 - June 2007)

Outcomes related to educational outreach from the past year are detailed in the Lab's 2007 *Contract 48 Appendix F Self-Assessment Report* submitted to the DOE/NNSA. A few items are highlighted below.

- 2.2.a.** The LLNL continues to host minority and female student programs for special tours as requested and resources allow. For example, LLNL continues to partner with MECCA, a Tri-Valley after school science enrichment program for high school girls. High school girls in a math-based summer enrichment program at California State University Stanislaus toured the Laboratory and met with female scientists and engineers. Students from Oakland were invited to participate in the Lab's National Engineer's Day.
- 2.2.b.** The Laboratory continues to maintain strong working partnership with the Livermore Valley Joint Unified School District (LVJUSD). Over 30% of the LVJUSD school population consists of children of color, with the majority being Hispanic and Asian Pacific Islander. The Lab is a critical partner in the district's MathCounts program, an enrichment, coaching, and competitive program that promotes middle school mathematics achievement and it's TOPScience Program.
- 2.2.c.** The Lab's Amigos Unidos Diversity Networking Group provides LLNL speakers of Hispanic heritage to English Language Development (ELD) classes at Livermore schools to talk to ELD students about education and career choices, and to serve as positive role models for young Hispanics. The program was expanded, as resources allow, to other school districts. LLNL Latino employees participated in the Alameda County Latino Education Summit for middle and high school students conducted at California State University East Bay.
- 2.2.d.** The Lab made major progress in expanding its educational outreach to the Central Valley. This is a high need region of California with a diverse student population. More than 1000 students and teachers participated new events at Tracy schools, six Science on Saturday lectures were conducted with 1250 attendees, a record

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551 girls attended the San Joaquin Expanding Your Horizons Conference, the Lab's Teller Scholarship Awards were expanded to Tracy, and additional Tracy teachers were hired as educational partners.

- 2.2.e.** The Edward Teller Education Center (ETEC) offered science-based teacher professional development programs at five locations in the Central Valley of California, in addition to its main Livermore Lab location. This past year, LLNL was awarded \$50K from DOE for four teachers to participate in the DOE ACTS Program. ETEC Teacher Research Academies were accepted as part of the M.S in Education program at California State University East Bay. A new Energy Technologies academy was added, and academy offerings at the Central Valley satellite locations were expanded. Teacher professional development classes are offered at each of these sites.
- 2.2.f.** The Student Employee Graduate Research Fellowship (SEGRF) program is the Laboratory's premier student internship program, and the most effective at producing graduates who go on to become fulltime LLNS employees. Of the 18 SEGRF fellows selected between June, 2006 and February, 2007, despite best efforts, none were from underrepresented groups. The Laboratory has been making aggressive efforts to improve the minority candidate pool applying to the SEGRF Program. Specifically, it has made a significant effort to enhance the visibility of the program at UC Riverside, which has the highest minority student population of any of the ten UC campuses.

2.3. Planned Actions for July 2007 - June 2008

LLNS intends to continue with the existing community/educational outreach programs. The Laboratory also intends to facilitate K-12 educational outreach efforts that target diverse populations.

LLNS will work with NNSA and other NWC sites to compile each site's critical and essential skills needs (current and projected). LLNS will approach the universities with which the NMC sites have relationships and work cooperatively with them to develop curricula and training programs. These tailored curricula will help to demonstrate that their graduates will be marketable in the high-tech national security industry.

3. COMMUNITY INVOLVEMENT AND OUTREACH

DOE Guidance: "The Plan may discuss the contractor's strategies to foster relationships with Minority Educational Institutions and other institutions of higher learning (e.g., Historically Black Colleges and Universities, Hispanic serving institutions, and Native American institutions) to increase their participation in federally sponsored programs through subcontracting opportunities, research and development partnerships, and mentor-protégé relationships. The contractor's Plan may also discuss cooperative

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programs, which encourage under represented students to pursue science, engineering, and technology careers.”

As noted in the introduction to Section 2, this section of the report addresses the LLNL’s outreach to Historically Black Colleges and Universities and other diverse educational institutions.

3.1. Prior Year’s Programs (July 2006 - June 2007)

LLNL operated a number of outreach programs to underrepresented post-secondary institutions during the past year. These included:

3.1.a. The Research Collaborations Program (RCP). This program, managed by Dr. Kennedy Reed, continues to build and support collaborations between faculty at HBCUs and LLNL technical staff. The program focuses principally upon physics faculty and upon technical topics with direct benefit to the Laboratory’s missions. Dr. Reed and his colleagues continued to generate funding from the National Science Foundation to support the development of similar collaborations between HBCU faculty and S&T Centers sponsored by the NSF.

3.1.b. The SHCM directorate office oversees the Science and Engineering Alliance (SEA), a consortium of four HBCUs (Alabama A&M University, Jackson State University, Prairie View A&M University, and Southern University Baton Rouge) and the Laboratory.

3.1.c. SHCM also maintained its operation of the American Indian program office, which sponsors the Laboratory’s interactions with American Indian tribal institutions through its program office located on the campus of Diné College in Shiprock, New Mexico.

3.2. Outcomes from Prior Year’s Programs (July 2006 - June 2007)

3.2.a. The Laboratory was successful in maintaining its outreach to and support of minority serving institutions during the past year. Highlights of these interactions include:

- Support for the SEA Student Technical Conference
- Visits to SEA campuses by LLNS senior managers
- Visits to LLNS by a number of prominent American Indian organizations and officials
- Ongoing scientific collaborations sponsored by the RCP

3.2.b. The SEA’s Visiting Faculty Researcher program achieved a very successful start. The selected faculty member participated in a program along with two LLNL researchers.

3.2.c. National Hispanic University (NHU)

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LLNL has continued to make positive strides in our interactions with NHU. Last year, nine NHU students worked as summer interns at LLNL. Managers from both institutions have continued to interact, and LLNL provided a letter of support to NHU in its proposal for a National Science Foundation project. Also, Laboratory managers recently approved language for a Memorandum of Understanding (MOU) between the Laboratory and NHU.

3.3. Planned Actions for July 2007 - June 2008

LLNS recognizes the diverse interests of the region and its stakeholders. They intend on engaging regional stakeholders in issues and concerns of mutual interest. LLNS also recognizes that giving back to the community is a worthwhile business practice.

LLNS will provide community support to facilitate Laboratory operations, including coordination with the Counties of Alameda, Contra Costa, and San Joaquin. In order to determine what support the community needs to facilitate Lab operations, LLNS will perform periodic assessments.

LLNS plans to continue supporting minority serving institutions during the coming year. We hope to make arrangements to continue the SEA faculty researcher program in FY 09, after the results of this year's program are disseminated. Ongoing efforts with the RCP and NHU are expected to continue. LLNL expects to sign the MOU with NHU prior to 1 October 2007.

4. SUBCONTRACTING

DOE Guidance: "If appropriate to the contractor, the contract will contain FAR clause 52.219-9, entitled, "Small Business Subcontracting Plan," and other small business related clauses. Additionally, the solicitation under which the contractor proposed may have contained additional guidance on small business subcontracting.

The Plan may discuss outreach activities and achievements for enhancing subcontracting opportunities for small businesses, small disadvantaged businesses (e.g., small businesses owned and controlled by socially and economically disadvantaged individuals, tribes, Alaska Native Corporations, Native Hawaiian Organizations, or Community Development Corporations), small business firms located in historically underutilized business zones, woman-owned small businesses, and veteran-owned (including service-disabled veteran-owned) small businesses. The Plan may also discuss actual or planned participation in the Department's Mentor-Protégé Program."

4.1. Prior Year's Programs (July 2006 - June 2007)

4.1.a. The Laboratory's Small Business Program Office (SBPO) is the organization responsible for diversity efforts in the subcontracting area. This office is both thorough and comprehensive in its efforts to identify and utilize diverse small

business vendors. The SBPO is a part of the Procurement Department. One of its functions is to identify qualified suppliers capable of providing products and services to the Laboratory. The principle function of the SBPO is to assure that Small Business Enterprises (SBEs), Small Disadvantaged Businesses (SDBs), Woman-Owned Small Businesses (WOSBs), Historically Underutilized Business Zones (HUBZones) Veteran-Owned Businesses (VOBs), and Service Disabled Veteran-Owned Businesses (SDVOBs) are sufficiently represented under each North American Industrial Classification System (NAICS) Code utilized by the Laboratory in its procurements. As a result of the SBPO's efforts, the Procurement Department's vendor database currently includes approximately 10,000 suppliers including SBEs, SDBs and WOSBs located in the immediate San Francisco Bay Area as well as the rest of California and in locations throughout the United States. LLNL's SBPO also participates in a number of local and national conferences and meetings to increase exposure to and connect with SBEs, SDBs and WOSBs attending these conferences, which include, but are not limited to, NASA's Jet Propulsion Laboratory's (JPL) Annual High-Tech Small Business Conference, the U.S. Army Corps of Engineers Veterans Small Business Conference, the Pan Asian American Conference, the DOE Small Business Conference, the Reservation Economic Summit and American Indian Business Trade Fair, the California Governor's Small Business Day, and others.

- 4.1.b.** The Laboratory is also committed to continuing its liaisons with the following organizations: The California Hispanic Chamber of Commerce, The California Black Chamber of Commerce (CALBCC), National Center for American Indian Enterprise Development (NCAIED), Northern California Supplier Development Council (NCSDC), Women's Business Enterprise National Council (WBENC), East Bay Conservation and Reinvestment Commission (EBCRC), the U.S. Pan Asian American Chamber of Commerce, the Northern California 8(a) Association, the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA).
- 4.1.c.** The SBPO reviews all requisitions, prior to buyer assignment which have estimated values of \$100,000 and above, for possible procurement opportunities for all small business enterprises. The LLNL's Standard Practices Section 19.3 (Set-Asides) allows the Laboratory to make awards to all small business enterprises of \$100,000 or less on a non-competitive basis. Subcontracts for \$100,000 or less can be Set-Aside for SB concerns provided they are able to meet the Laboratory's requirements and the award can be made at fair market prices.
- 4.1.d.** For procurement actions estimated to be \$550,000 or more the contractor must submit a Small Business Subcontracting Plan to the LLNL in accordance with the requirements as stated in FAR 52.219-9 Small Business Subcontracting Plan (SEP 2006), unless the subcontractor is a small business or there are no subcontracting possibilities. This requirement can be found in the General Provisions section of each subcontract issued by the Laboratory. Upon its completion and submittal by an authorized representative of the vendor, the Small Business Plan is reviewed

by the SBPO. In its review, the SBPO looks at the proposed percentage of usage (i.e., proposed subcontracting award dollars) for all small business enterprises including SDBs and WOSBs within the vendor's overall procurement effort. If the proposed percentages appear to be low for any of these categories, the SBPO representative will attempt to negotiate a higher percentage(s) of utilization with the company submitting the plan. More information concerning the Laboratory's SBPO may be found at the web address provided in Appendix B.

- 4.1.e. The SBPO's Business Size Review process has been revised for better efficiency and accuracy concerning the socioeconomic status of the suppliers. SBPO personnel perform a quarterly review/validation of all Subcontracts awards greater than \$550,000 in an effort to confirm and/or comment on the business size (i.e. Large Business or Small Business) of the Awardees. The SBPO will use various resources (the U.S. Government's Central Contractor Registration web site, the LLNL Procurement database and the written Representations/Certifications of the suppliers) to validate the socioeconomic data for awarded contracts. This will prevent 'mis-coding' in our procurement system, which could result in incorrect socioeconomic data reporting.

4.2 Outcomes from Prior Year's Programs (July 2006 - June 2007)

- 4.2.a. The SBPO continued its inreach effort to inform various Resource Managers, Technical Release Representatives, and Departments/Programs of the purpose and need to more fully develop and make use of all small business enterprises including SDBs and WOSB. The inreach effort has lead to the SBPO observing an increase in request for assistance by Procurement Specialist, in the area of market research. This increase has afforded the SBPO additional opportunities to focus the large dollar procurements towards small business set-aside competitions.
- 4.2.b The SBPO has continued its inreach efforts in organizing on-site meetings and presentations for technical end users by small business suppliers. Since 9/11 DOE and Laboratory security protection strategies have inadvertently limited small business access to the Laboratory. These meetings and presentations have become vital to small businesses to gain access to the most appropriate technical end users.
- 4.2.c. The SBPO has developed an Inreach Business Directory which allows small business enterprises including SDBs and WOSBs to "upload" their company information onto a LLNS managed database. The information is then segmented into categories which list the company's contact info, web address, NAICS code number, and product or service description. This information is then placed on the LLNL Procurement Department's web site which is accessible by Procurement Representatives and Department/Program Technical Release Representatives. This directory is also used by the SBPO to conduct Market Research

4.3. Planned Actions for July 2007 - June 2008

LLNS' Small Business Subcontracting Plan describes the approach to involving small business (SB), veteran-owned small business, (VOSB), service disabled veteran-owned small business (SDVOSB), historically underutilized business zone (HUBZone), small disadvantaged business (SDB), and women-owned small business (WOSB) concerns to the maximum extent practicable and to the extent consistent with the government's interest. The LLNS Small Business Subcontracting Plan is submitted in accordance with FAR19.708 (b), FAR52.219.-8, and FAR 52.219.9.

On May 8th 2007, DOE/NNSA awarded contract DE-AC52-06NA27344 to the Lawrence Livermore National Security, LLC, (LLNS). LLNS consists of five large businesses and four small businesses. The small businesses include two SDBs and two WOSB. LLNS, LLC contract to manage the Laboratory starts on October 1, 2007. LLNS has teamed with four SB companies, which add to the capabilities in laboratory management. These are:

- Dynamac Corporation (Dynamac), a WOSB, has been named as our protégé. Dynamac will provide comprehensive environmental investigation, regulatory compliance, waste management, and pollution prevention.
- GEM Technology International, Inc., (GEM) has successfully graduated from the 8(a) program and is a WOSA. GEM will provide vulnerability assessments.
- Professional Project Services, Inc. (Pro2Serve) is an SB and will provide an integrated systems approach to technical and operational security involving the Argus system.
- TerranearPMC (Terranear), an 8(a) SDB, will provide environmental restoration management and services.

LLNS has also proposed a higher overall small business goal for FY08, an increase from 40% in FY07, to 45% in FY08. This boost would increase the small business awards by \$30 million dollars depending on the Socioeconomic Base. LLNS has also increased the SDB goal from 5% to 7%, leaving the WOSB goal at 6%.

LLNS has also proposed implementing three new additional augmentations to the small business program: 1) Corporate Commitment by senior management; LLNS will include a SB performance report in the quarterly LLNS Board of Governors meetings, and the Laboratory Director will issue a personal letter to the entire Laboratory encouraging the use of small business; 2) LLNS will elevate the SBPO reporting responsibility to the Supply Chain Manager; 3) LLNL under LLNS will participate in the DOE Mentor-Protégé program for the first time. At DOE/NNSA's announcement of the LLNS contract award, LLNS named a WOSB as its first protégé.

- 4.3.a.** LLNS plans on sponsorship of and/or participation in various local, regional, and national SB trade fairs and conferences.

- 4.3.b.** LLNS will maintain membership in and coordination and cooperation with SB organizations, economic development organizations, and commercial and governmental organizations at the local, state, and national levels.

LLNS outreach efforts to obtain sources include:

- Provide a full-time onsite small business program manager who will serve as a liaison among the SB community, internal acquisition personnel, and the client
- Plan solicitations (including time for preparation and development of SOW, quantities, specifications, and delivery schedules) to facilitate SB participation in subcontracting opportunities and solicitation, offer, and proposal activities
- Establish and maintain contacts with SB trade associations and business development organizations
- Attend SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB business procurement conferences and trade shows
- Conduct external workshops, seminars, and training programs to ensure SBs are familiar with the requirements for doing business as LLNS
- Maintain an effective outreach program by sponsoring and attending regional procurement conferences, trade fairs, and other functions to locate additional qualified sources
- Implement an ongoing “in-reach” program that provides SBs access and exposure to key project planners and managers
- Request sources from the SBA commercial market representative and access the CCR Dynamic Small Business search database when needed
- Utilize newspapers and magazine ads to encourage new sources
- Develop a comprehensive SB source list that includes past performance and is easily accessible and useful to acquisition personnel
- Select and qualify SB concerns to perform specific scopes of work
- Structure the program to help develop the capabilities and quality of services provided by SB suppliers and subcontractors currently working at LLNS
- Use book references, catalogs, source lists, or other reference material to identify SB, VOSB, SDVOSB, HUBZone SB, SDB, and WOSB sources before the acquisitions are placed

5. ECONOMIC DEVELOPMENT (INCLUDING TECHNOLOGY TRANSFER)

DOE Guidance: “Some of the Department’s contracts include clauses dealing with technology transfer. Planning or activities developed under such clauses may apply to this element of the Diversity Plan. Additionally, subcontracting policies and activities undertaken or planned by the contractor with small, small disadvantaged, woman-owned, and service-disabled veteran small business concerns for the purpose of assisting the economic development of, or transferring technology to, such business concerns may be discussed.”

5.1. Prior Year's Programs (July 2006 – June 2007)

5.1.a. The Laboratory's Economic Development activity with respect to diverse communities is primarily addressed in the area of small, disadvantaged, or women-owned (SDWO) businesses described above. The LLNL sponsors a viable and effective technology transfer program through its Industrial Partnerships and Commercialization (IPAC) Office. The IPAC Office has a primary point of contact (POC) who addresses SDWO inquiries for appropriate attention and action. The IPAC office posts all opportunities to develop collaborative research partnerships and technology licensing agreements in the Federal Business Opportunity Announcements (FBOs) (as required), and as such, a measure of equality of opportunity for all interested businesses is achieved. In addition, the IPAC Office utilizes its website as a marketing tool to advertise opportunities for SWDOs to acquire R&D grants with other federal agencies (i.e., SBIRs and STTRs).

5.1.b. More focused activities to promote such opportunities among diverse businesses are coordinated with the Laboratory's Small Business Program Office in the Procurement and Material Department as well as the Tri-Valley Business Council (TVBC); Technology Venture Corporation (TVC); and the City of Livermore's Economic Development Office.

5.2. Outcomes from Prior Year's Programs (July 2006 – June 2007)

5.2.1. Economic Development

As intended, IPAC, the Small Business Office, Technology Ventures Corporation (TVC), Tri-Valley Business Council (TBVC) and the City of Livermore's Economic Development Office met throughout the year to discuss ways to assist SDWO vendors in participating in LLNS technology transfer opportunities. During this program year, a Chief Technologist from IPAC was appointed to assist the IPAC Director in economic development and outreach activities.

During this program year, LLNL signed Letters of Commitment for six SBIR/STTR proposals submitted with small businesses to various federal agencies. Two of the proposals involve small businesses residing in California.

From July 2006 through June 2007, a number of licensees contribute to economic development in the broader Bay Area region and in the state of California. A total of 44 Bay Area companies (21 Commercial and 23 End User License Agreements) have active licenses to LLNS technology and a total of 86 in the state of California (31 Commercial and 55 End User License Agreements).

5.2.2. Economic Development Outreach

Outreach is essential to the furthering of relationships between LLNL's Industrial Partnering and Commercialization Office and the surrounding community. A significant number of the companies are small businesses. Following are highlights of IPAC's community involvement programs for FY 2007.

- 5.2.2.a.** To fulfill fairness of opportunity requirements and give small and disadvantage companies notice of our technology licensing and partnering opportunities, IPAC utilizes the Federal Business Opportunity (FedBizOp) website and our IPAC website. IPAC's website has been designed to provide information on the latest and best technologies available for licensing and/or patenting, and software available from LLNL. IPAC's website has become an essential tool for all types of companies to gain valuable information on how to work with IPAC and the LLNL.
- 5.2.2.b.** The Acting Director from IPAC is representing the LLNL on the Tri-Valley Business Council (TVBC). He is working with the President of the TVBC to develop a new vision and plan for business development in the Valley for the next ten years. This is a work in progress.
- 5.2.2.c.** The Acting Director from IPAC has joined the Board of Advisors for Technology Ventures Corporation (TVC). IPAC and the Laboratory will assist the Advisory Board's aim of offering business expertise to both TVC and the companies it serves.
- 5.2.2.d.** In April 2007, University of California Office of the President (UCOP) sponsored a system-wide Tech Transfer meeting focusing on Nanotechnology. Roger Werne, Acting Director from IPAC, chaired a session and gave a presentation entitled "Nanotechnology at LLNL: First Principles to Finished Products" in which Roger focused on how nanotechnology is enabling the proton therapy project and new radiation detector material developed at LLNL. The audience at this meeting was primarily VC and Angel investors.
- 5.2.2.e.** Lawrence Livermore National Laboratory and TVC have begun discussions on a possible technology research park in Livermore.
- 5.2.2.f.** California Clean Tech Open: IPAC presented selected green technologies to attendees of the Technology and Entrepreneur Matching Event which took place on June 4. This event brought the leading clean tech research institutions of California together with VCs, Angels, and entrepreneurs ready to commercialize "industry ready" technologies.
- 5.2.2.g.** The IPAC Office is participating in LLNL's 2007 Summer Scholars Program. Our program this year consists of the following groups:
 - Technology Commercialization Group: two females.

- Intellectual Property and Compliance Group: one female, one male.

The interns gain real world experience combining business, legal, and leadership skills with research. IPAC is educating and training the next generation of technology transfer professionals.

5.3. Planned Actions for July 2007 – June 2008

During the 2007/2008 plan year, the Laboratory plans to continue its technology and economic development activities described above. These efforts are expected to continue with more interactions with the Tri-Valley and greater Bay Area communities to discuss ways LLNS could assist/participate in local regional economic development activities. To help with these activities, IPAC has added a senior lab employee to its staff to assist in economic and outreach. During the program year, IPAC plans to take a more active role in the Federal Laboratory Consortium (FLC) which is a networking point of entry assisting small businesses and industry to LLNS expertise and technology. IPAC also plans to work with the FLC on various economic development activities.

LLNS will establish industrial partnerships that transfer new technologies from the Laboratory to public and private sector collaboration and make available to private industry the unique capabilities of the Laboratory in order to enhance the Lab's ability to meet mission requirements and improve the industrial competitiveness and national security of the U.S.

6. RACIAL PROFILING

DOE Guidance: "Profiling pertains to those practices that scrutinize, target or treat employees or applicants for employment differently or single them out or select them for unjustified additional scrutiny, based on race or national origin. The Plan may discuss the contractor's approach to preventing prohibited profiling practices, including strategies for early detection of potential profiling in the contractor's business activities (e.g., personnel actions, security clearances). The Plan may also discuss procedures intended to expedite timely resolution of adverse actions. Methodologies for benchmarking, sharing best practices, or lessons learned in the prevention of prohibited profiling. Forums available to employees for expressing concerns or issues about prohibited profiling practices in the workplace."

6.1. Prior Year's Programs (July 2006 - June 2007)

- 6.1.a.** Lawrence Livermore National Laboratory's long-term focus on the elimination of racial profiling has proven effective over time. Past efforts to call attention to this problem, combined with our diversity and inclusion activities, have worked to effectively curtail racial profiling concerns. LLNL's efforts to address racial profiling over the last year include the EEO protections offered by our Ombuds

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Programs, Employee Relations Office, and Staff Relations office, in addition to the programs sponsored by the WLC.

- 6.1.b.** The Laboratory also continued to offer programs and activities designed to ensure that management and leadership will be held responsible and accountable for their EEO performance in general and for fulfilling responsibilities required by this plan. These actions included workforce reviews and other special management review programs to ensure that managers are cognizant of their EEO duties and responsibilities, and that they execute these actions accordingly.

6.2. Outcomes from Prior Year's Programs (July 2006 - June 2007)

- 6.2.a.** The Laboratory carried out the actions planned for 2006/2007 by continuing to emphasize to managers and employees the importance of treating all employees with dignity and respect, and making it clear that discrimination is prohibited at the Laboratory.
- 6.2.b.** LLNL continued its recently instituted practice of requiring all new managers and supervisors to be trained in EEO/Diversity by taking the Laboratory's EEO/Diversity course. The course emphasizes the importance of treating all employees fairly and maintaining a discrimination-free workplace.
- 6.2.c.** An additional outcome of last year's efforts was the garnering of a Secretary of Energy Best Practice Award for the Laboratory's Museum of Tolerance (MOT) program. This leadership development program takes place at the Simon Wiesenthal Center's Museum of Tolerance in Los Angeles. The program's main focus is to demonstrate the importance of tolerance and mutual respect to effective personnel management.

6.3. Planned Actions for July 2007 - June 2008

In the 2007/2008 year Lawrence Livermore National Security (LLNS) will continue to provide the programs and activities currently offered to ensure that diversity, inclusion, and mutual respect are embraced and supported by all Laboratory managers and employees. HR will analyze employment decisions to ensure fair equitable consideration for all employees and applicants. LLNS understands their responsibility and commitment to ensure that employees are provided with a workplace free from all forms of profiling and harassment, including racial and sexual harassment. The plans for the preventing of profiling shall include, at a minimum, the following elements:

- Information or educational programs that ensure managers and employees understand issues of avoidance of profiling
- LLNS will continue to provide employees with avenues for raising issues or concerns about profiling
- LLNS will continue to hold management and leadership responsible and accountable for performance under the Diversity Plan

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- HR will ensure that the Laboratory's job postings and advertisements specifically require applicants to adhere to AA and EEO principles.
- The Office of Equal Opportunity & Diversity Director will consult with management and line organizations to ensure that racial profiling concerns are understood and will be addressed in a timely manor. They will be responsible for providing AA and EEO updates.

These initiatives and programs reaffirm the Laboratory's commitment to zero tolerance for discrimination or harassment in any form. They also demonstrate diversity and inclusion that extend throughout the LLNS workforce and into the community.

APPENDIX – A

REFERENCE TABLE – Reflects Current LLNL

PLAN SECTION	REFERENCE	DESCRIPTION
1. Contractor Workforce	<p>http://www.llnl.gov/llnl/organization/directors_office.jsp</p> <p>http://www.llnl.gov/aadp/aap/aap2002.pdf</p> <p>http://www-r.llnl.gov/human_resources/RED/Diversity_Programs/Home.htm</p> <p>http://www-r.llnl.gov/human_resources/RED/Diversity_Programs/employee_network_grps.htm</p> <p>http://www.llnl.gov/llnl/06news/employee/articles/2003/08-08-03-newsline.pdf</p>	<p>LLNL Strategic Plan Web Page “Creating the Laboratory’s Future”</p> <p>Mission Statement</p> <p>2005 AAP pdf version</p> <p>Diversity & Work-Life Center</p> <p>Employee Network Groups Homepage</p> <p><i>Newsline</i>, August Insert</p>
2. Educational Outreach	<p>http://www.leap.org</p> <p>http://www.llnl.gov/urp</p> <p>http://universitygateway.llnl.gov/about/</p>	<p>LEAP Homepage</p> <p>University Relations Web Page</p> <p>University Relations Education Web Page</p>

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Community Involvement	http://www.llnl.gov/llnl/visiting/discovery.jsp http://www.llnl.gov/urp/HBCU/homepage.html http://www.sea2.org/	<p>Discovery Center & Tours</p> <p>Research Collaborations Program</p> <p>Science and Engineering Alliance</p>
Subcontracting	http://www.llnl.gov/procurement/html/newvendop.html	<p>Small Business Program Office Web Page</p>
Economic Development	http://www.llnl.gov/IPandC/	<p>IPAC Web Page</p>
Racial Profiling	http://www.llnl.gov/llnl/about/values.jsp	<p>(LLNL Values)</p>

APPENDIX – B

DOE DIVERSITY PLAN GUIDANCE

This guidance is to assist the contractor in understanding the information being sought by the Department for each of the diversity elements and, where these issues are already addressed in a contract, the contractor need only cross-reference the location.

Work Force

The Department's contracts contain clauses on Equal Employment Opportunity (EEO) and Affirmative Action (AA). The Plan may discuss how the contractor has or plans to establish and maintain result-oriented EEO and AA programs in accordance with the requirements of these clauses, and how the contractor's organization includes or plans to include elements/dimensions of diversity that might enhance such programs.

Educational Outreach

The Plan may discuss the contractor's community relations activities in support of diverse elements of the local community, for example: support for science, mathematics, and engineering education; support for community service organizations; assistance to governmental and community service organizations and for equal opportunity activities; and community assistance in connection with work force reduction plans; strategic partnerships with professional and scientific organizations to enhance recruitment into all levels of the organization; and use of direct sponsorship or making individual employees available to work with a specific community activity.

Community Involvement and Outreach

The Plan may discuss the contractor's strategies to foster relationships with Minority Educational Institutions and other institutions of higher learning (e.g., Historically Black Colleges and Universities, Hispanic serving institutions, and Native American institutions) to increase their participation in federally sponsored programs through subcontracting opportunities, research and development partnerships, and mentor-protégé relationships. The contractor's Plan may also discuss cooperative programs, which encourage under represented students to pursue science, engineering, and technology careers.

Subcontracting

If appropriate to the contractor, the contract will contain FAR clause 52.219-9, entitled, "Small Business Subcontracting Plan," and other small business related clauses. Additionally, the solicitation under which the contractor proposed may have contained additional guidance on small business subcontracting.

The Plan may discuss outreach activities and achievements for enhancing subcontracting opportunities for small businesses, small disadvantaged businesses (e.g., small businesses owned and controlled by socially and economically disadvantaged individuals, tribes, Alaska Native Corporations, Native Hawaiian Organizations, or Community Development Corporations), small business firms located in historically underutilized business zones, woman-owned small businesses, and veteran-owned (including service-disabled veteran-owned) small businesses. The

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Plan may also discuss actual or planned participation in the Department's Mentor-Protege Program

Economic Development (Including Technology Transfer)

Some of the Department's contracts include clauses dealing with technology transfer. Planning or activities developed under such clauses may apply to this element of the Diversity Plan. Additionally, subcontracting policies and activities undertaken or planned by the contractor with small, small disadvantaged, woman-owned, and service-disabled veteran small business concerns for the purpose of assisting the economic development of, or transferring technology to, such business concerns may be discussed.

Racial Profiling

Profiling pertains to those practices that scrutinize, target or treat employees or applicants for employment differently or single them out or select them for unjustified additional scrutiny, based on race or national origin. The Plan may discuss the contractor's approach to preventing prohibited profiling practices, including strategies for early detection of potential profiling in the contractor's business activities (e.g., personnel actions, security clearances). The Plan may also discuss procedures intended to expedite timely resolution of adverse actions. Methodologies for benchmarking, sharing best practices, or lessons learned in the prevention of prohibited profiling. Forums available to employees for expressing concerns or issues about prohibited profiling practices in the workplace.

APPENDIX – C

NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY

Policy - Section A - General

II. Nondiscrimination and Affirmative Action

II.1. Nondiscrimination

The Laboratory 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 University Policies. See Section D.II.4. for Laboratory policy on sexual harassment, and Procedure D.II.4. for sexual harassment complaint resolution procedure.

II.2. Affirmative Action

It is the policy of the Laboratory 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.

II.2.1. Medical Condition

"Medical condition," as used in Section A.II.1, means "health impairment related to or associated with a diagnosis of cancer or a record or history of cancer" or "genetic characteristics," as defined in the California Fair Employment and Housing Act, Government Code Section 12926 (h).

APPENDIX D. LLNL Workforce Summary – Comparison 2005/2006 – 2006/2007

*Core Population data as of June 30, 2007

EEO Category	Total 2005/06	*Total 2006/07	Increase/Decrease	Men 2005/06	*Men 2006/07	Increase/Decrease	Women 2005/06	*Women 2006/07	Increase/Decrease
A – Managers & Supervisors	1192	1358	13.9%	856	943	10.2%	336	415	23.5%
B – Professionals	3106	2837	-8.7%	2187	2000	-8.6%	919	837	-8.9%
C – Technicians	1695	1602	-5.5%	1324	1249	-5.7%	371	353	-4.9%
D – Office & Clerical	646	644	-0.3%	30	32	6.7%	616	612	-0.6%
E – Crafts & Machinist	278	302	8.6%	268	293	9.3%	10	9	-10.0%
F – Operators	101	91	-9.9%	74	63	-14.9%	27	28	3.7%
G – Gardeners/Laborers	63	56	-11.1%	62	56	-9.7%	1	0	-100.0%
H – Service	259	236	-8.9%	224	206	-8.0%	35	30	-14.3%
Totals	7340	7126	-2.9%	5025	4842	-3.6%	2315	2284	-1.3%
	100%	100%		68.5%	67.9%	-0.9%	31.5%	32.1%	1.9%

EEO Category	Blacks	*Blacks	Increase/Decrease	Asians	*Asians	Increase/Decrease	American Indian	*American Indian	Increase/Decrease
A – Managers & Supervisors	40	39	-2.5%	59	78	32.2%	15	17	13.3%
B – Professionals	66	64	-3.0%	396	381	-3.8%	14	11	-21.4%
C – Technicians	57	61	7.0%	116	119	2.6%	24	20	-16.7%
D – Office & Clerical	46	41	-10.9%	33	34	3.0%	9	10	11.1%
E – Crafts & Machinist	6	4	-33.3%	15	15	0.0%	9	11	22.2%
F – Operators	4	4	0.0%	6	7	16.7%	1	1	0.0%
G – Gardeners/Laborers	2	0	-100.0%	5	4	-20.0%	1	0	-100.0%
H – Service	21	19	-9.5%	24	25	4.2%	4	3	-25.0%
Totals	242	232	-4.1%	654	663	1.4%	77	73	-5.2%
	3.3%	3.3%	0%	8.9%	9.3%	4.5%	1.0%	1.0%	0%

LLNL 2007, LLNS 2007/2008 Diversity Plan

EEO Category	Hispanic	*Hispanic	Increase/Decrease	White	*White	Increase/Decrease	Unidentified	*Unidentified	Increase/Decrease
A – Managers & Supervisors	70	82	17.1%	992	1116	12.5%	16	26	62.5%
B – Professionals	136	122	-10.3%	2406	2172	-9.7%	88	87	-1.1%
C – Technicians	173	170	-1.7%	1284	1192	-7.2%	41	40	-2.4%
D – Office & Clerical	94	111	18.1%	439	426	-3.0%	25	22	-12.0%
E – Crafts & Machinist	34	39	14.7%	210	229	9.0%	4	4	0.0%
F – Operators	22	18	-18.2%	65	59	-9.2%	3	2	-33.3%
G – Gardeners/Laborers	13	12	-7.7%	42	40	-4.8%	0	0	0.0%
H – Service	47	44	-6.4%	147	132	-10.2%	16	13	-18.8%
Totals	589	598	1.4%	5585	5366	-3.8%	193	194	0.5%
	8.0%	8.4%	5%	76.1%	75.3%	1.1%	2.6%	2.7%	3.8%

APPENDIX E
LLNL 2007 Cultural Events

Event Date	Event Title	Event Information	Event Sponsors
7/13/2006 & 7/19/2006	American History Bowl	Quiz show format: American history	Veterans Association, Work-Life Center
7/22/2006	Veterans Association "Summer BBQ"		Veterans Association, Work-Life Center
8/31/2006	Day on the Green (multi-cultural event)	Performers - Steel Jam	AIAG, AUHNG, APAC, ABLE, LGBT, LAFVA, & LLWA, Work-Life Center,
9/28/2006	"Astronaut Training and the Future of Space Exploration"	Speaker: Jose Hernandez, NASA Astronaut	AUHNG & Work-Life Center
10/31/06	9/11 – Out of Ashes: Learning to Survive in a Changing World	Speaker: Michael Hingson	Safety and Environmental Protection, Disability Services, & Work-Life Center
11/14/2006	Navajo Code Talkers	Video presentation	AIAG & Work-Life Center
11/15/2006	Veterans Day Celebration: "The Nisei Soldier"	Speaker: Lawson Sakai	Veteran's Association & Work-Life Center
11/30/2006	Native American Indian History Month: "Economic Growth in California Tribal Communities & Renewable Energy"	Speaker: Connie Reitman	AIAG & Work-Life Center
1/17/2007	Martin Luther King, Jr. Celebration: "Honoring Our Past and Creating Our Future"	Speaker: Dr. Horace Mitchell, President, California State University Bakersfield	Director's Office, Administration & AHRD, Work-Life Center
2/21/2007	Black History Month: "Achieving Equality in the New World of Work"	Speaker: Debra J. Crumpton	ABLE & Work-Life Center
2/22/2007 & 2/27/2007	Black History Bowl	Quiz show format: African/Black American History	ABLE & Work-Life Center
5/3/2007	Cinco de Mayo Celebration		AUHNG & Work-Life Center
5/9/2007	Asian Pacific Heritage Month: "The Eighth Promise"	Speaker: William Poy Lee	APAC, Computations Directorate & Work-Life Center
5/14/2007	"Being Transgender at LLNL"	Speakers: Grace Clark and Shelly Prevost	Work-Life Center
5/16/07	Communication Science: A Deaf Researcher's Perspective	Speaker: Angela Foreman	Health Services Department & Work-Life Center

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5/17/2007	Asian Pacific American Heritage Month: May Festival		APAC & Work-Life Center
5/23/2007	Asian Pacific Heritage Month: "The Oracles"	Speaker: Patti Poblete	APAC, Computations Directorate & Work-Life Center
6/19/2007	"Juneteenth" Celebration: Motown in the Park		ABLE, LLAFVA & Work-Life Center
6/20/2007	Gay Pride Month: "Trained in the Ways of Men"	Speaker: Shelly Prevost	LGBTQA & Work-Life Center
6/28/2007	Gay Pride Month: "Evolutions Rainbow: Diversity, Gender and Sexuality in Nature and Animals"	Speaker: Professor Joan Roughgarden	LGBTQA & Work-Life Center

APPENDIX F

Placement Goal Comparison

Job Group		Placement Goal Required ? (Y/N)					
		2005		2006		2007	
		Female	Minority	Female	Minority	Female	Minority
AA	Management - Scientific	Y	Y	N	Y	N	Y
AB	Management - Administrative	N	N	N	N	N	N
AC	Supervisor - Technical	Y	Y	Y	Y	Y	Y
AD	Supervisor - Administrative	N	N	Y	N	N	N
AE	Supervisor - Nonclerical	N	N	NA	NA	NA	NA
AF	Supervisor - Blue Collar	Y	Y	Y	Y	Y	Y
AG	Supervisor - Service	Y	Y	Y	Y	Y	Y
BA	Administrator	N	N	N	N	N	N
BB	Physicist	Y	Y	Y	N	Y	Y
BC	Chemist / Metallurgist	Y	Y	Y	N	Y	N
BD	Chemist / Metallurgist	N	N	N	N	N	N
BE	Computer Scientist	Y	Y	Y	Y	Y	Y
BG	Engineer - Mechanical	N	Y	N	Y	N	Y
BH	Engineer - Electronics	N	Y	N	Y	N	Y
BJ	Engineer - Miscellaneous	N	N	N	N	N	N
BK	Tech Info Editor Spec	NA	NA	NA	NA	Y	Y
BZ	Environmental Scientist	N	N	Y	N	Y	N
CA	Mechanical Technician	Y	N	Y	N	Y	Y
CB	Mechanical Tech. Specialist	Y	Y	Y	N	Y	N
CC	Electronics Technician	Y	N	Y	N	Y	N
CD	Electronics Tech. Specialist	Y	Y	Y	Y	Y	Y
CE	Electronic Fab. Technician	N	Y	N	Y	N	Y
CI	Chemical Technician	Y	N	Y	N	Y	N
CJ	Engineering & Science Tech.	Y	Y	Y	Y	Y	Y
CL	Asst. Technical Coordinator	Y	Y	Y	Y	Y	Y
CM	Tech./Scientific Coordinator	Y	Y	N	Y	N	Y
CN	Technical Associate - Nonengineering	Y	Y	Y	Y	Y	Y
CO	Drafter / Designer	Y	N	Y	N	Y	N
CP	Technical Associate - Engineering	Y	Y	Y	Y	Y	Y
CQ	Computer Programming Technician	N	Y	N	Y	N	Y
CT	Technical Illustrator	Y	N	Y	N	Y	Y
DA	Administrative Support I	N	Y	N	N	N	N
DB	Administrative Support II	N	Y	N	Y	N	Y
DC	Resource Management Support	N	Y	N	N	N	N
DD	Info./Computer Services Support	N	N	N	N	N	N
EA	Miscellaneous Crafts	Y	Y	N	Y	N	Y
EC	Maintenance Mechanic	Y	Y	Y	Y	Y	Y
EJ	Machinist	N	Y	Y	Y	Y	Y
EK	Assembly Specialist	Y	Y	Y	Y	Y	Y
FD	Printer	N	Y	N	Y	N	Y
FF	Warehouse Worker	Y	Y	Y	Y	Y	Y
FG	Photographic Specialist	Y	N	N	N	Y	N
FH	Vehicle Driver	N	Y	N	Y	N	Y
GA	Laborer / Gardener	Y	Y	Y	Y	Y	Y
HA	Firefighter	Y	N	Y	N	Y	N
HB	Protective Service Officer	Y	N	Y	N	Y	N
HC	Custodian	N	Y	N	N	N	N
Number of Job Groups Requiring Goals		27	30	26	24	27	28



September 21, 2007

CONTRACT NUMBER: DE-AC52-07NA27344
LLNS Correspondence Control Number: T-155

Ms. Ronna Promani, Contracting Officer
U.S. Department of Energy/NNSA
Livermore Site Office M/S/ L-293
7000 East Avenue
Livermore, CA 94551

Dear Ms. Promani:

Subject: Contract Deliverable – Diversity Plan - Final

Attached is the final plan as required incorporating the changes requested from a review of the draft sent as T-070.

Sincerely,

Thomas Gioconda
LLNS Transition Manager

Attachment

Cc: LSO Transition Manager
Designated Lab Director, LLNS
Designated Deputy Lab Director, LLNS
LLNS HR
PAD Operations & Business
LLNS Files

Approved: X Not Approved _____

Ronna Promani
Contracting Officer

9/25/2007
Date

w/ corrections to reflect
correct contract no.
DE-AC52-07NA27344
and clause I-95 not
I.077. pp.

Corr NNSA 9/24/07 4/251