

**SECTION J**

**APPENDIX J**

**DIVERSITY PLAN GUIDANCE**

In accordance with Section I clause DEAR 970.5226-1, *Diversity Plan*, this Appendix provides guidance to assist the Contractor in understanding the information being sought by the Department of Energy, National Nuclear Security Administration (DOE/NNSA) for each of the diversity elements within the clause. The Contractor shall submit a Diversity Plan to the Contracting Officer for approval within 90 days after the effective date of this Contract and shall submit an update to its Plan annually.

Where the following elements are already addressed by the Contractor as an Appendix to the Contract or in a current Contractor policy or procedure, the Contractor need only cross-reference the applicable Contract appendix or provide a copy of the policy or procedure to the Contracting Officer. The Contractor must address the elements below in their Diversity Plan:

(a) Work Force

This Contract includes clauses on Equal Employment Opportunity (EEO) and Affirmative Action (AA). The Plan or policy shall address how the Contractor has or plans to establish and maintain result-oriented AA and EEO 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.

(b) Educational Outreach

The Plan or policy shall address the Contractor's strategies to foster relationships and to improve their employment skills and opportunities with Minority Educational Institutions and other institutions of higher learning (e.g., Historically Black Colleges and Universities, Hispanic serving institutions, and Native American institutions). The Contractor's Plan may also discuss cooperative programs, which encourage under represented students to pursue science, engineering, and technology careers.

(c) Community Involvement and Outreach

The Plan or policy shall address the Contractor's community involvement and outreach activities in support of the local community.

(d) Subcontracting

The Plan shall address 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. Refer to Section I clause FAR 52.219-9, *Small Business Subcontracting Plan, Alternate II* and other small business related clauses for additional guidance and requirements.

(e) Economic Development including Technology Transfer

The Plan shall address the Contractor's outreach efforts that relate to small business concerns for the purpose of assisting the economic development of, or transferring technology to such a business.

(f) Prevention of Profiling Based On Race Or National Origin

The Plan shall address the Contractor's approach to preventing prohibited profiling practices, including strategies for early detection of potential profiling in the Contractor's business activities. The Plan shall also address the following:

- (1) The procedures intended to expedite timely resolution of adverse actions;
- (2) Methodologies for benchmarking, sharing best practices or lessons learned in the prevention of prohibited profiling.
- (3) Provide informational or educational programs that ensure managers and employees understand these issues;
- (4) Provide employees with avenues for raising issues or concerns about profiling;
- (5) Review administrative processes that may impact achievement of a truly diverse work force and work place; and
- (6) Hold management and leadership responsible and accountable for performance under the diversity plan.