

9.24

Form NRC-489
(1-76)

U. S. NUCLEAR REGULATORY COMMISSION
NRC MANUAL
TRANSMITTAL NOTICE

CHAPTER NRC-0142 ORGANIZATION AND FUNCTIONS
OFFICE OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION/CIVIL RIGHTS

SUPERSEDED:

TRANSMITTED:

SUPERSEDED:		TRANSMITTED:	
Number	Date	Number	Date
Chapter <u>NRC-0142</u>	<u>10/1/90</u>	TN <u>0100-103</u>	<u> </u>
Page <u>-0142-0216 -</u>	<u> </u>	Chapter <u>NRC-0142</u>	<u>11/5/90</u>
<u>-0142-04</u>	<u> </u>	Page <u>-0142-0216 -</u>	<u> </u>
<u> </u>	<u> </u>	<u>-0142-04</u>	<u> </u>
Appendix <u> </u>	<u> </u>	<u> </u>	<u> </u>
		Appendix <u> </u>	<u> </u>

REMARKS:

The replacement page revises NRC-0142-0223 slightly to clarify its meaning.

U. S. NUCLEAR REGULATORY COMMISSION
NRC MANUAL
TRANSMITTAL NOTICE

CHAPTER NRC-0142 ORGANIZATION AND FUNCTIONS
OFFICE OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION/CIVIL RIGHTS

SUPERSEDED:

TRANSMITTED:

Number	Date	Number	Date
Chapter <u>NRC-0142</u>	<u>01/12/84</u>	TN <u>0100-102</u>	<u>10/1/90</u>
Page _____	_____	Chapter <u>NRC-0142</u>	<u>10/1/90</u>
_____	_____	Page _____	_____
_____	_____	_____	_____
Appendix <u>NRC-0142</u>	<u>01/12/84</u>	Appendix <u>NRC-0142</u>	<u>10/1/90</u>

REMARKS:

This Chapter and Appendix are revised to reflect recommended changes in functional responsibilities made to the NRC Internal Control Committee in July 1989. Specifically --

1. Chapter Subsection 0142-022 is revised to indicate the consulting role of the Division of Contracts and Property Management (ADM), and to delete the reference to the Executive Director for Operations (EDO). Per agreement with the EDO, the Director, Office of Small and Disadvantaged Business Utilization and Civil Rights (SDBU/CR), now recommends NRC goals exclusively and signs the goaling memorandum to the Small Business Administration;
2. Chapter Subsections 0142-0222 through 0142-0226 are added to reflect the functions of the Federal Women's Program;
3. Appendix Subsection B.5 is revised to provide a more accurate explanation of SDBU/CR's role in the review of the prime contractor's subcontract program; and
4. Former Appendix Subsection B.6 is deleted. SDBU/CR is automating the contract source selection process, and this will eliminate the need to update a hardcopy version of the directory of high technology businesses under the Section 8(a) program.

**U.S. NUCLEAR REGULATORY COMMISSION
NRC MANUAL**

Volume: 0000 General Administration
Part: 0100 Organization

SDBU/CR

**CHAPTER 0142 ORGANIZATION AND FUNCTIONS
OFFICE OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION/CIVIL RIGHTS**

0142-01 SUPERVISION

The Office of Small and Disadvantaged Business Utilization and Civil Rights (SDBU/CR) is headed by a Director who reports to the Executive Director for Operations (EDO).

0142-02 FUNCTIONS

Responsibility for the implementation and execution of duties and functions set forth under Sections 8 and 15 of the Small Business Act of 1953, as amended, and the Civil Rights Act of 1964, as amended. Specifically, the Office --

021 Analyzes advance procurement plans submitted by Nuclear Regulatory Commission (NRC) Program Offices and Regions to ascertain the probable extent of participation of small and disadvantaged businesses, women-owned businesses and labor surplus area firms in NRC contractual requirements;

022 In consultation with the Division of Contracts and Property Management and the Office of the Controller, recommends agency goals for the participation of small and disadvantaged businesses, women-owned businesses and firms in labor surplus areas, and negotiates these goals with the Small Business Administration pursuant to Public Law 95-507;

023 Conducts all required analyses, prepares the annual report forwarded to the Small Business Administration on the actual participation of small and disadvantaged concerns in NRC contracts, and prepares any required justification of NRC's failure to meet the goals;

024 Ensures that each NRC Request for Procurement Action (RFPA), which may result in a contract, is reviewed by the Division of Contracts and Property Management to determine the appropriateness of a set aside or an 8(a) award, that is, an award given to a firm certified by the Small Business Administration to be a disadvantaged firm;

Approved: October 1, 1990

025 Develops and implements, in cooperation with the Director, Division of Contracts and Property Management, Office Directors and Regional Administrators, specific policies and procedures to carry out the functions and duties of Sections 8 and 15 of the Small Business Act and Executive Order 12138 as they relate to the NRC;

026 Acts as the NRC focal point to acquaint agency personnel with the NRC's socioeconomic programs, and provides outreach programs to contractors desiring to obtain contracts with the NRC;

027 Takes the lead in the development of NRC's small and disadvantaged business source list;

028 Prepares the NRC's position in all determinations and disputes under Sections 8 and 15 of the Small Business Act;

029 Reviews, evaluates, and provides input on proposed legislation and regulations impacting Section 8 and 15 programs and the Women's Business Enterprise Program;

0210 Advises and assists the EDO and the Commission on EEO matters;

0211 Develops plans and procedures for the implementation of NRC's Affirmative Employment Plan for EEO, in coordination with the Director, Office of Personnel, and provides periodic reports to the EDO on the status of EEO programs;

0212 Evaluates management's compliance with the provisions and goals established in the affirmative employment plans and by EEO laws and regulations, and advises the EDO of any corrective action that may be needed;

0213 Provides direction to NRC EEO officers and counselors to ensure that they are properly performing their functions in accordance with 29 CFR 1613.211 et seq., and this Chapter;

0214 Receives, acknowledges, and processes complaints of discrimination filed under 29 CFR Part 1613 and, as appropriate, arranges for the investigation of complaints of alleged discrimination;

0215 Reviews the record on any individual complaint before a final decision is made, and makes recommendations, as appropriate, to the Commission or the EDO;

**ORGANIZATION AND FUNCTIONS
OFFICE OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION/CIVIL RIGHTS**

NRC-0142-0216

0216 Submits reports and statistical data required by the Equal Employment Opportunity Commission (EEOC), Office of Personnel Management (OPM), and other appropriate authorities;

0217 Recommends changes in SDBU/CR program emphasis to address concerns of all employees in accordance with changing needs and circumstances within NRC and the Federal government as a whole;

0218 Provides guidance to NRC Regional personnel with EEO-related duties to ensure that they properly perform these functions;

0219 Serves as NRC representative in consultation with public and private groups concerned with the improvement of employment opportunities;

0220 In coordination with NRC's Office of Personnel, ensures that appropriate EEO training is available for all NRC personnel;

0221 Provides assistance to historically Black colleges and universities;

0222 Provides for the effective management of the NRC agency-wide Federal Women's Program effort;

0223 Promotes the expansion of employment opportunities and the advancement of women;

0224 Provides a forum to address specific concerns and issues related to the employment and advancement of women;

0225 Identifies barriers to the employment and advancement of women and courses of action to overcome them; and

0226 Ensures compliance with relevant guidance and direction governing the Federal Women's Program.

0142-03 DELEGATION OF AUTHORITY TO THE DIRECTOR

The Director is authorized and directed to take action as necessary to carry out the functions assigned by this Chapter in accordance with applicable EEOC guidelines and Sections 8 and 15 of the Small Business Act, as amended.

Approved: November 5, 1990

ORGANIZATION AND FUNCTIONS
OFFICE OF SMALL AND DISADVANTAGED
BUSINESS UTILIZATION/CIVIL RIGHTS

NRC-0142-04

0142-04 REDELEGATION OF AUTHORITY BY THE DIRECTOR

The Director may, except where expressly prohibited, redelegate to others the authority delegated by this or other directives or communications, subject to the limitations stated below and other stipulations as deemed necessary.

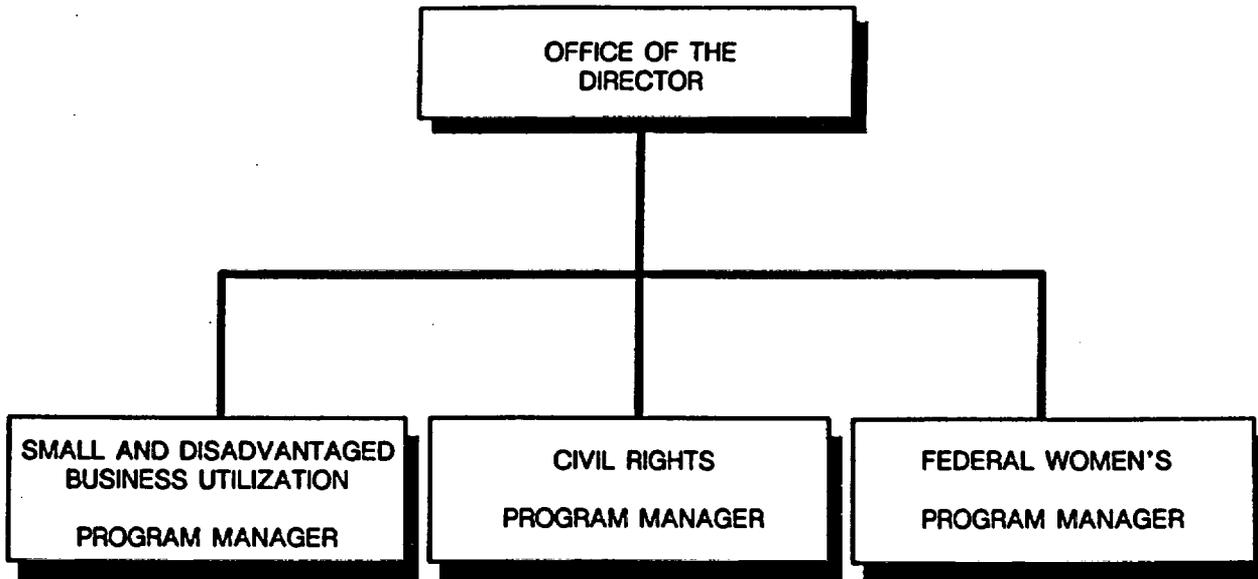
041 Redelegated authority must be specified in writing and a copy is to be filed with the Office of the EDO, the Secretary to the Commission, the Office of the General Counsel, and the Office of Personnel.

042 The director may stipulate limitations on further redelegations of the authority redelegated.

0142-05 ORGANIZATION STRUCTURE AND INTERNAL ASSIGNMENTS

An organization chart showing the internal organization of the Office and a statement of the functions of the subdivisions of the Office are attached as NRC Appendix 0142, Parts I and II, respectively.

PART I
ORGANIZATION CHART



PART II

DISTRIBUTION OF FUNCTIONS

- A. THE DIRECTOR develops and recommends overall policies for providing equal employment opportunity (EEO) in every aspect of Federal personnel practice; routinely reports to the EDO, but has direct access to the Chairman, as necessary, to fulfill civil rights functions; appoints and provides oversight to special emphasis groups; ensures that small businesses participate in a fair portion of NRC contracts within the scope of their capability; negotiates NRC small business goals with the Small Business Administration; serves as a liaison with other Federal agencies and appropriate civilian constituency groups; and provides overall direction to program managers for the development and implementation of EEO and small business programs.
- B. THE SMALL AND DISADVANTAGED BUSINESS UTILIZATION PROGRAM MANAGER --
1. Locates small businesses capable of performing NRC contractual requirements;
 2. Conducts outreach efforts designed to stimulate greater small business interest in NRC programs;
 3. Provides information to small businesses interested in agency contracting procedures;
 4. Conducts interviews of small business firms, and arranges meetings with appropriate NRC personnel; and
 5. Recommends subcontracting going efforts with small businesses and disadvantaged businesses.
- C. THE CIVIL RIGHTS PROGRAM MANAGER --
1. Defines the procedures and practices necessary to attain and maintain EEO within the NRC;
 2. Develops and prepares the NRC's Affirmative Employment Plan;
 3. Advises and assists on recruitment, develops EEO hiring objectives for all major and regional offices, and monitors and analyzes EEO recruitment accomplishments;

4. Ensures a climate for improved morale by promoting and maintaining EEO counseling activities, supporting advisory groups, and providing general advice to management officials on civil rights matters; and

D. THE FEDERAL WOMEN'S PROGRAM MANAGER --

1. Plans, develops, recommends, and implements policies, programs, and services to provide for the effective management of the NRC's agencywide FWP effort;
2. Ensures a comprehensive agencywide FWP effort by obtaining management support and involvement in FWP initiatives;
3. Monitors and evaluates the agencywide EEO effort for women;
4. Advises and assists, as requested, managers in the development and implementation of plans, programs, and initiatives to expand and advance opportunities for the employment of women at NRC;
5. Serves as the agency's ombudsman for women;
6. Reviews policies and practices which serve as barriers to the employment of women at all levels and recommends courses of action;
7. Assists in the internal personnel management evaluations and recruitment activities aimed at women;
8. Reviews NRC's analysis of civil rights data on the underrepresentation and underutilization of women in the workplace and suggests, as appropriate, corrective action;
9. Orchestrates the development and presentation of special emphasis programs and activities to promote greater understanding and support for the NRC FWP;
10. Serves as the principal agency representative on women-related matters at other agencies and national organizations; and
11. Consults and cooperates with the NRC advisory committees to advance EEO for all women.