

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. 0052	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NNSA M&O Contracting Branch NA-APM-131 Albuquerque Complex P.O. Box 5400 Albuquerque NM 87185-5400	CODE 892332	7. ADMINISTERED BY (If other than Item 6) NNSA Nevada Field OFC NA-00-NV P.O. Box 98518 Las Vegas NV 89193-8518	CODE 05002
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Mission Support And Test Services LLC PO Box 98521 M/S NLV019 Las Vegas NV 89193		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 080083514	FACILITY CODE	X 10A. MODIFICATION OF CONTRACT/ORDER NO. DE-NA0003624	10B. DATED (SEE ITEM 13) 05/12/2017

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Various Administrative Changes - Agreement of the Parties

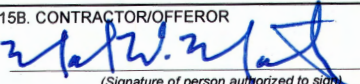

**E. IMPORTANT:** Contractor  is not  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:  
 -- revise and/or update various clauses in Sections G, H, and I;  
 -- add and/or revise directives in Appendix F; and  
 -- add the 2019 Diversity Plan to Appendix G  
 as set forth in Attachment to this modification.

Payment:  
 Period of Performance: 06/07/2017 to 11/30/2022

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Mark W. Martinez, President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Darby A. Dieterich
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 7/2/19
16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 7/2/19

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The following changes are made as a result of this modification:

**I. PART I – *The Schedule*, is modified as follows:**

1. **SECTION G – CONTRACT ADMINISTRATION DATA, Clause G-5, RECOGNITION OF PERFORMING ENTITY is modified by deleting paragraph (a) in its entirety and inserting paragraph (a) as set forth below. This modification recognizes the change in performing entities from Stoller Newport News Nuclear, Inc. to HII Nuclear Inc.**

**G-5 RECOGNITION OF PERFORMING ENTITY**

(a) The Contractor and the Government recognize that the parties named below form the performing entity on which the award of this Contract was based. The performing entity is **Mission Support and Test Services LLC**. This entity is comprised of: **Honeywell International, Inc. (Honeywell), Jacobs Engineering Group, Inc. (Jacobs), and HII Nuclear Inc.**

2. **SECTION H – *Special Contract Requirements*, is modified by deleting Clause H-19, CONTRACTOR MULTI-YEAR STRATEGY FOR PERFORMANCE IMPROVEMENT, in its entirety and inserting Clause H-19, LABORATORY, PLANT AND SITE STRATEGIC PLANNING, as set forth below.**

**H-19 LABORATORY, PLANT AND SITE STRATEGIC PLANNING**

The M&O partner shall submit to DOE/NNSA a laboratory, plant or site strategic plan annually in accordance with the annual strategic planning guidance and the terms and conditions of the contract or as directed by the Contracting Officer. The laboratory, plant, or site M&O management team shall present their plans and engage in discussions with senior DOE/NNSA leadership annually in accordance with the annual strategic planning guidance and as directed by the Contracting Officer.

**II. PART II – *Contract Clauses*, SECTION I – *Contract Clauses*, is modified as follows:**

1. **PARAGRAPH A. – *FAR CLAUSES INCORPORATED BY REFERENCE*, is modified by updating the following clauses to read as follows:**

52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	Oct 2018
52.223-17	Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts	Aug 2018

2. **PARAGRAPH B. – *DEAR CLAUSES INCORPORATED BY REFERENCE*, is corrected by deleting the existing entry for 952.215-70 and inserting the information set forth below. This change is made to correct the Appendix reference.**

952.215-70	Key Personnel (a) <i>Cross-reference is 'Section J, Appendix H.'</i>	Dec 2000
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3. **PARAGRAPH C. – *FAR AND DEAR CLAUSES INCORPORATED IN FULL TEXT*, is modified by adding Clause I-1A as set forth below.**

**I-1A FAR 52.204-21 Basic Safeguarding of Covered Contractor Information Systems (Jun 2016)**

(a) *Definitions.* As used in this clause—

“Covered contractor information system” means an information system that is owned or operated by a contractor that processes, stores, or transmits Federal contract information.

“Federal contract information” means information, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including information provided by the Government to the public (such as on public websites) or simple transactional information, such as necessary to process payments.

“Information” means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).

“Information system” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information ([44 U.S.C. 3502](#)).

“Safeguarding” means measures or controls that are prescribed to protect information systems.

(b) Safeguarding requirements and procedures.

(1) The Contractor shall apply the following basic safeguarding requirements and procedures to protect covered contractor information systems. Requirements and procedures for basic safeguarding of covered contractor information systems shall include, at a minimum, the following security controls:

- (i) Limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems).
- (ii) Limit information system access to the types of transactions and functions that authorized users are permitted to execute.
- (iii) Verify and control/limit connections to and use of external information systems.
- (iv) Control information posted or processed on publicly accessible information systems.
- (v) Identify information system users, processes acting on behalf of users, or devices.
- (vi) Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems.
- (vii) Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse.
- (viii) Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals.
- (ix) Escort visitors and monitor visitor activity; maintain audit logs of physical access; and control and manage physical access devices.
- (x) Monitor, control, and protect organizational communications (*i.e.*, information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems.
- (xi) Implement subnetworks for publicly accessible system components that are physically or logically separated from internal networks.
- (xii) Identify, report, and correct information and information system flaws in a timely manner.

- (xiii) Provide protection from malicious code at appropriate locations within organizational information systems.
- (xiv) Update malicious code protection mechanisms when new releases are available.
- (xv) Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.

(2) *Other requirements.* This clause does not relieve the Contractor of any other specific safeguarding requirements specified by Federal agencies and departments relating to covered contractor information systems generally or other Federal safeguarding requirements for controlled unclassified information (CUI) as established by Executive Order 13556.

(c) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (c), in subcontracts under this contract (including subcontracts for the acquisition of commercial items, other than commercially available off-the-shelf items), in which the subcontractor may have Federal contract information residing in or transiting through its information system.

(End of clause)

**4. PARAGRAPH C. – FAR AND DEAR CLAUSES INCORPORATED IN FULL TEXT, is modified by deleting Clause I-2, FAR 52.208-8 REQUIRED SOURCES FOR HELIUM AND HELIUM USAGE DATA (APR 2014), and adding updated clause FAR 52.208-8, REQUIRED SOURCES FOR HELIUM AND HELIUM USAGE DATA (AUG 2018), as set forth below.**

**I-2 FAR 52.208-8 Required Sources for Helium and Helium Usage Data (AUG 2018)**

(a) *Definitions.*

“Bureau of Land Management,” as used in this clause, means the Department of the Interior, Bureau of Land Management, Amarillo Field Office, Helium Operations, located at 801 South Fillmore Street, Suite 500, Amarillo, TX 79101-3545.

“Federal helium supplier” means a private helium vendor that has an in-kind crude helium sales contract with the Bureau of Land Management (BLM) and that is on the BLM Amarillo Field Office’s Authorized List of Federal Helium Suppliers available via the Internet at <https://www.blm.gov/programs/energy-and-minerals/helium/partners>.

“Major helium requirement” means an estimated refined helium requirement greater than 200,000 standard cubic feet (scf) (measured at 14.7 pounds per square inch absolute pressure and 70 degrees Fahrenheit temperature) of gaseous helium or 7510 liters of liquid helium delivered to a helium use location per year.

(b) Requirements-

- (1) Contractors must purchase major helium requirements from Federal helium suppliers, to the extent that supplies are available.
- (2) The Contractor shall provide to the Contracting Officer the following data within 10 days after the Contractor or subcontractor receives a delivery of helium from a Federal helium supplier-

- (i) The name of the supplier;
- (ii) The amount of helium purchased;
- (iii) The delivery date(s); and
- (iv) The location where the helium was used.

(c) *Subcontracts*. The Contractor shall insert this clause, including this paragraph (c), in any subcontract or order that involves a major helium requirement.

(End of clause)

**III. PART III – List of Documents, Exhibits, and Other Attachments, SECTION J – List of Attachments, is modified as follows:**

**1. Appendix F – List of Applicable Directives is modified as follows:**

**A. Delete the following directives:**

DIRECTIVE NUMBER			DATE	DOE DIRECTIVE TITLE
DOE	O	205.1B Chg 3	4/29/2014 3/11/2013 5/16/2011	Department of Energy Cyber Security Program
DOE	O	206.1	1/16/2009	DOE Privacy Program
DOE	O	420.1C Chg 1	2/27/2015 Chg 1 dated 12/4/2012	Facility Safety (Implementation to be completed by 12/31/2015)
NFO	O	442.1C	5/30/2008	Nevada Site Office Employee Concerns Program
NAP		14.1-C*	5/2/2008	NNSA Baseline Cyber Security Program – CHAPTER VII ONLY (Remainder of directive is cancelled)
NAP		14.1-D*	12/14/2012	Baseline Cyber Security Program (Implementation to be completed within six months of the creation of the NFO Risk Framework)
NAP		14.3-B*	5/2/2008	Transmission of Restricted Data Over Secret Internet Protocol Router Network (SIPNet)

\* These directives should have been deleted under Modification 0014 when NNSA SD 205.1, *Baseline Cybersecurity Program*, was added to the contract.

**B. Add the following directives:**

DIRECTIVE NUMBER			DATE	DOE DIRECTIVE TITLE	MOD #
DOE	O	205.1C	5/15/2019	Department of Energy Cyber Security Program	0052
DOE	O	206.1 Chg 1	1/16/2009 Chg 1 dated 11/5/2018	Department of Energy Privacy Program	0052

NSO	O	410.XC	8/11/2011	Task Plan and Change Control Process	0052
NAP		412.1	2/11/2019	Financial Integration	0052

DIRECTIVE NUMBER		DATE	DOE DIRECTIVE TITLE	MOD #	
DOE	O	420.1C Min Chg 2	<p>2/27/2015 <i>Chg 1 dated 12/4/2012</i> Chg 2 (Min Chg) dated 7/26/2018</p> <p>Facility Safety</p> <p>Reference: NFO Letter AMNS:KDL-13010, dated 11-06-2012 – <i>APPROVAL OF THE REQUEST FOR PERMANENT EXEMPTION FROM THE FIRE PROTECTION REQUIREMENTS DESIGNATED IN DOE O 420.1B AND DOE-STD-1066-99 FOR THE U1A COMPLEX IN AREA 1 OF THE NEVADA NATIONAL SECURITY SITE (NNSS)</i></p> <p><i>Implementation of Change 2 is to be completed as set forth in MSTs Letter S620-PS-19-0034, IMPLEMENTATION PLAN FOR DOE O 420.1C, CHANGE 2, UNDERGROUND FIRE SUPPRESSION, dated June 14, 2019</i></p>	0052	
DOE	O	442.1B	1/31/19	DOE Employee Concerns Program	0052

**2. Appendix G – Diversity Plan Guidance is modified by deleting the current section and inserting the 2019 Diversity Plan as set forth in Attachment 2.**

No other changes are made as a result of this modification. All other terms and conditions remain unchanged.

**(END OF MODIFICATION)**

**SECTION J**

**APPENDIX J**

**DIVERSITY PLAN**

Mission Support and Test Services LLC

# 2019 Diversity Plan

March 2019

Prepared by  
**Mission Support and Test Services LLC**



NEVADA NATIONAL  
**NINSS**  
SECURITY SITE

Mission Support and Test Services LLC, is an equal opportunity employer operating under contract to the Department of Energy under Contract No. DE-NA0003624.



Diversity is opportunity;  
it's all about you.



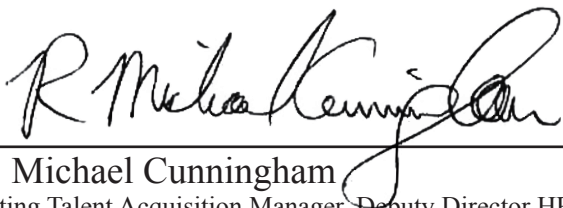
Mission Support and Test Services LLC

# 2019 Diversity Plan

March 2019

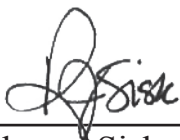
Approved by:

Date:



March 4, 2019

R. Michael Cunningham  
Acting Talent Acquisition Manager, Deputy Director HR



March 4, 2019

Rebecca Sisk  
Director, HR, Communications and Government Affairs

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# Acronyms

AAP	Affirmative Action Plan
CCR	Central Contractor Registration
DI	Desktop Instruction
EEO	Equal Employment Opportunity
EETAP	Employee Education Training Assistance Program
ER	Employee Relations
HR	Human Resources
HUBZone	Historically Underutilized Business Zone
MSTS	Mission Support and Test Services LLC
NvE	Nevada Enterprise
OP	Organization Procedures
STEM	Science, Technology, Engineering, and Math
UNLV	University of Nevada, Las Vegas



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## Definitions

**Affirmative Action** – A good faith effort, driven by federal, state, and local law and executive orders, to ensure that minorities, women, protected veterans, and individuals with disabilities have fair representation and opportunities in the workplace.

**Community Outreach** – Company and employee involvement in activities supporting education in technical fields, community service organizations, and opportunities for minorities, women, protected veterans, individuals with disabilities, and the disadvantaged in the local community.

**Diversity** – Differences in people, consisting of primary dimensions (i.e., race, ethnicity, gender, age, religion, disability, and sexual orientation) and secondary dimensions (i.e., communication style, work style, experience, organizational role or level, economic status, geographic origin, etc.).

**Diversity Program** – Managing diversity in a systematic way that promotes recognition of and respect for differences, and using those differences to create a successful, creative, and effective workplace.

**Educational Outreach** – Opportunities provided for employees to improve their employment skills, as well as programs supporting colleges and universities with a large percentage of females, minorities, and student veterans, and programs that support STEM.

**Equal Employment Opportunity** – Freedom from discrimination in the terms and conditions of employment based on race, color, religion, sex, national origin, sexual orientation, disability, age, or protected veteran's status.

**Minority** – A person who falls within one of the following racial or ethnic groups as defined by the U.S. Department of Labor: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, or Hispanic or Latino.

**Profiling** – 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.



**Stakeholder** – A person or entity that has a vested interest in operations conducted and/or managed by Mission Support and Test Services LLC (MSTS).

**Technology Transfer** – The process by which MSTS develops, transfers, or exchanges technologies and capabilities with related entities.

# Preface

Formed in 2017, Mission Support and Test Services LLC (MSTS) is a joint venture between Honeywell International Inc. (Honeywell), Jacobs Engineering Group Inc. (Jacobs), and HII Nuclear Inc. This combination of diverse professional and scientific expertise allows MSTS to effectively manage operations at the Nevada National Security Site, its related facilities, and laboratories for the U.S. Department of Energy, National Nuclear Security Administration Nevada Field Office.

MSTS is excited about the future of the Nevada National Security Site and its associated facilities. Our vision is to transform this unique national resource into America's national security proving ground, the preferred place for conducting high-hazard experiments vital to the security of the United States. As a service organization, we exist to supply integrated solutions to the needs of our customers.

The workforce of today is ever changing. To succeed, we must be adaptable, flexible, and willing to embrace change. Our employees are our greatest asset and our success depends on how well we work together. Today's workplace is multicultural and based on men and women from all lifestyles, working alongside each other, sharing responsibilities and decision-making.

As forward-thinking leaders, MSTS will manage the diversity program by uniting our talented and committed workforce. We will provide an environment where all employees can make a maximum contribution to the company's success by drawing upon their many different perspectives, life experiences, and abilities.

This plan will identify the company's strategies and implementation processes for effective diversity management as outlined in the key areas of:

- ▶ **Workforce**
- ▶ **Recruitment and Retention**
- ▶ **Educational Outreach**
- ▶ **Community Involvement and Outreach**
- ▶ **Subcontracting**
- ▶ **Economic Development**  
*(including Technology Transfer)*
- ▶ **Prevention of Profiling**

Diversity recognizes and accepts the differences and similarities of our workforce. By managing diversity, we promote recognition of, and respect for, our differences and use those differences to create a successful, creative, and effective workplace.



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# 1.0 Diversity Statement

MSTS is committed to creating and maintaining a diverse workforce that will foster a varied mix of skills and employee perspectives in a respectful environment. MSTS promotes an environment of continuous learning and minimizes diversity-related barriers in performance. MSTS promotes diversity sensitivity, acceptance, and inclusion in all aspects of its business practices and relations with the community at large.

MSTS will promote, encourage, and support diversity management by doing the following:

- ▶ Include a diverse mix of skills and perspectives in developing and implementing programs that ensure consistency in operations.
- ▶ Establish an environment of continuous learning to provide training opportunities to supplement existing skills and create a more flexible workforce.
- ▶ Minimize barriers to performance that may occur when employees from different backgrounds and functions interact.
- ▶ Respond to unique interests of stakeholders and effectively utilize the diverse workforce to facilitate effective relationships with the community, vendors, suppliers, and others.
- ▶ Create an environment where employees take responsibility for their actions and are provided with the proper tools and skills to respond to problems and challenges while performing tasks.
- ▶ Treat all employees with respect and dignity.



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## 2.0 Diversity Council

MSTS continues to demonstrate its commitment to diversity by fully supporting the NvE Diversity Council. Representing the broad spectrum of individuals within the NvE, the Diversity Council fosters an environment that promotes inclusion, equity, and respect to enhance the potential and contribution of all employees.



The Diversity Council continues to utilize its Vision Statement and Charter as the foundation for an ever-growing program. The Council is designed to promote awareness and understanding of diversity issues in the workplace by implementing diversity initiatives that align with the strategic goals of the company and building an organizational culture that supports diversity.

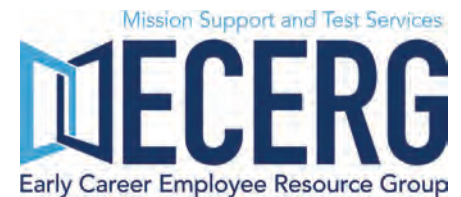
## 2.1 Diversity Initiatives

One of the *Guiding Principles* of the Diversity Council was that the Council would, “Partner with our affiliated organizations within the Nevada Field Office to leverage resources and reach a wider audience.” In April of 2011, the M&O Diversity Council transitioned to the Nevada Enterprise (NvE) Diversity Council. Combining all NvE entities allowed organizations to eliminate duplication of efforts through planning and participating as one group in all diversity efforts. Members of the NvE Diversity Council include: MSTS, the Nevada Field Office (NFO), SOC, and Navarro. While the primary purpose of the Council is to remove any barriers that stand between our employees and their success, at the same time, efforts continue to ensure that all employees are aware of their value within the organizations.

In 2019, the Council will focus on expanding throughout the NvE to ensure that the activities and interest of all stakeholders have been incorporated into the Program. Diversity

awareness has expanded from typical cultural awareness to include messages addressing issues that are common to all cultures such as: Women’s Equality, Stress, Military Appreciation, Hunger Awareness, Suicide Prevention, Domestic Violence, and Diabetes.

The Council sponsors an Early Career Employee Resource Group that previously obtained a sponsor, created a Charter, and came to the attention of the Deputy Secretary



of the Department of Energy. A video teleconference was arranged for this group to talk with the Deputy Secretary about their mission and vision. They also presented this information to MSTS Senior Management and continue to look for ways to expand membership throughout the NvE complex. The Council is proud they were able to help kick off this initiative in the past and will be helping establish more Resource Groups in the future.

The Council continues to live up to its motto ...

A graphic with a 2x2 grid of colored squares (red, orange, yellow, green) to the left of the text 'Diversity is opportunity; it's all about you!' in a large, blue, serif font.



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## 3.0 *Unified in Diversity*

Unified in Diversity.  
That's what people today should be.  
Humans embracing harmony and happiness.  
Hope that flowers from the seed,  
That will allow us all to prosper.

Why does colour or race matter?  
Why not join together, instead of being scrambled and scattered?  
Why can't we just not plainly see,  
The unity in diversity?

People will be people all the same,  
And under the setting sun,  
Nothing may ever change,

But I am here to take a stand,  
To show the world how to finally be,

Unified in Diversity.

**Peter Vector**

<https://www.poemhunter.com/poem/unity-in-diversity-2/>



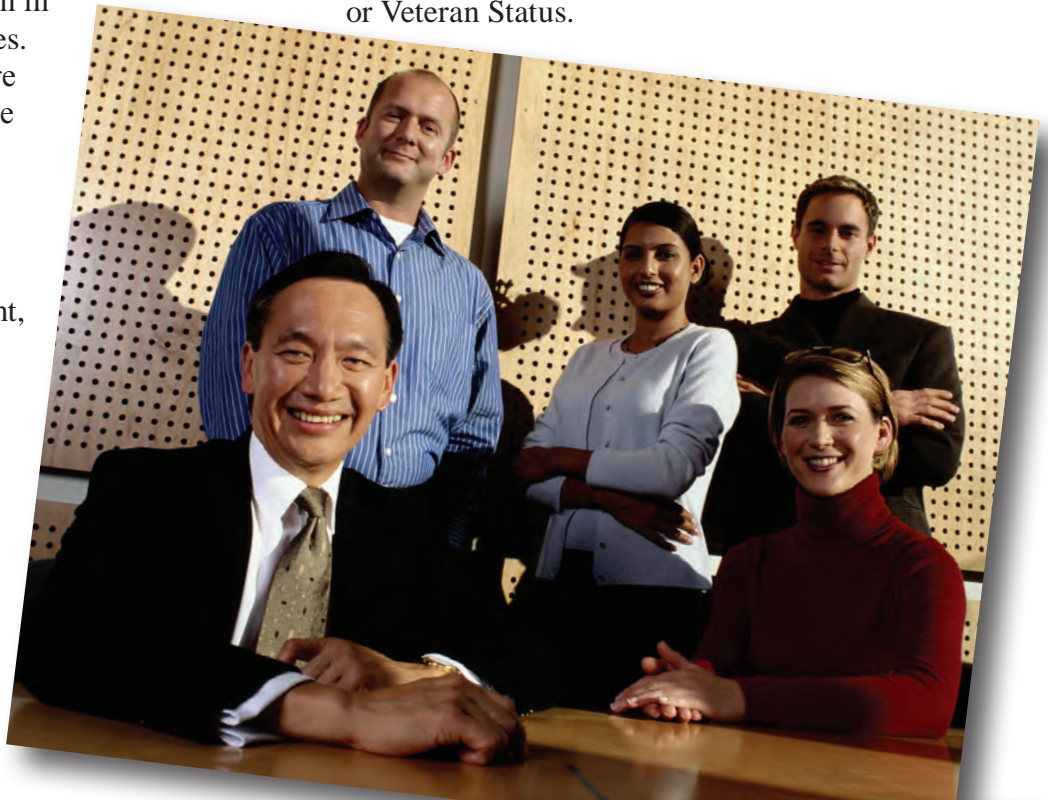
## 4.0 Workforce

MSTS has adopted an **Affirmative Action Plan** (AAP) which reflects its commitment to provide equal employment opportunities. MSTS is committed to providing these opportunities to all persons regardless of race, color, religion, sex, national origin, sexual orientation, disability, age, or protected veterans status. MSTS complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. Assessments of our AAP ensure compliance with our affirmative action goals.

Workforce diversity is a management priority. Maintaining an agile, competent, and motivated workforce will be accomplished through recruitment, retention, skills enhancement, and succession planning. We strive for a more diverse workforce in our recruitment, hiring, and personnel actions. Employment decisions are based on merit, qualifications, and abilities. MSTS adheres to applicable federal and state laws which mandate that recruiting, hiring, training, and promotions be based on job-related factors and bona fide

occupational requirements regardless of race, color, religion, sex, national origin, sexual orientation, disability, age, or covered veteran status.

Diversity and EEO initiatives for the workforce are reflected in the Policies PY-3100.007 Diversity, PY-3100.015 EEO and AA, PY-3100.016 Equal Treatment Regardless of Disabilities or Veteran Status.



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## 5.0 Recruitment and Retention

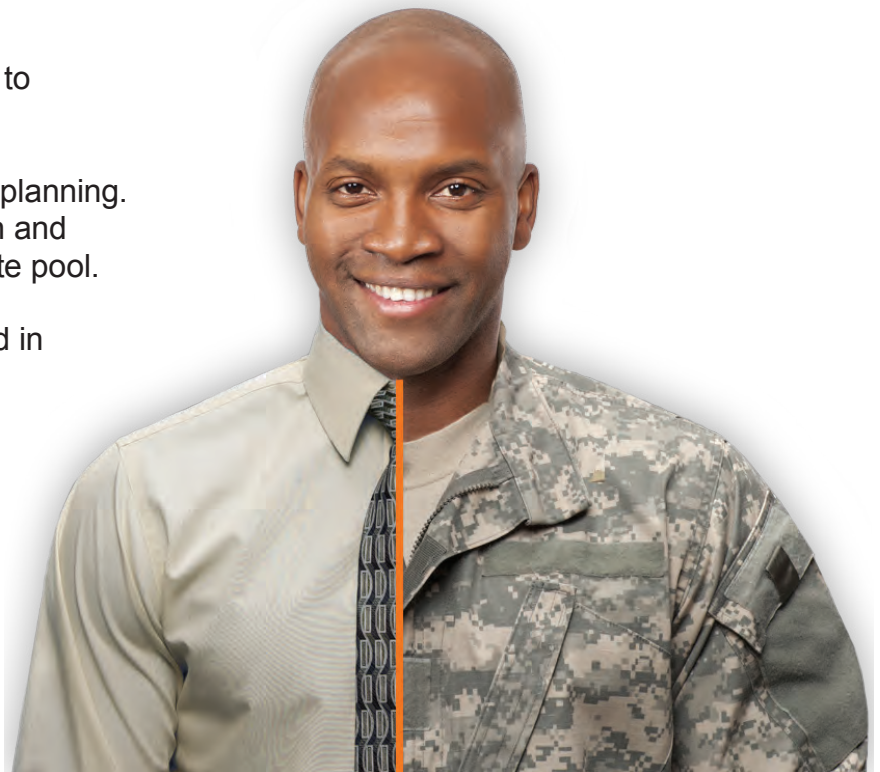
MSTS is committed to creating an inclusive and multi-talented workforce and will work to increase the organization's diversity by recruiting and retaining well-qualified employees. For recruiting, selection, and promotions, we will draw from a diverse population.

Human Resources (HR) will take a leadership role working with our customers and hiring managers to ensure that MSTS recruitment goals are met or exceeded. We will use the following strategies to ensure an effective recruitment process:

- ▶ Identify methods of recognizing and attracting qualified candidates.
- ▶ Utilize recruitment best practices to source candidates faster and increase productivity.
- ▶ Contact the Nevada State Job Service to list regular employment openings (except executive and top management positions, positions that will be filled from within, and bargaining unit positions that are filled by the unions).
- ▶ Establish inclusive student programs to support our talent pipeline.
- ▶ Implement company-wide workforce planning. This will enable staffing to better plan and advertise for a more diverse candidate pool.
- ▶ The following entities may be included in MSTS' recruiting strategy:

- **Society of Asian Scientists and Engineers**
- **Society of Hispanic Professional Engineers**
- **American Indian Society of Engineers and Scientists**

- **National Society of Black Engineers**
  - **Society of Women Engineers**
  - **Minority Serving Institutions**
  - **Historically Black Colleges and Universities**
  - **Women in Technology**
  - **Disability:IN Conference (formerly known as the US Business Leadership Network)**
  - **Navy and Veteran and Wounded Warriors Hiring and Support Summit**
  - **Military Officer Job Opportunities (MOJO)**
- ▶ Improve hiring of veterans by utilizing veteran-affiliated sources and attendance at military career fairs targeting retiring/separating military members.



## 6.0 Educational Outreach

MSTS plans to commit efforts to benefit the communities in which we live and work, both as a positive economic impact as well as being recognized as a preferred employer in Southern Nevada. Efforts will lend itself to opportunities for recruiting and branding. MSTS extends this commitment to education by sponsoring the following programs:

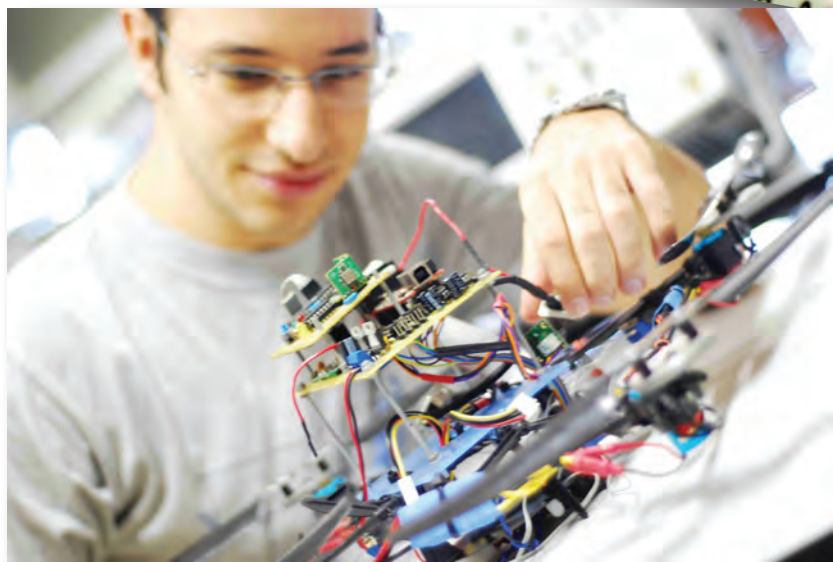


- **Focus School Program**

MSTS partners with two at-risk schools in Clark County, Kit Carson International Academy and The STEAM Academy at Jim Bridger Middle School, which also houses magnet programs for robotics, aerospace and aviation, biomedicine, information technology and fine arts. Employees are encouraged to participate in key partnership activities that will include an annual back-to-school supply drive; holiday food drives to benefit students and their families; and e-mentoring. MSTS provided sponsorship of Google Chrome Books, which are used with the Clark County School District's curriculum. MSTS plans other activities on an annual basis consistent with the needs of the schools.

- **MSTS Science and Engineering Scholarship Program**

MSTS plans to provide a science and engineering scholarship program through current programs offered in all of the company's primary operating locations. The program will be open to high school seniors pursuing a degree in engineering or science at a four-year college or university. Our intent will be for the scholarship winners to return to serve internships at the Nevada National Security Site; North Las Vegas; Livermore, California; or Los Alamos, New Mexico.



- **MSTS Family Scholarship Program**

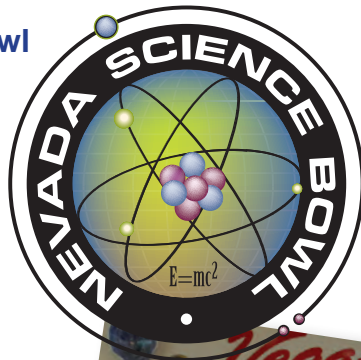
The MSTS Scholarship Program will provide financial assistance for dependent children of MSTS employees. Scholarships will be awarded based on overall scholastic performance, a written essay, a personal interview, and financial need.

- **Summer Internship Program (college)**

MSTS offers internships to provide technical assistance, fill staffing gaps, and enhance the company's reputation on campus with students who often accept full-time positions upon graduation.

- **Nevada Science Bowl**

MSTS sponsors the annual competition among regional high schools showcasing excellence in Science, Technology, Engineering, and Math (STEM) education. Many employees volunteer to serve as moderators, scientific judges, rule judges, time keepers, scorekeepers and messengers during the day-long competition.



- ▶ **\$3,000** – Nevada Future City Competition

- **Military Academies (college)**

Last summer, MSTS sponsored U.S. Air Force Academy, U.S. Naval Academy and West Point Military Academy internships. Cadets are paid by their respective academy and MSTS has provided non-contract funding for all transportation and related support-activity expenses.



- **Educational Funding**

MSTS has and will continue to provide funds that supports diverse and sustainable education programs focused on improving STEM at the elementary school, middle school, high school, and collegiate levels.

Examples include:

- ▶ **\$115,000 overall** to the University of Nevada, Las Vegas to include College of Engineering Senior Design Competition and STEM outreach activities geared towards K-12 education
- ▶ **\$65,000** – FIRST Robotics Las Vegas regional competition
- ▶ **\$50,000** – Nevada Science Bowl High School Competition
- ▶ **\$25,000** – DISCOVERY Children's Museum Sponsorship
- ▶ **\$15,350** – Las Vegas Science and Technology Festival
- ▶ **\$5,000** – Clark County School District, to fund student field trips to the National Atomic Testing Museum

## 6.1 In-House/ Outside Training

Nonbargaining MSTS employees are provided opportunities to improve their skills and employment options through training, seminars, and education programs. A portion of MSTS' wage package for bargaining employees is directed to the unions'

Training Trust programs. MSTS offers site-specific training for bargaining employees.

# UNLV



## FIRST ROBOTICS COMPETITION

# fuTuRe City COMPETITION



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## 6.2 Programs in Place

- ▶ Equal Opportunity, Affirmative Action, and Diversity topics are included in MSTs' supervisory training sessions.
- ▶ MSTs' Employee Education Training Assistance Program (EETAP) covers some costs of coursework (up to \$5,250 per employee per fiscal year) at accredited colleges and universities that pertains to a nonbargaining employee's current position or one that the employee could achieve at MSTs. This includes tuition, required textbooks, and fees, when certain conditions are met.
- ▶ MSTs makes available courses and briefings on job-related topics through instructor-led, computer-based, or web-based training. Topics include environment, safety and health; computer software; management; project management; conduct of operations; nuclear safety; and other job-specific skills.

- ▶ Employees have opportunities to attend seminars, conferences, and outside training courses that are related to their current assignment (when budgets allow and DOE approval is given).
- ▶ Employee Relations (ER) presents informal Diversity training sessions upon request.

## 6.3 Actions for 2019

- ▶ Continue each of the above-mentioned programs.
- ▶ Continue to provide access to 'webinars' (web-based seminars) provided by in-house sources. These web-based events allow more participants to complete training without requiring travel or per diem costs for external events.



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## 7.0 Community Involvement and Outreach

MSTS is committed to being a responsible corporate citizen through addressing many important issues facing our communities today. Diversity is important to us; as a company, we interact with diverse communities as a resource for employment, education, and commercial ventures. And we support organizations that promote the interests of minorities, females, individuals with disabilities and protected veterans, as well as other diversity dimensions.

To build strong community relations, we focus on several areas where time, effort, and energy are expended to achieve effective results. MSTS supports many charitable organizations, primarily in the areas where we live and work.

MSTS has supported area food banks, the American Red Cross, and the Salvation Army's Angel Tree program, and will continue to support these efforts as well as additional efforts, in the coming years.

**Volunteer Activities** – MSTS employees volunteered more than 900 hours of personal time within their communities serving various non-profits selected by MSTS during 2018. Volunteer opportunities will continue to be offered for all members of the NvE to serve in their communities.

**NNSS Fire & Rescue Benevolent Association** – MSTS provided funding for some much needed repairs to the Association's 1950 Seagrave Fire Engine. The Engine is used during the Association's many outreach opportunities within Southern Nevada, where they represent the NNSS.

**Chambers of Commerce** – MSTS is an active member of the Las Vegas Metro, Pahrump Valley, and Latin Chambers of Commerce.

**Opportunity Village** – MSTS is a strong supporter of Opportunity Village and provides sponsorship for the Magical Forest each year.

**American Red Cross of Southern Nevada (ARC/SN)** – MSTS has supported ARC/SN with funding for disaster relief. The Company will continue to support the agency with additional efforts.

**American Cancer Society** – MSTS provided funding to the local chapter of the American Cancer Society. Not only was MSTS a sponsor of the local Making Strides Against Breast Cancer walk, they also provided funding to support cancer programs in Southern Nevada as well as support of national breast cancer programs and services.



**U.S. Marines' Toys for Tots** – MSTS sponsors a drive each year to collect toys and bicycles to donate to this nationwide program. In 2018, MSTS employees donated 12 toy-stuffed barrels and 83 new bicycles and tricycles to the Marines.

**Rebuilding Together Southern Nevada** – MSTS sponsored the refurbishing of a veteran senior-owned home in Las Vegas. Both the funding and efforts of MSTS employees resulted in electrical and plumbing improvements in the home, as well as painting, yard cleanup and landscaping efforts on the exterior. MSTS will continue its partnership with this agency to improve living conditions for the disabled, senior, and military members of our community.

**Team MSTs Runs and Walks** – MSTs and the MSTs Employees’ Association partner to fund “Team NNSS” employee registrations and t-shirts for community walks and runs. MSTs also supports employees who want to volunteer as a team captain for a charitable walk/run that benefits a non-profit organization that holds a current 501(c) or 501(c)3.

**Holiday Giving** – MSTs conducted fundraising over the holidays. A bake sale was held at all Southern Nevada locations, resulting in over \$2,500 raised



for Three Square Food Bank. Those funds will provide over 15,000 meals to community members that are food insecure.

Employees were also able to give additional funding to five local charities during holiday functions. Employee and Company donations totaled almost \$6,500.





## 8.0 Subcontracting

MSTS is committed to maintaining a culturally and economically diverse environment. Small businesses are the backbone of our American economy. MSTS recognizes and welcomes the expertise and knowledge provided by small and disadvantaged businesses. *We continuously seek to build relationships* with those businesses that can meet and exceed our standards of excellence in support of our work for the U.S. Federal Government. We accomplish this by participating in fairs and workshops in Las Vegas as well as networking with state and national organizations. In addition, MSTS works closely with:

- ▶ Small Business organizations within the local community, including the Nevada Minority Business Council.
- ▶ U.S. Department of Energy/National Nuclear Security Administration Small Business Program Managers Forum.
- ▶ The Office of Small and Disadvantaged Business Utilization and the Small Business Administration.

MSTS incorporates a Small Business Review process to encourage the use of Small Businesses by reviewing any orders over \$25,000. The orders are reviewed by the Small Business Coordinator and Procurement Manager.

Procurement maintains and utilizes a Small Business database and encourages interested suppliers to register and be categorized by socio-economic status and commodity type by working with a central small business coordinator at MSTS. The Small Business database allows the Procurement Department to have a centralized file of businesses that have shown interest in doing business with the company. The Small Business Coordinator passes this information on to MSTS procurement specialists.

Procurement also utilizes the Central Contractor Registration (CCR) database ([www.ccr.gov](http://www.ccr.gov)), the primary registrant database for the U.S. Federal Government, when developing bidder's lists. Accordingly, potential suppliers are encouraged to register on this site to maximize opportunities not only with MSTS but also with federal government agencies or other government contractors.



Our Small Business Plan describes our goals and approach involving small business in the categories of Veteran-Owned Small Business, Service-Disabled Veteran-Owned Small Business, Historically Underutilized Business Zone (HUBZone) Small Business, Small Disadvantaged Business, and Women-Owned Small Business.

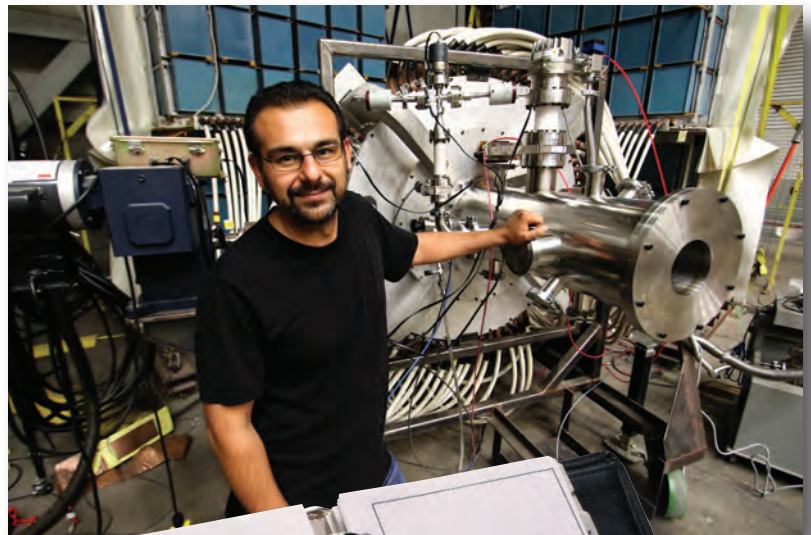


CATEGORY	FISCAL YEAR GOAL
Total Small Business (SB)	72%
Small Disadvantaged Business (SDB)	10%
Woman-Owned Small Business (WOSB)	10%
HUBZone Small Business	3%
Veteran-Owned Small Business (VOSB)	12%
Service-Disabled Veteran-Owned Small Business (SDVOSB)	4%

We comply with the following desktop instructions (DIs) and organization procedures (OPs) that reference the socioeconomic requirements for Procurement:

- ▶ **DI-PRO.105, “Equal Employment Opportunity (EEO)”**
- ▶ **DI-PRO.302, “Sources of Competition”**
- ▶ **DI-PRO.304, “Simplified Acquisitions”**
- ▶ **DI-PRO.305, “Government Supply Sources”**
- ▶ **DI-PRO.406, “Subcontracting Plan”**
- ▶ **OP-0610.009, “Subcontracting Under the U.S. Department of Energy (DOE) 8(a) Pilot Program”**
- ▶ **OP-0610.004, “Noncompetitive Procurements”**

encourage the use of small businesses. MSTS intends to participate in various local and regional trade fairs that present opportunities for small business networking and outreach.



## 8.1 Future Goals

MSTS is committed to accomplishing the Small Business goals and seeking additional opportunities or programs that

## 9.0 Economic Development (including Technology Transfer)

MSTS conducts science and technology activities that benefit the Las Vegas community and stimulate the economy. It collaborates with local and national universities to promote technology transfer efforts and partners with UNLV and the University of Nevada, Reno for broader access to university faculty, recruiting of university graduates to sustain a technical workforce, and increase business activity. MSTS employees participate in conferences and symposiums and publish numerous journal articles.

minate to ensure fair, equitable consideration for all employees and applicants. Managers who violate MSTS policies on diversity risk having adverse action taken against them. ER also conducts investigations and expedites timely resolution of discrimination and harassment allegations.

## 10.2 Actions for 2019

ER will continue to conduct and oversee fair and impartial investigations in an expeditious manner, provide support to the Disciplinary Action Review Board and serve as advisors to the NvE Diversity Council.

## 10.0 Prevention of Profiling

The policies and directives listed in the “Workforce” section of this plan prohibit treating employees or applicants differently based on several characteristics, including race, color, and national origin.

## 10.1 Programs in Place

ER analyzes employment policies and practices while Human Resources reviews decisions to hire or ter-







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