

INTEREST FORM
for
COLLATERAL DUTY EEO COUNSELOR

Name: _____

Organization: _____

Office Address: _____

Telephone: _____

Title/Series/Grade: _____

Supervisor's Name: _____

Please check the appropriate response(s):

- I am a supervisor. Yes [] No []
I am a manager. Yes [] No []
I am a program manager. Yes [] No []
I am a team lead. Yes [] No []
I am a member of an EEO Advisory Committee. Yes [] No []
I am a labor union official. Yes [] No []
I am a Human Resources Specialist/Advisor. Yes [] No []
I am an EEO Specialist. Yes [] No []
I have been an EEO Counselor before. Yes [] No []
I am none of the above. []

Basic Qualification Requirements for EEO Collateral Assignments:

- Understanding of the intent of the laws and regulations governing Federal equal employment opportunity;
- Ability to establish effective working relationships with and gain the confidence of managers, supervisors, and employees regardless of their occupation, race, sex, ethnic heritage, or socioeconomic background;
- Ability to communicate orally to explain procedures and regulatory requirements to complainants and management officials who may be angry, upset, confused, or distressed;
- Ability to obtain and organize facts presented by persons who may be angry, upset, confused, or distressed;
- Ability to conduct fact-finding and obtain necessary documentation useful in the informal resolution of a complaint;
- Ability to clarify and discuss issues, and resolve misunderstandings if they exist/arise (during the informal stage of a complaint),

Name: _____

2. Describe any qualifications such as training and/or other related experiences that may qualify you to serve as a collateral duty EEO Counselor. For example, mediation/negotiation skills, interviewing techniques, knowledge of human resources and equal employment opportunity law and regulations.

3. I would like to serve as a collateral duty EEO Counselor for the following reasons:

Name: _____

I support submission of this collateral duty EEO Counselor application:

Supervisor Signature

Date

**SUBMIT APPLICATION BY FAX OR VIA MAIL BY
November 10, 2011 to:**

Joseph E. Hairston, Director
NOAA Civil Rights Office
1315 East West Highway
SSMC-3, Suite 10509
Silver Spring, Maryland 20910
Phone: (301) 713-0500
Fax: (301) 713-0983