

**CNREURAFSWA**  
**Equal Employment Opportunity Office**  
**PSC 817 BOX 108, FPO AE 09622**  
**DSN: 314-626-5755**  
**CNREURAFSWA.EEO@eu.navy.mil**  
**INTEREST FORM**  
for  
**COLLATERAL DUTY EEO COUNSELOR**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Title/Series/Grade: \_\_\_\_\_

**Definition of EEO Collateral Assignments**

EEO collateral assignments are official EEO duties and responsibilities assigned to an employee in addition to the primary duties and responsibilities of the position the employee occupies.

EEO Counselors serve as a neutral third party to provide confidential technical assistance to employees on EEO discrimination complaints processing and resolution procedures. They attempt to resolve, on an informal basis, allegations of perceived discrimination based on race, color, sex, religion, national origin, age, physical/mental disability or retaliation.

EEO Counselors must complete 32 hours of training and testing.

**Basic Qualification Requirements for EEO Collateral Assignments:**

- Understanding of how agency policies and practices affect the equal employment opportunities of all employees;
- Understanding of the intent of the laws and regulations governing Federal equal employment opportunity;
- Understanding of the employment problems of underutilized persons and classes in the workforce and labor market, particularly racial and ethnic minorities, women, older workers, people with disabilities, or the economically disadvantaged;
- Ability to establish effective working relationships with and gain the confidence of managers and supervisors at all levels of the agency, as well as with employees regardless of their occupation, race, sex, ethnic heritage, or socioeconomic background; and
- **Potential to acquire the following:**
  - Knowledge of the general structure of the Federal personnel system including classification, staffing, recruitment, performance evaluation, career development, labor relations, appeals, grievances, adverse actions, and employee rights and responsibilities;
  - General knowledge of the missions, organizational structure, and distribution of responsibilities within the agency; and
  - Understanding of the current labor market, e.g., types of jobs available, supply of and demand for certain types of skills, recruiting methods, sources of recruitment, and projected employment needs of the agency.

Name: \_\_\_\_\_

EEO counselor collateral assignments also require the ability to:

- Learn complaint procedures in detail;
- Learn basic EEO principles and terms;
- Communicate orally to explain procedures and regulatory requirements to complainants and management officials who may be angry, confused, or distressed because of the circumstances that caused the complaint, or because of the complaint itself;
- Obtain and organize facts presented by persons who may be angry, confused, or distressed;
- Conduct factfinding to locate and obtain necessary documentation materials in connection with informal resolution of a complaint;
- Gain an understanding of a particular EEO case, identify the issues, and apply the relevant personnel regulations and principles;
- Clarify issues, discuss issues, and resolve misunderstandings if they exist (during the informal stage of a complaint);
- Report facts objectively; and
- Write simple, clear, and factual narrative statements (for reports

**1. Please provide a narrative description of your qualifications for each of the following criteria:**

- a. Ability to communicate with persons at different levels in the organization.
  
- b. Ability to gather and analyze a variety of pertinent facts concerning controversial issues.
  
- c. Ability to write a comprehensive summary report.
  
- d. Ability to maintain confidentiality, impartiality and objectivity throughout the process.

**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.**

Name: \_\_\_\_\_

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

I support submission of this collateral duty EEO Counselor application and understand that when collateral duty counselor is assigned an informal case, the counselor may spend between 10 and 20 hours on average for complaint:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**SUBMIT APPLICATION VIA MAIL to:**

Ms. Colleen M. Shanklin  
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