

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 690-6

15 October 1997

Civilian Personnel

Equal Employment Opportunity

**Summary.** This regulation giving guidance on policies and procedures for the administration of the Equal Employment Opportunity (EEO) Program within the United States Army Alaska (USARAK), including tenant units, has been revised. It is designed for commanders, EEO officials, the Civilian Personnel Advisory Center (CPAC) director, labor counselors, managers, supervisors, employees, and employment applicants. It implements federal law and EEO commission regulations, at part 1614, title 29, Code of Federal Regulations, which prohibit discrimination based on race, color, religion, sex, national origin, age, physical, mental handicap, and/or reprisal. This regulation has been revised to change some job titles and unit names.

**Applicability.** This regulation applies to all Army civilian employees and employment applicants in assigned and serviced activities financed by appropriated and nonappropriated funds within USARAK, including tenant units.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from this headquarters, Attention: APVR-REEO.

**Interim changes.** Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Destroy interim changes on their expiration date unless sooner superseded or rescinded.

**Suggested Improvements.** This regulation's proponent agency is the Equal Employment Opportunity Office. Sent comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-REEO.

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\*This regulation supersedes United States Army Alaska Regulation 690-6, dated 13 August 1994.



**1. Purpose**

This regulation establishes the policy and program requirements for the USARAK EEO Program, including tenant units.

**2. References**

a. Required publications.

(1) DA Civilian Personnel Regulation 700 (Personnel Relations and Services (General)) is cited in paragraphs 4b, 4c, 4e, 4g, and in appendix A.

(2) Qualifications Guide for Collateral Assignments is cited in paragraph 4c(3).

(3) Qualifications Standards Handbook X-118 is cited in paragraph 4c(3).

(4) USARAK Poster 600-1 (EO/EEO: A Policy Statement from the Commanding General, United States Army Alaska) is cited in paragraph 7a.

(5) USARAK Poster 600-3 (Discrimination Complaint Process) is cited in paragraph 7b.

b. Related publications.

(1) Army Regulation (AR) 215-3 (Nonappropriated Funds and Related Activities Personnel Policies and Procedures).

(2) AR 690-600 (Equal Employment Opportunity Discrimination Complaints).

(3) AR 690-700 (Personnel Relations and Services (General)).

(4) Civilian Manpower Management Instructions 700.

(5) Equal Employment Opportunity Act of 1972 (Public Law 92-261).

(6) Executive Order 11478.

c. Referenced form. DA Form 2028 (Recommended Changes to Publications and Blank Forms) is cited in the suggested improvements statement.

**3. Explanation of abbreviations**

a. AR..... Army Regulation

b. CPAC..... Civilian Personnel Advisory Center

c. DA..... Department of the Army

d. EEO ..... Equal Employment Opportunity

e. GS..... General Schedule

f. para..... paragraph

g. SEP..... Special Emphasis Program

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h. USARAK ..... United States Army Alaska

### **4. Responsibilities**

a. The Commander, USARAK has the major responsibility for EEO and is accountable for the program's overall success.

b. An equal employment manager will be officially appointed to serve as staff Equal Employment Manager for USARAK, under the supervision of the Chief of Staff. The Equal Employment Manager will fill the responsibilities and roles prescribed in DA Civilian Personnel Regulation 700, chapter 13. In addition, the Equal Employment Manager will—

(1) Serve as the commander's representative with direct and personal access to the Chief of Staff on EEO matters.

(2) Serve as the advisor and reviewer of individual and class complaints of discrimination.

(3) Serve as the EEO Career Program Manager and actively recruit voluntary registrants for the EEO Career Program.

(4) Maintain close coordination with the Director, CPAC, and the CPAC EEO Action Officer.

(5) Develop, monitor, and review policies, actions, and achievements; identify problem areas; and initiate and monitor corrective actions to assist management in overcoming EEO impediments.

(6) Ensure that all EEO personnel are trained as required for the EEO-related responsibilities.

(7) Ensure that all employees serving in EEO collateral duty positions are placed on orders for the appointment period. See samples at appendix A.

(8) Conduct EEO Program surveys, identify deficiencies, and monitor corrective actions.

(9) Serve as the advisor to the Special Emphasis Program (SEP) managers and the EEO SEP committee. The SEP managers are the—

(a) Asian American/Pacific Islander - American Indian/Alaska Native Program Manager.

(b) Black Employment Program Manager.

(c) Federal Women's Program Manager.

(d) Hispanic Employment Program Manager.

(10) Prepare, coordinate, and issue the command's Affirmative Action Program Plan.

(11) Plan and administer the EEO budget.

(12) Coordinate and conduct training sessions, EEO events, and SEP observances.

(13) Serve as the Training in the Prevention of Sexual Harassment Program Director and plan, administer, and coordinate training for all civilian employees, civilian employee managers, and civilian employee supervisors.

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c. The Director, CPAC will fill the responsibilities prescribed in DA Civilian Personnel Regulation 700, chapter 13. In addition, the Director, CPAC will—

(1) Appoint a CPAC EEO Action Officer to coordinate civilian personnel activities relating to the EEO Program.

(2) Provide civilian personnel program statistical data to EEO officials.

(3) Review the nominations of all part-time EEO personnel to ensure that they meet the standards outlined under Equal Opportunity Specialist (General Schedule (GS) 260) in the Qualifications Standards Handbook X-118 or the Qualifications Guide for Collateral Assignments involving EEO duties.

(4) Coordinate with managers and supervisors to ensure that additional responsibilities in EEO are reflected in the job descriptions of EEO collateral duty personnel. See sample collateral duty agreements at appendix B.

(5) Review exceptional ratings of supervisor and manager standards to ensure that EEO factors are sufficiently rated.

(6) Ensure that all personnel requisitions for positions that have been identified as goals in USARAK include affirmative efforts to attract candidates to support goal accomplishment.

d. Commanders, managers, and supervisors at all levels are responsible for providing active and affirmative EEO leadership and are accountable for the EEO Program's success, including the SEPs. Commanders, managers, and supervisors of civilian personnel will—

(1) Affirmatively and actively support EEO laws, policies, and objectives.

(2) Afford all candidates full and impartial consideration for employment and promotional opportunities based on merit factors without regard to race, color, religion, sex, age, national origin, or handicap condition.

(3) Provide employees who need training to improve performance in their current assignment with the opportunity to compete for training and developmental activities without regard to race, color, religion, sex, age, national origin, or handicap condition per regulatory requirements.

(4) Ensure that each employee is considered for appropriate recognition and that awards are based solely on merit.

(5) Counsel each employee, as needed, to identify the employee's occupational goals and objectives, performance, and actions necessary to enhance potential for achieving career objectives.

(6) Include EEO as a critical element in manager and supervisor performance standards when they have responsibility for carrying out the USARAK Affirmative Actions Program requirements.

(7) Include EEO as a critical element in manager and supervisor performance standards when program management actions directly affect EEO.

e. EEO counselors are officially appointed to serve throughout USARAK under the supervision of the Equal Employment Manager. In addition to their responsibilities and roles prescribed in DA Civilian Personnel Regulation 700, chapter 713, the EEO counselors will—

(1) Provide counseling service to all aggrieved persons.

(2) Notify the Equal Employment Manager immediately upon receipt of informal complaints.

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(3) Counsel employees and prepare all required counseling reports for the Equal Employment Manager in a timely manner.

(4) Serve as advisor and assist the SEP managers on matters of special concern to the work force.

(5) Identify problems that women, minority groups, and handicapped personnel encounter in employment.

f. The servicing Legal Officer or Staff Judge Advocate will—

(1) Provide legal advice on EEO matters to the Commander, USARAK; the CPAC; and EEO officials.

(2) Act as the Army's legal representative in hearings on individual complaints and in class action proceedings.

(3) As requested, review negotiated settlement agreements, letters of acceptance/rejection, and Army final decision letters for legal sufficiency.

(4) Advise the Commander regarding settling claims of attorney fees and costs.

g. The SEP managers (see para b(9) above) are officially appointed to serve as managers of the specific SEP for which they are appointed under supervision of the Equal Employment Manager. In addition to the responsibilities and roles prescribed in DA Civilian Personnel Regulation 700, chapter 713, the SEP managers will—

(1) Have direct and personal access to the Chief of Staff on matters related to the specific SEP for which they are appointed.

(2) Maintain close coordination with the CPAC officials and the CPAC EEO Action Officer.

(3) Provide active leadership for the EEO Program, especially in the implementation of the Affirmative Action Program.

(4) Serve on boards and committees whose decisions affect the morale, employment, or advancement of the specific SEP for which they are appointed.

(5) Serve as an advisor and team with overall direction for the EEO SEP committee. Provide technical guidance related to the specific SEP for which they are appointed.

h. An EEO SEP committee will be established to work with the Equal Employment Manager and SEP managers. This committee will—

(1) Assist with the study of EEO problem areas and make recommendations.

(2) Assist the SEP managers with SEP events, training sessions, and the concerns of the work force.

## **5. Policies**

a. It is brigade policy that all personnel policies, actions, and employment practices be made free from discrimination and that they demonstrate full adherence to the letter and spirit of federal government policy guaranteeing EEO for all persons without regard to age, color, race, national origin, religion, sex, physical handicap, or mental handicap.

b. USARAK will fully and affirmatively support United States government policy, Department of Defense, and DA program requirements intended to guarantee EEO to all civilian employees and applicants in such

## USARAK Regulation 690-6

areas as recruitment, appointment, promotion, employee services and facilities, incentive awards, training and development, treatment and related employment aspects. Employment practices will demonstrate full adherence to pertinent public policy and program requirements.

c. Women, minority group members, and handicapped personnel will receive full and impartial consideration within the regulatory requirements for initial employment and promotion, possess equal standing and security as other government employees, and enjoy equal opportunities to receive training, develop skills, and advance from a job and career standpoint.

d. Employees and applicants for employment are guaranteed the right to present complaints of discrimination freely and without fear of coercion, reprisal, or retaliation.

e. Sexual harassment, as well as other forms of harassment because of a person's age, national origin, race, color, religion, physical handicap, or mental handicap will not be tolerated at any level of management.

f. Activities, facilities, services, training programs, sponsored or participated in by the Department of Defense, will be available to employees without discrimination based on race, color, religion, age, sex, national origin, physical handicap, or mental handicap.

### 6. Procedures

All Army civilian employees and applicants who feel they have been discriminated against on the basis of race, color, religion, age, sex, national origin, physical handicap, or mental handicap may contact an EEO counselor to seek redress or relief from such alleged discrimination without fear of coercion or reprisal. At any stage of the presentation of a complaint, an aggrieved person will have the right to be accompanied, represented, and advised by a chosen representative (exclusive of the CPAC, the EEO Office, or other personnel with whom this would represent a conflict of interest) who will also serve without fear of coercion or reprisal. With supervisor permission, employees are authorized counseling during duty hours without charging the time to leave.

### 7. Posting

The following will be posted on all official bulletin boards in organizations with civilian employees:

a. USARAK Poster 600-1, which displays an EEO policy statement from the Commanding General.

b. USARAK Poster 600-3, which reflects the names and telephone numbers of the EEO staff and the EEO counselors.

FOR THE COMMANDER:

OFFICIAL:

CHARLES R. DEWITT  
COL, GS  
Chief of Staff

//Original Signed//  
WILLIAM F. HIGGINS, JR.  
LTC, SC  
Director of Information Management

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**DISTRIBUTION:**

A plus

100 - APVR-REEO

25 - APVR-RIM-ASD-PB

5 - MOS Library (Building 600, Fort Richardson)

5 - MOS Library (Army Education Center, Building 21-10 (Fort Wainwright))

3 - APVR-RIM-ASD-WB

1 - APVR-GPA-AE (MOS Library, Assistant Directorate of Community Activities, Education Branch,  
Attention: Mr. Mauer)

1 - Commander, United States Army Pacific Command, Attention: APIM-OIR,  
Fort Shafter, Hawaii 96858-5100

**Appendix A**  
**Appointment Order Examples**

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APVR-REEO (690-600)

10 June 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of USARAK EEO Counselor

1. The following additional duty appointment is announced:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Organization \_\_\_\_\_

2. Appointed as: EEO Counselor.

3. Authority: DA Civilian Personnel Regulation 700, chapter 713 and USARAK Regulation 690-6.

4. Period: Until departure from USARAK or until mutually agreed between the counselor, management, and the Equal Employment Manager.

5. Purpose: To resolve in a timely and informal manner, employment problems related to EEO at the lowest practicable organizational levels pursuant to the provisions of governing regulations. To assist the EEO Officer and SEP managers in identifying incipient problems affecting the work force so that timely management actions can be taken.

6. Special instructions: The EEO Counselor is responsible to the EEO Officer for performance of EEO counseling duties. The EEO Counselor will ensure that all reasonable and practical efforts are made to resolve complaints informally, including involving the EEO Officer and senior level management officials, when appropriate. The EEO Counselor will comply with requirements of governing regulations and adhere to required time frames for complaint counseling. The EEO Counselor will be allowed reasonable time to work exclusively on EEO problems when required.

Equal Employment  
Opportunity Officer

DISTRIBUTION:  
USARAK Commander  
Chief of Staff  
APVR-RCP-A  
APVR-RCP-S  
Individual

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**Figure A-1. Appointment of equal employment opportunity counselor sample memorandum**

**USARAK Regulation 690-6**

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APVR-REEO (690-600)

10 June 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of USARAK Special Emphasis Program (SEP) Manager

1. The following additional duty appointment is announced:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Organization \_\_\_\_\_

2. Appointed as: Asian American/Pacific Islander - American Indian/Alaskan Native Program Manager.

3. Authority: DA Civilian Personnel Regulation 700, chapter 713 and USARAK Regulation 690-6.

4. Purpose: To serve as principal adviser to the Chief of Staff and the EEO staff on issues relevant to Asian American/Pacific Islander - American Indian/Alaska Native civilian employees. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and providing active leadership to the overall program. To serve as a team member adviser with other SEP managers, to the EEO SEP committee in providing direction and technical guidance relevant to the Asian American/Pacific Islander - American Indian/Alaska Native Program.

5. Period: Until departure from USARAK or until mutually agreed between the Asian American/Pacific Islander - American Indian/Alaska Native Program Manager, management, and the EEO Officer.

6. Special instructions: The Asian American/Pacific Islander - American Indian/Alaska Native Manager will have direct access to the Chief of Staff when carrying out EEO duties and is authorized to spend a maximum of 20 percent of the employee's duty time over a 1-year period.

7. The (identify the appropriate supervisor by title) has concurred in this appointment.

Equal Employment  
Opportunity Officer

DISTRIBUTION:  
USARAK Commander  
Chief of Staff  
APVR-RCP-A  
APVR-RCP-S  
Individual

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**Figure A-2. Appointment of Asian American/Pacific Islander - American Indian/Alaska Native Program Manager sample memorandum**

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APVR-REEO (690-600)

10 June 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of USARAK Special Emphasis Program (SEP) Manager

1. The following additional duty appointment is announced:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Organization \_\_\_\_\_

2. Appointed as: Black Employment Program Manager.

3. Authority: DA Civilian Personnel Regulation 700, chapter 13 and USARAK Regulation 690-6.

4. Purpose: To serve as principal adviser to the Chief of Staff and the EEO staff on issues relevant to black civilian employees. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and providing active leadership to the overall program. To serve as a team member adviser, with other SEP managers, to the EEO SEP committee in providing direction and technical guidance relevant to the Black Employment Program.

5. Period: Until departure from USARAK or until mutually agreed between the Black Employment Program Manager, management, and the EEO Officer.

6. Special instructions: The Black Employment Program Manager will have direct access to the Chief of Staff when carrying out EEO duties and is authorized to spend a maximum of 20 percent of the employee's duty time over a 1-year period.

7. The (identify the appropriate supervisor by title) has concurred in this appointment.

Equal Employment  
Opportunity Officer

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Chief of Staff  
APVR-RCP-A  
APVR-RCP-S  
Individual

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Figure A-3. Appointment of Black Employment Program Manager sample memorandum

**USARAK Regulation 690-6**

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APVR-REEO (690-600)

10 June 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of USARAK Special Emphasis Program Manager (SEP)

1. The following additional duty appointment is announced:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Organization \_\_\_\_\_

2. Appointed as: Federal Women's Program Manager.

3. Authority: DA Civilian Personnel Regulation 700, chapter 713 and USARAK Regulation 690-6.

4. Purpose: To serve as principal adviser to the Chief of Staff and the EEO staff on issues relevant to women civilian employees. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and providing active leadership to the overall program. To serve as a team member adviser, with other SEP managers, to the EEO SEP committee in providing direction and technical guidance relevant to the Federal Women's Program.

5. Period: Until departure from USARAK or until mutually agreed between the Federal Women's Program Manager, management, and the EEO Officer.

6. Special instructions: The Federal Women's Program Manager will have direct access to the Chief of Staff when carrying out EEO duties and is authorized to spend a maximum of 20 percent of the employee's duty time over a 1-year period.

7. The (identify the appropriate supervisor by title) has concurred in this appointment.

Equal Employment  
Opportunity Officer

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USARAK Commander  
Chief of Staff  
APVR-RCP-A  
APVR-RCP-S  
Individual

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**Figure A-4. Appointment of Federal Women's Program Manager sample memorandum**

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APVR-REEO (690-600)

10 June 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of USARAK Special Emphasis Program Manager (SEP)

1. The following additional duty appointment is announced:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Organization \_\_\_\_\_

2. Appointed as: Hispanic Employment Program Manager.

3. Authority: DA Civilian Personnel Regulation 700, chapter 713 and USARAK Regulation 690-6.

4. Purpose: To serve as principal adviser to the Chief of Staff and the EEO staff on issues relevant to Hispanic civilian employees. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and providing active leadership to the overall program. To serve as a team member adviser, with other SEP managers, to the EEO SEP committee in providing direction and technical guidance relevant to the Hispanic Employment Program.

5. Period: Until departure from USARAK or until mutually agreed between the Hispanic Employment Program Manager, management, and the EEO Officer.

6. Special instructions: The Hispanic Employment Program Manager will have direct access to the Chief of Staff when carrying out EEO duties and is authorized to spend a maximum of 20 percent of the employee's duty time over a 1-year period.

7. The (identify the appropriate supervisor by title) has concurred in this appointment.

Equal Employment  
Opportunity Officer

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Chief of Staff  
APVR-RCP-A  
APVR-RCP-S  
Individual

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Figure A-5. Appointment of Hispanic Employment Program Manager sample memorandum

**USARAK Regulation 690-6**

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APVR-REEO (690-600)

10 June 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of USARAK EEO Special Emphasis Program (SEP) Committee Member

1. The following additional duty appointment is announced:

Name \_\_\_\_\_ Grade \_\_\_\_\_ Organization \_\_\_\_\_

2. Appointed as: EEO SEP committee member.

3. Authority: DA Civilian Personnel Regulation 700, chapter 713 and USARAK Regulation 690-6.

4. Purpose: To assist the EEO Officer and SEP managers in carrying out their responsibilities. The division EEO programs, as a vehicle for gathering and disseminating information assist in the development and implementation of training sessions and cross-culture awareness during the observance of SEP events throughout the year.

5. Period: Until departure from USARAK or until mutually agreed between the committee member, management, and the EEO Officer.

6. Special instructions: The committee member will have direct access to the EEO Officer and SEP managers when carrying out EEO duties and is authorized to spend a maximum of 20 percent of the employee's duty time over a 1-year period.

7. The (identify the appropriate supervisor by title) has concurred in this appointment.

Equal Employment  
Opportunity Officer

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USARAK Commander  
Chief of Staff  
APVR-RCP-A  
APVR-RCP-S  
Individual

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**Figure A-6. Appointment of Special Emphasis Program committee member sample memorandum**

**Appendix B**  
**Equal Employment Opportunity Collateral Duty Agreement Examples**

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**Equal Employment Opportunity Collateral Duty Agreement**

In addition to major duties of the primary job performed, the incumbent has been assigned the following noncompetitive Equal Employment Opportunity (EEO) collateral duties and responsibilities for at least a 1-year period:

To serve as an EEO Counselor for USARAK. To resolve in a timely and informal manner, employment problems related to EEO at the lowest practicable organizational levels pursuant to the provisions of governing regulations. To assist the EEO Officer and Special Emphasis Program (SEP) managers in identifying incipient problems affecting the work force so that timely management actions can be taken. The EEO Counselor will ensure that all reasonable and practical efforts are made to resolve complaints informally, including involving the EEO Officer and senior level management officials when appropriate. The EEO Counselor will comply with the requirements of governing regulations and adhere to required time frames for precomplaint counseling. The EEO Counselor will be allowed reasonable time to work exclusively on EEO problems when required.

I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE COLLATERAL DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO THE APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATION.

Equal Employment  
Opportunity Officer

Concurrence with appointment: (Print and sign name.)

---

Equal Employment Opportunity Counselor

Date

---

Immediate Supervisor

Date

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**Figure B-1. Sample Equal Employment Opportunity collateral duty agreement for equal employment opportunity counselor**

**Equal Employment Opportunity Collateral Duty Agreement**

In addition to major duties of the primary job performed, the incumbent has been assigned the following noncompetitive Equal Employment Opportunity (EEO) collateral duties and responsibilities for a maximum of no more than 20 percent of the employee's duty time over a 1-year period:

To serve as Asian American/Pacific Islander - American Indian/Alaska Native Program Manager for USARAK. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and provide active leadership to the overall program. To serve as a team member adviser, with other Special Emphasis Program (SEP) managers, to the EEO SEP committee, in providing direction and technical guidance relevant to the Asian American/Pacific Islander - American Indian/Alaska Native Program. To serve on boards and committees whose decisions affect the morale, employment, or advancement of the Asian American/Pacific Islander - American Indian/Alaska Native employees and applicants for employment.

I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE COLLATERAL DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO THE APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

Equal Employment  
Opportunity Officer

Concurrence with appointment: (Print and sign name.)

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Asian American/Pacific Islander - American Indian/Alaska Native Manager Date

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Immediate Supervisor Date

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**Figure B-2. Sample Equal Employment Opportunity collateral duty agreement for Asian American/Pacific Islander - American Indian/Alaska Native Program Manager**

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**Equal Employment Opportunity Collateral Duty Agreement**

In addition to major duties of the primary job performed, the incumbent has been assigned the following noncompetitive Equal Employment Opportunity (EEO) collateral duties and responsibilities for a maximum of no more than 20 percent of the employee's duty time over a 1-year period:

To serve as Black Employment Program Manager for USARAK. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and provide active leadership to the overall program. To serve as a team member adviser, with other Special Emphasis Program (SEP) managers, to the EEO SEP committee, in providing direction and technical guidance relevant to the Black Employment Program. To serve on boards and committees whose decisions affect the morale, employment, or advancement of the black employees and applicants for employment.

I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE COLLATERAL DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO THE APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

Equal Employment  
Opportunity Officer

Concurrence with appointment: (Print and sign name.)

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Black Employment Program Manager Date

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Immediate Supervisor Date

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**Figure B-3. Sample Equal Employment Opportunity collateral duty agreement for Black Employment Program Manager**

**Equal Employment Opportunity Collateral Duty Agreement**

In addition to major duties of the primary job performed, the incumbent has been assigned the following noncompetitive Equal Employment Opportunity (EEO) collateral duties and responsibilities for a maximum of no more than 20 percent of the employee's duty time over a 1-year period:

To serve as Federal Women's Program Manager for USARAK. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and provide active leadership to the overall program. To serve as a team member adviser, with other Special Emphasis Program (SEP) managers, to the EEO SEP committee, in providing direction and technical guidance relevant to the Federal Women's Program. To serve on boards and committees whose decisions affect the morale, employment, or advancement of the women employees and applicants for employment.

I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE COLLATERAL DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO THE APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

Equal Employment  
Opportunity Officer

Concurrence with appointment: (Print and sign name.)

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Federal Women's Program Manager Date

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Immediate Supervisor Date

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**Figure B-4. Sample Equal Employment Opportunity collateral duty agreement for Federal Women's Program Manager**

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**Equal Employment Opportunity Collateral Duty Agreement**

In addition to major duties of the primary job performed, the incumbent has been assigned the following noncompetitive Equal Employment Opportunity (EEO) collateral duties and responsibilities for a maximum of no more than 20 percent of the employee's duty time over a 1-year period:

To serve as Hispanic Employment Program Manager for USARAK. To assist the Chief of Staff and the EEO Officer in carrying out their responsibilities for EEO and provide active leadership to the overall program. To serve as a team member adviser, with other Special Emphasis Program (SEP) managers, to the EEO SEP committee, in providing direction and technical guidance relevant to the Hispanic Employment Program. To serve on boards and committees whose decisions affect the morale, employment, or advancement of the Hispanic employees and applicants for employment.

I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE COLLATERAL DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO THE APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

Equal Employment  
Opportunity Officer

Concurrence with appointment: (Print and sign name.)

---

Hispanic Employment Program Manager Date

---

Immediate Supervisor Date

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**Figure B-5. Sample Equal Employment Opportunity collateral duty agreement for Hispanic Employment Program Manager**

**Equal Employment Opportunity Collateral Duty Agreement**

In addition to major duties of the primary job performed, the incumbent has been assigned the following noncompetitive Equal Employment Opportunity (EEO) collateral duties and responsibilities for a maximum of no more than 20 percent of the employee's duty time over a 1-year period:

To serve as a member on the EEO committee for USARAK. The committee has dual functions. The first function is as a vehicle for gathering and disseminating information. The second function is as a basic skeletal network of involved employees who play active roles in making the Special Emphasis Program (SEP) visible and encouraging others to participate in action groups from both employees and management. The committee will be made up of employees who represent a wide organizational, occupational, and grade distribution. This distribution serves three purposes: 1) to help convince managers and supervisors that the committee functions to promote EEO within the work force, 2) the committee members are instrumental in the development of meaningful SEP activities, and 3) all members serve as ambassadors to USARAK.

I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE COLLATERAL DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO THE APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

Equal Employment  
Opportunity Officer

Concurrence with appointment: (Print and sign name.)

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EEO SEP Committee Member

Date

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Immediate Supervisor

Date

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**Figure B-6. Sample Equal Employment Opportunity collateral duty agreement for Equal Employment Opportunity Special Emphasis Program committee member**