

U.S. Department of Agriculture
Food Safety and Inspection Service



EEO Collateral Duty Network Directory

Program Planning, Analysis and Compliance Branch
Civil Rights Division

Revised as of December 2003

The FSIS EEO Collateral Duty Directory should be used as an internal resource. It provides names and contact information for all recognized EEO Advisory Committees, Special Emphasis Program (SEP) Managers and EEO Liaisons. The Directory includes useful information on EEO Advisory Committees, the SEP and special observances.

Questions regarding this Directory or changes and/or corrections to it should be directed to Beverly Broady, EE Specialist, Civil Rights Division, by email at beverly.broadly@fsis.usda.gov.

[Civil Rights Division Staff Directory](#)
[FSIS Special Emphasis Program](#)



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Dr. Arun Patel, Alternate

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Houston

Hispanic Employment Program Manager

COLLATERAL DUTY TENURE: Tenure: 2 Years

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Food Inspector

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Activities/Projects: Conducts numerous outreach programs at various universities career days and participate in state fairs.

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Equal Employment Opportunity Advisory Committees

The following is a summary of important information about EEO Advisory Committees in FSIS. For more information, please contact the Civil Rights Division.

Purpose

The purpose of a Food Safety and Inspection Service Equal Employment Opportunity Advisory Committee (EEOAC) is to:

- A. Advise and make recommendations to management on issues to improve equal employment opportunity within the program area.
- B. Alert management to EEO and diversity problems.
- C. Provide advice on employee issues that have EEO and diversity implications.
- D. Provide a forum for an exchange of ideas and action proposals on sensitive issues, matters or concerns about EEO and diversity.
- E. Analyze the impact of recommendations on diverse groups within FSIS and those groups that the Agency serves.
- F. Promote communication between management and employees on EEO and diversity issues.

Goal

The goal of the Committee is to serve as a communications channel for employees to bring EEO concerns and suggestions to the attention of management in order to improve the EEO Program. This may be accomplished by:

- A. Developing recommendations to prevent, mitigate and/or eliminate EEO and diversity problems.
- B. Assisting with the evaluation of employment data to identify trends, accomplishments, or problems.
- C. Assisting in activities for Special Emphasis Programs, special observances, community outreach, and other EEO and diversity related projects.

Membership

It is the policy of FSIS that all task groups and committees, including EEO Advisory Committees, must reflect the diversity of the organizational unit's workforce. This includes race, gender national origin, grade levels, major occupations and employment categories, i.e., professional, administrative, clerical, technical, and other.

Any full-time career employee can serve on a committee, regardless of race, age, gender, color, religion, family, parental or marital status, national origin, sexual orientation, disability or protected genetic information. Employees may nominate themselves, each other, or be appointed by management.

Committees are established at the discretion of management. Consequently, management determines how many employees will serve on an EEO Advisory Committee. They also have the authority to terminate membership without following adverse action procedures. Management can assign specific duties and responsibilities to the committee that are within the scope of EEO policies, rules, regulations and practices.

EEO Advisory Committee members serve on a collateral duty basis. In other words, they can spend up to 20 percent of their official time performing EEO duties. Therefore, it is necessary for all collateral duty employees to have an addendum specifically describing their duties attached to their official position description. They should also have a performance standard that is separate and a part from their critical EEO/CR performance element. In addition, a Memorandum of Understanding (MOU) must be included in the administrative process. The MOU provides specific and detailed information about the employee's role, duties, and supervisory authorities as they relate to the collateral duty.

In order to be effective, committee members must work together as a team. They should jointly develop and establish committee bylaws, operating procedures and other procedural documents. The program head, with the concurrence of the Civil Rights Division should approve all documents prior to implementation.

EEO Collateral Duty Documents

- Memo of Appointment – Notifies/Congratulates employee on the appointment.
- Addendum to Official Position Description – Specifies the appointee's collateral duty and responsibilities. (It should be removed at the conclusion of the appointment.)
- Performance Standards - Reflects the appointee's collateral duties and responsibilities. The performance element **cannot** be critical element. In addition, it **cannot** be included in the employee's performance standard that contains the EEO/CR critical element.
- Memorandum of Understanding - Is an agreement that describes the official collateral duties and responsibilities of the appointee, and the amount of time that can be spent on the collateral duty assignment.

Meetings

Members are expected to attend all meetings of the committee and participate fully in its deliberations. Repeated unexcused absences from meetings and lack of contributions to the work of the committee should be reported to the appointing official(s). After the committee is established, members will elect a Chair, Vice Chair, Special Emphasis Program Managers, and a Recorder as its officers. A list of the newly elected officers should be forwarded to the appropriate management official and the Civil Rights Division.

Training

It is essential that all committee members receive training in order to effectively and provide reliable advice and assistance to management. They must become familiar with all of the various aspects of EEO, personnel policies, and procedures.



National Special Observances

Special observances were designed for the purpose of providing cultural awareness to everyone. Commemorative activities conducted for these observances should be educational and employment-related. Observances celebrate the birthday of Dr. Martin Luther King Jr., African American Heritage, Women's History, Asian Pacific Americans, Women's Equality Day, Hispanic Americans, People with Disabilities and American Indian/Alaskan Native Heritage.

Special Observance Commemorations

January

Martin Luther King, Jr., Birthday

February

African American History Month

March

Women's History Month

May

Asian American and Pacific Islander Heritage Month

June

Gay and Lesbian Pride Month

July

FSIS All American Unity Month

August

Women's Equality Day - August 26

September 15 – October 15

Hispanic Heritage Month

October

Disability Awareness Month

November

Native American Heritage Month
