

# **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

## **U.S. Army Garrison Yongsan & Area II**

### **RECRUITING DOCUMENT**

#### **FOR**

### **EQUAL EMPLOYMENT OPPORTUNITY COUNSELORS**

The Equal Employment Opportunity (EEO) Office, U.S. Army Garrison Yongsan, is presently recruiting individuals interested in serving as collateral duty EEO counselors.

Federal Law and Army Regulation 690-600 require that agencies, commands, and activities support the EEO program through the appointment of EEO counselors. These individuals play a vital role in the Department of the Army's discrimination complaints process.

It is their responsibility to serve as an unbiased party gathering the facts surrounding the issues of the complaint. Counselors serve as a bridge between management and the employee in an attempt to resolve complaints of discrimination at the lowest level possible.

Any individual interested in serving as a counselor should advise their supervisor and discuss their availability for such an assignment. Minimum requirements include that the interested party must hold a minimum grade of GS-05 or equivalent, have good verbal and written communication skills, and be objective. With a well staffed resource pool, each counselor should only be required to conduct three to four inquiries per year, thereby impacting minimally on the primary mission.

In order to meet the Department of the Army requirements, prospective counselors will attend a five-day training program, which must lead to certification. The dates of this training program will be announced for those nominees selected at a later date.

Whether or not an employee is interested in EEO as an employment opportunity, EEO counseling provides an excellent avenue to develop skills that are required in many career fields. It enables an individual to plan and organize an inquiry, to work and

communicate effectively with all levels of employees and management, to prepare required reports, to review regulations and policies regarding personnel management, to interface with various organizational elements, and to negotiate resolution to complaints in innovative manners.

Every federal employee plays a role in the success of the Equal Employment Opportunity program. Counseling is just one way-an important way-of contributing to the program's success.

Those individuals interested in becoming an EEO Counselor need to get supervisor approval, fill out the EEO Counselor application and bring it to the EEO Office located in Building 4309. For more information please contact Anna Revere, EEO Director at the Yongsan Area II EEO Office, she may be contacted at (315) 738-2980 or by email: [anna.m.revere.civ@mail.mil](mailto:anna.m.revere.civ@mail.mil).

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EQUAL EMPLOYMENT OPPORTUNITY OFFICE  
DSN 738-2980

**EEO COUNSELOR APPLICATION INFORMATION**

APPLICANTS NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

PAY PLAN/SERIES/GRADE: \_\_\_\_\_

DUTY LOCATION: \_\_\_\_\_

WHY DO YOU WANT TO BECOME AN EEO COUNSELOR?

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WHAT DO YOU EXPECT TO GAIN BY BEING A COUNSELOR?

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WHAT TALENTS SUCH AS OBJECTIVITY, FLEXIBILITY, HONESTY, OR EMPATHY WILL YOU BRING TO YOUR COUNSELING EXPERIENCE?

(PLEASE EXPLAIN IN DETAIL)

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PLEASE DETAIL ANY PAST EXPERIENCE IN EEO?

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AN EEO COUNSELOR MUST POSSESS BOTH ORAL AND WRITTEN COMMUNICATION SKILLS. PLEASE PROVIDE AN EXAMPLE OF HOW YOU HAVE DEMONSTRATED YOUR EFFECTIVENESS IN BOTH OF THESE AREAS.

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IF SELECTED AS AN EEO COUNSELOR, YOU MAY BE ASSIGNED A COMPLAINT IN AN ACTIVITY OR ORGANIZATION NOT LOCATED WHERE YOU PRESENTLY WORK, BUT STILL WITHIN THE YONGSAN COMMUNITY. WOULD THIS BE A PROBLEM? (IF SO, PLEASE EXPLAIN)

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SUPERVISOR: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

THANK YOU FOR YOUR INTEREST IN THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM!