**APPLICATION FOR COLLATERAL DUTY - IOWA FWP COMMITTEE MEMBER**

Name: Grade/Series:

Title:

Work Address:

Work Phone: Work Fax:

Email:

Position Applying for:

Please use separate sheet if necessary.

Work experience (brief description): Include any accomplishments in the Special Emphasis and Civil Rights area.

Comments: Include your interest in applying for this position.

Statement of concurrence from your supervisor.

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| --- | --- | --- | --- | --- |
| Employee’s Signature |  | First Level Supervisor’s Signature |  |  |
| Date |  | Date |  |  |

**Federal Women’s Program**

**Committee Member Duties**

The Federal Women’s Program (FWP) Representative duties are to work with the FWP Manager in their role in:

* Identifying and bringing to management's attention any trends, problems, issues, or concerns.
* Focusing the attention of management on specific personnel practices or problems of an equal employment opportunity nature that are producing or could produce dissension and dissatisfaction among employees (e.g., merit promotion procedures; selection for training and assignments; criteria, nomination, and distribution of awards; etc.).
* Acting as a forum for an exchange of ideas and action proposals on sensitive issues, matters, or concerns of a civil rights nature.
* Encouraging, supporting, or assisting in the development of projects or activities associated with civil rights needs or opportunities.
* Contributing to the development and implementation of strategies designed to improve and increase awareness of and participation in NRCS programs and activities by underserved groups, individuals, and communities.