

OAR EEO ADVISORY COMMITTEE Roles and Responsibilities

The OAR EEO Advisory Committee:

- Acts as an advisor to the OAR EEO/Diversity Program Manager and OAR Management;
- Is intended to be a communication tool and feedback mechanism between employees and management for EEO policies and employee issues and concerns. The Committee is a network for sharing EEO related information;
- Directs employees and applicants to the appropriate information and resources on EEO discrimination and employment issues (i.e., NOAA Civil Rights Office, Workforce Management, etc.);
- Makes recommendations and suggestions to improve the OAR EEO Program according to Management Directive (MD-715);
- Assists in the distribution of information to employees and to the community about OAR and its EEO program activities;
- Posts EEO Policies and notices according to 29 Code of Federal Regulations CFR 1614.102(b)(5);
- Distributes information and provides recommendations about recruitment sources (professional organizations, minority/female, disability, organizations, universities, schools, etc.);
- Annually develops a multi-year work plan with goals, objectives and measures; and documents its accomplishments;
- Submits quarterly reports in a timely manner, as required; and
- Assists the OAR/EEO Diversity Program Manager with arranging mandatory EEO training.

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