

**HUMAN RESOURCE SPECIALIST (HRSP)
CONTACT INFORMATION REPORT
3/07**

INCIDENT NAME: _____

INCIDENT LOCATION: _____

INCIDENT MANAGEMENT RESPONSIBILITY: _____

HUMAN RESOURCE SPECIALIST'S NAME: _____

HUMAN RESOURCE SPECIALIST'S EMAIL ADDRESS: _____

1. **TOTAL NUMBER OF CONTACTS PER ASSIGNMENT:** _____

a) **Number of Civil Rights Contacts:** _____

b) **Number of Other Contacts:** _____

2. **NATURE OF CIVIL RIGHTS:**

| CIVIL RIGHTS CONTACTS 1(A) | | | | | | |
|---------------------------------|---------------------|----------------|---------|------------|-------------------|-------|
| | Indiv. Fed. Emp. | Agency Crew | AD Hire | AD Crew | Contr/Vendor/Prog | TOTAL |
| Basis of Discrimination: | | | | | | |
| Race | | | | | | |
| Color | | | | | | |
| Sex/Gender* | | | | | | |
| Sexual Harassment* | | | | | | |
| National Origin | | | | | | |
| Religion | | | | | | |
| Disability/Mental | | | | | | |
| Disability/Physical | | | | | | |
| Age (40+ years) | | | | | | |
| SUBTOTAL | | | | | | |
| Sexual Orientation** | | | | | | |
| Marital Status** | | | | | | |
| Genetic Information** | | | | | | |
| Family/Parental Status** | | | | | | |
| SUBTOTAL | | | | | | |
| TOTAL | | | | | | |

* Sexual harassment is a form of sex discrimination.

** These bases of discrimination are not covered by Title VI or VII law but may be covered by Executive Order and are processed by USDA under the EEO administrative process. Department decisions are not appealable outside USDA.

3. NATURE OF CONTACTS – OTHER THAN CIVIL RIGHTS: For each contact that required performance of research, conflict resolution, and/or recommendations to resolve problems, pick **one** area.

| OTHER CONTACTS 1(B) | | | | | | |
|------------------------------------------------------|-------------------|--------------------------|-------------|---------|---------|-------|
| | Contr/Vendor/Prog | Individual Fed. Employee | Agency Crew | AD Hire | AD Crew | TOTAL |
| Basis of Contact: | | | | | | |
| Conflict/Lack of Mutual Respect | | | | | | |
| Working Conditions | | | | | | |
| CISM | | | | | | |
| Hours of Duty | | | | | | |
| Illegal Drugs | | | | | | |
| Alcohol | | | | | | |
| Prevention/Awareness training | | | | | | |
| Performance | | | | | | |
| Security | | | | | | |
| Pay | | | | | | |
| Defusing/Personal Emergency | | | | | | |
| Other (apply to categories listed above if possible) | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | | |

4. STATUS OF CONTACTS:

| | Civil Rights Contacts | Other Contacts | | TOTAL |
|-----------------------------------------------------------|-----------------------|----------------|---------------|-------|
| | | CVP**** | Employee***** | |
| Status: | | | | |
| Contact Issues Resolved at Incident | | | | |
| Contact Issues Referred to Sources Outside of Incident*** | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

***Indicate below (or on separate sheet) the type of Contact (i.e., Civil Rights, or Other), the number, and the subject matter of contacts referred to other sources outside of the incident for assistance:

****Contr/Vendor/Prog

*****Individual Fed. Employee, Agency Crew, AD Hire, AD Crew

HUMAN RESOURCE SPECIALIST: _____ **DATE:** _____

Submit copy to Geographic Area HRSP Coordinator

INSTRUCTIONS FOR COMPLETING HRS CONTACT INFORMATION REPORT

INCIDENT NAME: Enter the name of the emergency incident

INCIDENT LOCATION: Enter the name of the state, closest city/town and/or general area description

INCIDENT MANAGEMENT RESPONSIBILITY: Enter the Incident Commander's name

HUMAN RESOURCE SPECIALIST'S NAME: Enter the name of the HRS(s) assigned to the incident

HUMAN RESOURCE SPECIALIST'S EMAIL ADDRESS: Enter the email address(s) of the HRS(s) assigned to the incident

1. **TOTAL NUMBER OF CONTACTS PER ENTIRE INCIDENT:** Enter the total number of all documented contacts for the incident named above
 - a. **Number of Civil Rights Contacts:** Enter the total number of all documented contacts for the incident named above which dealt with alleged discrimination in the delivery of Federal services and/or programs in employment practices and/or work environment.
 - b. **Number of Other Contacts:** Enter the total number of all documented contacts for the incident named above which dealt with issues other than discrimination as described in (a) and (b) above. For example: Conflict/Lack of Mutual Respect; other inappropriate work behaviors; illegal drugs; alcohol; R&R/working conditions; hours of duty, etc.
2. **NATURE OF CIVIL RIGHTS CONTACTS:** In the corresponding box of the table, under the Civil Rights Contact heading, enter the total number of Civil Rights contacts for this incident dealing with a particular basis of discrimination as listed. In that same column provide "subtotals" and "totals" of Civil Rights Contacts, in corresponding boxes. In the far right "total" column, in the corresponding box, enter the total number of contacts for the corresponding basis of discrimination. The total in the right bottom box of the table should match the total in 1(a).
3. **NATURE OF CONTACTS – OTHER THAN CIVIL RIGHTS:** In the corresponding box of the table, under the columns broken out under Other Contacts heading (i.e., Contr/Vendor/Prog, Indiv. Fed. Emp., Agency Crew, etc), enter the total number of contacts for this incident dealing with a particular basis of contact as listed. If the basis of contact is not listed, enter it under "other". Enter the total of Other Contacts, in corresponding boxes for the broken out columns. In the far right "total" column, in the corresponding box, enter the total number of contacts for the corresponding basis of contact. The total in the right bottom box of the table should match the total in 1(b).
4. **STATUS OF CONTACTS:** In the corresponding box of the table, under the headings Civil Rights, Other Contacts, enter the total number of contacts for this incident, dealing with those corresponding headings, which match the status identified (i.e., resolved or referred to..). Enter the total number of contacts, at the bottom of table, in corresponding boxes for the broken out columns. In the far right "total" column, in the corresponding box, enter the total number of contacts meeting that particular status. The total in the right bottom box of the table should match the total number of contacts per entire incident (item #1). Provide a brief description of the type, number and "subject matter" of those contacts referred (i.e. (2) Civil Rights - sexual harassment contacts; (1) Other - illegal drugs contact; etc).