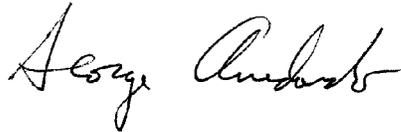


For: FSA Offices

Availability of Informal EEO Complaint Program Training

Approved by: Acting Administrator



1 Overview

A

Background

CR&SBUS has established training programs on the:

- Informal EEO Complaint Process for Managers and Supervisors
- Informal EEO Complaint Process for Employees.

This training has been developed to:

- promote a better understanding of the informal EEO complaint process
- define the rights, roles, and responsibilities of managers and supervisors, responding management officials, Agency resolving officials, and employees
- discuss efforts to resolve EEO complaints at the lowest level
- explain the Early Resolution Program, which uses mediation to bring the disputing parties together.

B

Purpose

This notice announces the availability of CR&SBUS staff to provide informal EEO complaint program training to FSA employees.

<p>Disposal Date</p> <p>August 1, 2001</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
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Notice OA-1224

2 Training Information

A

**Method of
Training**

The training consists of a 1-day, 7-hour course of instruction. CR&SBUS will assist SED's and Deputy Administrators in scheduling the training to best fit the needs of their employees.

B

Contact

For questions about the course and to schedule training, contact Rene Rodriguez, EEO Specialist at 530-792-5544.
