

**For:** FSA Federal and County Employees

**Updated MP-52, EEO Counselors Servicing Areas Poster**

**Approved by:** Administrator



**1 Overview**

**A Background**

EEOC regulations contained in 29 CFR Part 1614 require Federal agencies to publicize at all times the name, telephone number, and address of EEO counselors.

**B Purpose**

This notice informs Federal and County Office employees about:

- issuing an updated EEO counselor poster (MP-52) dated May 30, 2006
- obtaining and displaying the updated poster.

**C Contact**

If there are questions about this notice, contact Rolina Johnson, OCR, Counseling and Mediation Branch by telephone at 202-720-8826.

**2 EEO Counselor Poster**

**A Reason for Update**

FSA's EEO counselor poster was updated on May 30, 2006, to reflect the name, telephone number, and address of FSA's EEO counselor for Washington, DC.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2006	All FSA Federal and County employees; State Offices relay to County Offices

**Notice AO-1361**

**2 EEO Counselor Poster (Continued)**

**B Obtaining Updated Poster**

An initial distribution of the EEO counselor poster has been made. Additional posters may be obtained from the following locations.

<b>IF located in...</b>	<b>THEN contact...</b>
an FSA office in the Washington, DC metropolitan area	FSA Supply Room – South Building Room 0078 1400 Independence Avenue SW. Washington, DC 20250.
any other FSA office	Supply Room – Beacon Building Room 158 6501 Beacon Avenue Kansas City, MO 64133.

**C Displaying the Poster**

Offices shall display the EEO counselor poster dated May 30, 2006, in a conspicuous location that is accessible by employees and applicants for employment. It is recommended that the office manager initial and date the right-hand bottom corner of the May 30, 2006, poster on the date displayed for documentation purposes.

Remove and destroy any other versions of the poster (MP-52).