

For: FSA National Office, State Offices, and KCAO

Handling Requests for Documents on Equal Employment Opportunity (EEO) Cases

Approved by: Acting Administrator



1 Guidance on Handling EEO Document Requests

A

Background

In May 2000, CR&SBUS, Counseling and Mediation Branch (CMB) accepted the responsibility for FSA administrative activities of the formal EEO complaint process.

B

Purpose

This notice provides guidance on the handling of EEO document requests submitted by EEO investigators.

C

Contacts

CMB serves as the point of contact on all EEO administrative complaint activities within FSA. It is required that all document requests involved in the processing of EEO complaints be issued through this office. HRD, ELRB remains as the point of contact on all EEO complaints that are at the hearing stage before EEOC and/or in Federal U.S. District Court.

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1 Guidance on Handling EEO Document Requests (Continued)

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**Contacts
(Continued)**

If contacted by an EEO investigator, direct them to the following address:

FARM SERVICE AGENCY
CIVIL RIGHTS AND SMALL BUSINESS UTILIZATION STAFF
STOP 0509
1400 INDEPENDENCE AVENUE SW
WASHINGTON DC 20250-0509.

Telephone: 202-401-7220
FAX: 202-401-7103.

To send documents by overnight delivery, use the following address:

FARM SERVICE AGENCY
CIVIL RIGHTS AND SMALL BUSINESS UTILIZATION STAFF
1280 MARYLAND AVENUE, SUITE 580-B
WASHINGTON DC 20250.

Telephone: 202-401-7220
FAX: 202-401-7103.
