

B Posters

REVISION 51
(01/01/23 - 12/31/23)

There are mandatory and optional posters.

When posters are available in Spanish, both English and Spanish versions must be posted. At times posters in other languages may be required.

Posters are generally two sizes, 8½” by 11” or 11” by 17”. The 8½” by 11” sized posters can be printed out of the [Document Center](#). Several of the posters can be found in the DES Warehouse.

When a poster cannot be found in the Document Center or in the DES Warehouse, send a request to the Policy Support Team (PST) at faapolicymgmt@azdes.gov. The request to PST must include the name of the poster, form number, and how many are needed. PST works with the requestor to locate and provide the poster.

Mandatory Posters for the Lobby

Mandatory posters are required to be displayed in the FAA office lobby or any other area that is accessible to applicants. At hospital sites, mandatory posters may be displayed at the discretion of the FAA Office Manager when space permits. The mandatory posters for the lobby include all of the following:

- Title VI/ADA Non-Discrimination Notice to the Public (OEO-1009A) (English and Spanish are available) (11/22)
- Interested in Filing an Application? (size 11” by 17”) (FAA-1665A English and Spanish are available) (07/23)
- Know Your Rights (EEOC-P/E-1 English and Spanish are available) (06/27/23) (Available in the DES Warehouse under DES-1162A & DES-1162AS)
- Smoke Free Arizona (Smoke Free Arizona (English and Spanish available) (5/1/07) (size 8½” by 11”) (Available in the DES Warehouse under DES-1171A and DES-1171AS)
- And Justice for All’ Civil Rights Poster (Must be displayed in 11” by 17” size) (AD-475-B) (05/22) (English/Spanish) (Available in the DES Warehouse under DES-1160A)
- American with Disabilities Act Notice (POX-248 English and Spanish are available) (07/20) (ADA)

- Americans with Disabilities Act Grievance Notice (POX-248A English and Spanish are available) (07/20) (ADA)
- Don't Take a Chance...Report a Change! (FAA-1760A English and Spanish are available) (9/23)
- Weapons (ISA-1015A) (English/Spanish) (06/17)
- Arizona State Minimum Wage (01/23) (AZ minimum wage ENG, AZ minimum Wage SPA) (size 8½" by 11") (Available in the DES Warehouse under DES-1216A)
- Limited English Proficiency (LEP) Poster (PPP-1122A) (08/20)
- Register to Vote Here (FAA-1810B ENG/SPA/Navajo – for the following counties: Navajo, Apache, and Coconino) (08/21)
- Register to Vote Here (FAA-1810C ENG/SPA/Apache – for the following counties: Gila, Graham, and Pinal) (08/21)
- Register to Vote Here (FAA-1810A English/Spanish for all other counties) (08/21)

NOTE The PPP-1122A and the FAA-1810 (A, B, or C) posters must be displayed next to each other.

- Spread the Word (FAA-1055A) (English and Spanish are available) (06/23)
- Keep Your Benefits Safe (FAA-1840A) (English and Spanish are available) (06/23)
- How Do I File a Complaint (FAA-1775A) (English/Spanish) (4/1/20) (size 8½" by 11")

NOTE FAA offices must display two of these posters. The office has the choice to display both posters in the lobby, or one in the lobby and one in a common area accessed by FAA office staff. Call centers must display this poster in each common area accessed by FAA call center staff.

Optional Posters for the Lobby

The following posters are optional and may be displayed in the FAA office lobby or any other area that is accessible to applicants:

- Customer Bill of Rights (FAA-1035A English and Spanish are available) (08/23)
- Emergency Nutrition Assistance Poster (FAA-1356A English and Spanish are available) (07/23)

- Fraud Hotline (OSI-1004APOSNA) is available from the Policy Support Team (PST) via email at faapolicymgmt@azdes.gov
- The Nutrition Assistance Report Fraud Poster (FAA-1615A English and Spanish are available) (06/23)
- Nutrition Assistance Frequently Asked Questions (FAA-0126A) English and Spanish are available) (07/23)
- No Food or Beverages (FAA-1252B) (English/Spanish) poster
- Mid Approval Contact (FAA-1714A) (English/Spanish) (07/23)
- How Can I Complete My Interview? (FAA-1643A English and Spanish are available) (07/23)

Posters in Staff Common Areas

The following posters are mandatory and are required to be displayed in a common area accessed by FAA office staff, such as a lunch, break, or conference room:

- Know Your Rights (EEOC-P/E-1) (English and Spanish are available) (06/23) (Available in the DES Warehouse under DES-1162A)
- Your Employee Rights Under the Family and Medical Leave Act (WH-1420) (4/23) (Available in DES Warehouse under DES-1159A)
- Discrimination is Prohibited in Employment (Available in the DES Warehouse under DES-1163A) (size 8½" by 11")
- Work Exposure to Bodily Fluids (Available in the DES Warehouse under DES-1169A)
- Work Exposure to MRSA Spinal meningitis, or Tuberculosis (TB) (Available in the DES Warehouse under DES-1170A)
- Notice to Employees - You are Covered by Unemployment Insurance (UI) (English and Spanish are available) (POU-003)
- Arizona State Minimum Wage (01/24) (AZ minimum wage ENG, AZ minimum Wage SPA)
- And Justice for All' Civil Rights Poster (Must be displayed in the 11" by 17" size) (AD-475-B) (05/22) (English/Spanish)
- AZ Earned Paid Sick Time (AZ Earned Sick Time) (01/20)
- Federal Minimum Wage (Available in the DES Warehouse under DES-1216A)