DESIGNATION OF REPRESENTATIVE

This form constitutes my decision regarding representation in all matters pertaining to my complaint of discrimination filed with the Department of the Interior, U.S. Fish and Wildlife Service (Service) on _____.

I understand that if I designate a representative that I can terminate the authority and responsibilities granted to that person at any time. Should this occur, I will provide written notification to the Office of Diversity and Inclusive Workforce Management (ODIWM), U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Suite 7067, Mail Stop 7072-43, Arlington, VA 22203.

Check one:

[ ] I am not designating a representative at this time. If, at a later date, I choose to have someone represent me, I will provide written notification to ODIWM, at above address.

[ ] I designate _____ to act as my representative. I understand all official correspondence will be sent to me and a copy to my representative unless I state otherwise.

[ ] I designate my attorney, _____, as my representative. I understand all documents and decisions will be sent to him/her, not to me. I also understand the timeframes for receipt of materials by me will be computed from the time of receipt by my attorney.

Representative's address: _____

_____

_____

Representative's telephone number: _____

Although the person named above may act for me in all matters pertaining to the discrimination complaint, I understand that I must personally sign all critical EEO related documentation (i.e., Notice of Final Interview, Complaint Withdrawal form, Settlement Agreement).

_____ _____
Signature of Aggrieved Person Date

_____ _____
Print name of Representative Date

_____ _____
Signature of Representative Date