

DESIGNATION OF REPRESENTATIVE

I, _____, hereby designate _____ to
(Aggrieved Person/Complainant)
act as my Representative in the matter(s) pertaining to my pre-complaint/formal complaint of
discrimination filed with the U.S. Department of the Interior, Fish and Wildlife Service.

I understand that the authority and responsibilities granted to the above-named Representative in
this Designation of Representative may be terminated by me at any time. If I terminate this
Designation of Representative, I will notify the Director, Office of Civil Rights, or Bureau Equal
Employment Opportunity Officer of my action in writing.

Please check one of the following options:

- By designating a non-attorney representative, I understand that all official correspondence and
documents will be sent to me with copies sent to my representative, unless I state otherwise.

- By designating an attorney as my representative, I understand that all official correspondence
and documents will be sent to him/her, with copies sent to me. I also understand that the time
frames for receipt of correspondence and documents by me will be computed from the time of
receipt by my attorney.

Although the person named above may act as my Representative in matters pertaining to my
discrimination complaint, I understand that in the event I withdraw my complaint of
discrimination, I must personally sign any such Notice of Withdrawal.

Signature of Aggrieved Person

Date

Name of Representative

Telephone Number

Representative's FAX Number

E-Mail Address

Address

City State Zip