



United States  
Department of  
Agriculture

Office of the  
Assistant  
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Civil Rights

Corporate  
Services  
Division

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## DESIGNATION OF REPRESENTATIVE

Pursuant to 29 CFR 1614.605(a), you are entitled to a representative of your choice at any time during the EEO complaint process, however, you must notify the Agency, in writing, of their designation to act on your behalf. Written notice of the name, address, and telephone number of the named representative must be provided to this office. Upon receipt of this information, all official correspondence and counseling contacts shall be with your representative. You will be provided copies of correspondence.

I, hereby, designate the individual identified below as my representative.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Fax Number

Your signature below acknowledges receipt of this form and serves as notice of your intentions regarding representation. Please return this form to: (Your name, mailing address, e-mail address and fax number).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Complaint Case #