

**DESIGNATION OF REPRESENTATIVE NOTICE**

You have the right to representation. If you obtain a representative, you must provide the EEO Office written notice of your representative's:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

All official correspondence will be sent to you and your representative. If you designate an attorney as your representative, service of documents and decisions shall be computed from the time of receipt by the **attorney representative**. You have the responsibility for serving all official correspondence pertaining to your complaint on the designated representative of the agency.

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SIGNATURE OF AGGRIEVED INDIVIDUAL &

DATE