

**Farm Production and Conservation-Business Center (FPAC-BC)  
Equal Employment Complaints Processing & Resolution (Title VII) Branch  
(EECP&R)**

**DESIGNATION OF EEO COMPLAINT REPRESENTATIVE**

As a complainant, you have the right at any stage in the processing of a complaint to be represented by an individual of your choice, unless the choice results in a conflict of interest or position for the chosen representative. The designated representative may accompany, represent, advise and assist you in the preparation and presentation of your formal complaint. The formal complaint must be signed by you. The representative may also assist you during your participation in any alternative dispute resolution process.

When you designate a representative, you are giving your consent to EECP&R to disclose all information concerning your complaint to the person designated. Correspondence concerning the complaint must be served on the representative with copies to you, unless you indicate otherwise. However, if you designate an attorney as representative, we must serve all documents and decisions on you and your attorney, but time frames for receipt of materials shall be computed from the time of receipt by your attorney.

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I, \_\_\_\_\_, hereby designate the individual named below to represent me in connection with my complaint and to receive all information concerning the complaint from EECP&R. I understand that this designation may be canceled by me, or the individual that I have designated, and I am responsible for notifying EECP&R, in writing of the cancellation.

**Representative:**

\_\_\_\_\_  
**Name** **Title**

\_\_\_\_\_  
**Telephone Number** **Fax Number**

\_\_\_\_\_  
**Address** **Email Address**

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

**Is Representative an FSA, NRCS or RMA employee? Yes**\_\_\_\_ **No**\_\_\_\_

**Complainant:**

\_\_\_\_\_  
**Name** **Telephone Number**

\_\_\_\_\_  
**Address** **FAX Number & Email Address**

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

\_\_\_\_\_  
**Signature of Complainant**

\_\_\_\_\_  
**Date**

**Privacy Act Statement**

The information on this form is collected pursuant to 29 U.S.C. 206(d), 633(a), 791 and 194a; 42 U.S.C. 2000e-16; E.O. 11478, 3 CFR, 1969 Comp., p. 133, E.O. 12106, 3 CFR, 1978 Comp., p. 263; and 29 CFR part 1614. The information is used primarily in the processing of Equal Employment Opportunity (EEO) complaints. The information may be disclosed to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; in judicial or administrative proceedings; to congressional offices; and to authorized officials involved in investigation or settlement of EEO grievances, complaints, and appeals. The information is given voluntarily. Failure to provide the information may delay or prevent the processing of the complaint.