



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta, GA 30329-3724

DESIGNATION OF REPRESENTATIVE
Agency File No.: HHS-CDC-XXX-XXX

Pursuant to Title 29 Code of Federal Regulations (C.F.R.) Section 1614.605(a), at any stage in the processing of a complaint, including the EEO counseling stage under 29 C.F.R. § 1614.105, the complainant shall have the right to be accompanied, represented, and advised by a representative of the complainant's choice. However, in cases where the representation of a complainant would conflict with the official or collateral duties of the representative, the agency may, disqualify the representative. See 29 C.F.R. § 1614.605(c).

Those aggrieved persons/complainants who may later be entitled to reasonable attorney fees cannot receive fees for services, prior to the official notice in writing to the Agency that counsel has been retained.

It is the aggrieved person/complainant's duty to immediately inform the Agency if representation is retained. Failure to notify the Agency can affect any entitlement to fees or costs associated with such representation.

Please complete the information below and provide this form to:

eeocomplaints@cdc.gov

or email assigned EEO Specialist NAME at #####@cdc.gov.

I (do_____) (do not_____) have a representative at this time.

My representative is:

Name:

Address:

Phone No.:

Fax: (_____)_____

E-mail:_____

_____ **My representative is an attorney.** I understand that agencies are not required to pay attorney's fees for services performed during the pre-complaint process, and I understand that all time frames associated with the processing of my complaint will be calculated from my attorney's receipt of correspondence. 29 C.F.R. §§ 1614.501(e)(1)(iv) and 1614.605(d).

_____ **My representative is not an attorney.** I understand that all time frames associated with the processing of my complaint will be calculated

I understand that:

Unless I state otherwise in writing, since I have designated a representative, all official correspondence shall be with the representative with copies to me. Also, although I have designated a representative, I am at all times responsible for proceeding with the complaint. Additionally, if I choose to have representation or make a change in representation, I must immediately notify the Agency. Finally, there is no entitlement to attorney fees or costs for discrimination under the Age Discrimination in Employment Act (ADEA) or the Equal Pay Act (EPA), as amended.

Aggrieved Party

Date