

COURT SERVICES & OFFENDER SUPERVISION AGENCY

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 CSOSA 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.

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

Representative:

Name _____
Telephone Number

Address _____
Facsimile Number

_____ **City** _____ **State** _____ **Zip Code** _____
Is Representative a CSOSA/PSA employee?

_____ **Yes** _____ **No**

Complainant:

Name _____
Telephone Number

Address _____
Facsimile Number

_____ **City** _____ **State** _____ **Zip Code**

Signature of Complainant

Date

Original correspondence concerning this complaint should be served on (initial one):

_____ **Complainant**

_____ **Representative**

Return This Form To: **Court Services & Offender Supervision Agency**
Director, Office of Equal Employment Opportunity,
Diversity and Special Programs
633 Indiana Avenue NW., 8th Floor
Washington, D.C. 20004