



AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
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**DESIGNATION OF REPRESENTATIVE
 AND AUTHORIZATION TO RELEASE INFORMATION**

Grievance Number: _____

Has the individual agreed to represent you in this matter? Yes No

You may designate a representative at any time. However, it is unlikely that the due process will be delayed for reasons related to obtaining or maintaining representation. You must notify the designated representative and the agency in writing of any change in representative.

DESIGNATION

“I hereby designate _____, L0096 to serve as my representative during the course of this matter. I understand that the representative is authorized to act on my behalf. The representative shall receive copies of all formal documents, correspondence, and confidential material related to my case.”

This form shall be valid for the duration of the representational matter and will expire at the closure of the matter. Any new case requiring formal action shall require a separate Designation of Representation form.

BARGAINING UNIT EMPLOYEE CONTACT INFORMATION

Name:	
Cell Phone Number	
Personal Email	
Supervisor	
Supervisor and/or Designee Email	
Supervisor's Phone Number	
Service Line	

SIGNING BELOW WILL MAKE YOUR DESIGNATION EFFECTIVE

Employee Signature: _____ Date: _____

Representative Name: _____ Date: _____

Representative Signature: _____