



FEDERAL ELECTION COMMISSION
Washington, DC 20463

MEMORANDUM

TO:

FROM:

SUBJECT: **CERTIFICATION OF RECEIPT OF MEMORANDUM
REGARDING RIGHTS AND RESPONSIBILITIES**

I certify that I have been advised of the alternative avenues of redress (attached) available to redress my complaint. I also certify that I have been advised of:

1. my right to anonymity during pre-complaint counseling,
2. my right to be accompanied, represented, and/or advised during EEO counseling and the administrative and/or alternative dispute resolution (ADR) processing of my complaint by a representative designated in writing; and,
3. my responsibilities during the administrative processing of my complaint.

At this time (**check below as appropriate**):

I give permission for my name to be used in the inquiry (anonymity waived).

OR

I request anonymity during counseling.

AND

I do not have a representative at this time.

OR

I have a representative who is/is not (circle the appropriate response) an attorney and whose name and contact information are provided below.

Name: _____

Address: _____

City/State/Zip: _____

E-mail Address: _____

Telephone Number(s): _____

If I later choose to have representation, I will inform the EEO Director immediately and provide the name, address and phone number of my representative.

I understand that payment of attorney's fees, if I am successful in a formal complaint, requires prompt notification to the EEO Director of such representation.

I understand that if my representative is an attorney, all official correspondence, documents and decision(s) will be served on my attorney, and not on me.

If my representative is not an attorney, all official correspondence will be served on me with a copy to my representative.

I also understand that I must inform the EEO office of a change of address immediately and that my failure to do so may be a basis for dismissal.

Signature of Aggrieved Person

Attachment: Memorandum Regarding Aggrieved Person's Rights and Responsibilities.