

**NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION LAKEHURST**

**DESIGNATION OF EMPLOYEE REPRESENTATIVE**

Employees may be represented in Disciplinary/Adverse Actions by an individual of his/her choice, unless the choice results in a conflict of interest for the person chosen. When the Employee chooses a representative, he/she should make sure that the individual designated is able to readily proceed on his/her behalf to facilitate timely processing and disposition in the matter.

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The individual named below has agreed to and is hereby designated to represent me in connection with the pending Disciplinary-Adverse Action identified below. This designation is authorization for the named representative to receive any and all records and information concerning me and the specified Disciplinary/Adverse Action and to speak for me.

**Disciplinary/Adverse Action:** \_\_\_\_\_

**Name of Representative:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Dept:** \_\_\_\_\_ **Code:** \_\_\_\_\_ **Bldg:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee* \_\_\_\_\_  
*Date*

***RETURN THIS DESIGNATION TO the deciding official and the HR Office POC designated in the notice of proposed action.***

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**CANCELLATION OF DESIGNATION**

I, \_\_\_\_\_ (print name) hereby request that the designation of employee representative initiated by me on \_\_\_\_\_ (date) be cancelled.

\_\_\_\_\_  
*Signature of Employee* \_\_\_\_\_  
*Date*

**KEEP BOTTOM PART FOR FUTURE USE**