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## Privacy Act Statement

**AUTHORITY:** 29 U.S.C. § 206(d); 29 U.S.C. § 791; 42 U.S.C. § 2000e; 42 U.S.C. § 2000ff-(2); 29 U.S.C. § 633a; 5 U.S.C. § 1303-1304; 5 CFR § 5.2-5.3; 29 CFR § 1614.105, .107; Executive Order 11478, as amended; and Executive Order 13152 and Management Directive 110 (August 2015).

**PRINCIPAL PURPOSE(S):** This information is being collected for the sole purpose to record a complaint allegation of employment discrimination with the Department of the Treasury on the grounds of race, color, religion, sex (including pregnancy), national origin, age, disability, protected genetic information, parental status, or reprisal. An employee or applicant must participate in pre-complaint EEO counseling to informally resolve the allegation(s) per § 1614.105, prior to filing a formal EEO complaint of discrimination. The purpose of this form is for the employee or applicant to designate his/her Representative in connection with any and all currently pending informal/formal EEO discrimination complaints unless indicated otherwise. The information captured on this form will be used by the Department of the Treasury to serve upon the designated representative any information concerning the employee or applicant complaint(s) of discrimination, including correspondence, copies of documents, reports of investigations, or reports of hearings to which the aggrieved is entitled under EEOC or Treasury regulation pertaining to complaints of discrimination; and, to negotiate and finally resolve, adjust and/or settle any and all of the employee or applicant's pre-complaint/formal EEO discrimination complaint(s).

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in Treasury .013--Department of the Treasury Civil Rights Complaints and Compliance Review Files – 81 FR 78266 (Nov. 7, 2016).

**PAPERWORK REDUCTION ACT STATEMENT:** In accordance with the Paperwork Reduction Act of 1995, The Department of the Treasury may not conduct or sponsor, and the respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. The valid OMB Control Number for this information collection is 1505-0262. The collection of this information is voluntary. However, the information is necessary to determine if your complaint of employment discrimination is acceptable for further processing in accordance with EEOC, 29 C.F.R. §1614. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the form. Send comments regarding this burden estimate or any other aspects of this collection, including suggestions for reducing this burden, to Department of the Treasury, Office of Civil Rights and EEO, 1500 Pennsylvania Avenue, N.W., Washington, DC 20220.

**TD F 62-03.2**

**Revised 02/2026**



# Department of Treasury United States Mint

OMB No. 1505-0262  
Expiration Date: 09/30/2028

Complaint Number: \_\_\_\_\_

## DESIGNATION OF REPRESENTATIVE

I hereby appoint the following named individual or organization as my Representative for my  EEO informal counseling  formal complaint of discrimination:

\_\_\_\_\_  
Name (Individual or Organization) Telephone No.

\_\_\_\_\_  
Address (Number and Street)

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Email Address Yes No

Is the above named individual a licensed practicing attorney? \_\_\_\_\_

I have discussed with my Representative his/her authorization to represent me in connection with any and all of my currently pending EEO discrimination complaints. Unless indicated otherwise, my Representative is authorized to:

1. Appear, assist and counsel me in the preparation of my informal/formal EEO discrimination complaint(s);
2. Appear for me or with me in pre-complaint interviews, mediation, and at hearings or other proceedings when their presence is authorized by EEOC, Treasury regulation, or by collective bargaining agreement;
3. Receive any information concerning my complaint(s) of discrimination, including correspondence, copies of documents, reports of investigations, or reports of hearings to which I am entitled under EEOC or Treasury regulation pertaining to complaints of discrimination; and,
4. Negotiate and finally resolve, adjust and/or settle any and all of my informal/formal EEO discrimination complaint(s).

Date

\_\_\_\_\_  
Signature of Counselee or Complainant

\_\_\_\_\_  
Print Name

## DESIGNATION OF REPRESENTATIVE

OMB No. 1505-0262  
Expiration Date: 09/30/2028

### CANCELLATIONS OF DESIGNATION

1. This designation of representative may be cancelled by the employee/applicant or by the individual named above upon written notice to the Bureau EEO Counselor and the EEO Office, if cancellation occurs during the informal complaint process. If the cancellation occurs during the formal complaint process, please notify the Office of Civil Rights and EEO.
2. A subsequent designation of representative, if properly executed on this, or a similar form, must be sent to the Bureau EEO Office, during the informal complaint process, or the Office of Civil Rights and EEO, during the formal complaint process.
3. The aggrieved is responsible for notifying their representative, the bureau EEO Office and Treasury's Office of Civil Rights and EEO when the designation of representative is cancelled.