

**NOTIFICATION OF DESIGNATION**  
**ALTERNATE DESIGNATED AGENCY ETHICS OFFICIAL**

In accordance with the Ethics in Government Act of 1978 and pursuant to 5 C.F.R. § 2638.107, I designate \_\_\_\_\_ to serve as the Alternate Designated Agency Ethics Official (ADAEO) of \_\_\_\_\_.

This designation is effective on \_\_\_\_\_.

\_\_\_\_\_ may be reached by phone at \_\_\_\_\_  
or by email at \_\_\_\_\_.

I understand that the ADAEO serves as the primary deputy to the Designated Agency Ethics Official (DAEO) in the administration of the agency's ethics program. I confirm that \_\_\_\_\_ has demonstrated the skills necessary to assist the DAEO in the administration of the ethics program, as is required of the ADAEO per 5 C.F.R. § 2638.104(d).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (agency head)

\_\_\_\_\_  
Title