



Designation of Alternate Memorandum



Date: _____

From: _____

Subject: Designation of Alternate

To: Chair, Engineer Professional Advisory Committee (EPAC)

As an EPAC Voting Member, I understand that I am responsible for identifying an alternate during my term in office from _____ to _____. My alternate shall be responsible for the following duties and meet the following requirements:

1. Fulfill my voting responsibilities as an EPAC Member if I am unable to attend a regular EPAC meeting;
2. Continue attendance and voting responsibilities through the end of the current year of the term if I am unable to meet the obligation;
3. Shall not be an alternate for more than one Voting Member; and
4. Shall not be another Voting Member.

It will be my responsibility to submit an updated Designation of Alternate Memorandum should any of the below circumstances occur:

1. Alternate's Chain of Command changes due to change in supervisor and/or duty station;
2. Alternate becomes a Voting Member; or
3. Alternate is unable to fulfill alternate duties for any other reason.

I am appointing the following individual to serve as my alternate to the EPAC.

Name: _____

Agency: _____

Station Address: _____

Station Phone: _____

E-mail Address: _____

SIGNATURES

Concurrence:

EPAC Voting Member

Alternate

Alternate's Supervisor