

ANNEX B:

EEOC Reports Transmittal Memorandum

TO: Teresa Morgan, HR Assistant Director
WV Division of Personnel
Building 3, Suite 500
State Capitol Complex
Charleston, WV 25305

FROM: _____
(Name of Reporting Agency)

(Function Number)

DATE: _____

Submitted herewith is the completed Equal Employment Opportunity Report, EEO-4.

(Type Name and Title of Person Submitting Report)

(Signature)

(Phone Number)

INSTRUCTIONS: Send original ANNEX B (Transmittal Memorandum) and WV State EEO Report (ANNEX C) to the WV Division of Personnel, by **September 6, 2019**. If the report is other than statewide, please explain. Should you have any questions, contact Teresa Morgan at 681-313-2637.