



INSTRUCTIONS:

Send the original EEO Annex B (Transmittal Memorandum) and the EEO Annex C (Report Form) to:

West Virginia Division of Personnel
State Capitol Complex, Building 3, Suite 500
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0139

If the report is other than statewide, please explain in the box below. For questions, please call Teresa Morgan at 304-558-3950 ext. 1012057220.

MEMORANDUM

TO: Teresa Morgan, Administrative Services Manager
West Virginia Division of Personnel

FROM: (Name of Person Submitting Report) _____

(Title of Person Submitting Report) _____

(Name of Reporting Agency) _____

(Function Number) _____ (Phone) _____

DATE: _____

SUBJECT: EEOC Reports Transmittal

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

Signature (Required) _____

