



EEO OFFICER APPOINTMENT NOTIFICATION

Directions: Email the fully completed and signed form to EEO-AA.Program@tn.gov

Section 1: AGENCY/COMPANY IDENTIFICATION

1. Agency/Company Name:	2. Project or Pin No.:
3. Main Office Address: (Street)	4. Main Office Address: (City, State, Zip)
5. Main Phone Number:	6. Federal ID No.:

Section 2: EEO OFFICER IDENTIFICATION

7. Name of EEO Officer: (First Name, Middle Initial, Last Name)	8. Working Title:
9. Work Address: (Street)	10. Work Address: (City, State, Zip)
11. Phone Number:	12. Email Address:

Section 3: SIGNATURE OF AGENCY/COMPANY OFFICIAL

To meet EEO Requirements included in all Federally funded highway construction contracts, I certify that the EEO Officer has full authority to carry out all required EEO/AA related duties and responsibilities.

13. Appointing Official's Signature:	14. Date: (Mo/Day/Yr)
15. Official's Name: (printed)	16. Official's Title: (printed)

Section 4: PROCESSING OF NOTIFICATION

(Completed by Equal Employment Opportunity Affirmative Action Program Staff)

17. Processed by: (First & Last Name)	18. Date Processed: (Mo/Day/Yr)