

BQC ANNUAL REPORT NARRATIVE TRANSMISSION

The BQC Annual Report narrative may be transmitted by electronic mail (ELM), facsimile (FAX), or surface mail.

1. To transmit the narrative by ELM, mail to "tonight!yvette" on the Sun system or "sasseeny@doleta.gov" on internet. List the subject as "Annual Report Narrative for XX" where XX is the State Postal FIPS abbreviation. For help with this process, call the QC Hotline on 1-800-473-0188.

2. To send the narrative by FAX, use the telephone number 202-219-8506. Direct the narrative to Yvette Sasseen, 202-219-5341, Room S-4015.

3. Narratives sent by surface mail should be sent to the attention of Yvette Sasseen at:

U. S. Department of Labor  
200 Constitution Ave., NW  
Attn: TEUQS, Room S-4015  
Washington, DC 20210

The narrative should not exceed two pages in length (66 lines per page with one inch margins); and it should include a title indicating the State and CY 1994. State narratives must be received in the National Office no later than June 9, 1995. States not planning to submit a narrative should notify the National Office of this fact by June 9, 1995.