



**West Virginia  
Consolidated Public Retirement Board (CPRB)**

601 57th Street SE, Suite 5  
Charleston, WV 25304  
304-558-3570 or 800-654-4406  
[www.wvretirement.com](http://www.wvretirement.com)

**Less Than Honorable  
Service Notification**

**Section 1: General Information**

Retirement System:

PERS      TRS      TDC      WVSP-A      WVSP-B      JRS      EMSRS      MPFRS      DSRS      NRPORS

Your Full Name

Your Employer or Agency Name

Your Job or Position Title

Your Email Address

Telephone Number

Member's Name

Last 4 Digits of SSN

CPRB ID

**Section 2: Less Than Honorable Statement**

West Virginia Code § 5-10A-2(e)(2) defines "less than honorable service" as: Conviction of a participant of a felony for conduct related to his or her office or employment which he or she committed while holding the office or during the employment.

Briefly describe the situation which you believe may constitute the employee's rendition of "less than honorable service". If you need more space than is provided, attach a sheet of paper to this form with your name and a thorough description of the situation.

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Member Employment Date(s) \_\_\_\_\_

To your knowledge:

- 1) Was member "on-duty", at work, on state property, using state equipment, acting in job role in the commission of the alleged crime?      Yes      No
- 2) Were larceny of funds or property from a state agency or political subdivision involved in this alleged crime?      Yes      No
- 3) Has this member been charged by criminal complaint, indictment or information with an offense relating to the above referenced conduct?      Yes      No
- 4) Do you expect this member to be charged by criminal complaint, indictment or information with an offense relating to the above referenced conduct?      Yes      No
- 5) Was member convicted in a court of law?      Yes      No
- 6) Did the member reach a plea bargain agreement?      Yes      No
- 7) Was the member an unindicted coconspirator in this crime?      Yes      No

Any other information not previously addressed:

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Signature \_\_\_\_\_

Date \_\_\_\_\_