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## GENERAL CIRCULAR NUMBER 2013-012

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**DATE:** May 7, 2013

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Agency Contact System – Contact Information Update

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In an effort to continue prompt notifications of State Civil Service matters, we are requesting assistance in updating your agency's contact information. State Civil Service maintains an Agency Contact System (ACS) that contains the physical and mailing addresses of each state agency along with contact information of key individuals. Human Resource Directors should complete and return the attached Information Update Form by Friday, May 17, 2013.

When completed, the form can be submitted by clicking the green submit button at the top of the page. To mail the form, please use the following address:

Attn: Misty McAfee  
State Civil Service  
P.O. Box 94111, Capitol Station  
Baton Rouge, LA 70804

If you have any questions you may contact Misty McAfee by calling (225) 342-8272, or by email at [Misty.McAfee@la.gov](mailto:Misty.McAfee@la.gov).

Sincerely,

s/Shannon S. Templett  
Director



## Agency Contact System Information Update Form

Agency Name:

Agency Personnel Area:

If your Human Resources function is handled by another personnel area, enter it here:

<b>Mailing Address</b>	<b>Physical Address</b>
Address: City: State: Zip Code:	Address: City: State: Zip Code:
<b>Agency Head</b>	<b>Undersecretary</b>
Name: Title: Phone Number: Fax Number: Email Address:	Name: Title: Phone Number: Fax Number: Email Address:
<b>Primary HR Contact</b>	<b>Secondary HR Contact</b>
Name: Title: Phone Number: Fax Number: Email Address:	Name: Title: Phone Number: Fax Number: Email Address:
<b>Training Coordinator</b>	<b>Other Contact (Optional)</b>
Name: Title: Phone Number: Fax Number: Email Address:	Name: Title: Phone Number: Fax Number: Email Address: