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DATE: June 26, 2014

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Reporting of Appointments made per Civil Service Rule 5.9

State agencies who have promulgated a policy under State Civil Service Rule 5.9 for Dual Career Ladder (DCL) jobs shall report all activities under such policy for Fiscal Year 2013/2014 to State Civil Service by **July 31, 2014**. Reported information should include the following:

- Progress toward DCL policy goals
- DCL participant performance standards
- DCL participant selection procedures and supplemental qualifications
- Scope of DCL program use

The DCL Annual Reporting Form can be found by clicking [HERE](#). Please forward a completed form by email to dscscompreports@la.gov by July 31, 2014. If you have any questions regarding the DCL Reporting Form, you may contact SCS Consultant Amber Gorham at (225) 342-8260 or amber.gorham@la.gov.

Sincerely,

s/Shannon S. Templet
Director