

May 2012

MEMORANDUM

TO: ALL DEPARTMENT HEADS, ASSISTANTS, AND PERSONNEL
DIRECTORS IN LOUISIANA AND ITS POLITICAL
SUBDIVISIONS

FROM: DANIEL E. SULLIVAN, EXECUTIVE VICE PRESIDENT

RE: NOMINATION FORMS, 2012 CHARLES E. DUNBAR, JR. CAREER
SERVICE AWARDS

Enclosed is a nomination form for the 2012 Charles E. Dunbar, Jr. Career Service Awards Program, sponsored annually by the Louisiana Civil Service League. This is the 54th year of this program which has recognized over 800 classified public employees in Louisiana since its inception. The Louisiana Civil Service System in large part owes its existence to Mr. Dunbar, who wrote the 1940 and 1952 civil service basic laws and founded the League.

The nomination form consists of the following five parts, each of which must be completed.

Part I	-Nomination Information	not rated
Part II	-Commitment to the Classified Service	10%
Part III	-Contributions toward Work or -Workplace Improvement	40%
Part IV	-Personal Initiative	40%
Part V	-Volunteer Community Service	10%

The four-page nomination form should be filled out as completely as possible. Please submit six-copies of each nomination and mail to me by Friday, August 24, 2012. Please limit any narrative information to the space provided. Attachments will not be accepted. The nominee's full name should be repeated in the space provided on the upper right of each page of the nomination form.

Nominate as many employees as you wish. You are not limited as to number. An employee who retires during the year for which the award is made is eligible to be nominated. If additional forms are needed, please let us know, or you can duplicate these. If you have any questions, please call (504) 522-3875.

Please mail forms to the address at the top of this letter. Faxes, e-mails, or nominations without six copies will not be accepted.