

May 2011

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, 2011 CHARLES E. DUNBAR, JR. CAREER  
SERVICE AWARDS

Enclosed is a nomination form for the 2011 Charles E. Dunbar, Jr. Career Service Awards Program, sponsored annually by the Louisiana Civil Service League. This is the 53<sup>rd</sup> 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 26, 2011. 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.



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DIRECTORS IN OASISA AND ITS POLITICAL  
SUBDIVISIONS

FROM: DANIEL E. SULLIVAN, EXECUTIVE VICE PRESIDENT

RE: NOMINATION FORMS, 2011 CHARLES E. DEWEAR, JR. CAREER  
SERVICE AWARDS

Enclosed is a nomination form for the 2011 Charles E. Dewear, Jr.  
Career Service Award. This program, sponsored annually by the Department of  
Service, is the 30th year of this program which has recognized  
over 300 classified public employees in positions of leadership. The  
Department's Civil Service System is being put under its auspices in 2011. Those  
who were the 1981 and 1982 civil service basic law and founded the Department.

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

Part I	Nomination Information	Not Rated
Part II	Comments to the Classified Service	70%
Part III	Comments to the Award	40%
Part IV	Workplace Improvement	10%
Part V	Personal Initiative	10%
Part VI	Volunteer Community Service	10%

The four-page nomination form should be filled out as completely as possible. Please  
submit a copy of each nomination and send to me by Friday, August 2, 2011.  
Please limit any narrative information to the space provided. All information will  
be reviewed. The nominee's full name should be reported in the space provided on  
the upper right of each page of the nomination form.

Remember that many employees are not white. You are not limited as to number. An  
employee who tells 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  
them. If you have any questions, please call (505) 52-2000.

Please mail forms to the address at the top of the letter. Forms should be  
submitted without the cover without the award.