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DATE: **September 6, 2016**

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

SUBJECT: **2016 Charles E. Dunbar, Jr. Career Civil Service Award Nominations – DEADLINE EXTENDED**

The deadline for the 2016 Charles E. Dunbar, Jr. Career Civil Service Award nominations has been extended until Wednesday, September 28, 2016. Please submit all nominations by this date.

Entering into the 58th year of its annual program, the Louisiana Civil Service League has announced the call for nominations for the 2016 Charles E. Dunbar, Jr. Career Service Award. Since inception of the program, more than 800 classified public employees have been awarded the Dunbar Career Service Award. Recognizing the tremendous contributions made to the state of Louisiana by classified employees, we encourage you to consider nominating one of your employees for this prestigious honor.

The Dunbar Award is the highest honor classified state employees can receive for their service to the citizens of Louisiana. The Civil Service League bestows the award on local, state and municipal civil service employees who distinguish themselves through unselfish service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative and volunteer community service.

The award is named in honor of Charles E. Dunbar Jr., who was responsible for spearheading the effort to establish a classified workforce that would be governed through merit system principles and founding the Louisiana Civil Service League.

We encourage you to distribute this information and nomination form to all employees. To fill out the form electronically, please click here. After completing the fill-in PDF form, print and sign the signature page. You can then scan and email the form (with signatures) to Lindsay.Ruiz@la.gov. You can also mail the form directly to the Louisiana Civil Service League. Please mail six (6) copies of each nomination form to the address below by **Wednesday, September 28, 2016**:

Mr. Daniel E. Sullivan
Executive Vice President
Louisiana Civil Service League
810 Union Street, Suite 305
New Orleans, Louisiana 70112

If you have any questions, please view the Dunbar Award Frequently Asked Questions, or contact Mr. Sullivan at (504) 522-3875 or lacsl@bellsouth.net.

Sincerely,

s/Byron P. Decoteau, Jr.
Director