

	<b>Agency Name</b>	Office of Family Support (OFS)			
	<b>Chapter No./Name</b>	06 - Personnel Manual			
	<b>Part No./Name</b>	Y. Forms and Forms Instructions			
	<b>Section No./Name</b>	Y-400 OFS Personnel Management Forms and Forms Instructions			
	<b>Document No./Name</b>	PM 17 Frm and Ins Dunbar Service Award Form (PM 17)			
	<b>Dates</b>	<b>Issue</b>	July 26, 2006	<b>Effective</b>	July 26, 2006

STOCKED: The current version of the form is available \* on the Civil Service website at [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov) under the current year General Circulars. \*\*

UNIT OF ISSUE: N/A (8-1/2" X 11" front-only, 4 pages)

## PURPOSE

To nominate an employee for the Charles E. Dunbar, Jr. Career Service Award, sponsored annually by the Louisiana Civil Service League.

## PREPARATION

Employee/Manager making nomination completes five-part form as completely as is applicable.

NOTE: Part I of the form, Nomination Information, is submitted for information only and is not evaluated. The person completing the form must sign on the "Nominator's Signature" line.

Judges evaluate the remaining parts as follows:

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%

Any narrative information should be limited to the space provided. Attachments are not accepted.

The nominee's full name should be repeated in the space provided on the upper right \* corner \*\* of each page of the nomination form.

## DISPOSITION

After official notification to submit nomination forms, employee/Manager-making nomination submits seven copies of the entire form to the OFS Human Resources Section by requested deadline.