



Bill de Blasio  
Mayor

Department of Citywide  
Administrative Services

Lisette Camilo  
Commissioner



Clinton W. Blume III  
President

THE CITY OF NEW YORK  
Department of Citywide Administrative Services

**NOMINATION FOR  
THE HUNDRED YEAR ASSOCIATION OF NEW YORK  
2018 ISAAC LIBERMAN PUBLIC SERVICE AWARDS**

The Hundred Year Association of New York is comprised of companies, religious institutions, and not-for-profit organizations over 100 years old. The Association recognizes outstanding New York City career civil service employees who have distinguished themselves in the performance of their daily work.

**ELIGIBILITY:** All permanent civil service employees of the City of New York in a position with a current salary which does not exceed \$90,000 per annum.

**I. NOMINEE INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Agency \_\_\_\_\_  
Work Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone #: Home \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail Address: Home \_\_\_\_\_ Office \_\_\_\_\_  
Current Job Title \_\_\_\_\_ Salary \_\_\_\_\_  
Date Entered City Service \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

**II. PERSON AND AGENCY MAKING NOMINATION**

Name (Last, First) \_\_\_\_\_ Title \_\_\_\_\_ Agency \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

REQUIRED: Please check the category below that best suits the candidate's nomination. (Descriptions of each category are on the next page.)

Category A: \_\_\_ Category B: \_\_\_ Category C: \_\_\_

**III. REPRESENTATIVE OF AGENCY OR ORGANIZATION TO BE CONTACTED**

Name (Last, First) \_\_\_\_\_ Title \_\_\_\_\_ Agency \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # \_\_\_\_\_

**IV. COMMISSIONER OR AGENCY HEAD ENDORSEMENT**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Title \_\_\_\_\_ Telephone # \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## INFORMATION AND INSTRUCTIONS

**INSTRUCTIONS:** Please type all information requested on both sides of form. Send completed application to: The Hundred Year Association Awards Programs, New York City Department of Citywide Administrative Services, The David N. Dinkins Municipal Building, 1 Centre Street, 24<sup>th</sup> Floor South, Room 2445, New York, New York 10007.

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### **I. JUDGING NOMINATIONS**

All nominations will be reviewed for eligibility and evaluated by the Department of Citywide Administrative Services (DCAS). The Hundred Year Association Awards Committee will determine award winners following a personal interview with each finalist.

Selection of award winners will be based on their work performance in one of the following three (3) categories:

- CATEGORY A.** Measurably improving the efficiency and quality of service to New York City residents and workers; OR
- CATEGORY B.** Significantly enhancing the prestige of the City in the eyes of the public; OR
- CATEGORY C.** Demonstrating dedication well beyond his/her current job description\*.

Please prepare the application with examples, information, and support for the selected category.

### **II. INFORMATION TO BE PROVIDED BY PERSON NOMINATING THE CANDIDATE**

For each Category, please provide the following information on 8½" x 11" white paper and attach it to this nomination.

1. Summarize the nominee's current job duties and responsibilities\*.
2. Describe how the nominee has fulfilled one of the selection criteria (A, B, or C) above, and if applicable, describe the candidate's community service. In addition, whenever applicable, please describe the candidate's commitment to community service and involvement beyond his/her job responsibilities.
3. If the nominee has received awards or other forms of recognition that are relevant to the nomination, please describe. Attach any relevant newspaper article(s) or other documentation.
4. Include a statement in support of the nomination by the person nominating the candidate. This statement should discuss how the nominee's work performance merits selection for the Association's Public Service Awards, including specific examples of his/her efforts.
5. If the nominees' efforts have received publicity, Please list name(s) and address(es) of nominee's local newspapers and other publicity outlets. (It is not necessary to include *The New York Times*, *The Daily News*, *The New York Post*, or *Newsday*.)
6. The Commissioner or Agency Head may provide additional comments in support of the nomination. The nomination must be signed by the Commissioner or Agency Head.

**\*IMPORTANT:** A nomination for Category C must include a detailed description of the nominee's current day-to-day responsibilities, including specific examples and illustrations, as needed.