

For: State and County Offices

New Length of Service Keepsakes Program

Approved by: Deputy Administrator, Management



1 Overview

A Background

Length of Service Awards are given to recognize an employee’s Federal and County service. Employees are recognized with a keepsake and a certificate at 5 years of service and at each 5-year increment thereafter. Up to now, employees have received a pre-determined keepsake along with their certificate. Some employees were not happy with the keepsake they received, therefore, it has been decided to give employees a choice of keepsakes. A variety of keepsakes have been stocked in the Kansas City warehouse to cover 5 to 40 years of service. Any recognition items for employees reaching 45 or more years of service should be purchased and personalized by the local office.

A web site has been created that contains photographs and descriptions of all the keepsakes available. When an employee is eligible for a length of service award, he/she will access the web site, select the keepsake desired, and ask their Servicing Personnel Office (SPO) to order the item from the warehouse.

B Purpose

This notice informs all offices of the new procedures for obtaining length of service keepsakes.

C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

D Contact

If there are questions about this notice, contact HRD, Performance Management, Benefits, and Awards Branch at 202-418-8975 or 202-418-9019, or TTY at 202-418-9116.

Disposal Date March 1, 2006	Distribution State Offices; State Offices relay to County Offices
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2 Length of Service Program

A Employees Covered

All GS and CO employees, except for COC members, are covered by the length of service program.

B Effective Date

The length of service program is effective October 1, 2005. Employees reaching their anniversary dates October 1, 2005, and after, are eligible.

C Length of Service Keepsakes Available

The following table provides a list of keepsakes available.

Years of Service	Keepsake	Warehouse Item Number
5, 10, 15, or 20	Presidential Mug	835
	Business Card Paperweight	836
	Piazza Crystal Box	837
	Card Holder	844
	Glass Plate with Stand	846
	Marble Card Holder	847
	Memo Clip	848
	Jade Glass Pen with Stand	849
	Letter Opener with Slip Case	853
	Flashlight and Keychain with Case	854
	Business Card Holder with Lid	855
	Ballpoint Pen/Pencil Set with Case	856
	25, 30, 35, or 40	Crystal Gibraltar
Jade Angle Clock		839
Picture Frame with Photo		840
Crystal 2 Pen Holder		841
Dove Ice Server		842
Baltic Lecturn Set		843
Beveled Crescent		845
Marbled Wing Clock		850
Golosina Crystal Jar with Lid		851
Balmaral Crystal Vase		852
Planet Desk Clock		857
Calculator		858
Frosted Globe Paperweight	859	

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2 Length of Service Program (Continued)

D Length of Service Certificates

The following table provides a list of Length of Service Certificates available.

Years of Service	Warehouse Item Number
5	660
10	661
15	662
20	663
25	664
30	665
35	666
40	667
45	668
50	669

E Ordering Procedures

To order the warehouse items, the employee:

- accesses the web site at <http://hr.ffas.usda.gov/offices/pmmba/awardItems.htm>

Note: Keepsakes are divided into 2 groups:

- employees reaching 5 through 20 years of service
 - employees reaching 25 through 40 years of service.
- from the appropriate group, selects the keepsake he/she desires
 - notifies his/her SPO which keepsake he/she desires.

SPO shall order keepsakes and certificates by completing FSA-159 and submitting it to the address shown in FSA-159, block 5 C.

Note: Only the SPO has the authority to submit FSA-159's for keepsakes and certificates.