

For: All FSA Employees

New Length of Service (LOS) Keepsakes Program

Approved by: Deputy Administrator, Management



1 Overview

A Background

LOS 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. Pending funding availability, keepsakes 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 an LOS award, he/she simply goes to the web site, selects the keepsake desired, completes the selection form, and forwards the selection form to their Servicing Personnel Office (SPO).

B Purpose

This notice informs all offices of the new procedures for obtaining LOS 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.

Disposal Date	Distribution
January 1, 2007	All FSA Employees; State Offices relay to County Offices

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2 LOS Program

A Employees Covered

All GS and CO employees are covered by the LOS program.

COC members are **not** eligible for the LOS program.

B Effective Date

LOS program is effective October 1, 2005. Employees reaching their anniversary dates October 1, 2005, and after, are eligible.

Employees who have reached their anniversary date before October 1, 2005, will receive the keepsake that was previously designated

C LOS Keepsakes

The following table provides a list of available keepsakes.

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 & Keychain with Case	854
	Business Card Holder with Lid	855
	Ballpoint Pen/Pencil Set with Case	856
25, 30, 35, or 40	Crystal Gibraltar	838
	Jade Angle Clock	839
	Picture Frame with Photo	840
	Crystal Two 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 LOS Program (Continued)

D LOS Certificates

The following table provides a list of LOS certificates available.

Number of Years 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

The following table provides steps for ordering items.

Step	Employee Action
1	Go to http://hr.ffas.usda.gov/offices/pmba/awardItems.htm and selects the keepsake of their choice within the appropriate group.
2	Complete the LOS selection form at http://hr.ffas.usda.gov/offices/pmba/Length%20of%20Service%20Awards%20Selection.doc indicating the keepsake chosen.
3	FAX the LOS selection form to their appropriate SPO (see subparagraph F).

F Contacts

The following table provides contacts for submitting LOS selection forms.

IF the employee is located in...	THEN send LOS selection form to...
FSA National Office	PMBAB, HRD, Attn: Angela Jackson Phone: 202-401-0682 FAX: 202-205-9140
<ul style="list-style-type: none"> • FSA Kansas City/St Louis Offices • APFO 	KCHRO, ELRS, Attn: Dana Candler Phone: 816-926-6117 FAX: 816-926-6156
State and County Office	State Office, Administrative Division.

If there are questions about this notice, contact Audrey Armstrong at 202-401-0694 or Stephen Crisp at 202-401-0679 of the HRD, Performance Management, Benefits, and Awards Branch.