

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. In October 2005, FSA changed the LOS keepsakes from a pre-determined year-engraved keepsake to a program which gives the employees a choice from a wide variety of LOS keepsakes. With the change in keepsakes, the warehouse remains stocked with several of the year-engraved LOS keepsakes.

It has been decided to add the remaining year-engraved keepsakes to the current list of keepsakes to exhaust the stock on hand. The year-engraved LOS keepsakes are being offered on a first- come, first-serve basis.

Note: Once the year-engraved LOS keepsake stock has been exhausted, the items will **not** be re-ordered and will **no** longer be available.

B Purpose

This notice:

- informs all FSA employees of the limited quantities of year-engraved LOS keepsakes that have been added to the list of available keepsakes until the stock has been exhausted
- obsoletes Notice PM-2528.

C Labor Management Obligations

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

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

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2 LOS Keepsake Program

A Employees Covered

All FSA Federal and county employees are covered by the LOS keepsake program.

B LOS Keepsakes

The following table provides a list of available LOS 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
	* (5 yrs engraved) Crystal Mug	649
	* (10 yrs engraved) Paper Weight	650
	* (15 yrs engraved) Crystal Box	651
	* (20 yrs engraved) Crystal Plate	652
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
	Balmoral Crystal Vase	852
	Planet Desk Clock	857
	Calculator	858
	Frosted Globe Paperweight	859
	* (25 yrs engraved) Crystal Tray	653
	* (30 yrs engraved) Coasters	654
	* (35 yrs engraved) Clock Plaque	655
* (40 yrs engraved) Crystal Picture Frame	656	
* Limited quantities available.		

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2 LOS Keepsake Program (Continued)

C 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

D Ordering Procedures

Employees shall order LOS keepsakes upon reaching an applicable anniversary date according to the following.

Step	Employee Action
1	Go to http://hr.ffas.usda.gov/offices/pmba/awardItems.htm and select 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. [will this be updated to include the engraved items]
3	FAX the LOS selection form to their appropriate SPO (see subparagraph E).

E Contacts

The following 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 • RMA Kansas City 	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 HRD, Performance Management, Benefits, and Awards Branch at 202-401-0694 or 202-401-0682.