

For: FSA Employees

Length of Service (LOS) Keepsake 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. 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.

B Purpose

This notice:

- continues the LOS Keepsake Program
- updates the web site links.

C Contact

If there are questions about this notice, contact HRD, Employee Program Branch at either of the following:

- 202-401-0694
- 202-401-0682.

Disposal Date	Distribution
December 1, 2009	All FSA employees; State Offices relay to County Offices

Notice PM-2718

2 Procedure for Keepsake Program

A Employees Covered

All FSA Federal and county employees, except COC/STC members, are covered by the LOS Keepsake Program.

B LOS Keepsakes

The following 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 and 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
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 Lectern 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. Item will not be reordered.		

Notice PM-2718

2 Procedure for Keepsake Program (Continued)

C LOS Keepsakes for 45+ Years of Service

Office may spend up to \$200 per employee for a keepsake that recognizes 45 or more years of service pending funding availability. The keepsake **must**:

- be something that the recipient could reasonably be expected to value, but **not** something that conveys a sense of monetary value
- have a lasting value as a symbol of excellence
- clearly symbolize the employer-employee relationship in some fashion
- take an appropriate form to be used in the public sector and to be purchased with public funds.

Example: Purchasing a firearm would be inappropriate.

D LOS Certificates

The following 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

Notice PM-2718

2 Procedure for Keepsake Program (Continued)

E Ordering Procedures

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

Step	Employee Action
1	Go to http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=erpm&topic=emr and under “Related Topics”, CLICK “Length of Service Keepsakes Selection”.
2	On the Employee Recognition Screen, CLICK “Length of Service Awards Selection Form”.
3	Complete the “FSA Length of Service Awards Selection” form.
4	FAX the LOS selection form to the appropriate Servicing Personnel Office according to subparagraph F.

F Submitting “FSA Length of Service Awards Selection” Form

Employees shall submitting the “FSA Length of Service Awards Selection” form according to the following.

IF the employee is located in...	THEN FAX the “FSA Length of Service Awards Selection” form to...
FSA National Office	HRD, EPB, Attn: Angela Jackson at 202-205-9140.
<ul style="list-style-type: none">• FSA Kansas City/St Louis Offices• APFO	KCHRO, ELRS, Attn: Dana Candler at 816-926-6156.
State and County Office	State Office, Administrative Division.