

DEPARTMENTAL REGULATION		Number: 4040-451
SUBJECT: Criteria for Career Service Recognition	DATE: February 14, 2002	
	OPI: Office of Human Resources Management, Personnel Policy and Partnership Division	

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1 PURPOSE

The purpose of this Departmental Regulation is to provide policy guidelines for the Career Service Program. The Career Service Program includes both length of Federal service and retirement recognition.

2 SPECIAL INSTRUCTIONS/CANCELLATIONS

This regulation replaces Department Personnel Manual Chapter 451, Incentive Awards, Subchapter 7-4, Career Service Recognition, dated August 5, 1985, which is cancelled.

3 POLICY

a Recognizing Length of Service

- (1) Department of Agriculture (USDA) encourages agencies to recognize full and part-time employees for time served in the Federal Government.
- (2) Length of Service recognition includes a certificate and an emblem, pin, or charm which is presented starting with 10 years of service through 50 + years of service, at 5 year intervals.
- (3) Service Computation: In computing eligibility for Length of Service Awards, employees shall receive credit for all Federal service including civilian and honorable military service.

- 4) Subcabinet Officials may sign career service certificates or re-delegate this authority to a lower level official in the organization. (See item 2b(1-3) of this Departmental Regulation for guidelines when requesting career service awards from the Secretary and the President).
 - (5) Agencies should arrange appropriate ceremonies for the presentation of Length of Service Awards.
- b Requesting Federal Length of Service Awards from the Secretary of Agriculture and the President
- (2) Federal service of 50 years or more is recognized by the Secretary of Agriculture with a personal letter, signed certificate, and choices as above in 2a(2). For 55 years of service or more, the recognition includes a letter from the President, a plaque, and a letter from the Secretary.
 - (2) Agencies should prepare and submit a Decision Memorandum from their Under/Assistant Secretary to the Secretary for such recognition as soon as possible, preferably not later than 40 days prior to the eligibility date. This will ensure timely recognition of these rare and exceptional service milestones.
 - (3) The following information must be provided in the Decision Memorandum to ensure proper and timely processing:
 - (a) Full name of the employee, including a working title, and how the letter should be addressed (e.g., Miss, Ms., Mrs., Dr., Mr., etc.).
 - (b) The employee's current work address or home address if retired.
 - (c) The employee's Service Computation Date (verification must be made prior to submitting the request).
 - (d) Total years of service (provide dates of service for civilian positions held, position titles, and Federal department or agency). If the employee has military service, include the years of service, rank, and branch of service.
 - (e) Date the employee will achieve the Length of Service milestone.

- (f) A statement or listing of awards and honors received during Federal service.
- (g) Information regarding ceremony presentation arrangements (who will present and when scheduled).
- (h) The name and telephone number of a contact person for additional information, if necessary.

c Retirement Recognition

- (1) Awards are intended to recognize employees for their special efforts, and motivate others who witness the presentation. Employees should not be recognized monetarily when they leave USDA either through retirement or separation. However, agencies may consider providing some form of honorary or nonmonetary recognition of the employee's efforts in support of USDA's mission. Items such as plaques are considered appropriate and may be presented.
- (2) Agencies should choose the type and level of recognition which corresponds to the scope and importance of the employee's achievements and the level of dedication and exceptional service to USDA.
 - (a) ***Retirement Certificate and Matching Pin.*** The retirement certificate can be presented to any employee leaving USDA through retirement. The retirement pin may also be presented.
 - (b) ***Outstanding Career Award.*** A mounted certificate or plaque signed by a Subcabinet Official may be presented to recognize outstanding accomplishments either within or beyond job requirements over a prolonged period of time.

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