

For: RMA Employees

Announcing New Length of Service (LOS) Keepsake Program

Approved by: RMA Administrator



1 Overview

A Background

LOS awards are given to recognize an employee's Federal service. Employees will be recognized at 5 years of service and at each 5-year increment thereafter. A variety of keepsakes have been stocked 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 announces the new RMA LOS Program which includes the addition of keepsakes.

| | |
|----------------------|---------------------|
| Disposal Date | Distribution |
| June 1, 2009 | All RMA Employees |

Notice PM-2654

2 Procedure for Keepsake Program

A Employees Covered

All RMA Federal employees 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 | Letter Opener with Slip Case | 853 |
| 10 | Business Card Paperweight | 836 |
| 15 | Piazza Crystal Box | 837 |
| 20 | Jade Glass Pen with Stand | 849 |
| 25 | Jade Angle Clock | 839 |
| 30 | Balmaral Crystal Vase | 852 |
| 35 | Golosina Crystal Jar with Lid | 851 |
| 40 | Marbled Wing Clock | 850 |

C LOS Keepsakes for 45+ Years of Service

Offices 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.
- The keepsake must have a lasting value as a symbol of excellence.
- The keepsake must clearly symbolize the employer-employee relationship in some fashion.
- The keepsake must take an appropriate form to be:
 - used in the public sector
 - purchased with public funds.

Example: Purchasing a firearm would be inappropriate.

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2 Procedure for Keepsake Program (Continued)

D Ordering Procedures

The keepsakes will be

- maintained by HRD in the National Office and Kansas City
- sent to offices with the signed LOS certificate on a quarterly basis.

E Contacts

The following provides contacts for questions about the LOS Keepsake Program.

| IF the supervisor is located in... | THEN contact HRD... |
|---|--|
| any RMA Office (except Kansas City) | Employee Programs Branch at 202-401-0682, 202-401-0694, or TTY at 202-205-9057 |
| Kansas City | Kansas City Human Resource Office at 816-926-6117 or TTY at 800-735-2966. |