

For: FAS Offices

Establishing the FAS Retirement Keepsake Program

Approved by: Deputy Administrator, Management



1 Overview

A Background

Traditionally, FAS has given each of its employees a lucite pyramid keepsake when he or she retired. To improve satisfaction with this program, FAS is now offering employees a choice of retirement keepsakes, a crystal clock or a crystal vase.

B Purpose

This notice informs all offices of the new Retirement Keepsake Program.

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.

2 Retirement Keepsake Program

A Employees Covered

All FAS employees are covered by the Retirement Keepsake Program.

Disposal Date	Distribution
December 1, 2005	All FAS offices

Notice PM-2453

2 Retirement Keepsake Program (Continued)

B Retirement Keepsakes Available

A clock and a vase are the keepsakes available. For further information, including pictures of the keepsakes, go to the following website:

<http://hr.ffas.usda.gov/offices/pmba/FAS%20Retirement%20Mementos.doc>.

C Selection Procedures

A retiring employee should visit the website in subparagraph B and:

- print off the form
- fill in his or her name
- make a keepsake selection
- write in the room number where the keepsake is to be delivered
- submit the form to HRD, Performance Management, Benefits and Awards Branch (PMBAB) along with the retirement application.

D Contact

If there are questions about this notice, contact HRD, PMBAB at 202-418-8975 or 202-418-9019 or TTY at 202-418-9116.