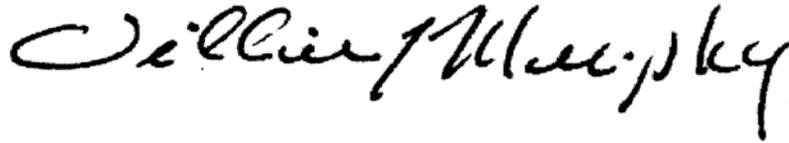


For: RMA Employees

RMA's Length of Service (LOS) Keepsake Program

Approved by: RMA Administrator



1 Overview

A Background

LOS keepsakes 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 are available to cover 5 to 40 years of service.

B Purpose

This notice provides information about RMA's LOS Program including available keepsakes.

C Contacts

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

IF the supervisor is located in...	THEN contact HRD...
any RMA Office, except Kansas City	Benefits and Performance Management Branch at 202-401-0687 or TTY at 202-205-9057.
Kansas City	Kansas City Human Resource Office at 816-926-6259 or TTY at 800-735-2966.

Disposal Date

July 1, 2012

7-7-11

Distribution

All RMA Employees

Notice PM-2814

2 Procedure for Keepsake Program

A Employees Covered

All RMA Federal employees are covered by the LOS Keepsake Program.

B LOS Keepsakes

The following is 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	Balmoral Crystal Vase	852
35	Golosina Crystal Jar With Lid	851
40	Marbled Wing Clock	850

C LOS Keepsakes for 45 or More 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
- have a lasting value as a symbol of excellence
- clearly symbolize the employer-employee relationship
- take an appropriate form to be:
 - used in the public sector
 - purchased with public funds.

Example: Purchasing a firearm would be inappropriate.

D Distribution Procedures

The keepsakes will be:

- maintained by HRD in the Kansas City warehouse
- sent to offices with the signed LOS certificate quarterly.