



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

NOV 03 2017

PERSONNEL BULLETIN NO. 17-16

SUBJECT: Length of Service Recognition Program

1. Purpose. Establish Department of the Interior policy for recognizing Federal Government Service.

2. Authorities.

A. 370 DM 451.5, Awards and Recognition Program, Non-Monetary Awards

B. 5 USC Chapter 45

C. 5 CFR Part 451, Awards

3. Policy. The policy of the Department of the Interior (DOI) is to honor and recognize employees' service within the Federal Government. The Length of Service Recognition Program recognizes an employee's tenure in the Federal Service by awarding a certificate and emblem at five (5) or ten (10) year intervals. The U.S. Office of Personnel Management allows agencies the discretion to credit both civilian and military years of service when computing eligibility for career service recognition. Effective immediately, all Federal civilian and honorable active duty military service is included in the computation for length of service recognition. Adding honorable active duty military service to the length of service recognition computation will not affect the employee's retirement date. The employee is responsible for providing the appropriate official documentation of prior military service to their servicing Human Resources Office.

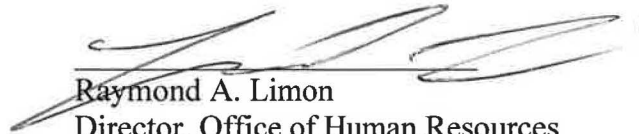
The Department recognizes career service with the following type of certificates and emblems:

- Bronze Certificate and Emblem (5, 10 and 15 years)
- Silver Certificate and Emblem (20 and 25 years)
- Gold Certificate and Emblem (30, 35, 40, 45, and 50 years).

Bureaus may delegate authority to an appropriate level for approval of length of service recognition representing less than 50 years of service. When length of service is 50 years or more, bureaus may request certificates signed by the Secretary, and may request a letter from the President to the award recipient.

4. Supplies. Bureau Human Resources Offices may obtain service emblems and certificates through the General Services Administration supply system.

5. Point of Contact. The Departmental point of contact for this policy is Joy Buhler, Office of Human Resources, joy_buhler@ios.doi.gov or 202-219-0811.



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