



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MCCS-RM

15 APR 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memo – Career Service Recognition for Civilian Employees

1. References:

a. Admin-Info Message, "Career Service Recognition for Civilian Employees,"
17 March 2004.

b. Army Regulation 672-20, "Incentive Awards," 29 January 1999.

2. In accordance with above documentation, the Commander, U.S. Army Medical Department Center and School (AMEDDC&S), highly supports recognizing the civilian population by issuing length of service pins, to include retirement pins, and Certificates of Service and/or Retirement. Presentation of pins and certificates should be made soon after the employee attains eligibility and during events of special meaning to the Army activity.

3. Certificates of Service/Retirement may be ordered from the base Publications Office, and pins of service/retirement may be ordered from the GSA Supply Catalog. Please allow at least one week for receipt of certificates and two weeks for receipt of pins. In dating the Certificate of Service, please include the date when the years of service were completed and in dating the Certificate of Retirement, please include the actual date of retirement.

4. Certificates of Service/Retirement should be signed by the following department individuals:

30+ Years of Service - Commanding General

20-25 Years of Service - Chief of Staff

10-15 Years of Service - Dean, AHS
ACFI
Brigade Commander
Director, APPD
NCO Academy Commandant
Executive Agency and Special Staff Chiefs

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5. The Deputy Chief of Staff for Resource Management (DCSRM) will send out semi-annual reports which will reflect each employee's years of service. Activities must use this info to prepare and plan presentations. The data on these reports is personal and should be kept in accordance with the Privacy Act of 1974.

6. The AMEDDC&S DRM point of contact is Mary M. Witt, 221-6471.

FOR THE COMMANDER:



RICHARD L. AGEE
Colonel, MS
Chief of Staff

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