

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5022

FSH Memorandum
No. 690-2

8 SEP 98

Civilian Personnel
CAREER SERVICE RECOGNITION FOR CIVILIAN EMPLOYEES

1. **PURPOSE.** To establish policies and procedures and provide guidance for awarding career service recognition devices to eligible appropriated fund civilian employees.
2. **APPLICABILITY.** This memorandum applies to all civilian employees assigned to organizations serviced by the Fort Sam Houston (FSH), Civilian Personnel Advisory Center (CPAC).
3. **REFERENCES.** Army Regulation 672-20, Incentive Awards.
4. **GENERAL.** Army Regulation 672-20, states that career service emblems (pins) and Office of Personnel Management (OPM) certificates will be awarded to civilian employees in recognition of career Federal service. Certificates for career service recognition are OPM Forms 101 through 110 (Certificate for Service), and are available through organizational forms publication sources. A listing of these OPM forms can be found in chapter 10 of AR 672-20. Career service emblems are available through the Government Supply Agency (GSA) and may be purchased by Government credit card holders. These recognition devices should be presented to eligible employees in an appropriate setting.
5. **RESPONSIBILITIES.**
 - a. Commanders will sign or delegate signature authority for OPM certificates. Award certificates and emblems may be presented in 5 or 10 year increments.
 - b. CPAC will
 - (1) Furnish organizations a computer printout to identify employees due service recognition.
 - (2) Advise managers, on request, on award policies and appropriate presentation of tenure certificates and emblems.

c. Management will:

- (1) Complete certificates
 - (2) Plan and conduct suitable presentation for certificates and emblems.
 - (3) Ensure an adequate inventory of certificates and emblems is maintained.
5. This memorandum will remain in effect until superseded or rescinded.

The proponent of this memorandum is the Civilian Personnel Advisory Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCGA-CP, Fort Sam Houston, TX 78234-5022.

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