

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

CERTIFICATES OF SERVICE

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**1. PURPOSE**

This Guide explains the policy and procedures for awarding Certificates of Service to employees upon their separation from the Food and Drug Administration (e.g., at the time of resignation, transfer to another Government agency, or retirement).

**2. REFERENCES**

- A. HHS Instruction 451-1, Incentive Awards.
- B. SMG FDA 3113.1, Incentive Awards.

**3. POLICY**

The Food and Drug Administration recognizes the contribution that employees have made to FDA and/or the Federal Government. It is FDA's policy to express this appreciation by giving employees, who have completed

a minimum of two years of acceptable FDA service, a Certificate of Service at the time of their separation from FDA.

There are two different Certificates of Service. One is for employees who are retiring. The other certificate is given to employees who are leaving FDA for other reasons (e.g., resignation, transfer to another agency, expiration of appointment). Employees who are involuntarily separated from the Agency based on misconduct or unacceptable performance are not eligible to receive Certificates of Service. Commissioned Corps Officers are not eligible to receive these certificates

#### **4. PREPARATION AND PRESENTATION OF CERTIFICATES OF SERVICE TO RETIRING EMPLOYEES**

- A. A Certificate of Service is presented to each employee at the time of retirement.
- B. For employees located at Headquarters and Headquarters field locations, the certificates are generated automatically by the Benefits Section, Compensation, Benefits, and Training Branch, Division of Human Resources Management (HFA-410). Administrative Officers in the field should provide the following information at least one month in advance of the employee's retirement date (or as soon as possible if this timeframe cannot be met), to the Benefits Section, Compensation, Benefits, and Training Branch, Division of Human Resources Management, HFA-410. The Benefits Section will have the appropriate certificate prepared.
  - 1. Name, exactly as it should appear on certificate (include any advanced degrees used by employee).
  - 2. Total years of Government service (creditable military and civilian).
  - 3. Effective date of retirement.
  - 4. Name and address to whom certificate should be returned.
- C. Upon completion, the certificate will be forwarded to the appropriate individual named in (4) above, who will make arrangements for an appropriate program official to make a presentation. If personal presentation is not possible, the certificate may be sent to the employee by mail.
- D. For senior managers, e.g., Center Directors, Associate Commissioners, OC Office Directors, who leave the Agency, in addition to the Certificate of Service, an appropriate memento of their office may be given to recognize

their contributions to FDA. Identification and presentation of a memento are initiated and made by the Commissioner of Food and Drugs.

## **5. PREPARATION AND PRESENTATION OF CERTIFICATES OF SERVICE TO EMPLOYEES VOLUNTARILY SEPARATING FROM FDA EMPLOYMENT FOR REASONS OTHER THAN RETIREMENT**

- A. A Certificate of Service may be presented to employees who leave FDA for reasons other than retirement after they have completed two consecutive years of FDA service. A determination must be made by the employee's immediate supervisor, based on at least acceptable performance during the two-year period, that the character of service rendered by the separating employee merits the certificate.
- B. Administrative offices will prepare the Certificate of Service by inserting the following information as indicated on the form:
  - 1. Name of employee (include any advanced degrees used by employee).
  - 2. Total years of FDA service.
  - 3. Effective date of resignation, transfer, etc.
  - 4. Signature and title of appropriate official, e.g., Center Director, Associate Commissioner, Regional Food and Drug Director, District Director.
- C. The Certificate of Service may be presented to the employee prior to separation at an appropriate function, e.g., luncheon, meeting, or may be mailed to the employee's residence following the effective date of separation.
- D. For senior managers, e.g., Center Directors, Associate Commissioners, OC Office Directors, who leave the Agency, in addition to the Certificate of Service, an appropriate memento of their office may be given to recognize their contributions to FDA. Identification and presentation of a memento are initiated and made by the Commissioner of Food and Drugs.
- E. Blank certificates can be obtained from the FDA Awards Coordinator, Division of Human Resources Management, HFA-410.

## **6. SUPERSESSION**

This Guide revises and supersedes Guide 3113.12 dated 9/23/87.