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Title: Badge Retirement Policy	Revision 3.0	Original Effective Date: 05/18/2005 Revised: 04/01/2017

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1. Purpose

To provide guidance for the eligibility requirements to present retiring employees with their de-characterized badge. Over the years it has become a practice to present retiring employees with their de-characterized badge. The policy and guidance on when this was appropriate was previously left to the discretion of local management. This policy outlines the eligibility requirements.

2. Scope

Those who are eligible for such presentation must have been employed in any of the following job functions within ORA for a minimum of 15 year to fulfill the requirement: ORA HQ or Field Investigators (CSO), ORA HQ or Field first line Supervisory CSO with staff under the first listed function, ORA Field Compliance Officer (CO), Director of Investigations Branch (DIB), Director of Compliance Branch (DCB), District Director, RFDD/Senior Executive equivalent, Emergency Response Coordinators (ERCs).

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This procedure also covers presentation of a de-characterized badge to the family of a deceased ORA employee.

3. Responsibility

- A. Authority for recommendation of approval is delegated to district management.
 - B. Authority for final approval is delegated to the Office of Medical Products and Tobacco Operations for final approval.
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4. Background

In 1982, discussion of the policy of de-characterization and presentation of badges to Field employees resulted in an informal delegation of authority to the RFDDs for approval of badge retirement for persons leaving the agency with more than 20 years of ORA service.

This policy was formalized in 2005, and included a potential exception based on significant contribution to the Agency, requiring ORA HQ approval. Beginning FY15, multiple requests for exception to the 20 year policy led to further analysis and a series of changes to this policy.

5. References

None

6. Procedure

- A. The minimum years of field service required to be presented a badge upon retirement is reduced to 15 years.
- B. Receiving the de-characterized badge upon retirement is not guaranteed for any employee, and bestowing the honor for retiring employees is at the discretion of the employee's senior management. There are to be no exceptions to the 15 year rule.

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C. ORA badges are not retired mid-career for any employee. Retirement is defined as the complete and formal departure from federal employment, upon eligibility, as defined by federal regulations. Retiring ORA employees who elect to return to ORA employment via contract or other re-employment means shall not be eligible for badge de-characterization until all ORA employment activities have ceased. United States Public Health Service (USPHS) officers employed by ORA are equally eligible for badge de-characterization using the same definition of retirement.

D. Policy

1. The policy for determining whether it is appropriate to de-characterize and present a badge to an employee upon retirement, is as follows:
 - a. For badge holding ORA employees retiring with 15 or more years of ORA service in any of the qualifying job functions listed in Section 2, authority for recommendation of approval is delegated to district management. When accomplished, the request for de-characterization must be sent to the Office of Medical Products and Tobacco Operations for final approval via ORABadgesandCredentials@fda.hhs.gov.
 - b. The agency will not de-characterize and present badges for field employees leaving by any other means than retirement. In the case of an employee retiring and subsequently re-entering federal service, de-characterization of a badge must be postponed. The request to de-characterize a badge must come in the form of a hardcopy memo from a Center Director or a level 15-equivalent manager of the employee to be presented with a retired badge, per the Decommission Memo Template: [OO-Form.004](#).
 2. De-characterizing must render the badge unusable by permanent mounting or embedding in plastic. The cost of de-characterizing the badge cannot be paid out of government funds. If the employee no longer has a badge, indicate "NA" for the badge number.
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7. Glossary/Definitions

None

8. Records

None

9. Supporting Documents

- A. [OO-Form.004](#): Decommissioning Memo Template
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10. Document History

Version #	Status* (D,I, R, C)	Date	Author Name and Title	Approving Official Name and Title
1.0	I	05/18/2005	OPERATIONS MANAGEMENT	FMD List
2.0	R	02/26/2016	OPERATIONS MANAGEMENT	ELLEN MORRISON, ACO
3.0	R	03/27/2017	OPERATIONS MANAGEMENT	ELLEN MORRISON, ACO

* - D: Draft, I: Initial, R: Revision, C: Cancel

11. Change History

Version	Change
1.0	INITIAL POLICY
2.0	UPDATE TO POLICY
3.0	PROVIDE DECOMMISSION MEMO

12. Attachments

None