

7-4. CAREER SERVICE RECOGNITION

The Department of Transportation Career Service Emblem shall be awarded to employees in recognition of their total creditable service with the Federal Government. This service need not be continuous and will include military service and service in other Federal agencies.

(a) Career Service Emblems. Career service emblems will be granted at completion of the following years of service: 3, 15, 25, 30, 35, 40, 50. Stones will designate the years of service as follows:

<i>Years of Service</i>	<i>Type of Stone</i>
3	No Stone
15	Emerald
25	Ruby
30	1 Diamond
35	2 Diamonds
40	3 Diamonds
50	4 Diamonds

Emblems will be available in the forms of tie tacs, lapel pins, charms or tie bars.

(b) Presentation of Emblems. Heads of Operating Administrations and the Assistant Secretary for Administration, as appropriate, must establish procedures to ensure the timely presentation of emblems to eligible employees and provide for an appropriate ceremony for presentation of DOT emblems. On an optional basis, the Operating Administrations may provide certificates for presentation with length of service emblems.

(c) Ordering and Stocking of Emblems.

(1) The U.S. Coast Guard Supply Center, 830 Third Avenue, Brooklyn, New York 11232, will order all career service emblems from contractors and maintain stock levels for the emblems.

(2) The emblems should be ordered by letter, FEDSTRIP (GSA Form 1348) or MILSTRIP (DOD Form 1348). Orders should contain the stock number, description and quantity of the emblems.

(d) Types. The following types of career service emblems will be available in stock:

<i>Stock Number</i>	<i>Description</i>	<i>Yr.</i>
8455-01-030-7932	EMBLEM CHARM	35 Yr.
-032-6715		3 Yr.
-6716		15 Yr.
-6717		25 Yr.
-6718		30 Yr.
-6719		40 Yr.
-6720		50 Yr.
-6797	EMBLEM TIE TAC	3 Yr.
-6798		15 Yr.
-6799		25 Yr.
-6800		30 Yr.
-6801		35 Yr.
-6802		40 Yr.
-6803		50 Yr.
-033-9333	EMBLEM LAPEL	3 Yr.
-9334		25 Yr.
-9335		35 Yr.
-9336		40 Yr.
-9337		50 Yr.
-035-8568		15 Yr.
-040-7077		30 Yr.
-GGO-0669	TIE BAR	3 Yr.
-0670		15 Yr.
-0671		25 Yr.
-0672		30 Yr.
-0673		35 Yr.
-0674		40 Yr.
-0675		50 Yr.

(e) Needs. Operating Administrations will determine their respective needs and should order either annually or semi-annually.

(f) Costs. Operating Administrations shall bear the costs of the emblems for their employees.

(g) Retirement Certificates.

(1) All DOT employees retiring under any provision of the Civil Service Retirement Act are eligible to receive a DOT retirement certificate.

(2) Retirement certificates need only be signed by the Head of an Operating Administration or a Departmental Officer. However, if the Secretary's signature is desired, the retirement certificates must be submitted by the Operating Administration to the Office of Personnel and Training, Office of the Secretary, at least two weeks prior to anticipated presentation. Cer-

tificates must be pre-inscribed with the retiree's name, years of service and signed by the appropriate official.

(h) Distinguished Career Service Award.

(1) This award may be granted by the Secretary, Head of an Operating Administration or Departmental Officer to retiring employees with more than 20 years of Federal service who are deemed to have made significant contributions to the Federal service during their careers.

(2) Criteria for Award

a. Identification of specific significant accomplishments throughout the employee's career; and

(b) Service previously recognized by two or more of the following:

- (i) Outstanding Performance Rating or Equivalent.
- (ii) Quality Pay Increases.
- (iii) Special Achievement Awards;
- (iv) The Secretary's Award for Outstanding Achievement or Meritorious Achievement or Equivalent; or
- (v) The Award for Superior Achievement or Equivalent.

(4) Procedures for Nomination.

(a) Individual Operating Administrations shall prescribe appropriate procedures for Distinguished Career Service Awards to be granted by the various Departmental Officers and Heads of Operating Administrations.

b. When it is desired that the Distinguished Career Service Award be granted by the Secretary, nominations shall be submitted in four copies and forwarded to the Secretary, through the Director, Office of Personnel and Training, OST, at least 4 weeks prior to the anticipated presentation date in the following format:

- (i) Name of nominee.
- (ii) Title, series, and grade of current position.
- (iii) Brief biographical sketch.
- (iv) Listing of previous honors and awards.
- (v) A statement describing the employee's career achievements.
- (vi) The endorsement of the Departmental Officer or Head of the Operating Administration.