



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000**



April 17, 2009

**MEMORANDUM FOR DIVISION CHIEFS, DODDS-EUROPE
SUPERINTENDENTS, DODDS-EUROPE
PRINCIPALS, DODDS-EUROPE**

SUBJECT: Standard Operating Procedures (SOP) for Retirement Recognition Awards and Mementos

Reference: (a) DS Regulation 5451.9, "Incentive Awards," January 10, 2003
(b) DoDEA Memorandum, "Performance and Incentive Awards Standard Operating Procedures (SOP)", January 9, 2006
(c) DoDDS Regulation 7100.3, "Use of Appropriated Funds," April 17, 1990
(d) DoDDS-E Memorandum, "SOP for Retirement Recognition Awards and Mementos," April 20, 2007

A. PURPOSE: The purpose of the Retirement Recognition SOP is to establish new procedures and responsibilities governing the presentation of retirement certificates, awards, and mementos for employees retiring from Federal service while employed by the Department of Defense Dependents Schools – Europe (DoDDS-Europe).

B. DISCUSSION: An important aspect of any employee recognition program is to provide a means to recognize and, if appropriate, award the contributions of DoDDS-Europe employees upon retirement from Federal service. Retirement recognition is separate from award recognition given to employees after completing a tour of duty and annual awards as outlined in Reference b.

C. CANCELLATION: This SOP cancels DoDDS-E Memorandum, "SOP for Retirement Recognition Awards and Mementos," dated April 20, 2007.

D. APPLICABILITY AND SCOPE: This SOP pertains to and outlines provisions for recognizing employees who retire from Federal service while employed by DoDDS-Europe. It applies to all U.S. and local national employees.

E. PROCEDURES: There are six levels of potential recognition that must be considered for each individual who is retiring from Federal service while employed by DoDDS-E.

Although specific responsibilities are outlined in Section F, "Authorities and Responsibilities," it is incumbent upon personnel at all levels to ensure that each retiree receives the ceremony, honors, and awards they have earned in a timely and professional manner. The six levels of potential recognition that will be considered are:

1. Presidential Recognition and Greetings

- a. For individuals who are retiring after more than 35 years of service, the retiree's supervisor will fax a request for a White House letter (Attachment 1) to: Director, Presidential Correspondence, The White House. This should occur no later than six weeks prior to the anticipated retirement date. From Europe, the fax number is: (001)-202-395-1232. Additional information pertaining to the retiree's ceremony and/or presentation should be indicated in the request.

2. 'Performance' or 'Special Act' Awards

- a. The retiring employee's supervisor will review the retiree's accomplishments and performance during their employment with DoDDS-Europe. If the supervisor feels the retiring employee has demonstrated exceptional performance, has consummated a special act, or is deserving a cash award, an award recommendation may be made under the requirements and procedures outlined in References (a) and (b).

3. DoDEA Level Recognition

- a. DoDEA issues a retirement certificate for every employee who retires. A Personnel Retirement Action automatically generates this certificate. The certificate is issued on the retirement date and forwarded directly to the retiree by DoDEA.
- b. If the certificate is desired for a ceremony, or earlier than the retirement date, the individual's supervisor should request the document through the appropriate Human Resources Office that serves the retiree's school.

4. DoDDS-Europe Level Recognition

- a. The Director, DoDDS-Europe issues retirement mementos and a retirement certificate for each employee who retires while employed by DoDDS-Europe. The retiree's supervisor will complete a Retirement Recognition Memento Request Form (Attachment 2). This form is forwarded, via email, as a request to the Office of the Director, DoDDS-Europe, through

the District Superintendent's Office (DSO), at least thirty days before the anticipated retirement.

- b. The requested certificate will be mailed to the retiree's DSO. If the retiree is an Area Office employee, the completed certificate will be sent to the Division Chief. Certificates are not ordinarily accompanied with a cover or presentation folder.
- c. Retirement mementos are purchased and provided through the Office of the Director, Public Affairs and are administered through the DSO. Awards are based on years of service to DoDEA/DoDDS.
- d. Until older stocks are depleted, guidelines for awards types to be presented are outlined in Reference (d).
- e. Once old award stocks are depleted the new awards for years of service are:
 - i. 05-19 Years: Certificate holder with attached coin medallion, DoDDS-Europe letter, a DoDDS-Europe Coin, and DoDEA letter
 - ii. 20-29 Years: Certificate holder with attached coin medallion, DoDDS-Europe letter, a logo engraved acrylic desk plaque, and DoDEA letter
 - iii. 30-34 Years: Certificate holder with attached coin medallion, DoDDS-Europe letter, an engraved glass globe award, and a DoDEA letter.
 - iv. 35 + Years: Certificate holder with attached coin medallion, DoDDS-Europe letter, an engraved glass globe award, DoDEA letter, and Presidential letter of congratulations.

5. DSO Level Recognition

- a. DSOs will maintain a small inventory of mementos received from the Office of the Director, Public Affairs. When mementos are issued, DSOs will record the retiree's name and type of memento provided from the inventory. When replacement or additional stocks are desired, the DSOs will verify and forward issuance records to the Office of the Director, Public Affairs with a memo specifying the types and amount of replacement mementos desired.

- b. District superintendents will additionally administer the distribution of mementos provided by DoDDS-Europe for retiring district employees. The Public Affairs Officer will distribute mementos to division chiefs for retirees working at the Area Office.
- c. DSOs will issue retirement mementos to schools upon receipt of the school's Retirement Recognition Memento Request Form (Attachment 2). The DSO will establish a procedure for the engraving (medal engraving or laser etching) of the recognition item provided and, when appropriate, will have applicable mementos engraved prior to their being forwarded to the requesting schools.
- d. DSOs may provide additional types of discretionary recognition for retirees as deemed appropriate by the district superintendent. These may include, for example, letters from the district superintendent.

6. School Level Recognition

- a. School principals will forward a Retirement Recognition Memento Request Form (Attachment 2), to the DSO thirty days in advance and coordinate with the DSO to ensure proper recognition items are provided.
- b. Simultaneously, school principals will contact the servicing Human Resources Office at DoDEA if the certificate from the Director, DoDEA is needed in advance for a ceremony or function. Otherwise, optional certificates will be sent on the retirement date directly to the retiree.
- c. As the retirement date approaches, school principals will provide local recognition, as appropriate, including testimonials, retirement ceremonies, local command recognition, letters of congratulations, media coverage (Attachment 3) and school celebrations.

F. AUTHORITY AND RESPONSIBILITIES:

- a. Office of the Director, Public Affairs has overall responsibility for the administration of the DoDDS-Europe Retirement Recognition program, and procurement and distribution to DSOs of retirement mementos. Additionally, the Office of the Director, Public Affairs directly distributes certificates and mementos to division chiefs upon request for Area Office employees retiring from Federal service.

- b. The Chief, Human Resources Office (HRO), has been delegated the responsibility for the overall administration of the DoDDS-E Performance, Special Act, Incentives and Cash Awards programs.
- c. Supervisors of employees retiring from Federal service after 35 years of Federal service, while employed by DoDDS-Europe are responsible for submitting requests for Presidential Recognition and Greetings for retiring DoDDS-E employees (Attachment 1). Additionally, supervisors are responsible for compiling the required information and forwarding DoDDS-E Retirement Recognition Memento Request (Attachment 2) at least 30 days in advance of the anticipated retirement date.
- d. District superintendents are responsible for the distribution of certificates and mementos to schools, which have been provided by DoDDS-Europe. DSOs are additionally responsible for requesting mementos, maintaining adequate stocks of mementos, inventorying, and retaining a by-name tracking system for the distribution of retirement recognition mementos. The DSO should also establish a procedure for the engraving or laser etching the recognition items provided.
- e. School principals are responsible for contacting the appropriate DoDEA HRO that services the school and requesting a DoDEA level certificate in instances where the document is desired for a ceremony earlier than the scheduled retirement date. Additionally, school principals are required to coordinate with the above school level offices to ensure proper recognition items are provided. This includes:
 - i. Reviewing the retiring employee's accomplishments and performance and evaluating those findings to determine their potential for cash award, special act or service award potential. When an award is deemed appropriate the employee may be recommended for appropriate awards as outlined in References (a) and (b),
 - ii. Coordinating with DSOs to order retirement mementos in accordance with the schedule stated above, and
 - iii. Providing local recognition, as appropriate under guidelines contained in Reference (c), including testimonials, retirement ceremonies, local command recognition, letters of congratulations, media coverage (Attachment 3) and school celebrations.

G. EFFECTIVE DATE: The effective date of this SOP is April 24, 2009.

H. POINT OF CONTACT: Questions regarding the Retirement Recognition Program can be addressed to Office of the Director, Public Affairs, at DSN 338-7612 or civilian (49) 0611-380-7612.

Diana J. Ohman
Director, DoDDS-Europe

cc:
Deputy Director, DoDDS-E
Chief of Staff, DoDDS-E
Public Affairs Officer, DoDDS-E

Attachments:
As stated

ATTACHMENT 1
PRESIDENTIAL RECOGNITION AND GREETING SAMPLE



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
XXXXXXXXXXXXXXXXXX
APO XX XXXXX**



Date

MEMORANDUM FOR DEPUTY ASSISTANT TO THE PRESIDENT
DIRECTOR, WHITE HOUSE MILITARY OFFICE

SUBJECT: Letter of Appreciation for Civilian Retiree

1. The following federal employee is retiring from the Department of Defense Dependents Schools after more than 35 years of service, and would appreciate a presidential letter of greeting commemorating the achievement.

Name of Retiree: (First M. Last)

Position Grade:

Position Title:

Service: Department Of Defense Dependents Schools (DoDDS) - Europe

Years of Federal Service: __ Years __ Months __ Days

Retirement Date:

Letter desired for ceremony: (Yes and date) (no)

Home Address:

Unit Address:

2. Disposition Instructions: Letter should be sent to (unit), Attn: (Principal's Name), to be received no later than (date). If not possible, please send to recipient's home address.

3. Point of Contact for additional information: (Name, phone and email)

Your assistance is greatly appreciated.

Name of Principal

Principal, Name of School

Address

NOTE: Fax the request to: Deputy Assistant to the President and Director, White House Military Office Director, Presidential Correspondence, The White House, (001)-202 395-1232. Allow 4-6 weeks for delivery.

Revised 20 April 2007

ATTACHMENT 2
RETIREMENT RECOGNITION MEMENTO REQUEST FORM



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
XXXXXXXXXXXXXXXXXX
APO XX XXXXX**



Date

MEMORANDUM FOR DISTRICT SUPERINTENDENT

SUBJECT: Retirement Recognition Memento Request Form

School and/or Office Requesting Recognition:

Date That Recognition Order Must Be Received By School:

Name of Retiree (As It Is To Be Engraved):

Retiree's Present Assignment (Grade/Subjects Taught, Position, Etc.):

Length of Time at Present Assignment:

DoDEA/DoDDS Service Start Date: (Yr. ____ Month ____ Day ____) *(Please note any breaks in service)*

Effective Retirement Date: (Yr. ____ Month ____ Day ____)

Number of Years of Federal Service:

Check category indicating total years of service to DoDEA/DoDDS. Example: Retiree with 29 years DoDEA service and 4 years military service will get 25-30 year recognition, not the 30-35 year recognition.

- 05-19 Years: Certificate holder with attached coin medallion, DoDDS-Europe certificate, a DoDDS-Europe Coin, and DoDEA letter
- 20-29 Years: Certificate holder with attached coin medallion, DoDDS-Europe certificate, a logo engraved acrylic desk plaque, and DoDEA letter
- 30-34 Years: Certificate holder with attached coin medallion, DoDDS-Europe certificate, an engraved glass globe award, and DoDEA letter
- 35 + Years: Certificate holder with attached coin medallion, DoDDS-Europe certificate, an engraved glass globe award, DoDEA letter, and Presidential letter of congratulations.

Signature of Principal
Principal, Name of School

***** FOR DSO USE *****

- Add name to DoDDS Europe roster of retirements (person responsible)
- Process order for item (person responsible)
- Prepare retirement letter from DSO (person responsible)
- Mementos mailed to principal (person responsible)

Note: Please complete one form for each retiring employee. Return completed forms via fax or e-mail to the DSO at least 30 days prior to the date mementos are required.

ATTACHMENT 3
RETIREMENT INFORMATION FOR MEDIA COVERAGE AND RECOGNITION WORKSHEET

1. Name of Retiree:

2. Present assignment and station (subjects taught, position, etc.):

3. Date started working for DoDEA/DoDDS:

4. Official date of retirement from Federal Service:

5. DoDEA/DoDDS employment background:

Position/Grade	School/Office	Dates

6. Total Years of Federal Service: _____

7. Noteworthy assignments outside of DoDEA/DoDDS:

Position/Grade	Location	Dates

8. List any outstanding awards received by retiree:

Name of Award	Purpose for Award	Duty Assignment	Year Received

9. Place retiree will reside after retirement:

10. Plans after retirement:

11. Information regarding farewell party/testimonial/ceremony (if applicable):

When: _____

Where: _____

Time: _____

NOTE: This form is designed as a tool to assist principals in gathering information that can be helpful in publicizing (if appropriate) the contributions a retiree has made to DoDDS-Europe. Local Public Affairs Offices may be interested in compiling articles and/or interviews with retirees. Presenters and speakers can also use this during the retirement ceremony and/or testimonials.