



CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of Apr 2024

LENGTH OF SERVICE RECOGNITION

Applicable to U.S. appropriated fund civilian employees

PURPOSE: Length of service (LoS) recognition is intended to recognize 10, 20, 30, 40, 50, 60, and 70 years of creditable Federal service, if at least five years were spent in civilian service. LoS recognition is only done for the years listed and is not recognized for five (5) year increments (for example 15, 25, 35, etc.).

ELIGIBILITY: Creditable Federal service is determined by the employee's service computation date for leave. It may include both civilian service and all honorable military service creditable for leave. Federal service as a military member that led to formal military retirement is considered appropriately recognized at the time of retirement. However, an employee who wants recognition for combined civilian and military service not accounted for in the service computation date for leave may request it by emailing the awards team (contact information found in footer).

LOS RECOGNITION:

- **20+ years of service:** Ramstein Air Base conducts a LoS ceremony twice a year to recognize those employees who have over 20-years of service. Employees who meet this criterion will receive an invitation from the awards team attend the ceremony and be presented their pin/certificate by leadership. Employees who do not wish to take part in the ceremony will receive their pin/certificate from their organization. In order to create the certificate for employees, the awards team will request the following information from management:
 - 20 and 30 years: Approving Official's signature block (*Please refer to DoDI1400.25V541_DAFI36-1004, Appendix 6 to Enclosure 3, for details regarding the approving official*).
 - 40+ years: No information needed from management; the certificate is created by HQ USAFE-AFAFRICA for MAJCOM-level signature.
- **10-years of service:** Employees who have 10-years of service are not recognized at the LoS ceremony and instead should be recognized by their organization in a suitable ceremony. LoS certificates/pins for 10-years are provided biannually; however, may be requested throughout the year by emailing the awards team with the following information:
 - Employee Name
 - Approving Official's signature block (*Please refer to DoDI1400.25V541_DAFI36-1004, Appendix 6 to Enclosure 3, for details regarding the approving official*).

REFERENCE:

- DoDI1400.25V451_DAFI36-1004, *Civilian Recognition Program*: [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](#)

Additional guidance on this topic is available from the US-APF Ramstein Awards Team. Contact information found in the footer below.

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