

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

1036.1: ICE Length of Service Awards

Issue Date: February 13, 2013

Effective Date: February 13, 2013

Superseded: This is the originating document.

Federal Enterprise Architecture Number: 306-112-002b

1. **Purpose/Background.** Recognizing employees' contributions to U.S. Immigration and Customs Enforcement (ICE) is an important institutional goal. The leadership of ICE will continue to make employee recognition a priority. One way of recognizing employees is the Length of Service Award, which recognizes employees' public service and dedication to ICE and to the United States by commemorating, at five-year intervals, anniversary dates of employees' tenure with the U.S. Government. This Directive establishes the policy, responsibilities, and implementing procedures for administering the Length of Service Awards program for all ICE employees and other Federal Government employees detailed to ICE.
2. **Policy.** ICE honors its employees' dedication to ICE, the Department of Homeland Security, the Government of the United States, and service to the nation. One of the clearest examples of dedication is recognizing an employee's years of service. Through this Length of Service Awards program, ICE will commemorate its employees' years of service, and will do so timely.
3. **Definitions.** The following definitions apply for purposes of this Directive only.
 - 3.1. **Employee.** An individual, as defined in Title 5, United States Code (U.S.C.), § 2105, who is engaged in the performance of a function for the Federal Government under authority of law or an Executive act, excluding contract personnel.
 - 3.2. **Field Office Responsible Official.** The highest-ranking official in any ICE field location. This includes Special Agents in Charge, Field Office Directors, ICE Attaches, Chief Counsels, and any other officials who have been designated, in writing, by the ICE Director.
 - 3.3. **Headquarters Responsible Officials.** The Executive Associate Directors (EADs) of Homeland Security Investigations (HSI), Enforcement and Removal Operations (ERO) and Management and Administration (M&A); and the Assistant Directors, Officers, or equivalent positions who report directly to the Director, Deputy Director, Chief of Staff, or EAD of M&A.
 - 3.4. **Office of Human Capital (OHC) Points of Contact (POCs).** Individuals in HSI, ERO, and M&A who are liaisons with OHC regarding human capital policies, procedures, and Directorate-wide or ICE-wide administrative issues.

- 3.5. Length of Service Award.** A certificate and/or pin given to employees to recognize significant time-of-service milestones for their years of service in the Federal Government.
- 3.6. Mission Support Staff Liaisons.** Personnel in each work unit who are the POCs with OHC POCs.
- 4. Responsibilities.**
- 4.1. The Director, or his or her designee(s), is responsible for:**
- 1) Issuing policies related to the ICE Length of Service Awards program; and
 - 2) Recognizing employees who reach especially significant service anniversaries.
- 4.2. The Human Capital Officer, or his or her designee(s), is responsible for:**
- 1) Formulating, in coordination with the Office of Policy, policies and guidance for the ICE Length of Service Awards program;
 - 2) Ensuring that OHC advises and assists ICE personnel on all aspects of the ICE Length of Service Awards program; and
 - 3) Coordinating with the Office of Public Affairs (OPA) to periodically post the names and, if appropriate, biographies of employees reaching especially significant service anniversaries on ICE's intranet and/or in ICEInfo.
- 4.3. OHC POCs are responsible for:**
- 1) Ensuring Human Capital Service Centers (HCSC) in Dallas, Texas and Laguna Niguel, California generate a list of employees with upcoming employment service anniversary dates in a timely manner; and
 - 2) Disseminating the names of employees to the mission support staff liaisons of the employee's work unit.
- 4.4. HCSC are responsible for:**
- 1) Developing a list of employees eligible to receive Length of Service Awards; and
 - 2) Disseminating the names of eligible employees to OHC POCs.
- 4.5. Headquarters Responsible Officials and Field Office Responsible Officials, or their designee(s), are responsible for ensuring the effective administration of the ICE Length of Service Awards program within their Directorates, Program Offices, and Field Offices.**

4.6. Mission Support Staff Liaisons are responsible for:

- 1) Providing the list of names of employees nearing a five-year increment service anniversary to appropriate supervisors;
- 2) Ensuring the list of employees nearing a five-year increment service anniversary is received from the OHC POCs; and
- 3) Preparing certificates and obtaining necessary signatures.

4.7. Supervisors are responsible for:

- 1 Recognizing, in a timely manner, employees who reach any five-year increment service anniversary;
- 2) Making determinations when an employee merits a lapel pin in addition to a certificate. While all employees are presented with a certificate, supervisors have discretion as to whether employees may be additionally rewarded with a lapel pin;
- 3) Ensuring that Length of Service Certificates, or pins, if applicable, are ordered for employees;
- 4) Ensuring the Length of Service Certificate is appropriately signed before being presented to the employee;
- 5) Organizing an appropriate event to formally recognize any employee reaching a five-year increment service anniversary by presenting the certificate and/or pin; and
- 6) Ensuring that short biographical articles are written about employees reaching five-year anniversaries, beginning with 25 years of service, and are submitted to OPA and OHC for posting on the ICE intranet and in ICEInfo.

5. Procedures/Requirements.

5.1. Compiling List of Employees Eligible for Length of Service Awards.

- 1) The HCSCs will periodically generate a list of all employees approaching a five-year increment anniversary of Federal Government service. This list will provide at least a three month advance notice of each employee's anniversary, but anniversary dates are not to exceed six months' advance notice.
- 2) The list will capture all employees with upcoming Federal Government service, five-year increment anniversary dates, beginning with their fifth year of service.

- 3) In computing eligibility, ICE employees will be given credit for total Federal service (based on their service computation date), including active duty military service, provided that one year of total service has been served as a civilian employee.

5.2. Notification of Employee Length of Service Anniversary.

- 1) The list will be forwarded to the OHC POCs for HSI, ERO, and M&A.
- 2) The OHC POCs will provide the mission support staff in their respective Directorate or Program Offices with the names of those employees with upcoming service anniversaries.
- 3) Each work unit's mission support staff liaison must notify the employee's supervisor of that employee's length of service anniversary.

5.3. Ordering Length of Service Certificates. All employees eligible for a Length of Service Award will be presented a certificate. Supervisors are responsible for ensuring that their mission support staff liaison, or any other appointed staff member, orders the appropriately designated Length of Service Certificate (5 years, 10 years, 15 years, etc.). Certificates are ordered by filling out and submitting U.S. Customs and Border Protection (CBP) Form 205 (Attachment 1), specifying the number of forms that are needed for each year of service to be recognized.

5.4. Awarding Optional Length of Service Lapel Pins. Supervisors may elect to additionally award a Length of Service lapel pin, embossed with the number of years of service, to employees in addition to the signed certificate.

5.5. Ordering Length of Service Lapel Pins. Lapel pins are ordered by using a Government Purchase card at the GSA DHS Advantage website:
https://www.dhsadvantage.gsa.gov/advantage/main/start_page.do?store=DHS

5.6. Recognizing Special Anniversaries.

- 1) Those employees reaching 25, 35, and 40 years of service will be recognized by having their names and, at the discretion of OPA and OHC, a short biographical article about their service posted on the ICE intranet. Mention can also be made in ICEInfo.
- 2) Supervisors will have short biographical articles written about employees and submitted to the OPA and OHC for posting on the ICE web site. Mention can also be made in ICEInfo.

5.7. Length of Service Awards and Retirement Awards. Length of Service Awards are given independently of any Retirement Awards. The various Retirement Awards available to employees are covered in the ICE Awards directive and handbook.

6. **Recordkeeping.** Awards records will be stored and maintained by Directorate and Program Office Awards Coordinators in accordance with approved National Archives and Records Administration records schedules. Records containing Sensitive Personally Identifiable Information will be maintained in accordance with Section 2.4 of the *Handbook for Safeguarding Sensitive Personally Identifiable Information at the Department of Homeland Security*.
7. **Authorities/References.** 5 CFR 451
8. **Attachment.** Certificate Order Form.
9. **No Private Right Statement.** These guidelines and priorities are not intended to, do not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.



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