



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
UNIT 29649 BOX 7000  
APO AE 09096

February 9, 2006

MEMORANDUM FOR ALL SUPERVISORS, 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

A. PURPOSE: The purpose of the Retirement Recognition SOP is to establish procedures and responsibilities governing the presentation of retirement certificates, awards, and mementos for employees retiring from Federal service while employed by 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 Public Affairs' Memorandum for District Superintendents, "Retirement Recognition," dated April 22, 2003.

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-Europe. 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. Six to eight weeks prior to the anticipated retirement date the retiree's supervisor will fax a request for a White House letter (Attachment 1) to: Director, Presidential Correspondence, The White House. 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 supervisor/school principal should request the document through the appropriate Human Resource Office that services the retiree's office/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), and a DoDDS-E Certificate Request Form (Attachment 3). These forms are forwarded by the DSO or Division Chief to the Public Affairs Office ([DoDDS-E.PAO@eu.dodea.edu](mailto:DoDDS-E.PAO@eu.dodea.edu)), with a copy to Charles Montanez, at least thirty days before the anticipated retirement.
    - b. The requested certificate will be mailed to the retiree's supervisor/school principal upon completion. Certificates are not accompanied with a cover or presentation folder.
    - c. Retirement mementos are purchased and provided through the Public Affairs Office in the Area Office and are administered through the DSO. Awards are based on years of service to DoDDS-Europe. They include:
      - i. DoDDS-Europe medallion in a case for 5-15 years of service

- ii. Certificate holder with medallion attached to cover for 15 or more years of service (Certificate holders designed for use with the DoDEA certificate are only given to retirees with 15 or more years of service)
- iii. Plaque (engraved) and certificate holder with medallion attached to cover for 20 or more years of service
- iv. Pen set (engraved) and certificate holder with medallion attached to cover for 25 or more years of service
- v. Plaque, pen set, and certificate holder with medallion attached to cover for 30 or more years of service

#### 5. DSO Level Recognition

- a. DSOs will maintain a small inventory of mementos received from the Public Affairs Office. 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 Public Affairs Office, DoDDS-Europe with a memo specifying the types and amount of replacement mementos desired.
- b. District Superintendents will 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 request form (Attachment 2). The DSO will establish a procedure for the engraving 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 DoDDS-Europe Retirement Certificate Request (Attachment 3), thirty days in advance to the DSO and ensure proper recognition items are provided.
- b. Simultaneously, principals will contact the servicing Human Resource Team 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, principals will provide local recognition, as appropriate, including testimonials, retirement ceremonies, local command recognition, letters of congratulations, media coverage (Attachment 4) and school celebrations.

**F. AUTHORITY AND RESPONSIBILITIES:**

- a. Public Affairs Office, DoDDS-Europe, has overall responsibility for the administration of the DoDDS-Europe Retirement Recognition program, and procurement and distribution to DSOs of certificates and retirement mementos. Additionally, the Public Affairs Officer directly distributes certificates and mementos to Division Chiefs upon request for Area Office employees retiring from Federal service.
- b. The Chief, Human Resources (HR) Office, has been delegated the responsibility for the overall administration of the DoDDS-Europe Performance, Special Act, Incentives and Cash Awards programs.
- c. Supervisors of employees retiring from Federal service while employed by DoDDS-Europe are responsible for submitting requests for Presidential Recognition and Greetings for retiring DoDDS-Europe employees (Attachment 1). Additionally, supervisors are responsible for compiling the required information and forwarding DoDDS-Europe Retirement Recognition Memento Request (Attachment 2) and a Retirement Certificate Request (Attachment 3) 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 for the retirement of DoDDS-Europe employees. DSOs are additionally responsible for requesting mementos and certificates from the Public Affairs Office, DoDDS-Europe (copy to Charles Montanez), 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 of the recognition items provided.
- e. School principals are responsible for contacting the appropriate DoDEA Human Resource Office 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 employees 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
- iii. Forwarding information to DSOs for the certificate from the Director, DoDDS-Europe thirty days in advance; and
- iv. Providing local recognition, as appropriate under guidelines contained in Reference (c), including testimonials, retirement ceremonies, local command recognition, letters of congratulations, media coverage (Attachment 4) and school celebrations.

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

H. EFFECTIVE DATE: This SOP is effective February 10, 2006.



Diana J. Ohman  
Director, DoDDS-Europe

Attachments:  
As stated