



Longevity Service Award Program Request

Mississippi Code Ann. Section 25-9-151 establishes the Longevity Service Award program for full-time employees of the State of Mississippi. According to the statute, the Longevity Service Awards may be presented to state employees with 10, 20, or 30 years of full-time employment. Please note that MSPB only maintains certificates and lapel pins in increments of 10, 20, or 30 years.

To request a certificate and/or lapel pin, please complete this form with you agency head's signature. *All forms must be signed by the agency head in order to be processed by MSPB.*

Requests for certificates and lapel pins should be submitted to MSPB by the 5th day of the month preceding the month of the award presentation to allow for printing and signing of certificates. For example, presentations in March should be submitted to MSPB by February 5th.

Submit this form to Sally Gann via email (sally.gann@mspb.ms.gov) or via fax (601-576-2741).

Longevity Service Award Recipient(s)

Requesting Agency
Date of Request
Agency Contact Name
Agency Contact Phone Number
Agency Contact Mailing Address

check this box
if hand mail is
preferred

Employee Name to be Printed on Certificate <small>(MSPB is not responsible for confirming that names are spelled correctly.)</small>	Service Years 10, 20, 30	Date to be Printed on Certificate

I hereby certify that the above named employee(s) has/have attained 10, 20, or 30 years of full-time service in State Government as required by Section 25-9-151 of the Mississippi Code and is/are eligible to receive Longevity Service Award(s).

Agency Head Signature/Date