MISSISSIPPI
STATE PERSONNEL BOARD

Longevity Service Award Program Request

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.
(Example: Presentations in March should be submitted to MSPB by February 5th.)

The following information is required to request longevity service certificates and pins for employees who have reached employment milestones of 10, 20, or 30 years of full-time service.

- Requesting Agency
- Date of Request
- Agency Contact Name
- Agency Contact Phone Number
- Agency Contact Mailing Address (indicate hand mail if applicable)
- Name of Employee(s) Receiving Award as Desired on the Certificate
- Service Years
- Presentation Date
- Agency SPAHRS Number
- Certification of Agency Head

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

210 East Capitol Street, Suite 800
Jackson, Mississippi 39201
601.359.1406
www.mspb.ms.gov

Longevity Service Award Recipient(s)

Requesting Agency
Date of Request
Agency Contact Name
Agency Contact Phone Number
Agency Contact Mailing Address
Street Address or PO Box
City, State Zip

☐ check this box if hand mail is preferred

Employee Name	Service Years 10, 20, 30	Presentation Date MM/DD/YYYY	SPAHRS #
John Smith	30	03/31/2013	160

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