



PSCINST 1650.2D

APR 30 2015

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1650.2D

Subj: CG PSC ENLISTED PERSON OF THE QUARTER/YEAR (EPOQ/EPOY) PROGRAM

- Ref:
- (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series)
 - (b) Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36 (series)
 - (c) Master Chief Petty Officer of the Coast Guard Standing Order FOUR
 - (d) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8G

1. **PURPOSE.** This Instruction establishes the procedures for the nomination, selection and presentation of the Coast Guard Personnel Service Center (CG PSC) Enlisted Person of the Quarter and Year Award Program. This award is not intended to replace or be used in lieu of higher personal awards as described in reference (a).
2. **ACTION.** Division Officers and command staff shall ensure their personnel are aware of this Instruction, especially supervisors of enlisted personnel in grades E-6 and below. This includes actively promoting the program to encourage supervisors to recognize exceptional contributions of their military workforce. Internet release of this instruction is authorized.
3. **DIRECTIVES AFFECTED.** CGPCINST 1650.2C is cancelled.
4. **DISCUSSION.** This award program is aligned with references (b) and (c) as sponsored by the CG PSC Chiefs Mess to be administered by the CG PSC Command Master Chief. Timely and appropriate recognition of the CG PSC's many hard working, strong performers may be accomplished using the EPOQ and EPOY programs. Although the management of the program falls upon the leadership of the Chiefs Mess, its success and sustainment rests upon Division Chiefs, Supervisors, and co-workers participation. Therefore, all personnel (military, civilian, and auxiliary) are encouraged to nominate outstanding enlisted performers in accordance with the provisions of this Instruction. Nominations may cross division and unit chain of commands, i.e., personnel from other divisions or units may submit nominations on members with whom they regularly come into contact during the course of doing business and who meet the eligibility for this award. The CG PSC Chiefs Mess, chaired by a CG PSC CMC designated Chief, Senior Chief, or Master Chief, shall select the award recipient. The award will be presented at an awards ceremony to be determined by the CG PSC CMC.

DISTRIBUTION - SDL No. 155

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NON-STANDARD DISTRIBUTION:

5. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. **MAJOR CHANGES.** None.
7. **IMPACT ASSESSMENT.** This Instruction creates no new personnel resources, training, or funding requirements.
8. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.**
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
9. **DISTRIBUTION.** No paper distribution will be made of this Instruction. An electronic version will be located on the following Commander, CG Personnel Service Center internet site: <http://www.uscg.mil/psc/hra/pscinst.asp>.
10. **PROCEDURES.**
 - a. **Eligibility and Nomination Criteria.**
 - (1) Must be in pay grade E-2 through E-6 and work within the CG PSC for the entire quarter/year for the EPOQ/EPOY awards.
 - (2) The performance periods being evaluated include the entire three months prior for the EPOQ award and the entire twelve months prior to the EPOY award.
 - (3) Must have had no NJP, no civil convictions, and no mark of "unsatisfactory" in Conduct on their Enlisted Employee Review during the previous 12 months for EPOQ and 36 months for EPOY of their nomination.
 - (4) Must have at least two EPOQ/EPOY nominees for competitive selection, single nominations will not be considered. Other forms of recognition would be more appropriate in a one-nominee scenario. Resolicitation may occur if needed.
 - (5) Must have exceptional military bearing and appearance in uniform.

- (6) Must be compliant with:
 - (a) Coast Guard allowable weight standards, per reference (d).
 - (b) Mandated Training requirements.
 - (c) Medical, Dental, and Evaluations readiness measures.
 - (d) Government Travel Charge Card Program.
- (7) The award period for the EPOY is 01Jan -31Dec and for the EPOQ are Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec of each calendar year.
- (8) Persons selected as the EPOQ may be considered for the CG PSC EPOY so long as they maintain eligibility requirements throughout the calendar year.

b. Nomination Criteria.

- (1) Nominees must meet the minimum eligibility requirements and only properly submitted nomination packages received by the published deadline will be considered.
- (2) Nominees also must have contributed to the CG PSC mission, exemplify the unit principles, and represent the Coast Guard well through their contributions to the civilian and/or military community.
- (3) All personnel (military, civilian, and auxiliary) are encouraged to nominate outstanding enlisted performers in accordance with the provisions of this Instruction. Nominations may cross division and unit chains of command, i.e., personnel from other divisions or units may submit nominations on members with whom they regularly come into contact during the course of doing business and who meet the eligibility for this award.

c. Selection Criteria.

- (1) Recognition for these awards is not limited to any specific character trait, performance requirement, or significant event, it is about sustained superior performance. The selection committee will consider general performance of duties, community service, extracurricular activities, and exceptional service occurring during the period of consideration. Input may be accepted from other divisions, departments, commands, government agencies, or civilian sources.
- (2) The committee will review all properly submitted nomination packages that meet the minimum requirements received prior to the published deadline and select as the CG PSC EPOQ and EPOY those individuals who best exemplify the highest standards of Coast Guard core values and traditions.

d. Responsibilities.

- (1) The CG PSC CMC or a designated CG PSC Chief shall:
 - (a) Oversee and supervise all aspects of the EPOQ/EPOY program.

- (b) Actively promote the program and encourage nominations throughout CG PSC.
 - (c) Emcee the EPOQ/EPOY presentation ceremonies.
 - (d) Ensure EPOQ/EPOY historical files are maintained for a period of five years. These files will contain all nomination packages and the selected winner's package.
 - (e) Solicit nominations via email, on or about the 15th of the last month of each quarter for the EPOQ and on or about the 15th of December for the EPOY.
 - (f) Collect all electronic nominations (Enclosure (1)) NLT the first Monday of the first month of each new calendar year quarter (Jan/Apr/Jul/Oct).
 - (g) Provide electronic copies of the nomination write-ups to all CG PSC chief petty officers.
 - (h) Have the division of the selected EPOQ/EPOY prepare a draft Flag Letter worthy of a CG Letter of Commendation ribbon. Template provided in enclosure (2).
 - (i) Arrange to have the plaques and name plates engraved for presentation by the CG PSC Commander.
 - (j) Ensure the EPOQ/EPOY's engraved nameplate is added to the CG PSC Plaque, located in the main passageway of 11th floor command suite.
- (2) The selection committee members shall:
- (a) Be made up of those chiefs present at the scheduled Chiefs Call.
 - (b) Review the multiple nominations in their entirety prior to the Chiefs Call and consider and compare the individual nominee information presented by the nominating chief or their representative against all other nominations.
 - (c) Cast only one hand vote for their preferred nominee from the candidate pool based on the information presented.
 - (d) Select as the EPOQ/EPOY, the nominee that had the highest total hand votes.
- (3) The CG PSC Administrative staff shall:
- (a) Prepare the final documents (Flag Letter and CG-3307) for signature and ensure that copies are placed in the member's unit PDR.
 - (b) Provide the CG PSC CMC electronic versions of all award correspondence.

e. Recognition.

- (1) The CG PSC EPOQ/EPOY will normally receive the following:
 - (a) CG-3307 noting selection as EPOQ or EPOY.
 - (b) 48-hours special liberty for the EPOQ; 96-hours special liberty for the EPOY.
 - (c) A NON-TRANSFERABLE Parking Pass for the EPOQ to be used the following quarter or until a new EPOQ is selected.
 - (d) Name added to the PSC perpetual EPOQ/EPOY plaque.
 - (e) Other recognition as deemed appropriate by CG PSC Commander and CMC.
 - (f) All EPOQ/EPOY runners up for each selection process should be strongly considered for positive remarks documented via a CG-3307 or other appropriate means.

11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non-applicable.

12. FORMS/REPORTS. None.



M. L. AUSTIN

Commander, Personnel Service Center

Enclosure: (1) Nomination Document
(2) Flag Letter Template

Enlisted Person of the Quarter/Year (EPOQ/EPOY) Nomination Document

NAME: Last, First, MI	PAYGRADE	Division/Shop
Description of Primary Duties		
Collateral Duties Performed:		Committees Served on/Position:
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
Specific Contributions made toward the Division/Unit's Mission:		
Specific Contributions made toward the Division/Unit's Morale:		
How would you best describe this member's personal appearance:		
How would you rate this person's performance during this year? Describe any superior performance shown by this person: (be specific)		
Any other supporting documentation that could be used in determining the member's potential as the Enlisted Person of the Quarter or Year		
Signature of Member recommending the EPOQ/EPOY		
Rank/Position: _____ / _____		

Add any additional comments on next page

Remarks (cont):

[Empty rectangular box for handwritten remarks]

DD Month Year

Dear (NAME),

Congratulations on your selection as the Coast Guard Personnel Service Center's Enlisted Person of the Quarter for your outstanding performance from 01 Month through 30 Month 2014, while assigned to the Enlisted Personnel Management Division.

<<Insert no more than thirteen lines of descriptive text here>>

You are a top performer and role model for our entire Coast Guard workforce. I am extremely proud to have you as a member of the Coast Guard Personnel Service Center's team and commend you for your exemplary performance of duty. Bravo Zulu!

Sincerely,

M. L. AUSTIN
Rear Admiral, U.S. Coast Guard

(Name)
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