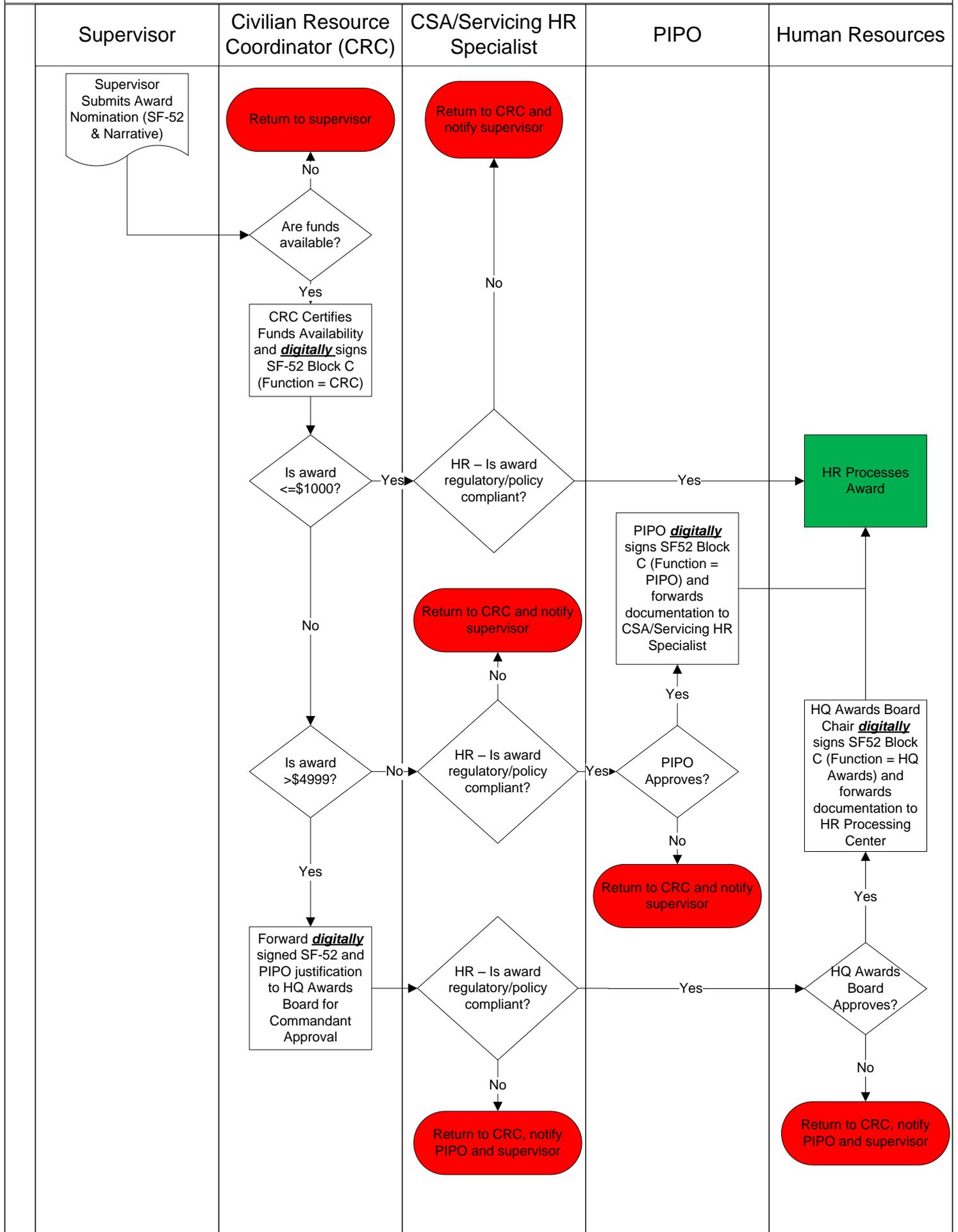


Special Act and On The Spot Award Submission Process (effective 16Jul12)



1. Civilian Awards Manual can be found at http://cgweb2.comdt.uscg.mil/cgDirectives/CIM/CIM_12451_1B.pdf
2. Command Staff Advisor/Serviceing HR Specialist assignments can be found at <http://www.uscg.mil/CIVILIANHR/contact.asp>
3. Effective Dates: Award effective dates will be set by Human Resources (HR) and HR will make every effort to set an effective date in the pay-period following receipt of the submission.
4. Payroll Accounting – NFC will disburse the award against the stored accounting string reflected on the employee timecard as the time of processing UNLESS special accounting treatment is explicitly annotated by CG-833 or the HQ Awards Board on the submission document (SF52).
5. HQ Awards Board is led by CG-1214.
6. During FY closeout, and in the event of continuing resolutions, budgetary guidance will be provided by CG-8 and funds certification may be centralized.