



SECDELBAYINST 1650.1F

OCT 20 2009

**SECTOR DELAWARE BAY INSTRUCTION 1650.1F**

Subj: SECTOR DELAWARE BAY ENLISTED PERSON OF THE QUARTER AND  
ENLISTED PERSON OF THE YEAR PROGRAM

Ref: (a) Medals and Awards Manual COMDTINST M1650.25 (series)  
(b) Coast Guard Enlisted Person of the Year Program, COMDTINST 1650.36 (series)

1. **PURPOSE.** This instruction outlines the Sector Delaware Bay Active Duty/Reserve Enlisted Person of the Quarter (EPOQ) and Enlisted Person of the Year (EPOY) Awards Program.
2. **ACTION.** Department Heads and Commanding Officers / Officers in Charge of Sector Delaware Bay units shall ensure compliance with the provisions of this instruction. This includes actively promoting the program to encourage supervisors to recognize exceptional contributions of their enlisted workforce. The Sector Command Master Chief (CMC) will administer this program under the direction of the Sector Commander.
3. **DIRECTIVES AFFECTED.** Sector Delaware Bay Enlisted Person of the Quarter and Enlisted Person of the Year Program, SECDELBAYINST 1650.1E, is cancelled.
4. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION.** Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
5. **DISCUSSION.** The EPOQ and EPOY Program are designed to recognize exemplary men and women from the active and reserve enlisted work force. Nominees should reflect our core values of Honor, Respect and Devotion to Duty.
6. **NOMINATION CRITERIA.** All nominees for the EPOQ and EPOY Program must meet the following criteria during the entire period for each applicable award.
  - a. Be in pay grade E-2 through E-6.
  - b. No NJP, no civil convictions, and have a mark of "Satisfactory" in Conduct on their most recent Enlisted Performance Evaluation (Note: 36 month requirement with this criterion in order to be considered for the Coast Guard EPOY).

- c. Maintain a professional uniform appearance and demonstrate appropriate military bearing.
  - d. Be within Coast Guard weight standards.
  - e. Successfully completed most recent physical fitness testing if required by billet or unit.
  - f. Reservists must have met all required drills for the award period being recognized.
7. **EPOQ NOMINATION PROCESS.** Each Sector department (Logistics, Response, Prevention Departments and Command Center and) may submit one Active Duty and one Reserve member per quarter for consideration as the Sector Enlisted Person of the Quarter. Each Sector unit or detachment which doesn't have a quarterly recognition program may submit one Active Duty and one Reserve member per quarter for consideration as the Sector Enlisted Person of the Quarter. Timeline is as follows:
- a. Each of the Chiefs, Senior Chiefs, Master Chiefs, Warrant Officers, and Junior Officers within each department / unit are expected to work closely to nominate the most deserving candidates. The senior enlisted member within each department / unit is responsible for administrating the selection process and notifying the departmental / unit chain of command of the results prior to submitting the package to the Sector CMC.
  - b. The nomination packages are due to the CMC by the 10<sup>th</sup> of the month following the quarter that the member is being recognized. Nominations shall be submitted with the worksheet in enclosure (1) in addition to providing bullet descriptions of the member's performance and impact.
  - c. The CMC shall convene the selection board by the 15<sup>th</sup> of the month following the period under consideration.
  - d. The Sector EPOQ selection committee will consist of at least four of the following:
    - 1) Senior OIC present afloat
    - 2) Senior OIC / XPO present ashore
    - 3) Senior enlisted engineer present
    - 4) Senior enlisted member assigned to the Sector Office in Philadelphia
    - 5) Reserve Command Master Chief
    - 6) Sector Command Master Chief
8. **EPOQ RECOGNITION.** The command will announce the Sector EPOQ via the monthly all hands gathering and e-mail distribution. Each member shall receive:
- a. Two 24-hour liberties at command discretion.

- b. An invitation to Chiefs' Call followed by a luncheon with command staff.
  - c. An Administrative Remarks (CG-3307) entry documenting the achievement.
  - d. Their picture and award displayed at the Sector Office in Philadelphia.
  - e. Appropriate civic and commerce-related awards (bonds, gift cards, etc...) as available.
9. **EPOY NOMINATION PROCESS.** Each EPOQ will be automatically considered for EPOY pending compliance with reference (b) and command approval. Additionally, each Sector unit, department and detachment will be solicited to submit one member for consideration as the Sector Enlisted Person of the Year as long as the member meets all of the criteria in reference (b). Timeline is as follows:
- a. Each of the Chiefs, Senior Chiefs, Master Chiefs, Warrant Officers and Junior Officers within each department / unit are expected to work closely to nominate the most deserving candidates. The senior enlisted member within each department / unit is responsible for organizing the selection process and notifying the departmental / unit chain of command of the results prior to submitting the package to the Sector CMC.
  - b. The nomination packages are due to the CMC by the 10<sup>th</sup> of January. Nominations shall be submitted following the format prescribed in ref (b).
  - c. The CMC shall convene the selection board by the 15<sup>th</sup> of January following the format listed for EPOQ.
10. **EPOY RECOGNITION.** The command will announce the Sector EPOY via the monthly all hands gathering and e-mail distribution. Each member shall receive:
- a. A Coast Guard Achievement Medal at command discretion.
  - b. Their EPOY package will be forwarded to the District CMC for the District and Coast Guard EPOY panel.
  - c. Two 24-hour liberties at command discretion.
  - d. Their picture and award displayed at the Sector Office in Philadelphia.
  - e. Appropriate civic and commerce-related awards (bonds, gift cards, etc...) as available.
11. **FORMS/REPORTS.** None.



MEREDITH L. AUSTIN

Encl: (1) Sector Delaware Bay EPOQ Nomination Worksheet

## **Sector Delaware Bay EPOQ Nomination worksheet**

**Nominee:** **Active Duty or Reserve**

**Unit:**

**supervisor's contact info:**

**primary duty:**

**collateral duties:**

**Prerequisites:** *(check as appropriate; explain if prerequisite is not satisfied)*

- Pay grade E-2 through E-6?
- No NJP, no civil convictions, and have a mark of "Satisfactory" in Conduct on their most recent Enlisted Performance Evaluation?
- Maintain a professional uniform appearance and demonstrate appropriate military bearing?
- Within Coast Guard weight standards?
- Successfully completed most recent physical fitness testing if required by billet or unit?
- Reservists have met all required drills for the award period being recognized?

**Performance and Impact:** *(attach in WORD format)*

In bullet format describe specific contributions to the unit mission that this member has made during the marking period. *(Enclose any awards and recognition for period)*

**Impact as a Shipmate:** *(attach as WORD format)*

List any community service, unit committees, or other noteworthy achievements this member has accomplished during the marking period. *Note: Community service is what the member does for everyone they come into contact with, including the command, other military, civilian, and auxiliary entities.*