



COMDTINST 1650.36D
19 FEB 2015

COMMANDANT INSTRUCTION 1650.36D

Subj: COAST GUARD ENLISTED PERSON OF THE YEAR (EPOY) PROGRAM

- Ref: (a) Coast Guard Weight and Body Fat Standards Program Manual, COMDINST M1020.8 (series)
(b) Medals and Awards Manual, COMDINST M1650.25 (series)
(c) Enlisted Accessions, Evaluations and Advancements Manual, COMDINST M1000.2 (series)
(d) Reserve Policy Manual, COMDINST M1001.28 (series)
1. PURPOSE. This Instruction sets forth the policies and procedures for all Coast Guard personnel to administer the Coast Guard Enlisted Person of the Year (EPOY) Program.
 2. ACTION. DCMS, DCO, Area, District, Commanding Officers of Headquarters Units, Assistant Commandants for Directorates, the Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.
 3. DIRECTIVES AFFECTED. Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36C is cancelled.
 4. DISCUSSION. The EPOY Program is 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" and only those enlisted personnel who demonstrate sustained exceptional standards of proficiency and conduct, and whose military appearance and bearing are consistently impeccable, should be nominated. When nominating an individual for this prestigious award, the unit submitting a nomination should consider this in the same light as recommending the member for a high personal award. The solicitation and specific guidance for nominating deserving individuals will be sent out each December via message traffic.
 5. CRITERIA. All nominees for the EPOY Program must meet the following criteria:
 - a. Be in pay grade E-2 through E-6 for the calendar year nominated.
 - b. Have no NJP, court-martial, civil convictions, or mark of "Unsatisfactory" in Conduct on all Enlisted Employee Review Forms (CG-3788A or CG-3788B) during the 36 months preceding his or her nomination.

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- c. Be exceptional in uniform appearance and military bearing, and in compliance with reference (a).
 - d. Reservists must have met all requirements for Good Conduct Medal Eligibility during most recently completed anniversary year (70 points, 90% IDT participation, etc.) as outlined in references (b) and (d).
 - e. Reservists shall only be considered as Reserve nominees regardless of time spent on active duty contracts.
 - f. Be recommended for the next higher pay grade.
 - g. Be available to represent the Coast Guard at various functions throughout the year if selected.
 - h. Only performance during the calendar year for which nominated shall be included and considered.
6. NOMINATION PROCESS. District Command Master Chiefs (CMCs) shall administer the Coast Guard EPOY process and solicit for District Region EPOY nominations. Regardless of chain of command, units within the geographic boundaries of a District shall submit their nominations to the regional District CMC except as noted below. Units not specifically addressed below shall contact the local District CMC for submission guidance.
- a. Each Area command within the District may submit one nominee to the District CMC for that geographic region.
 - b. Each District command may submit one nominee to the District CMC for that geographic region.
 - c. Each Sector within the District may submit one nominee to represent the Sector proper and its subunits to the District CMC for that geographic region.
 - d. Each Base within the District may submit one nominee to represent the Base and its subunits to the District CMC for that geographic region.
 - e. Each DSF unit within the District may submit a nominee to the District CMC for that geographic region.
 - f. Each DCMS unit within the District may submit a nominee to the District CMC for that geographic region.
 - g. Each DCO unit within the District may submit a nominee to the District CMC for that geographic region.
 - h. Recruiters will submit their nomination packages to the Recruiting Command CMC. The Recruiting Command CMC will select one nominee and submit that nominee to the D5 CMC.

7. **PROCEDURES.** The Master Chief Petty Officer of the Coast Guard (MCPOCG) shall solicit electronic EPOY nominations via message traffic during the month of December. Additional email guidance will be provided to Gold Badge Command Master Chiefs. Electronic EPOY nomination packages will be sent to the MCPOCG office from each District before the end of the last working day in February or as outlined in guidance provided by the MCPOCG. The following procedures will be followed when submitting a nomination package and amplifying information may be found in the CGMS solicitation released in December.
- a. Commands within a District's geographic area shall solicit, select, and submit electronically to the District Region CMC, one active duty and one reserve EPOY nomination package. The nomination package shall contain the following information:
 - (1) A memo containing specific bulleted achievements for the calendar year. The memo will not exceed two pages.
 - (2) Biographical information.
 - (3) 2-digital 5x7 full length color photos, front and left side view, Service Dress Blue, no cover.
 - b. District CMCs shall:
 - (1) Set unit submission deadline that allows enough time to meet submission deadlines for the MCPOCG.
 - (2) Be the District EPOY process administrator and convene a selection committee in accordance with applicable District instructions.
 - (3) Ensure that all nominees meet the criteria outlined in paragraph 5 of this Instruction.
 - (4) Chair the EPOY selection committee and tally individual scores to determine the District nominee. The District CMC will only vote to break a tie.
 - (5) Notify the District Commander, the sponsoring Flag Officer and the Commanding Officer of the District's EPOY selection at least two weeks prior to any award ceremony.
 - (6) Submit to the MCPOCG one active duty and one reserve nomination package to represent all units within the District as that geographic region's EPOY. The District CMC shall ensure the following additional information is included in the nomination packages sent to the MCPOCG:
 - (a) District Commander's signature endorsement of nominee.
 - (b) Draft award including Coast Guard Award Recommendation (CG-1650).

- (7) The MCPOCG shall convene and chair the EPOY selection committee that will consist of a balanced mix of senior enlisted leaders from the Coast Guard. The MCPOCG will only vote in case of a tie. The EPOY selection committee will:
 - (a) Select one active duty and one reserve EPOY, and
 - (b) Forward recommendations from the selection committee to the Commandant for approval.
8. RECOGNITION. The Commandant will announce the Coast Guard EPOYs by ALCOAST in March of each year. The recipients will be honored at appropriate ceremonies in Washington, DC, as soon after the announcement as practical.
 - a. The EPOY ribbon will be presented in accordance with reference (b).
 - b. Each EPOY will be advanced to the next higher pay grade, not to exceed the pay grade E7, by special authority of the Commandant per reference (c).
 - c. Each EPOY shall be recommended for the Coast Guard Commendation Medal.
 - d. Each EPOY shall have their name inscribed on the perpetual plaque displayed at Coast Guard Headquarters.
 - e. Travel, lodging, and per diem for each EPOY, as well as travel for one guest of their choice, is funded by the MCPOCG office EPOY Program Administrator. For the reserve EPOY, the District submitting the winning nominee will work with Commandant (CG-1312) to ensure funding to include pay and allowances for the temporary duty period and required travel time, as necessary.
 - f. Both EPOYs will receive funded travel from the MCPOCG's office to attend Coast Guard Festival in Grand Haven, MI to represent the Coast Guard active and reserve enlisted communities. Additionally, each will be funded by TRACEN Cape May to sponsor one recruit training company during their recognition year.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy creates significant or substantial change to existing records management requirements.
10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 1 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). Because this instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #1 is appropriate.
 - 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 instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.
11. **FORMS/REPORTS.** The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>, CG Portal: <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS> and Intranet: <http://cgweb.comdt.uscg.mil/CGForms>.
12. **DISTRIBUTION.** No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives> and CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

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Vice Commandant