



Commandant  
United States Coast Guard

2100 Second Street SW  
Washington, DC  
Staff Symbol: G-WPC-6  
Phone: (202) 267-1342  
FAX: (202) 267-4580

Dec 17, 2002  
COMDTINST 12451.3A

COMMANDANT INSTRUCTION 12451.3A

Subj: COAST GUARD NON-APPROPRIATED FUND EMPLOYEE OF THE YEAR (NAF EOY) AWARD PROGRAM

1. PURPOSE. This Instruction establishes policy, responsibilities and procedures for the annual recognition of a Non-Appropriated Fund (NAF) employee under a Coast Guard Non-Appropriated Fund Employee of the Year (NAF EOY) Award Program.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, chiefs of special staff offices in Headquarters, and Chief, Office of Exchange and Morale shall ensure compliance with the provisions of this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. Coast Guard Non-Appropriated Fund Employee of the Year (NAF EOY) Award Program, COMDTINST 12451.3 is hereby cancelled.
4. DISCUSSION. The NAF EOY Program recognizes, annually, outstanding achievements by Coast Guard NAF employees for the period 1 January through 31 December. Employees in Pay Band Grades NF 1-3 and Craft & Trade NA employees, who have demonstrated superior job performance are eligible. This includes MWR, CDC, and CGES NAF employees. Nominees should reflect Coast Guard's core values of "Honor, Respect, and Devotion to Duty."
5. ELIBILIBITY. Any Non-Appropriated Fund employee in Pay Band Grades NF3 or below, or Crafts & Trade NA employees who meets the following criteria:

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NON-STANDARD DISTRIBUTION: B:m TISCOM (1); C:a Cape Cod, Miami, Clearwater, Borinquen, Traverse City, San Diego, Astoria (1); C:b North Bend, Port Angeles, Sitka (1 only); C:d St. Louis, Fort Macon, Charleston, Mayport, Miami Beach, San

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- a. Has been an employee of the Coast Guard for a minimum of 1 year; and,
  - b. Has received a rating of “Meets” or “Exceeds” under the Excellence, Achievement and Recognition System (EARS) as a rating of record for the previous evaluation period.
6. SELECTION CRITERIA. The following criteria will be considered in selecting the award recipient.
- a. Documented consistently outstanding performance.
  - b. Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
  - c. Demonstrated initiative and skill in devising new or improved work methods, and procedures that result in considerable savings in manpower, time, or other items of expense, improved safety and health of the workforce, or increased profitability.
  - d. Demonstrated leadership in performing duties that resulted in improved productivity of the exchange or command, including customer focus, promoting teamwork, and commitment to achieving excellence.
  - e. Exemplifies Coast Guard Core values of “Honor, Respect, and Devotion to Duty”.
7. NOMINATION PROCEDURES. Commandant (G-WPC) shall solicit nominations for the Non-Appropriated Fund Employee of the Year Award, via ALCOAST, in January of each year, with submissions due 1 April. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and deputy directors of CGES operations, shall submit nominations directly to Commandant (G-WPC) for consideration. Nominations must include the following:
- a. Nominee’s name, title, series, and grade of current NAF position;
  - b. Brief statement of current duties;
  - c. Brief sketch of employment history;
  - d. List of previous honors and awards; and,

- e. Narrative of the nominee's outstanding achievement based on specific facts and examples, which clearly show that the achievement was exceptional in accordance with the selection criteria. Nominations shall not exceed two typed pages.

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- 8. REVIEW AND APPROVAL. Nominations received by Commandant (G-WPC) are reviewed for procedural compliance and adequacy of documentation and forwarded to the NAF Awards Review Panel, which will submit its recommendation to the Commandant (G-C) by 15 April for final approval.
- 9. AWARDS. Awardee receives a cash award of \$2,000.00, a crystal NAF EOY award device and other appropriate gifts.
- 10. RECOGNITION. Each May, the Commandant will announce the selection of the Non-Appropriated and Appropriated selectees for the Civilian Employee of the Year Award via an ALCOAST. The awardees will be honored at an appropriate awards ceremony in Washington, D.C. in conjunction with activities commemorating the achievements of the Enlisted and Reserve Person of the Year. Specific details pertaining to the awards ceremony will be announce in the ALCOAST.
- 11. RESPONSIBILITIES.
  - a. Commandant (G-WPC) shall administer the Program. Commandant (G-WPX) will provide the cash award and gifts to be presented to the selected awardee during an award ceremony. The location of the award ceremony will be announced each May via ALCOAST (See Paragraph 10 above).
  - b. Command Officials shall actively promote the NAF EOY and solicit nominations.
  - c. Commandant (G-IPA) and Commandant (G-WPC) shall publicize the NAF EOY prominently to encourage recognition of and interest in the individuals selected for this recognition.
- 12. FORMS/REPORTS. None.

Thomas F. Fisher /s/

Acting Director of Personnel Management