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United States Coast Guard

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COMDTINST 12451.3B
12 May 16

COMMANDANT INSTRUCTION 12451.3B

Subj: COAST GUARD NONAPPROPRIATED FUND (NAF) EMPLOYEE OF THE YEAR (EOY) AWARD PROGRAM

1. PURPOSE. This Instruction provides policy, responsibility, and procedures for the annual recognition of NAF employees under a Coast Guard NAF EOY Award Program.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Coast Guard Non-Appropriated Fund Employee of the Year (NAF EOY) Award Program, COMDTINST 12451.3A is hereby cancelled.
4. DISCUSSION. The NAF EOY Program recognizes outstanding achievements by Coast Guard NAF employees for the calendar year. The NAF EOY award will be given annually to two NAF employees who have demonstrated superior job performance or have significantly contributed above and beyond the scope of their normal duties.
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. The award has been increased to \$2,500 and a senior level award has been added.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general procedures contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental

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COMDTINST 12451.3B

Management, and are categorically excluded (CE) under current USCG 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 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.
8. 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 CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
 9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no 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 does not have any significant or substantial change to existing records management requirements.
 10. ELIGIBILITY. All employees paid from nonappropriated funds are eligible for this award regardless of other awards received. One nomination will be selected from the senior level (NF 4-5) and one from the junior level (NA, NL, NS, or NF 1-3). Nominees recommended in each level must meet all of the following:
 - a. Has been an employee of the Coast Guard for a minimum of 1 year.
 - b. Accomplishes supervisory or non-supervisory duties in an outstanding manner, inspiring others to follow.
 - c. For the previous performance appraisal period has received either:
 - (1) An "Exceeds Expectations" or "Exceptional" under the Coast Guard Exchange System's Performance Review System, or
 - (2) A "Meets" or "Exceeds" under the Coast Guard's Excellence, Achievement and Recognition System on the U. S. Coast Guard Performance Plan and Evaluation, Form CG-3430.8R.
 - d. No disciplinary issues in the past year.

11. SELECTION CRITERIA. The following criteria will be considered in selecting the NAF EOY:

a. NAF EOY, Senior Level (NF 4-5):

- (1) Performance that exemplifies the Coast Guard's Core values of "Honor, Respect, and Devotion to Duty."
- (2) Documented, consistent outstanding job performance. Technical proficiency in knowledge skill, abilities and/or performance as demonstrated by initiative, tested outcomes, results, implementation of an innovative idea, or improvement of operations or production that resulted in considerable savings in personnel, power, time, space, materials, or other items of expense, or improved safety and health of the workforce.
- (3) The ability to influence others to accomplish the mission by providing purpose, direction and motivation. Innovative and proactive leadership practices that inspire others to contribute constructively to the Coast Guard's mission. Proactively identifying and resolving challenges or obstacles that interfere with activities to further the Coast Guard mission.
- (4) Exhibiting intangible aspects of character and/or leadership related to people skills and interpersonal communications skills in order to carry out the mission of the organization.
- (5) Successful contributions to one or more major projects which reflects positively on the Coast Guard and brings about significant positive change by eliminating obstacles.
- (6) Substantial cost-effectiveness: Identifying improvements to policies, practices and/or program designs that result in substantial cost savings or financial gain to the Coast Guard while supporting the mission.
- (7) Significant contributions to the community or to charitable volunteer organizations or the demonstration of courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal Government.

b. NAF EOY, Junior Level (NA, NL, NS, NF 1-3):

- (1) Performance that exemplifies the Coast Guard's Core values of "Honor, Respect, and Devotion to Duty."
- (2) Documented, consistent outstanding job performance. Initiative and skills in devising new or improved equipment, work methods, and procedures or for inventions that resulted in considerable savings in personnel, power, time, space, materials, or other items of expense; or improved safety and health of the workforce.
- (3) Performance of duties that resulted in improved productivity of the command, including customer focus, promoting teamwork and commitment to achieving excellence.

- (4) Substantial cost-effectiveness: Identifying improvements to policies, practices and/or program designs that result in substantial cost savings or financial gain to the Coast Guard while supporting the mission.
- (5) Significant contributions to the community or to charitable volunteer organizations or the demonstration of courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal Government.

12. PROCEDURES.

- a. Solicitation. Commandant (CG-1214) will solicit nominations for the NAF EOY, via administrative notification, in conjunction with the Coast Guard Civilian Employee of the Year (CEOY) Award. Commands with NAF employees shall submit nominations directly to Community Services Command (CSC) for consideration. Nominations must include the following:
 - (1) Nominee's name, title, series, and grade of current NAF position.
 - (2) Brief statement of current duties.
 - (3) Brief biographical employment history.
 - (4) A listing of significant honors and awards received.
 - (5) Narrative clearly showing how the criteria for the award has been met.
 - (6) All nominations must be endorsed through the appropriate chain of command.
 - (7) Nominations shall not exceed two typed pages.
- b. Review and Approval. Nominations received by CSC are reviewed for procedural compliance and adequacy of documentation and forwarded to the NAF EOY Awards Review Panel. The panel will submit their selections to Commandant (CG-1214) by 15 April.
- c. Awards. The NAF EOY awardees receive a cash award of \$2,500.00, a crystal award device and other appropriate gifts.
- d. Recognition. The winners of the NAF EOY will be announced along with the CEOY via administrative notification. The awardees will be honored at an appropriate awards ceremony in Washington, D.C. Specific details pertaining to the awards ceremony will be announced via administrative notification. Each NAF EOY will have their name inscribed on the perpetual plaque displayed at CSC.

e. Responsibilities.

- (1) CSC shall administer the program and provide the cash award and gifts to be presented to the selected NAF EOY during an award ceremony.
- (2) Travel, lodging, and per diem for each NAF EOY, as well as travel for one guest of their choice, is funded by CSC.
- (3) Command Officials shall actively promote the NAF EOY and solicit nominations.

13. FORMS/REPORTS. None

14. REQUESTS FOR CHANGES. Units and individuals may recommend changes via the chain of command to CG CSC: HR@cgexchange.org.

W. G. KELLY/s/
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Assistant Commandant for Human Resources