



Commandant  
United States Coast Guard

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COMDTNOTE 12451  
MAR 15 2001

COMMANDANT NOTICE 12451

CANCELLED: MAR 14 2002

Subj: CH-3 TO COAST GUARD CIVILIAN AWARDS MANUAL, COMDTINST M12451.1B

1. PURPOSE. This Notice transmits changes to the Coast Guard Civilian Awards Manual.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice.
3. SUMMARY OF CHANGES. Changes are made principally in Coast Guard Civilian Awards Manual, COMDTINST M12451.1B, Chapters 1, 3, 4 and 6.
  - a. In Chapter 1, the reference to the Federal Personnel Manual is corrected; Sections E.2., and G. are revised; the reference to military eligibility for an honorary award is eliminated.
  - b. In Chapter 3, the Secretary's Partnering for Excellence Award and the Secretary's Team Award are added as Departmental Honorary Awards (section A.2.); the Dwight D. Eisenhower Award and the Program Emphasis Awards are eliminated as Departmental Honorary Awards; the Secretary's Achievement in Work Force Diversity is renamed the Secretary's Award for EEO/Affirmative Action; the Secretary's Award for Voluntary Service incorporates the Community Service Award, which is eliminated; the office symbol for the Office of Civilian Personnel is corrected; and the issuance of medals and lapel rosettes for Departmental Awards is eliminated, with recipients receiving crystal trophies and engraved plaques, respectively.
  - c. In Chapter 4, the issuance of medals and lapel rosettes for Coast Guard Awards is eliminated, with recipients receiving crystal trophies and engraved plaques, respectively; and, nomination procedures are clarified. A new award, Coast Guard Civilian Employee of the Year Award is established, with criteria and procedures to be established.

DISTRIBUTION – SDL No. 139

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A																										
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- d. In Chapter 6, in section B, Special Act or Service Awards, SF-52s shall be completed for cash award recommendations of \$5,000 or less. In section C, the On-The-Spot cash award amount is increased from \$200 to \$250 maximum per award, and from \$400 to \$500 maximum in a year. Written justifications for On-The-Spot cash awards are to be made in the Remarks section of the SF-52. Also, the procedures for nominating employees for cash awards of up to \$10,000 and cash awards greater than \$10,000 are established.
- e. In Chapter 7, in section D, Documentation for Time-Off Awards, SF-52s shall be used to document time-off recommendations.

4. PROCEDURES.

- a. Remove and Insert the following pages:

<u>Remove</u>	<u>Insert</u>
Table of Contents	new Table of Contents
Chapter 1	new Chapter 1
Chapter 3	new Chapter 3
Chapter 4	new Chapter 4
Chapter 6	new Chapter 6
Page 7-3 and 7-4	new Page 7-3
Enclosures (1) and (2)	new Enclosures (1) and (2)

- b. Make pen and ink changes as follows:

- (1) On the front page of the Coast Guard Civilian Awards Manual, COMDTINST M12451.1B, dated 23 July 1992, change reference (a), Federal Personnel Manual (FPM) Chapter 451, Incentive Award (NOTEL) to 5 USC 45.
- (2) On page 6-2 of the Coast Guard Civilian Awards Manual, COMDTINST M12451.1B, dated 23 July 1992, in section 4, Documentation Requirements, change enclosures (2) and (3) to (1) and (2); in section 5, Determining the Amount of Cash Award, section a, Tangible Benefits, change enclosure (2) to enclosure (1); On page 6-3, in section b, Intangible Benefits, change enclosure (3) to enclosure (2).
- (3) Change (G-PC) to (G-WPC) wherever it appears in the Manual.

(4) Change civilian personnel office, servicing civilian personnel office, and civilian personnel staff to Command Staff Advisor wherever it appears in the Manual.

5. FORMS AVAILABILITY: Recommendation for Secretarial Award, DOT Form 3200.2 (Rev. 5-00), and SF-52, Request for Personnel Action, are available in JetFiller on Standard Workstation III (SWIII) and from your Command Staff Advisor (CSA). The Commander's Award for Civilian Service, Form CG 5514, and the On-the-Spot Cash Award certificates are available from your CSA.



COMDTNOTE 12451

JUL 21 1993

COMMANDANT NOTICE 12451

CANCELLED: JUL 20 1994

Subj: CH-1 TO COMDTINST M12451.1B, COAST GUARD CIVILIAN AWARDS MANUAL

- PURPOSE.** This Notice transmits changes to Chapter 4 of the Coast Guard Civilian Awards Instruction.
- ACTION.** Area and district commanders, commanders maintenance and logistics commands, commanding officers of headquarters units and Commander, Coast Guard Activities Europe, and Chiefs of Offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this Notice.
- SUMMARY OF CHANGES.** The change clarifies eligibility for the Commandant's Superior Achievement Award (Bronze Medal). This award can be granted to an employee or to groups of employees for special efforts significantly above and beyond the requirements of their position.
- PROCEDURES.** Remove and insert the following pages:

Remove

Pages 4-1 to 4-2

Insert

4-1, to 4-2, -CH-1



J. M. LOY  
Chief, Office of Personnel and Training

DISTRIBUTION - SDL No. 131

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A																										
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NON-STANDARD DISTRIBUTION: \*B:c MLCLANT, MLCPAC (6 extra), MLCLANT (Portsmouth) 25



COMDTINST M12451.1B

23 JUL 1992

COMMANDANT INSTRUCTION M12451.1B

Subj: Coast Guard Civilian Awards Manual

Ref: (a) Federal Personnel Manual (FPM) Chapter 451, Incentive Awards (NOTAL)  
(b) Departmental Personnel Manual (DPM) Chapter 45 (NOTAL)  
(c) Coast Guard Beneficial Suggestion Program Manual, COMDTINST M5305.4  
(Series)

1. PURPOSE. This Instruction establishes policy, responsibilities, and procedures for granting monetary and honorary awards to Coast Guard civilian employees in accordance with the provisions of references (a) and (b).
2. DIRECTIVES AFFECTED. COMDTINST M12451.1A is cancelled.
3. EFFECTIVE DATE. Provisions of this Instruction are effective upon receipt.
4. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, Commander Activities Europe, and chiefs of offices and special staff divisions in Headquarters shall ensure that the provisions of this Instruction are brought to the attention of all civilian employees and supervisors of civilian employees.

COMDTINST M12451.1B  
23 JUL 1992

5. FORMS AVAILABILITY. DOT F3200.2, Recommendation for Secretarial Award, and Form CG-5514, Commander's Award for Civilian Service, are available from your servicing civilian personnel offices.

J. M. LOY  
Chief, Office of Personnel  
and Training

- Encl: (1) OPM Form 1465, Incentive Awards Program Annual Report  
(2) Cash Awards Scale for Tangible Benefits  
(3) Cash Awards Scale for Intangible Benefits

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	(3)	Cash Awards for Intangible Benefits	

## CHAPTER 1. EXPENDITURE OF APPROPRIATED FUNDS

- A. Introduction. One of the more pleasant supervisory tasks is to reward employees for exceptional performance. Supervisors have a normal and healthy self-interest in building and maintaining a highly motivated and productive work force. Public recognition for superior performance helps build morale and improve productivity as employees learn that new ideas are welcome and high quality performance is rewarded.
- B. Purpose. The incentive awards program motivates employees to increase productivity and creativity by rewarding employee job performance and ideas which benefit the Government, and which are substantially above normal job requirements. This manual implements the Department of Transportation's (DOT's) Personnel Manual (DPM) Chapter 451, Incentive Awards, as well as **5 CFR 451** and Chapter 45 of Title 5, U.S.C., which is the legal basis for the Federal Incentive Awards Program.
- C. Policy. It is the policy of the Commandant to:
1. Motivate all employees of the Coast Guard to increase their creativity and productivity through recognition exceptional job performance, commitment to satisfaction, continuous quality improvement and saving ideas which benefit the economy of the Coast Guard, Department, or Federal Government.
  2. Recognize and reward individuals and groups appropriately on the basis of merit for special acts or services, inventions, or other personal contributions that significant and which substantially exceed normal job standards and expectations.
  3. Assure that incentive awards under this Instruction are used only for their intended purpose to recognize and reward an employee, or group of employees, for contributions which benefit the Coast Guard and are above or beyond normal job requirements.
- D. Types of Awards. There are a variety of awards, many of which are appropriate to specific situations, from a letter of appreciation to a cash or honorary award. The decision on which award to recommend depends on the kind of accomplishment, as well as its magnitude and duration. Supervisors and managers should consider the awards program a flexible system and one which can be adapted to meet management needs.
- E. Coverage.
1. The provisions of this Instruction apply to Coast Guard civilian employees paid from appropriated funds. Awards and recognition for Non-appropriated Fund (NAF) Activities employees are covered in the Nonappropriated Fund (NAF) Personnel Manual, COMDTINST M12271.1A (series).
  2. **Instructions on awards and recognition for members of the Senior Executive Service (SES) are contained in the Executive Performance Appraisal System and Executive Performance**

**Review Board, COMDTINST M12305.1A (series). Commandant policy and guidance on awards for suggestions, inventions, and scientific achievements are contained in the Improved Idea Express Suggestion System, COMDTINST M5305.4 (series). Military members are not eligible for cash awards under the provisions of this Instruction.**

F. Authority for Expenditure of Appropriate Funds.

1. Under provisions of Title 5 United States Code (U.S.C.) 4503 and 5 U.S.C. 5403, the Coast Guard may pay cash awards to, and incur necessary expenses for, the honorary recognition of employees who, by their suggestion, invention, superior accomplishment, or other personal effort contribute to the efficiency, economy, or other improvement of Government operations; or who perform special acts or services in the public interest in connection with or related to their official employment.
2. This authority covers payment of a cash award. It also covers expenses for honorary awards (plaques, certificates, medals, pins, etc.) and travel costs for recipients. Invitational travel orders (ITO's) may be authorized for one individual related by blood or affinity (equivalent of a family relationship) at the recipient's choosing to attend a major award ceremony (for example, Secretary's Annual Awards Ceremony). Travel expenses for an individual to assist a **disabled** award recipient may also be paid.

G. Grievances. **The granting of or failure to grant a cash, honorary, or informal recognition award, or time-off without charge to leave or loss of pay is not grievable.**

- H. Confidentiality. Nominating supervisors, reviewing officials and approving officials must not discuss award nominations with nominees until the award has been approved. Award nominations and supporting documentation should be considered privileged information, and should be made available only to those with a need-to-know. Failure to observe this rule may result in embarrassment to the nominee, to management, or to both.
- I. Summer, Stay-In-School, and Co-op Employees. Employees employed in these positions are eligible for official letters of commendation, letters of appreciation, and honorary or cash Special Act or Service Awards.

## CHAPTER 2. RESPONSIBILITIES

- A. Managers and Supervisors are responsible for the day-to-day implementation of the program in their organizations and for actively supporting and participating in the program through:
1. Use of incentive awards as an integral element of supervision and management;
  2. Promptly acting on award recommendations;
  3. Ensuring that employees have an equal opportunity to earn awards;
  4. Considering relevant awards earned when evaluating employees for selection/promotion;
  5. Justifying award nominations in writing;
  6. Assuring that funds are available to pay for awards;
  7. Assuring that all awards are presented to the recipient by managers or supervisors, as appropriate to the level of the award to be received; and
  8. Conducting periodic management reviews to discuss program areas showing superior results in terms of quality, quantity, timeliness, and/or cost savings, and identifying individuals and groups who produced those superior results and should thus receive incentive awards recognition.
- B. Civilian Personnel Officers are responsible for providing positive leadership and administration of the Incentive Awards Program. This includes:
1. Being aware of all available forms of recognition and advising managers and supervisors on proper use of each type;
  2. Developing and recommending program policies, goals, and objectives;
  3. Providing employees and supervisors with orientation and training on the program;
  4. Reviewing award nominations for compliance with

- 2.B.
  4. (cont'd) appropriate laws and regulations including those submitted to Commandant (G-PC). Award nominations which do not comply with regulations and procedures shall be returned to the nominating official; and
  5. Maintaining statistics on the program and making reports to Commandant (G-PC), Office of Personnel Management, and other appropriate agencies on incentive award matters.
- C. Incentive Award Coordinators, when feasible, shall be designated in each command employing civilian employees with the responsibility to serve as the unit's incentive awards point-of-contact (collateral duty). It is generally administratively convenient when this individual is a member of the command's servicing civilian personnel office. Awards coordinators may:
  1. Serve as executive secretary to the local awards review boards, assuring adequacy of award nominations, continuity of board activities, etc;
  2. Develop, implement, and monitor local policies, procedures, and program operations;
  3. Coordinate program objectives, activities, and publicity;
  4. Assist in program evaluation;
  5. Maintain program data and records, preparing and submitting reports, etc;
  6. Arrange award payment and presentation ceremonies as appropriate.

## CHAPTER 3. DEPARTMENTAL HONORARY AWARDS

- A. Introduction. This Chapter describes the criteria and nomination procedures for honorary awards available to Coast Guard employees through the Department of Transportation (DOT). Coast Guard managers and supervisors are expected to weigh carefully all individual achievements considered deserving of performance recognition and to recommend the employee(s) for the highest level award deemed appropriate, consistent with the award's criteria. While an employee shall be recommended for only one DOT award for a single achievement, in instances when the recommended award is not approved, the employee should be considered for the next successively lower-level award. An employee may be nominated for an honorary award in addition to a cash award.
1. Secretary's Award for Outstanding Achievement (Gold Medal).
    - a. Award Summary. This is the highest DOT honorary award granted to civilian employees, and is given at the Secretary's discretion. The Commandant does not nominate individuals for this award. The Secretary personally selects the gold medal awardee (usually only one per year) from those nominated for Meritorious Achievement (see next paragraph).
    - b. Criteria. Outstanding leadership and distinguished contributions of Major significance.
    - c. Awardee Receives. A gold medal, lapel rosette, and engraved plaque.
  2. Secretary's Award for Meritorious Achievement (Silver Medal).
    - a. Award Summary. Second highest level award within the Department for civilian employees and the highest level award for which the Commandant is authorized to submit nominations.
    - b. Criteria. Civilians (and military members while assigned to other DOT Administrations) with contributions of unusual value to the Department such as:
      - (1) Accomplishment of duties in such an outstanding manner as to be clearly exceptional among all those who have performed similar duties;

3.
  2.
    - b. (2) Development and improvement of methods and procedures which have accomplished extraordinary results for the Department;
    - (3) Eminent authorship;
    - (4) A valuable contribution to science or technology with national or international scope;
    - (5) Exceptional, outstanding leadership which resulted in the highly successful accomplishment of Departmental missions, the major redirection of objectives or accomplishments to meet unique or emergency situations; and
    - (6) Contributions to the Department's Equal Employment Opportunity (EEO) Program of an outstanding and distinctive character.
  - c. Awardee Receives. A silver medal, lapel rosette, and engraved plaque.
3. Dwight D. Eisenhower Award.
  - a. Award Summary. This award will recognize DOT line employees and will carry the same stature and visibility as the Secretary's Gold Medal.
  - b. Criteria. First-line civilian supervisors or non-supervisors, and non-managerial members whose exemplary work, dedication, productivity, attitude, and enthusiasm serve as a model for others within DOT. Group award nominations may be submitted when all members have contributed equally to an outstanding achievement.
  - c. Awardee Receives. A free-standing engraved bust of President Dwight D. Eisenhower plus a monetary stipend.
4. Secretary's Award for Valor.
  - a. Award Summary. Highest Departmental award for acts of heroism or courage involving great personal risk under unusual circumstances.
  - b. Criteria. Civilians are eligible for actions on or off duty which demonstrated outstanding courage and voluntary risk of personal safety in the face of danger in an emergency.

3. 4. c. Awardee Receives. A medal, lapel rosette, and engraved plaque.
5. Secretary's Award for Achievement in Work Force Diversity.
  - a. Award Summary. Highest level of honor and recognition to those employees who have excelled in their efforts to promote work force diversity while serving in positions that are not primarily EEO related. The award demonstrates the value which top level management places upon employees, supervisors, and managers who actively participate in Work Force Diversity and EEO activities.
  - b. Criteria. All civilian employees and military members are eligible except those whose primary job responsibility is EEO. Employees with primary job responsibility in EEO should be considered for a Special Act or Service Award, if appropriate, in accordance with Chapter Six of this instruction.
  - c. Awardee Receives. An embossed plaque.
6. Secretary's Award for Excellence.
  - a. Award Summary. Designed for high-achieving career civilian employees who are in lower grades.
  - b. Criteria. Civilian clerical, administrative, technical, and general support employees in positions at grades GS-1 through GS-9, wage grades WG-1 through WG-8, or equivalent. Nominations must be based on outstanding achievement of all major duties. All aspects of performance must far exceed normal requirements, and deserve special commendation.
  - c. Note. An employee need not have received an outstanding performance rating during the last rating period to be nominated for this award, providing the employee is performing at the level to earn such a rating at the time of the nomination.
  - d. Awardee Receives. An engraved plaque and a \$200 savings bond.
7. Secretary's Award for Volunteer Service and the Secretary's Award for Community Service.
  - a. Award Summary. These awards represent the Department's high level of interest in recognizing volunteer service.

3. 7. a. (cont'd) Employees at all grades and organizational levels are eligible for consideration. The volunteer Service Award will be presented to the employee who has made significant contributions through any of the volunteer programs for which the Department provides support or sponsorship. The Community Service Award will be presented to an employee who has made significant contributions to the local community or the community at large through sustained commitment and involvement as a volunteer.
- b. Criteria. The criteria for selecting the award nominees, including military members, should include length of volunteer service, number of hours per week, month or year, innovation or initiative in improving conditions of the organization being served, type of service rendered, and benefits to the community.
8. Program Emphasis Awards.
  - a. Award Summary. From time to time, the Secretary establishes a special category of award to emphasize a particular Departmental initiative or program and uses the DOT honorary awards program as a vehicle to solicit nominations. In recent years, these have included the Secretary's Award for Cost Avoidance, Reduction, and Efficiency (CARE), the Volunteer Service and Community Service Award.
  - b. Criteria. Criteria vary with the program to be emphasized. Specific nomination requirements are published at the time nominations for the DOT honorary awards ceremony are solicited.
  - c. Awardee Receives. Usually a plaque or certificate.

B. Nomination Procedures.

1. Commandant (G-P) solicits nominations for the annual Secretary's awards ceremony (usually in March) via COMDTNOTE. Departmental awards may be submitted at other times but will be held for processing for the next ceremony.
2. Nominations must be made using DOT F 3200.2 which is available in the servicing civilian personnel offices.

3.B. 3. Nominations shall be submitted to Commandant (G-PC), through the chain of command and via the servicing civilian personnel offices.

C. Review and Approval.

1. All nominations are reviewed and prioritized by an ad hoc Coast Guard panel which makes recommendations to the Commandant.
2. The Commandant forwards the nominations to a Departmental awards review board which makes final recommendations to the Secretary.
3. Those nominations not approved may be considered for local recognition if appropriate.

D. Multiple Awards. An employee may not be nominated for both a Commandant's Superior Achievement Award and a Departmental honorary award for the same achievement. An employee may receive more than one honorary award while serving in the same position if performance in that position is considered sufficiently meritorious on more than one occasion.

E. Secretary's Annual Awards Ceremony. The Secretary's Annual Awards Ceremony is held in the fall of each year (generally October) in Washington, DC. It is a showcase of the Departmental activities that have merited high-level recognition during the past year. Employees who attend the ceremony are considered to be in a duty status and all recipients are encouraged to attend the ceremony if possible. Recipients from field units shall be authorized appropriate travel and per diem expenses.

## CHAPTER 4. COAST GUARD HONORARY AWARDS

- A. Introduction. The Commandant is authorized to approve **two high-level** honorary awards in accordance with **Departmental Personnel Manual (DPM) Letter No. 451**. Both are equal in stature but appropriate at different points in an employee's career. **The Commandant may also approve other awards, such as the Preparation Equals Performance Award Program, COMDTINST 5305.8**. In addition, commanding officers may also grant honorary awards to employees who have demonstrated leadership, initiative, outstanding performance, courage, and patterns of excellence based on acts of performance over shorter periods of time or sustained superior performance during longer periods of service including retirement.
- B. Commandant's Superior Achievement Award (Bronze Medal).
1. Award Summary. This award is the highest honorary award granted by the Commandant to Coast Guard civilians. Individual employees or a group of employees may receive this award for special efforts significantly above and beyond the requirements of their position. The achievements upon which a nomination for this award are based should have current impact in improving Coast Guard operations or serving the public interest.
  2. Criteria. Nominations shall exemplify one or more of the following:
    - a. Performance of duties in such an exemplary manner as to set a record of achievement that inspires others to greater efforts;
    - b. Demonstration of unusual skills or initiative and continuous quality improvements in the development of new work methods or procedures, or the conception of inventions which will result in substantial savings in staff, time, space, materials, etc., or the improved safety and health of the work force;
    - c. Exceptional achievements which substantially contribute to accomplishment of the Coast Guard mission;
    - d. Innovations in service to the public or improvements that are of a major significance to the accomplishment of the Coast Guard's mission; and
    - e. Notable authorship.
  3. Awardee Receives. **An engraved plaque.**
  4. Nomination Procedures. **Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, chiefs of special staff offices in Headquarters, assistant commandants for directorates, Chief of Staff, Chief Counsel, Director of Information and Technology Directorate, Director of Finance and Procurement Directorate, and Director of Resource Management Directorate, submit nominations directly to Commandant (G-WPC). Nominations must include the following:**
    - a. Nominee's name, title, series, and grade of current position;
    - b. Brief statement of current duties;
    - c. Brief biographical sketch (primarily **employment** history);

- d. A listing of significant honors and awards received;
- e. A proposed citation (not longer than 25 words) for use in the awards presentation and engraved inscription on the award plaque; and
- f. A detailed description of achievement or service (no more than two pages) showing clearly how the criteria for the award have been met.

5. **Note.** The special efforts being recognized by this award shall have occurred within the last 2-year period.

6. **Review.** Nominations received by **Commandant (G-WPC)** are reviewed for procedural compliance and adequacy of documentation and forwarded to the **Coast Guard Awards Review Board, which makes recommendations to the Commandant (G-C)** for final approval. Since approval takes approximately 30 days following receipt by **Commandant (G-WPC)**, sufficient lead time should be provided. **A copy of the approved award nomination will be provided to the awardee's command point of contact (POC), and the award plaque will be mailed to the POC by Commandant (G-WPC).**

C. Commandant's Distinguished Career Service Award.

1. **Award Summary.** Highest level award granted to a very select group of employees at retirement equivalent to the Superior Achievement Award (Bronze Medal).

2. **Criteria.** This award is for civilian employees whose careers reflect long and exceptional devotion to duty and extremely significant contributions to the economy, efficiency, or other improvement in the operations of the Coast Guard. The career achievements on which the nomination is based should be either uniquely important projects or significant, recognized expertise in some phase of the Coast Guard's technical, professional, or administrative work. The award is appropriate for employees at any grade level or occupation (professional, administrative, technical, and clerical) who have completed a minimum of 20 years of creditable Federal service, at least five of which were in the career civil service with the Coast Guard. **Military Service creditable toward an employee's service computation date is creditable time for this award.**

3. **Awardee Receives.** An engraved plaque.

4. **Nomination Procedures.** **Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, chiefs of special staff offices in Headquarters, assistant commandants for directorates, Chief of Staff, Chief Counsel, Director of Information and Technology Directorate, Director of Finance and Procurement Directorate, and Director of Resource Management Directorate, submit nominations directly to Commandant (G-WPC).** Nominations must include the following:

- a. Nominee's name, title, series, and grade of current position;
- b. Brief statement of current duties;
- c. Brief biographical sketch (personal, if available and appropriate, but primarily **employment history**);

- d. Listing of previous honors and awards; and,
  - e. Narrative (no more than two pages) of the nominee's career achievements which is sufficiently specific for a disinterested reviewer to conclude that **the nominee's accomplishments merit this recognition.**
5. Review. Nominations received by Commandant (G-WPC) are reviewed for procedural compliance and adequacy of documentation and forwarded to **the Awards Review Board, which makes recommendations to the Commandant (G-C)** for final approval. Since approval takes approximately 30 days following receipt by Commandant (G-WPC), sufficient lead-time should be provided. **A copy of the approved award nomination will be provided to the awardee's command point of contact (POC), and the award plaque will be mailed to the POC by Commandant (G-WPC).**

D. Commander's Award for Civilian Service.

1. Award Summary. This Coast Guard honorary award gives commanding officers the opportunity to recognize individuals or groups for their achievements and contributions to the Coast Guard.
2. Criteria. Civilian employees at all grade levels are eligible to be recognized. Nominations should be based on one or more of the following:
  - a. Supervisory or non-supervisory duties performed in an outstanding manner, setting an example of achievement for others to follow;
  - b. Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or for inventions that result in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety or health of the work force;
  - c. Demonstrated leadership in performing duties that resulted in improved productivity of the command, including customer focus and commitment to achieving excellence;
  - d. Achievements or contributions in support of the Coast Guard's Equal Employment Opportunity (EEO) Program;
  - e. Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal Government;
3. Note. **An individual may receive more than one Commander's Award for Civilian Service if the award is for** different achievements or service. Employees who have established a pattern of excellence as recognized through the previous receipt of one or more honorary or monetary performance awards should be considered for this award. Retirement, separation, or long period of service shall not constitute a sufficient basis for conferring this award.
4. Awardee Receives. A Commander's Award for Civilian Service Certificate, Form CG-5514, shall be presented to the employee.
5. Nomination Procedures.
  - a. Nominations should be processed by the employee's supervisor through the chain of command to the approving official. A proposed citation, highlighting significant achievements, should accompany the nomination.

- b. Nominations shall be reviewed by the **Command Staff Advisor** for procedural compliance and adequacy of documentation. When the award certificate is completed and signed, the signatory official or designated official shall present the certificate in a way consistent with military award ceremonies in the command. **Hard copies of Form CG-5514 are available by contacting the Command Staff Advisor's (CSA's) office.**
6. Review. The **Command Staff Advisor** shall forward the nomination to the approval official. Nominations are approved by the **area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, Chief of Staff and chiefs of special staff offices in Headquarters, assistant commandants for directorates, Chief of Staff, Chief Counsel, Director of Information and Technology Directorate, Director of Finance and Procurement Directorate, and Director of Resource Management Directorate.** These officials are authorized to redelegate this authority to subordinate managers and supervisors to the extent they deem appropriate.
- E. Commander's Award for Sustained Excellence in the Federal Service.
- 1. Award Summary. Highest level award granted by the **area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, chiefs of special staff offices in Headquarters, assistant commandants for directorates, Chief of Staff, Chief Counsel, Director of Information and Technology, Director of Finance and Procurement Directorate, and Director of Resource Management Directorate,** to a select group of employees at retirement. This award is equivalent to the Commander's Award for Civilian Service.
  - 2. Criteria. This award is appropriately granted to employees whose careers reflect long and exceptional devotion to duty and significant contributions to the efficiency, economy or other improvements in operations of the Coast Guard. A pattern of sustained high performance, career achievements, and indications of innovative leadership of highly successful programs or projects which have impacted the nominee's command are examples that would warrant this award.
  - 3. Awardee Receives. A Commander's Award for Sustained Excellence in the Federal Service Certificate. **Hard copies of Form CG-4904 (8-91) are available by contacting the Command Staff Advisor's (CSA's) office.**
  - 4. Nomination Procedures. Nominations should be processed by the employee's supervisor through the chain of command, via the **Command Staff Advisor** for approval. The Command Staff Advisor shall review the nomination for procedural compliance and adequacy of documentation. When the nomination is approved, the certificate shall be presented to the award recipient in a way consistent with military award ceremonies in the command.
- F. Awards in Support of EEO/Affirmative Action. Superior achievements in **EEO/Affirmative Action** may be recognized by nominations for the following awards: Secretary's Award for Meritorious Achievement, **Secretary's Award for EEO/Affirmative Action**, Commandant's Superior Achievement Award (Bronze Medal), and the Commander's Award for Civilian Service. Examples of recipient criteria are as follows:

1. Supervisors. These are employees at all levels of supervision and **management whose primary job responsibility is not in the EEO area**, and who clearly excel in promoting EEO within their organization. To be effective, recognition for superior accomplishments must be based on objective evidence which indicates that the supervisor has excelled in several of the following important job factors:
  - a. Motivating employees through encouragement and assistance to develop employee's full potential and utilize their skills to the maximum;
  - b. Achieving effective employee utilization;
  - c. Demonstrating sensitive treatment of all employees; and
  - d. Evidence of demonstrated commitment to all concerns of EEO and results-oriented affirmative action plan responsibilities.
2. Employees Whose Primary Job Responsibility Is Not in the EEO Area. These are employees whose work is not specifically in the EEO area, but who advance equal employment opportunity in the Coast Guard through superior accomplishments in training, recruitment, or other activity.
3. EEO Program Leaders. These are employees who have specific responsibilities for equal employment opportunity (EEO) within the Coast Guard such as Civil Rights Officers, EEO Counselors, Federal Women's Program Managers, or Hispanic Program Managers. Examples include providing career counseling to employee, providing effective resolution of employee discrimination complaints, development of EEO action plans, and achieving success in working in support of economic opportunity or other community action programs directed to advance equal opportunity in government. **The Equal Employment Opportunity (EEO) Program Leaders are ineligible to receive Awards in Support of EEO/Affirmative. Their efforts may be recognized by the Secretary's Meritorious Achievement Award (Silver Medal), Commandant's Superior Achievement Award (Bronze Medal), or Commander's Award for Civilian Service.**

**G. Civilian Employee of the Year. This award recognizes deserving civilian employees for superior job performance and community involvement. Criteria and nomination procedures will be issued shortly via Commandant Instruction.**

H. Official Letters of Commendation are normally written and presented by an immediate supervisor for high quality performance of official duties such as extra effort, consistent devotion to duty, or above average accomplishment on a project, service to the customer, or public relations assignment. These letters may also be awarded by other supervisors when an employee has temporarily worked on another project or when a supervisor wishes to recognize special contributions by an employee of another organizational element. The original letter, presented to the employee, should state that a copy of the commendation will be filed as a permanent document in the employee's official personnel folder (OPF).

- I. Letters of Appreciation are informal letters normally from a supervisor to an individual employee or group of employees. These letters may also be presented by official Coast Guard committees or working groups. Letters of appreciation serve as morale builders, providing the supervisor and others with means **to express appreciation** for an employee's efforts on a particular project or performance under adverse conditions. They are not official awards and are not filed in the employee's OPF, although they may be placed in the employee's Employee Performance Folder (EPF).

## CHAPTER 5. NON-DEPARTMENTAL HONORARY AWARDS

- A. Awards Summary. At various times during each year, Coast Guard is invited to nominate both civilian employees and military members for a variety of awards created by other Federal agencies and professional organizations. The publicity and honor given to the successful candidate reflect favorably not only on the recipient but on the Coast Guard, Department, and Federal service as well.
- B. Criteria. Criteria vary and are controlled by the granting organization. While nomination requirements, format, and deadlines change from year to year, these awards are usually granted on an annual basis with competition conducted nationwide.
- C. Nomination Procedures.
  - 1. Information on these awards will be distributed by Commandant (G-PC) at the beginning of each calendar year in a Coast Guard Honor Awards Planning Guide.
  - 2. Area, district, and commanders of maintenance and logistics commands, unit commanding officers, and office chiefs and special staff divisions in Headquarters should submit nominations to Commandant (G-PC), via the servicing civilian personnel offices. These officials are authorized to redelegate this authority to subordinate managers and supervisors to the extent they deem appropriate.
- D. Special Note. Since submission deadlines are often short, supervisors are encouraged to:
  - 1. Continually review the achievements of employees and, to the extent practicable, identify potential nominees in advance: and
  - 2. Maintain close liaison with the servicing civilian personnel office.

## CHAPTER 6. SPECIAL ACT OR SERVICE AWARDS

- A. Introduction. This Chapter sets forth requirements for granting Special Act or Service Awards in recognition of individual or group effort which goes significantly beyond expected job performance as reflected on employee individual performance appraisals. The Special Act or Service Award is used to improve efficiency, economy, and effectiveness by motivating employees to increase productivity and creativity, and by rewarding their efforts.
- B. Special Act or Service Awards.
1. Definition. Special Act or Service Awards are monetary or non- monetary awards that shall be granted for a contribution resulting in tangible or intangible benefits or services to the government. Contributions include accomplishments achieved through inventions, suggestions, or special acts or services which contribute to the efficiency, economy, or other improvements of government operations, increased customer satisfaction, or a significant reduction in paperwork.
  2. Criteria. Recognition by a Special Act or Service Award is appropriate when an employee or group of employees contribute substantially beyond expectations on a specific assignment or job function. The award is in addition to Performance Awards which recognize employee performance during the entire performance appraisal year and is based on the annual rating of record. Special Act or Service Awards are used to recognize exemplary efforts such as:
    - a. A nonrecurring contribution either within or outside of job responsibilities;
    - b. A scientific or technical achievement;
    - c. An act of heroism;
    - d. Disclosure of fraud, waste, or abuse; or
    - e. Increased services to the customer.
  3. Determining Extent of Job Responsibility. Special acts or services are often related to the employee's work. Being related to the employee's job, however, does not automatically mean that the contribution is part of the employee's job responsibilities. A contribution can be considered to be within "job responsibility" if it falls within expected job performance requirements. Because of the close relationship that can exist between an employee contribution and normal job requirements, decisions frequently must be made to determine whether a contribution recommended for recognition goes beyond what normally is expected of the contributor.
  4. Documentation Requirements. The supervisor shall prepare a brief but explicitly-written justification describing the superior accomplishments performed by the employee or group of employees. **If a cash award of \$5,000 or less is recommended, the written justification is**

- 6.B.4. (cont'd) prepared in the Remarks section of the SF-52. If a cash award greater than \$5,000 is recommended, a supplemental statement is also prepared. All written justifications must include a description of the tangible and/or intangible benefits derived from the contribution. Tangible or intangible benefits are calculated by application of the charts contained in enclosure (1) and enclosure (2).**
5. Determining the Amount of Cash Award. If a Special Act or Service Award is to include cash, the amount of the award must be based on the value of the benefits received which may be either tangible, intangible, or a combination of both. Neither type of benefit is inherently of greater value than the other. Tangible and intangible benefits are calculated as follows:
    - a. Tangible Benefits. Every contribution must be reviewed to determine whether it will result in savings of time, personnel, materials, or equipment. If so, the estimated savings for the first full year of operation are calculated less the cost involved in implementing the contribution. The amount of the award is normally based on a reasonable estimate of these net tangible benefits for the first full year of operation. The estimated net tangible benefits total is applied to the Tangible Benefits Scale listed in enclosure (1).
    - b. Intangible Benefits. These are contributions the benefit of which cannot be measured directly in dollar savings but which provide better quality service to the public or assist the Coast Guard in accomplishing its mission in a more effective manner. The amount of the award is determined by the scope of the program affected by the contribution and its impact on that program. To estimate the acceptable cash award for a contribution with intangible benefits, supervisors should consider the length of time the employee spent on the project, degree of complexity, etc. The Cash Award Scale for Intangible Benefits is in enclosure (2).
  6. Relationship to Other Forms of Recognition. Special Act or Service Awards may be granted along with or addition to performance awards or Quality Step Increases. However, **an employee may not be granted a special act or service award and a performance award for the same contributions that were within job responsibilities.** The act or service must have been nonrecurring and have significantly exceeded normal job expectations.
  7. Group Awards. When a contribution has been made by a group of employees, all contributing employees, including supervisors, may share in the award **except when an employee has received a performance award for the same contribution.** The cash award granted may be made in equal shares to each employee in the group or in proportion to their personal contribution to the achievement.
  8. Time Limits. For fairness, maximum employee motivation and confidence, it is important that the award process function be done quickly and efficiently. Nominations should be submitted whenever appropriate, but no later than 90 days after the act or achievement which merits the award.

9. Nomination Procedures.

- a. The award justification shall be forwarded to the **Command Staff Advisor** for regulatory review prior to submission to the approving official. Nominations which are disapproved, or for which a lower or higher cash value is approved, will be returned with an explanation to the originator.
- b. A proposed citation highlighting significant achievements should accompany the nomination.
- c. The Commander's Award for Civilian Service may be given with the Special Acts.

10. Approval Authorities.

- a. **Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief of Staff, Chief Counsel, and chiefs of special staff offices at headquarters** may approve a cash award up to \$5,000. This may be redelegated to subordinate managers and supervisors but no lower than two supervisory levels above the recommending official..
- b. Nominations for cash awards in excess of \$5,000 **and up to \$10,000** must be forwarded to Commandant (G-WPC) for review via the local Command Staff Advisor. **The nomination shall contain the signature of the local resource funds manager certifying that sufficient funds are available. Commandant (G-WPC) will forward nominations to the Coast Guard Awards Review Board, which will make recommendations to the Commandant (G-C). Commandant (G-WPC) will forward the nomination to Commandant (G-C) for final approval via Commandant (G-WP) and Commandant (G-W).**
- c. Nominations for cash awards in excess of \$10,000 and up to \$25,000 are approved by the U. S. Office of Personnel Management (OPM). All nominations must be forwarded to the Commandant (G-WPC) via the local Command Staff Advisor. **The nominations shall contain the signature of the local resource funds manager. Commandant (G-WPC) will forward nominations to the Coast Guard Awards Review Board, which will make recommendations to the Commandant (G-C). Approved nominations are forwarded to the Departmental Director, Office of Human Resource Management for review and for endorsement by the Secretary of Transportation, who forwards nominations to OPM.**
- d. Nominations for cash awards in excess of \$25,000 are approved by the President. All nominations must be forwarded to the Commandant (G-WPC) via the local Command Staff Advisor. **The nominations shall contain the signature of the local resource funds manager. Commandant (G-WPC) will forward nominations to the Coast Guard Awards Review Board, which will make recommendations to the Commandant (G-C). Approved nominations are forwarded to the Departmental Director, Office of Human**

**6.B.10 d. (cont'd) Resource Management for review and for endorsement by the Secretary of Transportation, who forwards nominations to the Office of Personnel Management (OPM). The Office of Personnel Management reviews and submits approved nominations to the President for final approval.**

11. Repeat Awards. Repeat awards are discouraged and care must be taken to ensure that they are not automatically granted. Reviewing and approving officials, and other managers should be alert to and take action to correct patterns of repetitive nominations. They should ensure that the same level of performance is not unjustifiably rewarded, and that awards are not inappropriately being used as compensation for lack of promotion opportunities, rewards for long and faithful service, etc.
12. Presentation. Awards shall be presented to recipients at appropriate ceremonies as soon as practicable after approval. In addition, publicity should also be given consistent with local command procedures.

**C. On-The-Spot Cash Awards.**

1. Definition. Supervisors and employees are faced with ever-increasing work load demands due to changing priorities, technological breakthroughs, and a need to get more done with less. Employees often help by taking on extra projects or proposing new ideas that have an immediate benefit to their office's ability to get the job done. To recognize an extra work effort, supervisors are authorized to grant On-The-Spot cash awards as a form of special recognition.
2. Criteria. Employees may receive **no more than two On-The-Spot cash awards at the maximum amount of \$250 each**, not to exceed \$500 in a 12-month period. The contribution must have not been previously recognized by a performance award.
3. Amount of Award. The maximum amount receivable for any one award shall be **\$250. Employees receiving awards of less than \$250 may receive as many on-the-spot cash awards during the year as it may take to reach a cumulative total of \$500 during the year.**
4. Justification. The supervisor shall prepare a brief but explicit written justification **which shall be made in the Remarks section of the SF-52. The SF-52 will be forwarded to Command Staff Advisor for regulatory review and processing. The resource funds manager must certify the availability of sufficient funding.**
5. Approval Authority. First level supervisors may approve On-The-Spot cash awards.

- 6.C. 3. Amount of Award. The maximum amount receivable for any one award shall be \$200.
4. Justification. The supervisor shall prepare a brief but explicit written justification which shall be forwarded to the civilian personnel office for regulatory review and processing.
5. Approval Authority. First level supervisors may approve On-The-Spot cash awards.

CHAPTER 7. TIME OFF AS AN INCENTIVE AWARD

- A. Introduction. This Chapter sets forth new requirements for granting time off without loss of pay or charge to leave in recognition of superior accomplishments, or other personal efforts that contribute to the quality, efficiency, or economy of government operations.
- B. Time Limits. The award process must function quickly and efficiently in order to recognize deserving employees for their accomplishments. Nominations should be submitted whenever appropriate, but no later than 120 days after the act or achievement which merits the award.
- C. Basis for Time-Off Awards. In determining the amount of time off to be granted as a time off award, consideration must be given to the benefits realized by the Coast Guard from the employee's contribution. The criteria to be used in determining the amount of time off to be granted may be compared to the amount of an intangible cash award as identified in enclosure (3) of this instruction. For example, the following comparison may be used:

Benefit of Moderate Value:	Up to 1-9 hours time off
Benefit of Substantial Value:	Up to 10-19 hours time off
Benefit of High Value:	Up to 20-29 hours time off
Benefit of Exceptional Value:	30 plus hours time off

- D. Type of Achievement to Recognize for Time Off Awards. A wide variety of employee contributions may be recognized by means of a time off award. Time off awards are used principally to recognize contributions that are of a one-time, non-recurring nature. However, time off awards may also be used to recognize sustained high-level performance. In doing so, time off awards are not to be used as a substitute for performance awards. In determining whether time off awards are appropriate, supervisors should consider such factors as whether the employee may be spared from the job, whether the employee already has a large amount of annual leave credited to his or her account, and other issues bearing on granting this form of recognition. Examples of employee achievement that might be considered for such a time off award include but are not limited to include:
  - 1. Making a high quality contribution involving a difficult or important project or assignment;
  - 2. Displaying special initiative and skill in completing an assignment or project before the deadline;

- 7.D. 3. Using initiative and creativity in making improvement in a product, activity, program or service; and
4. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.
- E. Inappropriate Use of Time Off Awards. Time off as an incentive award is not intended to be used as a form of excused absence (commonly referred to as administrative leave) for such reasons as group dismissals, picnics, parties, etc.
- F. Time Off Award Conditions.
1. Full-Time Employees. A full-time employee may be granted a time off award in amounts of up to a maximum of 40 hours of time off from duty as an incentive award for any single contribution. The total amount of time off an employee may be granted during any one leave year is 80 hours.
2. Part-Time Employees. Part-time employees or employees with an uncommon tour of duty will have the average number of hours of work in the employee's biweekly scheduled tour of duty used to establish the leave year maximum limitation with one-half this determined amount identified as the limit for any single contribution. For example, an employee with a part-time tour of 32 hours a week may receive 64 hours in one leave year, with a single award maximum of 32 hours.
- G. Scheduling of Time Off Award. Time off granted under this authority must be scheduled and used within one year from the date the award was granted under the following conditions:
1. The use of time off granted shall be subject to initial approval by the employee's immediate supervisor.
2. When physical incapacitation for duty occurs during a period of time off, sick leave may be granted for the period of incapacitation. In this situation, the time off usage deadline is extended during the period of sick leave use.
3. A time off award does not convert to cash under any circumstances.

G. 4. Attention should be given to assuring that time off granted will not negatively impact employees credited with large amounts of annual leave carry-over.

H. Approval Authority for Time Off Awards.

1. **Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief of Staff, Chief Counsel, and chiefs of special staff offices at headquarters** are delegated authority to approve time off awards. These officials are authorized to re-delegate authority for managers and supervisors to approve up to 19 hours of time off.
2. If re-delegated, first level supervisors may approve a maximum of one day off without further review. For periods of more than one work day, the decision to grant a time off award and the amount of such award must be reviewed and approved by an official who is at a higher level than the official who made the initial decision, unless there is no official at a higher level in the command.
3. Nominations for time off awards shall be reviewed by the **Command Staff Advisor** for procedural compliance and adequacy of documentation. Upon completion, the **Command Staff Advisor** shall forward the nomination to the approval official.

I. Documentation For Time Off Awards.

1. All time off awards must be recommended and justified in writing. For time off awards of up to **19** hours time off, a brief but explicit written justification shall be **made in the Remarks section of the SF-52** describing the employee's contribution(s).
2. For awards exceeding **19** hours, a **supplemental written justification shall be attached to the SF-52 which must:**
  - a. State the name and position of the employee;
  - b. Describe how the employee met the required criteria (e.g., give examples of the employee's achievement and performance);
  - c. Justify and states the number of hours of time off granted by describing the benefits realized by the Coast Guard from the employee's contribution;
  - d. Explain why time off award is justified above any increases in basic pay and/or performance award;
  - e. Indicate whether the employee previously received a time off award during the same leave year and, if so, the date of the award and how many hours were granted.

J. Personal Action. The amount of time granted shall be documented on a Standard Form 50 to be retained in the employee's Official Personnel Folder.

K. Merit Promotion. Due weight shall be given to time off awards as an incentive award when rating and ranking an employee for promotion.

## CHAPTER 8. CAREER SERVICE AND RETIREMENT RECOGNITION

### A. Service Emblems.

1. The Coast Guard uses the Department of Transportation service emblems which are awarded to employees in recognition of their creditable service with the Federal Government. That service need not be continuous, and should include all honorable military service, as well as service in other agencies.
2. Service emblems are granted at 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of service and are available as lapel pins. An initial supply of the service emblems are stocked at Commandant (G-PC).
3. Service emblems, particularly those for service of 25 years or more, should be presented with appropriate ceremony.

### B. Retirement Certificates. Employees retiring under the Civil Service or Lighthouse Service Retirement Systems are eligible to receive a retirement certificate signed by the Commandant. These are stocked locally by servicing civilian personnel offices. The certificates may be framed or laminated at local expense, and should be presented to the retiree with suitable ceremony.

## CHAPTER 9. PRESIDENTIAL AWARDS

- A. Introduction. This Chapter describes the general criteria and nomination procedures for Presidential Awards. More detailed selection criteria and documentation requirements for the awards are outlined in Chapter 451, Subchapter 5 of the Federal Personnel Manual. All nominations must be reviewed by the Commandant, the Secretary, and the Director of the Office of Personnel Management prior to approval by the President. Servicing civilian personnel offices are available to provide detailed information regarding these awards.
- B. Types of Recognition.
1. President's Award for Distinguished Civilian Service. This Presidential award is the highest honorary award granted under the Federal Incentive Awards Program in recognition of unusual benefits to the nation, and it is given to no more than five individuals each year. The awardee receives a gold medal, a lapel rosette made from the medal neck ribbon, and a citation signed by the President. The Director of the Office of Personnel Management requests nominations each year and advises the President in selecting persons to receive this award.
  2. Presidential Letter of Commendation. These letters of commendation can be authorized for inventions, suggestions, or special achievements beyond job requirements that have resulted in tangible benefits to the government of \$250,000 or more. All civilian and military personnel, including individuals, small working groups, teams or task forces are eligible for nomination. Awardees receive a letter of commendation signed by the President.
  3. Presidential Management Improvement Awards. These are honorary awards granted by the President to individuals, small working groups and teams for accomplishments resulting in substantial tangible benefits to the government of \$250,000 or more, or for exceptional achievements in an area of high Presidential interest. Nominees must have received or have been recommended for a Presidential Letter of Commendation at the time of nomination. Military personnel are eligible for nomination. Requests for nominations usually occur annually in October. Awardees receive an engraved bronze plaque or a certificate signed by the President.

**Appendix**

**Determining Award Amounts**

**Suggestions, Inventions, and Special Acts or Services**

<i>Estimated First-Year Benefits to Government</i>	<i>Amount of Award</i>
Up to \$10,000	10 percent of benefits
\$10,001 through \$100,00	\$1,000 for the first \$10,000, plus 3 percent of benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 plus .5 percent of benefits over \$100,000

**Quick Guide for Calculating Awards Based on Tangible Benefits**

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	\$50,000	\$2,200	\$90,000	\$3,400	\$170,000	\$4,050	\$1,800,000	\$12,200
\$11,000	\$1,030	\$51,000	\$2,230	\$91,000	\$3,430	\$175,000	\$4,075	\$1,900,000	\$12,700
\$12,000	\$1,060	\$52,000	\$2,260	\$92,000	\$3,460	\$180,000	\$4,100	\$2,000,000	\$13,200
\$13,000	\$1,090	\$53,000	\$2,290	\$93,000	\$3,490	\$185,000	\$4,125	\$2,100,000	\$13,700
\$14,000	\$1,120	\$54,000	\$2,320	\$94,000	\$3,520	\$190,000	\$4,150	\$2,200,000	\$14,200
\$15,000	\$1,150	\$55,000	\$2,350	\$95,000	\$3,550	\$195,000	\$4,175	\$2,300,000	\$14,700
\$16,000	\$1,180	\$56,000	\$2,380	\$96,000	\$3,580	\$200,000	\$4,200	\$2,400,000	\$15,200
\$17,000	\$1,210	\$57,000	\$2,410	\$97,000	\$3,610	\$225,000	\$4,325	\$2,500,000	\$15,700
\$18,000	\$1,240	\$58,000	\$2,440	\$98,000	\$3,640	\$250,000	\$4,450	\$2,600,000	\$16,200
\$19,000	\$1,270	\$59,000	\$2,470	\$99,000	\$3,670	\$275,000	\$4,575	\$2,700,000	\$16,700
\$20,000	\$1,300	\$60,000	\$2,500	\$100,000	\$3,700	\$300,000	\$4,700	\$2,800,000	\$17,200
\$21,000	\$1,330	\$61,000	\$2,530	\$101,000	\$3,705	\$325,000	\$4,825	\$2,900,000	\$17,700
\$22,000	\$1,360	\$62,000	\$2,560	\$102,000	\$3,710	\$350,000	\$4,950	\$3,000,000	\$18,200
\$23,000	\$1,390	\$63,000	\$2,590	\$103,000	\$3,715	\$375,000	\$5,075	\$3,100,000	\$18,700
\$24,000	\$1,420	\$64,000	\$2,620	\$104,000	\$3,720	\$400,000	\$5,200	\$3,200,000	\$19,200
\$25,000	\$1,450	\$65,000	\$2,650	\$105,000	\$3,725	\$425,000	\$5,325	\$3,300,000	\$19,700
\$26,000	\$1,480	\$66,000	\$2,680	\$106,000	\$3,730	\$450,000	\$5,450	\$3,400,000	\$20,200
\$27,000	\$1,510	\$67,000	\$2,710	\$107,000	\$3,735	\$475,000	\$5,575	\$3,500,000	\$20,700
\$28,000	\$1,540	\$68,000	\$2,740	\$108,000	\$3,740	\$500,000	\$5,700	\$3,600,000	\$21,200
\$29,000	\$1,570	\$69,000	\$2,770	\$109,000	\$3,745	\$550,000	\$5,950	\$3,700,000	\$21,700
\$30,000	\$1,600	\$70,000	\$2,800	\$110,000	\$3,750	\$600,000	\$6,200	\$3,800,000	\$22,200
\$31,000	\$1,630	\$71,000	\$2,830	\$111,000	\$3,755	\$650,000	\$6,450	\$3,900,000	\$22,700
\$32,000	\$1,660	\$72,000	\$2,860	\$112,000	\$3,760	\$700,000	\$6,700	\$4,000,000	\$23,200
\$33,000	\$1,690	\$73,000	\$2,890	\$113,000	\$3,765	\$750,000	\$6,950	\$4,100,000	\$23,700
\$34,000	\$1,720	\$74,000	\$2,920	\$114,000	\$3,770	\$800,000	\$7,200	\$4,200,000	\$24,200
\$35,000	\$1,750	\$75,000	\$2,950	\$115,000	\$3,775	\$850,000	\$7,450	\$4,300,000	\$24,700
\$36,000	\$1,780	\$76,000	\$2,980	\$116,000	\$3,780	\$900,000	\$7,700	\$4,360,000	\$25000**
\$37,000	\$1,810	\$77,000	\$3,010	\$117,000	\$3,785	\$950,000			
\$38,000	\$1,840	\$78,000	\$3,040	\$118,000	\$3,790	\$1,000,000	*Awards over \$10,000 require the approval of the Office of Personnel Management		
\$39,000	\$1,870	\$79,000	\$3,070	\$119,000	\$3,795	\$1,050,000			
\$40,000	\$1,900	\$80,000	\$3,100	\$120,000	\$3,800	\$1,100,000			
\$41,000	\$1,930	\$81,000	\$3,130	\$125,000	\$3,825	\$1,150,000			
\$42,000	\$1,960	\$82,000	\$3,160	\$130,000	\$3,850	\$1,200,000	**Maximum award authorized by the Office of Personnel Management. A Presidential Award of up to \$10,000 may be paid in addition to the \$25,000.		
\$43,000	\$1,990	\$83,000	\$3,190	\$135,000	\$3,875	\$1,250,000			
\$44,000	\$2,020	\$84,000	\$3,220	\$140,000	\$3,900	\$1,300,000			
\$45,000	\$2,050	\$85,000	\$3,250	\$145,000	\$3,925	\$1,350,000			
\$46,000	\$2,080	\$86,000	\$3,280	\$150,000	\$3,950	\$1,400,000			
\$47,000	\$2,110	\$87,000	\$3,310	\$155,000	\$3,975	\$1,500,000			
\$48,000	\$2,140	\$88,000	\$3,340	\$160,000	\$4,000	\$1,600,000			
\$49,000	\$2,170	\$89,000	\$3,370	\$165,000	\$4,025	\$1,700,000			

### Scale of Awards Based on Intangible Benefits

#### *Extent of Application*

Value of Benefit	Limited	Extended	Broad	General
	Affects functions, mission or personnel of one office, facility, installation or an organizational element of a headquarters.  Affects a small area of sciences and technology.	Affects functions, mission, or personnel of several offices, facilities, or installations.  Affects an important area of science or technology.	Affects functions, mission or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau.  Affects a broad area of science and technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency or is in the public interest throughout the Nation or beyond.
MODERATE VALUE – Change or modification or an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement to the value of a product, activity, program, or service to the public	\$25 - \$100 (Compare with \$250-\$1,000 tangible benefits)	\$100 - \$250 (Compare with \$1,000-\$2,500 tangible benefits)	\$250 - \$500	\$500 - \$1,000
SUBSTANTIAL VALUE – Substantial change or modification of an operating principle or procedure: an important improvement to the value of a product, activity, program, or service to the public.	\$100 - \$250 (Compare with \$1,000-\$2,500 tangible benefits)	\$250 - \$500 (Compare with \$2,500-\$5,000 tangible benefits)	\$500 - \$1,000 (Compare with \$5,000-\$10,000 tangible benefits)	\$1,000 - \$2,500
HIGH VALUE – Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250 - \$500	\$500 - \$1,000 (Compare with \$5,000-\$10,000 tangible benefits)	\$1,000 - \$2,500 (Compare with \$10,000-\$60,000 tangible benefits)	\$2,500 - \$5,000 (Compare with \$60,000-\$360,000 tangible benefits)
EXCEPTIONAL VALUE – Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000 (Compare with \$60,000-\$360,000 tangible benefits)	\$5,000 - \$10,000 (Compare with \$360,000-\$1,360,000 tangible benefits)

- 1) The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$250.
- 2) Contributions recognized by cash awards based on intangible benefits must be comparable in value to the Government, with those based on tangible benefits. Comparisons are shown in parenthesis below the award amount in the above chart.
- 3) When a contribution has both tangible benefits and intangible benefits, the amount of the award must be based on the total value of the contribution to the Government, i.e., a combination of the award amount based on tangible and the award amount based on intangible benefits.