



## The Master Chief Petty Officer of the Coast Guard

2100 Second Street, S.W.  
Washington, DC 20593-7000

### MASTER CHIEF PETTY OFFICER OF THE COAST GUARD STANDING ORDER FOUR

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

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series)  
(b) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)  
(c) CG Personnel Manual, COMDTINST M1000.6 (series)  
(d) Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36B

1. PURPOSE. This guidance sets forth the Coast Guard Enlisted Person of the Year (EPOY) Program nomination submission procedures for all Coast Guard personnel.
2. ACTION. Command Chiefs, Senior Chiefs and Master Chiefs shall ensure compliance with the provisions of this guidance.
3. DIRECTIVES AFFECTED. Only the EPOY nomination submission process for Commandant Instruction 1650.36B is being addressed, all other tenets of that instruction remain in effect. The next change to reference (d) will incorporate these submission procedures.
4. DISCUSSION. As the modernized Coast Guard continues to transform, it is imperative that our enlisted workforce recognition programs keep pace. MCPOCG Standing Order Four significantly changes the long held tradition of chain of command EPOY nominations. Each District Command Master Chief (CMC) shall act as that District Region's EPOY process administrator and shall submit to the MCPOCG one active duty and one reserve EPOY nomination package. The forwarded packages will represent ALL units within that District's geographic region for consideration as the Coast Guard's active duty and reserve EPOYs. The District Region EPOY submission process does not preclude independent "Best Of" chain of command competitions from being conducted concurrently.
5. NOMINATION PROCESS. District CMCs shall administer the 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 District CMC per [enclosure \(1\)](#). Units not specifically addressed in this guidance nor listed in [enclosure \(1\)](#) shall contact the local District CMC for submission instructions.
  - a. The District Region EPOY competition will include active duty and reserve nominees from individual District, Sector, ESU, NESU, TRACEN, DOG, Base, WAGB, WMSL, WHEC, WMEC and HQs units and staffs.

- b. Small units (Armory Dets, FISTs, Intel Dets, LORAN units etc) not otherwise mentioned may contact the closest District CMC for specific submission instructions. In most cases, small units may submit an individual nominee to their respective District CMC and shall forward an electronic copy of that nomination to their parent command CMC no later than five calendar days prior to submitting the nomination to the District CMC for their geographic region.
- c. Each District unit (AIRSTAs, Cutters, and District Staff) may submit a nominee to the District CMC for that geographic region.
- d. Each Sector within the District will be represented by one nominee selected from within their sub units (Stations, Cutters, and Sector Staff) and may submit a nominee to the District CMC for that geographic region.
- e. Each Base within the District will select one nominee to collectively represent the BSU, PSSU and HSWL-FO and may submit that one nominee to the District CMC for that geographic region. TRACEN HSWL-FOs will submit to the TRACEN CMC.
- f. Each ESU within the District may individually submit a nominee to the District CMC for that geographic region. ESU subunits and detachments will compete within their servicing ESU command EPOY competition.
- g. Each NESU within the District may individually submit a nominee to the District CMC for that geographic region. NESU subunits and detachments will compete within their servicing NESU command EPOY competition.
- h. DCMS sub units (BSU, CEU, ESU, HSWL-FO, PSSU, NESU etc..) shall forward an electronic copy of their EPOY nomination to their servicing Logistics Center/Service Center CMC no later than five calendar days prior to submitting to the District CMC for their geographic region.
- i. Each PACAREA/FORCECOM command (Cutters, Units, PACAREA/FORCECOM Staff, and TRACENS) within the District may submit a nominee to the District CMC for that geographic region.
- j. Each DOG unit (MSSTs, PSUs, TACLETs, Strike Teams, MSRT, DOG Staff etc..) within the District may submit a nominee to the District CMC for that geographic region and shall forward an electronic copy of their EPOY nomination to the DOG CMC no later than five calendar days prior to submitting to the District CMC for their geographic region.
- k. Recruiters may submit their nomination packages to the Recruiting Command CMC. The Recruiting Command CMC will select one nominee and may submit that nominee to the D5 CMC.
- l. The Main Street Tower (MST), Norfolk VA and Oakland Federal Building, Oakland CA may each select one nominee to represent their building and may submit that nominee to the District CMC for that geographic region.

6. PROCEDURES. The District CMC shall solicit electronic District Region EPOY nominations, via email and message traffic, during the month of December. Electronic EPOY nominations shall be formatted per reference (d).

a. Units shall:

- (1) Solicit, select, and submit electronically to the District CMC, one active duty and one reserve EPOY nomination, written per reference (d) and [enclosure \(2\)](#), in time to meet the deadline set in the annual District solicitation message per [enclosure \(3\)](#).
- (2) Along with the EPOY nomination package, electronically submit a draft congratulatory Flag Letter formatted per [enclosure \(4\)](#) to be presented from the District Commander.

b. District CMCs shall:

- (1) Be the District Region EPOY process administrator and convene a selection committee. The selection committee will normally consist of the District Reserve Command Master Chief, other Gold Badges in the geographic region and a balanced mix of Senior Enlisted Leaders from the various non-“District” units and communities represented within the District Region.
- (2) Collect electronic nominations per the solicitation email and message. [Enclosure \(3\)](#) is provided as a template.
- (3) Create EPOY selection ballots per [enclosure \(5\)](#)
- (4) Provide electronic versions of all nomination packages to and chair the EPOY selection committee. The District CMC will only vote to break a tie.
- (5) Tally individual scores using the EPOY selection ballots to determine the District Region nominee per [enclosure \(6\)](#)
- (6) Notify the District Commander, the sponsoring Flag Officer and the Commanding Officer of the District Region’s EPOY selection at least two weeks prior to any award ceremony.
- (7) Before 01 March, 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.

7. SELECTION. The MCPOCG shall convene and chair an electronic EPOY selection panel during March each year.

a. The Coast Guard’s EPOY selection panel will be the Senior Enlisted Leadership Advisory Council (SELAC). Recommendations from this panel shall be submitted to the Commandant by 15 April each year for approval.

- b. The panel will review all nominations in their entirety and rate each nominee in order of preference for the Coast Guard Active Duty and Reserve EPOY following selection ballot procedures. The highest number indicates the most preferred nominee.

8. RESPONSIBILITIES.

- a. The District CMC shall administer this program under the direction of the MCPOCG.
- b. All CMCs shall actively promote the program and solicit nominations throughout their respective geographic regions.



M.P. LEAVITT  
Master Chief Petty Officer of the Coast Guard

- Encl: (1) Eligible Unit list for each District  
Encl: (2) EPOY Program Nomination Format  
Encl: (3) EPOY Message "Solicitation"  
Encl: (4) EPOY Flag Letter "Draft"  
Encl: (5) EPOY Ballot  
Encl: (6) EPOY Ballot Tally Sheet

Encl. (1) to MCPOCG STANDING ORDER FOUR

1st District	5th District	5th District (cont)	7th District	8th District
AIRSTA Cape Cod	AIRSTA Atlantic City	Main Street Twr, Norf	AIRSTA Clearwater	AIRSTA Corpus Christi
BSU, PSSU, HSWL Bost	AIRSTA Elizabeth City	MESG2	AIRSTA Miami	AIRSTA Houston
CAMPBELL	AIRSTA Washington	MIFC LANT	AIRSTA Savannah	AIRSTA New Orleans
COMMSTA Boston	ALC	MSC	BSU, PSSU, HSWL Miami	ATC Mobile
EAGLE	Atlantic Strike Team	MSRONS 2, 4, and 6	COMMSTA Miami	BARBARA MABRITY
ESCANABA	ATTC	MSRT Chesapeake	CONFIDENCE	BSD, PSSU, HSWL, St. Louis
ESU Boston	BEAR	National Strike Force CC	DALLAS	BSU, PSSU, HSWL, NOLA
International Ice Patrol	BSD, PSSU, HSWL HQs	NAVGEN	ESU Miami	CG Institute
JUNIPER	BSU, PSSU, HSWL Ecity	NESU Portsmouth	GALLATIN	COMMSTA New Orleans
MSRON 8	BSU, PSSU, HSWL Port	NORTHLAND	HITRON	CYPRESS
MSST Boston	C2CEN	NPRF	MFPU Kings Bay	DAUNTLESS
MSST New York	C4IT Staff	PATFORSWA	MLEA	DECISIVE
NE Regional Fisheries	CAMSLANT	PSC Staff	MOHAWK	ESU New Orleans
NESU Boston	CG Yard	PSU Fort Eustis	MSRON 10	ESU St. Louis
PSU 301 Cape Cod	CGRC	SECCEN	MSST Kings Bay	Gulf Regional Fisheries
R&D Center	DEPENDABLE	Sector Baltimore	MSST Miami	Gulf Strike Team
RELIANCE	DILIGENCE	Sector Delaware Bay	NESU Charleston	HARRY CLAIRBORNE
Sector Boston	DOG Command	Sector Hampton Roads	NESU Miami	ISA St. Louis
Sector Long Island	ELM	Sector North Carolina	OAK	MSST Galveston
Sector New York	ESU Portsmouth	SFLC	PSU Saint Petersburg	MSST New Orleans
Sector NNE	FD&CC Norfolk	SMTC	RESOLUTE	NESU New Orleans
Sector SNE	FINCEN	TAMPA	Sector Charleston	OSC
SENACA	FORWARD	TISCOM	Sector Jacksonville	PPC Topeka
SPENCER	HARRIET LANE	TQC	Sector Key West	PSU 308 Kiln, MS
TAHOMA	ICC	TRACEN Cape May	Sector San Juan	Sector Corpus Christi
USCG Academy	LEGARE	TRACEN Yorktown	Sector St. Petersburg	Sector Houston-Galveston
WILLOW		VIGOROUS	TACLET South	Sector Lower Mississippi
			THETIS	Sector Mobile
			VALJANT	Sector New Orleans
			VENTUROUS	Sector Ohio Valley
			VIGILANT	Sector Upper Mississippi
				SHAMAL
				TORNADO
				ZEPHYR

Encl (1) to MCPOCG STANDING ORDER FOUR

9th District	11th District	13th District	14th District	17th District
AIRSTA Detroit	AIRSTA Los Angeles	ACTIVE	AIRSTA Barbers Point	ACUSHNET
AIRSTA Travers City	AIRSTA Sacramento	AIRSTA/GRU Astoria	BSU, PSSU, HSWL Hono	AIRSTA Kodiak
ALDER	AIRSTA San Francisco	AIRSTA/GRU North Bend	COMMSTA Honolulu	AIRSTA Sitka
BISCAYNE BAY	AIRSTA/GRU Humboldt Bay	AIRSTA/GRU Pt Angeles	ESU Honolulu	ALEX HALEY
BRISTOL BAY	ASPEN	ALERT	FEACT	ANTHONY PETIT
BSD, PSSU, HSWL Clev	BERTHOLF	BSU, PSSU, HSWL Sea	JARVIS	BSU, PSSU, HSWL Ketchikan
BUCKTHORN	BOUTWELL	ESU Seattle	KUKUI	BSU, PSSU, HSWL Kodiak
ESU Cleveland	BSU, PSSU, HSWL Alameda	FD&CC Seattle	MSST Honolulu	COMMSTA Kodiak
HOLLYHOCK	BSU, PSSU, HSWL SP	FIR	NESU Honolulu	ESD Ketchikan
KATMAI BAY	CAMSPAC	HEALY	RUSH	ESU Kodiak
MACKINAW	CHASE	HENRY BLAKE	Sector Guam	HICKORY
MOBILE BAY	ESU Alameda	MELLON	Sector Honolulu	MAPLE
NEAH BAY	GEORGE COBB	MFPU Bangor	SEQUOIA	MSST Anchorage
NESU Cleveland	HAMILTON	MIDGETT	WALNUT	MUNRO
PSU 309 Port Clinton	MIFC PAC	MSRON 9		NP Regional Fisheries
Sector Buffalo	MORGENTHAU	MSST Seattle		Sector Anchorage
Sector Detroit	MSG I	NESU Seattle		Sector Juneau
Sector Lake Michigan	MSRON I	NMLBS		SPAR
Sector Sault Ste Marie	MSST LA/LB	POLAR SEA		SYCAMORE
	MSST San Diego	POLAR STAR		
	MSST San Francisco	PSU 313 Tacoma		
	NESU Alameda	Sector Portland		
	Oakland Federal Bldg	Sector Seattle		
	Pacific Strike Team	STEADFAST		
	Pacific TRATEAM			
	PSU 312 San Francisco			
	PSU 311 San Pedro			
	Sector LA/LB			
	Sector San Diego			
	Sector San Francisco			
	SHERMAN			
	STRATTON			
	TACLET Pacific			
	TRACEN Petaluma			
	WAESCHE			

Command Command Name	Address City, State, Zip Staff Symbol: Phone:
	1650 date

From: CGC EVERSAIL (WMEC 818)  
To: (respective) Command Master Chief

Subj: COAST GUARD ENLISTED PERSON OF THE YEAR NOMINATION

Ref: (a) Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36B

1. The following background information is provided per reference (a):

- a. Name: YN3 Jay J. Jones 1234567, USCGR
- b. Expiration of enlistment: YY MMM DD
- c. Advancement history: SA YY MMM DD  
SN YY MMM DD  
YN3 YY MMM DD
- d. Position on current advancement eligibility list (if applicable)
- e. Name of spouse and/or children (if applicable)
- f. Previous recognition over the past 12 months:  
Example: Person of the Quarter  
LT Robert Perchard Award  
Letter of Appreciation
- g. List all personal military awards:  
Example: Commandant Letter of Commendation  
Coast Guard Good Conduct (2)  
CG Basic Training Honor Graduate

1650  
date

Subj: COAST GUARD ENLISTED PERSON OF THE YEAR NOMINATION

- h. Brief synopsis of significant professional and personal achievements within the calendar year that warrant nominee's selection:

Example: Leadership and Management School  
English CLEP Exam  
Correspondence Course (not required for advancement)

- i. Community Service (if applicable)

Note: Community service is not limited to efforts outside the Coast Guard. Community service is what the member does for everyone they come into contact with at the command, other military, civilian, and auxiliary to name a few.

2. Thank you for your consideration of this package.

Signature

FM

TO << All Units Within the District Region>>

INFO

<< Big Four CMCs, LC/SC CMC as appropriate and MCPOCG >>

BT UNCLAS

SUBJ: 20XX XX DISTRICT REGION COAST GUARD ENLISTED PERSON OF THE YEAR (EPOY) PROGRAM.

A. COMDTINST 1650.36B

1. THE XX DISTRICT COMMAND MASTER CHIEF IS SOLICITING ACTIVE DUTY AND RESERVE ENLISTED PERSON OF THE YEAR NOMINATIONS FROM ALL UNITS LOCATED WITHIN THE DISTRICTS AOR.

2. THE UNIT CO, XO, OR COMMAND CHIEF SHOULD SUBMIT ELECTRONIC EPOY NOMINATION PACKAGES VIA EMAIL DIRECTLY TO CMC JIMI JOHNSON. SUBMISSION DEADLINE IS FRIDAY, 01 FEB 2009. INCOMPLETE PACKAGES OR PACKAGES ARRIVING AFTER FRIDAY, 01 FEB 2009 WILL NOT BE CONSIDERED.

3. THE 20XX XX DISTRICT REGION ENLISTED PERSONS OF THE YEAR (ACTIVE AND RESERVE) SELECTEES WILL HAVE THEIR NOMINATION PACKAGES FORWARDED TO THE MASTER CHIEF PETTY OFFICER OF THE COAST GUARD AS THE XX DISTRICT REGION NOMINEES FOR THE COAST GUARD ENLISTED PERSON OF THE YEAR. INFORMATION REGARDING THE COAST GUARD EPOY PROGRAM IS OUTLINED IN REF A.

4. QUESTIONS REGARDING THE XX DISTRICT REGION EPOY PROGRAM MAY BE DIRECTED TO CMC JIMI JOHNSON AT (202)555-4540. E-MAIL: JIM.I.JOHNSON (AT)USCG.MIL.

BT

NNNN

25 March 2009

Dear Petty Officer Murray,

Congratulations on your selection as the << UNIT >> Enlisted Person of the Year for your outstanding performance throughout 2???.

Your professional and personal achievements and willingness to help others have significantly contributed to the overall achievements of <<Unit>> as well as the entire Coast Guard District XX Region. << Add two or three descriptive sentences gleaned from the nomination package >> You have unselfishly been there for your shipmates mentoring personnel inside and outside your shop. You have proven yourself the epitome of the Service's Core Values of Honor, Respect, and Devotion to Duty.

You are an excellent leader, a top performer in the Coast Guard, and a role model for all of the Sea Services. I am extremely proud to have you as a member of the Coast Guard District XX Region team and commend you for your exemplary performance of duty. Bravo Zulu!

Sincerely,

C. I. GETRDONE  
Vice Admiral, U. S. Coast Guard

Avionics Electrical Technician First Class Bill A. Murray  
Commanding Officer, UNIT NAME

Address

City, State, Zip



