



PSCINST 1650.2C

OCT 2 2012

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1650.2C

Subj: CG PSC ENLISTED PERSON OF THE QUARTER/YEAR (EPOQ/EPOY) PROGRAM

- Ref:
- (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25D
 - (b) Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36B
 - (c) Master Chief Petty Officer of the Coast Guard Standing Order FOUR
 - (d) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8G

1. **PURPOSE.** This Instruction establishes the procedures for the nomination, selection and presentation of the Coast Guard Personnel Service Center (CG PSC) Enlisted Person of the Quarter and Year Award Program. This award is not intended to replace or be used in lieu of higher personal awards as described in reference (a).
2. **DIRECTIVES AFFECTED.** CGPCINST 1650.2B is cancelled.
3. **ACTION.** Division Officers and command staff shall ensure their personnel are aware of this Instruction, especially supervisors of enlisted personnel in grades E-6 and below. This includes actively promoting the program to encourage supervisors to recognize exceptional contributions of their military workforce. Internet release of this instruction is authorized.
4. **DISCUSSION.** This award program is aligned with references (b) and (c) as sponsored by the CG PSC Chiefs Mess to be administered by the CG PSC Command Master Chief. Timely and appropriate recognition of the CG PSC's many hard working, strong performers may be accomplished using the EPOQ and EPOY programs. Although the management of the program falls upon the leadership of the Chiefs Mess, its success and sustainment rests upon Division Chiefs, Supervisors, and co-worker participation. Therefore, all personnel (military, civilian, and auxiliary) are encouraged to nominate outstanding enlisted performers in accordance with the provisions of this Instruction. Nominations may cross division and unit chain of commands, i.e., personnel from other divisions or units may submit nominations on members with whom they regularly come into contact during the course of doing business and who meet the eligibility for this award. The CG PSC Chiefs Mess, chaired by a CG PSC CMC designated Chief, Senior Chief, or Master Chief, shall select the award recipient. The award will be presented at an awards ceremony to be determined by the CG PSC CMC.

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NON-STANDARD DISTRIBUTION:

5. PROCEDURES.

a. Eligibility and Nomination Criteria.

- (1) Must be in pay grade E-2 through E-6 and work within the CG PSC for the entire quarter/year for the EPOQ/EPOY awards.
- (2) During the 12 months for EPOQ and 36 months for EPOY previous to his or her nomination, must have had no NJP, no civil convictions, and no mark of "unsatisfactory" in Conduct on their Enlisted Employee Review, located in Direct Access.
- (3) Exceptional military bearing and appearance in uniform.
- (4) Compliant with:
 - (a) Coast Guard allowable weight standards, per reference (d);
 - (b) Mandated Training requirements
 - (c) Medical, Dental, and Evaluations readiness measures
 - (d) Government Travel Charge Card Program
- (5) The performance periods being evaluated include the entire three months prior for the EPOQ award and the entire twelve months prior to the EPOY award.
- (6) The award period for the EPOY is 01Jan -31Dec and for the EPOQ are Jan- Mar, Apr- Jun, Jul-Sep, and Oct – Dec of each calendar year.
- (7) Persons selected as the EPOQ may be considered for the CG PSC Enlisted Person of the Year (EPOY), as long as they maintain eligibility requirements throughout the calendar year.

b. Nomination Criteria

- (1) Nominees must exemplify the Coast Guard's Core Values of Honor, Respect, and Devotion to Duty. Nominees also must have made contributions to the CG PSC mission, exemplify the unit principles, and represent the Coast Guard well through their contributions to the civilian and/or military community.
- (2) All personnel (military, civilian, and auxiliary) are encouraged to nominate outstanding enlisted performers in accordance with the provisions of this Instruction. Nominations may cross division and unit chains of command, i.e., personnel from other divisions or units may submit nominations on members with whom they regularly come into contact during the course of doing business and who meet the eligibility for this award.

c. Selection Criteria.

- (1) Recognition for this award is not limited to any specific character trait or performance requirement. The selection committee may consider general performance of duties,

OCT 2 2012

community service, extra curricular activities, or exceptional service occurring during the period of consideration. Input may be accepted from other divisions, departments, commands, government agencies, or civilian sources.

- (2) The committee will select as the CG PSC EPOQ and EPOY those individuals who best exemplify the highest standards of Coast Guard core values and traditions.

d. Responsibilities.

- (1) The designated CG PSC Chief shall:

- (a) Solicit nominations via email, on or about the 15th of the last month of each quarter for the EPOQ and on or about the 15th of December for the EPOY
- (b) Collect all electronic nominations (Enclosure (1)) NLT the solicited deadline.
- (c) Create EPOQ/EPOY ballots and provide electronic copies of the nomination write-ups to a selection committee consisting of all available CG PSC chief petty officers.
- (d) Tally the EPOQ/EPOY selection ballots to determine the award recipient recommendation.
- (e) Notify the CG PSC CMC of the selections.
- (f) Have the division of the selected EPOQ/EPOY prepare a draft Flag Letter worthy of a CG Letter of Commendation ribbon. Template provided in enclosure (2).
- (g) Arrange to have the plaques and name plates engraved for presentation by the CG PSC Commander.
- (h) Ensure the EPOQ/EPOY's engraved nameplate and picture are added to the to the CG PSC Plaque, located in the main passageway of 11th floor command suite.

- (2) The selection committee members shall:

- (a) Review all nominations in their entirety.
- (b) Use the 1 -10 scale (10 being the most desired) to rate each EPOQ/EPOY nominee in all categories of the provided selection ballot.
- (c) Submit their EPOQ/EPOY selection ballot to the designated CG PSC Chief.

- (3) The HR & A staff shall:

- (a) Ensure a portrait photograph of the EPOQ/EPOY is taken at or after the ceremony. The photograph will be prominently displayed on the EPOQ/EPOY board and posted on the CG PSC website.
- (b) Ensure that a Home Town News Release article is submitted to the selectees' hometown.

OCT 2 2012

(4) The CG PSC Administrative staff shall:

- (a) Prepare the final documents (Flag Letter and CG-3307) for signature and ensure that copies are placed in the member's unit PDR.
- (b) Provide the CG PSC CMC electronic versions of all award correspondences.

(5) The CG PSC CMC shall:

- (a) Oversee and supervise all aspects of the EPOQ/EPOY program.
- (b) Actively promote the program and encourage nominations throughout the CG PSC staff.
- (c) Emcee the EPOQ/EPOY presentation ceremonies.
- (d) Ensure EPOQ/EPOY historical files are maintained for a period of five years. These files will contain all nomination packages and the selected winner's package.

e. Recognition.

(1) The CG PSC EPOQ/EPOY will normally receive the following:

- (a) CG-3307 noting selection as EPOQ or EPOY.
- (b) 48-hours special liberty for the EPOQ; 96-hours special liberty for the EPOY.
- (c) Name added to the PSC perpetual EPOQ/EPOY plaque.
- (d) Other recognition as deemed appropriate by CG PSC Commander and CMC.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non-applicable.

7. FORMS/REPORTS. None



D. R. CALLAHAN
Commander, Personnel Service Center

Enclosure: (1) Nomination Form
(2) Flag Letter Template

Enlisted Person of the Quarter/Year (EPOQ/EPOY) Recommendation Form

NAME: Last, First, MI	PAYGRADE	Division/Shop
Description of Primary Duties		
Collateral Duties Performed:		Committees Served on/Position:
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
Specific Contributions made toward the Division/Unit's Mission:		
Specific Contributions made toward the Division/Unit's Morale:		
How would you best describe this member's personal appearance:		
How would you rate this person's performance during this year? Describe any superior performance shown by this person: (be specific)		
Any other supporting documentation that could be used in determining the member's potential as the Enlisted Person of the Quarter or Year		
Signature of Member recommending the EPOQ/EPOY		
Rank/Position: _____ / _____		

Add any additional comments on next page

Remarks (cont):

[This area is a large, empty rectangular box with a black border, intended for handwritten remarks. It contains no text.]

DD Month Year

Dear (NAME),

Congratulations on your selection as the Coast Guard Personnel Service Center's Enlisted Person of the Quarter for your outstanding performance from 01 April through 30 June 2012, while assigned to the Enlisted Personnel Management Division.

Your professional achievements, compassionate leadership and willingness to go above and beyond your prescribed duties contributed to the overall success of PSC. Throughout the quarter, you served with distinction as a Non-Rate Assignment Officer, you addressed command concerns, member desires and service need during the decommissioning and homeport shifts of multiple cutters in your area of responsibility. Your actions helped achieve the successful transfer of over 100 non-rated personnel, managing each member's status with professionalism and care while ensuring successful financial stewardship. Through your efforts with the Junior Enlisted Leadership Development Program, junior enlisted personnel at PSC benefited tremendously from coordinated professional development programs and access to and support from local mentors. In addition, you are commended for your exceptional community volunteerism during the recent PSC Food Drive and Feed the Homeless event. Your achievements have made a broad and positive impact on your Division and the Coast Guard. Your personal commitment to the Coast Guard Ethos and the Coast Guard's Core Values of Honor, Respect, and Devotion to Duty is evident.

You are a top performer and role model for our entire Coast Guard workforce. I am extremely proud to have you as a member of the Coast Guard Personnel Service Center's team and commend you for your exemplary performance of duty. Bravo Zulu!

Sincerely,

D. R. CALLAHAN
Rear Admiral, U.S. Coast Guard

(Name)
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