

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
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Personnel Services and Support Unit

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PSSUCLEVEINST 12540.1

JAN 20 2010

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 12540.1

Subj: STAFF CIVILIAN OF THE YEAR

- PURPOSE.** This instruction establishes policies, procedures, and standards for the administration of the Personnel Services and Support Unit (PSSU) Cleveland Staff Employee of the Year Program. This program is to recognize civilian employees for their excellence in accomplishments related to Coast Guard Service.
- ACTION.** Branch Chiefs shall ensure adherence to and promotion of the provisions of this instruction.
- DIRECTIVES AFFECTED.** None.
- SCOPE.** The awards portion of the Staff Civilian Employee of the Year Program is applicable to all PSSU Cleveland personnel.
- DISCUSSION.** The Staff Civilian Employee of the Year Program is a type of informal recognition. Informal recognition is used to recognize individuals for achieving specific goals, completing special projects, or exemplary performance.

The Staff Civilian Employee of the Year Program will recognize an individual for exemplary service, model performance and leadership. It is an excellent way for the Coast Guard to say "Thank You" for going the "extra mile" in both office and "off-duty" service that reflects positively on this command. It will be used by supervisors as a means of expressing appreciation for a "job well done".

The Staff Civilian Employee of the Year Program will provide meaningful recognition, enhance morale and work attitudes, and will model high quality products, and customer service, regardless of the task.

DISTRIBUTION – SDL No.152

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NON-STANDARD DISTRIBUTION: All PSSU Cleveland Staff Components and Branch Chiefs, PSC (BOPS)

6. **PROCEDURES.**

- a. Nominations shall be made by a Supervisor or Branch Chief. They will be in memo format and will be addressed thru the chain of command to Commanding Officer, Personnel Services and Support Unit Cleveland. Disapproved nominations shall be terminated at the Branch Chief level.
- b. Nominations shall include a narrative of the nominee's performance, placing emphasis on special contributions or sustained performance in the areas of leadership, technical competence, training and/or community involvement. Nominations may include supporting documentation (i.e. letters of appreciation, news clippings, On-The-Spot Award presentations, etc.).
- c. Nominations shall be submitted to the XO no later than 15 February. The XO will bring all civilian nominations to the Awards Board for selection of the Staff Civilian of the Year. The recipient will be recognized at a suitable ceremony.
- d. The Civilian Employee of the Year will be presented with:
  - (1) A Time Off Award (16 hours of administrative leave);
  - (2) Their name engraved on a perpetual plaque;
  - (3) A \$100.00 Special Act Award

7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

8. **FORMS/REPORTS.** None.



JEAN A. PASCHAL