U.S. Department of Homeland Security

United States Coast Guard

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MAR 29 2010

PSSUCLEVEINST 1650.2

PERSONNEL SERVICES AND SUPPORT UNIT CLEVELAND INSTRUCTION 1650.2

Subj: PSSU CLEVELAND ENLISTED PERSON OF THE YEAR (EPOY) PROGRAM

Ref: (a) Coast Guard Enlisted Person Of The Year Program, COMDTINST 1650.36B
(b) Master Chief Petty Officer of the Coast Guard Standing Order Four
(c) Ninth Coast Guard District Region Enlisted Person Of The Year, D9INST 1650.2F

1. **PURPOSE**. This instruction establishes the policies and procedures for the PSSU Cleveland Enlisted Person of the Year Program (EPOY).

2. **ACTION.** Branch Chiefs and /or (E-7) and above shall nominate personnel in compliance with the provisions of this instruction.

3. **DIRECTIVES AFFECTED**. None.

4. **DISCUSSION**. The PSSU Cleveland EPOY program is designed to recognize exemplary men and women from the active and reserve enlisted force. Only those enlisted personnel who demonstrate sustained exceptional standards of proficiency and conduct, and whose military appearance and bearing consistently exemplify the highest standards should be nominated. Nominees must reflect the Coast Guard's core values, "Honor, Respect and Devotion to Duty".

   Ref (b), 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. PSSU Cleveland will follow ref (c), the Ninth District EPOY instruction, when submitting the PSSU EPOY nominee for Ninth District Region EPOY consideration.

5. **NOMINATION CRITERIA**. All nominees for the Active Duty Enlisted Person of the Year or Reserve Enlisted Person of the Year must meet the following minimum standards:

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

a. Be in pay grade E-2 through E-6.

b. Have no Non Judicial Punishment (NJP) or civil convictions and have a mark of "Satisfactory" in Conduct on the Enlisted Performance Evaluation Review (CG-3788) during the 36 months previous to their nomination.

c. Demonstrate exceptional performance of leadership, military and rating skills, work ethic and knowledge of Coast Guard history.

d. Meet current weight standards as well as the previous semi-annual weight-in.

e. Reservists must have met all required drills for the period being nominated.

f. Recommended for the next higher pay grade.

6. **NOMINATION PROCESS**. During the first week of January, the PSSU Command Master Chief (CMC) will solicit nominations from each Branch Chief. Nomination packages are due to the CMC no later than January 15th. In order to be prepared to submit a PSSU EPOY nominee to compete in the D9 region EPOY selection process the PSSU must complete its selection within the month of January.

7. **SELECTION**. The PSSU CMC will convene a selection panel no later than January 31st:

a. The selection panel will consist of the PSSU Chiefs, Senior Chiefs and Master Chiefs.

b. The selection panel will nominate one active duty and reserve EPOY.

c. If the selection panel determines no nominees meet the criteria for the award then there will be no PSSU active duty EPOY and/or reserve EPOY for that calendar year and no PSSU submission for the D9 Region EPOY.

8. **RECOGNITION.** The PSSU Cleveland Enlisted Person of the Year will receive the following:

a. The PSSU EPOY will normally receive a personal award unless he/she was previously rewarded for accomplishments during that year. In addition, he/she will be given a positive Administrative Remarks (page 7) to be placed in their PDR.

b. $100.00 face value U.S. Savings Bond.

c. Special 96-hour liberty.

d. Inscription of his/her name on the perpetual plaque maintained outside Commanding Officer's office.

e. Will be the PSSU nomination for Ninth District Region's EPOY. In order to be submitted as a nominee the member must be available to act as the Ninth District's Region's Honor Person at

the annual Coast Guard Festival in Grand Haven, Michigan and attend the entire festival as a member of the "Official Party". However, if the member is unable to attend the Coast Guard Festival this will not preclude him or her from the PSSU award, the PSSU will not submit a nomination package.

f. Automatic selection as a nominee for Cleveland area Navy League Award.

9. **RESPONSIBILITIES**. The PSSU CMC shall administer this program under the direction of the Ninth District CMC.

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

11. **FORMS/REPORTS**. None

JEAN A. PASCHAL