



PSCINST 12451.2

MAR - 9 2015

PERSONNEL SERVICE CENTER INSTRUCTION 12451.2

Subj: PERSONNEL SERVICE CENTER MIDYEAR CIVILIAN EMPLOYEE (MCE) AND CIVILIAN EMPLOYEE OF THE YEAR (CEOY)

- Ref:
- (a) Coast Guard Non-Appropriated Fund Employee of the Year (NAF EOY) Award Program, COMDTINST M12451.3A
 - (b) Coast Guard Civilian Employee of the Year Award, COMDTINST 12451.2A
 - (c) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B
 - (a) Headquarters Instruction, HQINST 1650.4

1. PURPOSE. This Instruction establishes policy, responsibilities and procedures for the nomination, selection and presentation of Coast Guard Personnel Service Center (PSC) Midyear Civilian Employee (MCE) and Civilian Employee of the Year (CEOY) (Appropriated Fund). This program complements and is in addition to other existing civilian recognition programs. The intended users of this Instruction are supervisors of General Schedule (GS) civilian employees in grades GS-09 and below including Wage Grade (WG) employees. The policy and procedures for Non-Appropriated Fund (NAF) nominees are found in reference (a).
2. ACTION. All PSC Division Chiefs and supervisors of civilian employees in grades GS-9 and below and Wage Grade employees assigned to PSC shall be thoroughly familiar with the contents of this notice and utilize it to make nominations.
3. DIRECTIVES AFFECTED. PSCINST 1650.1C is cancelled.
4. MAJOR CHANGES. Civilian awards will now be awarded semi-annually vice quarterly as previously stated in PSCINST 1650.1C.
5. DISCUSSION. The intent of this program is to recognize and promote the outstanding contributions civilian employees make on the job, through demonstrated involvement, selfless contributions, and documented efforts of community service or participation in other charitable organizations. The CEOY and MCE Programs are award programs supported by Commander, PSC and they are administered by the PSC Senior Civilian with support from the Human Resources & Administration (HR&A) Division. The intent of these programs are

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to recognize and promote outstanding performance by Coast Guard civilians (Appropriated Fund) in any career field for the period of 1 January through 31 December. Employees in grade GS-9 or below who demonstrated superior job performance or made significant contributions to the local community through volunteer and charitable programs sponsored by the Coast Guard (CG), Department of Homeland Security (DHS), other Federal, State, local governments, or National organizations are eligible for the award. Persons selected as MCE will automatically be considered for PSC's nomination for CEOY, as long as they meet the eligibility requirements at the end of the calendar year.

6. NOMINATION CRITERIA.

- a. PSC GS Civilian employee GS-9 or below or WG;
- b. Have been a CG employee for a minimum of six months for MCE and one-year for CEOY;
- c. Have been employed by the CG and assigned to PSC the entire period considered;
- d. Have been rated at least once under the CG Employee Awards and Recognition System (EARS) and received a rating of "Meets" or "Exceeds" under EARS as a rating of record for the previous evaluation period;
- e. Have not received this award within the previous twelve months;
- f. Have had no disciplinary action during the preceding one year period; and/or
- g. Participated in outside activities with community, volunteer and/or charitable organizations and/or involvement in CG/DHS sponsored partnership.

7. SELECTION CRITERIA.

- a. Documented consistently outstanding job performance;
- b. Accomplished duties in an outstanding manner, setting an example of achievement for others to follow;
- c. 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 and health of the workforce;
- d. Demonstrated leadership in performing duties that resulted in improved productivity of the Command, including customer focus, promoting teamwork and commitment to achieving excellence;
- e. Demonstrated significant contributions to the community or charitable volunteer organizations; and
- f. Exemplified CG Core Values of "Honor, Respect, and Devotion to Duty."

8. PROCEDURES.

- a. Nominations must include the following:

- (1) Nominee's name, title, series and grade of current position;
 - (2) Brief statement of current duties;
 - (3) Brief biographical sketch (personal, if available and appropriate, but primarily employment history);
 - (4) Listing of previous honors and awards; and
 - (5) Narrative of this nominee's outstanding achievement based on specific facts and examples that clearly show that the achievement was exceptional in accordance with the selection criteria above.
- b. The following procedures shall be followed for PSC nominations:
- (1) Supervisors of civilian employees may nominate one or more candidates from their workplace.
 - (2) All nominations for the MCE and CEOY shall be submitted in letter format to Commander, PSC via the employee's supervisory chain of Command.
 - (3) The letter is not to exceed two pages in length (12 Times New Roman) and should address how the nominee meets the selected criteria. See enclosures (1) and (2) for sample nomination letters.
 - (4) All nominations for MCE are due no later than the close of business on the second Monday of October and April respectively. Nominations for CEOY Award are due the third Monday of January for the preceding year.
 - (5) CG PSC will designate a Chairperson.
 - (6) The designated Chairperson shall select a panel that has civilian representation at a level that is higher than the nominees. The panel shall review all nominees and select a MCE; in the third week of January a panel will meet to select the PSC CEOY.
 - (7) The report of the panel will be forwarded to the Command for approval.
 - (8) For the MCE/CEOY, the selection panel must consist of the Chairperson and no less than three members from the CG PSC civilian corps. Panel personnel membership shall change for each selection period. Civilian personnel who submitted a nomination normally cannot be chosen as a member of the selection panel, as to prevent bias or the appearance of bias.
 - (9) For the MCE/CEOY, CG PSC Deputy shall forward a congratulatory Flag Letter drafted by the winning member's Division Officer and a SF-52 to Commander, PSC for signature. The SF-52 will be sent to the Command Resource Coordinator (CRC) and to the Command Servicing Advisor (CSA). The Flag Letter will be presented during a PSC All Hands
 - (10) The selectees will be announced and formally recognized during the PSC quarterly All Hands.

9. AWARD.

- a. The PSC Award winner will be recognized at the next All-Hands event and will receive the following:
 - (1) SF-52 noting selection as MCE or CPOY.
 - (2) An Award letter signed by Commander, PSC and read at the quarterly All-Hands.
 - (3) 16-hour On-the-Spot Time Off Award for the MCE.
 - (4) 24-hour On-the-Spot Time Off Award for the CPOY.
 - (5) Name added to the PSC perpetual MCE/ CPOY plaque.
 - (6) If applicable, use of monthly parking pass or parking space – parking pass or space cannot be transferred to another member.
 - (7) Other recognition as deemed appropriate by Commander, PSC and CMC.
 - (8) Following notification of PSC MCE/ CPOY winning members, Commander, PSC will send a memo to the other candidates acknowledging their nomination.
 - (9) Refer to reference (b) for further guidance regarding the CEOY.

10. RESPONSIBILITIES.

- a. The HR&A Division shall actively promote the program and solicit nominations throughout PSC.
- b. The HR&A Division shall prepare winning member's paperwork as described above and ensure historical files are maintained on each board convened. The historical files shall consist of all nominee packages and the selected person's package. These files should be maintained for a period of four years.
- c. The winning member's Division Officer must draft a formal Flag Letter for Commander, PSC's signature. The formal recognition letter will be read at the PSC All-Hands event.

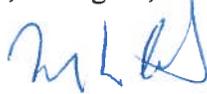
11. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

12. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

13. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>
14. RECORDS MANAGEMENT CONSIDERATIONS: This Instruction was thoroughly reviewed during the directives clearance process and it was determined there are no further records scheduling requirements in accordance with the Federal Records Act, 44 U.S.C. 3101, et esq., NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
15. FORMS/REPORTS. Nomination Form (SF-52) and Flag Letter Template.
16. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.



M. L. AUSTIN
Commander, Personnel Service Center

Enclosure: (1) SF-52
(2) Sample Nomination Form

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Civilian of the Quarter Selectee	2. Request Number 1234
3. For Additional Information Call (Name and Telephone Number) PSC-ABC Coastie, Sam, Capt 703-123-4567	4. Proposed Effective Date 01/01/2013
5. Action Requested By (Typed Name, Title, Signature, and Request Date) PSC-ABC Coastie, Sam, Capt	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) PSC(d) Coastie, JoAnne, Capt.

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Coastie, Joe, G.	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION				SECOND ACTION			
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority				

7. FROM: Position Title and Number	15. TO: Position Title and Number
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8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	XXXX			

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization CG PSC-ABC ARLINGTON, VA
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EMPLOYEE DATA						
23. Veterans Preference	1 - None	3 - 10-Point/Disability	5 - 10-Point/Other	24. Tenure	25. Agency Use	26. Veterans Pref for RIF
	2 - 5 Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%	0 - None	2 - Conditional	<input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI				28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)			32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period	

POSITION DATA						
34. Position Occupied	1 - Competitive Service	3 - SES General	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status	
	2 - Excepted Service	4 - SES Career	E - Exempt N - Nonexempt			
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)					
40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory Status
				1 - USA 8 - Other		

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Enclosure (2)

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Civilian of QTR write up inserted here

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

PSC Civilian of the Quarter
Nomination

<u>Name:</u>	<u>Grade:</u>
<u>Division\Command:</u>	
<u>Date Submitted:</u>	

Job title:

Award Justification – Basis for nomination:

Submitted by:	Date:
DivChief\CO:	Date: