



PSCINST 12451.1A

SEP 1 2010

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 12451.1A

Subj: CIVILIAN AWARDS POLICY

- Ref:
- (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B
 - (b) Excellence, Achievement, and Recognition System (EARS), COMDTINST M12430.6B
 - (c) Military/Civilian Award Recommendations and Award Board Membership, PSCINST 1650.1
 - (d) COMDT COGARD Washington DC 13161z Nov 09, ALCGFINANCE 031/09
 - (e) COMDT COGARD Washington DC 151717z Mar 10, ALCGFINANCE 014/10
 - (f) COMDT COGARD Washington DC 081709z Jul 10, ALCGFINANCE 023/10

1. **PURPOSE.** This instruction constitutes policy and approval authority for Incentive and Performance Awards for civilian employees assigned to Coast Guard Personnel Service Center (CG PSC) and PSC field units who are paid from appropriated funds. It delineates the path the award takes from nomination through approval and processing.
2. **ACTION.** CG PSC and PSC field units must ensure compliance with the provisions of this instruction and references (a) through (c). Internet release authorized.
3. **DIRECTIVES AFFECTED.** PSCINST 12451.1 is canceled.
4. **DISCUSSION.** Reference (a) authorizes Commander, PSC to delegate approval authority for civilian awards. For the awards delegated for approval authority, the approval level and limitations are listed in enclosure (1).
5. **DEFINITIONS.** To ensure standard terminology and understanding of the different types of awards, the following definitions apply:
 - a. **Incentive Awards:** Rewarding employee job performance and ideas, substantially above normal job requirements, which motivate employees to increase creativity and productivity. Such awards include but are not limited to Honorary Awards, Special Act or Service Award, Time-Off Awards and On-the-Spot Cash Awards.

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- b. **Performance Awards:** Awards linked directly to an employee's annual performance appraisal. Performance Awards may be granted as a one time cash payment to motivate employees by recognizing and rewarding those who attain high levels of performance of value to the organization.
 - c. **Quality Step Increase (QSI):** QSI as defined by 5 C.F.R. 531.501, is synonymous with the term "step increase" meaning to increase an employee's rate of basic pay from one step to the next higher step of that grade (as defined in 5 C.F.R. 531.403). The QSI is designed to appropriately motivate and recognize excellent performance by granting step increases sooner than normal.
 - d. **Performance Award Pool:** The aggregate dollars which may be spent on performance awards for employees in CG PSC.
 - e. **Civilian Resource Coordinator (CRC):** Point of contact between the Civilian Pay and Benefits Manager and their respective units or areas of responsibility.
 - f. **Performance Incentive Pay Official (PIPO):** The PIPO manages a civilian work force and is responsible for approving performance awards and quality step increases. Deputy Commander, PSC serves as PSC's PIPO.
6. **POLICY.** The procedures in enclosure (1) will help maintain consistency within CG PSC, while allowing flexibility needed to meet the objectives of effective performance management. Each organization within CG PSC must coordinate with CG PSC-BOPS-r to observe the financial targets imposed by the incentive/performance awards pool.
- a. Incentive Awards may be granted to civilian employees year-round to recognize exceptional performance in excess of regular duties. Awards are neither given automatically nor to every employee. These awards are primarily cash awards, but can also be presented in non-monetary forms of recognition such as certificates, plaques and time-off.
 - b. Performance Awards and Quality Step Increases (QSIs) are designed to recognize employees for their accomplishments. Performance Awards may only be granted to an individual based on his or her official rating of record at the end of the performance cycle in accordance with reference (b). QSIs may be granted anytime within the performance cycle.
 - c. CG PSC civilian award amounts must be allocated as follows: 80 percent performance award payouts, 20 percent to other monetary awards unless otherwise modified by CG-833 or ALCGFINANCE messages. Any remaining incentive monies allocated by April 15 will be added to augment the performance award pool.

7. RESPONSIBILITIES.

- a. CG PSC-HR&A will serve as the CRC for managing the processing and reporting of performance, non-performance awards and QSIs, utilizing Civilian Personnel Resource Management System (CPRMS) as outlined in references (d) through (f).
- b. CG PSC-BOPS-r is responsible for the allocation of funds for awards for each component within CG PSC.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not applicable.

9. FORMS/REPORTS. Forms available at <http://www.uscg.mil/forms/default.asp>.



D. R. MAY

Enclosure: (1) CG PSC Civilian Awards approval procedures

Special Service or Act Awards

- Reference**
- (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B
 - (b) COMDT COGARD Washington DC 13161Z Nov 09, ALCGFINANCE 031/09
 - (c) COMDT COGARD Washington DC 151717 Mar 10, ALCGFINANCE 014/10
 - (d) COMDT COGARD Washington DC 081709 Jul 10, ALCGFINANCE 023/10

Overview This section delegates approval authority for Special Act and Service Awards consistent with Chapter 6 of reference (a).

Approval Authority Authority to approve Special Act and Service Awards is outlined below.

If the Award is...	The Approval Authority is...
\$5,001 - \$25,000	Commandant
\$2,001 - \$5,000	PSC (c)
\$250 - \$2,000	PSC Commanding Officers* Division/Staff Chiefs**

Approving official must be at least two supervisory levels above the recommending official.

Exception: * if he/she is the recommending official, PSC (cd) approves.

**Route to PSC (cd) for visibility.

Command Staff Advisor Members initiating an award nomination are strongly encouraged to coordinate closely with the Command Staff Advisor for assistance determining the appropriate award to recognize achievement and for regulatory review of award nominations.

Submission Deadline Special Act or Service Awards must be submitted no later than 90 days after the act or achievement.

Process The following table summarizes the nomination and approval process:

Step	Action
1	Verify funds availability with PSC-BOPS-r.
2	Complete SF-52 and a written justification, not to exceed 4,000 characters. The justification will serve two purposes; the entry into Civilian Personnel Resource Management System (CPRMS) and the content for recognition letter/citation. Digital signatures authorized.
3	Submit via chain of command to PIPO thru PSC-HR&A for Awards Board review (PSC COs: if \$2000 or less complete steps 4 and 7; PSC Division/staff Chiefs route to PSC (cd) for visibility).
4	Email SF-52 with justification to PSC-HR&A. Justification electrons may be in the form of an MS Word document OR within the text of the email submission. HR&A will make CPRMS entries and finalize letter/citation.
5	Award Board submits recommendation to PSC(c).
6	Award Approved? If yes proceed to 7. If no, PSC-HR&A returns to Recommending Official via email, with explanation. Copy to PSC-BOPS-r.
7	Initiator notified and citation signed by approving authority.

On-the-Spot Cash Awards

- Reference**
- (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B
 - (b) COMDT COGARD Washington DC 13161Z Nov 09, ALCGFINANCE 031/09
 - (c) COMDT COGARD Washington DC 151717 Mar 10, ALCGFINANCE 014/10
 - (d) COMDT COGARD Washington DC 081709 Jul 10, ALCGFINANCE 023/10

Overview This section delegates approval authority for On-the-Spot Cash Awards consistent with Chapter 6 of reference (a).

Approval Authority Authority to approve On-the-Spot Cash Awards is delegated to O-6 Division/Staff Chiefs and PSC field Commanding Officers.

Amount	Approval Authority
\$1 - \$250	First Level Supervisor

Documentation An explicit justification not to exceed 4,000 characters in length must accompany a Request for Personnel Action Form, SF-52 that includes the appropriate approval signature.

Command Staff Advisor Members initiating an award nomination are strongly encouraged to coordinate closely with the Command Staff Advisor for assistance determining the appropriate award to recognize achievement and for regulatory review of award nominations.

Process The following table summarizes the nomination and approval process.

Step	Action
1	Verify funds availability with PSC-BOPS-r.
2	Complete SF-52 and with written justification in Part F not to exceed 4,000 characters in length. Digital signatures authorized.
3	Submit via chain of command.
4	Award Approved? If yes, proceed through 6; If no, notify initiator, end.
5	Email SF-52 to PSC-HR&A. HR&A will make Civilian Personnel Resource Management System (CPRMS) entry. Copy PSC-BOPS-r.
6	PSC-HR&A will notify initiator upon completion of entry. Recipient will receive award in pay upon approval by CG-833.

Quality Step Increase (QSI) Awards

- Reference**
- (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B
 - (b) ALCOAST 571/08 Guidance for use of DHS Security/Performance Management System (DHS/PMS) and the Performance Tool (ETOOL)
 - (c) Excellence, Achievement and Recognition System, COMDTINST M12430.6B
 - (d) ALCGFINANCE FY10 Request for Updated Performance Incentive Pay Officials (PIPO) and Civilian Resource Coordinators (CRC)

Overview This section provides guidance on submission of Quality Step Increase (QSI) Awards consistent with references (a) thru (c). The QSI may be granted to GS employees: (a) not at their grade's top step, (b) who are rated "Exceeds," (c) whose sustained, high quality performance significantly enhances mission accomplishment, and (d) who have not received a QSI with the proceeding 52 weeks.

Approval Authority PSC (cd) is the QSI awards PIPO for all PSC Staff and PSC field units.

Process The following table summarizes the nomination and approval process.

Step	Action
1	Complete SF-52 and justification no more than 4,000 characters in length. Digital signatures authorized.
2	Submit via chain of command to PIPO through HR&A. Email SF-52 and justification electrons to PSC-HR&A. Justification may be in the form of an MS Word document OR within the text of the email submission. HR&A will make Civilian Personnel Resource Management System (CPRMS) entry. **PPC is authorized QSI approval at command level. However, to avoid QSI allocation input errors, forward QSI recommendations to PSC-HR&A for processing as outlined above.
3	PSC-HR&A submits package to PSC Awards Board.
4	PIPO approves award in Civilian Personnel Resource Management System (CPRMS).
6	Recipient notified and provided recognition certificate by initiating unit (unless otherwise requested) and receives award in pay upon approval by CG-833.

Note: An employee may receive a QSI or a performance award, but not both for the same rated period. Ensure the QSI nomination and written justification of accomplishment is not used to support either a Special Act Award or performance cash award describing the same rated performance. Review QSI submissions carefully to ensure the appropriate regulatory compliance has been met.

Time-Off Awards

Reference (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B

Overview This section delegates approval authority for Time-Off Awards consistent with reference (a). Chapter 7 of reference (a) provides specific policies and procedures.

Approval Authority Time-Off Award nominations for greater than one day must be approved at a higher level than the Recommending Official.

For awards over one day initiated by a Division Officer, the Approving Official is PSC (cd).

For awards over one day initiated by a PSC unit Commanding Officer, the Approving Official is PSC (cd).

Authority to approve Time-Off Awards is delegated to the positions indicated in the table.

Amount	Approval Authority
20 - 40 hours	PSC (cd)
9 - 19 hours	PSC Division/Staff Chiefs PSC Commanding Officers
1 - 8 hours	First level supervisor. No further review.

Command Staff Advisor Members initiating an award nomination are strongly encouraged to coordinate closely with the Command Staff Advisor for assistance determining the appropriate award to recognize achievement and for regulatory review of award nominations.

Submission Deadline Time-Off Awards must be submitted no later than 120 days after the act or achievement. Members initiating an award nomination are strongly encouraged to coordinate closely with the Command Staff Advisor for assistance determining the appropriate award to recognize achievement and for regulatory review of award nominations.

Documentation Nomination packages shall include a Request for Personnel Action Form, SF-52, with the appropriate approval signatures and an explicit justification not to exceed one typed page.

Process The following table summarizes the nomination and approval process.

Step	Action
1	Complete SF-52 and justification. Digital signatures authorized.
2	First Level Supervisor? If yes, go to 4. If no, go to 5.
3	Amount less than 1 day? If yes, approve, go to 7. If no, End.
4	Submit via chain of command to Approving Official
5	Award Approved? If yes, proceed. If no, end.
6	Original to Time Clerk.
7	Copy to Command Staff Advisor and CG PSC-HR&A
8	Initiator notified.

Honorary Awards

Reference (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1B
 (b) Military / Civilian Award Recommendations and Award Board Membership, PSCINST 1650.1

Overview This section identifies specific Coast Guard civilian honorary awards and their associated approval authority. References (a) and (b) provides specific criteria and nomination policies and procedures for the awards listed.

Approval Authority Specific honorary awards and their associated approval authority are identified below.

Award	Approval Authority
Departmental Honorary Awards	DHS
Commandant's Superior Achievement Award	Commandant
Commandant's Distinguished Career Service Award	Commandant
Commander's Award for Sustained Excellence in Federal Service	PSC (c)
Commander's Award for Civilian Service	PSC (c) and PSC COs

Command Staff Advisor Members initiating an award nomination are strongly encouraged to coordinate closely with the Command Staff Advisor for assistance determining the appropriate award to recognize achievement and for regulatory review of award nominations.

Process All awards shall be submitted via the PSC Awards Board as outlined in reference (b).
