

PSCINST 1650.1
JUL - 2 2009

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1650.1

Subj: MILITARY / CIVILIAN AWARD RECOMMENDATIONS AND AWARD BOARD MEMBERSHIP

Ref: (a) Medals and Awards Manual, COMDTINST M1650.25 (series)
(b) Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)

1. PURPOSE. This instruction prescribes processes and provides guidance for submission and approval of award recommendations to be used by the Coast Guard Personnel Service Center (PSC) and PSC units.
2. ACTION. PSC division and staff chiefs and commanding officers of PSC field units must ensure compliance with the provisions of this instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. CGPCINST 1650.1B is cancelled.
4. PROCEDURES.
 - a. Submission. All award recommendations will be submitted in accordance with references (a) and (b). PSC and PSC field units will maintain their own internal screening processes. PSC field commanding officers retain the authority to process awards as authorized by reference (a). Awards which exceed the delegated authority of PSC field commanding officers must be routed through the PSC Awards Board for processing.
 - (1) Military personal and unit award originators must prepare and submit, via the chain of command, the CG-1650, citation, and if applicable summary of action and unit roster. The CG-1650 must be sent in a .PDF (Adobe) format and the citation and summary of action must be sent in a .DOC (MS Word) format. Award recommendations must be submitted electronically to the PSC Awards Board Secretary.

DISTRIBUTION – SDL No. 151

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NON-STANDARD DISTRIBUTION:

- (2) Civilian On-The-Spot Cash Awards, Special Act or Service Awards, Time-Off Incentive Awards and Coast Guard annual awards must be submitted in accordance with timelines and procedures established in references (a) and (b) and Coast Guard message traffic.

- b. Submission Guidelines. Processing time is essential for award approval and presentation. In the event an award arrives to the Awards Board Secretary in less than the below time frame, an email stating the reason for the delay is required from the originator.
 - (1) Awards requiring final approval by Commandant must be received by the PSC Awards Board Secretary no later than 60 days prior to the desired presentation date; those award packages must be received by the Headquarters Awards Board Secretary no later than 45 days prior to the desired presentation date.
 - (2) Meritorious Service Medal, CG Meritorious Unit Commendation, and team award recommendations must be received by the PSC Awards Board Secretary no later than 45 days prior to the desired presentation date.
 - (3) Coast Guard Commendation Medals and lesser awards must be received by the PSC Awards Board Secretary no later than 45 days prior to the desired presentation date.
 - (4) Civilian and Coast Guard annual award recommendations and submissions will be guided by references (a) and (b) and Coast Guard message traffic date.

- c. Miscellaneous Award Information.
 - (1) In all cases when the originator is not in the chain of command of the person recommended, the recommendation must be routed through the applicable supervisory chain.
 - (2) The date the award is signed is the approval date.
 - (3) Receipt of a unit or team award does not prohibit a deserving individual from receiving a personal award for individual acts or services performed during the same period.

5. APPROVAL AUTHORITY. Deputy Commander, PSC may approve/sign any award, which an O-6 in command is authorized to sign in the absence of the Commander, PSC.

6. PSC AWARDS BOARD PRESIDENT. Deputy Commander, PSC will serve as the Awards Board Chairperson, provide guidance, and ensure timeliness for all Awards Board recommendations.

7. PSC AWARDS BOARD COMPOSITION.
 - a. Chief, Business Operations Staff
 - b. Chief, Enlisted Personnel Management Division

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- c. Chief, Officer Personnel Management Division
- d. Chief, Personnel Services Division
- e. Chief, Reserve Personnel Management Division
- f. Command Master Chief
- g. Senior civilian staff members (ad hoc for civilian awards)

8. BOARD MEMBER DUTIES.

- a. Each member of the PSC Awards Board will be familiar with the provisions of references (a) and (b) and this instruction.
- b. Each member of the PSC Awards Board must make recommendations on content and level as appropriate; see Chapter 1.G. of reference (a).
 - (1) **Concur** with award recommendation(s) as submitted
 - (2) **Recommend upgrade** to the level of the award with comments
 - (3) **Recommend downgrade** to the level of the award with comments
 - (4) **Recommend rewrite and resubmission** of the award action and provide comments for improvement
 - (5) **Reject** the award recommendation and provide comments/justification

9. PRESENTATION OF AWARDS. An awards ceremony will be coordinated for all individuals. Recipient requests must be taken into consideration. PSC division and staff chiefs must coordinate with the Commander, Personnel Service Center's schedule to present awards. PSC field units should coordinate accordingly with the commanding officer's schedule.

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

11. FORMS/REPORTS. CG-1650 and SF-52 available in Adobe forms.



D. A. NEPTUN

Enclosure: (1) Award Checklist

AWARD CHECKLIST

Award Citations

- _____ Award in landscape; margins set at one inch on top and sides; two-inch bottom margin
- _____ Heading per Medals and Awards Manual; upper case bold
- _____ 12 pt Times New Roman bold font
- _____ 16 lines, justified text
- _____ Opening/closing sentences correct per Medals and Awards Manual
- _____ Opening line contains (in order) member's **title, office, unit, and the city and state**
- _____ Award "To" and "From" dates match CG-1650
- _____ Use of proper name format (i.e. Chief Petty Officer JONES); last name in upper case
- _____ Abbreviations; very few are authorized – See Chapter 1.E. of reference (a)
- _____ Personal reference to the member in the text must be "his/her" branch, "he/she" led
- _____ Spell-check
- _____ Three to five results/impacts are clearly distinguished with words, numbers, and percentages (i.e. saved \$20,000 in travel funds; yielding 60 percent increase)
- _____ Proofread and read aloud for flow

Summary of Action

- _____ Required for Meritorious Service Medal (MSM) and higher; one page, single-sided, single-spaced.
- _____ Optional for CG Commendation Medal and below, but recommended when the originator has concerns the accomplishment or performance may be insufficiently described in citation.

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- _____ Block 19 for LOC, Team, and CG Achievement Medal signed by E-7 or above
- _____ Block 19 for MSM and CG Commendation Medal signed by division or staff chief

SF-52

- _____ Confirm availability of funding
- _____ Original form(s) submitted