

DHS Secretary's Awards Request for Nominations 224-16\_ALCOAST Final (2)

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FM COMDT COGARD WASHINGTON DC//CG-1//

TO ALCOAST

UNCLAS //N12451//

ALCOAST 224/16

COMDTNOTE 12451

SUBJ: 2016 DEPARTMENT OF HOMELAND SECURITY (DHS) SECRETARY'S AWARDS CEREMONY REQUEST FOR NOMINATIONS

1. Nominations are being accepted for the 2016 DHS Secretary's Awards Ceremony. The Secretary and Deputy Secretary will hold the 2016 Secretary's Awards Ceremony on Wednesday, October 26, 2016, in Washington, D.C. to honor individual and collective achievements across DHS that occurred during the period of 1 June 2015, through 31 May 2016.

2. Nominations are solicited for the following categories:

- a. Exceptional Service Award (Gold Medal),
- b. Meritorious Service Award (Silver Medal),
- c. Award for Valor,
- d. Award for Exemplary Service,
- e. Award for Excellence,
- f. Unity of Effort Team Excellence Award,
- g. Unit Award,
- h. Award for Outstanding Achievement in Diversity Management,
- i. Award for Volunteer Service.

For a description of DHS award categories visit:

<http://www.uscg.mil/civilianhr/awards/dhshonorary.asp>.

3. You are encouraged to recognize military members and civilian employees not previously honored with Secretarial awards. These awards are not intended to honor retirees or contractors. Nominations may not be submitted for individuals/teams whose accomplishments are pending final action or involve a pending investigation. An individual can only be nominated for one award.

4. Nomination Procedures

a. Nomination form must be typed, using Times New Roman, 12-point font, conform to space provided and submitted on Nomination Form: Secretarial Awards, DHS Form 3100-1. The DHS Form 3100-1, is accessible at:

<http://www.uscg.mil/civilianhr/awards/dhshonorary.asp>.

Please utilize the Sample Additional Page for listing individuals included in a team nomination and attach it to the nomination form. The Sample Additional Page, is accessible at:

<http://www.uscg.mil/civilianhr/awards/dhshonorary.asp>. Nominations should not exceed three pages (two-page nomination form and additional third page for listing team members).

b. Nomination must include name, title, approving official's signature, and date in block (9). The last line in block (9) must be left blank for the Commandant's endorsement. Ensure nomination has been cleared and endorsed through appropriate chain, (Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, or chiefs of headquarters staff elements) prior to submission.

c. An endorsed Coast Guard Award Recommendation Form CG-1650 must also be submitted with each nomination. The last line in block (19) must be left blank for Civilian Awards Review Board Chair endorsement. The Coast Guard Award Recommendation Form CG-1650 is accessible at:

[https://cgportal2.uscg.mil/sites/external/data/Forms/CG\\_1650.PDF](https://cgportal2.uscg.mil/sites/external/data/Forms/CG_1650.PDF)

d. Team nominations should be limited to only those who significantly contributed to the project or investigation. If you nominate an individual outside the Coast Guard a written concurrence from the head of that individual's employing component is required. Team nominations are limited to 10-15 employees, one form per team, and must include a separate, one-page list of members by first name,

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middle initial, last name, title, unit, component/office, and point of contact for each submitted team nomination. A sample page for Team Nominations is accessible at <http://www.uscg.mil/civilianHR/awards/dhshonorary.asp>.

e. All nominations should be concise, descriptive, and fully outline achievements related to the award for which the employee is nominated.

f. Nominations should not exceed four pages in length, including the 2 page nomination form, one page listing of the team members, and the Coast Guard Award Recommendation, Form CG-1650.

g. Email endorsed nomination form to [2016DHS AwardsSubmissions@uscg.mil](mailto:2016DHS AwardsSubmissions@uscg.mil)

5. The Civilian Awards Review Board will function as an advisor to the Commandant and review nominations for approval, and then forward to DHS for final consideration. The Board's representation includes both military and civilian members.

6. All nominations must be received by COMDT (CG-1214), no later than 28 June 2016. Extensions will not be granted. Incomplete submissions or nominations that exceed four pages will not be accepted.

7. You are strongly encouraged to take full advantage of this opportunity by nominating deserving military members and civilian employees for recognition in the appropriate award categories above.

8. Address questions to Ms. Joyce Wells (202) 795-6347, or [Joyce.Wells@uscg.mil](mailto:Joyce.Wells@uscg.mil).

9. RDML William G. Kelly, Assistant Commandant for Human Resources, sends.

10. Internet release authorized.