

## U.S. Coast Guard Civilian Employees of the Year Award

### 2016 Guidance

#### Award Categories:

- (GS-14 or Federal Wage System [FWS] -14 and above)
- (GS-10 thru GS-13 or FWS-10 thru FWS-13)
- (GS-9 or FWS-9 and below)

The program will recognize contributions made from 1 January through 31 December 2016. Contributions must have occurred during the calendar year of consideration only and not during previous periods.

#### Eligibility:

- All employees paid from appropriated funds including reimbursable funds are eligible for this award regardless of their career field or other awards received. One nomination will be independently selected in each category: one (1) (GS-14 or FWS-14 and above), one (1) (GS-10 thru GS-13 or FWS-10 thru FWS-13), and one (1) (GS-9 or FWS-9 and below). Nominees recommended in each level *must meet all* of the following criteria:
  1. Must have worked for a minimum of one (1) year (inclusive of the nomination period) as a Coast Guard civilian employee.
  2. Accomplished supervisory or non supervisory duties in an outstanding manner, inspiring others to follow.
  3. For the 2015-2016 performance appraisal rating period, received either:
    - a. An “Exceeded Expectations” or “Achieved Excellence” under the Department of Homeland Security, Performance Management System (DHS PMS), or
    - b. A “Meets” or “Exceeds” under the Excellence, Achievement and Recognitions Systems (EARS).
  4. No disciplinary issues in the past year.

#### Nomination Procedure:

- Nomination must be submitted in specific memorandum format citing achievements and accomplishments during calendar year 2016 using Times New Roman, 12 point, not to exceed two pages and include the following:
  1. Nominee’s name, position title, series and grade

2. Nomination Category
3. Brief statement of current duties
4. Brief biographical employment history
5. A listing of significant honors and awards received within the past two years, i.e., January 2014 – January 2016
6. Narrative showing clearly how the criteria for the award has been met
7. All nominations must have the ***personal endorsement and signature of*** (Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, or chiefs of headquarters staff elements) prior to submission.
8. Form CG-1650, Coast Guard Award Recommendation, must have the ***personal endorsement and signature*** by (Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, or chiefs of headquarters staff elements) prior to submission.

**Submission Information:**

- Nominations must be sent electronically to [ARL-SMB-2016CEOYAwardsNominations@uscg.mil](mailto:ARL-SMB-2016CEOYAwardsNominations@uscg.mil) and received by close of business, Friday, March 31, 2017.
  - An endorsed Coast Guard Award Recommendation Form CG-1650 must be submitted with each nomination. This form is accessible at [https://cgportal2.uscg.mil/sites/externaldata/Forms/CG\\_1650.PDF](https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_1650.PDF).
1. Nomination memorandum must have the personal endorsement and signature of, (Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, or chiefs of headquarters staff elements) prior to submission.
  2. If multiple signatures are required please do not enter a signature in block 19, section 3 of Form CG 1650. This area will be used for the Civilian Awards Review Board Chair's endorsement.
  3. Block 20 must be left blank for the Commandant's endorsement.

- Late submissions, nominations that are incomplete or not endorsed appropriately will not be accepted.
- All nominations should be in an acceptable manner for review. Ensure the correct spelling, including middle initial and suffix (if applicable) of each nominee's name prior to submission of nomination. This name will be used for the program and award device. Nomination should not exceed two pages.
- All nominees will undergo a suitability check to ensure that the conduct of personnel nominated for recognition by the Commandant is consistent with the highest values of public service.
- Nominations will be reviewed by the Civilian Awards Review Board prior to submission to the Commandant for final approval.

**Limitation on Nomination:**

- Nominations are limited to one submission per each award category, not to exceed two pages.

**Ceremony**

- Detailed logistical information regarding the ceremony and events will be provided in separate correspondence after selections are made.
- Awardees will receive a cash award of \$2,500.00, a crystal device and other appropriate gifts.