



XXXXX
Month day, 20XX

MEMORANDUM

From: *(Name, Command, Directorate, etc.)*

To: CG-1214

Thru:

Subj: NOMINATION FOR CIVILIAN EMPLOYEE OF THE YEAR, 20XX, FOR
(Nominee Name)

Please check one:

_____ GS-9 or FWS-9 and below

_____ GS-10 thru GS-13 or FWS-10 thru FWS-13

_____ GS-14 or FWS-14 and above

Ref: Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (Series)

1. I hereby nominate *(nominee name, title, series, grade and command)*, for the Civilian Employee of the Year, 20XX. *(Include a sentence showing eligibility requirements have been met, i.e., civilian service with U.S. Coast Guard and performance rating for previous evaluation period).*
2. *(Brief statement of current duties.)*
3. *(Brief biographical employment history)*
4. *(A listing of significant honors and awards received within the last 2-year period).*
5. *(Narrative showing clearly how the criteria for the award has been met with specific facts and examples.)*

- Document should not exceed two pages -