



PSCINST 12451.1B

JAN 30 2015

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 12451.1B

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) DHS/Performance Management Program

1. **PURPOSE.** This Instruction constitutes policy and approval authority for Incentive and Performance Awards for civilian employees assigned to Coast Guard Personnel Service Center (PSC) and PSC field Commands and units who are paid from appropriated funds from Administrative Target Unit (179). It delineates the path the award takes from nomination through approval and processing.
2. **ACTION.** PSC and PSC field Commands and units must ensure compliance with the provisions of this Instruction and references (a) and (b). Internet release is authorized.
3. **DIRECTIVES AFFECTED.** PSCINST 12451.1A is cancelled.
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 motivates 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):** A QSI increase is a faster than normal within-grade increase used to reward employees at all General Schedule grade levels who display high quality performance. Further information may be obtained from <http://www.opm.gov/policy-data-oversight/performance-management/performance-management-cycle/rewarding/quality-step-increases>.
 - d. **Performance Award Pool:** The aggregate dollars which may be spent on performance awards for employees in PSC.
 - e. **Civilian Resource Coordinator (CRC):** Point of contact between the Civilian Pay and Benefits Manager (CG-8), PSC units and Commands and CG-1211. The CRC is responsible for funding and data control for all civilian human resource affiliated documents.
 - f. **Performance Incentive Pay Official (PIPO):** The PIPO is responsible to collect and log all civilian performance appraisals and insure the PIPO roster is filled out and returned thru the CRC to CG-1211. The PIPO is also responsible to ensure that all award nominations are properly logged on the PIPO roster. Deputy Commander, PSC serves as PSC's PIPO.
6. **POLICY.** The procedures in enclosure (1) will help maintain consistency within PSC, while allowing flexibility needed to meet the objectives of effective performance management. Each organization within PSC must coordinate with the CRC and PSC-BOPS-r to observe the financial targets imposed by the incentive/performance awards pool.
- a. Incentive Awards are granted year to year based on allocations granted by CG-8 to civilian employees to recognize exceptional performance in excess of regular duties. Awards are not given automatically or 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 QSIs are designed to recognize employees for their accomplishments.
 - c. PSC civilian award amounts will be allocated once PSC has been given guidance via ALCGFINANCE messages. Once the message is posted, additional guidance will be forth coming from the Deputy Commander, PSC. It is possible there will be fiscal years where there is no award pool.

7. RESPONSIBILITIES.

- a. PSCs CRC is assigned on an annual basis by CG-8 thru the Deputy Commander, PSC. The CRC is responsible for managing the processing and reporting of performance, non-performance awards and QSIs.
- b. PSC-BOPS-r and the CRC thru the Deputy Commander, PSC are responsible for the allocation of funds for awards for each component within Pay & Personnel Center (PPC), Coast Guard Recruiting Command (CGRC), Community Services Command (CSC), and PSC Divisions/Staff.

8. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>

10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

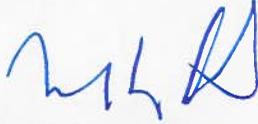
- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

11. RECORDS MANAGEMENT CONSIDERATIONS: This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq, National Archives and Records Administration requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12(series). This policy does not have any significant or substantial change to existing records management requirements.

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

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13. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.



M. L. AUSTIN
Commander, Personnel Service Center

Enclosure: (1) PSC Civilian Awards approval procedures

Award Approval Process

(Always check with CRC for funding availability prior to award initiation)

	On-the-Spot	Time-Off	Quality-Step-Increase (QSI)
Award Type	Approver (Supervisor) \$1 - \$250	Approval Supervisor: 1-8 hrs PSC Commands/Div: 9-19 hrs PSC Command: 20-40 hrs	Approval: Awards Board
Approval Authority	SF-52 Justification NTE 4000 words	SF-52 Justification NTE 4000 words	SF-52 Justification NTE 4000 words
Required Forms	Steps: 1) SF-52 & justification to CRC 2) CRC sends to HR&A 3) HR&A sends to CSA 4) HR&A notifies initiator when complete	Steps: 1) SF-52 & justification to CRC 2) CRC sends to HR&A 3) HR&A sends to CSA 4) HR&A notifies initiator when complete	Steps: 1) SF-52 & justification to CRC 2) CRC sends to HR&A 3) HR&A prepares for awards board 4) Awards Board meets 5) Awards board sends to HR&A 6) HR&A coordinates completion with CRC and CG-833 7) HR&A notifies initiator when complete
Required Steps			

Award Approval Process

(Always check with CRC for funding availability prior to award initiation)

Special Service Special Act	Honorary Awards
Approval PSC Commands/Div: \$250-\$2000 PSC Command: \$2,001-\$5,000 Commandant: \$5,001-\$25,000 <i>Approval official must be 2 levels above recommending official</i>	Approval Authority: Departmental Honorary Awards Commandant's Superior Achievement Commandant's Distinguished Career Service Award Commandant's Award for Sustained Excellence in Federal Service Commander's Award for Civilian Service DHS Commandant Commandant PSC-C PSC-C & PSC COs & Div
SF-52 Justification NTE 4000 words	Coordination with HR&A
Steps: 1) SF-52 & justification to CRC 2) CRC sends to HR&A 3) HR&A prepares for awards board 4) Once Awards board meets <ul style="list-style-type: none"> a. If approved, HR&A sends to CSA b. If not, HR&A returns to recommending official via email 5) HR&A notifies initiator when complete	All nominations will be routed thru the HR&A and sent to PSC Awards board prior to any further routing.