



CGPSCINST 1650.1C

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COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1650.1C

Subj: PERSONNEL SERVICE CENTER CIVILIAN EMPLOYEE OF THE QUARTER (CEOQ)
AND CIVILIAN EMPLOYEE OF THE YEAR (CEOY)

Ref: (a) Coast Guard Non-Appropriated Fund Employee of the Year (NAF EOY) Award Program,
COMDTINST M12451.3 (series)
(b) Coast Guard Civilian Employee of the Year Award, COMDTINST 12451.2 (series)
(c) Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)
(d) Headquarters Instruction, HQINST 1650.4

1. PURPOSE. This instruction establishes policy, responsibilities and procedures for the nomination, selection and presentation of Coast Guard Personnel Service Center (CG PSC) CEOQ and CEOY (Appropriated Fund). This program complements and is in addition to other existing civilian recognition programs. The intended users of this instruction are supervisors of General Schedule (GS) civilian employees in grades GS-09 and below. The policy and procedures for Non-Appropriated Fund (NAF) nominees are found in reference (a).

2. ACTION. All supervisors of civilian employees in grades GS-9 and below assigned to PSC, and PSC Division Chiefs, shall be thoroughly familiar with the contents of this notice and utilize it to make nominations.

3. DIRECTIVES AFFECTED. None.

4. DISCUSSION. The intent of this program is to recognize and promote the outstanding contributions civilian employees make on the job, demonstrated involvement, selfless contributions, and documented efforts through community service or personal involvement with other charitable organizations. The CEOY and CEOQ Program is an award program supported by Commander, CG PSC and is administered by the CG PSC Senior Civilian with support from the Human Resources & Administration (HR&A) Division. The intent of this program is to recognize and promote outstanding performance by Coast Guard civilians (Appropriated Fund) in any career field for the period of 1 January through 31 December. Employees in grade GS-9 or below who have who have demonstrated superior job performance or have made significant contributions to the local community, through volunteer and charitable programs sponsored by the Coast Guard (CG), Department of Homeland Security (DHS), other Federal, State, local governments, or National organizations are eligible for the award. IAW ref (b). Persons selected as CEOQ will automatically be considered for PSC's nomination for CEOY, as long as they meet the eligibility requirements at the end of the calendar year.

5. NOMINATION CRITERIA.

- a. Be a PSC General Schedule (GS) Civilian Employee in grades GS-9 or below;
- b. Have been a CG employee for a minimum of six months for CEOQ and one year for CEOY;
- c. Have been employed by the CG and assigned to CG PSC the entire period considered;
- d. Have been rated at least once under the CG Employee Awards and Recognition System (EARS) and has received a rating of "Meets" or "Exceeds" under EARS as a rating of record for the previous evaluation period;
- e. Have not received this award within the previous twelve months;
- f. Have had no disciplinary action during the preceding one year period; and
- g. Participated in outside activities with community, volunteer and/or charitable organizations and/or involvement in a CG/DHS sponsored partnership.

6. SELECTION CRITERIA.

- a. Documented consistently outstanding job performance;
- b. Accomplished duties in an outstanding manner, setting an example of achievement for others to follow;
- c. Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or for inventions that result in considerable savings in person power, time, space, materials, or other items of expense; or improved safety and health of the workforce;
- d. Demonstrated leadership in performing duties that resulted in improved productivity of the command, including customer focus, promoting teamwork and commitment to achieving excellence.;
- e. Demonstrated significant contributions to the community or charitable volunteer organizations; and
- f. Exemplified CG Core values of "Honor, Respect, and Devotion to Duty".

7. PROCEDURES.

- a. Nominations must include the following:
 - (1) Nominee's name, title, series and grade of current position;
 - (2) Brief statement of current duties;

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- (3) Brief biographical sketch (personal, if available and appropriate, but primarily employment history);
 - (4) Listing of previous honors and awards; and
 - (5) Narrative of this nominee's outstanding achievement based on specific facts and examples that clearly show that the achievement was exceptional in accordance with the selection criteria above.
- b. The following procedures shall be followed for PSC nominations:
- (1) Supervisors of civilian employees may nominate one or more candidates from their workplace.
 - (2) All nominations for the CEOQ and CEOY shall be submitted in letter format to Commander PSC via the employee's supervisory chain of command.
 - (3) The letter shall not exceed two pages in length and should address how the nominee meets the selection criteria. See enclosure (1) and (2) for sample nomination letters.
 - (4) All nominations for CEOQ are due no later than the close of business on the second Monday of April, July, Oct, and January respectively. Nominations for CEOY Award are due the second Monday of January for the preceding year.
 - (5) Commander PSC will convene a panel to select award recipients.
 - (6) The panel will have civilian representation at the GS-13 or higher level.
 - (7) The report of the panel will be forwarded to the command for approval.
 - (8) The PSC Senior Civilian shall select a panel and act as chairperson to review the nominees and select a quarterly award, and in the third week in January a panel will meet to select the PSC Civilian Person of the Year.
 - (9) For the CEOQ/CEOY, the selection panel must consist of the Chairperson and no less than three members from the CG PSC civilian corps. Panel personnel membership shall change for each selection period. Civilian personnel who submitted a nomination normally will not be chosen as a member of the selection panel, so as to prevent bias or the appearance of bias.
 - (10) For the CEOQ/CEOY, CG PSC Deputy shall forward a congratulatory Flag Letter and SF-52 to Commander PSC for signature. Once signed, the HR&A Division must scan and e-mail the Flag letter to the selectee's Division Officer. The SF-52 shall be sent to the recipient's Command Servicing Advisor (CSA).

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- (11) The selectees shall be announced and formally recognized during the CG PSC quarterly all hands.
- (12) During the third week of January, the Awards Board will meet and select a nominee for PSC CEOY. The nomination package is forwarded to CGHQ per reference (b).

8. AWARD.

- a. The PSC award winner will be recognized at the next all-hands meeting and shall receive the following:
 - (1) SF-52 noting selection as CEOQ or CEOY.
 - (2) An Award letter signed by Commander PSC and read at the all hands meeting.
 - (3) 16-hour On-the-Spot Time off Award for the CEOQ.
 - (4) 24-hour On-The-Spot Time off Award for the CEOY.
 - (5) Name added to the PSC perpetual CEOQ/CEOY plaque.
 - (6) If applicable, use of monthly parking pass or parking space – parking pass or space cannot be transferred to another member.
 - (7) Other recognition as deemed appropriate by Commander PSC and CMC.
 - (8) Following notification of CG PSC CEOQ\CEOY winning members, the CG PSC Commander will send a memo to the other candidates acknowledging their nomination.
 - (9) CEOY recognition process refer to reference (b) for detailed process and information.

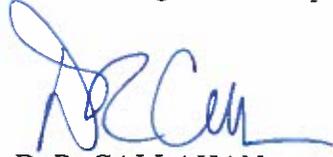
9. RESPONSIBILITIES.

- a. The HR&A Division shall actively promote the program and solicit nominations throughout CG PSC.
- b. The HR&A Division shall prepare winning members' paperwork as described above and ensure historical files are maintained on each board convened. The historical files shall consist of all nominee packages and the selected person's package. These files shall be maintained for a period of five years.
- c. The winning member's Division Officer must draft a formal Flag letter for Commander PSC Signature. The formal recognition letter will be read at Quarterly CG PSC All-Hands meeting.

10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be non-applicable.

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11. FORMS/REPORTS. Nomination form, SF-52, Flag Letter template.



D. R. CALLAHAN
Commander, Personnel Service Center

Encl: (1) Sample Nomination Form
(2) SF-52

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Civilian of the Quarter Selectee	2. Request Number 1234
3. For Additional Information Call (Name and Telephone Number) PSC-ABC Coastie, Sam, Capt 703-123-4567	4. Proposed Effective Date 01/01/2013
5. Action Requested By (Typed Name, Title, Signature, and Request Date) PSC-ABC Coastie, Sam, Capt	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) PSC (d) Coastie, JoAnne, Capt.

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) Coastie, Joe, G.	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis	
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	XXXX				

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization
 CG PSC-ABC
 ARLINGTON, VA

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5 Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. Agency Data	41.	42.	43.	44.	45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other	50. Veterans Status	51. Supervisory Status
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PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature	Approval Date
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Civilian of QTR write up inserted here

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

- 1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

PSC Civilian of the Quarter
Nomination

<u>Name:</u>	<u>Grade:</u>
<u>Division\Command:</u>	
<u>Date Submitted:</u>	

Job title:

Award Justification – Basis for nomination:

Submitted by:	Date:
DivChief\CO:	Date: