

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

Stop 7200
2703 Martin Luther King Jr. Ave. SE
Washington, DC 20593-7200
Staff Symbol: CG PSC-cmc
Phone: (202) 795-6475

PSCINST 1650.2E
JAN 17 2017

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1650.2E

Subj: CG PSC ENLISTED PERSON OF THE QUARTER/YEAR (EPOQ/EPOY) PROGRAM

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series)
(b) Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36 (series)
(c) Master Chief Petty Officer of the Coast Guard Standing Order FOUR
(d) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

1. **PURPOSE.** This Instruction establishes the procedures for the nomination, selection and presentation of the Coast Guard Personnel Service Center (CG PSC) Enlisted Person of the Quarter and Year Award Program. This award is not intended to replace or be used in lieu of higher personal awards as described in reference (a).
2. **ACTION.** Division Officers and command staff shall ensure their personnel are aware of this Instruction, especially supervisors of enlisted personnel in grades E-6 and below. This includes actively promoting the program to encourage supervisors to recognize exceptional contributions of their military workforce. Internet release of this Instruction is authorized.
3. **DIRECTIVES AFFECTED.** CGPSCINST 1650.2D is cancelled.
4. **DISCUSSION.** This award program is aligned with references (b) and (c) as sponsored by the CG PSC Chiefs Mess to be administered by the CG PSC Command Master Chief. Timely and appropriate recognition of the CG PSC's many hard working, strong performers may be accomplished using the EPOQ and EPOY programs. Although the management of the program falls upon the leadership of the Chiefs Mess, its success and sustainment rests upon Division Chiefs, Supervisors, and co-workers participation. Therefore, all personnel (military, civilian, and auxiliary) are encouraged to nominate outstanding enlisted performers in accordance with the provisions of this Instruction. Nominations may cross division and unit chain of commands, i.e., personnel from other divisions or units may submit nominations on members with whom they regularly come into contact during the course of doing business and who meet the eligibility for this award. The CG PSC Chiefs Mess, chaired by a CG PSC CMC designated Chief, Senior Chief, or Master Chief, shall select the award recipient.
5. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legal-binding requirements on any party outside the Coast Guard.

6. MAJOR CHANGES. None.

7. IMPACT ASSESSMENT. This Instruction creates no new personnel resources, training, or funding requirements.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and 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 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 the Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council of Environmental Policy NEPA regulations at 40 CFR Parts 15001-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

9. DISTRIBUTION. No paper distribution will be made of the Instruction. An electronic version will be located on the PSC internet site: <http://www.uscg.mil/psc>.

10. PROCEDURES.

a. Eligibility Criteria.

- (1) The award period for the EPOY is 01 Jan-31 Dec and the EPOQ are Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec of each calendar year.
- (2) The performance periods being evaluated include working within CG PSC for the entire three months prior to the EPOQ award and the entire twelve months prior to the EPOY award.
- (3) Must be in pay grade E-2 through E-6 and work within the CG PSC for the entire quarter/year for the EPOQ/EPOY awards.
- (4) Member must have had no NJP, no civil convictions, and no mark of "unsatisfactory" in Conduct on their Enlisted Employee Review during the previous 12 months for EPOQ and 36 months for EPOY of their nomination.
- (5) Member must have exceptional military bearing and appearance in uniform.
- (6) Member must be compliant with:

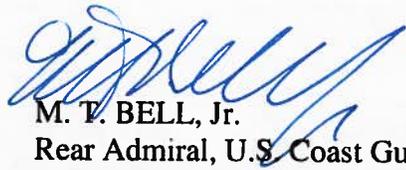
- (a) Coast Guard allowable weight standards, per reference (d).
 - (b) Mandated Training requirements.
 - (c) Medical, Dental, and Evaluations readiness measures.
 - (d) Government Travel Charge Card Program.
- (7) Persons selected as the EPOQ may be considered for the CG PSC EPOY so long as they maintain eligibility requirements throughout the calendar year.
- b. Nomination Criteria.
- (1) Nominees must meet minimum eligibility requirements and only properly submitted nomination packages received by the published deadline will be considered.
 - (2) Nominees also must have contributed to the CG PSC mission, exemplify the unit principles, and represent the Coast Guard well through their contributions to the civilian and/or military community.
 - (3) All personnel (military, civilian, and auxiliary) are encouraged to nominate outstanding enlisted performers in accordance with the provisions of the Instruction.
 - (4) Nominations may cross division and unit chains of command, i.e., personnel from other divisions or units may submit nominations on members with whom they regularly come into contact during the course of doing business and who meet the eligibility for this award.
 - (5) These shall be at least two EPOQ/EPOY nominees for competitive selection. Single nominations may be considered on a case-by-case basis as determined by the Chiefs Mess for both EPOQ/EPOY.
- c. Selection Criteria.
- (1) Recognition for these awards is not limited to any specific character trait, performance requirement, or significant event; it is about sustained superior performance. The selection committee will consider general performance of duties, community service, extracurricular activities, and exceptional service occurring during the period of consideration. Input may be accepted from other divisions, departments, commands, government agencies, or civilian sources.
 - (2) The CG PSC Chiefs Mess will review all properly submitted nomination packages that meet the minimum requirements received prior to the published deadline and select the CG PSC EPOQ and EPOY individual who best exemplifies the highest standards of Coast Guard core values and traditions.

d. Responsibilities.

- (1) The CG PSC CMC or a designated CG PSC Chief (E-7-E-9) shall:
 - (a) Oversee and supervise all aspects of the EPOQ/EPOY program.
 - (b) Actively promote the program and encourage nominations throughout CG PSC.
 - (c) Solicit nominations via email, on or about the 15th of the last month of each quarter for the EPOQ and on or about the 15th of December for the EPOY
 - (d) Collect all electronic nominations (Enclosure 1) NLT by the deadline established.
 - (e) Provide electronic copies of the nomination write-ups to all CG PSC Chief Petty Officers.
 - (f) Have the division of the selected EPOQ/EPOY prepare a draft CG Letter of Commendation and CG Achievement Medal, respectively.
 - (g) Arrange to have the plaques and name plates engraved for presentation by the CG PSC Commander.
 - (h) Emcee the EPOQ/EPOY presentation ceremonies.
 - (i) Ensure the EPOQ/EPOY's engraved nameplate is added to the CG PSC perpetual plaque.
 - (j) Ensure EPOQ/EPOY historical files are maintained for a period of one year. These files will contain all nomination packages and selected winner's package.
- (2) The selection committee shall:
 - (a) Be all members of the CG PSC Chiefs Mess.
 - (b) Review the nominations and consider the entirety of the individual's performance during the period nominated.
 - (c) Selection may be made in person or via email by casting only one vote for the preferred nominee from the candidate pool.
 - (d) Selection will be based on the nominee with the highest total of votes.
- (3) The CG PSC EPOQ/EPOY will normally receive the following:
 - (a) CG Commandant's Letter of Commendation for EPOQ and CG Achievement Medal for EPOY (award must follow approval process and be approved by PSC Awards Board).

- (b) 48-hour special liberty for the EPOQ; 96-hours special liberty for EPOY.
- (c) Name added to the PSC perpetual plaque.
- (d) Other recognition as deemed appropriate by CG PSC Commander and CMC.
- (e) All EPOQ/EPOY runners up for each selection process should be strongly considered for positive remarks documented via a CG-3307 or other appropriate means.

11. FORMS/REPORTS. None.



M. T. BELL, Jr.
Rear Admiral, U.S. Coast Guard
Commander, Personnel Service Center

Enclosure: (1) EPOQ/EPOY Nomination Document

**Enlisted Person of the Quarter (EPOQ) / Year (EPOY)
Nomination Document**

NAME: Last, First, MI	Rate/Rank	Division/Shop
Brief Description of Primary Duties		
Collateral Duties Performed:		Committees Served on/Position:
1.		1.
2.		2.
3.		3.
Leadership: The effectiveness of member in influencing and guiding others in the completion of tasks. Includes military bearing, setting an example, and mentoring.		
Personal Accomplishments: List any personal or professional accomplishments, including projects, education, and goals.		
Specialty Knowledge: Describe the proficiency of member's rating and ability to effectively perform required skills.		

Public Relations: Describe how member works with other Units, Services, and Community. List any/all community and volunteer work.

Integrity and Loyalty: Describe the degree to which member demonstrates the qualities of honesty and their commitment to the Coast Guard, PSC, supervisor, and shipmates.

Add any other supporting remarks or documentation that could be used in determining the member's potential as the Enlisted Person of the Quarter/Year.

Submitted By:

Print:

Signature: