



PSCINST 1650.1A

PERSONNEL SERVICE CENTER INSTRUCTION 1650.1A

JAN 30 2015

Subj: MILITARY / CIVILIAN AWARD RECOMMENDATIONS AND AWARD BOARD MEMBERSHIP

Ref: (a) Medals and Awards Manual, COMDTINST M1650.25 (series)  
(b) Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)

1. PURPOSE. This Instruction prescribes processes and provides guidance for submission and approval of award recommendations to be used by the Coast Guard Personnel Service Center (PSC) and PSC units.
2. ACTION. PSC Division and Staff Chiefs and Commanding Officers of PSC field units must ensure compliance with the provisions of this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. PSCINST 1650.1 is cancelled.
4. PROCEDURES.
  - a. Submission. All award recommendations will be submitted in accordance with references (a) and (b). PSC and PSC field units will maintain their own internal screening processes. PSC Commanding Officers retain the authority to process awards as authorized by reference (a). Awards which exceed the delegated authority of PSC Commanding Officers must be routed through the PSC Awards Board for processing.
    - (1) Military personal and unit award originators must prepare and submit, via the chain of command, the CG-1650, citation, and if applicable summary of action and unit roster. The CG-1650 must be sent in a .PDF (Adobe) format and the citation and summary of action must be sent in a .DOC (MS Word) format. Award recommendations must be submitted electronically to the PSC Awards Board Secretary.
    - (2) Civilian On-The-Spot Cash Awards, Special Act or Service Awards, Time-Off Incentive Awards and Coast Guard annual awards must be submitted in accordance with timelines and procedures established in the above references and Coast Guard message traffic.

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- b. Submission Guidelines. Processing time is essential for award approval and presentation. In the event that an award arrives to the PSC Awards Board Secretary surpassing the deadline stated below, an email stating the reason for the delay is required from the originator.
  - (1) Awards requiring final approval by Commandant must be received by the PSC Awards Board Secretary no later than 60 days prior to the desired presentation date; those award packages must be received by the Headquarters Awards Board Secretary no later than 45 days prior to the desired presentation date.
  - (2) Awards requiring final approval by Commander, PSC must be received by the PSC Awards Board Secretary no later than 45 days prior to the desired presentation date.
  - (3) Civilian and Coast Guard annual award recommendations and submissions will be guided by references (a) and (b) and Coast Guard message traffic date.
- c. Miscellaneous Award Information.
  - (1) In all cases when the originator is not in the chain of command of the person recommended, the recommendation must be routed through the applicable supervisory chain.
  - (2) The date the award is signed is the approval date.
  - (3) Receipt of a unit or team award does not prohibit a deserving individual from receiving a personal award for individual acts or services performed during the same period.
5. APPROVAL AUTHORITY. Deputy Commander, PSC may approve/sign any award, which an O-6 in command is authorized to sign in the absence of the Commander, PSC.
6. PSC AWARDS BOARD PRESIDENT. Deputy Commander, PSC will serve as the Awards Board President, provide guidance, and ensure timeliness for all Awards Board recommendations.
7. PSC AWARDS BOARD COMPOSITION.
  - a. Chief, Business Operations Division
  - b. Chief, Enlisted Personnel Management Division
  - c. Chief, Officer Personnel Management Division
  - d. Chief, Personnel Services Division
  - e. Chief, Reserve Personnel Management Division
  - f. Command Master Chief
  - g. Senior civilian staff members (ad hoc for civilian awards)

8. BOARD MEMBER DUTIES.

- a. Each member of the PSC Awards Board will be familiar with the provisions of references (a) and (b) and this instruction.
- b. Each member of the PSC Awards Board must make recommendations on content and level as appropriate; see Chapter 1.G. of reference (a).
  - (1) **Concur** with award recommendation(s) as submitted.
  - (2) **Recommend upgrade** to the level of the award with comments.
  - (3) **Recommend downgrade** to the level of the award with comments.
  - (4) **Recommend rewrite and resubmission** of the award action and provide comments for improvement.
  - (5) **Reject** the award recommendation and provide comments/justification.

9. PRESENTATION OF AWARDS.

- a. An awards ceremony will be coordinated for all individuals. Recipient requests must be taken into consideration. PSC Division and Staff Chiefs must coordinate with the Commander, PSC's schedule to present awards. PSC field units should coordinate accordingly with the Commanding Officer's schedule.
- b. Awards forward from previous commands shall be presented at the Division level for recognition.

10. 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.

11. 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.

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12. 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>
13. RECORDS MANAGEMENT CONSIDERATIONS: This instruction was thoroughly reviewed during the directives clearance process and it was determined there are no further records scheduling requirements in accordance with the Federal Records Act, 44 U.S.C. 3101, et esq., NARA 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.
14. FORMS/REPORTS. Coast Guard Award Recommendation (CG-1650) and Request for Personnel Action (SF-52) available are in Adobe forms at the following websites:  
  
CG-1650: [https://www.uscg.mil/forms/cg/CG\\_1650.pdf](https://www.uscg.mil/forms/cg/CG_1650.pdf)  
SF-52: [http://www.opm.gov/forms/pdf\\_fill/sf52.pdf](http://www.opm.gov/forms/pdf_fill/sf52.pdf)
15. 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) Award Checklist

Enclosure (1) to PSCINST 1650.1A

## AWARD CHECKLIST

### Award Citations

- \_\_\_\_\_ Award in landscape; margins set at one inch on top and sides; two-inch bottom margin
- \_\_\_\_\_ Heading per Medals and Awards Manual; upper case bold
- \_\_\_\_\_ 12 pt Times New Roman bold font
- \_\_\_\_\_ 16 lines, justified text
- \_\_\_\_\_ Opening/closing sentences correct per Medals and Awards Manual
- \_\_\_\_\_ Opening line contains (in order) member's **title, office, unit, and the city and state**
- \_\_\_\_\_ Award "To" and "From" dates match CG-1650
- \_\_\_\_\_ Use of proper name format (i.e. Chief Petty Officer JONES); last name in upper case
- \_\_\_\_\_ Abbreviations; very few are authorized – See Chapter 1.E. of reference (a)
- \_\_\_\_\_ Personal reference to the member in the text must be "his/her" branch, "he/she" led
- \_\_\_\_\_ Three to five results/impacts are clearly distinguished with words, numbers, and percentages (i.e. saved \$20,000 in travel funds; yielding 60 percent increase)
- \_\_\_\_\_ Spell-check. Proofread and read aloud for flow

### Summary of Action

- \_\_\_\_\_ Required for Meritorious Service Medal (MSM) and higher; one page, single-sided, single-spaced.
- \_\_\_\_\_ Optional for CG Commendation Medal and below, but recommended when the originator has concerns the accomplishment or performance may be insufficiently described in citation.

### CG-1650

- \_\_\_\_\_ Block 19 for LOC, Team, and CG Achievement Medal signed by E-7 or above
- \_\_\_\_\_ Block 19 for MSM and CG Commendation Medal signed by Division or Staff Chief

### SF-52

- \_\_\_\_\_ Confirm availability of funding
- \_\_\_\_\_ Original form(s) submitted