



COMDTINST 1650.1
29 OCTOBER 2013

COMMANDANT INSTRUCTION 1650.1

Subj: COMMAND, CONTROL, COMMUNICATIONS, COMPUTERS AND
INFORMATION TECHNOLOGY (C4IT) PROFESSIONAL AWARD PROGRAM

- Ref: (a) Medals and Awards Manual, COMDTINST M1650.25 (series)
(b) Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)
(c) Financial Resource Management Manual, COMDTINST M7100.3 (series)
(d) Coast Guard Morale, Well-Being and Recreation Manual, COMDTINST M1710.2 (series)

1. PURPOSE. This Instruction establishes the C4IT Professional Award Program. The intent of the program is to provide recognition to military, civilian and contractor personnel within the C4IT and Cyber communities for superior performance and excellence demonstrated in support to Coast Guard programs and missions. The scope of the award program will include C4IT professional awards (e.g. CDR John Dailey, IT Cyber Professional, etc.). Each award category will be announced annually via ALCOAST.
2. ACTION. Authority to procure with appropriated funds and distribute plaques in recognition of the award, in accordance with this Instruction, is delegated to the Chief Information Officer (CIO), Deputy, Commandant (CG-6d) and Executive Assistant, Commandant (CG-6EA). Internet release is authorized.
3. DISCUSSION. The Coast Guard (CG) is fortunate to have many outstanding military, civilian and contractor personnel who consistently perform in a superior manner. Recognition of these individuals is extremely important and motivating.
4. PROCEDURES.
 - a. In accordance with Reference (a) through (d) and this Instruction, the CIO, Commandant (CG-6d), and Commandant (CG-6EA) are authorized to approve procurement of plaques with unit appropriated funds for the purpose of the C4IT Professional Award Program.

DIISTRIBUTION – SDL No. 163

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	X	X	X	X	X	X	X		X	X		X	X	X	X	X	X		X		X						
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F																	X	X	X								
G		X	X	X	X																						
H	X	X	X	X	X	X	X																				

NON-STANDARD DISTRIBUTION

- b. The award program will be announced annually via ALCOAST message. The ALCOAST will outline the type of award (e.g., John P. Dailey, IT Cyber Security Professional, etc), the award criteria and submission process.
- c. One plaque shall be awarded to each award winner. All other nominees (e.g., Runner-up) will be officially recognized via an ALCOAST message.
- d. The plaque will be awarded to each award winner during the official award ceremony.
- e. In order to document the use of appropriated funds for informal recognition programs, Commandant (CG-6EA) shall:
 - (1) Ensure plaques are purchased using object code “2690 – Mementos and Awards: supplies presented in recognition of significant contributions to the CG.”
 - (2) Maintain an informal recognition administrative record which details, at a minimum, the following information for further auditing:
 - (a) Item awarded;
 - (b) Date of the award;
 - (c) Recipient’s name;
 - (d) Recipient’s status (military, civilian, or contractor); and
 - (e) A brief description of issuance of the award.
- f. Commandant (CG-6EA) is the point of contact and will oversee the purchase, disbursement, and accountability reporting of the C4IT Professional Award Program. Officials authorized to award plaques will submit accountability records, as specified in paragraph 4.e of this Instruction.

5. RECORDS MANAGEMENT CONSIDERATION. 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., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG 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).

Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

- 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 U.S. Coast Guard Directives System, COMDTINST M5215.6 (series) must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

7. FORMS/REPORTS. None.

R.E. DAY /s/
Assistant Commandant for Command,
Control, Communications, Computers
and Information Technology