

U.S. Department of  
Homeland Security

United States  
Coast Guard



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# *Civilian Awards Manual*



COMDTINST M12451.1C  
02 APR 2019





COMDTINST M12451.1C  
02 APR 2019

COMMANDANT INSTRUCTION M12451.1C

Subj: COAST GUARD CIVILIAN AWARDS MANUAL

- Ref:
- (a) Title 5 U.S.C. Chapter 45, Section 4503
  - (b) Part 451 of Chapter 1 of Title 5, Code of Federal Regulations
  - (c) DHS Employee Recognition, Directive #255-02, October 31, 2007
  - (d) DHS Instruction Guide on Employee Recognition, Instruction #255-02-001, November 6, 2007
  - (e) DHS Honorary Awards, Directive #255-01, October 31, 2007
  - (f) DHS Instruction Guide on Honorary Awards, Instruction #255-01-001, November 6, 2007
  - (g) Federal Travel Regulations (FTR), Chapter 301, Temporary Duty (TDY) Travel Allowances
  - (h) Invitational Travel Authorizations, COMDTINST 12570.3 (series)
  - (i) Excellence, Achievement and Recognition System (EARS), COMDTINST 12430.6(series)
  - (j) DHS Performance Management Program (series)
  - (k) Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series)

1. PURPOSE. This Manual establishes policy, procedures and responsibilities for granting monetary and honorary awards to Coast Guard civilian employees in accordance with the provisions of References (a) through (k).
2. ACTION. All Coast Guard commanders, commanding officers, officers-in-charge, deputy commandants, assistant commandants, and HQ directors will comply with the provisions of this Manual. Internet release is authorized.

DISTRIBUTION - SDL No. 169

	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
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NON -STANDARD DISTRIBUTION

3. DIRECTIVES AFFECTED. The entire contents of the Coast Guard Civilian Employee of the Year Award (CEOY), COMDTINST 12451.2A will be canceled and incorporated in this Manual. The Coast Guard Civilian Awards Manual, COMDTINST M12451.1B is also canceled.
4. 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 legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. This Manual supplants the previous Coast Guard Civilian Awards Manual, COMDTINST M12451.1B and incorporates the content of the Coast Guard Civilian Employee of the Year Award (CEOY), COMDTINST 12451.2A. This Manual has been extensively revised from its earlier edition in substance, organization, and form. Major changes in this Manual include:
  - a. Updated Roles and Responsibilities of Commandant (CG-12) and subordinate offices.
  - b. Incorporated all statutory laws, policies and procedural changes in accordance with Title 5, CFR, Part 451, "Awards"; 5 U.S.C.; and all applicable Human Resources directives instituted by the Department of Homeland Security.
  - c. Consolidated Coast Guard Civilian Employee of the Year Award (CEOY), COMDTINST 12451.2A, into the Civilian Employee Awards Manual and expanding CEOY awards.
  - d. Deleted the Commander's Award for Civilian Service and the Commander's Award for Sustained Excellence in the Federal Service.
  - e. Added the Civilian Service Commendation Medal outlined in Chapter 4.
  - f. Updated approval authorities for specific Monetary and Time-Off award amounts in Chapters 9 and 10.
  - g. Added the contents of Chapter 11, Quality Step Increase (QSI) and Chapter 12, Performance Awards.
  - h. Updated Career Service and Retirement Recognition, Chapter 13, to include the addition of Appendix B, Civilian Retirement Checklist for Project Supervisors/Officers.
  - i. Implemented the Civilian Awards Program Command Internal Control Checklist located in Appendix C, which provides a command self-assessment to monitor progress, identify areas of concern, and to test compliance with all governing laws, regulations and Internal Control requirements.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Manual is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further

environmental analysis in accordance with "Implementation of the National Environmental Policy Act (NEPA)", DHS Instruction Manual 023-01-001-01 (series).

- b. This Manual 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 policy in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version is located on the following Coast Guard web sites:  
Internet: <http://www.dcms.uscg.mil/directives>  
CGPortal: <http://cgportal2.uscg.mil/library/SitePages/Home.aspx>
  8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impact. The development of this Manual 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 (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series) and Privacy Incident Response, Notification and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series). This policy does not have any significant or substantial change to existing records management requirements.
  9. FORMS/REPORTS. The forms referenced in this Manual are available on the Coast Guard Directives System (CGDS) sites located at: CGPortal:  
<https://cg.portal.uscg.mil/library/forms/SitePages/Homes.aspx>.
  10. REQUEST FOR CHANGES. Recommendations for improvements to the Coast Guard Civilian Awards Manual should be submitted to Commandant (CG-124) through the chain of command.

MICHELLE R. GODFREY /s/  
Director of Civilian Human Resources,  
Diversity and Leadership



**TABLE OF CONTENTS****CHAPTER 1 GENERAL**

A.	Purpose	1-1
B.	Policy	1-1
C.	Statutory Authority	1-2
D.	Coverage	1-2
E.	Types of Awards	1-2
F.	Equal Employment Opportunity (EEO) Statement	1-4
G.	Timeliness	1-4
H.	Authority for Expenditure of Appropriated Funds	1-4
I.	Internal Controls	1-4
J.	Grievances	1-5
K.	Confidentiality	1-5
L.	Payment/Tax Rules	1-5
M.	Nepotism	1-5
N.	Records Management	1-5
O.	Personally Identifiable Information (PII)	1-5
P.	Definitions	1-6

**CHAPTER 2 RESPONSIBILITIES**

A.	United States Coast Guard Commandant	2-1
B.	Director of Civilian Human Resources, Diversity and Leadership (CG-12)	2-1
C.	Chief, Office of Civilian Workforce Relations (CG-124)	2-1
D.	The Office of Civilian Human Resources Operations (CG-123)	2-1
E.	Civilian Pay and Benefits Manager, Commandant (CG-832)	2-2
F.	Performance Incentive Pay Official (PIPO)	2-2
G.	Civilian Resource Coordinators (CRC)	2-2
H.	Civilian Awards Review Board	2-2
I.	Deputy/Assistant Commandants, District Commanders, Flag Level Field Commanding Officers, Service Center and Logistics Center Commanders, HQ Directors, and Field Unit Commanding Officers	2-4
J.	Managers and Supervisors	2-4

**CHAPTER 3 DEPARTMENT OF HOMELAND SECURITY (DHS) HONORARY AWARDS**

A.	Secretary's Annual Awards	3-1
B.	Secretary's Honorary Awards	3-3
C.	Nomination Procedure	3-4

**CHAPTER 4 COAST GUARD HONORARY AWARDS**

A.	Commandant's Superior Achievement Award	4-1
B.	Commandant's Distinguished Career Service Award	4-5
C.	Civilian Service Commendation Medal	4-9

**CHAPTER 5 CIVILIAN EMPLOYEE OF THE YEAR (CEOY) AWARD**

A.	Eligibility	5-1
B.	Nomination Procedures	5-1
C.	Approval Procedures	5-2
D.	Selection Criteria	5-2
E.	Ceremony	5-4
F.	Recognition	5-4
G.	Local Awards	5-4

**CHAPTER 6 COAST GUARD PEER-TO-PEER RECOGNITION AWARD (YOU ROCK! AWARD)**

A.	How to Create and Send a “ <i>YOU ROCK!</i> ” Award	6-1
B.	Administration	6-2

**CHAPTER 7 COAST GUARD NON-MONETARY/OTHER RECOGNITION**

A.	Verbal Praise	7-1
B.	Written Praise	7-1
C.	Morale Events	7-1
D.	Admiral's/Executive's Note	7-1
E.	Command Coin	7-1
F.	Official Letters of Commendation	7-1
G.	Certificate of Appreciation	7-2
H.	Local Command Employee Recognition	7-2

**CHAPTER 8 VARIOUS COAST GUARD AND GOVERNMENT-WIDE AWARDS**

A.	Criteria	8-1
B.	Award Recognition	8-1
C.	Reference	8-1

**CHAPTER 9 MONETARY AWARDS**

A.	Special Act Award	9-1
B.	On-the-Spot (OTS) Award	9-3

**CHAPTER 10 TIME-OFF AWARD**

A.	Time Limits	10-1
B.	Basis for Time-Off Award	10-1
C.	Type of Achievement to Recognize for Time-Off Award	10-2
D.	TOA in-lieu-of Performance Cash Award	10-2
E.	Inappropriate Use of Time-Off Award	10-2
F.	Scheduling Time-Off Award (TOA) Limitations	10-2
G.	Transfer Limitations	10-3
H.	Scheduling of Time-Off Award	10-3
I.	Processing and Approval Authority for Time-Off Award	10-4
J.	Documentation for Time-Off Award (TOA)	10-4
K.	Personnel Action	10-5

**CHAPTER 11 QUALITY STEP INCREASE (QSI)**

A.	Eligibility	11-1
B.	Definition of Sustained Superior or High Performance	11-1
C.	Criteria	11-1
D.	Procedures	11-2
E.	Confidentiality	11-2

**CHAPTER 12 PERFORMANCE AWARDS**

A.	Types of Performance Awards	12-1
B.	Factors to Consider	12-1
C.	Annual Performance Award Process	12-2

**CHAPTER 13 CAREER SERVICE AND RETIREMENT RECOGNITION**

A.	Career Service Recognition	13-1
B.	Retirement Recognition	13-1

**List of Tables**

Table 1-1	Awards and Recognition Table	1-3
Table 9-1	Scale of Awards: Amounts Based on Intangible Benefits to the Government	9-8
Table 9-2	Scale of Awards: Amounts Based on Tangible Benefits to the Government	9-9
Table 10-1	Time-Off Award Scale for a Single Contribution	10-1
Table 10-2	TOA Approval Authority ( <i>non-rating based</i> )	10-4
Table 13-1	Retirement Recognition Options	13-4

**List of Figures**

Figure 3-1	DHS Form 3100-1, page 1, Nomination Form: Secretarial Awards	3-6
Figure 3-2	DHS Form 3100-1, page 2, Nomination Form: Secretarial Awards	3-7
Figure 3-3	Form CG-1650, Coast Guard Award Recommendation, DHS Award Sample	3-8
Figure 4-1	Commandant’s Superior Achievement Award Nomination Memorandum	4-3
Figure 4-2	Sample of Form CG-1650, Commandant’s Superior Achievement Award	4-4
Figure 4-3	Commandant’s Distinguished Career Service Award Nomination Memorandum	4-7
Figure 4-4	Sample of Form CG-1650, Commandant’s Distinguished Career Service Award	4-8
Figure 4-5	Sample of Civilian Service Commendation Medal Certificate	4-12
Figure 4-6	Sample of Civilian Service Commendation Medals	4-12
Figure 4-7	Sample of Form CG-1650, Civilian Service Commendation Medal	4-13
Figure 5-1	Sample Nomination Memorandum, Civilian Employee of the Year	5-5
Figure 5-2	Sample of Form CG-1650, Civilian Employee of the Year	5-6
Figure 6-1	Sample of <i>YOU ROCK!</i> Award Online Submission Form	6-2
Figure 6-2	Sample of <i>YOU ROCK!</i> Award	6-3
Figure 7-1	Example of Form CG-6035, Certificate of Appreciation	7-2
Figure 9-1	Sample of a Generic Award Certificate, Special Act Award	9-4
Figure 9-2	Sample of Form CG-6037, On-the-Spot Cash Award Certificate	9-5
Figure 9-3	Sample of SF-52, Request for Personnel Action, page 1, (in FedHR Navigator) On-the-Spot Awards/Time-Off Award	9-6
Figure 9-4	Sample of SF-52, Request for Personnel Action, page 2, (in FedHR Navigator) Special Act Award/On-the-Spot Award/Time-Off Award	9-7
Figure 9-5	Special Act and On-the-Spot Award Submission Process ( <i>non-rating based</i> )	9-10
Figure 12-1	Sample Nomination Form for a Performance-Related Award	12-3
Figure 12-2	Time-Off Award (TOA) Request Memo	12-4
Figure 13-1	Sample of Length of Service (LOS) Certificate	13-5
Figure 13-2	Sample of Form WPS 111-A, Retirement Certificate	13-6
Figure 13-3	Sample of Request for Presidential Letter of Appreciation	13-7

<b>APPENDIX A LIST OF FORMS</b>	A-1
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<b>APPENDIX B CIVILIAN RETIREMENT CHECKLIST FOR PROJECT SUPERVISORS/OFFICERS</b>	B-1
--	-----

<b>APPENDIX C COMMAND INTERNAL CONTROL CHECKLIST</b>	C-1
--	-----

## CHAPTER 1 GENERAL

### A. Purpose.

1. This Manual implements Title 5, CFR, Part 451, "Awards", Title 5 U.S.C., Chapter 45 and directives instituted by the Department of Homeland Security (DHS) by assigning responsibilities and establishing policies for the granting employee recognition.
2. Awards provided by this Manual provide recognition for outstanding contributions by Coast Guard employees. Recognition for employee achievement has a positive impact on employee morale and retention. Managers and supervisors are encouraged to make full use of the Civilian Awards Program to reward employees appropriately as outlined in this Manual.
3. Recommendation should be in a manner that highlights the contributions of the very best of the Coast Guard's civilian employees ensuring that the conduct of personnel nominated for recognition by their supervisors is consistent with the highest values of public service and exemplifies the Coast Guard core values - "Honor, Respect and Devotion to Duty."
4. An award may be monetary or non-monetary (honorary), or both, and should complement the DHS Performance Management Program (DHS PMP) and the Coast Guard's Excellence, Achievement and Recognition System (EARS).

B. Policy. It is the Commandant's policy to promote a workplace committed to the Coast Guard's values, as well as to enhance the well-being of the civilian workforce through employee engagement. The Civilian Awards Program is designed to recognize and reward personnel for significant contributions to the mission and for creativity and high performance in the workplace. An engaged workforce drives results and improves organizational performance. Therefore, managers and supervisors should:

1. Motivate and encourage all civilian employees to increase their creativity and productivity through recognition of exceptional job performance, commitment to customer satisfaction, continuous quality improvement and cost saving ideas which benefit the economy, efficiency, or other improvements in the operations of the Coast Guard, Department of Homeland Security, or the Federal Government.
2. Recognize and reward individuals and groups appropriately on the basis of merit for special acts or services, inventions, or other personal contributions that are significant and which substantially exceed normal job standards and expectations.
3. Ensure that incentive awards under this Manual are used solely for their intended purpose and recognize and reward an employee, or group of employees, for contributions which benefit the Coast Guard and are above or beyond normal job requirements.
4. Encourage employee engagement, including making a connection between individual work and organizational strategy; and identifying the importance between job and organizational success and the understanding of how to complete work projects. The goal is to develop vibrant teams, nurture emerging leaders and create bonds under a common cause.

5. Establish a culture where each individual employee can thrive. Leaders provide challenging and meaningful work with opportunities for growth and career advancement and create a supporting climate that enables employees to unleash their full potential.
- C. Statutory Authority. Section 4503, Title 5 United States Code (5 U.S.C. 4503) is the statutory authority for this policy.
- D. Coverage. With the exception of DHS Honorary Awards as described in Chapter 3 of this Manual, this policy does not apply to:
1. Military Service members.
  2. Employees paid from Non-Appropriated Funds (NAF). Awards and recognition for NAF employees are covered in Coast Guard Non-Appropriated Fund (NAF) Personnel Manual, COMDTINST M12271.1 (series).
  3. Private citizens and organizations, Coast Guard contractors, other Agency employees on detail to Coast Guard.
- E. Types of Awards. There are a variety of awards, many of which are appropriate to specific situations. The decision on which award to recommend depends on the kind of accomplishment, as well as its magnitude and duration. Managers and supervisors should consider the awards program a flexible system and one which can be adapted to meet the needs of management. IAW Reference (c), receipt of a Component-level honorary award does not preclude award of a DHS honorary award recognizing the same act or contribution. Table 1-1 is an aggregate list of all permissible awards and recognition available for Coast Guard civilian employees covered under this Manual.

<b>Awards/Recognition Table</b>		
<b>Department of Homeland Security (DHS)</b>		
<i>DHS Secretary's Annual Awards</i>	1) Secretary's Exceptional Service Gold Medal Award 2) Secretary's Meritorious Service Silver Medal Award 3) Secretary's Award for Valor 4) Secretary's Award for Exemplary Service 5) Secretary's Award for Excellence 6) Secretary's Unity of Effort Team Excellence Award 7) Secretary's Unit Award 8) Secretary's Award for Outstanding Achievement in Diversity Management 9) Secretary's Award for Volunteer Service	<i>Chapter 3</i>
<i>DHS Honorary Awards</i>	1) DHS Distinguished Service Medal (civilian) 2) Distinguished Service Medal (Coast Guard) 3) DHS Distinguished Public Service Medal 4) DHS Outstanding Service Medal 5) DHS Outstanding Public Service Medal 6) DHS Outstanding Partnership Award	<i>Chapter 3</i>
<b>United States Coast Guard (USCG)</b>		
<i>USCG Honorary Awards</i>	<u><b>Commandant Level:</b></u> 1) Commandant's Superior Achievement Award 2) Commandant's Distinguished Career Service Award (granted at retirement) <u><b>Command Level:</b></u> Civilian Service Commendation Medal	<i>Chapter 4</i>
<i>USCG Civilian Employee of the Year Award</i>	Civilian Employee of the Year (CEOY) Award	<i>Chapter 5</i>
<i>USCG Peer-to-Peer Recognition Award</i>	USCG Peer-to-Peer Recognition Award "YOU ROCK!"	<i>Chapter 6</i>
<i>USCG Non-Monetary/Other Recognition</i>	1) Verbal or Written Praise 2) Morale Events 3) Admiral's Note 4) Command Coins 5) Official Letters of Commendation 6) Certificate of Appreciation 7) Local Command Employee Recognition	<i>Chapter 7</i>
<i>Various Coast Guard and Government-wide Awards</i>	1) COMDTINST M1650.26, Recognition Programs Manual 2) CIM 5700.13, External Affairs Manual 3) CIM 5728.2D, Public Affairs Manual 4) OPM Performance Management Awards website	<i>Chapter 8</i>
<i>USCG Monetary Awards</i>	1) Special Act Award 2) On-the-Spot Award	<i>Chapter 9</i>
<i>Time Off Award</i>	Time-Off Award	<i>Chapter 10</i>
<i>Quality Step Increase</i>	Quality Step Increase (QSI)	<i>Chapter 11</i>
<i>Performance-based Awards</i>	1) Monetary 2) Time-off Award 3) Quality Step Increase (QSI)	<i>Chapter 12</i>
<i>Career Service Recognition</i>	Length of Service Certificate and Pin	<i>Chapter 13</i>
<i>Retirement Recognition</i>	Retirement Certificate, Plaque, Flag, Presidential Letter	<i>Chapter 13</i>

**Table 1-1**  
**Awards and Recognition Table**

- F. Equal Employment Opportunity (EEO) Statement. Employee recognition awards and the granting of such awards are free from unlawful discrimination and granted regardless of race, color, national origin, religion, sex (including sexual orientation), age, disability, genetic information, marital status, parental status, political affiliation, engagement in a protected Equal Employment Opportunity (EEO) Activity, or any other basis protected by law.
- G. Timeliness. Submission of award recognition in a timely manner is vital to appropriately recognizing employees for his/her contributions. Failure to initiate award nominations or submit an employee for an award recognition in the required timeframe as defined for each award type could delay appropriate recognition or result in denial of the award. Such outcomes impact employee engagement and morale.
- H. Authority for Expenditure of Appropriated Funds.
1. Under provisions of Title 5 United States Code (U.S.C.) 4503 and 5 U.S.C. 5403, the Commandant may pay cash awards to, and incur necessary expenses for, the honorary recognition of employees who, by their superior accomplishment, or other personal efforts contribute to the efficiency, economy, or other improvement of government operations; or who perform special acts or services in the public interest in connection with or related to their official employment.
  2. The Civilian Employee Award Program is subject to availability of funds under the fiscal year coverage and budget allocations directed under the Discretionary Pay Program and executable IAW the Financial Resource Management Manual (FRMM), COMDTINST M7100.3E.
  3. The provisions in Paragraph H.1 cover payment of a cash award. It also covers expenses for honorary awards (plaques certificates, medals, pins, etc.) and costs for award recipients.
- I. Internal Controls. The Coast Guard has established and maintains accounting systems and internal controls in accordance with the Federal Managers' Financial Integrity Act (FMFIA) of 1982, 31 U.S.C. § 3512, (P.L. 97-255); Department of Homeland Security Financial Accountability Act (DHS FAA) of 2004, 31 U.S.C. § 3516, (P.L. 108-330); the Reports Consolidation Act of 2000, 31 U.S.C. § 3516 (P.L. 106-531); the Office of Management and Budget (OMB) Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control (rev. Jul 2016); the Federal Financial Management Improvement Act (FFMIA) of 1996, 31 U.S.C. § 3512 (P.L. 104-208), and; the Government Accountability Office (GAO) 14-704G, Standards for Internal Control in the Federal Government, and complies with other laws and regulations. Internal controls are essential to effective management of organizations. They comprise the plans, methods, and procedures used to meet missions, goals, and objectives, and in doing so, support performance-based management. Internal controls also serve as the first line of defense in safeguarding assets and preventing and detecting errors and fraud. Internal controls are synonymous with management controls and helps government program managers achieve desired results through effective stewardship of public resources. Internal controls should provide reasonable assurance that the following objectives are achieved: effectiveness and efficiency of operations, reliability of reporting, and compliance with applicable laws and regulations. In order to maintain the proper segregation of duties, accessible managers will ensure that program authority, obligation authority, and certification of fund availability authority are performed by different individuals and that all accountable personnel comply with laws and

regulations pertaining to financial management and the execution of the policies and procedures of the Civilian Awards Program. Use of the Command Internal Control Checklist found in Appendix B can help ensure that program execution comports with the law and is consistent throughout the Coast Guard.

- J. Grievances. To determine appropriate grievance rights/procedures, consult Administrative Grievance Procedure, COMDTINST 12771.1, for non-bargaining unit employees, or the applicable negotiated agreements for bargaining unit employees. The receipt of or failure to receive a performance award or quality step increase is not grievable under the Administrative Grievance Procedure, COMDTINST 12771.1, which applies to all non-bargaining unit employees. In the case of bargaining unit employees, the negotiated grievance procedure of the applicable collective bargaining agreement must be followed as it pertains to whether the receipt of awards and related issues are grievable.
- K. Confidentiality. Nominating supervisors, reviewing officials, and approving officials shall not discuss award nominations with nominees until the award has been officially approved. Award nominations and supporting documentation are considered privileged information, and made available only to those with a need to know. Failure to adhere to this rule may result in embarrassment to management, the nominee, or to both.
- L. Payment/Tax Rules. A monetary award is subject to applicable tax rules, such as withholding tax. It is paid as a lump sum and is not considered part of the basic pay of an employee.
- M. Nepotism. In accordance with Restrictions on the Employment of Relatives and Advocating for the Employment of Relatives, COMDTINST 12310.3 (series), managers and supervisors may not supervise, rate, review or promote the performance of a relative. Advocating for relatives by public officials (e.g. managers, supervisors, team leaders, HR Specialists, etc.) is prohibited.
- N. Records Management. IAW 5 CFR 451.106(f), the Privacy Act of 1974, and OPM's Guide to Personnel Recordkeeping, documentation of awards, agency forms, certificates, and official letters granted to civilian employees are not maintained in the employee Electronic Official Personnel Folder (eOPF) except for monetary awards, Time-Off Awards, and Quality Step Increases that are processed through the civilian payroll system (National Finance Center) and generate a Standard Form-50, Notification of Personnel Action. SF-50s (not supporting documentation) are filed in an employee's eOPF in accordance with OPM's Guide to Personnel Recordkeeping.
- O. Personally Identifiable Information (PII). IAW 5 CFR 2635, privacy is embedded into the Commandant (CG-12) mission. CG employees, contractors, consultants, interns and detailees are required by law, the Privacy Act, the E-Government Act of 2002, DHS policy and CG policy to properly collect, access, use, safeguard, share and dispose of PII and Sensitive PII in order to protect the privacy of individuals. PII should only be forwarded to authorized personnel using appropriate encryption security protection measures. Report any suspected or confirmed privacy incident immediately to your supervisor, Program Manager, component help desk, privacy officer, or privacy point of contact.

P. Definitions.

1. Approving Official: The level of management official designated to approve an award. Approving Official levels vary by specific award type and amount. Specific designations are located in the following Chapters for each award type. Further delegation of award approval is not authorized unless specifically addressed in this manual and it must be documented in writing in local award instructions or procedures.
2. Award: Something bestowed or an action taken to recognize and reward individual, group, or team achievement for contributions that meet organizational goals or improve the efficiency, effectiveness, and economy of the Government, DHS, the Coast Guard, or the public interest.
3. Civilian Awards Check Register: The Civilian Awards Check register is a financial management tracking tool established by the Civilian Pay Manager, Commandant (CG-832), and must be used for all civilian awards with financial obligations (cash, TOA, QSI) as well as other civilian financial obligations (Comp Time and Overtime).
4. Contribution: An accomplishment achieved through an individual or group effort in the form of a special act or service in the public interest, connected with or related to official employment that contributes to the efficiency, economy or other improvement of government operations.
5. FedHR Navigator: The automated Civilian Human Resources Case Management System used by Coast Guard. Supervisors of civilian employees submit award requests using FedHR Navigator. This system replaces paper and PDF versions of the Request for Personnel Action (SF-52).
6. eOPF: The eOPF contains human resource records and documents related to Federal civilian employees. An eOPF is created when an employee begins Federal service and is maintained throughout the employee's career in accordance with OPM regulations. The Standard Form (SF)-50, Notification of Personnel Action, documenting a monetary award, time-off award, and Quality Step Increase is filed in the employee's eOPF.
7. Monetary or Cash Award: An award in the form of a lump sum cash payment that does not increase the employee's rate of basic pay and is based on the result of tangible or intangible benefits derived by the Government, DHS, or the Coast Guard.
8. NFC Payroll/Personnel System: The National Finance Center (NFC) is a Government-owned system used by HR to perform personnel action processing, position management, benefits processing, payroll, payroll accounting, tax reporting, employee debt management, standard and ad-hoc reporting.
9. Non-Monetary/Other Recognition: Recognition where the device is not a cash payment, Time-Off Award, or official Honorary award. Recognition has a gratification value such as a letter, certificate, medal, plaque with citation, pin or recognition item of nominal value.

10. On-the-Spot Award (OTS): An individual cash award for a non-recurring contribution made either within or outside of normal job responsibilities.
11. Performance-Based Award: A merit based award that is directly linked to the Excellence Achievement and Recognition System (EARS) or the DHS Performance Management Program and an employee's rating of record. It can be given in the form of a lump sum monetary amount or a Time-Off Award, but not in combination.
12. Quality Step Increase (QSI): As defined in 5 C.F.R. 531.502, is synonymous with the term "step increase" used in 5 U.S.C. 5336. An increase in an employee's rate of basic pay from one step or rate of the grade of his or her position to the next higher step of that grade or next higher rate within the grade as defined in 5 CFR 531.403.
13. Special Act Award: A monetary or non-monetary award that recognizes exemplary performance, specific accomplishments, a non-recurring contribution either within or outside of job responsibilities; or a scientific achievement. The accomplishment or contribution must have served the Coast Guard, the public interest or exceeded normal job requirements. The award can be for individual or group contributions. The award can be given at any time, but individuals or groups may not be recognized monetarily for the same accomplishment more than once. Benefits can be measured in a tangible cost savings, and/or intangible benefit to the government.
14. Time-Off-Award (TOA): An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment. This type of award is an alternate means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards.
15. WebTA: Web Time & Attendance (WebTA) is a web-based time and labor solution. Time-Off Award balances are captured and tracked in WebTA.



## CHAPTER 2 RESPONSIBILITIES

- A. The United States Coast Guard Commandant has overall responsibility Coast Guard-wide for the implementation of the Civilian Awards Program ensuring employees are properly considered for awards as applicable.
- B. The Director of Civilian Human Resources, Diversity and Leadership, Commandant (CG-12) provides leadership, direction and supervision over the Coast Guard Civilian Awards Program.
- C. Chief, Office of Civilian Workforce Relations, Commandant (CG-124) is responsible for:
  - 1. Oversight including program planning and evaluation and for ensuring the Civilian Awards Program is fairly and consistently administered with internal equity.
  - 2. Serving as the Civilian Awards Program Manager and Administrator for the Component and as Executive Secretary to the Civilian Awards Review Board.
  - 3. Developing and recommending program policies, goals, and objectives.
  - 4. Providing guidance, direction, instruction, technical assistance and advice to managers, supervisors, team leaders, and employees on program requirements, and other related issues.
  - 5. Providing incentive awards information and resources to improve awareness and educate supervisors to the extent resources permit.
  - 6. Reviewing award nominations for compliance with appropriate laws, regulations and standards. Maintain documentation in accordance with applicable recordkeeping guidance. Assisting supervisors with submission for chain of command approval.
  - 7. Maintaining statistics on the Program and for submitting reports to Commandant (CG-12), DHS or Office of Personnel Management (OPM), and other appropriate agencies on incentive award matters, as needed.
  - 8. Obtaining appropriate clearance determinations based on an individual's character or conduct that may have an impact on the integrity or efficiency of his/her employment.
- D. The Office of Civilian Human Resources Operations, Commandant (CG-123) has several responsibilities in the awards process.
  - 1. Field and Center HR Specialists: Advising supervisors on award eligibility and nomination procedures; reviewing awards for compliance and eligibility; establishing awards effective dates (if applicable); submitting/routing awards for processing; and informing managers and supervisors of the final award effective dates.
  - 2. HR Assistants: Processing of submitted awards and filing of documentation in the eOPF.

- E. The Civilian Pay and Benefits Manager, Commandant (CG-832) establishes and manages award payment budgets for performance awards, including all rating based awards, Special Act (SA) and On-the-Spot (OTS) cash awards, QSIs and TOAs for all covered civilian employees. Establishes performance award pool allocations and handles funds certification for Performance Awards, centrally funded awards, such as Civilian Employee of the Year, and when award pool allocations have been centralized at the end of the Fiscal Year.
- F. The Performance Incentive Pay Official (PIPO) responsibility resides at the Flag, SES, Logistics/Service Center Director, Commander or Commanding Officer level. PIPO activities may be re-delegated to, Executive Assistant, Deputy, or Executive Officer level, as deemed appropriate by the PIPO; but no lower than CAPT/GS-15. To ensure adequate internal controls are in place for funds control and to maintain the proper segregation of duties, overall administrative control of funds will remain at this level. This formal responsibility for administrative control cannot be delegated. In executing their duties, the PIPO:
1. Controls CG resources through the formal delegation of budget authority and fulfills the Administrative Control of Funds Policy outlined in Financial Resource Management Manual (FRMM), COMDTINST M7100.3E, Chapter 3.9;
  2. Establishes an effective quality control system, e.g., review board, etc., for award pool; and
  3. Serves as the final approval authority for all QSIs within the performance award pool. PIPO (who is at least one level above the immediate supervisor) or the designee, are the only authority that can approve QSIs. Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements will serve as PIPOs and may both initiate and approve QSIs for employees who report directly to them.
- G. Civilian Resource Coordinators (CRCs) are designated IAW the Financial Resource Management Manual (FRMM), COMDTINST M7100.3E, Chapter 3.9.11, and are responsible for managing and monitoring awards and QSIs, including funds certification and reconciliation duties per:
1. The FRMM;
  2. The Civilian Pay and Benefits Manager, Commandant (CG-832);
  3. The Management of Joint Awards SOP dated March 2018; and
  4. Supplementary policy (i.e., ALCGFINANCE messages).
- H. Civilian Awards Review Board reviews/recommends nominations for all Commandant Honorary Awards, DHS Honorary Awards, and any Special Act Award over \$5,000. At the discretion of the Commandant, the Board will review any Special Act Award for his/her signature on an ad hoc basis.
1. The Board:
    - a. Functions solely as an advisor to the Commandant. Appointees will comply with the provisions of this Manual and other applicable guidance.

- b. Is comprised of a minimum of five (5) members and maximum of eight (8) senior employees selected from across the Coast Guard organizations. The Board includes one military member. One member from the group is designated as the Chair and responds as the lead representative of the Board. Up to two (2) military members of the Military Awards Board may be temporarily added to the Civilian Awards Board for purposes of reviewing and adjudicating the DHS Secretary's Annual Awards nomination submissions.
  - c. Is appointed by Commandant (CG-1), or designee, and serves for a term of four (4) years. Maximum term for the Chair of the Board will not exceed more than two terms.
  - d. Represents the composition of the Coast Guard including gender, race/ethnicity, disability, and experience.
  - e. Is appointed with the knowledge and familiarity of the Coast Guard's mission and must exhibit ethical judgment and integrity in upholding a high regard for the importance, hard work and service provided by the civilian and military workforce.
2. The Chair:
- a. Presides over the Board.
  - b. Maintains order.
  - c. Ensures all award nominees receive full and fair opportunity for selection.
  - d. Conducts Board sessions, as needed. For expeditious processing and to the fullest extent feasible, the Chair may choose to conduct virtual deliberations.
  - e. Is the deciding vote on all tie decisions? In the event, the Chair is unavailable to vote on awards, a quorum of three members will serve to deliberate and vote on awards.
  - f. Certifies the written record of proceedings and selections as being true and correct.
3. The Board Members:
- a. Hold discussions and Board decisions in strict confidence and without outside influence.
  - b. Deliberate by vote.
  - c. Review all award nominations with sound judgment and integrity and determine whether the written justification is appropriate to the criteria established in this Manual.
  - d. Deny a nomination when it is not adequately supported.
4. If the Chair/Board Member is nominated for an award, or is the originator or recommender on a nomination that shall be reviewed by the Civilian Awards Review Board, the Chair/Board Member is recused from voting to avoid any semblance of partiality or bias.

5. Board decisions are final and will not be waived. Final Board recommendations are forwarded to the Commandant or designee for consideration and appropriate action.
- I. Deputy/Assistant Commandants, District Commanders, Flag Level Field Commanding Officers, Service Center and Logistics Center Commanders, HQ Directors, and Field Unit Commanding Officers are responsible for the day-to-day implementation of the Program in their organizations and for actively supporting and participating in the Program by:
1. Using incentive awards as an integral element of supervision and management;
  2. Promoting equal opportunity to earn awards and address any discriminatory action related to the DHS and Coast Guard Incentive Awards Program;
  3. Ensuring that all managers and supervisors are appropriately applying the principles and concepts of the Awards Program and that the recipients are presented an appropriate award commensurate with the policies and procedures set forth in this Manual;
  4. Establishing written, local delegations and procedures for award approval, for both monetary and honorary awards;
  5. Endorsing award nominations for Commandant and DHS level awards;
  6. Conducting recommended annual command self-assessments to review program areas. The checklist located in Appendix C of this Manual is provided to assist with command self-assessment. Usage of the checklist will ensure that program execution comports with the policy and procedures established in this Manual and that it is being consistently applied throughout the Coast Guard.
- J. Managers and Supervisors shall:
1. Be knowledgeable of all available awards and recognition options, policies, procedures, funding allocation restrictions, local delegations and procedures, and will adhere to submission deadlines;
  2. Apply fair, objective, equitable and impartial opportunity for all employees;
  3. Grant awards that meet the Commandant's organizational results in a manner that is cost-effective and leads to increased employee productivity, and that recognize high performing employees throughout the year;
  4. Be prudent in granting cash awards ensuring that all final decisions are consistent with current published guidance and exercise caution to prevent any prohibited practices;
  5. Consider relevant awards earned when evaluating employees for selection/promotion;
  6. Promptly act on award recommendations and justify award nominations in writing;
  7. Encourage employees to express ideas for improving work methods and work conditions;

8. Make employee engagement a priority to ensure employees feel connected to the organization, are enthusiastic about their work and contribution, and by promoting a culture of involved, committed and productive employees;
9. Boost employee engagement by embedding staff appreciation activities into the work environment using a variety of forums such as local All-Hands recognition gatherings; staff meetings; usage of public bulletin boards; department newsletters; achievement celebrations; morale events; or, other appropriate opportunities that show outward appreciation for employee performance; and
10. Not discuss award nominations with nominees until the award is officially approved. Award nominations and supporting documentation should be considered privileged information, and is made available only to those with a need to know. Failure to adhere to this rule may result in embarrassment to management, the nominee, or to both.



### CHAPTER 3 DEPARTMENT OF HOMELAND SECURITY (DHS) HONORARY AWARDS

A. Secretary's Annual Awards. The Department of Homeland Security (DHS) Secretary's annual awards recognize the accomplishments of individuals and/or teams of employees throughout the Department. These awards are usually granted on an annual basis, and are determined solely by DHS. Coast Guard managers and supervisors are expected to weigh carefully all individual achievements considered deserving of performance recognition and to recommend the employee(s) for the most suitable award consistent with the award's criteria. Employees can be recommended for only one these DHS awards per solicitation. Commandant (CG-124) is responsible for oversight, compliance and administrative processing through the Civilian Awards Review Board prior to submission to DHS. These awards are solicited across DHS and may be awarded at a DHS annual employee awards ceremony held in Washington, D.C. each year, subject to availability of funding. Nominating Commands must be prepared to fund and arrange travel to the annual awards ceremony for employees/members that are selected for these prestigious awards.

#### 1. Secretary's Awards:

- a. Secretary's Exceptional Service Gold Medal Award. This is the highest award for service granted by the Secretary. The award honors exceptional leadership or service distinguished by achievements of unique national or international significance, reflecting great credit on the Department of Homeland Security (DHS) by markedly improving the security of our homeland. The Secretary may present the award to an individual or a group. Typically, the Department will grant only one award in this category annually.
- b. Secretary's Meritorious Service Silver Medal Award. This award is the second highest award presented by the Secretary and recognizes outstanding leadership, superior public service or unusually significant contributions to strengthening homeland security. It may recognize a body of work regarding remarkable innovation or notable resourcefulness and diligence that improved the effectiveness of one or more DHS missions. The Department will present no more than fifteen awards in this category annually.
- c. Secretary's Award for Valor. This award is the highest recognition for extraordinary acts of valor occurring either on or off duty. The employee will have demonstrated selfless response by performing courageously in a highly dangerous or life-threatening situation to protect another's life or to save significant assets or infrastructure from harm. Both civilian and military employees of the Department are eligible for this award. Typically, the Department will award only one award in this category annually.
- d. Secretary's Award for Exemplary Service. This award recognizes exemplary individual service by DHS employees serving in administrative, technical, clerical and general support positions. Employees in support services positions below GS-11 and WG-8 are eligible for this award. The Department will present no more than fifteen of these awards annually.
- e. Secretary's Award for Excellence. This award recognizes achievement or innovation by an individual or team engaged in work to advance the mission of DHS. The work of the nominee(s) may have resulted in superior performance, significant operational improvements or notable innovation in support of DHS missions. A team nomination may be a result of an

ongoing or an ad hoc team. Typically, the Department presents 20-25 awards in this category annually.

- f. Secretary's Unity of Effort Team Excellence Award. This award recognizes outstanding team achievements by employees within and across the Department, as well as, with interagency partners, working collectively to advance the mission of the DHS in securing the Nation. The work of the team will have resulted in superior performance, significant operational improvements or notable innovation in support of DHS missions. It is expected that the Department will distribute no more than fifteen of these awards annually.
  - g. Secretary's Unit Award. This award recognizes any unit within the Department (such as a component, directorate, office, division or section) with outstanding team achievements in operational areas such as law enforcement, aviation, cyber security, border patrol, hiring, acquisition and information technology. The work will have resulted in measurable improvements in employee morale and engagement within and among members of the unit, superior performance, significant operational improvements, or notable innovation in support of DHS missions. It is expected that the Department will distribute no more than fifteen of these awards annually.
  - h. Secretary's Award for Outstanding Achievement in Diversity Management. This award recognizes an employee who has excelled in efforts to promote diversity at DHS through outstanding leadership and innovation. It may acknowledge individual efforts exclusively within DHS or with external partners who assist DHS in meeting our commitment to diversity. Typically, the Department will only present one award in this category annually.
  - i. Secretary's Award for Volunteer Service. This award recognizes significant contributions by DHS employees who serve as volunteers with non-profit or community service programs or activities. The employee's contributions should be direct, sustained, and have meaningful results for individuals or larger public good. Typically, the Department will only grant one award in this category annually.
2. Eligibility. Civilian employees and military members, both individuals and teams, can be nominated for recognition through a competitive process adjudicated by the Secretary's Awards Board. Per DHS Secretary's Awards Guidance, individuals who are pending disciplinary action or involved in a disciplinary investigation cannot be nominated. To ensure that only the most deserving nominations are submitted, components are limited to a specific number of recommendations, as outlined in each category above.
  3. Awards Procedure. Outlined in Chapter 3C.
  4. Award Recognition. All Secretary, DHS Annual Awards are non-monetary and each individual awardee or team is recognized with an appropriate recognition device.
  5. When DHS calls for nominations, Commandant (CG-124) will solicit nominations in an ALCOAST.
  6. Award winners approved by the Secretary are individually notified by his/her leadership chain and then announced in an ALCOAST.

7. Secretary's Annual Awards Ceremony. The Secretary's Annual Awards Ceremony is typically held in the fall in Washington, D.C. It is a showcase of the Departmental activities that have merited high-level recognition during the past year. Employees who attend the ceremony are considered to be in an official duty status and all recipients are encouraged to attend the ceremony. Recipients from outside the Washington, D.C. area are authorized appropriate travel and per diem expenses IAW References (h) and (i). Invitational Travel Authorizations (ITA) or Temporary Duty Orders for the spouse of the awardees or another person of the recipient's choosing may be issued by the recipient's Command.

B. Secretary's Honorary Awards.

1. Honorary Awards. These awards differ from the Secretary's Annual Awards in that they may be presented by the Secretary or Deputy Secretary throughout the year, and are typically not a part of the Secretary's Annual Awards Ceremony. The justification for these awards must show that the nominee's contributions to DHS are of such major significance that immediate recognition is warranted. Retirement or separation from Federal service is an example of a variable that may justify granting such an award; however, nomination consideration is given first to the Coast Guard's retirement awards covered in Chapter 4 of this Manual.
  - a. DHS Distinguished Service Medal (Civilian). This medal may be awarded to a DHS civilian employee for exceptionally distinguished and transformational public service to strengthen homeland security. The recipient shall personify the most honorable traditions of service in support of the Department and the nation. This award is equivalent to the Secretary's Gold Medal and should be expected to be awarded only in rare circumstances.
  - b. Distinguished Service Medal (Coast Guard Military). This medal may be awarded to a member of the U.S. Coast Guard for exceptionally distinguished service in a position of great responsibility, serving the Department of Homeland Security with unusual distinction and effectiveness. The recipient must uniquely personify the Coast Guard's core values of honor, respect and devotion to duty. This award is equivalent to the Secretary's Gold Medal and should be expected to be awarded only in rare circumstances.
  - c. DHS Distinguished Public Service Medal. This medal may be awarded to an employee of another Federal agency, a private citizen or a foreign national for exceptionally distinguished and transformational public service to strengthen homeland security. The recipient must personify the most honorable traditions of service in support of the Department and the nation. This award is equivalent to the Secretary's Gold Medal and should be expected to be awarded only in rare circumstances.
  - d. DHS Outstanding Service Medal. This medal may be awarded to a DHS civilian employee for truly outstanding individual leadership, superior public service or unusually significant contributions to strengthening homeland security. It may recognize a body of work regarding remarkable innovation, notable resourcefulness or diligence that improved the effectiveness one or more DHS missions. This award is equivalent to the Secretary's Silver Medal.
  - e. DHS Outstanding Public Service Medal. This medal may be awarded to an employee of another Federal agency, a private citizen or a foreign national for truly outstanding individual

leadership, superior public service or unusually significant contributions to strengthening homeland security. This award is equivalent to the Secretary's Silver Medal.

- f. DHS Outstanding Partnership Award. This award may be presented for outstanding contributions in partnership with DHS to strengthen homeland security. This can recognize state, local or tribal organizations, private sector businesses or non-governmental organizations or public-private partnerships that demonstrate exemplary support of DHS and our common missions
2. Eligibility. Civilian employees, both individual and teams, can be nominated for recognition. Where specifically referenced in DHS Instruction Number 255-01-001, other employees may be eligible, including military members.
3. Awards Procedure. Outlined in Chapter 3C.
4. Award Recognition. All Secretary DHS honorary awards are non-monetary and each individual awardee or team is recognized with an appropriate recognition device.
5. Multiple Awards. An employee may receive more than one honorary award while serving in the same position if performance in that position is considered sufficiently meritorious on more than one occasion and each achievement satisfies the distinct qualifications of the award being presented. Only one monetary award may be granted for each achievement or contribution. However, employees may receive both a monetary and non-monetary award for the same contribution. Per Reference (c), receipt of a Component-level honorary award does not preclude award of a DHS honorary award recognizing the same act or contribution.

C. Nomination Procedure.

1. Nominations for the Secretary's Annual Employee Awards and the Secretary's Honorary Awards are submitted on DHS Form 3100-1, located at the Coast Guard Directives System (CGDS) site or <http://dhsconnect.dhs.gov/org/comp/mgmt/ocio/forms/Pages/forms.aspx>.
2. Form CG-1650, Coast Guard Award Recommendation, is also required.
3. All nominations must be endorsed by a Flag Officer/SES in the chain of command prior to submission to Commandant (CG-124) by the published due date if applicable. Extensions and late submissions to any due dates will not be considered. Incomplete or missing information on packets and those not in compliance with the instructions provided in the ALCOAST announcement message, are rejected. Candidates may not be nominated for more than one award and nominees must be on Coast Guard rolls at the time of nomination.
4. All submitted nominations are reviewed by the Civilian Awards Review Board for recommendation to the Commandant. Commandant approved nominations are then forwarded to DHS for review by the Secretary's Awards Board. After board review, a recommendation list is presented to the Secretary for final approval/disapproval.

5. In order to ensure that the conduct of personnel nominated for recognition by the Secretary or Deputy Secretary of Homeland Security is consistent with the highest values of public service, Board-approved nominees in both categories will undergo suitability vetting IAW Chapter 2.C.8.
6. Samples. See Figure 3-1 and Figure 3-2 for a sample of DHS Form 3100-1, Nomination Form: Secretarial Awards. See Figure 3-3 for a sample of Form CG-1650, Coast Guard Award Recommendation.

**NOMINATION FORM: SECRETARIAL AWARDS**

**DEPARTMENT OF HOMELAND SECURITY  
RECOMMENDATION FOR SECRETARIAL AWARD**

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**Instructions for completing Form (Type All Requested Data)**

1. This form must accompany each nomination.
2. Submit eight copies of this form.

**Items 1. - 5. Complete all data.**

**Item 6.** Enter a brief one paragraph summary that describes why the employee is being nominated.

**Item 7.** Enter a brief description of the nominee's work history - indicate special honors and awards. This should be in **chronological order.**

**Item 8.** Provide a nomination justification that addresses award criteria in space provided.

**Item 9.** Reserved for the appropriate nominating and approving officials' name, title, signature and date. Approval must include highest level in chain of command.

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**TYPE OF AWARD RECOMMENDATION**

<p><b>1. SECRETARY'S AWARD FOR:</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Exceptional Service (Gold Medal)</td> <td><input type="checkbox"/> Excellence</td> </tr> <tr> <td><input type="checkbox"/> Meritorious Service (Silver Medal)</td> <td><input type="checkbox"/> Diversity Management</td> </tr> <tr> <td><input type="checkbox"/> Valor</td> <td><input checked="" type="checkbox"/> Volunteer Service</td> </tr> <tr> <td><input type="checkbox"/> Exemplary Service</td> <td><input type="checkbox"/> Unity of Effort Team</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Unit</td> </tr> </table>	<input type="checkbox"/> Exceptional Service (Gold Medal)	<input type="checkbox"/> Excellence	<input type="checkbox"/> Meritorious Service (Silver Medal)	<input type="checkbox"/> Diversity Management	<input type="checkbox"/> Valor	<input checked="" type="checkbox"/> Volunteer Service	<input type="checkbox"/> Exemplary Service	<input type="checkbox"/> Unity of Effort Team		<input type="checkbox"/> Unit	<p><b>SECRETARY'S HONORARY AWARDS</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> DHS Distinguished Service Medal (civilian)</td> <td><input type="checkbox"/> DHS Outstanding Service Medal</td> </tr> <tr> <td><input type="checkbox"/> DHS Distinguished Service Medal (Coast Guard)</td> <td><input type="checkbox"/> DHS Outstanding Public Service Medal</td> </tr> <tr> <td><input type="checkbox"/> DHS Distinguished Public Service Medal</td> <td><input type="checkbox"/> DHS Outstanding Partnership Award</td> </tr> </table>	<input type="checkbox"/> DHS Distinguished Service Medal (civilian)	<input type="checkbox"/> DHS Outstanding Service Medal	<input type="checkbox"/> DHS Distinguished Service Medal (Coast Guard)	<input type="checkbox"/> DHS Outstanding Public Service Medal	<input type="checkbox"/> DHS Distinguished Public Service Medal	<input type="checkbox"/> DHS Outstanding Partnership Award
<input type="checkbox"/> Exceptional Service (Gold Medal)	<input type="checkbox"/> Excellence																
<input type="checkbox"/> Meritorious Service (Silver Medal)	<input type="checkbox"/> Diversity Management																
<input type="checkbox"/> Valor	<input checked="" type="checkbox"/> Volunteer Service																
<input type="checkbox"/> Exemplary Service	<input type="checkbox"/> Unity of Effort Team																
	<input type="checkbox"/> Unit																
<input type="checkbox"/> DHS Distinguished Service Medal (civilian)	<input type="checkbox"/> DHS Outstanding Service Medal																
<input type="checkbox"/> DHS Distinguished Service Medal (Coast Guard)	<input type="checkbox"/> DHS Outstanding Public Service Medal																
<input type="checkbox"/> DHS Distinguished Public Service Medal	<input type="checkbox"/> DHS Outstanding Partnership Award																

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**2. NAME OF EMPLOYEE:**  
JOHN J. DOE

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**3. POSITION:**  
Marine Transportation Specialist

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**4. COMPONENT:**  
U.S. Coast Guard

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**5. LOCATION: (Address, City and State)**  
U.S. Coast Guard Air Station Cape Cod, 3172 Herbert Road, Buzzards Bay, MA 02542

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**6. BRIEF SUMMARY: (Brief statement of no more than one paragraph to be included in ceremony program and remarks)**  
As a Marine Transportation Specialist at Coast Guard Air Station Cape Cod, John Doe has volunteered over 1,000 hours to his church while organizing trips to Uganda to support the medical supply needs of several rural communities and to promote malaria and AIDS awareness. During one of his missions, he observed several villages that lacked a clean source of water. Selflessly taking it upon himself, he developed the non-profit organization "Fuel Uganda" whose mission is to locate and develop fresh water wells in Uganda. He teamed with the non-profit Water4 Foundation to make inexpensive and sustainable water production a reality to the Karamojong people in Uganda.

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DHS Form 3100-1 (5/16) Page 1 of 2

**Figure 3-1  
DHS Form 3100-1, page 1  
Nomination Form: Secretarial Awards**

**NOMINATION FORM: SECRETARIAL AWARDS**

**DEPARTMENT OF HOMELAND SECURITY  
RECOMMENDATION FOR SECRETARIAL AWARD  
(Continued)**

**7. NOMINATION JUSTIFICATION: (be sure to address award criteria)**

In addition to his current duties as a Marine Transportation Specialist, John Doe set the standard of dedication to the local and global community for others to emulate. He donated more than 500 hours to mentoring local students and volunteered over 1,000 hours coordinating trips to Uganda to resupply medical clinics and educate rural communities on AIDS and malaria. These life changing trips were a revelation for John Doe who had dedicated his personal time to developing and supporting sustainable clean water solutions for the people of Karamoja, Uganda.

On his first mission to Uganda, he quickly recognized several communities in critical need of a clean, fresh water source. Returning to the United States, he envisioned and founded the non-profit organization, "Fuel Uganda." To raise the capital required to support his vision, he organized multiple fund-raisers, a community 5K run and collected donations nationwide. With those funds, the organization returned to Uganda and constructed their first fresh water well in the Karamojan village of Lomoruchubai, one of the regions most remote communities. Committed to ensuring self-sustainability he teamed with the non-profit equipment supplier, Water4 Foundation to provide the requisite training and materials to enable the local Karamojong population to continue drilling and installing wells organically.

John Doe is profoundly deserving of the Secretary's Award for Volunteer Service. His vision, hard work and selfless dedication to others has turned "Fuel Uganda" from a grassroots idea into a highly successful program and increased the health and quality of life for thousands of residents in Uganda. His efforts epitomize the African proverb, "If you want to go fast, go alone. But if you want to go far, go together."

**8. EMPLOYMENT HISTORY: (include Special Honors and Awards for the last 5 years)**

Coast Guard Marine Transport Advisor: January 2010 - Present  
Coast Guard Marine Transport Inspector: July 2002 - December 2009

Special Act Award - 2014  
QSI - 2013  
On-the-Spot Award - 2013  
Alex Haley Award 2012  
Secretary's Award for Excellence - 2011  
Chief Financial Office Award for Excellence - 2011  
Civilian of the Year - 2010

9. NOMINATING AND APPROVING OFFICIALS (Name and Title)	SIGNATURE	DATE
{Name and title}		01Jul2015
{Name and title}		
{Name and title}		
{Reserved for CG Commandant} CG Commandant official title		

**Figure 3-2  
DHS Form 3100-1, page 2  
Nomination Form: Secretarial Awards**

<b>COAST GUARD AWARD RECOMMENDATION</b>		1. RECOMMENDED AWARD <b>Secretary's Award for Excellence</b>			
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) <b>01Jan2014-31Dec2014</b>		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) <b>N/A</b>	3B. "O" DEVICE YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
<b>PERSONAL AWARD INFORMATION</b> (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI) <b>DOE, JOHN J. (Team name if nominating a group)</b>		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY) <b>N/A</b>			
5. EMPLID <b>N/A</b>		11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA) <b>Surface Forces Logistics Center</b>			
6. BRANCH OF SERVICE <b>USCG</b>	7. STATUS AUXILIARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/>	12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED) <b>N/A</b>			
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE) <b>Marine Transportation Specialist, 2101-GS-09</b>		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED (Use only if nominating a team) <b>See attached list of nominees</b>			
9A. PRESENTATION DATE <b>-</b>	9B. RETIREMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
<b>14. FOR CIVILIAN RECOMMENDATIONS ONLY</b>					
14A. PREVIOUS AWARDS DURING PAST 3 YEARS <b>N/A</b>		14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE) <b>N/A</b>			
		14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE) <b>N/A</b>			
<b>UNIT/TEAM AWARD INFORMATION</b>					
15. NAME OF UNIT/TEAM (For team nominations only) <b>(Use only in nominating a team - attach separate sheet with Name, Title, Division or Office, Component and Location for each nominee) See attached list of nominees</b>		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION (For team nominations only)			
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION. <b>(Use only in nominating a team - attach separate sheet with Name, Title, Division or Office, Component and Location for each nominee) See attached list of nominees</b>					
18. NAME, GRADE, TITLE OF ORIGINATOR <b>HARRY H. HOPEFUL, CAPT</b>	PHONE NO. <b>(222) 222-2222</b>	SIGNATURE	DATE		
<b>19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.</b>					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.	Surface Forces Logistics Center	Secretary's Awd for Excellence	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		15/03/15
2.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDDING AUTHORITY AWARD APPROVED		"O" DEVICE	EXTRAORDINARY HEROISM APPROVED	SIGNATURE, GRADE, TITLE	DATE
<b>Reserved for CG Cmdbt</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
21. SUMMARY OF ACTION:  ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES)) FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

U.S. DEPT. OF HOMELAND SECURITY/USCG/CG-1650 (Rev. 06-04)  
SUPERSEDES OPNAV 1650/3

**Figure 3-3**  
**Sample of Form CG-1650, Coast Guard Award Recommendation**  
**DHS Award Sample**

## CHAPTER 4 COAST GUARD HONORARY AWARDS

The Commandant may approve a number of high-level honorary awards which are appropriate at different points in employees' careers. In addition, commanding officers may also grant honorary awards to employees who have demonstrated leadership, initiative, outstanding performance, courage, and continued excellence based on acts of performance.

A. Commandant's Superior Achievement Award. This is the highest level award within the Coast Guard given to civilian employees in recognition of exceptional achievements. This award is not intended for use as a retirement honor for long and faithful service, nor is it appropriate as a first-time award or for outstanding achievements during the past year. Awardees must have made significant continuous contributions as a civilian over a period of years in the Coast Guard and must have previously received at least two of the following:

- (1) "Achieved Excellence" or "Exceeds" performance rating
- (2) Quality Step Increase;
- (3) Special Act or Service Award;
- (4) Any of the DHS or Coast Guard honorary awards; or
- (5) Coast Guard nomination for any of the governmental or external awards listed in this Manual.

1. Criteria. Nominations shall be based on one or more of the following:

- a. Admirable and extraordinary performance of duties in such an impressionable manner that it leaves a lasting legacy and inspires others to follow;
- b. Demonstration of unique skills, creativity, initiative or continuous quality improvements in developing productive work methods, processes or the conception of inventions which have resulted in substantial savings in resources, time, economic savings or the improved safety and health of the workforce;
- c. Notable authorship;
- d. Exceptional achievements which substantially contributes to accomplishment of the Coast Guard mission; or
- e. Significant achievements in support of the Coast Guard's EEO Program which serves as inspiration to others.

2. Awardee Recognition. Employee receives an engraved plaque.

3. Nomination Procedures. Nominating supervisors must submit a nomination memorandum and a Coast Guard Award Recommendation, Form CG-1650 to the Commandant (CG-124) at least forty-five (45) days in advance of the award presentation date to allow for sufficient processing time and to receive the Commandant's approval. All nominations must be endorsed by a Flag Officer/SES in the chain of command prior to submission to Commandant (CG-124). Nominations not received in sufficient time, run substantial risk of not being approved by the time of the desired presentation. This award is intended to be presented to current Coast Guard employees; however, in some cases nominations may be submitted no more than ninety (90) days after the employee's separation date from the Coast Guard. The written justification must include the following:
  - a. Nominee's name, title, series, and grade of current position;
  - b. Brief statement of current duties;
  - c. Brief biographical employment history;
  - d. A listing of significant honors and awards received;
  - e. Narrative showing clearly how the criteria for the award has been met. This detailed description showing specific facts and examples will not exceed two (2) typed pages;
  - f. A proposed citation (not longer than 25 words) for use in the awards presentation and engraved inscription on the award plaque; and
  - g. Form CG-1650, Coast Guard Award Recommendation, which must be signed by the chain of command to include the first Flag/SES level such as the Deputy/Assistant Commandant, District Commander, Flag Level Field Commanding Officer, Service Center and Logistics Center Commander, HQ Director, or Field Unit Commanding Officer.
4. Process Review.
  - a. Commandant (CG-124) will review nomination for procedural compliance and adequacy of documentation and forward to the Civilian Awards Review Board for consideration. If recommended, the Chair will endorse Form CG-1650, block 19.
  - b. Nominees will undergo a clearance IAW Chapter 2.D.7, to ensure that the conduct of personnel nominated for recognition by the Commandant is consistent with the highest values of public service.
  - c. Recommendations are forwarded to the Commandant, or designee for approval/disapproval.
  - d. Upon final approval, plaques are ordered and forwarded to the nominating official unless otherwise directed.
5. Samples. See Figure 4-1 for a sample of a nomination memorandum. See Figure 4-2 for a sample of Form CG-1650.

U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commandant  
United States Coast Guard  
XXXXXXX

XXXXX  
XXXXXXXXX  
Phone: (XXX) XXX-XXXX  
Email: XXXXX@uscg.mil

XXXXXX  
Month day, 20XX

MEMORANDUM

From: *(Name, Command, Directorate, etc.)*

To: CG-124

Subj: NOMINATION FOR COMMANDANT'S SUPERIOR ACHIEVEMENT AWARD,  
*(Nominee Name)*

Ref: Coast Guard Civilian Awards Manual, COMDTINST M12451.1C

1. I hereby nominate *(nominee name, title, series, grade and command)*, for the Commandant's Superior Achievement Award. *(Nominees' name)* currently has *(total #years)* of exemplary Federal Civilian Service. *(Include a sentence with #of years served specifically with the U.S. Coast Guard.)*

2. *(Brief statement of current duties.)*

3. *(Brief biographical employment history)*

4. *(A listing of significant honors and awards received).*

5. *(Narrative showing clearly how the criteria for the award has been met with specific facts and examples.)*

6. Proposed Citation. In grateful appreciation for *(short description of achievement for use in the awards presentation and the engraved inscription on the award plaque; not longer than 25 words.)*

- Document should not exceed two pages -

**Figure 4-1**  
**Commandant's Superior Achievement Award Nomination Memorandum**

<b>COAST GUARD AWARD RECOMMENDATION</b>		1. RECOMMENDED AWARD <b>Commandant's Superior Achievement Award</b>			
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) <b>01JUL2005-30JUN2015</b>		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) <b>N/A</b>	3B. "O" DEVICE YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
<b>PERSONAL AWARD INFORMATION</b> (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI) <b>DOE, JOHN J.</b>		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY) <b>OSI</b>			
5. EMPLID <b>N/A</b>		11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA) <b>Surface Forces Logistics Center</b>			
6. BRANCH OF SERVICE <b>USCG</b>	7. STATUS AUXILIARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/>				
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE) <b>Program Analyst, 0343, GS-14</b>		12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED) <b>New address, if applicable</b>			
9A. PRESENTATION DATE <b>30/08/15</b>	9B. RETIREMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED <b>N/A</b>					
<b>14. FOR CIVILIAN RECOMMENDATIONS ONLY</b>					
14A. PREVIOUS AWARDS DURING PAST 3 YEARS <b>Secretary's Award for Excellence; Civilian of the Year, 2013; Special Act Award</b>		14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE) <b>N/A</b>			
		14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE) <b>N/A</b>			
<b>UNIT/TEAM AWARD INFORMATION</b>					
15. NAME OF UNIT/TEAM <b>N/A</b>		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION <b>N/A</b>			
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION. <b>N/A</b>					
18. NAME, GRADE, TITLE OF ORIGINATOR <b>HARRY H. HOPEFUL, CAPT</b>		PHONE NO. <b>(222) 222-2222</b>	SIGNATURE DATE		
<b>19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.</b>					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.	Surface Forces Logistics Center	Cmdt's Superior Achievement Awd	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		01/07/15
2.	Chair, Civilian Awards Review Board		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDING AUTHORITY AWARD APPROVED		"O" DEVICE	EXTRAORDINARY HEROISM APPROVED	SIGNATURE, GRADE, TITLE	DATE
Reserved for CG Cmdt		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
21. SUMMARY OF ACTION:  ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES))  FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

U.S. DEPT. OF HOMELAND SECURITY/USCG/CG-1650 (Rev. 06-04)  
SUPERSEDES OPNAV 1650/3

**Figure 4-2**  
**Sample of Form CG-1650, Coast Guard Award Nomination**  
**Commandant's Superior Achievement Award**

- B. Commandant's Distinguished Career Service Award. This is the highest level award granted to a very select group of employees at retirement. This award is equivalent in prominence to the Commandant's Superior Achievement Award.
1. Criteria. This award is for a civilian employee whose career reflects long and exceptional devotion to duty and extremely significant contributions to the economy, efficiency, or other improvement in the operations of the Coast Guard. The career achievements on which the nomination is based should be either uniquely significant projects or recognized expertise in some phase of the Coast Guard's technical, professional, or administrative work. The award is appropriate for employees at any grade level or occupation (technical, professional, or administrative) who have completed a minimum of 15 years of creditable Federal service, at least five (5) of which were in the career civil service with the Coast Guard. The employee's Reduction-In-Force service computation date (RIF SCD) reflects the service used to determine that this service requirement has been met.
  2. Awardee Recognition. Employee receives an engraved plaque.
  3. Nomination Procedures. Nominating supervisors must submit a nomination memorandum and a Coast Guard Award Recommendation, Form CG-1650 to the Commandant (CG-124) at least forty-five (45) days in advance of the award presentation date to allow for sufficient time to process and to receive the Commandant's approval. All nominations must be endorsed by a Flag Officer/SES in the chain of command prior to submission to Commandant (CG-124). Nominations not received in sufficient time, run substantial risk of not being approved by the time of the desired presentation. Nominations submitted more than ninety (90) days after the employee's separation date from the Coast Guard are ineligible (exceptions to waive this will not be granted). The written justification must include the following:
    - a. Nominee's name, title, series, and grade of current position;
    - b. Brief statement of current duties;
    - c. Brief biographical employment history;
    - d. A listing of significant honors and awards received;
    - e. Narrative showing clearly how the criteria for the award has been met. This detailed description showing specific facts and examples will not exceed two (2) typed pages;
    - f. A proposed citation (not longer than 25 words) for use in the awards presentation and engraved inscription on the award plaque; and

- g. Form CG-1650, Coast Guard Award Recommendation, which must be signed by the chain of command to include the first Flag/SES level such as the Deputy/Assistant Commandant, District Commander, Flag Level Field Commanding Officer, Service Center and Logistics Center Commander, HQ Director, or Field Unit Commanding Officer.

4. Process Review.

- a. Commandant (CG-124) will review nominations for procedural compliance and adequacy of documentation and forward to the Civilian Awards Review Board for consideration. If recommended, the Chair will endorse Form CG-1650, block 19.
  - b. Nominees will undergo a clearance IAW Chapter 2.D.7, to ensure that the conduct of personnel nominated for recognition by the Commandant is consistent with the highest values of public service.
  - c. Recommendations are forwarded to the Commandant for approval/disapproval.
  - d. Upon final approval, plaques are ordered and forwarded to the nominating official unless otherwise directed.
5. Samples. See Figure 4-3 for a sample of a nomination memorandum. See Figure 4-4 for a sample of Form CG-1650.

U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commandant  
United States Coast Guard  
XXXXXXX

XXXXX  
XXXXXXXX  
Phone: (XXX) XXX-XXXX  
Email: XXXXX@uscg.mil

XXXXXX  
Month day, 20XX

MEMORANDUM

From: *(Name, Command, Directorate, etc.)*

To: CG-124

Subj: NOMINATION FOR COMMANDANT'S DISTINGUISHED CAREER SERVICE  
AWARD, *(Nominee Name)*

Ref: Coast Guard Civilian Awards Manual, COMDTINST M12451.1C

1. I hereby nominate *(nominee name, title, series, grade and command)*, for the Commandant's Distinguished Career Service Award. *(Nominees' name)* is retiring on *(retirement date)* with *(total # years)* of exemplary Federal Civilian Service. *(Include a sentence with # of years served specifically with the U.S. Coast Guard.)*

2. *(Brief statement of current duties.)*

3. *(Brief biographical employment history)*

4. *(A listing of significant honors and awards received.)*

5. *(Narrative showing clearly how the criteria for the award has been met with specific facts and examples.)*

6. Proposed Citation. To *(nominee name)*, upon retirement, with over *(# of years)* of outstanding Federal service and dedication to the U.S. Coast Guard in the *(specialty)* field. *(not longer than 25 words.)*

Date: *(Date of retirement)*

- Document should not exceed two pages -

**Figure 4-3**  
**Commandant's Distinguished Career Service Award Nomination Memorandum**

<b>COAST GUARD AWARD RECOMMENDATION</b>		1. RECOMMENDED AWARD Commandant's Distinguished Career Service Award			
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) 01SEP2005-30AUG2015		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) N/A	3B. "O" DEVICE YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
<b>PERSONAL AWARD INFORMATION</b> (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI) DOE, JOHN J.		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY) Special Act Award			
5. EMPLID N/A		11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA) Surface Forces Logistics Center			
6. BRANCH OF SERVICE USCG	7. STATUS AUXILIARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/>	12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED) Employee's home address after retirement			
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE) Program Analyst, 0343, GS-14		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED N/A			
9A. PRESENTATION DATE 15/08/15	9B. RETIREMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
<b>14. FOR CIVILIAN RECOMMENDATIONS ONLY</b>					
14A. PREVIOUS AWARDS DURING PAST 3 YEARS Commandant's Superior Achievement Award; Secretary's Award for Excellence; QSI		14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE) N/A			
		14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE) N/A			
<b>UNIT/TEAM AWARD INFORMATION</b>					
15. NAME OF UNIT/TEAM N/A		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION N/A			
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION. N/A					
18. NAME, GRADE, TITLE OF ORIGINATOR HARRY H. HOPEFUL, CAPT		PHONE NO. (222) 222-2222	SIGNATURE DATE		
<b>19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.</b>					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.	Surface Forces Logistics Center	Cmdt's Dist. Career Serv. Award	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		01/07/15
2.	Chair, Civilian Awards Review Board		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDING AUTHORITY AWARD APPROVED		"O" DEVICE	EXTRAORDINARY HEROISM APPROVED	SIGNATURE, GRADE, TITLE	DATE
Reserved for CG Cmt		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
21. SUMMARY OF ACTION  ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES)) FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

U.S. DEPT. OF HOMELAND SECURITY USCG:CG-1650 (Rev. 06-04)  
SUPERSEDES OPNAV 1650/3

**Figure 4-4**  
**Sample of Form CG-1650, Coast Guard Award Recommendation**  
**Commandant's Distinguished Career Service Award**

- C. Civilian Service Commendation Medal. This Coast Guard honorary award gives supervisors the opportunity to recognize individuals or groups for their commendable service, achievements and contributions to the Coast Guard. It provides Coast Guard field commanders the ability to recognize notable civilian performance at the equivalent level of the Coast Guard Commendation Medal (CGCM) awarded to military personnel for similar achievement. The recipient must personify the most honorable traditions of service in support of the Coast Guard and nation.
1. Eligibility Criteria. Civilian Coast Guard employees at all grade levels are eligible for this award. To merit this award, the acts or services must be accomplished or performed in a manner above that normally expected and sufficient to distinguish the individual above others of comparable grade or rating performing similar services, meeting one or more of the following criteria:
    - a. Supervisory or non-supervisory duties performed in an outstanding manner, setting an example of achievement for others to follow.
    - b. Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures, or for inventions that result in considerable savings in manpower, time, space, materials, or other items of expense, or improved safety, or health of the work force.
    - c. Demonstrated leadership in performing duties that resulted in improved productivity of the command, including customer focus and commitment to achieving excellence.
    - d. Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal Government.
    - e. Employees who have established a pattern of excellence as recognized through the previous receipt of one or more honorary or monetary performance awards can be considered for this award. Retirement, separation, or long period of service will not constitute a sufficient basis for conferring this award.
    - f. Employees who perform an act of heroism or valor, on or off-duty.
  2. Awardee Recognition. Civilian Service Commendation Medal certificate (Figure 4-5) and medal (Figure 4-6) is presented to the award recipient. Supply requisition is available at the Surface Forces Logistics Center (SFLC) through MILSTRIP using the following information:
    - a. Civilian Service Commendation Medal Set, unit of issue is a set “SE” and National Stock Number (NSN) 8455-01-661-2802. The set consists of a large medal, lapel pin, and presentation case.
    - b. Civilian Service Commendation Medal certificate, CG-5061, unit of issue is a package of ten certificates “PG” and Activity Control Number (ACN) 7530-01-GF9-0013.

3. Nomination Procedures. Nominations are prepared by the nominating supervisor and routed through the chain of command to the approving official (designated O-6/GS-15 or above) and/or in accordance with additional local level award procedures. A nomination will include a Coast Guard Award Recommendation, Form CG-1650, a narrative, and draft citation.
  - a. The Coast Guard Award Recommendation, Form CG-1650 is routed through the chain and endorsed. The nominating supervisor will sign block 18 as the originator of the nomination. Each level in the chain will endorse the nomination in block 19. Block 20 should only be used by the approving official and will not be used for additional endorsements. If additional endorsement blocks are need, a new Coast Guard Award Recommendation Form, CG-1650, is prepared and included with the original.
  - b. The narrative justifies the award and must clearly show the criteria for the award has been met, using specific facts and examples, and will not exceed two (2) typed pages. The recommended format is a memorandum to the approving official from the nominating official.
  - c. The proposed citation, limited to seven lines of text on the Civilian Service Commendation Medal Certificate, Form CG-5061, highlights significant achievements and will accompany the nomination. Upon approval, the citation is printed on the Civilian Service Commendation Medal Certificate, CG-5061. The certificate is prepared locally and signed by the approving official.
  - d. The awarding official is responsible for the preparation of the Civilian Service Commendation Medal Certificate, Form CG-5061. The name and duty station, with duty station below the name, is centered, evenly spaced between “United States Coast Guard” and “is awarded the” in Times New Roman, bold, and no larger than 22 pitch. The citation portion of the certificate will be justified with the type even with the margins of the certificate title “Civilian Service Commendation Medal” in Times New Roman, bold, 11 or 12 pitch and no more than seven lines of text. A certificate sample, template and ordering/printing fact sheet is available at <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-to-Human-Resources-CG-1-/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Office-of-Civilian-Human-Resources-CG-121/Awards/Honorary/> under References.
  - e. The following standard opening and closing phrases is used on the certificates:
    - (1) Standard Opening Phrases for Citations: “(outstanding OR excellent OR exceptional OR heroic) achievement while . . .”;
    - (2) Recommended Standard Closing Phrase for Citations: “. . . dedication, judgment, and devotion to duty are most heartily commended and are in keeping with the highest traditions of the United States Coast Guard.”

- f. Nominations are reviewed by the approving official for procedural compliance and adequacy of documentation. Upon approval of the award, the approving or designated official will present the certificate and medal set consistent with local command procedures.
4. Subsequent Awards: Employees who receive subsequent Civilian Service Commendation Medal awards are presented a certificate and a 5/16 inch gold star for each additional award. Should an employee receive a sixth award, a 5/16 inch silver star are presented and replace the gold stars on the ribbon portion of the medal. Only one medal set is presented for the initial award. The stars are available through the Defense Logistics Agency (DLA) using MILSTRIP requisition and are the same used for Coast Guard military personal awards. Gold Star unit of issue is each (EA) and NSN 8455-00-141-0888. The Silver Star unit of issue is each (EA) NSN 8455-00-141-0889. For subsequent awards, “Gold Star in lieu of a ...” or “Silver Star in lieu of a ...” must be included on the certificate citation, as appropriate.
5. Record Management. IAW 5 CFR 451.106(f), the Privacy Act of 1974, and OPM’s Guide to Personnel Recordkeeping, documentation of awards, agency forms, certificates, and official letters granted to civilian employees will not be maintained in the employee’s eOPF. Supervisors will maintain a copy for tracking purposes.



The image shows a sample certificate for the Civilian Service Commendation Medal. At the top center is the medal, which is a gold circular medal with a ribbon. Below the medal, the text reads: **UNITED STATES COAST GUARD**, **IS AWARDED THE**, **CIVILIAN SERVICE COMMENDATION MEDAL**, and **FOR**. Below this text, there is a line for the recipient's name. To the left of the name line, it says "GIVEN THIS" followed by a blank space and "DAY OF". Below the name line is the Coast Guard emblem, a circular seal with a blue background and gold border, featuring a shield with a red and white striped field and a blue top section with a white anchor. The text "UNITED STATES COAST GUARD" and "1790" are visible on the emblem. A horizontal line is drawn to the right of the emblem. In the bottom left corner, there is a small number "05-5061 (08/17)".

**Figure 4-5**  
**Sample of Form CG-5061**  
**Civilian Service Commendation Medal Certificate**



**Figure 4-6**  
**Civilian Service Commendation Medal**

<b>COAST GUARD AWARD RECOMMENDATION</b>		1. RECOMMENDED AWARD <b>Civilian Service Commendation Medal</b>			
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) <b>01JAN2014-31DEC2014</b>		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) <b>N/A</b>	3B. "O" DEVICE YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
<b>PERSONAL AWARD INFORMATION</b> (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI) <b>DOE, JOHN J.</b>		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY) <b>Special Act Award</b>			
5. EMPLID <b>N/A</b>		11. PRESENT DUTY STATION (AUX. DIVISION/FLOTILLA) <b>Surface Forces Logistics Center</b>			
6. BRANCH OF SERVICE <b>USCG</b>	7. STATUS AUXILIARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/>		12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED) <b>N/A</b>		
8. GRADE/RANK (FOR CIVILIANS: POSITION TITLE, SERIES, AND GRADE) (AUX. POSITION TITLE) <b>Marine Transportation Specialist, 2101-GS-09</b>		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED <b>N/A</b>			
9A. PRESENTATION DATE <b>N/A</b>	9B. RETIREMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
<b>14. FOR CIVILIAN RECOMMENDATIONS ONLY</b>					
14A. PREVIOUS AWARDS DURING PAST 3 YEARS <b>Secretary's Award for Excellence; Commandant's Superior Achievement Award</b>		14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE) <b>N/A</b>			
		14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE) <b>N/A</b>			
<b>UNIT/TEAM AWARD INFORMATION</b>					
15. NAME OF UNIT/TEAM <b>N/A</b>		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION <b>N/A</b>			
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION <b>N/A</b>					
18. NAME, GRADE, TITLE OF ORIGINATOR <b>HARRY H. HOPEFUL, CAPT</b>		PHONE NO. <b>(222) 222-2222</b>	SIGNATURE DATE		
<b>19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.</b>					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.	Surface Forces Logistics Center	Civilian Service Commend. Medal	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		01/07/15
2.			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDING AUTHORITY AWARD APPROVED		"O" DEVICE	EXTRAORDINARY HEROISM APPROVED	SIGNATURE, GRADE, TITLE	DATE
Approval authority signature block		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Approval authority signature	
21. SUMMARY OF ACTION:  ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES)) FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

U.S. DEPT. OF HOMELAND SECURITY USCG (CG-1650) (Rev. 06-04)  
SUPERSEDES OPNAV 1650/3

**Figure 4-7**  
**Sample of Form CG-1650, Coast Guard Award Recommendation**  
**Civilian Service Commendation Medal**



## CHAPTER 5 CIVILIAN EMPLOYEE OF THE YEAR (CEOY) AWARD

The CEOY Awards are given annually to a minimum of one (1) General Schedule (GS/GM) civilian employee or Federal Wage System (FWS) civilian employee in each category who has demonstrated superior job performance or has significantly contributed above and beyond the scope of his/her normal duties. This award showcases employee contributions in the areas of leadership, professional achievement, innovation, teamwork, customer service, or heroism and recognizes individuals who embody dedication and enthusiasm in a manner that advances the Coast Guard mission. Civilian employees who have made exceptional contributions that result in positive outcomes to the community or to charitable volunteer programs sponsored by the Coast Guard, the Department of Homeland Security, other Federal, State, or Local governments, or national organizations are eligible for this award.

- A. Eligibility. All employees paid from appropriated funds including reimbursable funds are eligible for this award regardless of their career field and regardless of other awards received. Nominations are independently selected in each category, with a minimum of one (1) selection from each category: GS-9 and FWS-9 and below; GS-10 through GS-13 and FWS-10 through FWS-13; and GS-14 and FWS-14 and above. The number of selections are determined annually. Nominees recommended in each level must meet all of the following criteria:
1. Must have worked for a minimum of one (1) year (inclusive of the nomination period) as a Coast Guard civilian employee.
  2. Accomplished supervisory or non-supervisory duties in an outstanding manner, inspiring others to follow.
  3. For the previous performance appraisal rating period, received either:
    - a. An “Exceeded Expectations” or “Achieved Excellence” under the Department of Homeland Security, Performance Management Program (DHS PMP), or
    - b. “Exceeds” under the Excellence, Achievement and Recognitions Systems (EARS).
  4. Had no disciplinary issues in the past year. Individuals who are pending disciplinary action or are involved in a disciplinary investigation cannot be nominated.
- B. Nomination Procedures. Nominating Commands must submit a nomination memorandum and a Coast Guard Award Recommendation, Form CG-1650 to the Commandant (CG-124). All nominations must be endorsed by a Flag Officer/SES in the chain of command prior to submission to Commandant (CG-124). See Figure 5-1 for a sample of a CEOY nomination memorandum. Nominations shall include the following:
1. Nominee’s name, position title, series and grade.
  2. Brief statement of current duties.

3. Brief biographical employment history.
  4. A listing of significant honors and awards received. The period of recognition is limited to the last two (2) years.
  5. Narrative showing clearly how the criteria for the award has been met. This detailed description showing specific facts and examples should not exceed two (2) typed pages. Nominations form must be typed, using times New Roman, 12-point font. Nominations should not exceed three (3) pages in length, including the Coast Guard Award Recommendation, Form CG-1650.
  6. Prior to submission to Commandant (CG-124), all nomination packages, including Form CG-1650, Coast Guard Award Recommendation, must be signed by the chain of command to include the first Flag/SES level such as the Deputy/Assistant Commandant, District Commander, Flag Level Field Commanding Officer, Service Center and Logistics Center Commander, HQ Director, or Field Unit Commanding Officer.
- C. Approval Procedures. Commandant (CG-124) will review nominations for procedural compliance and adequacy of documentation and forward to the Civilian Awards Review Board for consideration. If recommended, the Chair will endorse Form CG-1650, block 19. Block 20 must be left blank for the Commandant's endorsement.
1. Late submissions, nominations that are incomplete, or are not endorsed appropriately will not be accepted.
  2. All nominations should be in an acceptable manner for review. Ensure the correct spelling, including middle initial and suffix (if applicable) of each nominee's name prior to submission of nomination. This names are used for the program and award device.
  3. The program will recognize contributions made from 1 January through 31 December. Contributions must have occurred during the calendar year of consideration only and not during previous periods.
  4. Nominees will undergo a clearance in accordance with Chapter 2.C.8, to ensure that the conduct of personnel nominated for recognition by the Commandant is consistent with the highest values of public service.
  5. Nominations are reviewed by the Civilian Awards Review Board prior to submission to the Commandant for final approval.
  6. This award is funded centrally by the Civilian Pay Manager in COMDT (CG-832), and the award paperwork (SF-52) is approved by COMDT (CG-12).
- D. Selection Criteria. Consideration is given to work habits, knowledge of work, quality and quantity of work, judgment, initiative, adaptability and reliability. Selection is based on overall achievements and contributions using the following criteria for each individual level:
1. Civilian Employee of the Year, GS-9 and FWS-9 and below:

- a. Performance that exemplifies Coast Guard Core values of “Honor, Respect, and Devotion to Duty.”
  - b. Documented, consistent outstanding job performance. Initiative and skills in devising new or improved equipment, work methods, and procedures or for inventions that resulted in considerable savings in personnel, power, time, space, materials, or other items of expense; or improved safety and health of the workforce.
  - c. Performance of duties that resulted in improved productivity of the command, including customer focus, promoting teamwork and commitment to achieving excellence.
  - d. Substantial cost-effectiveness: Identifying improvements to policies, practices and/or program designs that result in substantial cost savings or financial gain to the Coast Guard while supporting the mission.
  - e. Significant contributions to the community or to charitable volunteer organizations or the demonstration of courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal Government.
2. Civilian Employee of the Year, GS-10 through GS-13 and FWS-10 through FWS-13:
- a. Performance that exemplifies the Coast Guard core values of “Honor, Respect, and Devotion to Duty.”
  - b. Documented, consistent outstanding job performance. Technical proficiency in knowledge skill, abilities and/or performance as demonstrated by initiative, tested outcomes, results, implementation of an innovative idea, or improvement of operations or production that resulted in considerable savings in personnel, power, time, space, materials, or other items of expense, or improved safety and health of the workforce.
  - c. Exhibiting intangible aspects of character and/or leadership related to people skills and interpersonal communications skills in order to carry out the mission of the organization.
  - d. Successful contributions to one or more major projects, which reflects positively on the Coast Guard and brings about significant positive change by eliminating obstacles.
  - e. Substantial cost-effectiveness: Identifying improvements to policies, practices and/or program designs that result in substantial cost savings or financial gain to the Coast Guard while supporting the mission.
  - f. Significant contributions to the community or to charitable volunteer organizations or the demonstration of courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal Government.
3. Civilian Employee of the Year, GS-14 and FWS-14 and above:
- a. Performance that exemplifies the Coast Guard core values of “Honor, Respect, and Devotion to Duty.”

- b. Documented, consistent outstanding job performance. Technical proficiency in knowledge skill, abilities and/or performance as demonstrated by initiative, tested outcomes, results, implementation of an innovative idea, or improvement of operations or production that resulted in considerable savings in personnel, power, time, space, materials, or other items of expense, or improved safety and health of the workforce.
  - c. The ability to influence others to accomplish the mission by providing purpose, direction and motivation. Innovative and proactive leadership practices that inspire others to contribute constructively to the Coast Guard's mission. Proactively identifying and resolving challenges or obstacles that interfere with activities to further the Coast Guard mission.
  - d. Developing and utilizing strong, constructive, and productive relationships across organizational lines that enable the goals to be met in support of the Agency. Exhibiting intangible aspects of character and/or leadership related to people skills and interpersonal communication skills.
  - e. Successful contributions to one or more major projects which reflects positively on the Coast Guard and brings about significant positive change by eliminating obstacles.
  - f. Substantial cost-effectiveness: Identifying improvements to policies, practices and/or program designs that result in substantial cost savings or financial gain to the Coast Guard while supporting the mission.
  - g. Significant contributions to the community or to charitable volunteer organizations or the demonstration of courage or competence in an emergency while performing assigned duties resulting in benefit to the Federal Government.
- E. Ceremony. Detailed logistical information regarding the ceremony and events is provided in separate correspondence after selections are made. Subject to availability of funds, each awardee will receive a cash award of \$2,500.00, a crystal device and other appropriate gifts.
- F. Recognition. Upon final approval by the Commandant, the CEOY awardees are honored at a ceremony held in Washington, D.C. Nominating Commands must fund travel, lodging and per diem for the selected awardees. Invitational Travel Authorizations (ITA) or Temporary Duty Orders for the spouse of the awardees or another person of the recipient's choosing may be issued by the recipient's command in accordance with References (h) and (i). Travel and per diem allocated for this event is subject to availability of funds.
- G. Local Awards. Commands may also recognize a local Employee of the Quarter (EOQ) and/or Employee of the Year (EOY). Local procedures shall be documented in writing and comply with Merit System Principles and EEO.

U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commandant  
United States Coast Guard  
XXXXXXX

XXXXX  
XXXXXXXXX  
Phone: (XXX) XXX-XXXX  
Email: XXXXX@uscg.mil

XXXXXX  
Month day, 20XX

MEMORANDUM

From: *(Name, Command, Directorate, etc.)*

To: CG-124

Subj: NOMINATION FOR CIVILIAN EMPLOYEE OF THE YEAR, 20XX, FOR  
*(Nominee Name)*

Check one:

- GS-9 or FWS-9 and below
- GS-10 thru GS-13 or FWS-10 thru FWS-13
- GS-14 or FWS-14 and above

Ref: Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (series)

1. I hereby nominate *(nominee name, title, series, grade and command)*, for the Civilian Employee of the Year, 20XX. *(Include a sentence with total # of years of Federal civilian service and with # of years served specifically with the U.S. Coast Guard.)*
2. *(Brief statement of current duties.)*
3. *(Brief biographical employment history)*
4. *(A listing of significant honors and awards received).*
5. *(Narrative showing clearly how the criteria for the award has been met with specific facts and examples. The period of recognition is limited to the last two (2) years.)*

- Document should not exceed two pages -

**Figure 5-1**  
**Sample Nomination Memorandum, Civilian Employee of the Year**

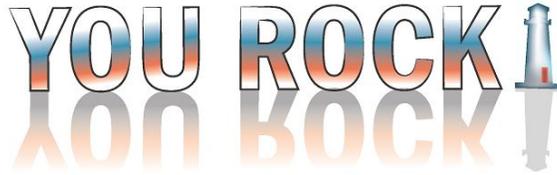
<b>COAST GUARD AWARD RECOMMENDATION</b>		1. RECOMMENDED AWARD Civilian of the Year, 2014 (fill-in) Level			
2. PERIOD BEING RECOGNIZED (DATES INCLUSIVE) 01JAN2014-31DEC2014		3A. INDICATE IF SUBSEQUENT AWARD (FIRST, SECOND, THIRD, ETC.) N/A	3B. "O" DEVICE YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
<b>PERSONAL AWARD INFORMATION</b> (FOR CIVILIAN AWARDS COMPLETE SECTION 14 ALSO)					
4. NAME (LAST, FIRST, MI) DOE, JOHN J.		10. PREVIOUS AWARDS EARNED DURING PERIOD BEING RECOGNIZED (ATTACH COPY) Special Act Award			
5. EMPLID N/A	11. PRESENT DUTY STATION (AUX: DIVISION/FLOTILLA) Surface Forces Logistics Center				
6. BRANCH OF SERVICE USCG	7. STATUS AUXILIARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/>	12. NEW DUTY STATION (HOME ADDRESS IF SEPARATION ANTICIPATED) N/A			
8. GRADE/RANK (FOR CIVILIANS POSITION TITLE, SERIES, AND GRADE) (AUX: POSITION TITLE) Marine Transportation Specialist, 2101-GS-09		13. OTHER PERSONNEL RECOMMENDED FOR SAME ACTION AND AWARD RECOMMENDED N/A			
9A. PRESENTATION DATE N/A	9B. RETIREMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
<b>14. FOR CIVILIAN RECOMMENDATIONS ONLY</b>					
14A. PREVIOUS AWARDS DURING PAST 3 YEARS Secretary's Award for Excellence; Commander's Award for Civilian Service		14B. RECOMMENDED AMOUNT OF AWARD (IF APPLICABLE) N/A			
		14C. RECOMMENDED AMOUNT OF TIME OFF (IF APPLICABLE) N/A			
<b>UNIT/TEAM AWARD INFORMATION</b>					
15. NAME OF UNIT/TEAM N/A		16. LOCATION OF UNIT/TEAM AT TIME OF ACTION N/A			
17. LIST OF UNIT/TEAM PERSONNEL RECOMMENDED FOR AWARD (USE ADDITIONAL PAGE OR ATTACH ROSTER IF NECESSARY). PROVIDE NAME, SSN, GRADE/RATE, STATUS, AND PRESENT DUTY STATION. N/A					
18. NAME, GRADE, TITLE OF ORIGINATOR HARRY H. HOPEFUL, CAPT	PHONE NO. (222) 222-2222	SIGNATURE	DATE		
<b>19. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). ATTACH ADDITIONAL SHEETS AS NECESSARY.</b>					
VIA	COMMAND	RECOMMENDED AWARD	"O" DEVICE	SIGNATURE, GRADE, TITLE	DATE
1.	Surface Forces Logistics Center	CEOY, 2014, (fill-in) Level	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		01/07/15
2.	Chair, Civilian Awards Review Board		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
20. DISPOSITION BY AWARDING AUTHORITY AWARD APPROVED		"O" DEVICE	EXTRAORDINARY HEROISM APPROVED	SIGNATURE, GRADE, TITLE	DATE
Reserved for CG Cmdt		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
21. SUMMARY OF ACTION  ATTACH A SEPARATE SHEET, IN NARRATIVE OR BULLET STYLE, TO MORE EFFECTIVELY CONVEY ACTION. AT A MINIMUM, MUST ADDRESS THE FOLLOWING QUESTIONS: (1) WHAT WAS THE SPECIFIC ACT/SERVICE PERFORMED? (2) WHERE AND WHEN DID THE ACTION/SERVICE HAPPEN? (3) WHAT WAS THE VALUE/EFFECT OF THE MEMBERS' CONTRIBUTION? (SEE COMDTINST M1650.25 (SERIES)) FOR CIVILIAN AWARDS: SHOULD NOT EXCEED THREE PAGES: SEE COMDTINST M12451.1 (SERIES) FOR GUIDANCE ON SPECIFIC AWARDS. CITATION IF APPLICABLE.					

U.S. DEPT. OF HOMELAND SECURITY/USCG CG-1650 (Rev. 06-04)  
SUPERSEDES OPNAV 1650/3

**Figure 5-2**  
**Sample of Form CG-1650, Coast Guard Award Recommendation**  
**Civilian Employee of the Year**

## CHAPTER 6 COAST GUARD PEER-TO-PEER RECOGNITION AWARD

The Coast Guard has implemented an innovative peer-to-peer recognition tool, the “*YOU ROCK!*” Award. This tool allows all Coast Guard employees (civilian and military) to recognize and appreciate fellow employees for their great work.



The user friendly peer-to-peer recognition tool empowers CG employees to provide immediate recognition to their colleagues and promotes a culture of engagement and teamwork. The peer-to-peer recognition tool is a quick and easy way to recognize peers to let them know they make a difference. There is no limitation on how often this tool can be used. The award does not require any prior approvals.

### A. How to Create and Send a “*YOU ROCK!*” Award:

1. Step One: Click on the “*YOU ROCK!*” Award link located on the lower right-hand side of the CGPortal home page (CG Portal Icon below) or visit the following link:  
<https://cg.portal.uscg.mil/communities/uscg-you-rock-award/SitePages/Home.aspx>



**You Rock!**  
**Award**

CG Portal Icon

2. Step Two: Click and review the Terms of Use and Frequently Asked Questions that are displayed on the left side of the page. Review these two guides before submitting the award.
3. Step Three: Open and complete the “*YOU ROCK!*” Submission Form by entering all required information shown in Figure 6-1. The initiator will need to know the employee’s correct name and organizational code. A Global Address List (GAL) name check can be done on the form to ensure the recipient’s name is correct. The initiator is asked to identify an area of recognition that best describes the recipient’s achievement from a drop down menu. The initiator may also include a personal message to the recipient in the designated space.
4. Step Four: Click the submit button and a “*YOU ROCK!*” email is sent to both the recipient and the sender. The email will contain instructions to copy the link and insert/paste the link into the web browser to see the actual “*YOU ROCK!*” award sent by a co-worker. The recipient can also print the award. See Figure 6-2 for sample award.

The screenshot shows the CG Portal interface for a 'You Rock! Submission Form: New Item'. The page header includes the CG Portal logo and navigation links. The breadcrumb trail is: CG Portal > USCG You Rock Award > YouRock > New Item. The form contains the following fields:

- Submitter's Office \***: A text input field with the placeholder 'Unit name or Office'.
- Recipient's Name \***: A text input field with a search icon and a note: 'Please type name as it appears on CG Global and verify with "Check Names" or use Address Book.'
- Recipient's Office \***: A text input field with the placeholder 'Unit name or Office'.
- Area\_of\_Recognition \***: A dropdown menu.
- Personalized\_Message \***: A large text area with a scroll bar. Below it, instructions state: '- Maximum length 11 lines including blank lines.' and '- For Spelling use "ABC" Spelling Checker from the top ribbon.'

At the bottom right of the form are 'Submit' and 'Cancel' buttons. The footer contains links for 'Contact Us', 'Privacy Statement', 'Accessibility', 'FOIA', 'USA.gov', and 'No FEAR'.

**Figure 6-1**  
**Sample of *YOU ROCK!* Award Online Submission Form**

- B. Administration. Emails, including all messages sent or received on DHS email systems, are subject to monitoring by appropriate personnel for business purposes. Specific administrators are granted access to recognition information, including the identity of the sender, recipient and the content of the message. This tool is designed to only be used in a positive, professional manner.



**Congratulations! One of your colleagues has sent you a “You Rock!” award.**

Doe, Jane J. CIV  
CG-65

Area of Recognition: Preparation

Personalized Message: I commend you on the extraordinary effort you put forth in preparing our Team for the DHS Cyber Security Symposium last week. It was a great success and we couldn't have done it without you. Keep up the great work!

Doe, John J CIV  
CG-6

**Figure 6-2**  
**Sample of *YOU ROCK!* Award**



## CHAPTER 7 COAST GUARD NON-MONETARY/OTHER RECOGNITION

The Coast Guard strives to motivate, reinforce positive behaviors and acknowledge employees in a meaningful way. These non-monetary forms of recognition can be used to keep employees engaged even when budgetary restrictions inhibit the use of monetary awards. The use of staff meetings, All-Hands or other appropriate forums should be used to recognize employees for their hard work. The following are creative, yet appropriate alternatives of affirmation that can be used to complement employees for their contributions and accomplishments, and can be given at Command/Unit level discretion:

- A. Verbal Praise. Supervisors are encouraged to provide verbal feedback and praise to demonstrate appreciation for a job well done.
- B. Written Praise. An email, handwritten thank-you note, letter of appreciation, postings or newsletters are various tools to informally provide written appreciation to employees. These should be written by immediate supervisors and given directly to the employee.
- C. Morale Events. Various workplace celebrations, lunches, picnics, pot-lucks, etc. can be used to help demonstrate supervisors' appreciation of employees. Setting up morale committees is often a good way to encourage regular morale events in the office.
- D. Admiral's/Senior Executive's Note. A special note in recognition of a noteworthy achievement. This is a long lasting form of recognition for employees and can be presented by the Admiral/Senior Executive at an appropriate forum.
- E. Command Coins. The Command coins are a unique and treasured form of recognition that can be presented by the Commander of a unit. These coins should be used sparingly to recognize the more significant achievements of employees.
- F. Official Letters of Commendation. Written and presented by an immediate supervisor for high quality performance of official duties such as extra effort, consistent devotion to duty, or above average accomplishment on a project, service to the customer, or public relations assignment. These letters may also be awarded by other supervisors when an employee has temporarily worked on another project or when a supervisor wishes to recognize special contributions by an employee of another organizational element.

Effective January 1, 1999, only documentation of Presidential rank awards and separation incentives may be filed on the right side of the Official Personnel Folder. Therefore, Official Letters of Commendation are not authorized to be filed in an employee's electronic Official Personnel Folder but a copy may be maintained at local Commands.

- G. Certificate of Appreciation. Provided by a supervisor to an individual employee or group of employees. These may also be presented by official Coast Guard committees or working groups. Certificates of appreciation serve as morale builders, providing the supervisor and others with means of expressing appreciation for an employee’s efforts on a particular project or performance under adverse conditions. See Figure 7-1 for a sample of Form CG-6035, Certificate of Appreciation. A fillable template of the Form is located in the References section of the USCG Civilian Human Resource website on the CGPortal at [https://cgportal2.uscg.mil/sites/externaldata/Forms/CG\\_6035.PDF](https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_6035.PDF).
- H. Local Command Employee Recognition: Commands are encouraged to devise local area staff appreciation events and/or programs with creative forms of recognition.



**Figure 7-1**  
**Example of Form CG-6035**  
**Certificate of Appreciation**

## CHAPTER 8 VARIOUS COAST GUARD AND GOVERNMENT-WIDE AWARDS

At various times during the year, Coast Guard is invited to nominate both civilian employees and military members for a variety of awards created by other Federal agencies and professional organizations. The honor and notoriety given to the successful candidate reflects favorably not only on the recipient, but on the Coast Guard, Department, and Federal service as well.

- A. Criteria. Due to the unique criteria of each individual award, nominations are subject to individual selection criteria, grade requirements, solicitation deadlines, and documentation requirements.
- B. Award Recognition. These awards may be monetary and awarded with a cash payment and/or they may be non-monetary and recognized with an appropriate device. Prior to accepting any award from a non-Federal source, Coast Guard members should consult with their servicing legal office to ensure compliance with the Standards of Ethical Conduct, COMDTINST 5370.8 (series), regarding the acceptance of awards or gifts.
- C. Reference. For a list of additional awards, refer to:
  - 1. Recognition Programs Manual, COMDTINST M1650.26 (series)
  - 2. External Affairs Manual, COMDTINST M5700.13 (series)
  - 3. Public Affairs Manual, COMDTINST M5728.2 (series)
  - 4. OPM's Performance Management website: <https://www.opm.gov/policy-data-oversight/performance-management/>



## CHAPTER 9 MONETARY AWARDS

Monetary awards can be used to motivate employees to increase productivity and creativity. There are two types of monetary awards authorized: Special Act Awards and On-the-Spot (OTS) Awards. Monetary awards are subject to availability of funds, and must be submitted within 90 days of the contribution being recognized (or as soon as funds are available) to ensure timely employee recognition.

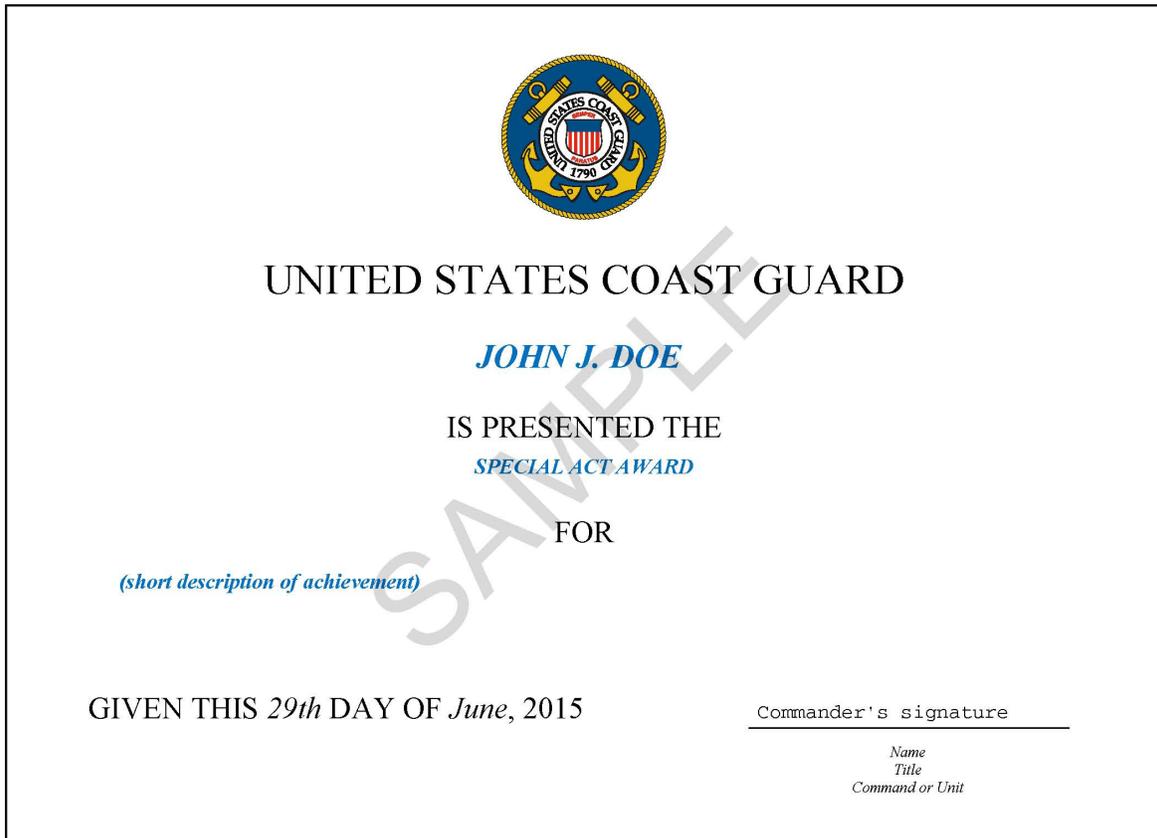
- A. Special Act Award. A monetary award used to motivate employees to increase productivity and creativity and is granted for a contribution resulting in tangible or intangible benefits or services to the government.
1. Relationship to Other Forms of Recognition. There is no limit to the number of Special Act Awards an employee may receive in any given period, however, only one award can be processed within a pay period. Each employee recognition granted must be supported by separate written justifications and must be in compliance with governing policy guidance. Special Act Awards may be given at any time during a rating year. To avoid the possibility of rewarding an employee more than once for the same accomplishment, supervisors shall ensure that the nomination and written justification for accomplishments being recognized by a Special Act Award are not repeated in other monetary awards.
  2. Criteria. Includes accomplishments achieved through special acts or services, which contribute to the efficiency, economy, or other improvements of Government operations, increased customer satisfaction, or process improvements. Recognition by a Special Act Award is appropriate for a non-recurring contribution either within or outside of job responsibilities that goes beyond what normally is expected of the contributor.
  3. Award Monetary Amounts. Discretion shall be used in establishing an award amount and should be commensurate with the value of the employee's performance or act to the Government. The amount of the award shall be based on the value of the benefits and extent of application received which may be tangible, intangible, or a combination of both. Tangible and intangible benefits are calculated using Table 9-1 and 9-2. All monetary awards are subject to availability of funds. Inherently, neither type of benefit is of greater value than the other.
    - a. Intangible benefits occur when monetary savings to the Government cannot be determined or there are intangible benefits in addition to specific monetary savings. For amounts based on intangible benefits, an award range is determined based on the Value of Benefit and the Extent of Application. Using the descriptions in Table 9-1, assign the appropriate point value from each chart below. Then total the point(s) and select an amount within the appropriate award range shown in Table 9-1.
    - b. Tangible benefits are savings to the Government that can be measured in terms of dollars and is evaluated using the scale of award amounts based on tangible benefits. They include savings on overhead items and accelerated labor rates. Using the descriptions in Table 9-2, select an amount within the appropriate award range.

4. Group Awards. When a contribution has been made by a group of employees, all contributing employees, including supervisors, may share in the award to the extent the contribution has not been recognized with a performance-based award. The cash award granted may be made in equal shares to each employee in the group or in proportion to his/her personal contribution to the achievement.
5. Time Limits. Recognition motivates, builds feelings of confidence and fairness, and boosts employee morale; therefore it is important the award process is completed quickly and efficiently. Nominations will be submitted no later than 90 days after the act or achievement which merits the award, or as soon as funds are available.
6. Nomination Procedures.
  - a. The supervisor prepares a brief written justification describing the accomplishment(s) performed by the employee or group of employees. The justification must include a description of the tangible and/or intangible benefits derived from the contribution found in the Scale of Awards, Table 9-1 and Table 9-2.
  - b. The award justification is prepared and forwarded on Standard Form SF-52, Part D (via FedHR Navigator) to the second level supervisor, or designated approving official in accordance with local procedures, and then to the Civilian Resource Coordinator (CRC) for certification of funding. No other documentation is accepted in lieu of the SF-52 via FedHR Navigator. Where the initiating manager or supervisor has authority to approve the award amount without further review in accordance with established delegations and local procedures, the manager or supervisor may sign as both the Requesting and Approving Official on the SF-52 and route the action directly to the CRC. Upon funding approval, the form is forwarded to the Field or Center HR Specialist for regulatory review and processing.
  - c. The confidentiality terms in Chapter 1.K apply to these awards.
  - d. Commands may choose to present a locally produced certificate, as an outward expression of appreciation and recognition of Special Act Awards. A fillable, generic award template is located at [http://www.dcms.uscg.mil/Portals/10/CG-1/cg121/docs/awd\\_cert\\_template.doc?ver=2017-03-13-122059-367](http://www.dcms.uscg.mil/Portals/10/CG-1/cg121/docs/awd_cert_template.doc?ver=2017-03-13-122059-367). This template can be modified for presentation of a Special Act Award. See Figure 9-1 for a sample of a Special Act Certificate.
7. Approval Authorities. Special Act Awards are approved in accordance with Figure 9-5, as well as in accordance with local delegations and approval procedures. Approval amounts may be further delegated to subordinate managers and supervisors within these established limits, or may be further restricted; local commands shall establish written approval delegations and procedures.
  - a. Deputy/Assistant Commandants, District Commanders, and Flag Level Field Commanding Officers may approve award amounts up to \$5,000. Service/Logistics Center Commanders may approve award amounts up to \$2,500. HQ Directors and Field Unit Commanding Officers may approve award amounts up to \$1,500. HQ Office Chiefs and field Department

Heads/Division Chiefs may approve award amounts up to \$600. First line supervisors may approve award amounts up to \$500.

- b. The Commandant may approve award amounts up to \$6,000. The DHS Secretary may approve award amounts up to \$10,000. OPM must approve awards from \$10,001 up to \$25,000, with awards greater than \$25,000 being approved by the President.
  - c. The Civilian Awards Board must review awards above the amount of \$5,000. CRC's must authorize funds availability for all monetary awards.
8. Repeat Awards. Repeat awards for the same accomplishment or contribution are prohibited and care shall be taken to ensure that they are not automatically granted. Reviewing and approving officials and other managers should be alerted and take action to correct repetitive nominations. They should ensure that the same level of performance is not unjustifiably rewarded, and that awards are not inappropriately being used as compensation for lack of promotion opportunities, long and faithful service, etc. Compliance with OMB and Coast Guard financial internal controls shall be adhered to at all times by all levels of management responsible with executing decisions resulting in monetary compensation to employees.
  9. Presentation. Awards are presented to recipients at appropriate ceremonies as soon as practicable after approval. In addition, publicity should also be given consistent with local command procedures.
  10. Sample. See Figure 9-3 and Figure 9-4 for a sample of Form SF-52, Request for Personnel Action.
- B. On-the-Spot (OTS) Award. An OTS Award is given for a one-time achievement designed to quickly recognize employee efforts that result in service of an exceptionally high quality or quantity. This award is particularly appropriate for rewarding employee efforts that might otherwise go unnoticed. The contribution must have not been previously recognized by a performance award.
1. Amount of Award. The maximum amount receivable for any one (1) award is \$500. Employees may receive multiple OTS cash awards, not to exceed a cumulative total of \$1,000 within a 12-month period.
  2. Justification. The award justification is prepared on Form SF-52, Part D (via FedHR Navigator). No other documentation is accepted in lieu of the SF-52 via FedHR Navigator.
  3. Approval Authority. First-level supervisors are authorized to approve OTS awards up to \$500, however, supervisors and managers shall adhere to local delegations and procedures regarding award approval. The first line supervisor will initiate the action in FedHR Navigator and route to the second level supervisor, or designated approving official in accordance with local delegations and procedures, and then to the Civilian Resource Coordinator (CRC) for certification of funding. Where the first line supervisor is authorized to approve the award amount without further review, the supervisor may sign the SF-52 as both the Requesting Official and Approving Official and route the action directly to the CRC. Upon funding approval, the form is forwarded to the Field or Center HR Specialist for regulatory review and processing. See Figure 9-5 for approval authority and submission process.

4. Confidentiality. The confidentiality terms of not discussing an award with an employee prior to its official approval is addressed in Chapter 1.K.
5. Presentation. Form CG-6037, On-the-Spot Cash Award Certificate, may be used for presentation. See Figure 9-2 for a sample of Form CG-6037. See Figure 9-3 and Figure 9-4 for a sample of SF-52, Request for Personnel Action.



**Figure 9-1**  
**Sample of a Generic Award Certificate**  
**Special Act Award**



**ON THE SPOT CASH AWARD**

TO

**JOHN J. DOE**

**CONGRATULATIONS**

YOU ARE BEING RECOGNIZED FOR PERFORMANCE

WARRANTING SPECIAL ATTENTION.

I PERSONALLY THANK YOU FOR YOUR EFFORT.

**FOR (short description of  
achievement)**

**U.S. DEPARTMENT OF HOMELAND SECURITY**

**UNITED STATES COAST GUARD**

\_\_\_\_\_  
HARRY H. HOPEFUL, CAPT

APPROVING OFFICIAL

\_\_\_\_\_  
30 June 2015

DATE

U.S. Dept. of Homeland Security, USCG, CG-6037 (Rev. 06-04)

**Figure 9-2**  
**Sample of Form CG-6037**  
**On-the-Spot Cash Award Certificate**

Standard Form 52  
Rev. 7-91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

Previous Screen   Print   Save

### REQUEST FOR PERSONNEL ACTION

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

1. Insert Award Type _____ (insert proposed amount)	2. Request Number 2010-00016
3. For Additional Information Call (Name and Telephone Number) James Bond	4. Proposed Effective Date 07 01 2011
5. Action Requested By: (Typed Name, Title, Signature, and Request Date)	6. Action Authorized by: (Typed Name, Title, Signature, and Concurrence Date)

**PART B - For Preparation of SF50 (Use of Codes in FPM Supplement 292-1. Show all dates in month-day-year order.)**

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
-------------------------------	---------------------------	------------------	-------------------

<b>FIRST ACTION</b>	<b>SECOND ACTION</b>
5-A. Code	6-A. Code
5-B. Name <b>1<sup>st</sup> Line Supervisor</b>	6-B. Name <b>2nd Line Supervisor</b>
5-C. Code	6-C. Code
5-D. Legal Authority	6-D. Legal Authority

45. Educational Level   46. Year Degree Level   47. Academic Degree   50. Veterans Status   51. Supervisory Status

**Civilian Resource Coordinator**

**PART C - Reviews and Approvals (Not to be used by requesting office.)**

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

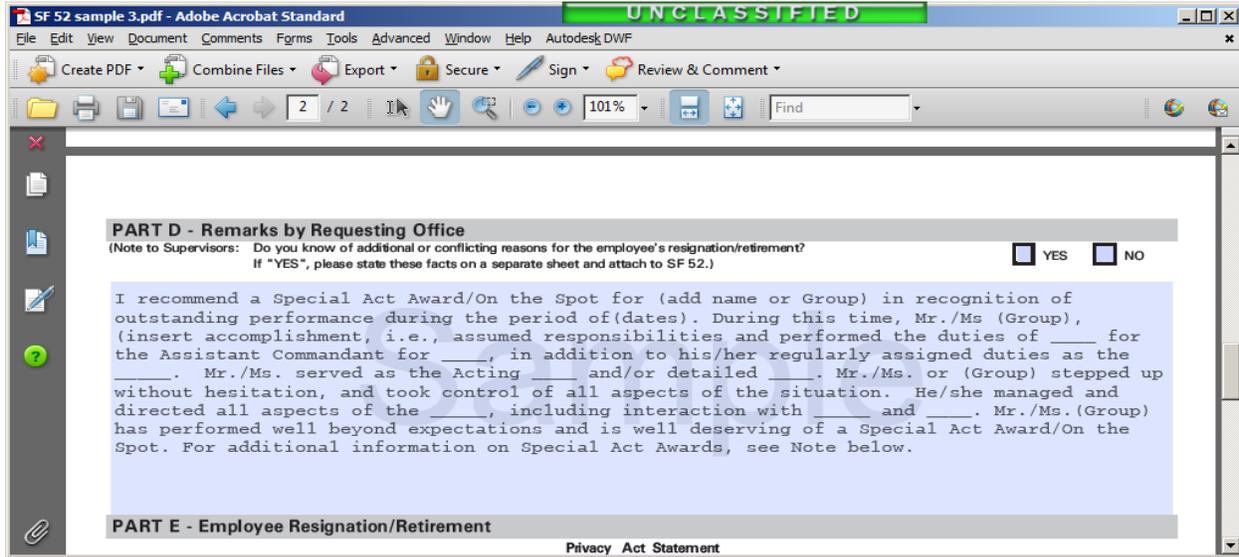
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature 	Approval Date
---------------	---------------

**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 SF52.) Yes No

**Figure 9-3**  
**Sample of SF-52, Request for Personnel Action, page 1 (in FedHR Navigator)**  
**Special Act Award/On-the-Spot Award/Time-Off Award**



For Special Act Award justification add: XX's efforts are highly commendatory and worthy of monetary recognition. Referencing the Intangible Benefits chart, this contribution is of substantial value with an extended area of application.

**Figure 9-4**  
**Sample of SF-52, Request for Personnel Action, page 2 (in FedHR Navigator)**  
**Special Act Award/On-the-Spot Awards/Time-Off Award**

**Intangible Scale of Award  
VALUE OF BENEFIT**

Moderate (1 point)	Substantial (2 points)	High (3 points)	Exceptional (4 points)
Change or modification of an operating principle or procedure which has value <b>sufficient</b> to meet the minimum standard for a cash award, <b>an improvement</b> to the value of a product, activity, program or service to the public	<b>Substantial</b> change or modification of an operating principle or procedure, <b>an important improvement</b> to the value of a product, activity, or service to the public	<b>Complete revision</b> of a basic principle or procedure; <b>a highly significant improvement</b> to the value of a product major activity, or program or service to the public	<b>Initiation of a new</b> principle or major procedure; a <b>superior improvement</b> to the quality of a critical product, activity, program, or service to the public

**EXTENT OF APPLICATION**

Limited (1 point)	Extended (2 points)	Broad (3 points)	General (4 points)
Affects functions, mission, or personnel of <b>one</b> office, facility, or installation, or an organizational element of a headquarters. Affects a <b>small area</b> of science or technology	Affects functions, mission or personnel of an <b>entire</b> office, facilities or installations. Affects an <b>important area</b> of science or technology	Affects functions, mission, or personnel of <b>several</b> regional areas of command. May be applicable to all of an independent agency or a large bureau. Affects an <b>extensive area</b> of science or technology	Affects functions, mission, or personnel of <b>more than one</b> regional area or commands, or an <b>entire</b> department or <b>large</b> independent agency, or is in the public interest throughout the Nation or beyond

**AWARD RANGE**

**Value of Benefit + Extent of Application = Award Range  
(Example - Substantial Value + Broad Application = 2 + 3 = 7 Points)**

**Final step = select an amount within the appropriate award range shown below.**

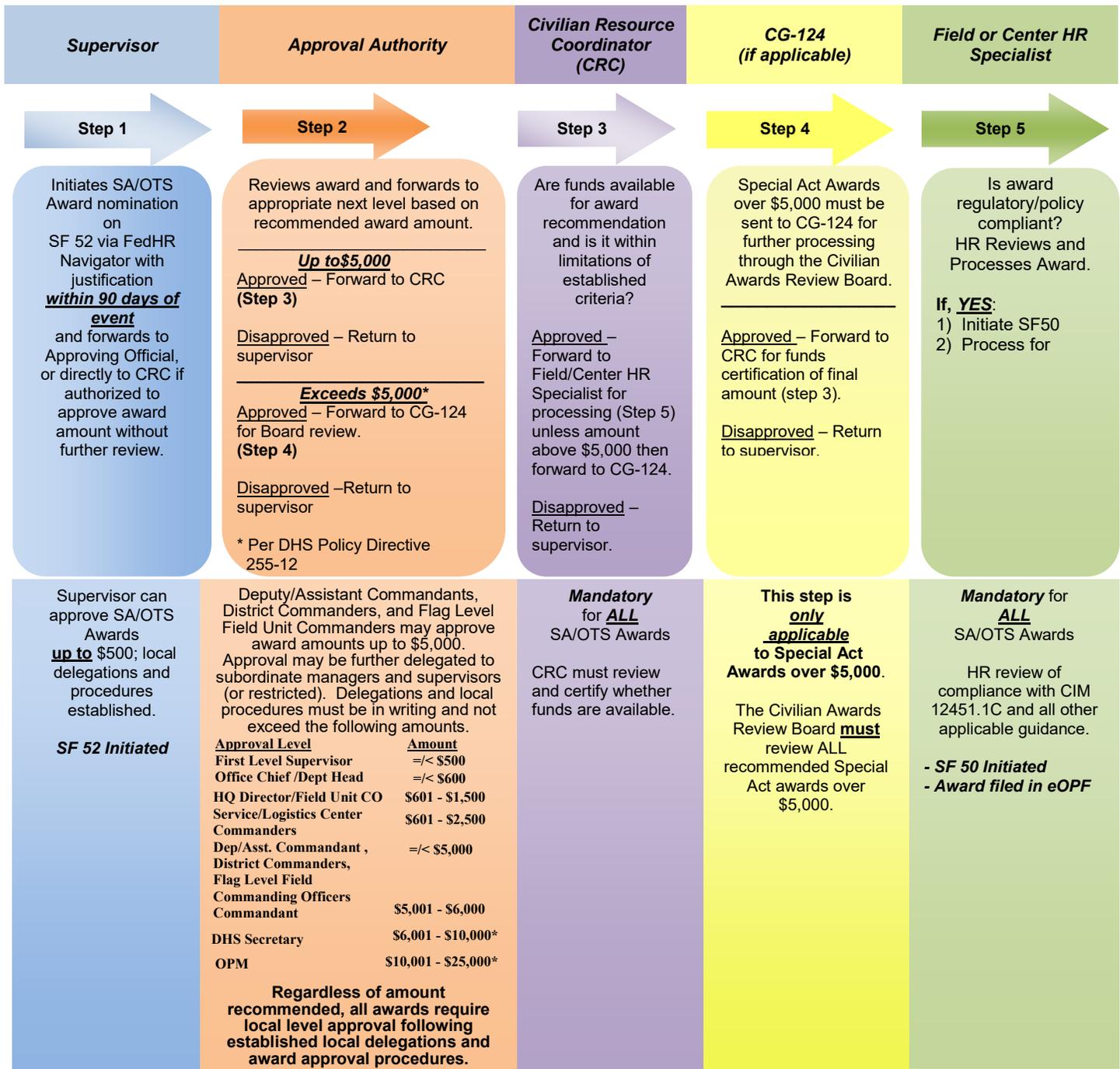
Total Points	Award Range
2 Points	\$25 - \$500
3 Points	\$501 - \$750
4 Points	\$751 - \$1,000
5 Points	\$1,001 - \$1,500
6 Points	\$1,501 - \$3,150
7 Points	\$3,151 - \$6,300
8 Points	\$6,301 - \$10,000

**Table 9-1  
Scale of Award  
Amounts Based on Intangible Benefits to the Government**

**Tangible Scale of Award**

<b>BENEFITS</b> <b>Estimated First-Year Benefits</b>	<b>AWARD</b> <b>Amount of Award to Employee</b>
Up to \$10,000 in benefits	10% of the benefits
Between \$10,000 and \$100,000 in benefits	\$1,000 Plus 3% to 10% of benefits over \$10,000
More than \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits Plus 0.5% to 1.0% of benefits above \$100,000

**Table 9-2**  
**Scale of Award**  
**Amounts Based on Tangible Benefits to the Government**



1. On-the-Spot limitations - Maximum per individual award = \$500; NTE \$1,000 per 12-month period.
2. There is no limit to the number of Special Act Awards an employee may receive in any given period, however, only one award can be processed within a pay period.
3. Supervisors and Managers may sign the SF-52 in Part A as both the Requesting and Approving Official for award amounts they are authorized to approve without further review. The SF-52 may be routed in FedHR Navigator directly to the CRC.
4. Field/Center HR Specialist assignments are found at <http://www.uscg.mil/CIVILIANHR/contact.asp>
5. Awards must be submitted and routed via FedHR Navigator.

**Figure 9-5**  
**Special Act and On-the-Spot Award Submission Process (non-rating based)**

## CHAPTER 10 TIME-OFF AWARD

The Time-Off-Award (TOA) is an award of an excused absence for a designated number of hours (with pay and without charge to leave) granted to an employee for recognition of an individual or group contribution or accomplishment. This chapter sets forth requirements for granting time off in recognition of superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations. Time-Off awards should be used judiciously as they do represent a cost to the Coast Guard. This award can be used alone or in combination with other awards. An emphasis on awards of this nature is particularly important to ensure responsible fiscal stewardship.

- A. Time Limits. The award process must function quickly and efficiently in order to recognize deserving employees for their accomplishments. Nominations are submitted no later than 90 days after the act or achievement which merits the award.
- B. Basis for Time-Off Award. In determining the amount, consideration shall be given to the benefits realized by the Coast Guard from the employee's contribution. Table 10-1 below is used to determine the appropriate amount of time-off to grant:

Value to the Organization	Number of Hours
<b>Moderate:</b> (1) A contribution to a product, activity, program, or service to the public, which is of <i>sufficient</i> value to merit formal recognition. (2) Beneficial change or modification of operating principles or procedures.	1 to 9
<b>Substantial:</b> (1) An <i>important</i> contribution to the value of a product, activity, program, or service to the public. (2) <i>Significant</i> change or modification of operating principles or procedures.	10 to 19
<b>High:</b> (1) A <i>highly significant</i> contribution to the value of a product, activity, program, or service to the public. (2) <i>Complete revision</i> of operating principles or procedures, with considerable impact.	20 to 29
<b>Exceptional:</b> (1) A <i>superior</i> contribution to the quality of a critical product, activity, program, or service to the public. (2) <i>Initiation of a new principle</i> or major procedure, with significant impact.	30 to 40

**Table 10-1**  
**Time-Off Award Scale for a Single Contribution**

C. Type of Achievement to Recognize for Time-Off Award. A wide variety of employee contributions may be recognized by means of a TOA. In determining whether TOAs are appropriate, supervisors should consider such factors as whether the employee's workload permits time off from the job; whether the employee already has a large amount of annual leave credited to his or her account; or other issues with granting this form of recognition. Examples of employee achievement that might be considered for such a Time-Off Award may include:

1. Making a high quality contribution involving a difficult or important project or assignment.
2. Displaying special initiative and skill in completing an assignment or project before the deadline.
3. Using initiative and creativity in making an improvement in a product, activity, program or service.
4. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

D. TOA in-lieu-of Performance Cash Award. TOAs may also be offered as a way to recognize sustained high-level performance at the end of the rating cycle in-lieu-of a performance cash award. See Chapter 12 on Performance Awards for more detailed information.

E. Inappropriate Use of Time-Off Award. Time-Off as an incentive award is not intended to be used as a form of excused absence (commonly referred to as administrative leave) for such reasons as group dismissals, picnics, parties, etc. A Time-Off Award may not be used to offset a negative annual or sick leave balance, and cannot be used to substitute previously used annual or sick leave.

F. TOA Limitations.

1. Full-Time Employees. A full-time employee may be granted a TOA in an amount up to a maximum of 40 hours for a single contribution as an incentive award. The total combined amount of Time-Off an employee may be awarded during any one leave year is 80 hours.
2. Part-Time Employees. Part-time employees or employees with an uncommon tour of duty will have the average number of hours of work in the employee's biweekly scheduled tour of duty used to establish the leave year maximum limitation with one-half this determined amount identified as the limit for any single contribution. For example, an employee with a part-time tour of 32 hours a week may receive 64 hours in one (1) leave year, with a single award maximum of 32 hours.
3. Minimum Amount. The minimum amount of time off for any one TOA is one (1) hour.

G. Transfer Limitations.

1. TOAs are not transferable to agencies outside DHS and do not convert to cash at the time of separation, at forfeiture or for any other circumstance. A TOA cannot be processed for an employee who is not on Coast Guard rolls or onboard at the time the award is processed by Commandant (CG-123). A TOA given by one DHS component is honored by the other upon movement between components in accordance with Reference (d).
2. Time-Off hours are lost if an employee separates from the Coast Guard prior to using all the hours. Time-Off hours will not transfer to other agencies and they will not be included in a lump sum payment received by the employee upon separation from Federal service.

H. Scheduling of TOA. Time off granted under this authority must be scheduled and used within 52 weeks from the effective date of the award as documented on the SF-50. The following conditions will apply:

1. The use of time off is subject to initial approval by the employee's immediate supervisor.
2. Supervisors will work with employees to encourage them to use their TOA within the allotted time frame to avoid forfeiture of the award. If workload requires the supervisor to disapprove a request to use a TOA, he/she should assist with rescheduling the time off before the period expires. There are no exceptions to this expiration period.
3. Attention should be given so that time off granted will not negatively impact employees credited with large amounts of annual leave carry-over.
4. Title 5 CFR 353.208 implements the Uniformed Service Employment and Reemployment Rights Act (USERRA) and states that an employee performing service with the uniformed services must be permitted, upon request, to use any time-off award balance during such service. A civilian employee is entitled to use time-off award intermittently with leave without pay while on active duty or active/inactive duty training.
4. TOAs that are not used within 52 weeks from the effective date will automatically be removed from the employee's WebTA record and will not be restored. Exceptions will not be granted.
5. A TOA does not convert to cash under any circumstances.
6. Employees are encouraged to utilize their My Employee Personal Page (My EPP) which will provide the exact effective date of each TOA they have earned.
7. Employees can monitor their TOA balance in WebTA. TOA awards and balances will not be reflected on the employee's Leave and Earnings Statement.

I. Processing and Approval Authority for TOA.

Responsibility	Up to One Day	Up to 19 hours	From 20 to 40 hours
First Line Manager or Supervisor	<p style="text-align: center;">✓</p> <p style="text-align: center;">(Approve up to one day w/o further review)</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">(Allowable if re-delegated by senior official <sup>1</sup>)</p>	
Deputy/Assistant Commandants; District Commanders; Flag level Field Commanding Officers; Service/Logistics Center Commanding Officers; HQ Directors; and Field Unit Commanding Officers	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">(May re-delegate <sup>1</sup>)</p>	<p style="text-align: center;">✓</p>
CRC (Regulatory Compliance/documentation Review <u>only</u> )	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>

**Table 10-2**  
**TOA Approval Authority**  
**(non-rating based)**

The following officials are authorized to re-delegate authority for lower-level managers and supervisors to approve *up to 19 hours* of Time-Off: Coast Guard Unit Commanders; Commanding Officers; officers-in-charge; deputy/assistant commandants; and, chiefs of headquarters staff elements. This delegation must be documented in a local award instruction/policy/procedure.

J. Documentation for TOA.

1. All TOAs must be recommended and justified in writing on Form SF-52, Request for Personnel Action, via FedHR Navigator. No other documentation is accepted in-lieu-of the SF-52.
2. The First Line Manager or Supervisor will initiate the action in FedHR Navigator and route it to the designated Approving Official. If the approval authority for the selected award amount has been officially delegated to the First Line Manager or Supervisor, that individual may sign the SF-52 as both the Requesting and Approving Officials. The Supervisor or approving official routes the action in FedHR to the CRC. The CRC documents compliance and certifies in Part C of the SF-52, and then routes the action to the Field or Center HR Specialist in FedHR Navigator.

3. Justifications for TOAs are required.
  - a. For TOAs of up to 19 hours time off, a brief but explicit written justification is prepared describing the employee's contribution(s). See Figure 9-3 and Figure 9-4 for a sample of SF-52, Request for Personnel Action, Part D.
  - b. For awards exceeding 19 hours, the written justification is in sufficient detail in a separate document that is uploaded to FedHR Navigator to accompany the brief summary on the SF-52 Part D. This detailed justification must:
    - (1) State the name and position of the employee;
    - (2) Describe how the employee met the required criteria (e.g., give examples of the employee's achievement and performance);
    - (2) Justify and state the number of hours of time off granted by describing the benefits realized by the Coast Guard from the employee's contribution; and,
    - (3) Indicate whether the employee previously received a TOA during the same leave year and, if so, the date of the award and how many hours were granted.
4. The confidentiality terms of not discussing an award with an employee prior to its official approval addressed in Chapter 1.K. will apply.

K. Personnel Action. The Field or Center HR Specialist in Commandant (CG-123) reviews the submission for procedural compliance and adequacy of documentation prior to processing the action. The amount of time granted is documented on Form SF-50 and is retained in the employee's Electronic Official Personnel Folder (eOPF).



## CHAPTER 11 QUALITY STEP INCREASE (QSI)

A Quality Step Increase (QSI) is a faster than normal within-grade increase used to reward a permanent General Schedule (GS) employee who demonstrates sustained high quality performance (see 5 CFR 531.504). Federal Wage System (FWS) employees are not eligible for QSIs. A QSI is a change in base pay providing cumulative benefits and is usually considered a higher form of recognition than a performance cash award. A QSI, while normally granted in the annual Performance Award process, may be granted at any time during the rating year based upon the eligibility criteria below:

A. Eligibility. A GS employee is eligible to receive a QSI if he/she:

1. Is below step 10 of his/her grade;
2. Is rated "Exceeds," on the Excellence, Achievement and Recognition System (EARS) or "Achieved Excellence" on the Department of Homeland Security/Performance Management Program (DHS/PMP);
3. Has demonstrated sustained superior or high quality performance which significantly enhances mission accomplishment;
4. Has not received a QSI within the preceding 52 consecutive calendar weeks; and
5. Is on a permanent appointment, not limited to one year or less.

B. Definition of sustained superior or high quality performance. Sustained superior or high quality performance is characterized by:

1. A rating of "Exceeds" or "Achieved Excellence" received during the preceding 52 consecutive calendar weeks;
2. Exemplary performance that is expected to remain consistently high well beyond the preceding 52 consecutive calendar weeks; and
3. Sufficient duration and substance as to fully justify a QSI. Substance is demonstrated performance that is truly exceptional, reflects measurable results and benefit to the Coast Guard, and fully justifies a permanent increase in the rate of base pay.
4. Normally, performance of 1 year in a position is necessary to determine exceptional performance that is expected to continue at that level.

C. Criteria.

1. Only one (1) QSI may be granted to an employee within 52 consecutive calendar weeks. An employee may receive either a QSI or a performance cash award, but not both, for the same rated performance within 52 consecutive calendar weeks.
2. A QSI does not affect the timing of an employee's next regular within-grade increase, unless the QSI places the employee in step 4 or step 7 of his or her grade. In these cases, the employee must

complete the full waiting period for the new step, 104 weeks for steps 4-6 or 156 weeks for steps 7-9. However, the time an employee has already waited is not lost; it continues to count towards the waiting period for the next step increase. The QSI provides the employee the benefit of receiving an additional step increase at an earlier date than he or she originally would have without losing any time creditable towards his or her next WGI.

3. QSIs are not automatic even if the rating of record is "Exceeds," or "Achieved Excellence," but must be justified on the basis of this Chapter's criteria.
4. Receipt or non-receipt of QSI's may not be grieved.

D. Procedures.

1. Commandant (CG-832) determines the number of QSIs that are available for each directorate each fiscal year. QSIs are typically awarded as part of the annual performance award process, but may also be given outside of the performance award cycle (non-rating based).
2. For QSIs awarded as part of the performance award process: Supervisors shall submit justifications for employees nominated for QSIs and follow local procedures when determining who will receive the available QSIs as a performance award. QSIs are submitted and certified by the PIPO. An employee awarded a QSI in the performance award process may not also receive a monetary or Time-Off award. Specific guidance relating to this process is distributed to all Coast Guard supervisors at the end of the performance rating cycle.
3. For QSIs awarded outside of the performance award process: Supervisors shall submit justifications for QSI outside of the performance cycle on Form SF-52 via FedHR Navigator. Upon funding approval by the CRC, the form is forwarded to the Field or Center HR Specialist for regulatory review and processing.
4. Upon funding certification, the effective date of a QSI is one (1) pay period after Commandant (CG-832) approves the QSI, whenever practicable.
5. A QSI may be held no longer than two (2) pay periods when the goal is to accommodate an effective date of a within-grade increase (e.g. to allow an employee to receive his/her scheduled within-grade increase prior to the processing of a quality step increase).

- E. Confidentiality. The confidentiality terms of not discussing an award with an employee prior to the official approval addressed in Chapter 1.K. will apply to QSIs awarded either as performance awards or if granted outside the performance award process.

## CHAPTER 12 PERFORMANCE AWARDS

Performance awards are a vehicle for enhancing morale and improving productivity. Rewarding high quality performance encourages that performance to continue. On an annual basis, Performance Award guidance is promulgated by Commandants (CG-124) and (CG-832). Performance awards are not guaranteed. Depending on funding or other circumstances, the Coast Guard leadership may determine on an annual basis the available types of performance awards. Ratings of record are the only basis for determining whether to grant a performance-based award in accordance with 5 U.S.C. Chapter 45, 5 C.F.R. Part 451, and DHS Directive No. 255-02, "Employee Recognition" and its associated Instruction. All General Schedule and Federal Wage System employees are covered by the Performance Awards chapter. Civilian employees not covered by this chapter include: Senior Executive Service, CG Academy Faculty, AD, and SL/ST. These employees are covered by specific awards policies not covered in this Manual.

A. Types of Performance Awards. There are multiple types of performance awards that may be authorized at the Coast Guard for covered civilian employees:

1. **Performance Cash Award:** A Performance Cash award is a one-time cash payment given at the end of the rating cycle to an employee to recognize noteworthy performance.
2. **Time-off Award in lieu of Performance Cash Award:** Employees may be given a Time-off Award instead of a performance cash award, or may be given the option to elect a Time-Off Award in-lieu-of a cash award (see Chapter 10 for additional information on Time-Off Awards).
3. **Quality Step Increase (QSI):** Although technically not an award, pursuant to 5 CFR 531, Subpart E- Quality Step Increases, a QSI may be given as a performance award to eligible GS employees (see Chapter 11).

B. Factors to Consider. Factors to consider regarding performance awards are:

1. An employee must be in a pay status for at least 90 days within the current rating cycle to be eligible for a final rating and thereby eligible for a Performance Award.
2. In accordance with References (j) and (k), an employee's performance cycle may be extended to achieve the minimum of 90 days. The employee is issued a delayed rating, and may be eligible for a performance award associated with that rating.
3. An employee is ineligible for a Performance Award if the performance was rated "Fails to Meet" or "Unacceptable" under References (j) and (k).
4. Award types and amounts are based on final rating levels in accordance with a standard award algorithm applied by Commandant (CG-832). Commandant (CG-832) serves as the final funding approval authority for all Performance Awards.

- C. Annual Performance Awards Process. As part of the end-of annual-cycle rating process the PIPO will establish, in conjunction with Commandants (CG-124) and (CG-832), performance award guidelines, including a standard award level algorithm and maximum award amounts; submission requirements; documentation instructions; and timelines. The annual guidance will also address the following elements:
1. Procedures for submitting an eligible employee for a performance based QSI. The PIPO will determine procedures for considering QSI nominations, such as the use of a local awards board. Managers should consult their Field or Center HR Specialist prior to making final QSI decisions to ensure all applicable requirements are met.
  2. Instructions for documenting performance award nominations and elections. PIPOs may establish local procedures for submitting award nominations and elections. See Figure 12-1, Sample Nomination Form for a Performance Related Award.
  3. Instructions for documenting elections for Time-Off award in-lieu of a performance award for eligible employees. Employee elections must be documented using REQUEST FOR A TIME-OFF AWARD IN LIEU OF A CASH PERFORMANCE AWARD memo (see Figure 12-2 sample). The memo is disseminated each year by Commandant (CG-124). The memo must be signed by the employee; is irrevocable once submitted to the PIPO; and shall be submitted to Commandant (CG-123) (attached to the final performance evaluation) for filing in the employee's eOPF.
  4. Guidance on performance awards for part-time and new employees. Performance awards for part-time employees, both cash and time-off, are pro-rated based on the employee's official bi-weekly schedule. Performance awards (cash and time-off) given to new Coast Guard employees on delayed ratings will also be pro-rated.
  5. Guidance on the standard algorithm for Performance awards administered by Commandant (CG-832). Submission requirements for PIPOs and CRCs are disseminated annually. Commandant (CG-832) certifies the performance award information and submits the final approved lists to Commandant (CG-124).
  6. Guidance on effective dates and processing timelines for performance awards. Performance awards are effective within two (2) pay periods after Commandant (CG-124)'s receipt of the certified PIPO lists. At this time, the commands are informed of the final processing schedule and may proceed with informing employees of their final performance award amounts/types.
  7. Guidance on submission requirements for all performance award documentation.

**NOMINATION FORM FOR A PERFORMANCE-RELATED AWARD**  
 (CASH AWARD, TIME-OFF AWARD (TOA) IN LIEU OF PERFORMANCE CASH AWARD  
 OR  
 QUALITY STEP INCREASE (QSI))

**Note:** Attach this nomination to the rating of record upon which the nomination is based.

**Justification.** The award must be justified based on the attached performance evaluation. The performance cash award or TOA in lieu of performance cash award recognizes high levels of performance. A QSI recognizes sustained, high quality performance which significantly enhances mission accomplishment.

**Eligibility.**

- Performance Cash Award. To be eligible, the employee must have been rated either "Exceeds" or "Meets" for the appraisal period.
- Time Off Award in Lieu of Performance Cash Award. To be eligible, the employee must have been rated either "Exceeds" or "Meets" for the appraisal period. At the Performance Incentive Pay Official (PIPO) discretion, based on the quality and value of performance, a TOA award cannot exceed 40-hours for a full-time employee. A TOA award for a part-time employee is limited to the pro-rated basis of their work schedule, based on the quality and value of their performance. An employee must acknowledge their decision to elect a TOA in lieu of cash in writing. This decision is irrevocable.
- Quality Step Increase. The QSI may be granted only to GS/GM employees who meet the following conditions:
  - o Currently at Step 9 or lower.
  - o **Rating of record is "Exceeds".**
  - o Have not received a QSI within the preceding 52 weeks.
  - o An employee may receive a QSI or a performance award, but not both for the same rated performance.

**Part I: Identifying Information**

Employee Name: \_\_\_\_\_  
 Nominated for (Choose One Only): \_\_\_\_\_  
 QSI: \_\_\_\_\_  
 Performance Cash Award: \_\_\_\_\_ Amount: \_\_\_\_\_  
 TOA in Lieu of Performance Cash Award: Number of Hours: \_\_\_\_\_  
 (TOA in Lieu of Performance Cash Award Acknowledgement signed by employee required)

**Part II: Approvals**

Nominated by: \_\_\_\_\_  
 (Name, Title, Signature & Date)

**Note:** Nominations may be made by the employee's immediate supervisor or a higher-level official, as determined by local procedures set by the PIPO.

Reviewed and Endorsed  Not Endorsed by: \_\_\_\_\_  
 (Name, Title, Signature & Date)

**Note:** This review may be made by the employee's second-level supervisor or a higher-level official, as determined by local procedures set by the PIPO.

Approved  Not Approved by: \_\_\_\_\_  
 (Name, Title, Signature & Date)

**Note:** All QSIs and performance awards require approval of the PIPO or his/her designee.

**Figure 12-1**  
**Sample Nomination Form for a Performance Related Award**

REQUEST FOR A TIME-OFF AWARD IN LIEU OF A CASH PERFORMANCE AWARD

I accept the nomination for a Time-off Award (TOA) in lieu of a performance cash award for the rating cycle 1 April 2016 to 31 March 2017 . I also understand that:

- The exact cash award amount cannot be provided to me at this time since allocation of cash awards may increase or decrease depending on the number of Time Off Awards recommended or accepted by other employees. This may influence the specific amount of the actual monetary awards pool.
A TOA cannot be processed for an employee who is not on Coast Guard rolls or onboard at the time the award is processed by Commandant (CG-121). Accepting a TOA in lieu of a performance cash award is irrevocable and signing below acknowledges my irrevocable choice.
Time-Off granted under this authority must be scheduled and USED within 52 weeks from the effective date. If not used within 52 weeks from the effective date it will automatically be removed from my record and will not be restored. Waivers to the TOA expiration policy will not be granted. (The effective date granted is not the same as the post date within WEBTA. Employees and Supervisors are responsible for ensuring that TOAs are scheduled within 52 weeks from the effective date.)
If I separate from the Coast Guard before using all awarded Time-Off hours, those hours are lost. TOAs are not transferable to agencies outside DHS. Time-Off Awards given by one DHS Component may be honored by other DHS components upon transfer.
A TOA does not convert to cash at the time of separation, at forfeiture or for any other circumstance.
OPM's regulations at 5 CFR 353.208 implementing the Uniformed Service Employment and Reemployment Rights Act (USERRA) states that an employee performing service with the uniformed services must be permitted, upon request, to use any accrued annual leave, military leave, earned compensatory time off for travel, or accrued sick leave (consistent with the statutory and regulatory criteria for using sick leave), during such service. An employee is entitled to use annual leave, military leave, earned compensatory time off for travel, or sick leave intermittently with leave without pay while on active duty or active/inactive duty training. This applies to TOAs.
I can utilize My Employee Personal Page (My EPP) which will provide me with the exact effective date of each awarded Time-Off Award. WebTA is a tool that can provide me with the balance of my TOA.
I have been provided the relevant information needed in making a determination whether to elect a TOA or a monetary award, if given a choice.

Date

Signature (Digital signatures acceptable)

Printed Name

Completed form must be forwarded to Supervisor to be attached to Employee's performance appraisal

(Rev. Feb, 2017)

Figure 12-2 Time-Off Award (TOA) Request Memo

## CHAPTER 13 CAREER SERVICE AND RETIREMENT RECOGNITION

- A. Career Service Recognition. Commandant (CG-124) is responsible for implementing policy, providing oversight, logistical, budgetary and the administrative guidance for the program. Significant milestones in civilian employees' careers with emphasis on creditable service to the Government is recognized by the presentation of a Length of Service (LOS) Certificate and Service Pin at the completion of the fifth year of creditable service and then again at five-year intervals thereafter. A Flag Letter signed by the Commandant is prepared for employees with 30 or more years of service.
1. Creditable Service. The Reduction-In-Force (RIF) Service Computation Date (SCD) is the most suitable data field that reflects the amount of employees' public service and is the only date that is used by CG-124 to prepare career service recognition.
  2. Length of Service Certificate. Certificates for candidates ranging from five (5) through twenty-five (25) years of service are signed by the Director, Civilian Human Resources, Diversity and Leadership using the appropriate certificate WPS 101A through WPS 105A. Certificates for candidates ranging from thirty (30) through fifty (50) years of service are signed by the Commandant. Certificates WPS 106A through WPS 110A is used for this distinct population. See Figure 13-1 for a sample of a LOS Certificate.
  3. Flag Letter. A Flag Letter signed by the Commandant will also be presented to employees with 30 or more years of service.
  4. Length of Service Pin. A Length of Service Pin is presented upon the completion of 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of service and are available as lapel pins.
  5. Certificate and Flag Letter Publication Timeline and Distribution. Certificates and Flag Letters are prepared by Commandant (CG-124) just prior to the employee's anniversary date, or as soon thereafter as possible given staffing and resources available. Current Commandant guidance, costs, and resource limitations restricts reproducing and/or back-dating any Certificates or Flag Letters beyond one year from the employees' anniversary date (exceptions to waive this will not be granted). Certificates, pins, and Flag Letters (if applicable) are disseminated to Commands for presentation to the employee. Managers and supervisors must ensure that appropriate, meaningful, and timely presentation occurs.
- B. Retirement Recognition. A suitable retirement ceremony conducted at the local level is recommended. See Appendix B for a Civilian Retirement Checklist for Project Supervisors/Officers. The following are appropriate recognition options that can be used to recognize an employee for their contributions and accomplishments upon his/her retirement. See also Table 13-1.
1. Awards. At command discretion, retiring employees may be nominated for the following awards:
    - a. DHS Level: DHS Distinguished Service Medal – See Chapter 3B.
    - b. Commandant Level: Commandant's Distinguished Career Service Award - See Chapter 4B.

2. Retirement Certificate. The Office of Civilian Human Resources will prepare a retirement recognition certificate upon notification from the Retirement and Benefits Service Center (RBSC) for all retiring civilian employees. The retirement certificate will contain the retiree's official name of record, creditable years of service, retirement date and the Commandant's signature. See Figure 13-2 for a sample of a Retirement Certificate. Certificates are mailed directly to the retiree's official home address as listed in the National Finance Center database. If the employee's command desires to present the certificate at a local ceremony, the command must submit an email request to Commandant (CG-124), email: [CivilianAwardRequests@uscg.mil](mailto:CivilianAwardRequests@uscg.mil), at least thirty (30) days in advance of the desired presentation date to allow for sufficient processing and mailing time (Exceptions to waive this will not be granted). Requests must include:
  - a. Retiree's name;
  - b. Retiree's official retirement date;
  - c. Command POC and mailing address; and
  - d. Date of Presentation.
3. Retirement Plaques. May be granted at the discretion and expense of the local command. CG Retirement Plaques are signed by the appropriate chain of command. The Coast Guard Commandant's signature is not authorized to be placed on retirement plaques (exceptions to obtain the Commandant's signature will not be granted). Plaques should be requested 30 days prior to presentation date. Plaque ordering information is available on the Commandant (CG-124) Awards/Retirement Recognition web page. Appropriated funds are authorized to purchase retirement plaques in accordance with Reference (1).
4. U.S. Flag. Commands are authorized to procure the U.S. Flag directly from GSA, NSN 8345-00-753-3234, with appropriated funds for retiring civilian employees to recognize meritorious service. The flag is at no cost to the employee.
5. Presidential Letter of Appreciation. A standard letter of appreciation may be requested upon retirement from Federal service. It is prepared by the White House and signed by the President of the United States for civilian employees who have completed at least 30 years of Federal service (this may include both military and civilian service time).
  - a. Requests shall be submitted using the template request memorandum, Figure 13-3. Requests are sent to Commandant (CG-124) a minimum of 95 days in advance of the retirement date or retirement ceremony, whichever comes first. Requests must be submitted via email to: [CivilianAwardRequests@uscg.mil](mailto:CivilianAwardRequests@uscg.mil). If military time is included in the calculation of minimum 30 years of service, a DD214 must be attached to the request. Retirement Authorization must also be attached. This consists of an e-mail verification from the HR Retirement and Benefits Service Center (CG-123-RBSC) confirming the receipt of a retirement application and confirming the retirement date.
  - b. Commandant (CG-124) will verify service and employee information and submit the request to the White House Military/Civilian Liaison Office (WHMCLLO) 90 days in advance of the actual retirement date or retirement ceremony (whichever comes first). For content and

formatting, use the memorandum Sample in Figure 13-3. WHMCLO will not accept requests that have not been properly vetted by Commandant (CG-124).

- c. The WHMCLO will review and forward the request to the White House Presidential Support Office to prepare the letter. Upon completion, the letter is forwarded back to the WHMCLO for further disposition. Arrangements may be made to pick up the signed letter, or have it mailed.
  - d. If a signed Presidential letter is not available by the desired ceremony date, a template may be provided by CG-124 for presentation purposes.
6. Use of Appropriated Funds. In accordance with the Financial Resources Management Manual (FRMM), Reference (1), Chapter 5.6.10.1.2.4 Retirement Recognition, authorization is provided to allow units to present retiring members (both civilian and military) assigned to their command with an award item of “minimal value” (\*\$350 or less; use current limit established in the FRMM) to recognize his/her contribution to the service and the country. Retirement recognition items must be nonmonetary and should convey pride and honor to the recipient. Examples include, but are not limited to: Plaques (wall, desk, or shadow box); Pen sets; Desk medallions; and Certificates. Discretion should be used when selecting an item for retirement recognition. Gifts, such as golf clubs, deck chairs, and clothing items, are not authorized and must not be purchased with appropriated funds. See Reference (1) for specific requirements.

<b>Retirement Recognition Options</b>		
<b>Award Type</b>	<b>Approval Authority</b>	<b>Submission Deadline</b>
<b>DHS Distinguished Service Award</b>  (see Chapter 3B)	DHS via Civilian Awards Review Board and CCG	Submit 90 to 45 days prior to retirement
<b>Commandant's Distinguished Career Service Award</b>  (must meet award criteria outlined in Chapter 4B)	CCG via Civilian Awards Review Board	Submit NLT 45 days prior to retirement. NOTE: Approval will not be granted more than 90 days after the retirement effective date
<b>Retirement Certificate</b>	Automatically generated by CG-124 with CCG signature	Mailed to retiree's home address; if desired in advance, requests made to CG-124 at least 30 days in advance of desired presentation date (no exceptions)
<b>Retirement Plaques</b>	Local command	Command purchases, use local command signature on plaque; CCG signature not authorized
<b>U.S. Flag</b>	Local command	Command purchases from GSA NSN 8345-00-753-3234
<b>Presidential Letter of Appreciation</b>	Submitted via CG-124 to White House Military/Civilian Liaison Office to be signed by the U.S. President	95 days in advance of retirement/retirement ceremony, whichever comes first
<b>Retirement Gifts</b>	Local Command	In accordance with FRMM, CIM 7100.3E, commands are authorized to use up to \$350* of appropriated funds for retirement gifts/award items of minimal value *or current established limit

**Table 13-1**  
**Retirement Recognition Options**



This certificate is  
awarded to

JOHN J. DOE

---

in recognition of Five Years  
of service in the  
Government of the  
United States of America.

---

Employee Anniversary Date

Signature

---

Name  
Title

WPS 101-A

**Figure 13-1**  
**Sample of Length of Service (LOS) Certificate**



This certificate is  
presented to  
JOHN J. DOE

upon your retirement from the  
Government of the  
United States of America  
following thirty-five Years  
of loyal service

\_\_\_\_\_  
Retirement date

\_\_\_\_\_  
Signature  
Name, title

WPS 111-A  
8/91

**Figure 13-2**  
**Sample of Form WPS 111-A**  
**Retirement Certificate**



Unit Name  
United States Coast Guard

Unit address  
Staff Symbol:  
Phone:  
Fax:  
E-mail: XXXX.XXXX@uscg.mil

1800  
Date

## MEMORANDUM

From: (Requesting supervisor name, Unit)

To: Civilian HR, Performance and Awards Program  
CG-1214

Subj: LETTER OF APPRECIATION FOR CIVILIAN RETIREE

Ref: (a) Civilian Awards Manual, COMDTINST 12451.C  
(b) Presidential Recognition on Retirement from Military Service, DoD Instruction 1348.34

1) I am requesting a Letter of Appreciation, signed by the President in accordance with the Civilian Awards Manual, COMDTINST 12451.C and Department of Defense Instruction 1348.34, dated September 13, 1989, for the below named federal civilian employee.

- a) Full Name:
- b) Rank/Grade:
- c) Service: United States Coast Guard
- d) Years of Service: (specify if combination of civilian and military service)
- e) Retirement Date:
- f) Ceremony Date:
- g) Home Address:
- h) Unit Address:
- i) Disposition Instructions: Please send to the home/unit (select one) address listed in section (g)/(h).
- j) Attention:
- k) Unit POC:

Enclosures:

- (1) Retirement authorization
- (2) DD-214 (if applicable)

**Figure 13-3**  
**Sample of Request for Presidential Letter of Appreciation**



## APPENDIX A LIST OF FORMS

Form #	Form Title	Location
DHS 3100-1	Recommendation for Secretarial Award	<a href="http://dhsconnect.dhs.gov/org/comp/mgmt/ocio/forms/Pages/forms.aspx">http://dhsconnect.dhs.gov/org/comp/mgmt/ocio/forms/Pages/forms.aspx</a>
SF-52	Request for Personnel Action	<a href="http://www.gsa.gov/portal/forms/download/115514">http://www.gsa.gov/portal/forms/download/115514</a> <a href="https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx">https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx</a> (GSA Forms) <a href="http://www.opm.gov/forms/html/sf.asp">www.opm.gov/forms/html/sf.asp</a> <i>NOTE: Award SF-52s must be submitted via the automated system, FedHR Navigator. <a href="https://fhrnavigator.com/client/USCG">https://fhrnavigator.com/client/USCG</a></i>
CG-1650	Coast Guard Award Recommendation	<a href="http://www.uscg.mil/forms/cg/CG_1650.pdf">http://www.uscg.mil/forms/cg/CG_1650.pdf</a> <a href="https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_1650.PDF">https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_1650.PDF</a>
CG-5061	Civilian Service Commendation Medal	Supply requisition is available at the Surface Forces Logistics Center (SFLC) through MILSTRIP, Activity Control Number (ACN) 7530-01-GF9-0013
CG-6035	Certificate of Appreciation	<a href="https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_6035.PDF">https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_6035.PDF</a>
CG-6037	On-the-Spot Award Certificate	<a href="https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_6037.PDF">https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_6037.PDF</a>
	Generic Award Certificate (Non-monetary, TOA, QSI or Special Act Award template)	<a href="http://www.dcms.uscg.mil/Portals/10/CG-1/cg121/docs/awd_cert_template.doc?ver=2017-03-13-122059-367">http://www.dcms.uscg.mil/Portals/10/CG-1/cg121/docs/awd_cert_template.doc?ver=2017-03-13-122059-367</a>



**APPENDIX B CIVILIAN RETIREMENT CHECKLIST FOR PROJECT SUPERVISORS/OFFICERS**

**Civilian Retirement Checklist for Project Supervisors/Officers**

---

**Project Officer:** \_\_\_\_\_ **Div/Unit:** \_\_\_\_\_

**Name of Retiree:** \_\_\_\_\_

**Date of Retirement** \_\_\_\_\_

**Date of Ceremony** \_\_\_\_\_

**Title/Series/Grade:** \_\_\_\_\_

**Nbr Years Service:** \_\_\_\_\_

**Unit/Division:** \_\_\_\_\_

**Spouse Name:** \_\_\_\_\_

**Children:** \_\_\_\_\_

**Children:** \_\_\_\_\_

**Children:** \_\_\_\_\_

- Ref: (a) CG Civilian Awards Manual, COMDTINST M12451.1 (series)  
(b) Supervisory ANCHR Message: Retirement Recognition  
(c) Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series)

**Awards/Recognition:**

\_\_\_\_\_ **Commandant's Distinguished Career Service Award.** (Honorary Award) See References (a) and (b). Engraved Plaque. Requires 45 day lead time. Sent to CGHQ Awards Board for approval via Commandant (CG-124). Submit to Commandant (CG-124) at: [CivilianAwardRequests@uscg.mil](mailto:CivilianAwardRequests@uscg.mil)

\_\_\_\_\_ **Presidential Letter of Appreciation.** Signed Letter from the President of the United States of America. 30 years service or more (can be combined military and civilian). Requires 90 days lead time. Submit request to Commandant (CG-124) at [CivilianAwardRequests@uscg.mil](mailto:CivilianAwardRequests@uscg.mil). See References (a) and (b).

\_\_\_\_\_ **CO's Letter of Appreciation and/or Command Coin.** 30 day lead time. Local procedures.

\_\_\_\_\_ **Retirement Certificate.** Generated by Commandant (CG-124) and sent to retiree’s home address. Can request in advance for ceremonial presentation. Requires 30 days lead time. Submit requests to Commandant (CG-124) at: [CivilianAwardRequests@uscg.mil](mailto:CivilianAwardRequests@uscg.mil). See References (a) and (b).

\_\_\_\_\_ **U.S. Flag.** The flag is given in recognition of Meritorious service and considered a non-monetary award of nominal value linked to excellence in performance or a special contribution to the CG. The Commanding Officer of the employee's duty station is responsible for presenting the flag on behalf of the Secretary of the Department of Homeland Security. See References (a) and (b) for ordering information.

\_\_\_\_\_ **Retirement Plaque.** You may purchase a Coast Guard retirement plaque. Plaques may be obtained as credit card purchases or a procurement request. The Commandant’s signature is not authorized. Must use local Command signature for engraving. See References (a) and (b) for ordering information, and Reference (c) for use of appropriated funds.

\_\_\_\_\_ **Recognition for family members.** There is no specified award for family members of civilian employees/retirees. Commands may elect to use the Certificate of Appreciation, Form CG-6035.

\_\_\_\_\_ **Retirement Gift.** Coordinate collection \$\$\$/ideas for retirement gift. Use of appropriated funds is limited to \$350\* in accordance with the FRMM, Reference (c), to purchase awards and/or gifts of “minimal value” to include plaques, flags, devices, etc. Additional information is available in Reference (c).

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*\*Or current limit established in the FRMM*

**Retirement Paperwork/Final Actions:**

\_\_\_\_\_ Member submitted final retirement paperwork to Commandant (CG-1211) RBSC and received confirmation email?

\_\_\_\_\_ Supervisor certified final T&A?

\_\_\_\_\_ Member completed local check out process (records, property, etc.)?

**Retirement Ceremony:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_ Determine TYPE of Ceremony.

\_\_\_ Formal Program Yes/No

\_\_\_ Informal Program Yes/No

\_\_\_ Luncheon Ceremony

\_\_\_ Other

\_\_\_ Determine Venue: \_\_\_\_\_

\_\_\_ If contract is needed – *member should sign contract* as the member is responsible for the cost of the venue.

\_\_\_ Venue scheduled.

\_\_\_ Invitations prepared/Sent.

\_\_\_ Master of Ceremonies \_\_\_\_\_

\_\_\_ Presiding Official \_\_\_\_\_

\_\_\_ Bio: Career Summary/Bio completed and ready for Presiding Officer/Master of Ceremonies.  
Contact the servicing HR Specialist to view the eOPF for employee’s career service summary.

**Farewell Luncheon:**

\_\_\_ Having a Farewell Luncheon? Yes/No

Luncheon POC: \_\_\_\_\_

\_\_\_ Where: \_\_\_\_\_

\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_ Venue contacted? Venue POC: \_\_\_\_\_

\_\_\_ Invitation Sent

### **The Retirement Ceremony**

The retirement ceremony is a personal event reflecting the wishes of the retiree. While not mandatory, each retiree should be encouraged to find the level of ceremony that is comfortable to him or her.

The range runs from a very small informal gathering in the work space to wish them well and present certificates/accolades to large formal events at a facility like a restaurant with catered food and drinks.

Some have elected to participate in a farewell luncheon that also acted as his/her retirement ceremony, while others prefer an even less formal period of recognition.

It is the retiree's decision as any expenses incurred (such as food or renting of venue) is at the expense of the retiree.

### **Invitations**

Invitations are designed and prepared at the members discretion and choice. As a general rule, invitations are now prepared using the AF Invitation Program: <https://einvitations.afit.edu>.

This program allows you to electronically prepare and send very professional looking invitations.

### **Programs**

Programs are normally printed using office printers/copiers. If an individual desires to have programs professionally printed, it is at the member's expense. Current regulations prohibit us from using appropriated funds to procure printing for programs for retirements.

### **US Flag Presentation (Suggested wording)**

On behalf of the Commandant of the Coast Guard and the Citizens of the United States, I am honored to present this American Flag to you as a testimonial of your service to our country.

Thank you for your service.

**APPENDIX C COMMAND INTERNAL CONTROL CHECKLIST**

This optional self-assessment checklist is intended as an aid for commands to test compliance with the Commandant’s policies contained in this Manual. It is not intended to cover all controls. This checklist is a tool for identifying areas for improvement and training needs, and will assist commands in the preparation for more formal inspections. It will also ensure that program execution comports with the policy and procedures established in this Manual and that it is being consistently applied throughout the Coast Guard.

**COMMAND:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Coast Guard Civilian Awards Program Checklist</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Management Responsibilities</b>			
1) Do managers and supervisors have access to a copy of COMDTINST M12451.1C?			
2) Has the command established local delegations and procedures for award approval, including: monetary and time-off amounts; honorary award nominations; quality step increases; and performance award nominations? Are local delegations and procedures documented and readily available?			
3) Are employees who handle personnel records and associated documentation knowledgeable of the policy and procedures of handling PII and SPII?			
4) Are managers and supervisors aware of the resources available for the Civilian Award Program and the local delegations and procedures?			
5) Are award recipients being nominated for the appropriate award in a timely manner?			
6) Are managers and supervisors fairly recognizing, rewarding and approving employee awards in a manner that is free from discrimination regardless of race, color, national origin, religion, sex (including sexual orientation), age, disability, genetic information, marital status, parental status, political affiliation, engagement in a protected Equal Employment Opportunity (EEO) Activity, or any other basis protected by law?			
7) Are commands reviewing and monitoring award nominations, ensuring they meet the appropriate criteria and the nomination process is being fairly applied within their command?			
8) Are nominating managers and supervisors, reviewing officials, and approving officials handling the civilian award nomination process in a confidential manner and not discussing award nominations with nominees until the award has been officially approved? Is the supporting documentation being considered privileged information and made available only to those with a need to know?			

<b>Coast Guard Civilian Awards Program Checklist (cont'd)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Management Responsibilities (cont'd)</b>			
10) Are supervisors and managers aware of the maximum monetary and Time-Off award amounts that they are allowed to approve?			
11) Are managers, supervisors, and CRCs following the annual guidance disseminated by CG-124 and CG-832 for performance awards?			
12) Are commands aware of and properly administering retirement recognition for civilian employees?			
<b>CRC Responsibilities</b>			
1) Are CRCs properly managing and monitoring awards and QSIs, including funds certification and reconciliation duties in accordance with the FRMM, CG-832 guidance, the Management of Civilian Pay and Benefits Civilian Cash Awards SOP, and supplementary policy?			