

U.S. Coast Guard Civilian Employee of the Year (CEOY) Award

2021 Guidance

The 2021 Civilian Employee of the Year (CEOY) award program will recognize contributions made from 1 January through 31 December 2021. Contributions must have occurred during the calendar year of consideration only and not during previous or subsequent periods. **We will be recognizing (up to) 2 recipients from each category.**

Award Categories:

- GS-14 or Federal Wage System (FWS) -14 and above
- GS-10 thru GS-13 or FWS-10 thru FWS-13
- GS-9 or FWS-9 and below
- View Award Criteria for each category [here](#).

Eligibility:

All employees paid from appropriated funds including reimbursable funds are eligible for this award regardless of their career field or other awards received.

Nominees recommended in each level **must meet all** of the following eligibility criteria:

- Worked for a minimum of one (1) year (inclusive of the nomination period) as a Coast Guard civilian employee.
- Accomplished supervisory or non-supervisory duties in an outstanding manner, inspiring others to follow. See specific award criteria by category [here](#).
- For the 2020-2021 **AND** 2021-2022 performance appraisal rating periods, received either:
 - An “Exceeded Expectations” or “Achieved Excellence” under the Department of Homeland Security, Performance Management System (DHS PMS), or
 - An “Exceeds” under the Excellence, Achievement and Recognition Systems (EARS).
- No disciplinary issues in the past year.

Nomination Procedure:

- **Nomination Memo:** Nominations must be submitted using the [2021 CEOY nomination memorandum template](#) citing achievements and accomplishments that demonstrate the specific award category criteria during calendar year 2021. Memorandums must use Times New Roman 12 point font, may not to exceed two pages, and must include the following:
 - Nominee’s name, position title, series and grade;
 - Nomination Category;

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- Brief statement of current duties;
- Brief biographical employment history;
- Listing of significant honors and awards received within the past two years, i.e., January 2019 – December 2021;
- Narrative showing clearly how the criteria for the award has been met; and
- All nomination memos must have the personal endorsement and signature of Coast Guard Unit Commanders, Commanding Officers, Officers-in-Charge, Deputy/Assistant Commandants, or Chiefs/Directors of headquarters staff elements, prior to submission. This must include at least one level of Flag Officer/SES in the chain of command. Flag/SES may include an additional memo endorsement if desired, especially if there are multiple nominations from the organization.
- Form CG-1650, Coast Guard Award Recommendation: A current form [CG-1650, Coast Guard Award Recommendation](#) must be completed and submitted with the nomination memo, as follows:
 - The CG-1650 must be endorsed and signed by the chain of command including at least one level of Flag Officer or SES endorsement and signature (see above description).
 - Block 19 section 3 must be left blank for the Civilian Awards Review Board Chair endorsement.
 - If multiple signatures are required for the chain of command endorsement, please do not enter a signature in block 19, section 3 of Form CG 1650. A separate CG-1650 may be attached for internal chain of command endorsement.
 - Block 20 must be left blank for the Commandant's endorsement.
 - A template CG-1650 for 2021 CEOY nomination is available [here](#).

Submission Instructions:

- Nominations must be sent electronically to CivilianAwardRequests@uscg.mil and received by close of business, **22 July 2022**. Extensions will not be granted.
- Nomination packages must contain the 2021 CEOY nomination memo and Coast Guard Award Recommendation Form CG-1650. Both must be endorsed and signed by the chain of command including at least one level of Flag Officer or SES endorsement and signature.
 - An alternate official may sign “for” the Flag/SES endorsement on the nomination memo and/or CG-1650 if authorized by the official. Any official signing in an Acting capacity must be officially designated.

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- Late submissions, nominations that are incomplete, or packages that are not endorsed appropriately will not be accepted.
- All nominations should be in an acceptable manner for review, free of format and grammatical errors. The Nomination Memo may not exceed two pages.
- Ensure the correct spelling, including middle initial and suffix (if applicable) of each nominee's name prior to submission of nomination. This name will be used for the program and award device.
- All nominees will undergo a suitability check/vetting to ensure that the conduct of personnel nominated for recognition by the Commandant is consistent with the highest values of public service.
- Nominations will be reviewed by the Civilian Awards Review Board prior to submission to the Commandant for final approval. Nominating officials will only be notified if the nominee is selected.

Ceremony and Recognition:

- Detailed logistical information regarding the ceremony and events will be provided in separate correspondence after selections are made. The ceremony will be held at CGHQ in Washington, DC. The ceremony date is TBD.
- Travel for award recipients will be funded by the nominating command. Travel orders for family members or guests under TDY or Invitational Orders are permitted at the discretion of and funded by the nominating command.
- Awardees will receive a cash award of \$2,500.00, a crystal device and other appropriate gifts, funds permitting.