

ALCOAST COMMANDANT NOTICE

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TO ALCOAST

UNCLAS//N12451//

ACN 114/17

SUBJ: DUTY TO PEOPLE - ANNOUNCEMENT OF THE COAST GUARD  
CIVILIAN SERVICE COMMENDATION MEDAL

A. Civilian Awards Manual, COMDTINST M12451.1 (series)

1. I am pleased to announce the new Civilian Service Commendation Medal and Certificate. This award replaces the Commander's Award for Civilian Service and the Commander's Award for Sustained Excellence in the Federal Service Awards. This new 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 was established as a means to recognize notable civilian performance at the equivalent level of the Coast Guard Commendation Medal (CGCM) awarded to military personnel for similar achievements. The recipient must personify the most honorable traditions of service in support of the Coast Guard and nation. While REF (A) is being updated, this ALCOAST provides the policy for the eligibility, nomination criteria, and documentation associated with the Civilian Service Commendation Medal. The updated policy for eligibility will be released in the next revision of REF (A), which will be released within the next year.

2. Civilian employees at all grade levels are eligible to be nominated 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 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 alone will not constitute a sufficient basis for conferring this award.

f. Acts of valor or heroism, on or off duty.

3. Employees approved to receive this award will be presented a Civilian Service Commendation Medal and lapel pin in a presentation case and a Civilian Service Commendation Medal

Certificate, Form CG-5061. Each Command is responsible for ordering the medals and certificates judiciously and to refrain from over ordering to ensure adequate stock is available for all Commands. The medal sets and certificates are available for requisition from the Surface Forces Logistics Center (SFLC) through MILSTRIP using the following information:

a. Civilian Service Commendation Medal Set's unit of issue is a set "SE" and National Stock Number (NSN) 8455-01-661-2802.

b. Civilian Service Commendation Medal certificate's unit of issue is a package of ten certificates "PG" and Activity Control Number (ACN) 7530-01-GF9-0013.

4. Nominations should be 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 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 will be 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 will be prepared and included with the original.

b. The narrative justifies the award and clearly shows the criteria for the award has been met, using specific facts and examples, and will not exceed two (2) typed pages.

c. The proposed citation highlights significant achievements and will accompany the nomination. Upon approval, the citation will be printed on the Civilian Service Commendation Medal Certificate, CG-5061. The certificate will be prepared locally and signed by the approving official.

5. The awarding official will be responsible for the preparation of the Civilian Service Commendation Medal Certificate, CG-5061. The name and duty station, with duty station below the name, will be 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, caps, bold, 11 or 12 pitch and no more than seven lines of text. A certificate 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.

6. Nominations will be 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.

7. Employees who receive subsequent awards will be 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 will be presented and replace the gold stars on the ribbon portion of the medal. Only one medal set will be 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. Commands are encouraged to order a sufficient supply

of the gold and silver stars. For subsequent awards, "Gold Star in lieu of a ..." or "Silver Star in lieu of a..." must be included on the certificate, as appropriate. A "subsequent award" printing template 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.

8. 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.

9. The establishment of the CG Civilian Service Commendation Medal will compliment our Human Capital Strategy and furthers the Coast Guard's efforts to honor and recognize civilian employees who are truly exemplifying the Coast Guard's core values of Honor, Respect, and Devotion to Duty.

10. Released by RDML William G. Kelly, Assistant Commandant for Human Resources.

11. Internet release authorized.