

**U.S. Coast Guard**  
**Civilian Employee of the Year Award**  
**2018 Award Criteria**

**Selection Criteria:** The recognition period is from 1 January through 31 December 2018. Contributions must have occurred during the calendar year of consideration only and not during previous periods. Consideration will be 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 or 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 thru GS-13 or FWS-10 thru 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 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 or 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 communications 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.