

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

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

The program will recognize contributions made from 1 January through 31 December 2018. Contributions must have occurred during the calendar year of consideration only and not during previous periods. **We will be recognizing 2 recipients from each category.**

Eligibility:

- All employees paid from appropriated funds including reimbursable funds are eligible for this award regardless of their career field or other awards received. Two nominations will be independently selected in each category:
 - GS-14 or FWS-14 and above;
 - GS-10 thru GS-13 or FWS-10 thru FWS-13;
 - GS-9 or FWS-9 and below.
- 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 2017-2018 performance appraisal rating period, received either:
 - a. An “Exceeded Expectations” or “Achieved Excellence” under the Department of Homeland Security, Performance Management System (DHS PMS), or
 - b. A “Meets” or “Exceeds” under the Excellence, Achievement and Recognitions Systems (EARS).
 4. No disciplinary issues in the past year.

Nomination Procedure:

- Nomination Memo: Nominations must be submitted in specific memorandum format citing achievements and accomplishments during calendar year 2018 using Times New Roman, 12 point, not to exceed two pages and include the following:

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1. Nominee's name, position title, series and grade;
 2. Nomination Category;
 3. Brief statement of current duties;
 4. Brief biographical employment history;
 5. A listing of significant honors and awards received within the past two years, i.e., January 2016 – December 2018;
 6. Narrative showing clearly how the criteria for the award has been met; and
 7. 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.*
1. **Form CG-1650, Coast Guard Award Recommendation:** A form CG-1650, Coast Guard Award Recommendation, available here, https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_1650.PDF, must be completed and submitted with the nomination memo. The CG-1650 must have the ***personal endorsement and signature*** of the Coast Guard Unit Commander, Commanding Officer, Officer-in-Charge, Deputy/Assistant commandant, or Chiefs of Headquarters staff elements prior to submission. There must be at least one level of Flag Officer or SES endorsement and signature.
1. The Coast Guard Award Recommendation Form 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.
 2. If multiple signatures are required through the chain of command endorsement, please do not enter a signature in block 19, section 3 of Form CG 1650. This area will be used for the Civilian Awards Review Board Chair's endorsement.
 3. Block 20 must be left blank for the Commandant's endorsement.

Submission Information:

- Nominations must be sent electronically to CivilianAwardRequests@uscg.mil and received by close of business, **Wednesday, 03 April 2019.**
- Nomination memos must be endorsed and signed by the chain of command including at least one level of Flag Officer or SES endorsement and signature.
- An endorsed Coast Guard Award Recommendation Form CG-1650 must be submitted with each nomination. This form is accessible at https://cgportal2.uscg.mil/sites/externaldata/Forms/CG_1650.PDF.
- Late submissions, nominations that are incomplete or not endorsed appropriately will not be accepted.
- 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 name will be used for the program and award device. The Nomination Memo should not exceed two pages.
- 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.

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.