

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard  
XXXXXXX

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

XXXXXX  
Month day, 2020

MEMORANDUM

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

To: CG-124

Thru:

Subj: NOMINATION FOR 2019 CIVILIAN EMPLOYEE OF THE YEAR FOR  
*(Nominee Name)*

Please 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: (a) Coast Guard Civilian Awards Manual, COMDTINST M12451.1 (Series)  
(b) ALCOAST 022/20

1. I hereby nominate *(nominee name, title, series, grade and command)*, for the 2019 Civilian Employee of the Year. *(Include a sentence showing eligibility requirements have been met, i.e., civilian service with U.S. Coast Guard and performance rating for previous evaluation period).*
2. *(Brief statement of current duties.)*
3. *(Brief biographical employment history)*
4. *(A listing of significant honors and awards received within the last 2-year period).*
5. *(Narrative showing clearly how the criteria for the award has been met with specific facts and examples.)*

- Document may not exceed two pages -