



COMDTINST 1650.36B
FEB 16 1999

COMMANDANT INSTRUCTION 1650.36B

Subj: COAST GUARD ENLISTED PERSON OF THE YEAR (EPOY) PROGRAM

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series)
(b) Maximum Allowable Weight Standards For Coast Guard Military Personnel, COMDTINST 1020.8 (series)
(c) CG Personnel Manual, COMDTINST M1000.6 (series)

1. PURPOSE. This Instruction sets forth the policies and procedures for all Coast Guard personnel to administer the Coast Guard Enlisted Person of the Year (EPOY) Program.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at headquarters shall ensure compliance with the provisions of this instruction.
3. DIRECTIVES AFFECTED. Commandant Instruction 1650.36A is canceled. The next change to reference (a) will incorporate portions of this instruction as necessary.
4. DISCUSSION. The EPOY Program is designed to recognize exemplary men and women from the active and reserve enlisted work force. Only those enlisted personnel who demonstrate sustained exceptional standards of proficiency and conduct, and whose military appearance and bearing are consistently impeccable should be nominated for Enlisted Person of the Year. Nominees should reflect our core values of "Honor, Respect, and Devotion to Duty." All nominees should be role models whom all Coast Guard personnel strive to emulate. The performance shall have occurred during the calendar year cited by ALCOAST for each award nomination. COMDTINST 1650.36B

5. NOMINATION CRITERIA. All nominees for the EPOY Program must meet the following criteria:
 - a. Be in pay grade E-2 through E-6.
 - b. No NJP, no civil convictions, and have a mark of "Satisfactory" in Conduct on the Enlisted Performance Evaluation Form (CG-3788) during the 36 months previous to his or her nomination.
 - c. Be exceptional in uniform appearance and military bearing, and in compliance with the Coast Guard Allowable Weight Standards, reference (b).
 - d. Reservists must have met all required drills for the award period being nominated.
 - e. Recommended for the next higher pay grade.
6. SELECTION CRITERIA. The following criteria will be considered in selecting the EPOY nominee:
 - a. Demonstrate exceptional performance in the areas of leadership, Coast Guard rating skills, personal and work ethics, and Coast Guard knowledge.
 - b. Performance or support of Coast Guard missions.
 - c. Exemplifying Coast Guard Core Values.
 - d. Leadership and Teamwork.
 - e. Other contributions and achievements.
7. NOMINATION PROCESS. The Master Chief Petty Officer of the Coast Guard shall solicit nominations, via ALCOAST, during the month of December each year.
 - a. In order for the selection board to have an overall view of the nominee, a detailed description is needed. A nomination package describing the nominee's accomplishments during the period for which recommended will meet this need. The package shall follow the format in enclosure (1).
 - b. When nominating an individual for this prestigious award, the unit submitting a nomination should consider this in the same light as recommending the member for a high personal award.
 - c. Each Area, District, Maintenance and Logistics Command, and Commandant (G-CCS) shall maintain an EPOY

- recommendation program for both active duty and reserve members. All Headquarters units shall be included as a part of the Commandant (G-CCS) nomination process. Headquarters units shall forward EPOY nominations to the Commandant (G-CCS) Command Master Chief. Each of these elements shall review all nominations received and select one active duty and one reserve nominee to forward for consideration as the Coast Guard EPOY. The local nomination boards established by the elements listed above shall be composed of no fewer than three Chief Petty Officers.
- d. Nomination packages must reach the Master Chief Petty Officer of the Coast Guard prior to 1 April each year.
8. SELECTION. The Master Chief Petty Officer of the Coast Guard shall convene a selection panel during April each year.
- a. The selection panel will consist of seven Command Master Chiefs and the Master Chief Petty Officer of the Coast Guard.
 - b. The selection panel will select the Active Duty and Reserve EPOY. Recommendations from this panel will be submitted to the Commandant by 15 April each year for approval.
9. RECOGNITION. The Commandant will announce the Coast Guard Enlisted Persons of the Year by ALCOAST during April each year. The recipients will be honored at appropriate ceremonies in Washington, DC, as soon after the announcement as practical.
- a. Travel, lodging, and per diem for each EPOY, as well as travel for their spouse, will be funded by the EPOY Program Administrator. The Area, District, Maintenance and Logistics Command, or Commandant (G-CCS) that recommended the Reserve EPOY shall issue ADSW-RC orders to fund pay and allowances for the TAD period plus necessary travel time. Contact Commandant (G-WTR-2) for funding assistance.
 - b. Each EPOY will be advanced to the next higher pay grade, by special authority of the Commandant per reference (c), unless previously advanced from the current eligibility list.
 - c. Each EPOY shall be recommended for the Coast Guard Commendation Medal.
 - d. Each EPOY shall have their name inscribed on the perpetual plaque displayed at Coast Guard Headquarters.

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- e. EPOY will be expected to get actively involved in mentoring a recruit company for a period of at least five days.
- f. The Reserve EPOY, by selection, also becomes the Naval Enlisted Reserve Associations' (NERA) "Coast Guard Reserve Enlisted Person of the Year" and attends the annual NERA convention. The Area, District, Maintenance Logistics Command, or Commandant (G-CCS) that recommended the Reserve EPOY shall issue ADSW-RC orders to fund pay, allowances, and travel to the annual NERA convention. Contact Commandant (G-WTR-2) for funding assistance.
- g. Each EPOY may be required to represent the enlisted men and women of the Coast Guard by occasionally attending official functions and ceremonies throughout their tenure as the Enlisted Person of the Year.

10. RESPONSIBILITIES.

- a. The Master Chief Petty Officer of the Coast Guard shall administer this program under the direction of the Commandant.
- b. Command Master Chiefs shall actively promote the program and solicit nominations throughout their respective AOR.
- c. Chief, Office of Public Affairs shall publicize this program to encourage recognition of, and interest in, the individuals selected as Coast Guard Enlisted Person of the Year.

J.C. Card /s/
Acting

Encl: (1) EPOY Program Nomination Format

Command
Command Name

Address
City, State, Zip
Staff Symbol:
Phone:

1650
date

From: CGC EVERSAIL (WMEC 818)
To: (respective) Command Master Chief

Subj: COAST GUARD ENLISTED PERSON OF THE YEAR NOMINATION

Ref: (a) Coast Guard Enlisted Person of the Year (EPOY) Program, COMDTINST 1650.36B

1. The following background information is provided per reference (a):

- a. Name: YN3 Jay J. Jones 111 22 3333, USCGR
- b. Expiration of enlistment: YY MMM DD
- c. Advancement history: SA YY MMM DD
SN YY MMM DD
YN3 YY MMM DD
- d. Position on current advancement eligibility list (if applicable)
- e. Name of spouse and/or children (if applicable)
- f. Previous recognition over the past 12 months:
Example: Person of the Quarter
LT Robert Perchard Award
Letter of Appreciation
- g. List all personal military awards:
Example: Commandant Letter of Commendation
Coast Guard Good Conduct (2)
CG Basic Training Honor Graduate
- h. Brief synopsis of significant professional and personal achievements within the calendar year that warrant nominee's selection:
Example: Leadership and Management School
English CLEP Exam
Correspondence Course (not required for advancement)

Encl. (1) to COMDTINST 1650.36B
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date

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i. Community Service (if applicable)

Note: Community service is not limited to efforts outside the Coast Guard.

Community service is what the member does for everyone they come into contact with at the command, other military, civilian, and auxiliary to name a few.

2. Thank you for your consideration of this package.

Signature