



COMDTINST 1650.12A
7 SEPTEMBER 2012

COMMANDANT INSTRUCTION 1650.12A

Subj: COAST GUARD RESERVE AWARDS PANEL

Ref: (a) Medals and Awards Manual, COMDTINST M1650.25 (series)

1. PURPOSE. This Instruction establishes policies, procedures and standards for the recruitment and selection of the annual Coast Guard Reserve Awards Panel membership.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Reserve Awards Panel, COMDTINST 1650.12 is canceled.
4. DISCUSSION. Commandant (CG-131) administers annual Reserve awards as identified in Reference (a) and Enclosure (1). As part of the administration process, Commandant (CG-13) will appoint a panel consisting of a Captain (O-6) to serve as panel president and six members to serve as members on the Reserve Awards Panel. In addition, one alternate member will be appointed and will serve as a voting member in the event a quorum cannot be reached for a panel convening.
 - a. Panel Criteria. Commandant (CG-13) will select a panel to evaluate Reserve Program award and scholarship nominations. Panel members, including the alternate, will serve in this capacity for one fiscal year. Panel members seeking additional one-year terms must reapply and are limited to serving on the Reserve Awards Panel for a maximum of two consecutive years. Panel membership will consist of Coast Guard Active component, Reserve component, Auxiliary and civilian employees. To ensure a sufficiently diverse panel, membership will also represent varied Coast Guard professional experience, rank, rating and career backgrounds, including operational and staff tours. At a minimum, the panel composition shall include cross-cultural and gender representation. The ability to evaluate submissions objectively is essential.
 - b. Panel Selection. Commandant (CG-131) will solicit panel membership annually and route its recommendation for approval to Commandant (CG-13). The annual solicitation for panel membership will be announced via ALCOAST message or other communications medium. Once members of the Coast Guard Reserve Awards Panel have been selected, Commandant (CG-13) will forward a precept memorandum to the panel president. This precept memorandum

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B	X	X	X	X	X	X	X		X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X
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appoints the panel members and outlines their duties and responsibilities as members of the Coast Guard Reserve Awards Panel.

5. RESPONSIBILITIES. The Coast Guard Reserve Awards Panel is responsible for recommending award and scholarship recipients to Commandant (CG-13) or the Coast Guard Foundation for the awards and scholarships managed by Commandant (CG-131).
6. PROCEDURES. The Coast Guard Reserve Awards Panel will convene multiple times during the year based on the submission schedule for each award or scholarship and shall deliberate as necessary to recommend the appropriate awardee(s) for each award or scholarship. The Coast Guard Reserve Awards Panel shall report panel deliberation results, findings, and recommendations for awards to Commandant (CG-13) via Commandant (CG-131) by decision memorandum. Scholarship recommendations shall be reported to the Coast Guard Foundation copying Commandant (CG-131).
7. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office, and is categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.
9. FORMS/REPORTS. None.

S. E. DAY /s/
Rear Admiral, U. S. Coast Guard Reserve
Acting Director of Reserve and Military Personnel

Encl: (1) List of Reserve Awards and Scholarships

List of Reserve Awards and Scholarships

1. Commandant (CG-131) manages the Reserve Awards and scholarships identified below:
 - a. The Reserve Outstanding Junior Officer (ROJO) award, sponsored by the Reserve Officers Association.
 - b. The Admiral Russell R. Waesche Award, sponsored by the Reserve Officers Association.
 - c. The Rear Admiral Bennett “Bud” Sparks Award, sponsored by the Reserve Officers Association.
 - d. The CW4 Michael J. Novosel Award for the Reserve Officers Association Outstanding Warrant Officer of the Year, sponsored by the Reserve Officers Association. The chosen nominee is automatically designated as the Coast Guard Reserve Outstanding Chief Warrant Officer of the Year.
 - e. The Reserve Family Readiness Award, sponsored by the Office of the Assistant Secretary of Defense for Reserve Affairs.
 - f. The Coast Guard Foundation Enlisted Reserve Scholarships for education, sponsored by the United Services Automobile Association.