



ON THE SPOT CASH AWARD

TO

Mr. Ervin B. Lawson

CONGRATULATIONS

YOU ARE BEING RECOGNIZED FOR PERFORMANCE

WARRANTING SPECIAL ATTENTION

I PERSONALLY THANK YOU FOR YOUR EFFORT.

U.S. DEPARTMENT OF HOMELAND SECURITY

UNITED STATES COAST GUARD

A handwritten signature in blue ink, appearing to read "M. L. Austin".

M. L. Austin, CAPT, USCG

APPROVING OFFICIAL

25 January 2013

DATE



**CITATION TO ACCOMPANY THE  
ON-THE-SPOT CASH AWARD**

**TO**

**MR. ERVIN B. LAWSON**

Mr. Lawson is cited for outstanding and superb performance of duty while serving as the lead Project Officer for the Coast Guard Portal (CG Portal) transition from legacy technology to Microsoft SharePoint 2010 at District Fourteen (D14). From June 2011 thru December 2012, he represented all Coast Guard Districts as member of the CG Portal Working Group at Operations Systems Center (OSC) Martinsburg, West Virginia. Mr. Lawson ensured District requirements were met while engaging Headquarters and OSC technical managers on policy and procedural matters. Quickly seeing the power of SharePoint as a force multiplier, he strategically led his D14 team to adopt the technology in advance of the rest of the Coast Guard to take advantage of its capabilities. His aggressive plan consisted of manually moving legacy D14 Portal content on behalf of OSC Martinsburg while guiding others towards purging outdated and unused material. Concurrently, he standardized D14 taxonomy and content, a benefit that directly improved information organization and knowledge management. His diligence in reporting all software glitches led to improved transitions for other units. Aware of substantial training gaps, Mr. Lawson rallied D14 Web Advisory Board members to develop a robust SharePoint training program that included a series of well-attended Brown Bag lunches, numerous visual job aids, and a portable 2-day classroom experience. As a result of his efforts, D14 has already improved several key business practices and is poised for greater innovation and higher efficiency. Mr. Lawson's continued support of District capabilities is greatly appreciated. Bravo Zulu for a job well done.