




1401
JUL 24 2007

MEMORANDUM

From: CAPT B. E. Viekman 
CG PC

To: CAPT P. H. Stadt, USCG

Subj: PRECEPT CONVENING A BOARD TO RECOMMEND REGULAR LIEUTENANT
COMMANDERS OF THE COAST GUARD ON THE ACTIVE DUTY PROMOTION
LIST FOR CONTINUATION

Ref: (a) CGPC Memo 1401 of 24 Jul 07, Precept for ADPL CDR Selection Board
(b) Section 285, Title 14, U.S. Code
(c) Personnel Manual, COMDTINST M1000.6A

1. Upon completion of the selection of officers to be recommended for promotion to commander as specified in reference (a), the board shall recess while records and eligibility lists are prepared for officers eligible for consideration for continuation in the grade of lieutenant commander.
2. Upon reconvening, the names and records of all officers in the grade of lieutenant commander who are subject to mandatory retirement under reference (b) and whose additional terms of Service will fulfill the needs of the Coast Guard shall be furnished to the Board for consideration for continuation. The needs and efficiency of the Coast Guard require officers with backgrounds in C4IT, Intelligence, Prevention (Inspections and/or Investigations), Aviation, or Finance. The Board shall recommend on a best qualified basis up to 15 officers, or one less than the number of officers furnished to the Board for continuation. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.
3. The Chief, Officer Personnel Management Division will determine the length of the additional term of service that fulfills the needs of the Coast Guard. However, no officer who holds the grade of lieutenant commander will be retained beyond the last day of the month in which 24 years of active, commissioned service are completed.
4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to delete the name of any officer whose name is removed from the Active Duty Promotion List for any reason. In the event any officer in the continuation zone established herein is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command will provide additional instructions. Any communications to the Board by any officer under consideration will be transmitted under separate cover.

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5. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (c) and the Commandant's Guidance to PY08 Officer Selection Boards, enclosed with reference (a), in your development of criteria for determining the officers recommended for continuation. Section 14.A.3 of reference (c) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.
6. You should emphasize to the members of the Board the importance of their obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the officers recommended for continuation are, in the opinion of at least two-thirds of the members of the Board, the best qualified to carry out the duties and responsibilities of the grade for which they are continued.
7. The Board shall submit a report in writing signed by all members of the Board. Except for the report of this Board, the proceedings of the Board shall not be disclosed to any person not a member of the Board. You will direct the members of the Board that their recommendations shall be kept confidential until the Secretary approves the report on behalf of the President, and the names of officers selected for continuation are released to the Service at large.

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