

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Command

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1401

JUL 28 2008

MEMORANDUM

From: B. E. Viekman, CAPT
CGPC (c)

Handwritten signature of B. E. Viekman in cursive.

To: S. E. Ohms, CAPT
Board President

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Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF
THE COAST GUARD ON THE INACTIVE DUTY PROMOTION LIST FOR
PROMOTION TO THE GRADE OF COMMANDER

Ref: (a) Section 730, Title 14, U.S. Code
(b) CG-1 memo 1401 01 APR 08
(c) Section 729, Title 14, U.S. Code
(d) Section 731, Title 14, U.S. Code
(e) CG Personnel Manual, COMDTINST M1000.6A

1. Pursuant to the authority provided by reference (a), a Selection Board is appointed consisting of yourself as President and the following members:

CDR Mark J. Wilbert, USCG - Member
CDR Ellyn D. Metcalf, USCGR - Member
CDR Raymond C. Brown, USCGR - Member
CDR Ralph A. Conner, USCGR - Member
CDR Mark M. Murakami, USCGR - Member

LT Andrew C. Preston, USCGR - Non-voting Recorder

2. Pursuant to reference (a), the Board shall convene at 0830, 28 July 2008, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all officers on the inactive duty promotion list in the grade of lieutenant commander who are eligible for consideration for promotion to the grade of commander in the Coast Guard Reserve. 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, and that they will not disclose their proceedings to any person not a member of the Board.

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3. There is hereby established a promotion zone of 69 lieutenant commanders on the Inactive Duty Promotion List consisting of the most senior officer in the grade of lieutenant commander, namely, LCDR Kevin J. Collins, USCGR, and those 68 officers junior thereto, through and including LCDR Gregory B. Duerstock, USCGR. The names and records of all officers to be considered for promotion shall be furnished to the board. Reference (b) directs the number of officers to be selected in zone. The 53 best qualified officers shall be recommended for promotion.
4. References (c) and (d) authorize, when the needs of the service require, the consideration of officers for promotion from below the promotion zone. There are 37 eligible officers below the zone. Five (5) officers from below the zone may be selected out of the 37 best qualified officers.
5. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to add or delete the name of any officer from the Inactive Duty Promotion List for any reason. In the event any officer in the promotion zone established herein is added to or 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.
6. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (e) and the enclosed Commandant's Guidance to PY09 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for selection. Additionally, section 14.A.3 of reference (e) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.
7. 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 promotion 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 selected.
8. 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 promotion are released to the Service at large.

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Enclosure: Commandant's Guidance to PY09 Officer Selection Boards and Panels



1401

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CG PC (c)

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To: S. E. Ohms, CAPT
Board President

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Subj: AMENDMENT TO THE PRECEPT CONVENING A SELECTION BOARD TO
RECOMMEND OFFICERS OF THE COAST GUARD ON THE INACTIVE DUTY
PROMOTION LIST FOR PROMOTION TO THE GRADE OF COMMANDER

Ref: (a) CG PC memo 1401 of 28 Jul 08

1. The officer named below is deleted as a member of the PY 2009 IDPL CDR Selection Board.

Rank	Name	EMPLID	Action
CDR	Ellyn D. Metcalf	1044458	Deleted Board Member

2. Paragraph 7 of reference (a) is hereby modified to read: 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 promotion are, in the opinion of at least a majority of the members of the Board, the best qualified to carry out the duties and responsibilities of the grade for which they are selected.

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