



1306
AUG - 4 2009

MEMORANDUM

From: *C. A. Haines, CAPT*
Catherine A. Haines, CAPT
CG PSC-epm-2

To: Theodore F. Harrop, CAPT
COMDT (CG-731)

Subj: PRECEPT CONVENING THE PANEL FOR SCREENING OF PERSONNEL FOR
ASSIGNMENT AS OFFICER IN CHARGE DURING ASSIGNMENT YEAR 2010

Ref: (a) Coast Guard Personnel Manual, COMDTINST M1000.6A
(b) COMCOGARD PSC ARLINGTON VA 271345Z MAY 09, ALCGENL 065/09
(c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST
M1020.8G

1. An Officer in Charge (OIC) Screening Panel is hereby appointed consisting of yourself as President and including the following additional members:

CWO4 Jay L. Bealer
BMCM Kevin P. Leask
BMCM Kurt A. Rugenius
BMCM John R. DiCave
BMCM James M. Clemens
BMCM Scott W. Ehrich

Nonvoting Recorder/Reporter:
LCDR Jeff B. Bippert
CWO4 Michael E. Tollefson
CWO3 Neal J. Feustel
CWO2 Troy L. Loining
YN1 Derrick L. Rhone

2. The Panel will convene at 0800, 10 August 2009, in the Richard D. Bowman Board Room, 5th Floor, Coast Guard Personnel Service Center, or soon thereafter as practicable for the purpose of selecting applicants for assignment as Officer in Charge of Coast Guard Cutters, Stations, and Aids to Navigation Teams. The prescribed uniform for members of the Panel is Tropical Blue Long.

3. The Panel shall consider all enlisted members, who submitted application packages and meet the specific qualification requirements detailed in references (a), (b) and (c).

4. Chief, Enlisted Personnel Management Division will provide you with a list of those individuals who submitted an application package.

5. The goals of this screening panel are to produce a best-qualified list of screened personnel, rank ordered by the four OIC Certifications (Multi-Mission Afloat, Multi-Mission Ashore, Aids to Navigation Afloat, Aids to Navigation Ashore).

6. The Panel shall consider these goals as guidelines for its deliberations and consider the distinguished standards of professionalism expected from our OICs. The primary criteria for selection will be individual performance and prior experience. The Panel may establish additional criteria it believes appropriate to meet the goals of the command selection process.

7. Command of a Coast Guard unit represents the highest level of trust and confidence we place in our people. Members recommended must reflect the highest standards of conduct, integrity, capability, attitude, and military bearing. An OIC invariably becomes involved in situations requiring immediate action and often unpopular decisions. These challenges can only be met by people with sound character who have demonstrated a true commitment to the Coast Guard. Equally important, those recommended must have a proven record of superior leadership and concern for their crewmembers' welfare. If we are to be successful in retaining a quality work force, we must ensure only the best leaders command our cutters and shore units. You and your panel members are the principal guardians that the proper balance of pride, dedication, ability to lead units in mission execution, caring, discipline, moral ethics, and professional skills abide in our OICs. The enlisted members you select must be capable of providing the leadership necessary to meet the current missions and operational tempo, while preparing the Coast Guard for future challenges.

8. The Coast Guard is firmly committed to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, or national origin. The candidates you select must be able to help the Coast Guard provide superior public service across all missions and foster cohesiveness in our workforce while strengthening the development of diversity. They must have the ability to form effective partnerships within and outside of the service, and to support the innovations needed to more effectively and efficiently manage the Coast Guard's resources. Above all, they must consistently demonstrate and teach the Coast Guard's core values of honor, respect and devotion to duty.

9. Then panel will be provided with the necessary records and clerical assistance by YN1 Derrick Rhone. An Assignment Officer will be available to address any concerns or issues that may arise during the Panel's discussions. Upon completion of your deliberations, deliver your report to Chief, Enlisted Personnel Management Division.

10. The Panel shall be sworn. The recommendations of the Panel require a majority of the voting members and shall be kept confidential until its report is approved. You shall direct panel members not to divulge any information related to the proceedings and deliberations of this Panel.

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