



1401

JUL 9 2007

MEMORANDUM

From: *C. I. Pearson*
C. I. Pearson, RADM
COMDT (CG-1)

To: *J. T. Riker*
J. T. Riker, RADM
COMDT (CG-3RDOGCC)

Subj: PY 08 PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND
OFFICERS OF THE COAST GUARD ON THE INACTIVE DUTY PROMOTION LIST
FOR PROMOTION TO THE GRADE OF CAPTAIN

Ref: (a) Section 730, Title 14, U.S. Code
(b) Department of Homeland Security Delegation Number 0160.1, Paragraph 2.B.1
(c) Section 731, Title 14, U.S. Code
(d) Section 729, Title 14, U.S. Code
(e) My memo 1401 of 10 May 2007
(f) Personnel Manual, COMDTINST M1000.6A

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

CAPT Virginia K. HoltzmanBell, USCG - Member
CAPT David J. Martin, USCGR - Member
CAPT Alfred C. Folsom, USCG - Member
CAPT John J. Santucci, USCG - Member
CAPT Harold J. French, USCGR - Member
CAPT Andrea L. Contratto, USCGR - Member

LCDR Jennifer K. Grzelak, USCGR - Non-voting Recorder

2. The Board shall convene at 0830, 16 July 2007, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all officers in the grade of Commander who are eligible for consideration for promotion to the grade of Captain 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.

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3. There is hereby established a promotion zone of 29 commanders on the Inactive Duty Promotion List consisting of the most senior officer in the grade of Commander namely, Commander Charles E. Polk, USCGR, and those 28 officers junior thereto, through and including Commander David S. Wajda, USCGR. There are 37 eligible officers below the zone. The names and records of all officers to be considered for promotion shall be furnished to the Board. The 11 best qualified officers shall be recommended for promotion.
4. References (c), (d) and (e) authorize, when the needs of the service require, the consideration of officers for promotion from below the promotion zone. When selection from below the zone is authorized, the number selected may not exceed 10 percent of the maximum number of the best qualified officers that the board may select in zone. The maximum number of the best qualified officers that the board may select in zone is 11. Not more than 1 officer from below zone may be selected.
5. 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 added to or removed 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 (f) and the enclosed Commandant's Guidance to PY08 Officer Selection Boards in your development of criteria for determining the officers recommended for selection. Section 14.A.3 of reference (f) 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 (4 of 7 members), 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 PY 08 Officer Selection Boards