

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Command

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1401

MAR 14 2008

MEMORANDUM

From: B. E. Viekman, CAPT
CG PC (c)

A handwritten signature in black ink, appearing to read "B. E. Viekman".

To: S. F. Daignault, CAPT
Board President

Subj: PRECEPT CONVENING AN APPOINTMENT BOARD TO CONSIDER ENLISTED
PERSONNEL OF THE COAST GUARD RESERVE FOR APPOINTMENT TO THE
GRADE OF CHIEF WARRANT OFFICER, W-2

Ref: (a) Section 12241, Title 10, U.S. Code
(b) Department of Homeland Security (DHS) Delegation Number 0160.1, Paragraph 2.B.1
(c) Personnel Manual, COMDTINST M1000.6A

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

CDR Julia A. Hein, USCGR – Member
LCDR Yardley S. Bailey, USCGR – Member
LT Charles O. Ellis, USCGR – Member
CWO4 John M. Westbrook, USCGR – Member

LTJG Yanira Tirado, USCGR - Non-voting Recorder

2. The Board shall convene at 0830, 7 April 2008, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering enlisted personnel for appointment to the grade of chief warrant officer, W-2, in their appropriate specialties. 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. The board shall be provided a list of candidates in each specialty. From among the candidates the Board finds fully qualified for appointment, the Board shall prepare an eligibility list for each warrant officer specialty. Within each specialty, the names of all personnel found fully qualified shall be placed on the eligibility list, rank ordered on a best qualified basis. If the Board finds any candidate not fully qualified for appointment, the reasons therefore shall be set forth in detail. The eligibility list established by the Board will, upon approval by the Commandant, be utilized for the appointment of Coast Guard personnel to warrant grade.

4. 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 candidate for any reason. In the event any candidate 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 candidate under consideration will be transmitted under separate cover.

5. The Board shall refer to the provisions of Sections 1.D.8 and 14.A of reference (c) for specific guidance. Subject to the guidance contained in reference (c), this precept, and the Commandant's Guidance to PY08 Officer Selection Boards, enclosure (1), the board is governed by its own judgment as to the criteria for rank ordering candidates on a best qualified basis. Section 14.A.3 of reference (c) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education. Enclosure (2) contains the technical skills required for each CWO Specialty.

6. Appointment to chief warrant officer is a major change in the status of enlisted personnel. I recommend careful and thoughtful consideration of Article 1.D.1 of reference (c) which contains the definition of a chief warrant officer. They should have the stamina, ethical standards, moral integrity, dedication, loyalty, and ability to meet the challenges that they and the Coast Guard will face in positions of increased trust and confidence.

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 candidates recommended for appointment are, based on at least a majority of the members of the board, fully qualified and rank ordered on a best qualified basis.

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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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Enclosures: (1) Commandant's Guidance to PY08 Officer Selection Boards
(2) Scope of Reserve Warrant Specialties