



1401

OCT 19 2007

MEMORANDUM

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

Handwritten signature of B. E. Viekman in black ink.

To: Kurt B. Hinrichs, CAPT

Handwritten signature of Kurt B. Hinrichs in black ink.

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

Ref: (a) Section 12242, 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), a Selection Board is appointed consisting of yourself as President and the following members:

CDR James R. Howatson, USCGR – Member
CDR Lane M. Putala, USCGR – Member
CDR Patrick Flynn, USCG – Member
CWO4 Barbara A. Fagan, USCGR – Member

LT Brandi E. Marquardt, USCGR – Non-voting Recorder

2. The Board shall convene at 0830, 22 October 2007, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all chief warrant officers who are eligible for consideration for promotion to the next higher chief warrant grade 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.

3. The promotion zones are as follows:

a. W-4 zone: There are 16 chief warrant officers (W-3) on the IDPL consisting of the most senior chief warrant officer in the grade of W-3, namely, CWO3 Steven J. Gulitti, USCGR, and those 15 chief warrant officers junior thereto, through and including CWO3 George W. Young, USCGR. The names and records of all chief warrant officers to be considered for promotion shall be furnished to the Board. Up to the 15 best qualified chief warrant officers who are also found fully qualified shall be recommended for promotion. Not more than one chief warrant officer below the zone may be selected.

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

- b. W-3 zone: There are 9 chief warrant officers (W-2) on the IDPL consisting of the most senior chief warrant officer in the grade of W-2, namely, CWO2 Stephen R. Lain , USCGR, and those 8 chief warrant officers junior thereto, through and including CWO2 Oakley D. Baldwin, USCGR. The names and records of all chief warrant officers to be considered for promotion shall be furnished to the Board. Up to the 8 best qualified chief warrant officers who are also found fully qualified shall be recommended for promotion. Not more than one chief warrant officer below the zone may be selected.
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 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.
5. The Board shall refer to the enclosed provisions of Sections 5.B, and 14.A of reference (c), along with 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 (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 promotion are, based on an opinion of 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.
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 promotion are released to the Service at large.

#

- Enclosure: (1) Commandant's Guidance to PY08 Officer Selection Boards
(2) Section 5.B.3 of Personnel Manual, COMDTINST M1000.6A
(3) Section 14.A.3 of Personnel Manual, COMDTINST M1000.6A
(4) Section 14.A.7 of Personnel Manual, COMDTINST M1000.6A