



1401

AUG 23 2007

## MEMORANDUM

From: B. E. Viekman, CAPT  
CG PC

A handwritten signature in black ink, appearing to read "B. E. Viekman", with a small "V/R" written above it.

To: J. C. Acton, RADM

Subj: PRECEPT CONVENING A BOARD TO CONSIDER COMMISSIONED OFFICERS  
OF THE COAST GUARD RESERVE FOR PERMANENT RESERVE PROGRAM  
ADMINISTRATORS (RPA'S) DESIGNATION

Ref: (a) Personnel Manual, COMDTINST M1000.6A

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

CAPT Sharon K. Richey, USCGR - Member  
CAPT Vincent M. Weber, USCGR - Member  
CAPT James R. Montgomery, USCGR - Member  
CAPT Joseph T. Baker, USCG - Member

LT Jeffrey R. Bray, USCGR - Non-voting recorder

2. The Board shall convene at 0800, 5 September 2007, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of selecting on a fully qualified basis, all eligible applicants for designation as permanent Reserve Program Administrators (RPA's). Members of the Board shall swear or affirm that they will, without prejudice or partialities, and having in view both RPA's special fitness and the efficiency of the Coast Guard, perform the duties imposed upon them.

3. The board will consider officers serving as provisional RPA's who are eligible for designation as permanent RPA's. A listing of those officers will be provided. From this list, the Board may recommend all of the officers for designation as permanent RPA's. If the Board finds any of those officers not fully qualified for designation as permanent RPA's, the reasons therefore shall be set forth in detail.

4. 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 removed from the Active Duty Promotion List, Inactive Duty Promotion List, or RPA Promotion List for any

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reason. In the event any officer before the board is 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 provisions of Sections 5.A and 14.A of reference (a) and the enclosed Commandant's Guidance to PY08 Officer Selection Boards in your development of criteria for determining the officers recommended for designation. Section 14.A.3 of reference (a) 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 designation as permanent RPA's are in the opinion of at least a two-thirds majority of the members of the Board fully qualified to carry out the duties and responsibilities of RPA's.

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 the officers selected for designation are released to the Service at large.

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Encl: (1) Commandant's Guidance to PY08 Officer Selection Boards