U.S. Department of Homeland Security
United States Coast Guard

Commander
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Personnel Command

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SEP 14 2004

# MEMORANDUM

From: CAPT P. A. LANGLOIS
CGPC

To: CAPT Michael J. Lapinski, USCG

Subj: PRECEPT CONVENING A PANEL TO CONSIDER APPLICANTS FOR APPOINTMENT TO CHIEF WARRANT OFFICER BANDMASTER (PHASE II)

Ref: (a) Personnel Manual, COMDTINST M1000.6A, Section 1.D.14
(b) COMCOGARD PERSCOM Washington DC 242046Z AUG 04// ALCGPERSCOM 071/04

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

CDR Leigh A. Archbold, USCG - Member
CDR Ricardo R. Rodriguez, USCG - Member
BNDM4 Kenneth W. Megan, USCG – Member
F&S2 Cindy W. Gustin, USCG – Member
CAPT Lewis J. Buckley, USCG – Nonvoting Advisor

LCDR Gregory H. Magee, USCG - Non-voting Recorder

2. The Board shall convene at 0800, 22 September 2004, in the Reading Room of Leamy Hall, U.S. Coast Guard Academy, or as soon thereafter as practicable, to select a candidate on a best-qualified basis for appointment to the rank of Chief Warrant Officer Bandmaster in the position of Assistant Director of the Coast Guard Band. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of personnel and the efficiency of the Coast Guard, perform the duties imposed upon them.

3. The Board shall be provided a list of finalists determined in phase one. The finalists shall have their names placed on an eligibility list rank ordered on a best-qualified basis.

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4. It is important for the Board to remember that the candidate appointed will be serving in a highly visible billet with significant public and media exposure. In addition, they will supervise large groups of subordinates as they prepare performances, rehearse and travel to events both nationally and internationally. They will also function in a role with their assigned unit similar to the role of an executive officer of an operational unit.

5. The Board shall refer to the provisions of reference (a) for specific guidance. Subject to the guidance contained in reference (a), this precept, and the Commandant's Guidance to PY05 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 (a) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.

6. Appointment to chief warrant officer is a major change in the status of enlisted personnel. I recommend careful and thoughtful consideration of Section 1.D.1 of reference (a) which contains the definition of a chief warrant officer. Chief Warrant Officer's should have 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 applicants recommended for promotion are, in the opinion of at 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.

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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Encl: (1) Commandant's Guidance to PY05 Officer Selection Boards