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## MEMORANDUM

From: Phillip F. Brookings, CAPT  
CG PSC-rpm

Reply to LT Dana M. Pieper  
Attn of: (202) 493-6912

To: David R. Allen, CAPT, USCGR  
Board President

Subj: PRECEPT CONVENING A DESIGNATION BOARD TO CONSIDER  
COMMISSIONED OFFICERS OF THE COAST GUARD AND COAST GUARD  
RESERVE FOR DESIGNATION AS PROVISIONAL RESERVE PROGRAM  
ADMINISTRATORS (RPA)

Ref: (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3  
(b) COMCOGARD PSC Arlington, VA 101639Z OCT 12/ALCGPSC 133/12

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

CDR Joseph F. Lecato, USCG – Member  
CDR Sarah S. Reed, USCGR – Member  
LCDR Thomas V. Gwilliam, USCGR – Member  
LCDR Monique M. Roebuck, USCGR – Member  
LCDR Troy E. Fryar, USCGR – Member  
LCDR Kristopher S. Fegler, USCG – Member

LTJG Daniel N. Sweeney, USCGR – Non-voting Recorder

2. The Board shall convene at 0830, 11 December 2012, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of selecting officers for designation as provisional Reserve Program Administrators (RPAs). 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, performs the duties imposed upon them.

3. In Phase I, the Board may select, on a best-qualified basis, up to 12 officers as finalists for designation as provisional RPAs from all eligible applicants per section 1.B.3 of reference (a) and reference (b). The Board shall report the names of these finalists in its report. In Phase II, the Board shall reconvene at 0830, 08 January 2013, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, to consider all finalists for provisional designation as RPAs. The Board may review records and interview candidates. The Board may select five best-qualified finalists as primary selectees, and up to three of the remaining candidates as

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alternate selectees. Alternate selectees shall be listed in the order of selection determined by the Board. At the end of your deliberations, all members must be able to say that the officers recommended for designation have, in the opinion of at least a majority of the members, if the Board has five members, or in the opinion of at least two-thirds of the members, if the board has more than five members, demonstrated the leadership and potential to successfully develop, train, and administer the Coast Guard Reserve.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to delete the name of any officer whose name is removed from the Active Duty Promotion List or Inactive Duty Promotion List. In the event any officer before the Board is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center will provide additional instructions.

5. The Board shall refer to the provisions of Sections 1.B.3 and 6.A. of reference (a) and the enclosed Commandant's Guidance to PY13 Officer Selection Boards and Boards in your development of criteria for determining the officers recommended for designation. Section 6.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 primary and alternate selectees recommended for provisional designation as RPAs are best qualified to carry out the duties and responsibilities for which they are selecteed.

7. The Board shall submit the reports in writing signed by all members of the Board. Except for the reports 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 Commandant approves the reports, and the names of the officers selected for designation are released to the Service at large.

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Enclosure: (1) Commandant's Guidance to PY13 Officer Selection Boards and Boards.