

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
United States Coast Guard  
Personnel Service Center

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MAY 08 2013

## MEMORANDUM

*D.R. Callahan*  
From: D. R. Callahan, RDML  
CG PSC

To: B. Kerr, CAPT

Subj: PRECEPT CONVENING THE PANEL FOR SCREENING OF ACTIVE DUTY  
ENLISTED PERSONNEL FOR THE 2013 CAREER RETENTION SCREENING  
PANEL (CRSP)

Ref: (a) COMDT COGARD Washington DC 191443Z Dec 12/ALCOAST 531/12  
(b) COMCOGARD PSC Arlington VA 141519Z Jan 13/ALCGENL 008/13

1. A Career Retention Screening Panel (CRSP) is hereby appointed consisting of yourself, as President, and the following members:

CDR Beth Naff  
CDR Adrian West  
LCDR Charlotte Mundy  
LCDR Jessica Styron  
EMCM Kevin Isherwood  
MSTCM Shane Hooker  
BMCM Steven Cantrell  
OSCM Penny Koons

Non-voting member:  
MCPOCG M. Leavitt

Primary Clerical Assistance:  
CWO Tracy Lombard  
YN1 Sabrina Isaac  
Ms. Ada Harris

Non-voting Recorders:  
YNC Jeremy Hann  
Ms. Eula Whitehead  
YN3 Javen Biddick  
YN3 Emily Farr  
YN3 Oscar Garcia

2. The panel shall convene at 0900, 17 June 2013, in the Richard D. Bowman board room, 5<sup>th</sup> floor, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering enlisted members for continued service in the United States Coast Guard. Members of the board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of the candidates and efficiency of the Coast Guard, perform the duties imposed upon them, and that they will not disclose their proceedings of this panel to any person not a member of the panel. The prescribed uniform for members of the panel is Tropical Blue.

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3. The panel shall consider all eligible enlisted personnel who were not reviewed by the 2011 or 2012 CRSP and who meet the following criteria:

A. All E-6 and below with 19.5 or more years of active military service as of 1 June 2013.

B. All E-7 and above with 19.5 or more years of active military service who have three or more years time in grade as of 1 June 2013.

Members with approved retirement letters, and those at or above the cut for advancement on the May and November 2012 SWE eligibility list as of 1 June 2013 or above the cut for promotion to Chief Warrant Officer have been excluded from the panel process. Chief, Enlisted Personnel Management Division will provide you with a list of those individuals included in the candidate pool.

4. The 2013 CRSP will use a **performance and conduct based methodology** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the high standards required in our enlisted service, as enumerated in enclosure (1). **You may discount minor errors, based on how recently they occurred, and as long as subsequent performance reflects lessons learned.** Accordingly, you are not bound by any opportunity of selection when selecting a candidate for retention.

5. Diversity is vital to mission relevance, readiness, and execution. Diversity of talent, ability, ideas and viewpoints – as well as ethnicity, gender, culture, color and creed are critical in a Service that represents our employers: the American people. Accordingly, this guidance does not require or permit the preferential treatment of any enlisted member or group of enlisted members based on race, religion, color, gender or national origin.

6. You should emphasize to the members of the Panel 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 enlisted members recommended for continued service are, in the opinion of at least two-thirds of the members of the Panel, those shipmates whose continued service is considered to be in the best interest of the Coast Guard.

7. The panel will be provided with the necessary records and clerical assistance by CWO Tracy Lombard and YN1 Sabrina Isaac of the Enlisted Advancements and Separations Branch. Both will be available at all times to assist you. Furthermore, Chief, Enlisted Advancements and Separations Branch will be available to address any concerns or issues that may arise during the panel discussions. Upon completion of your deliberations, deliver your report to Chief, Enlisted Personnel Management Division.

8. The Panel shall submit a report in writing signed by all members of the Panel. Except for the report of this Panel, the proceedings of the Panel shall not be disclosed to any persons not a member of the Panel. You will direct members of the Panel that their recommendations shall be kept confidential until the Assistant Commandant for Human Resources, CG-1, approves the report on behalf of the Commandant, and the 2013 CRSP candidates have been notified of the panel recommendations.

Enclosure: (1) Selection Standard

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## **2013 CAREER RETENTION SCREENING PANEL SELECTION STANDARDS**

1. The 2013 Career Retention Screening Panel (CRSP) shall consider carefully, without prejudice or partiality, the record of every eligible CRSP candidate. *The candidates identified for retention will be those shipmates whose continued service is considered to be in the best interest of the Coast Guard by a two-thirds majority of the members of the panel.*

2. The 2013 CRSP will use a *performance and conduct based methodology* that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the high standards required in our enlisted service.

### 3. Period of Review:

For E-6 and below: The 2013 CRSP waiver panel will evaluate the member's record for the previous **seven years** or since advancement to current pay-grade, whichever is longest.

For E-7, E-8 and E-9: The 2013 CRSP waiver panel will evaluate the member's record for the previous **seven years** or since advancement to E-7, whichever is longest.

### **Performance and Conduct**

The following *Performance and Conduct based* considerations should guide your recommendations.

a. Substandard performance of duty to include receipt of a "not recommended" for advancement based on loss of recommendation, performance probation or incompetency, an unsatisfactory conduct mark, and/or declining performance with the same approving official in the rating chain;

b. Receipt of an Enlisted Evaluation Report (EER) with a minimum average characteristic marks of 3.5 or below;

c. Moral or professional dereliction, such as Relief for Cause, removal from primary duties;

d. Failure to meet service norms or regulations concerning alcohol abuse including, but not limited to, documented instances or conviction(s) for operating a vehicle, or any other mode of transportation under the influence of alcohol or controlled substances during the period of review;

e. Any documented instances of sexual assault and/or harassment;

f. Have no conviction(s) by a civil court for any felony offense, or any finding by a civil court tantamount to a felony conviction, during the period of review;

**g. Other documented adverse information clearly indicating that the CRSP candidate's continuation may be inconsistent with national security interest or may otherwise not be in the best interest of the Coast Guard, such as revocation of security clearance;**

**h. Financial irresponsibility; such as failure to pay just debts or a pattern of Government Credit Card delinquency/permanent revocation of the Government Credit Card due to misuse or failure to pay outstanding balance;**

**i. A candidate on performance probation who does not demonstrate progress during the probationary period in overcoming the deficiency, inability to maintain qualifications or recertify;**

**j. Failure to demonstrate upward mobility/professional development and growth to include:**

**(1) Consistent participation in SWE**

**(2) Completion of EPME and other advancement eligibility requirements (e.g., EOCTs, sea time, qualifications/certifications, physical fitness standards, etc...)**

**(3) Completion of OIC certifications**

**(4) Graduation from the USCG CPO Academy, USN Senior Enlisted Academy or USAF Senior Non-commissioned Officer Academy**

**(5) Positions of increased leadership/responsibility**

**k. Have more than three weight probationary periods during current period of review, or currently on weight probation.**