



1301

FEB 20 2015

MEMORANDUM

From:  D. R. Callahan, RADM
COMDT (CG-1)

To: K. B. Hinrichs, RADM

Subj: PRECEPT CONVENING THE ASSIGNMENT YEAR 2015 PANEL FOR CAPTAINS
ON THE INACTIVE DUTY PROMOTION LIST (IDPL)

Ref: (a) COMCOGARD PSC Arlington VA 151550Z Aug 14 / ALCGRSV 077/14
(b) Reserve Policy Manual, COMDTINST M1001.28 (series)

1. Pursuant to the authority provided by references (a) and (b), the Assignment Year (AY) 2015 Reserve Captain Assignment Panel is appointed consisting of yourself as President and the following members:

RDML Meredith L. Austin, USCG - Member
RDML James M. Heinz, USCG - Member
RDML Francis S. Pelkowski, USCGR - Member

LT Brandi R. Corvigno, USCGR - Recorder, non-voting member

The Chief, Reserve Personnel Management Division, Coast Guard Personnel Service Center may appoint additional non-voting members to assist the Panel as required.

2. The Panel shall convene at 0800, 3 March 2015, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of recommending captains and captain selects of the Coast Guard Reserve on the Inactive Duty Promotion List (IDPL) for assignments. Members of the Panel 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, and that they will not disclose their proceedings to any person not a member of the Panel.

3. Prior to the date the Panel submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to add or delete the name of any officer for any reason. In the event any officer is removed prior to the date the Panel submits its report, the Commander, Coast Guard Personnel Service Center will provide additional instructions. Any communications to the Panel by any officer under consideration will be transmitted under separate cover.

4. The Panel will recommend assignments for IDPL officers in the rank of captain, as well as officers selected for promotion to this rank. Coast Guard Personnel Service Center staff will brief the Panel on the records of eligible officers in accordance with references (a) and (b). Panel members may review records as necessary in their deliberations. The Panel also holds the discretion to leave positions unfilled.

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1301
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5. Anticipated captain vacancies are compiled in a shopping list, which is updated by message and through postings to the Internet. The Panel shall comply with established assignment policy and carefully consider the personal desires of individuals to be assigned and expressed unit requirements, while understanding that the needs of the Service prevail.
6. The Panel will recommend assignments solely on the basis of its own deliberations, official records and communications. The Panel should consider the contents of enclosure (1) in evaluating each officer's record. You should emphasize to the members of the Panel the importance of the obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay.
7. The Panel will recommend officers selected for promotion for frocking in conjunction with their future assignment, as provided by Art. 7.A.12. of reference (b). Approved frockings will generally be effective upon detachment of the officer from the current assignment. However, actual authority will be contained in official assignment orders.
8. 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 officers recommended for assignment are, in the opinion of a majority of the members if the panel has five members, or in the opinion of two-thirds of the members if the panel has more than five members, the best-qualified to carry out the duties and responsibilities of the assignment for which they are recommended.
9. 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 person not a member of the Panel. You will direct the members of the Panel that their recommendations shall be kept confidential until the report has been approved, and the names of officers selected for assignments are released to the Service at large.

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Enclosure: (1) Commandant's Guidance to PY15 Officer Selection Boards and Panels