



1401

FEB 23 2015

MEMORANDUM

From: 
D. A. Stringer, CAPT
CG PSC-RPM

To: M. L. Lafferty, CAPT

Subj: PRECEPT CONVENING AN APPOINTMENT BOARD TO CONSIDER ENLISTED PERSONNEL OF THE COAST GUARD RESERVE FOR APPOINTMENT TO THE GRADE OF CHIEF WARRANT OFFICER (CWO), W-2

Ref: (a) Section 12241, Title 10, U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

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

Rebecca A. Drew, CDR, USCGR – Member
Nan O. Silverman, LCDR, USCGR – Member
Dennis J. Wilson, LT, USCG – Member
Dean A. Bunk, CWO3, USCGR – Member
Matthew W. Crabtree, CWO3, USCGR – Member

Tracey E. Claveau, CWO2, USCGR – Non-voting Recorder

2. The Board shall convene at 0800, 6 April 2015, in suite 501, fifth floor, Captain Dorothy Stratton Board Room, Coast Guard Personnel Service Center, Arlington, VA or as soon thereafter as practicable, for the purpose of considering enlisted personnel for appointment to the grade of chief warrant officer (CWO), W-2, in their appropriate specialties in the Coast Guard Reserve. 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, perform the duties imposed upon them, and that they will not disclose their proceedings to any person not a member of the Board.

3. The Board shall be provided a list of candidates in each specialty. From among the candidates the Board finds fully-qualified for appointment, the Board shall prepare an eligibility list for each warrant officer specialty. Within each specialty, the names of all personnel found fully-qualified shall be placed on the eligibility list, rank ordered on a best-qualified basis. If the Board finds any candidate not fully-qualified for appointment, the reasons therefore shall be set forth in detail. The eligibility list established by the Board will, upon approval by the Commandant, be utilized for the appointment of Coast Guard personnel to warrant grade.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to add or delete the name of any candidate for any reason. In the event any candidate herein is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center will provide additional instructions.

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W-2

5. The Board shall refer to the provisions of Articles 1.D.8 and 1.D.11 of reference (b) for specific guidance. Subject to the guidance contained in reference (b), this precept, and the Commandant's Guidance to PY15 Officer Selection Boards and Panels, enclosure (1), the Board is governed by its own judgment as to the criteria for rank ordering candidates on a best-qualified basis. Article 6.A.3. of reference (b) provides four factors to consider in developing your criteria: performance evaluations, professionalism, leadership, and education. Enclosure (2) contains the technical skills required for each CWO specialty.

6. Appointment to CWO is a significant change in the status of enlisted personnel. I recommend careful and thoughtful consideration of Article 1.D.1.a of reference (b), which contains the definition of a CWO. They should have the 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 candidates recommended for appointment are, in the opinion of a majority of the members if the Board has five members, or in the opinion of two-thirds of the members if the Board has more than five members, are fully-qualified and rank ordered on a best-qualified bases.

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 candidates selected for appointment are released to the Service at large.

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Enclosure: (1) Commandant's Guidance to PY15 Officer Selection Boards and Panels
(2) Scope of Reserve Warrant Specialties