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

Commander
United States Coast Guard
Personnel Service Center

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APR 14 2014

MEMORANDUM

for A.R. Sheffield, CDR, USCGR

From: P. F. Brookings, CAPT
CG PSC-RPM

To: J. B. Andrews, CDR

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF THE COAST GUARD RESERVE ON THE INACTIVE DUTY PROMOTION LIST (IDPL) IN THE GRADE OF ENSIGN FOR PROMOTION TO THE GRADE OF LIEUTENANT (JUNIOR GRADE)

Ref: (a) Section 729, Title 14, U.S. Code
(b) Section 730, Title 14, U.S. Code
(c) Section 731, Title 14, U.S. Code
(d) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

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

Jennifer A. Travers, CDR, USCGR - Member
Michelle R. Watson, CDR, USCGR - Member
Evelynn B. Samms, LCDR, USCG - Member
Charles A. Walsh, LCDR, USCGR - Member

Sean D. Fay, LT, USCGR - Non-voting Member

2. The Board shall convene at 0830, 3 June 2014, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering all officers on the Inactive Duty Promotion List (IDPL) in the grade of ensign who are eligible for consideration for promotion to the grade of lieutenant (junior grade) 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. There is hereby established a promotion zone of 29 ensigns on the IDPL consisting of the most senior officer in the grade of lieutenant (junior grade); namely, ENS Amber L. Napralla, USCGR, and those 28 officers junior thereto, through and including ENS Amanda R. Harquail, USCGR. The names and records of all officers to be considered for promotion shall be furnished to the Board. The officers found fully-qualified shall be recommended for promotion.

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 officer from the IDPL for any reason. In the event any officer in the promotion zone established herein is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center will

provide additional instructions. Any communications to the Board by any officer under consideration will be transmitted under separate cover.

5. The Board shall refer to the provisions of Sections 3.A., 5.A., and 6.A. of reference (d) and the enclosed Commandant's Guidance to PY14 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for selection. Additionally, section 6.A.3. of reference (d) provides four factors to consider in developing your criteria: performance evaluations, 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 officers recommended for promotion 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, fully-qualified to carry out the duties and responsibilities of the grade for which they are selected.

7. 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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Enclosure: (1) Commandant's Guidance to PY14 Officer Selection Boards and Panels