



1401  
JUN 16 2014

## MEMORANDUM

From:  P. F. Zukunft, ADM  
CCG

To: Steven E. Day, RADM

Subj: PRECEPT CONVENING A RETENTION BOARD TO RECOMMEND OFFICERS  
OF THE COAST GUARD RESERVE ON THE INACTIVE DUTY PROMOTION  
LIST IN THE GRADE OF CAPTAIN FOR RETENTION IN AN ACTIVE STATUS

Ref: (a) Section 741, Title 14, U.S. Code  
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3A

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

John S. Welch, RADM, USCGR – Member  
Mark E. Butt, RADM, USCG - Member  
Joseph M. Vojvodich, RDML, USCG – Member  
Francis S. Pelkowski, RDML, USCGR – Member

James J. Johnson, CDR, USCGR– Non-voting Recorder

2. The Board shall convene at 0830, 1 July 2014, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering all officers in the grade of captain who are eligible for consideration for retention in an active status 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 retention zone of 39 captains on the Inactive Duty Promotion List (IDPL) consisting CAPT W. S. Ellis, USCGR and those 38 officers junior thereto, through and including CAPT M. M. Murakami, USCGR. The names and records of all officers to be considered for retention shall be furnished to the Board. The 22 best-qualified officers shall be recommended for retention.

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 retention zone established herein is added to or 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.

Subj: PRECEPT CONVENING A RETENTION BOARD TO RECOMMEND 1401  
OFFICERS OF THE COAST GUARD RESERVE ON THE INACTIVE  
DUTY PROMOTION LIST IN THE GRADE OF CAPTAIN FOR  
RETENTION IN AN ACTIVE STATUS

5. The Board shall refer to the provisions of Sections 3.A., 5.A. and 6.A. of reference (b) and the enclosed Commandant's Guidance to PY15 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for retention. Of those officers eligible for retention, officers with less than three years of service in the grade of O-6 by 30 June 2014 should ordinarily be selected for retention unless their documented performance indicates retention is undesirable or inappropriate. A lack of documentation due to minimal time-in-grade, or performance indicating an appropriate period of adjustment to the responsibilities of a higher grade, should not be the sole factor in determining non-selection for retention of officers with less than three years of service in the grade of O-6. Additionally, section 6.A.3. of reference (b) 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 retention 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, the best-qualified to carry out the duties and responsibilities of the grade for which they are retained.

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 recommendation shall be kept confidential until the Commandant approves the report, and names of the officers selected for retention are released to the Service at large.

#

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