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**AUG 02 2013**

## MEMORANDUM

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

To: S. L. Subocz, CAPT

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS  
ON THE INACTIVE DUTY PROMOTION LIST IN THE GRADE OF LIEUTENANT  
FOR PROMOTION TO THE GRADE OF LIEUTENANT COMMANDER

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

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

Emmanuel J. Terminella, CDR, USCGR - Member  
Jill I. Lumpkin, CDR, USCGR - Member  
Erik A. Leuenberger, CDR, USCG - Member  
Brian J. Dudley, CDR, USCGR - Member  
Paul J. Rooney, LCDR, USCGR - Member  
Libby J. Rasmussen, LCDR, USCG - Member

Amanda C. Ryan, LT, USCGR - Non-voting Recorder

2. The Board shall convene at 0830 on 5 August 2013, 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 lieutenant who are eligible for consideration for promotion to the grade of lieutenant commander 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 73 lieutenants on the IDPL consisting of LT Joseph P. Esmerado, USCGR, and those 72 officers junior thereto, through and including LT Scott E. Melton, USCGR. The names and records of all officers to be considered for promotion shall be furnished to the Board. The 45 best-qualified officers shall be recommended for promotion.

4. Prior to the date the Board submits its report, 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 added to or removed prior to the

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date the Board submits its report, Chief, Reserve Personnel Management Division, 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.B.3.c, 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, 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 at least a majority of the members if the board has five members, or in the opinion of at least two-thirds of the members of the Board 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 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 recommendation shall be kept confidential until the Secretary approves the report on behalf of the President, and the names of the 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.