

U.S. Department of
Homeland Security

United States
Coast Guard



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United States Coast Guard

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AUG 22 2011

MEMORANDUM

From: R. J. Papp, Jr.
CCG

To: Sally Brice-O'Hara
VCG

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF THE U. S. PUBLIC HEALTH SERVICE (USPHS) TO SERVE AS CHIEF MEDICAL OFFICER OF THE U. S. COAST GUARD (USCG)/DIRECTOR OF HEALTH AND SAFETY

Ref: (a) Title 42, U. S. Code, Section 206(b)
(b) 1985 USCG/USPHS Memorandum of Understanding
(c) Personnel Manual, COMDTINST M1000.6A

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

RADM Sandra L. Kweder, USPHS
RADM Newton E. Kendig, USPHS
RADM Ronald T. Hewitt, USCG
RDML Marshall B. Lytle, USCG

CDR Clifton Reckley, USPHS – Non-voting Recorder
LCDR Jillian Malzone, USCG – Non-voting Recorder

2. The Board shall convene at 0900, 25 August 2011, at the Tower Building, 1101 Wootton Parkway, Suite 100, Rockville, Maryland, or as soon thereafter as practicable, for the purposes of considering eligible officers of the Public Health Service for assignment as Chief Medical Officer, USCG/Director of Health and Safety. 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.

3. The Board may recommend the best qualified officer and a list of alternates for the position who meet the eligibility requirements set forth below. I will interview the primary selectee and alternates as needed and will forward my nomination to the Surgeon General for concurrence and assignment.

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4. The Board will be provided with a consolidated list of USPHS officers who applied for, and are eligible for, consideration. The Commander, Coast Guard Personnel Service Center, and the Director, Office of Commissioned Corps Operations, will assemble this list as well as the necessary records and clerical assistance. The USPHS staff will brief you on the nature of the USPHS records and USPHS Commissioned Officers' Effectiveness Reports (COERs).

5. The following requirements have been established for officers to be eligible for consideration:

- a. An officer must be a Regular Corps USPHS officer on active duty serving at least in the grade of O-6 (permanent or temporary).
- b. An officer must be a USPHS Medical Officer (Doctor of Medicine or Doctor of Osteopathy).
- c. Be eligible for retirement within four years of appointment.

6. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (c) and the contents of enclosure (1) to develop criteria for determining the officers recommended for selection. Section 14.A.3 of reference (c) provides four factors to consider in developing criteria: performance, professionalism, leadership, and education. Additionally, the Board is directed to consider the following factors to evaluate the officers' records:

- a. The officers you recommend for Chief Medical Officer, USCG/Director of Health and Safety, should be leaders in their field who will be able to demonstrate their leadership in this high risk, high stress assignment. The incumbent is responsible for a broad range of personnel support programs, including health, wellness, safety, and security. Consideration should be given to their ability to interact extensively as a member of the Human Resources senior leadership cadre and to contribute as a member of the Coast Guard's top management team to achieve those goals we have set for the Service. Keep in mind the importance of their ability to plan and execute in both the long and short term, to be flexible enough to meet changing demands, and to be able to put parochial interests aside in meeting the needs of the public, our country, and our Service.
- b. Preference should be given to physicians who are board certified, and who have served on active duty with one of the Armed Forces.
- c. Above all, they must consistently demonstrate and teach through personal example the Coast Guard's core values of honor, respect and devotion to duty.

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

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end of your deliberations, all members must be able to say that the officer(s) recommended are, in the opinion of at least two-thirds of the members of the Board, the best qualified to carry out the duties and responsibilities of the of the position of Chief Medical Officer, USCG/Director of Health and Safety.

8. At the conclusion of its deliberations, the Board shall submit a report in writing to me and provide an out-brief. With the exception of 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 its report is released.

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Enclosure: (1) Commandant's Guidance to PY12 Officer Selection Boards