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OCT 15 2010

MEMORANDUM

From: S. B. Nye, CAPT
PSC-rpm

To: W. K. Noftsker, CAPT
Board President

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF
THE COAST GUARD ON THE INACTIVE DUTY PROMOTION LIST FOR
PROMOTION TO THE NEXT HIGHER WARRANT GRADE

Ref: (a) Section 12242, Title 10, U.S. Code
(b) Department of Homeland Security (DHS) Delegation Number 0160.1, Para, 2.B.1
(c) Personnel Manual, COMDTINST M1000.6A

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

CDR Kathleen J. Fast, USCGR - Member
CDR Annette M. Tomkins, USCGR - Member
CDR Paul J. Smith, USCGR - Member
CWO4 Donald R. Borries, USCGR - Member
CWO4 Dianne S. Trawick, USCGR - Member

CWO3 John W. Cynkar, USCGR - Non-voting Recorder

2. The Board shall convene at 0830, 18 October 2010, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering all Chief Warrant Officers who are eligible for consideration for promotion to the next higher chief warrant 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, performs the duties imposed upon them.

3. The promotion zones are as follows:

- a. W-4 zone: There are 19 Chief Warrant Officers (W-3) on the IDPL consisting of the most senior Chief Warrant Officer in the grade of W-3, namely, CWO3 Elizabeth A. Blackford, USCGR, and those 18 Chief Warrant Officers junior thereto, through and

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including CWO3 Robyn A. Kapperman, USCGR. The names and records of all Chief Warrant Officers to be considered for promotion shall be furnished to the Board.

(1) Up to the 17 best qualified Chief Warrant Officers who are also found fully qualified shall be recommended for promotion.

(2) Not more than one Chief Warrant Officer below the zone may be selected.

b. W-3 zone: There are 16 Chief Warrant Officers (W-2) on the IDPL consisting of the most senior Chief Warrant Officer in the grade of W-2, namely, CWO2 Kenneth L. Harvey, USCGR and those 15 Chief Warrant Officers junior thereto, through and including CWO2 Thomas G. Foley, USCGR. The names and records of all Chief Warrant Officers to be considered for promotion shall be furnished to the Board.

(1) Up to 14 best qualified Chief Warrant Officers who are also found fully qualified shall be recommended for promotion.

(2) Not more than one Chief Warrant Officer below the zone may be selected.

c. The Board is authorized to solely use fully-qualified criteria if it does not consider warrant officers below the zone. Should the Board elect to consider warrant officers below the zone, the board shall use both fully qualified and best qualified criteria for selection.

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 added to or removed prior to the date the Board submits its report, 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 enclosed provisions of Sections 5.B, and 14.A of reference (c), along with the enclosed Commandant's Guidance to PY11 Officer Selection Boards in your development of criteria for determining the officers recommended for selection. Section 14.A.3 of reference (c) 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 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.

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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 PY11 Officer Selection Boards
(2) Section 5.B.3 of Personnel Manual, COMDTINST M1000.6A
(3) Section 14.A.3 of Personnel Manual, COMDTINST M1000.6A
(4) Section 14.A.7 of Personnel Manual, COMDTINST M1000.6A