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17 Oct 08

## MEMORANDUM

From: *D. G. Throop*  
D. G. Throop, CAPT  
Acting CG PC (c)

To: B. H. Offord, CAPT *B. H. Offord*  
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, Paragraph 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 Harold R. Barringer, USCGR – Member  
CDR Paul C. Gargiulo, USCGR – Member  
CDR Robert J. Grassino, USCGR – Member  
CDR Marilea A. Lloyd, USCGR - Member  
CWO4 Dianne S. Trawick, USCGR – Member

LTJG Andrew J. Taylor, USCGR – Non-voting Recorder

2. The Board shall convene at 0830, 20 October 2008, in suite 501, Coast Guard Personnel Command, 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, perform the duties imposed upon them.

3. The promotion zones are as follows:

a. W-4 zone: There are 5 chief warrant officers (W-3) on the IDPL consisting of the most senior chief warrant officer in the grade of W-3, namely, CWO3 James A. Wall, USCGR, and those 4 chief warrant officers junior thereto, through and including CWO3 Mark R. Anning, USCGR. The names and records of all chief warrant officers to be considered for promotion shall be furnished to the Board.

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Up to the 4 best qualified chief warrant officers who are also found fully qualified shall be recommended for promotion. Not more than one chief warrant officer below the zone may be selected.

b. W-3 zone: There is 1 chief warrant officer (W-2) on the IDPL consisting of the most senior chief warrant officer in the grade of W-2, namely, CWO2 Manuel A. Aquiningoc, USCGR. The names and records of all chief warrant officers to be considered for promotion shall be furnished to the Board. The board is authorized to solely use fully qualified criteria if they do 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. Only one chief warrant officer shall be recommended for promotion.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to add or delete the name of any officer from the Inactive Duty Promotion List 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, the Commander, Coast Guard Personnel Command 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 PY09 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, based on an opinion of a two-thirds majority of the members of the board, are, either fully qualified or fully and best qualified as indicated in the paragraphs above, 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 PY09 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