



1306
November 25, 2009

MEMORANDUM

From: D. A. Neptun, RDML
PSC-c

To: D. R. May, RDML
Panel President

Subj: PRECEPT CONVENING A PANEL TO RECOMMEND CANDIDATES FOR
MASTER CHIEF PETTY OFFICER OF THE COAST GUARD RESERVE FORCE

Ref: COMDT COGARD Washington DC 08154Z Sep 09/ALCOAST 509/09

1. Per reference (a), a Screening Panel is hereby appointed consisting of yourself as president and including the following additional members:

CAPT Andrea L. Contratto, USCGR – Member
CDR Michael F. White, USCG - Member
LCDR Richard A. Howell, USCGR – Member
PSCM Jeffrey D. Smith, USCGR – Member

LT Robert D. Skinner, USCGR - Non-voting Recorder

2. The Board shall convene at 0830, 30 November 2009, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable to screen applicants for Master Chief Petty Officer of the Coast Guard Reserve Force (MCPOCGRF).

3. The Panel shall only consider applications received prior to 30 October 2009. The Chief, Reserve Personnel Management Division will provide you with the application packages of those individuals who responded to reference (a). Any applicant who appears to not meet the minimum eligibility criteria outlined in reference (a) will be brought to the Panel's attention so that the Panel may confirm their "non-eligible" status.

4. Enclosure (1) describes the functions of the MCPOCGRF position. To be considered, candidates must be able to perform all of these functions. Candidates who meet the eligibility criteria in reference (a), and are determined by the Panel as capable of performing these functions, shall be deemed "fully qualified." I encourage the Panel to evaluate and comment on specific strengths, background, and other experiences of particular candidates which might prove valuable while serving as MCPOCGRF. Additionally, the Panel may rank order the fully

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qualified candidates, or use some other method of grouping or highlighting particular candidates, which, in the Panel's view, may help the Commandant determine the best candidates to consider for interviews and ultimate selection as MCPOCGRF.

5. To be effective as the next MCPOCGRF, the fully qualified candidates should demonstrate all eight of the following performance dimensions:

- a. Consistently maintain highest standards of integrity, financial responsibility, and adherence to core values.
- b. Wield superb leadership skills among peers, as well as subordinates.
- c. Clearly show both the desire and the ability to look out for others, and to seek the good of the organization above self.
- d. Actively promote diversity and foster unity in the workforce.
- e. Strongly present distinctive military bearing.
- f. Possess superior written and verbal communication skills, as exhibited by significant, specific examples of performance.
- g. Support the innovations needed to more effectively and efficiently manage the Coast Guard Reserve's enlisted workforce.
- h. Seek currency of professional development through education and training.

6. The desired characteristics of flag officers may also be useful in evaluating the candidates. Like flag officers, the MCPOCGRF serves on the Commandant's senior leadership team in a position of significant responsibility, and will be expected to contribute substantially to the advancement of Service goals. Desired leadership dimensions, such as Vision, Leadership, Partnering, Public Presence, Knowledge and Information, and Organizational Context, used for considering officers for selection to flag rank, are included in Enclosure (2) for your review.

7. You should emphasize to the members of the Panel 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 applicants recommended to the Commandant for interview and ultimate selection are, in the opinion of a majority of the members, fully qualified to carry out the duties and responsibilities of MCPOCGRF. If the board has five members, a simple majority is sufficient. If the board has six or more members, a majority of at least two-thirds is required.

8. The Panel shall be sworn. The Panel shall submit a report in writing signed by all members of the Panel. Except for the report of this Panel, the proceedings of the Panel shall not be

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disclosed to any person not a member of the Panel. You will direct the members of the Panel that their recommendation shall be kept confidential until the Commandant announces the selection of the next MCPOCGRF to the Service at large. Deliver your report to the Chief, Reserve Personnel Management Division. Commander, CGPSC, will forward the report to the Commandant.

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Enclosures: (1) Command Senior Enlisted Leader Program, COMDTINST 1306.1B
(2) Commandant's Guidance to PY10 Officer Selection Boards and Panels