U.S. Department of Homeland Security
United States Coast Guard

Commander
United States Coast Guard
Personnel Service Center

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MAY 16 2014

MEMORANDUM

From: D. R. Callahan, RDML
CG PSC

To: A. Maldonado
CG-9132

Subj: PRECEPT CONVENING THE PANEL TO SELECT ELIGIBLE MEMBERS FOR THE CONTRACTING CAREER OPPORTUNITY PROGRAM FOR ASSIGNMENT YEAR 2015

Ref: (a) COMCOGARD PSC Arlington VA 311928Z Mar 14/ALCGPSC 051/14
(b) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
(c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

1. Per reference (a), a Contracting Career Opportunity Program Panel is hereby appointed consisting of yourself as President and the following members:

Deborah J. Boydston
CWO3 John H. Caicedo
EMCM Jon C. Jones

Non-voting Recorder
CWO2 Joanna P. Santorum
Ms. Ada M. Harris
YN2 Anthony R. Fuller
YN3 Bruce L. Grazier

2. The panel shall convene at 0830, 20 May 2014, in the Richard D. Bowman Boardroom, 5th Floor, Coast Guard Personnel Service Center, or as soon thereafter as practicable to screen eligible members for the Contracting Career Opportunity Program. Members of the panel shall swear or affirm that they will, without prejudice or partiality, perform the duties imposed upon them, and that they will not disclose their proceeding and/or deliberations to any person not a member of the panel. The uniform of the day will be Tropical Blue and Business Casual Attire.

3. Eligibility Requirements. In accordance with reference (a), the following eligibility requirements apply:

a. Be tour complete in Assignment Year 2015.

b. All candidates must be a W-4 or below.

c. Candidates must be retirement eligible by 2018, with 16 to 26 years time in service (TIS) and a minimum of 48 months remaining on active duty at the time of the selection panel.

d. High Year Tenure Professional Growth Points will apply to this program with no waivers being authorized.

e. Candidates must possess a baccalaureate degree or have at least 24 semester hours. If a candidate requests a waiver for the education requirements, he/she must provide a written plan that shows how they plan to complete his/her college degree or 24 semester hours by the end of the first year in the CCOP Program (June 2016) as outlined in reference (b).

f. Meet the Coast Guard's weight standards set forth in reference (c).

4. The Contracting Career Opportunity Program is a three-year program intended to provide members who will be retirement eligible at the end of the program the opportunity to satisfy the requirements for FAC-C level II certification and help address the Coast Guard's current and forecasted shortfalls in qualified contracting professionals. Candidates will be assigned to Commandant (CG-91) where they will work under the mentorship of contracting officers to complete program requirements that combine resident training, online training, formal on-the-job-training and real work experience. Candidates will be expected to complete the entire three-year program and will not be assigned TAD during the program, except to meet training requirements.

5. In addition to the eligibility requirements, the candidates' records of service must demonstrate an adherence to the Coast Guard's core value of Honor, Respect, and Devotion to Duty. Failure to conform to these core values will disqualify a member from further consideration.

6. The panel will be provided with the necessary records and clerical assistance. A member of EPM-1 will brief you on the nature of the records.

7. The panel shall submit a written report and delivered to the Chief, Enlisted Personnel Management Division (CG PSC-epm).

8. At the end of the panel, all members must be able to say that each candidates selected are, in the opinion of at least a majority of the members of the panel, the best qualified for the Contracting Career Opportunity Program. The recommendation of the panel shall be kept confidential until the report is approved and the name of candidates selected is released to the Service at large.