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JUL 17 2014

MEMORANDUM

From: *P. A. Flynn*
P. A. Flynn, CAPT
CG PSC-epm

To: J. S. Howard, LCDR
CGRC

Subj: PRECEPT CONVENING THE PANEL TO SCREEN ELIGIBLE MEMBERS FOR
COAST GUARD RECRUITER FOR ASSIGNMENT YEAR 2015

Ref: (a) COMCOGARD PSC Arlington VA 011341Z Apr 14/ALCGENL 056/14
(b) Military Assignments and Authorized Absences, COMDTINST M1000.8, Art.
1.E.2 and 1.E.7

1. Per reference (a), a Coast Guard Recruiter Panel is hereby appointed consisting of yourself as President and the following members:

LT Anthony A. Webb
LT Celina H. Ladyga
CWO3 Richard W. Ward
CWO2 Ronald E. Blair
OSCM Luke C. Cutburth
MSTCS Donald W. Clayton

Non-voting Recorder
LT Michael A. Wurster
CWO3 James M. Dignan
Ms. Ada M. Harris

2. The panel shall convene at 0830, 21 July 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 Coast Guard Recruiter. 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.

3. Coast Guard Recruiting Command has one regional supervisor, 14 recruiter-in-charge and 64 recruiter positions to be filled during assignment year 2015.

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

- a. Be tour complete in Assignment Year 2015.
- b. No non-judicial punishment during the past four years.
- c. No alcohol incident during the past four years.

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- d. No individual factor average less than four during the last two years.
- e. Have more than four years active duty in the Coast Guard.
- f. A history of demonstrated financial responsibility; no record of excessive indebtedness or indication of non-payment of just debts.
- g. Men must be clean-shaven; however, a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for Special Duty assignments.
- h. Have sharp military bearing and smart appearance. Must comply with weight standards contained in reference (k), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series). Must not have been on probation for exceeding maximum allowable weight or body fat standards anytime in the past two years.

The panel must, at a minimum, review four years of an applicant's record and up to their entire record including recently mandated National Crime Information Center (NCIC) record checks.

5. Chief, Enlisted Personnel Management Division will provide you with the packages of those members who responded to reference (a). Any members who appear to not meet the minimum eligibility requirements set forth in references (a) and (b) will be brought to the panel's attention so that the panel may confirm their "non-eligible" status.

6. To be considered for selection and potential assignment to Coast Guard Recruiter duty, members must be able to perform all of the duties and functions set forth in reference (b). Members who meet the eligibility criteria set forth in references (a) and (b), and who are determined by the panel to be capable of performing all duties and functions required by those references, shall be deemed "fully qualified." The panel shall further review all "fully qualified" members in consideration for any additional criteria they may develop to determine which members are "best qualified." In forming "best qualified" criteria, review reference (b). I encourage the panel to evaluate and comment on the specific strengths, background, or other experiences of particular members which might prove valuable while serving as a Coast Guard Recruiter. Additionally, the panel may rank order the "best qualified" members or use some other method to determine the best candidates for selection.

7. The panel should consider the needs of the service to access diverse applicants into the service. Therefore, there is a need for recruiters who have demonstrated or have the potential to excel at engaging and building relationships with underrepresented minorities, including women, and their centers of influence.

8. Recruiting offices are often in remote locations and staffed by members working in a nearly independent duty status often with little to no military presence in the surrounding area. As such, there is a need for members that have demonstrated an aptitude for natural leadership and working independently. This is particularly important for Chief Petty Officers applying for recruiter in charge positions. Recruiter in charge billets should be populated by members with a proven record of leading people and managing large projects as a Chief Petty Officer.

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

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10. Upon completion of your deliberations the panel shall submit a written report signed by all the members of the panel to the Chief, Enlisted Personnel Management Division (CG PSC-epm).

11. The recommendation of the panel shall be kept confidential until the report is approved and the list of candidates selected is released to the Service at large.

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