

U.S. Department of  
Homeland Security

United States  
Coast Guard



qCommander  
United States Coast Guard  
Personnel Command

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1401  
14 Nov 08

## MEMORANDUM

From: B. E. Viekman, CAPT  
CGPC (c)

A handwritten signature in cursive, appearing to read "B. E. Viekman".

To: M. R. Price, CAPT, USCGR

Subj: PRECEPT CONVENING A RESERVE COMMISSIONING PANEL FOR OFFICERS  
SEPARATING FROM ACTIVE DUTY

Ref: (a) Department of Homeland Security (DHS) Delegation Number 0160.1, Paragraph 2.B.1  
(b) Section 744, Title 14, U.S. Code  
(c) Personnel Manual, COMDTINST M1000.6A  
(d) Recruiting Manual, COMDTINST M1100.2E

1. Pursuant to the authority provided by reference (a), a Reserve Commissioning Panel is appointed consisting of yourself as President and the following members, namely:

CDR Kent P. Bauer, USCGR - Alternate President/Member  
LCDR Daryl P. Schaffer, USCGR – Member  
LT Sandor L. Schump, USCGR – Member  
LT Russell D. Mayer, USCGR - Member  
LT Hannah L. Bealon, USCGR - Member

2. The panel shall convene quarterly or as needed throughout Fiscal Year 2009 at the Coast Guard Personnel Command with at least three members, including you as president or your designated alternate. The panel will consider former and current regular Coast Guard and Navy officers for a commission in the Coast Guard Reserve for placement on the Inactive Duty Promotion List.

3. Members of the panel 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.

4. To be eligible for a commission in the Coast Guard Reserve, applicants must be:

- a. Current regular Coast Guard officers who submit an unqualified resignation or Temporary Separation in accordance with Article 12.A.6. or 12.F.1 of reference (c).
- b. Former regular officers of the Coast Guard and Navy within one year of resignation. If more than one year has passed since the effective date of the resignation, then Article 1.C. of reference (c) applies.
- c. Current officers that have incurred multiple non-selections on the ADPL are eligible to apply for a reserve commission in accordance with Article 1.H.2 of reference (c). The panel may recommend granting a reserve commission at the current pay grade, or a reduction in pay grade, or denial of the request.

5. The names and records of all eligible applicants shall be furnished to the panel. If found qualified, all eligible applicants may be selected for a reserve commission. The panel shall refer to articles 14.A.5 of reference (c), article 4.B.1 of reference (d) and the Commandant's guidance to officer selection boards, in your development of criteria for determining whether an applicant is qualified. Current regular or reserve Coast Guard officers that have obligated service remaining or are approved for Temporary Separation will be recommended for a reserve commission by the panel with no further review of their records. These officers have had their records reviewed prior to this panel and further review is not required.

6. 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 officers recommended for a Reserve commission are, in the opinion of a majority of the members of the panel, qualified to carry out the duties and responsibilities of a Coast Guard Reserve officer.

7. The panel shall submit a report in writing signed by all participating members of the panel. Except for this report, the proceedings of the panel shall not be disclosed to any person not a member of the panel. You will direct the members of the panel that their recommendations shall be kept confidential until the report is approved and the names of officers recommended for Reserve commissions are released to the Service at large.

8. Upon approval of the panel's recommendations by the Coast Guard Personnel Command, all officers who applied for a commission shall be notified of the results by the Reserve Personnel Management Division. Those selected will be advised that they will be offered a Reserve commission upon appointment by the Secretary, Department of Homeland Security

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