



1401

MEMORANDUM

From: CAPT G. W. PALMER
CGPC

To: CAPT DANIEL A. NEPTUN, USCG

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF
THE COAST GUARD ON THE ACTIVE DUTY PROMOTION LIST FOR
PROMOTION TO THE GRADE OF LIEUTENANT (JUNIOR GRADE)

Ref: (a) Section 271, Title 14, U.S. Code
(b) Department of Homeland Security (DHS) Delegation Number 0160, 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:

LCDR Samuel R. Jordan, USCG - Member
LCDR Joseph R. Buzzella, USCG - Member
LT Holly L. Najarian, USCG - Member
LT Christopher S. Webb, USCG - Member
LT Carlos L. Mercado, USCG – Member
LT Richard A. Hartley, USCGR – Member

ENS Michael J. Hunt, USCGR - Non-voting Recorder

2. The Board shall convene at 0800, 19 November 2003, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all officers in the grade of ensign who are eligible for consideration for promotion to the grade of lieutenant (junior grade) in the Coast Guard. 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. There is hereby established a promotion zone of 51 ensigns on the Active Duty Promotion List consisting of the most senior officer in the grade of ensign; namely, ENS Shay R. Williams, USCGR, and those 50 officers junior thereto who have not been previously included in a

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promotion zone, through and including ENS Nicholas S. Worst, USCGR. There is one officer above the zone and no eligible officers below the zone. The names and records of all officers to be considered for promotion shall be furnished to the Board. If found fully qualified, all of the officers may be recommended for promotion.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to delete the name of any officer whose name is removed from the Active Duty Promotion List for any reason. In the event any officer in the promotion zone established herein is 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 provisions of Sections 5.A and 14.A of reference (c) and the Commandant's Guidance to PY04 Officer Selection Boards, enclosure (1), 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, in the opinion of at least two-thirds of the members of the Board, fully qualified to carry out the duties and responsibilities of the grade for which they are selected.

7. If the Board finds that there are ensigns under consideration whose reports and records indicate they are performing in an unsatisfactory manner in grade, their names shall be reported in writing and the Board shall state the specific reasons for arriving at such a finding. In accordance with Article 12.A.13.b of reference (c), the Commandant may revoke the commissions or vacate the temporary appointments of ensigns who are serving in the first five years of commissioned service, who have failed to be selected for promotion to lieutenant (junior grade), and whom the Selection Board determines to be performing in an unsatisfactory manner.

8. 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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Encl: (1) Commandant's Guidance to PY04 Officer Selection Boards