



1401

## MEMORANDUM

From: G. W. PALMER  
CGPC

To: CAPT Robert C. Ayer, USCG

Subj: PRECEPT CONVENING A PANEL TO CONSIDER APPLICANTS FOR  
DESIGNATION AS PERMANENT COMMISSIONED TEACHING STAFF (PCTS)

Ref: (a) Title 14, U.S. Code 188  
(b) Personnel Manual, COMDTINST M1000.6A  
(c) COMCOGARD PERSCOM Washington DC 042049Z Aug 03// ALCGPERSCOM  
062/03

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

CAPT Joseph W. Brubaker, USCG - Member  
CAPT Mark B. Case, USCG - Member  
CDR Michael A. Hamel, USCG - Member  
CDR Genelle T. Vachon, USCG - Member  
Professor Keith Gross - Member

ENS Kristofer A. Tsairis, USCGR - Non-voting Recorder

2. The Panel shall convene for the first phase of the selection process at 0830, 17 September 2003, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, to select candidates on a best qualified basis for further consideration as designated members of the Coast Guard Permanent Commissioned Teaching Staff (PCTS) in the Department of Humanities (Law Section). 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.

3. The Panel will consider the applications of all officers who applied. A listing of those officers will be provided. The Panel will be furnished the requests and Personnel Data Records (PDRs) of all officers applying for designation as PCTS. The names of all officers found best qualified shall be eligible for the Panel's further consideration during the second phase of the selection process.

Subj: PRECEPT CONVENING A PANEL TO CONSIDER APPLICANTS FOR  
DESIGNATION AS PERMANENT COMMISSIONED TEACHING STAFF (PCTS)

4. The Panel shall refer to the provisions of Sections 5.A and 14.A of reference (b) for guidance 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.21 of reference (b) provides the selection criteria for best qualified.

5. You should emphasize to the members of the Board the importance of the obligation they have to confine themselves to facts of record and not predicate judgments on rumor or hearsay.

6. The Panel shall reconvene for the second phase of the selection process at 0830, 1 October 2003, in room 116, Saterlee Hall, U.S. Coast Guard Academy, or as soon thereafter as practicable, to consider eligible officers for designation as members of the Coast Guard Permanent Commissioned Teaching Staff (PCTS) for the Department of Humanities (Law Section).

7. The Superintendent, U.S. Coast Guard Academy or his designee will brief the Panel. The Panel may interview candidates, and may require teaching presentations and/or a demonstration of subject matter expertise. The Panel shall submit a report as outlined in reference (b), Article 14.A.6.c (applicable subparagraphs 1 through 3 and 6) to the Superintendent, Coast Guard Academy, via the Dean of Academics, for further consideration. If the Panel has acted contrary to regulation, the Superintendent shall return the report for revision and resubmission. The Panel shall certify that in the opinion of at least a majority of the members, the candidates recommended for designation were selected on a best-qualified basis. The Panel may discuss its findings with the Superintendent to aid him in making his selection. Otherwise, the members of the Panel are directed to keep their recommendations and proceedings confidential.

8. The Panel will be provided the applications of all officers who were determined to be eligible for further consideration during the first phase of the selection process. The Panel shall refer to the provisions of references (b) and (c) for guidance. Subject to the guidance contained in this precept and applicable law, the Panel is governed by its own judgment in making its recommendations. In addition, the officers you select:

- a. Must possess the Juris Doctor Degree and be qualified under Article 27 (b) of the UCMJ;
- b. Possess the ability to serve as a military and academic role model to a diverse body of cadets through participation in cadet extra-curricular and community activities; and
- c. Possess the potential to bring diverse experiences, pedagogical approaches, and scholarly background to the classroom, the department, the division and the Academy at large.

Subj: PRECEPT CONVENING A PANEL TO CONSIDER APPLICANTS FOR  
DESIGNATION AS PERMANENT COMMISSIONED TEACHING STAFF (PCTS)

9. At the end, all members must be able to say that the selections were made based on the opinion of at least a majority of the members of the Panel. You should emphasize to the members of the Panel the importance of the obligation they have assumed by serving on this Panel. In addition, members should be reminded that, in the process of their evaluation, they may not predicate judgments on rumor or hearsay.

10. The Panel shall submit a report, signed by all members of the Panel, to the Superintendent, U.S. Coast Guard Academy via the Dean of Academics. After reviewing the recommendation of the panel, the Superintendent, Coast Guard Academy will forward his preferred candidate to Commandant (G-C) via Commander, (CGPC) and Commandant (G-W). The Commandant is the final approving official on the selection. Except for the report of this Panel, 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 name of officer recommended for PCTS designation is released to the Service at large.

#

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

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

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. 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, the best qualified to carry out the duties and responsibilities of the grade for which they are selected.

7. 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.

#

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