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

Commander
United States Coast Guard
Personnel Command

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1401
JUL - 8 2004

MEMORANDUM

From: RADM K. T. VENUTO
COMDT (G-W)

To: RADM ERROLL M. BROWN, USCG

Subj: PRECEPT CONVENING A BOARD TO RECOMMEND REGULAR COMMANDERS OF THE COAST GUARD ON THE ACTIVE DUTY PROMOTION LIST FOR CONTINUATION

Ref: (a) CGPC Memo 1401 dated 7 July 2004
(b) Section 285, Title 14, U.S. Code
(c) Personnel Manual, COMDTINST M1000.6A

1. Upon completion of the selection of officers to be recommended for promotion to captain as specified in reference (a), the board shall recess while records and eligibility lists are prepared for officers eligible for consideration for continuation as commanders.

2. Upon reconvening, the names and records of all officers in the grade of commander who are subject to mandatory retirement under reference (b) and whose additional terms of Service will fulfill the needs of the Coast Guard shall be furnished to the Board for consideration for continuation. The needs and efficiency of the Coast Guard require officers with backgrounds in C4I, Marine Safety, Naval Engineering, or Financial Management. The Board shall recommend on a best qualified basis up to one less than the number of officers furnished the Board for continuation. 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. The Chief, Officer Personnel Management Division will determine the length of the additional term of service that fulfills the needs of the Coast Guard. However, no officer who has twice failed of selection will be retained beyond the last day of the month in which 26 years of active service are completed.

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 continuation 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.

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5. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (c) and the Commandant's Guidance to PY05 Officer Selection Boards, enclosure (1), in your development of criteria for determining the officers recommended for continuation. 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 continuation 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 continued.

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.

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Enclosure: Commandant's Guidance to PY05 Officer Selection Boards