U.S. Department of Homeland Security

United States Coast Guard

Commander
United States Coast Guard
Personnel Command

4200 Wilson Blvd, Suite 1100
Arlington, VA. 22203
Staff Symbol: CGPC-opm-1
Phone: (202) 493-1612
Fax: (202) 493-1618

1401

AUG 11 2004

MEMORANDUM

From: CAPT P. A. LANGLOIS
CGPC

To: CAPT JOHN H. KORN, USCG

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

Ref: (a) CGPC memo 1401 dtd 10 Aug 04
(b) 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 lieutenant commander as specified in reference (a), the board shall recess while records and eligibility lists are prepared for officers eligible for consideration for continuation as lieutenants.

2. The Board shall then reconvene pursuant to Section 283 (b) of reference (b). The board shall recommend up to one less than the eligible above zone officers for continuation of the best qualified regular officers in the grade of lieutenant who have at least twice failed of selection for promotion to lieutenant commander and have less than 18 years of active service as of 30 June 2005 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 to perform the duties imposed upon them.

3. The term of service for any officer recommended will be for not less than 2 nor more than 4 years. The Chief, Officer Personnel Management Division will determine the length of the continuation for each officer recommended. However, no officer who has twice failed of selection will be retained beyond the last day of the month in which 20 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 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.

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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 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 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 Commandant approves the report.

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Encl: (1) Commandant's Guidance to PY05 Officer Selection Boards