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

Commander
United States Coast Guard
Personnel Command

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SEP 14 2004

MEMORANDUM

From: CAPT P. A. LANGLOIS
CGPC

To: CAPT PATRICK B. TRAPP

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

Ref: (a) Section 251, 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:

CDR Steven J. Reynolds, USCG - Member
LCDR Carla J. Grantham, USCG - Member
LCDR Jill K. Druskis, USCGR - Member
LCDR Erich F. Klein, USCG - Member
LT Richard J. Frattarelli, USCG – Member
LT Monica L. Rochester, USCG – Member

ENS Derrick D. Saunders, USCGR - Non-voting Recorder

2. The Board shall convene at 0830, 20 September 2004, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all officers in the grade of lieutenant (junior grade) who are eligible for consideration for promotion to the grade of lieutenant 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 356 lieutenant (junior grades) on the Active Duty Promotion List consisting of the most senior officer in the grade of lieutenant (junior grade); namely, LTJG Daniel G. Buchsbaum, USCG, and those 355 officers junior thereto who have not been previously included in a promotion zone, through and including LTJG Andrew J. Swale, USCG. There are 22 officers above the zone and no eligible officers below the zone.

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The names and records of all officers to be considered for promotion shall be furnished to the Board. The 340 best qualified officers shall 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 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 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.

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