

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

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1401

OCT - 1 2013

MEMORANDUM

From: D. R. Callahan, RDML
CG PSC

Reply to: LT Watson
Attn of: (703)872-6519

To: D. J. Martin, CAPT

Subj: PRECEPT CONVENING A RETENTION BOARD TO RECOMMEND
COMMANDERS OF THE COAST GUARD RESERVE FOR RETENTION IN AN
ACTIVE STATUS

Ref: (a) Section 741, Title 14, U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

1. Pursuant to the authority provided by references (a) and (b), a Retention Board is appointed consisting of yourself as President and the following members:

Willard S. Ellis, CAPT, USCGR - Member
Karl S. Leonard, CAPT, USCGR - Member
David R. Allen, CAPT, USCGR - Member
Sloan A. Tyler, CAPT, USCGR - Member
Barbara A. Anderson, CAPT, USCGR - Member
Amy B. Cocanour, CAPT, USCG - Member

Joseph P. Foley, LCDR, USCGR - Non-voting Recorder

2. The Board shall convene at 0830, 21 October 2013, in suite 501, 5th floor, Captain Dorothy Stratton Board Room, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering eligible officers in the grade of commander for retention in an active status. All Coast Guard Reserve commanders who are on the Inactive Duty Promotion List (IDPL), who have 20 years or more of service for retirement, who will not complete 30 years of total commissioned service by 30 June 2014, and who will not reach 59 years of age by 21 October 2013 are eligible for retention. 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, and that they will not disclose their proceedings to any person not a member of the Board.

3. There is hereby established a retention zone of 95 commanders on the IDPL consisting of the most senior officer in the grade of commander. The names and records of all officers to be considered for retention shall be furnished to the Board. The 75 best-qualified officers shall be recommended for retention (20 commanders will be selected for non-retention).

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4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to add or delete the name of any officer from the IDPL for any reason. In the event any officer in the retention zone established herein is added to or removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center will provide additional instructions. Any communications to the Board by any officer under consideration will be transmitted under separate cover.

5. Pursuant to reference (a), among those officer records appearing before the board will be officers who already have a pending transfer out of an active status or a separation from the service. These pending transfers or separations may be voluntary at the officer's request or mandatory due to a provision of policy or statute. Those numbers have been accounted for in workforce planning forecasts. You should not normally select an officer for non-retention if they will otherwise leave an active status prior to 30 June 2014 by some other means.

6. The Board shall refer to the provisions of Sections 5.A and 6.A of reference (b) and the enclosed Commandant's Guidance to PY14 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for retention. Additionally, Section 6.A.3. of reference (b) provides four factors to consider in developing your criteria: performance evaluations, professionalism, leadership and education.

7. 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 retention are, in the opinion of at least a majority of the members if the Board has five members, or in the opinion of at least two-thirds of the members if the Board has more than five members, the best-qualified to carry out the duties and responsibilities of the grade for which they are recommended for retention.

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 recommendation shall be kept confidential until the Commandant approves the report, and names of the officers selected for retention are released to the Service at large.

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Enclosure: (1) Commandant's Guidance to PY14 Officer Selection Boards and Panels

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OCT 22 2013

MEMORANDUM

From:  D. R. Callahan, RDML
CG PSC

Reply to LT Watson
Attn of: (703) 872-6519

To: D. J. Martin, CAPT

Subj: AMENDMENT TO THE PRECEPT CONVENING A RETENTION BOARD TO
RECOMMEND COMMANDERS OF THE COAST GUARD RESERVE FOR
RETENTION IN AN ACTIVE STATUS

Ref: (a) CG PSC memo 1401 of 1 Oct 13

1. Paragraph 3 of reference (a) is hereby amended to read, "There is hereby established a retention candidate pool of 94 commanders on the IDPL. The names and records of all officers to be considered for retention shall be furnished to the Board. The 74 best-qualified officers shall be recommended for retention, (20 commanders will be selected to not be retained)."

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