



1910
24 Feb 14

MEMORANDUM

From: 
D. R. Callahan, RDML
CG PSC

To: P. A. Flynn, CAPT
CG PSC-epm

Subj: PRECEPT CONVENING THE PANEL FOR SCREENING OF ACTIVE DUTY
ENLISTED FOR THE 2014 HIGH YEAR TENURE (HYT) PROFESSIONAL
GROWTH POINT (PGP) WAIVER PANEL

Ref: (a) COMDT COGARD Washington DC 312043Z Jan 14/ALCOAST 039, CG-1,
COMDTNOTE 1040
(b) COMCOGARD PSC Arlington VA 212010Z Feb 14/ALCGENL 024/14

1. A High Year Tenure (HYT) Professional Growth Point (PGP) waiver panel is hereby appointed consisting of yourself, as President, and the following members:

PSC-epm-1
PSC-epm-2
Applicable PSC-epm-2 Central Assignments Coordinator (CACs)
Applicable PSC-epm-2 Assignment Officers (AOs)
Applicable Rating Force Master Chiefs (RFMCs)
PSC Command Master Chief (CMC)
MCPOCG or a Designated Representative

Non-voting Recorders/Primary Clerical Assistance:

CWO Joanna P. Santorum
YNCM Domingo Cruz
YN1 Sabrina D. Isaac
Ms. Ada M. Harris
YN3 Bruce L. Grazier

2. The panel shall convene at 0830, 22 April 2014, in the Personnel Service Center (PSC) conference room, 9th Floor, Coast Guard Personnel Service Center, or soon thereafter as practicable for the purpose of granting enlisted members a waiver to their HYT PGP. Members of the panel shall swear or affirm that they will, without prejudice or partiality, and having in view both the special qualifications of the candidates and efficiency of the Coast Guard, perform the duties imposed upon them, and that they will not disclose the proceedings of this panel to any persons not a member of the panel. The prescribed uniform for members of the panel is Tropical Blue.

3. The panel shall consider all eligible enlisted members who submitted a HYT PGP waiver to PSC-epm-1 NLT 1 April 2014. PSC-epm-1 shall provide you with a list of those individuals who submitted a waiver request.

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SCREENING OF ACTIVE DUTY ENLISTED FOR
THE 2014 HIGH YEAR TENURE (HYT)
PROFESSIONAL GROWTH POINT (PGP) WAIVER
PANEL

1910
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4. The HYT PGP waiver panel shall consist of a two-phase process in which all requests will be evaluated by a panel specific for each rating.

Phase One: The phase one panel composition shall consist of that rating's Assignment Officer, Rating Force Master Chief, and PSC-epm-2 CAC. This phase shall be a ***two step panel process***. During step one, the panel shall use a ***performance and conduct based methodology*** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the standards required in our enlisted members. During step two, the panel shall use a ***service need based methodology*** that focuses on critical skills and vacancies, service needs, rating strength and analysis, as well as impacts to advancements.

Phase Two: During phase two, the phase one recommendation shall be reviewed by PSC-epm-1, PSC-epm-2, PSC CMC, MCPOCG or a representative, and PSC-epm, who will be the final approving authority.

5. You should emphasize to the members of the panel 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 application of this precept was done so fairly and equitably. Accordingly you are not bound by any opportunity of selection when selecting an individual for a HYT PGP waiver.

6. The panel shall be provided with the necessary records and clerical assistance by CWO Joanna Santorum, Ms. Ada Harris, and YN1 Sabrina Isaac. They will be available at all times to assist you. Upon completion of your deliberations, deliver your report to PSC-epm.

7. The panel shall submit a report in writing signed by all members of the panel. That report shall include a list of those waiver requests that, based on the two step panel process, ***WERE NOT*** granted a waiver to their HYT PGP. The report shall also include a list of those waiver requests that, based on the two step panel process, ***WERE*** granted a waiver to their HYT PGP. The report shall also indicate the service need disposition and recommended length of the HYT waiver for those granted a HYT PGP waiver. PSC-epm, shall be the final approving official for the panel's recommendations.

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Enclosure: (1) Selection Standards

2014 HYT PGP WAIVER SELECTION STANDARDS

1. The screening panel shall consider carefully, without prejudice or partiality, the record of every eligible High Year Tenure (HYT) candidate who has requested a waiver. ***The candidates that are recommended for a HYT PGP waiver will be those members whose continued service and ability to fill a critical service need is considered to be in the best interest of the Coast Guard.***

2. The HYT PGP waiver panel shall use a two-step process in their deliberations. During step one the panel shall use a **performance and conduct based methodology** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the standards required in our enlisted members. During step two, the panel shall use a **service need based methodology** that focuses on critical skills and vacancies, service needs, rating strength and analysis, as well as impacts to advancements.

3. **Period of Review:**

For E-6 and below: The HYT waiver panel shall evaluate the candidates record for the previous **seven years** or since advancement to current paygrade, whichever is longest.

For E-7, E-8 and E-9: The HYT waiver panel shall evaluate the candidates record for the previous **seven years** or since advancement to E-7, whichever is longest.

Step One - Performance and Conduct

The following ***performance and conduct*** considerations should guide your recommendations.

a. Substandard performance of duty to include receipt of a "not recommended" for advancement based on loss of recommendation, performance probation or incompetency, **an unsatisfactory conduct mark**, and/or declining performance with the same approving official in the rating chain;

b. Moral or professional dereliction, such as Relief for Cause, removal from primary duties;

c. Failure to meet service norms or regulations concerning alcohol abuse including, but not limited to, documented instances or conviction(s) for operating a vehicle, or any other mode of transportation under the influence of alcohol or controlled substances during the period of review;

d. Any documented instances of sexual assault and/or harassment;

e. Have no conviction(s) by a civil court for any felony offense, or any finding by a civil court tantamount to a felony conviction, during the period of review;

f. Other documented adverse information clearly indicating that the HYT candidate's continuation may be inconsistent with national security interest or may otherwise not be in the best interest of the Coast Guard, such as revocation of security clearance;

g. Financial irresponsibility such as failure to pay just debts or a pattern of Government Credit Card delinquency/permanent revocation of the Government Credit Card due to misuse or failure to pay outstanding balance;

h. A candidate on performance probation who does not demonstrate progress during the probationary period in overcoming the deficiency, inability to maintain qualifications or recertify;

- i. Failure to demonstrate upward mobility/professional development and growth to include:
 - (1) Inconsistent participation in SWE
 - (2) Noncompletion of EPME or other advancement eligibility requirements (e.g., EOCTs, sea time, qualifications/certifications, physical fitness standards, etc...)
 - (3) Unable to obtain OIC certification
 - (4) Nonattendance to the CG CPO Academy, USN Senior Enlisted Academy or USAF Senior Non-commissioned Officer Academy
 - (5) Lack of assignment to positions of increased leadership/responsibility

- j. Have more than three weight probationary periods during the current period of review, or currently on weight probation.

Note 1. Selection standard j should be in addition to some type of conduct or performance related issue.

Step Two – Service Need

The following **service need** considerations should guide your recommendations.

- a. Is the member qualified and available for worldwide assignment?

- b. What is the workforce analysis/impact for the specific rating and pay-grade as calculated by CG-12A?

- c. Does the candidate possess a critical skill, competency or qualification?

- d. What is the overall impact to advancements?

- e. Is there a critical position, billet or vacancy that the member is uniquely qualified for and that must be filled, or is there an immediate service need that the HYT PGP waiver candidate will be used for?