

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

PSC-rpm, Mail Stop 7200
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Arlington, VA 20598-7200

1401

DEC 1 2011

MEMORANDUM

From: *Q.T. HS, COR, acting*
S. B. Nye, CAPT
CG PSC (rpm)

Reply to: LTJG Dana M. Pieper
Attn of: (202) 493-6912

To:

Board President

Subj: PRECEPT CONVENING A DESIGNATION BOARD TO CONSIDER
COMMISSIONED OFFICERS OF THE COAST GUARD AND COAST GUARD
RESERVE FOR DESIGNATION AS PROVISIONAL RESERVE PROGRAM
ADMINISTRATORS (RPA)

Ref: (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3
(b) COMCOGARD PSC Arlington, VA 011918Z NOV 11/ALCGPSC 139/11

1. Pursuant to the authority provided by reference (a), a Designation Board is appointed consisting of yourself as President and the following members:
2. The Board shall convene at 0830, 06 December 2011, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of selecting officers for designation as provisional Reserve Program Administrators (RPAs). 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. In Phase I, the Board may select, on a best-qualified basis, up to 20 officers as finalists for designation as provisional RPAs from all eligible applicants per section 1.B.3 of reference (a) and reference (b). The Board shall report the names of these finalists in its report. In Phase II, the Board shall reconvene at 0830, 09 January 2012, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, to consider all finalists for provisional designation as RPAs. The Board may review records and interview candidates. The Board may select seven best-qualified finalists as primary selectees, and up to five of the remaining candidates as alternate selectees. The names of these alternate selectees shall be listed in priority order by the

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Board. The Board shall select only those who, in the opinion of at least two-thirds of the members of the Board, demonstrate the leadership and potential to successfully develop, train, and administer the Coast Guard Reserve.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to delete the name of any officer whose name is removed from the Active Duty Promotion List or Inactive Duty Promotion List. In the event any officer before the Board is 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. The Board shall refer to the provisions of Sections 1.B.3 and 6.A. of reference (a) and the enclosed Commandant's Guidance to PY12 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for designation. Section 6.A.3 of reference (a) 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 primary and alternate selectees recommended for provisional designation as RPAs are best qualified to carry out the duties and responsibilities of the grade for which they are selected. If the board has five members, a simple majority is sufficient. If the board has six or more members, a majority of at least two-thirds is required.

7. The Board shall submit the reports in writing signed by all members of the Board. Except for the reports 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 reports, and the names of the officers selected for designation are released to the Service at large.

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Enclosure: (1) Commandant's Guidance to PY12 Officer Selection Boards and Panels.