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

Commander
United States Coast Guard
Personnel Command

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AUG 7 2008

MEMORANDUM

From: CAPT D. W. Kranking
Acting
CG PC

To: CAPT Vincent Wilczynski, USCG

Subj: PRECEPT CONVENING A PANEL TO CONSIDER APPLICANTS FOR DESIGNATION AS PERMANENT COMMISSIONED TEACHING STAFF

Ref: (a) Title 14, U.S. Code 188
(b) Personnel Manual, COMDTINST M1000.6A
(c) COMCOGARD PERSCOM Arlington VA 171615Z Jun 08// ALCGPERSCOM 035/08
(d) COMCOGARD PERSCOM Arlington VA 301313Z Jun 08// ALCGPERSCOM 038/08

1. Pursuant to the authority provided by reference (a), a Designation Panel is appointed consisting of yourself as President and the following members:

CAPT Richard W. Sanders, USCG – Member
CDR Janet E. Stevens, USCG – Member
CDR Casey J. White, USCG – Member
Professor Keith C. Gross, CGA – Member

2. The Panel shall convene at 0830, 13 August 2008, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of selecting one candidate each, on a best qualified basis, for designation as a member of the Coast Guard Permanent Commissioned Teaching Staff (PCTS) in the Department of Engineering, Electrical and Computer Engineering Section. Members of the Panel 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 Academy, perform the duties imposed upon them.

3. The Panel shall refer to the provisions of Sections 5.A and 14.A of reference (b) and the Commandant's Guidance to PY09 Officer Selection Boards in your development of criteria for determining the officers recommended for selection. Section 14.A.21 of reference (b) provides additional criteria for consideration in the selection of PCTS officers. References (c) and (d) set

forth the criteria for application for the particular vacancy. The Panel shall strictly adhere to the Coast Guard's Equal Opportunity policy.

4. In developing your criteria, you should consider the candidates' knowledge in the disciplines of Electrical and Computer Engineering, their teaching and presentation skills, the ability to contribute to cadet life outside the classroom and the potential for further growth as an educator, scholar, administrator and role model.

5. You should emphasize to the members of the Panel the importance of the obligation they have to confine themselves to facts of record and not predicate judgments on rumor or hearsay.

6. During the first phase, the Panel will consider the applications and records of all officers who applied. The Panel will be furnished a list of those officers, the application packages, and their CG PC Personnel Data Records.

7. At the conclusion of the first phase, the Panel shall prepare a report listing those applicants that, in the opinion of at least a majority of the Panel members, were found best qualified for further evaluation in phase two. The Panel may recommend up to all but one officer for consideration in the second phase.

8. The Panel shall reconvene for the second phase of the selection process as soon thereafter as practicable at the U.S. Coast Guard Academy, to consider those officers selected during the first phase. The Superintendent, U.S. Coast Guard Academy or his designee will brief the second phase of the Panel. The Panel may review records, interview candidates, and may require teaching presentations and/or a demonstration of subject matter expertise. The Panel shall select those applicants that, in the determination of at least a majority of the members of the Panel, are best qualified for designation as PCTS.

9. The Panel shall submit a report, signed by all members of the Panel, as outlined in reference (b), Article 14.A.6.c (applicable subparagraphs 1 through 3 and 6) to the Superintendent, Coast Guard Academy, via the Dean of Academics, for further consideration. If the Panel has acted contrary to regulation, the Superintendent shall return the report for revision and resubmission. The Panel shall certify that, in the opinion of at least a majority of the members, the candidates recommended for designation were selected on a best-qualified basis and are listed in a prioritized order. The Panel may discuss its findings with the Superintendent to aid him in making his selection. Otherwise, the members of the Panel are directed to keep their recommendations and proceedings confidential.

10. After reviewing the recommendation of the panel, the Superintendent, Coast Guard Academy will forward his preferred candidate to Commandant (CCG) via Commander, (CG PC) and Commandant (CG-1). The Commandant is the final approving official on the selection. Except for the report of this Panel, the proceedings of the Panel shall not be disclosed to any person not a member of the Panel. You will direct the members of the Panel that during both

phases, their recommendations shall be kept confidential until the report is approved and the name of the officer recommended for PCTS designation is released to the Service at large.

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Encl: (1) Commandant's Guidance to PY09 Officer Selection Boards