



1401

AUG 14 2008

## MEMORANDUM

*D. W. Kranking*  
From: D. W. Kranking, CAPT  
Acting, CG PC

To: W. E. Justice, RADM

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF THE COAST GUARD RESERVE SERVING ON ACTIVE DUTY AS RESERVE PROGRAM ADMINISTRATORS FOR PROMOTION TO THE NEXT HIGHER GRADE

Ref: (a) Personnel Manual, COMDTINST M1000.6A

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

CAPT Steven J. Andersen, USCG - Member  
CAPT Andrea L. Contratto, USCGR - Member  
CAPT Margaret A. Blomme, USCGR - Member  
CAPT Stephen B. Nye, USCGR - Member

LT Linnea R. Vangansbeke, USCG - Non-voting recorder

2. The Board shall convene at 0830, 3 September 2008, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all eligible officers in the Coast Guard Reserve serving on active duty as Reserve Program Administrators (RPA) for consideration for promotion to the next higher grade. 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. An RPA promotion zone to the grade of captain is established consisting of 3 officers, namely: CDR Kent P. Bauer, USCGR; CDR Andrew G. Liske, USCGR; and CDR Mark S. Mackey, USCGR. The board may recommend two officers as best qualified for promotion to the grade of captain. If considered best qualified, one officer from below the zone may be among those recommended.

4. An RPA promotion zone to the grade of commander is established consisting of 5 officers, namely: LCDR Necia L. Chambliss, USCGR; LCDR Cassandra Y. Johnson, USCGR; LCDR Philip R. Prather, USCGR; LCDR Daryl P. Schaffer, USCGR; and LCDR Andrew R. Sheffield, USCGR.

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The board may recommend 4 officers as best qualified for promotion to the grade of commander. If considered best qualified, one officer from below the zone may be among those recommended.

5. An RPA promotion zone to the grade of lieutenant commander is established consisting of 6 officers, namely: LT Charles G. Bitzer, USCGR; LT Susan C. Condon, USCGR; LT Charles O. Ellis, USCGR; LT Thomas V. Gwilliam, USCGR; LT Richard A. Howell, USCGR; and LT Scott C. Toves, USCGR. The Board may recommend 5 officers as best qualified for promotion to the grade of lieutenant commander. If considered best qualified, one officer from below the zone may be among those recommended.

6. An RPA promotion zone to the grade of Lieutenant is established consisting of 5 officers, namely: LTJG Jennifer J. Fortuny, USCGR; LTJG Patrick G. O'Donell, USCGR; LTJG Andrew J. Taylor, USCGR; LTJG Victoria L. Taylor, USCGR; and LTJG Yanira Tirado, USCGR. The Board may recommend 5 officers as fully qualified for promotion to the grade of lieutenant.

7. For zones where selections are recommended on a fully-qualified based, if the Board does not recommend for promotion the maximum number of officers that the Board may recommend for promotion to a grade, the reasons for non-selection must be set forth in detail for each officer not recommended for promotion.

8. The Board may identify several officers of particular merit, from those chosen for promotion, and recommend them for In-Zone reordering and placement at the top of the list of selectees, if at least a majority (3 of 5) of the members of the Board agrees. The Board is under no obligation to employ In-Zone reordering; however, if employed, the number of officers selected for reordering will be limited to 10 percent of the total number authorized to be recommended for promotion to Captain, 7.5 percent of the total number authorized to be recommended for promotion to Commander, and 5 percent of the total number authorized to be recommended for promotion to Lieutenant Commander. If any of the percentages listed result in a number less than one, the number will be rounded up to one. Officers above, in, and below zone are eligible for reordering if selected for promotion at a best qualified board. The selected officers will be reordered in the list of selectees as identified by the Board upon approval by the Secretary.

9. 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 Reserve Program Administrator Active Duty 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.

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10. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (a) and the enclosed Commandant's Guidance to PY09 Officer Selection Boards in your development of criteria for determining the officers recommended for selection. Section 14.A.3 of reference (a) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.

11. 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 a majority of the members of the Board, fully qualified or the best qualified, as applicable, to carry out the duties and responsibilities of the grade for which they are selected.

12. 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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Enclosure: Commandant's Guidance to PY09 Officer Selection Boards