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

Commander
United States Coast Guard
Personnel Service Center

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1401
SEP 16 2015

MEMORANDUM

From: J. S. Kenyon, CAPT
CG PSC (OPM)

To: B. M. Pavilonis, CAPT, USCG

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

Ref: (a) Section 188, Title 14 U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series)
(c) COMCOGARD PSC Arlington VA 171715 JUL 15// ALCGPSC 081/15

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

David C. Barata, CAPT, USCG - Member
Beth A. Naff, CDR, USCG - Member
Gregory J. Hall, CDR, USCG - Member
Russell E. Bowman, CDR, USCG - Member
Richard M. Zuczek, Professor - Member

Jeremy E. Hann, YNC, USCG - Non-voting Recorder

2. The Panel shall convene at 0800, 15 September 2015, in Suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of selecting one candidate, on a best-qualified basis, for designation as a member of the Coast Guard Permanent Commissioned Teaching Staff (PCTS) in the Department of Humanities – Political Science. 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, perform the duties imposed upon them, and that they will not disclose their proceedings to any person not a member of the Panel.

3. The Panel shall refer to the provisions of Sections 3.A and 6.A of reference (b) and the enclosed Commandant's Guidance to PY16 Officer Selection Panels and Panels in your development of criteria for determining the officers recommended for selection. Additionally, Section 6.B.12 of reference (b) provides additional criteria for consideration in the selection of PCTS

officers. Reference (c) sets forth the criteria for application for the particular vacancy. The Panel shall strictly adhere to the Coast Guard's Equal Opportunity Policy Statement.

4. In developing your criteria, you should consider the candidates' knowledge in the discipline of Political Science, 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 their obligation 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, their application packages, and their CG PSC 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 members if the Panel has five members, or in the opinion of at least two-thirds of the members if the Panel has more than five 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. During the second phase, the Panel may review records, interview candidates, and may require teaching presentations and/or a demonstration of subject matter expertise. The Panel shall select the candidate that, in the opinion of at least a majority of the members if the Panel has five members, or in the opinion of at least two-thirds of the members if the Panel has more than five members, is overall best-qualified for designation as PCTS. The remaining candidates, if still considered qualified after observation during the second phase, shall be listed as alternates and rank-ordered on a best-qualified basis.

9. The Panel shall submit a report, signed by all members of the Panel, as outlined in Article 6.A.6.c of reference (b) 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 may discuss its findings with the Superintendent to aid in the 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 a preferred candidate to Commander (CG PSC) for further forwarding to the Secretary (DHS) via Commandant (CCG). The Secretary 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

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

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Enclosure: Commandant's Guidance to PY16 Officer Selection Panels and Panels