



1401

MEMORANDUM

From: R. R. Rodriguez, CAPT
CG PSC (opm)

To: C. A. Haines, CAPT
COMDT (CG-12B)

Subj: PRECEPT CONVENING A BOARD TO RECOMMEND OFFICERS OF THE COAST
GUARD RESERVE FOR EXTENSION ON ACTIVE DUTY

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

1. Pursuant to the authority provided by article 1.B.2 of reference (a), a Reserve Officer Extension Board is appointed consisting of yourself as President and the following members:

CDR Joseph E. Kramek, USCG - Member
LCDR James T. Fogle, USCG - Member
LCDR Thomas A. Howell, USCG - Member
LT Heather D. Skowron, USCG - Member
LT Elizabeth A. Gillis, USCG - Member

LTJG David A. Couture, USCG - Non-voting Recorder

2. The Board shall convene at 0830, 20 July 2011, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering all eligible reserve officers who have requested extension of their active duty agreements. 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. Reserve officers presently serving on initial active duty periods or fulfilling active duty agreements may request new active duty agreements or extension of their contracts. There is hereby a list of 40 reserve officers who are on initial Extended Active Duty (EAD) contracts, scheduled for release from active duty between 1 November 2011 and 30 April 2012, and have requested to extend. The 36 best qualified officers shall be recommended for extension. The Board will be furnished the Personnel Data Record (PDR), each candidate's request for extension and their command endorsement.

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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 for any reason. In the event any officer who is a candidate 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 5.A and 14.A of reference (a) and the enclosed Commandant's Guidance to PY12 Officer Selection Boards in your development of criteria for determining the officers recommended for extension. Section 14.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 officers recommended for extension are, in the opinion of at least a majority of the members if the board has five members, or in the opinion of at least two-thirds of the members if the board has more than five members, best qualified for extension on active duty.
7. 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 report of the Board is approved, and the names of officers selected for extension are released to the Service at large.

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Enclosure: Commandant's Guidance to PY12 Officer Selection Boards