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

Commander
United States Coast Guard
Personnel Center

4200 Wilson Blvd Mail Stop 7200
Arlington, VA 20598
Staff Symbol: PSC-rpm
Phone: (202) 493-1701
Fax: (202) 493-1776

1401
JUL 19 2011

MEMORANDUM

From: S. B. Nye, CAPT
PSC-rpm

To: D.A. Ash, CAPT
Board President

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF THE COAST GUARD ON THE INACTIVE DUTY PROMOTION LIST FOR PROMOTION TO THE GRADE OF COMMANDER

Ref: (a) Section 729, Title 14, U.S. Code
(b) Section 730, Title 14, U.S. Code
(c) Section 731, Title 14, U.S. Code
(d) CG Personnel Manual, COMDTINST M1000.6A

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

CDR Martha LaGuardia, USCGR - Member
CDR Lee C. Scruggs, USCGR - Member
CDR Miriam L. Lafferty, USCGR - Member
CDR George G. Grills, USCGR - Member
CDR Robert J. Thomas, USCG - Member

LCDR Craig M. Filaski, USCGR - Recorder (Non-Voting Member)

2. The Board shall convene at 0830 on 25 July 2011, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering all officers on the Inactive Duty Promotion List (IDPL) in the grade of lieutenant commander who are eligible for consideration for promotion to the grade of commander of the Coast Guard Reserve. 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, and that they will not disclose their proceedings to any person not a member of the Board.

3. There is hereby established a promotion zone of 62 commanders on the IDPL consisting of the most senior officer in the grade of lieutenant commander, namely, Lieutenant Commander Tina M. Bassett, USCGR, and those 61 officers junior thereto, through and including Lieutenant Commander Paul J. Podolak, USCGR. The names and records of all officers to be considered for promotion shall be furnished to the Board. Thirty-eight (38) best-qualified officers shall be recommended for promotion.

4. References (a) and (c) authorize, when the needs of the Service require, the consideration of officers for promotion from below the promotion zone. There are 53 eligible officers below the

zone. Four (4) officers from below the zone may be selected out of the thirty-eight (38) best qualified.

5. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to add or delete the name of any officer from the IDPL for any reason. In the event any officer in the promotion zone established herein is added to or 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.

6. The Board shall refer to the provisions of Sections 5.A and 14.A of reference (d) and the enclosed Commandant's Guidance to PY12 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for selection. Additionally, section 14.A.3 of reference (d) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.

7. 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 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, the best-qualified to carry out the duties and responsibilities of the grade for which they are selected.

8. 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 recommendation shall be kept confidential until the Secretary approves the report on behalf of the President, and the names of the officers selected for promotion is released to the Service at large.

#

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