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

Commander
United States Coast Guard
Personnel Service Center

Mail Stop 7200
4200 Wilson Blvd, Suite 1100
Arlington, VA 20598-7200
Staff Symbol: PSC-RPM
Phone: (703) 872-6499
Fax: (703) 872-6497

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DEC 4 2013

MEMORANDUM

From: P. F. Brookings, CAPT
CG PSC-RPM

Reply to PSC-RPM-1
Attn of: LT E. R. Watson
(703) 872-6519

To: G. W. Jones, CAPT

Subj: PRECEPT CONVENING A DESIGNATION BOARD TO CONSIDER COMMISSIONED OFFICERS OF THE COAST GUARD AND COAST GUARD RESERVE FOR DESIGNATION AS PROVISIONAL RESERVE PROGRAM ADMINISTRATORS (RPA)

Ref: (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
(b) COMDT (CG-1) memo 5311 of 25 May 2013
(c) COMCOGARD PSC Arlington, VA 161751Z OCT 13/ALCGPSC 129/13

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

CDR A. C. Foos, USCGR – Member
CDR H. K. Groves, USCGR – Member
CDR L. H. Schulz, USCGR – Member
LCDR R. J. Berry, USCG – Member
LCDR B. E. Marquardt, USCGR – Member

LT C. M. Villar, USCGR – Non-voting Recorder

2. In Phase I, the Board shall convene at 0830, 10 December 2013, in suite 501, Captain Dorothy Stratton Board Room, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of selecting officers for designation as provisional Reserve Program Administrators (RPAs). 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, performs the duties imposed upon them. The Board may select, on a best-qualified basis, up to fifteen officers as finalists for designation as provisional RPAs from all eligible applicants per references (a) thru (c). The Board shall report the names of these finalists in its report.

3. In Phase II, the Board shall reconvene at 0830, 7 January 2014, in suite 501, Captain Dorothy Stratton Board Room, Coast Guard Personnel Service Center, or as soon thereafter as practicable, to consider all finalists for provisional designation as RPAs. The Board may review records and interview candidates. The Board may select the nine best-qualified finalists as primary selectees, and up to three of the remaining candidates as alternate selectees. Alternate selectees shall be listed in the order of selection determined by the Board.

4. The Board shall refer to the provisions of references (a) thru (c) and the enclosed Commandant's Guidance to PY14 Officer Selection Boards and Panels in the development of criteria for determining the officers recommended for designation. Section 6.A.3, of reference (a) provides four factors to consider in developing criteria: performance evaluations, professionalism, leadership, and education.

5. You should emphasize to the members of the Board the importance of their obligation to confine themselves to matters of the 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 designation have, 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, demonstrated the leadership and potential to successfully develop, train, and administer the Coast Guard Reserve.

6. 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. In the event any officer 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.

7. The Board shall submit the 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 Commandant approves the report, and the names of the officers selected for designation are released to the Service at large.

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Enclosure: (1) Commandant's Guidance to PY14 Officer Selection Boards and Boards.