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JUL 01 2016

MEMORANDUM

From: Paul F. Zukunft, ADM
CCG

To: Michael R. Seward, RADM

Subj: PRECEPT CONVENING A RETENTION BOARD TO RECOMMEND COAST
GUARD RESERVE CAPTAINS ON THE INACTIVE DUTY PROMOTION LIST
FOR RETENTION IN AN ACTIVE STATUS

Ref: (a) Section 741, Title 14 U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series)

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

Kurt B. Hinrichs, RADM, USCGR – Member
Thomas W. Jones, RADM, USCG – Member
Peter J. Brown, RADM, USCG – Member
Andrew S. McKinley, RDML, USCGR – Member

Nan O. Silverman-Wise, CDR, USCGR – Non-voting Recorder

2. The Board shall convene at 0800, 6 July 2016, in suite 4K15-20, Coast Guard Headquarters, or as soon thereafter as practicable, for the purpose of considering Coast Guard Reserve captains on the Inactive Duty Promotion List who are eligible for consideration for retention in an active status. 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 retention zone of 32 captains on the Inactive Duty Promotion List (IDPL) consisting of CAPT Douglas J. Dawson, USCGR and those 31 officers junior thereto, through and including CAPT Kevin J. Smyth, USCGR. The names and records of all officers to be considered for retention shall be furnished to the Board. The 26 best-qualified officers shall be recommended for retention.

4. 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 retention 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.

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5. The Board shall refer to the provisions of Sections 3.A, 5.A, and 6.A. of reference (b) and the enclosed Commandant's Guidance to PY17 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for retention. Of those officers eligible for retention, officers with less than one year of service in the grade of O-6 by 30 June 2016 shall ordinarily be selected for retention unless their documented performance indicates retention is undesirable or inappropriate. A lack of documentation due to minimal time-in-grade, or performance indicating an appropriate period of adjustment to the responsibilities of a higher grade, should not be the sole factor in determining non-selection for retention of officers with less than three years of service in the grade of O-6. Additionally, section 6.A.3. of reference (b) provides four factors to consider in developing your criteria: performance evaluations, 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 retention are, in the opinion of a majority of the members, the best-qualified to carry out the duties and responsibilities of the grade for which they are retained.

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 recommendation shall be kept confidential until the Commandant approves the report, and names of the officers selected for retention are released to the Service at large.

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Enclosure: Commandant's Guidance to PY17 Officer Selection Boards and Panels