

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Command

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AUG 15 2008

MEMORANDUM

From: B. E. Viekman, CAPT 
CGPC (c)

To: J. S. Welch, 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 LIEUTENANT COMMANDER

Ref: (a) Section 730, Title 14, U.S. Code
(b) CG-1 memo 1401 01 APR 08
(c) Section 729, Title 14, U.S. Code
(d) Section 731, Title 14, U.S. Code
(e) CG Personnel Manual, COMDTINST M1000.6A

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

CDR James W. Whitley, USCGR - Member
CDR Charles A. Diorio, USCGR - Member
LCDR Carol M. McAllister, USCGR - Member
LCDR Bruce K. Walker, USCGR - Member
LCDR Kenneth E. Pounds, USCGR - Member

LT Paul E. Green, USCGR - Non-voting Recorder

2. Pursuant to reference (a), the Board shall convene at 0830, 18 August 2008, in suite 501, Coast Guard Personnel Command, or as soon thereafter as practicable, for the purpose of considering all officers on the inactive duty promotion list in the grade of lieutenant who are eligible for consideration for promotion to the grade of lieutenant commander in 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.

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3. There is hereby established a promotion zone of 89 lieutenants on the Inactive Duty Promotion List consisting of the most senior officer in the grade of lieutenant, namely, LT Richard E. More, USCGR, and those 88 officers junior thereto, through and including LT Paul D. Lehmann, USCGR. The names and records of all officers to be considered for promotion shall be furnished to the board. Reference (b) directs the number of officers to be selected in zone. The 63 best qualified officers shall be recommended for promotion.
4. References (c) and (d) authorize, when the needs of the service require, the consideration of officers for promotion from below the promotion zone. There are 152 eligible officers below the zone. Six (6) officers from below the zone may be selected out of the 152 best qualified officers.
5. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Command, is authorized to add or delete the name of any officer from the Inactive Duty Promotion List 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 Command 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 (e) and the enclosed Commandant's Guidance to PY09 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for selection. Additionally, section 14.A.3 of reference (e) 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 two-thirds of the members of the Board, 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 recommendations shall be kept confidential until the Secretary approves the report on behalf of the President, and the names of officers selected for promotion are released to the Service at large.

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Enclosure: Commandant's Guidance to PY09 Officer Selection Boards and Panels