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11 Mar 14

MEMORANDUM

From:  D. R. Callahan, RDML
CG PSC

To: T. A. Tobiasz, CAPT

Subj: PRECEPT CONVENING THE PANEL FOR SCREENING OF ACTIVE DUTY
ENLISTED PERSONNEL FOR THE 2014 CAREER RETENTION SCREENING
PANEL (CRSP)

Ref: (a) COMDT COGARD Washington DC R292244Z Jan 14/ALCOAST 030, CG-1,
COMDTNOTE 1000
(b) COMCOGARD PSC Arlington VA R060048Z Feb 14/ALCGENL 016/14

1. A Career Retention Screening Panel (CRSP) is hereby appointed consisting of yourself, as President, and the following members:

CDR Owen L. Gibbons, CG TRACEN Cape May
CDR Kenneth E. Blair, CG Sector New Orleans
LCDR Kristina L. Lewis, CG SFLC
LCDR Benjamin F. Goff, CG-0952
CMC Leilani L. Cale-Jones, PAC-00B
CMC Jason D. Griffin, CGD Seven
CMC Mark A. Pearson, CGD Five
CMC Terence F. Vanderwerf, CG-DCO

MCPOCG Michael P. Leavitt, non-voting member

Non-voting Recorders/Primary Clerical Assistance:

CWO Joanna P. Santorum
YNCM Domingo Cruz
YN1 Sabrina D. Isaac
Ms. Ada M. Harris
YN3 Bruce L. Grazier

YNC Jeremy E. Hann
Ms. Eula M. Whitehead
YN2 Javen R. Biddick
YN3 Star Z. Ryan

2. The Panel shall convene at 0830, 17 March 2014, in the Richard D. Bowman Board Room, 5th Floor, Coast Guard Personnel Service Center, or soon thereafter as practicable for the purpose of considering enlisted members for continued service in the United States Coast Guard. Members of the panel shall swear or affirm that they will, without prejudice or partiality, and having in view both the special qualifications of the candidates and efficiency of the Coast Guard, perform the duties imposed upon them, and that they will not disclose proceedings of this Panel to any person not a member of the Panel. The prescribed uniform for members of the Panel is Tropical Blue.

3. The Panel shall consider all eligible enlisted personnel who were not reviewed in the 2012 or 2013 Panels and who meet the following criteria: All E-7 and above with 19 or more years of

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active military service who have three or more years time in grade as of 1 June 2014. Members with an EPM-1 approved retirement and members serving in the Musician rating have been excluded from the panel process. Chief, Enlisted Advancements and Separations Branch shall provide you with a list of those individuals included in the candidate pool.

4. The 2014 CRSP will use a ***performance and conduct-based methodology*** that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the high standards required in our enlisted service, as enumerated in enclosure (1). **You may discount minor errors, based on how recently they occurred, and as long as subsequent performance reflects lessons learned.** Accordingly, you are not bound by any opportunity of selection when selecting a candidate for retention.

5. Diversity is vital to mission relevance, readiness and execution. Diversity of talent, ability, ideas and viewpoints – as well as ethnicity, gender, culture, color and creed are critical in a Service that represents our employers: the American people. Accordingly, this guidance does not require or permit the preferential treatment of any enlisted member or group of enlisted members based on race, religion, color, gender or origin.

6. You should emphasize to the members of the Panel 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 enlisted members recommended for continued service are, in the opinion of at least two-thirds of the members of the Panel, those shipmates whose continued service is considered to be in the best interest of the Coast Guard.

7. The Panel will be provided with the necessary records and clerical assistance by CWO Joanna Santorum, Ms. Ada Harris, YN1 Sabrina Isaac and YN3 Bruce Grazier of the Enlisted Advancements and Separations Branch. They will be available at all times to assist you. Furthermore, Chief, Enlisted Advancements and Separations Branch will be available to address any concerns or issues that may arise during the Panel discussions. Upon completion of your deliberations, deliver your report to Chief, Enlisted Personnel Management Division.

8. The Panel shall submit a report in writing signed by all members of the Panel. Except for the report of this Panel, the proceedings of the Panel shall not be disclosed to any persons not a member of the Panel. You will direct members of the Panel that their recommendations shall be kept confidential until the Assistant Commandant for Human Resources, CG-1, approves the report on behalf of the Commandant, and the 2014 CRSP candidates have been notified of the Panel recommendations.

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Enclosure: (1) Selection Standards

2014 CAREER RETENTION SCREENING PANEL SELECTION STANDARDS

1. The 2014 Career Retention Screening Panel (CRSP) shall consider carefully, without prejudice or partiality, the record of every eligible CRSP candidate. *The candidates identified for retention will be those shipmates whose continued service is considered to be in the best interest of the Coast Guard by a two-thirds majority of the members of the Panel.*

2. **Period of Review:**

For E-7, E-8 and E-9: The 2014 CRSP will evaluate the member's record for the previous **seven years** or since advancement to E-7, whichever is longest.

3. The 2014 CRSP will use a performance and conduct-based methodology that focuses on leadership, accomplishment, performance, conduct, professional skills, professional growth, and adherence to our Core Values to retain those members that best meet the high standards required in our enlisted service.

4. The following *Performance and Conduct-based* considerations should guide your recommendations.

a. Substandard performance of duty to include receipt of a "not recommended" for advancement based on loss of recommendation, performance probation or incompetency, an unsatisfactory conduct mark, and/or declining performance with the same approving official in the rating chain;

b. Moral or professional dereliction, such as Relief for Cause, removal from primary duties;

c. Failure to meet service norms or regulations concerning alcohol abuse including, but not limited to, documented instances or conviction(s) for operating a vehicle, or any other mode of transportation under the influence of alcohol or controlled substances during the period of review;

d. Any documented instances of sexual assault and/or harassment;

e. Conviction(s) by a civil court for any felony offense, or any finding by a civil court tantamount to a felony conviction, during the period of review;

f. Other documented adverse information clearly indicating that the CRSP candidate's continuation may be inconsistent with national security interest or may otherwise not be in the best interest of the Coast Guard, such as revocation of security clearance;

g. Financial irresponsibility; such as failure to pay just debts or a pattern of government travel charge card (GTCC) delinquency/permanent revocation of the GTCC due to misuse or failure to pay outstanding balance;

h. A candidate on performance probation who does not demonstrate progress during the probationary period in overcoming the deficiency, inability to maintain qualifications or recertify;

i. Failure to demonstrate upward mobility/professional development and growth to include:

(1) Inconsistent participation in SWE

(2) Noncompletion of EPME or other advancement eligibility requirements (e.g., EOCTs, sea time, qualifications/certifications, physical fitness standards, etc...)

(3) Inability to obtain OIC certification

(4) Nonattendance and graduation to the CG CPO Academy, USN Senior Enlisted Academy or USAF Senior Non-commissioned Officer Academy

(5) Lack of assignment to positions of increased leadership/responsibility

j. Have more than three weight probationary periods during the current period of review, or currently on weight probation.

Note 1. Selection standard j shall be associated with some type of conduct or performance related issue.