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## MEMORANDUM

SEP 16 2011

From: R. R. Rodriguez, CAPT  
CG PSC (opm)

To: CAPT Melinda D. McGurer, USCG

Subj: PRECEPT CONVENING A PANEL TO CONSIDER APPLICANTS FOR DESIGNATION  
AS PERMANENT COMMISSIONED TEACHING STAFF

Ref: (a) Title 14, U.S. Code 188  
(b) Personnel Manual, COMDTINST M1000.6A  
(c) COMCOGARD PSC Arlington VA 181231Z Sep 11// ALCGPSC 109/11

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

CDR Kevin P. Gavin, USCG – Member  
CDR David C. Clippinger, USCG – Member  
Professor Russell A. Rushmeier, CGA - Member  
Professor Sharon Zelmanowitz, CGA – Member  
Mr. Carl A. Ellis, USCG – Member

LT Kirsten M. Ambors, USCG – Non-voting Recorder (Phase I only)

2. The Panel shall convene at 1000, 20 September 2011, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of selecting one candidate each, on a best qualified basis, for designation as a member of the Coast Guard Permanent Commissioned Teaching Staff (PCTS) in the Department of Mathematics. Members of the Panel 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 Academy, perform the duties imposed upon them.

3. The Panel shall refer to the provisions of Sections 5.A and 14.A of reference (b) and the Commandant's Guidance to PY12 Officer Selection Boards in your development of criteria for determining the officers recommended for selection. Section 14.A.21 of reference (b) provides additional criteria for consideration in the selection of PCTS officers. Reference (c) sets forth the criteria for application for the particular vacancy. The Panel shall strictly adhere to the Coast Guard's Equal Opportunity policy.

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4. In developing your criteria, you should consider the candidates' knowledge in the discipline of Mathematics, their teaching and presentation skills, the ability to contribute to cadet life outside the classroom and the potential for further growth as an educator, scholar, administrator and role model.
5. You should emphasize to the members of the Panel the importance of the obligation they have to confine themselves to facts of record and not predicate judgments on rumor or hearsay.
6. During the first phase, the Panel will consider the applications and records of all officers who applied. The Panel will be furnished a list of those officers, the application packages, and their CG PSC Personnel Data Records.
7. At the conclusion of the first phase, the Panel shall prepare a report listing those applicants that, in the opinion of at least two-thirds of the members, were found best qualified for further evaluation in phase two. The Panel may recommend up to all but one officer for consideration in the second phase.
8. The Panel shall reconvene for the second phase of the selection process as soon thereafter as practicable at the U.S. Coast Guard Academy, to consider those officers selected during the first phase. The Superintendent, U.S. Coast Guard Academy or a designee will brief the second phase of the Panel. The Panel may review records, interview candidates, and may require teaching presentations and/or a demonstration of subject matter expertise. The Panel shall select those applicants that, in the determination of at least two-thirds of the members, are best qualified for designation as PCTS.
9. The Panel shall submit a report, signed by all members of the Panel, as outlined in reference (b), Article 14.A.6.c (applicable subparagraphs 1 through 3 and 6) to the Superintendent, Coast Guard Academy, via the Dean of Academics, for further consideration. If the Panel has acted contrary to regulation, the Superintendent shall return the report for revision and resubmission. The Panel shall certify that, in the opinion of at least two-thirds of the members, the candidates recommended for designation were selected on a best-qualified basis and are listed in a prioritized order. The Panel may discuss its findings with the Superintendent to aid in the selection. Otherwise, the members of the Panel are directed to keep their recommendations and proceedings confidential.
10. After reviewing the recommendation of the panel, the Superintendent, Coast Guard Academy will forward a preferred candidate to Commandant (CCG) via Commander, (CG PSC) and Commandant (CG-1). The Commandant is the final approving official on the selection. Except for the report of this Panel, the proceedings of the Panel shall not be disclosed to any person not a member of the Panel. You will direct the members of the Panel that during both phases, their recommendations shall be kept confidential until the report is approved and the name of the officer selected for PCTS designation is released to the Service at large.

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Encl: (1) Commandant's Guidance to PY12 Officer Selection Boards