

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

U.S. Coast Guard Stop 7200
4200 Wilson Blvd, Suite 1100
Arlington, VA. 20598-7200
Phone: (202) 493-1601
Fax: (202) 493-1618

1401

JUL 13 2012

MEMORANDUM

From: 
D. R. Callahan, RDML
CG PSC

To: RADM William D. Lee, USCG

Subj: PRECEPT CONVENING A SELECTION BOARD TO CONSIDER OFFICERS OF
THE PERMANENT COMMISSIONED TEACHING STAFF AT THE COAST GUARD
ACADEMY FOR PROMOTION TO THE NEXT HIGHER GRADE

Ref: (a) Section 189, Title 14, U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3

1. Pursuant to the authority provided by reference (a) and paragraph 6.B.12 of reference (b), a Selection Board is appointed consisting of yourself as President and the following members:

CAPT Joseph M. Vojvodich, USCG – Member
CAPT Bruce C. Jones, USCG – Member
CAPT Vincent D. Delaurentis, USCG – Member
CAPT Cynthia L. Stowe, USCG – Member
CAPT Kurt A. Sebastian, USCG – Member
CAPT Melinda D. McGurer, USCG – Member

LCDR David M. Bartram, USCG - Non-voting Recorder

2. The Board shall convene at 0800, 16 July 2012, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering the below named officers on the Permanent Commissioned Teaching Staff (PCTS) of the Coast Guard Academy for promotion to the next higher grade:

CDR Brigid M. Pavilonis, USCG
LT Victoria C. Futch, USCG

3. The names and records of all officers to be considered for promotion shall be furnished to the Board. If found fully qualified, all of the officers may be recommended for promotion. 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 PCTS and the Coast Guard Academy, perform the duties imposed upon them.

Subj: PRECEPT CONVENING A SELECTION BOARD TO CONSIDER OFFICERS OF THE PERMANENT COMMISSIONED TEACHING STAFF AT THE COAST GUARD ACADEMY FOR PROMOTION TO THE NEXT HIGHER GRADE

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to delete from the report the name of a Permanent Commissioned Teaching Staff officer in the same manner and for the same reason they would remove the name of an officer on the Active Duty Promotion List. In the event any officer in the promotion zone established herein is 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.
5. The Board shall refer to the provisions of Sections 3.A and 6.A of reference (b) and the enclosed Commandant's Guidance to PY13 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for selection. Additionally, section 6.A.3 of reference (b) provides four factors to consider in developing your criteria: performance, 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 promotion are, 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, fully qualified to carry out the duties and responsibilities of the grade for which they are selected.
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 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.

#

Enclosure: Commandant's Guidance to PY13 Officer Selection Boards