U.S. Department of Homeland Security
United States Coast Guard

Commander
United States Coast Guard
Personnel Service Center

4200 Wilson Blvd
Suite 1100 Stop 7200
Arlington, VA 22203
Staff Symbol: CG PSC
Phone: (703) 872-6475

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SEP 23 2015

MEMORANDUM

From: J. S. Kenyon, CAPT
CG PSC (OPM)

To: W. Carter, CAPT, USCG

Subj: PRECEPT CONVENING A BOARD TO CONSIDER COMMISSIONED OFFICERS OF THE COAST GUARD RESERVE FOR PERMANENT RESERVE PROGRAM ADMINISTRATOR (RPA) DESIGNATION

Ref: (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3

1. Pursuant to the authority provided by Article 6.B.8 of reference (a), an RPA Permanent Designation Board is appointed consisting of yourself as President and the following members:

James P. Sutton, CDR, USCG – Member
Jennifer K. Grzelak-Ledoux, CDR, USCGR – Member
Terence J. Williams, CDR, USCG – Member
Shanell M. King, CDR, USCG – Member
Andrew P. Brennecke, LCDR, USCGR – Member
John B. Codd, LCDR, USCGR – Member

Jeremy E. Hann, YNC, USCG – Non-voting recorder

2. The Board will convene at 0800, 28 September 2015, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering on a fully-qualified basis, all eligible applicants for designation as permanent Reserve Program Administrators (RPAs). Members of the Board shall swear or affirm that they will, without prejudice or partialities, and having in view both special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

3. The Board will consider officers serving as provisional RPAs who are eligible for designation as permanent RPAs. A listing of those officers will be provided. From this list, the Board may recommend all of the officers for designation as permanent RPAs. If the Board finds any of those officers not fully-qualified for designation as permanent RPAs, the reasons therefore shall be set forth in detail.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to delete the name of any officer whose name is removed from the Active Duty Promotion List, Inactive Duty Promotion List, or RPA Promotion List for any reason. In the event any officer before the Board is removed prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, will provide additional instructions.

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Any communications to the Board by any officer under consideration will be transmitted under separate cover.

5. As outlined in 1.B.3 of reference (a), RPAs "organize, administer, recruit, instruct, or train Coast Guard Reserve components." Therefore, RPA specialty and career experience in those areas that contribute to meeting the Coast Guard's need for a capable and broadly available Reserve force should bear paramount value in selections to the next level of responsibility. The Board shall refer to the provisions of Articles 3.A.6 and 6.A of reference (a) and the enclosed Commandant's Guidance to PY16 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for selection. Article 6.A.3 of reference (a) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education.

6. You must 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 designation as permanent RPAs 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 RPAs.

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 the officers selected for designation are released to the Service at large.

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Enclosure: Commandant's Guidance to PY16 Officer Selection Boards