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

Commander
United States Coast Guard
Personnel Service Center

Mail Stop 7200
2703 Martin Luther King Jr. Ave SE
Washington, DC 20593-7200
Staff Symbol: PSC-OPM
Phone: (202) 795-6426

1401
AUG 01 2016

MEMORANDUM

From: C. J. Glander, CAPT
CG PSC (OPM)

To: T. G. Allan, CAPT

Subj: PRECEPT CONVENING A CONTINUATION BOARD TO RECOMMEND REGULAR LIEUTENANTS OF THE COAST GUARD ON THE ACTIVE DUTY PROMOTION LIST FOR CONTINUATION

Ref: (a) Section 283, Title 14 U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series)
(c) CG PSC (OPM) memo 1401 of 01 August 2016 (Precept for PY17 ADPL LCDR Selection Board)

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

Patrick C. Schreiber, CAPT, USCG – Member
Katrina B. Harper, CDR, USCG – Member
Janine E. Donovan, CDR, USCG – Member
Patrick C. Burkett, CDR, USCG – Member
Patrick C. Dill, CDR, USCG – Member
Jessica A. Rozziochs, CDR, USCG – Member

Margaret W. Woodbridge, LT, USCG - Non-voting Recorder

2. Subsequent to the selection of officers to be recommended for promotion to lieutenant commander as specified in reference (c), the Board shall reconvene at 0800, 1 August 2016, in suite 4K15-16, Coast Guard Headquarters, or as soon thereafter as practicable, for the purpose of recommending regular officers of the Coast Guard on the Active Duty Promotion List in the grade of lieutenant for continuation on active duty. The Board shall recommend for continuation, on a best qualified basis, up to one less than the number of the eligible officers provided for consideration who are above zone, regular officers in the grade of lieutenant, who have at least twice failed of selection for promotion to lieutenant commander, and who have less than 18 years of active service as of 30 June 2017.

3. The term of service for any officer recommended will be for not less than 2 or more than 4 years. The Chief, Officer Personnel Management Division will determine the length of the continuation for each officer recommended. However, no officer who has twice failed of selection will be retained beyond the last day of the month in which 20 years of active service are completed.

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 for any reason. In the event any officer in the continuation 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. 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.

6. The Board shall refer to the provisions of Sections 3.A and 6.A of reference (b) and the enclosed Commandant's Guidance to PY17 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for continuation. Additionally, section 6.A.3 of reference (b) 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 continuation are, in the opinion of 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, the best-qualified to carry out the duties and responsibilities of the grade for which they are continued.

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 Commandant approves the report on behalf of the Secretary.

#

Enclosure: Commandant's Guidance to PY17 Officer Selection Boards and Panels