



1400

MAR 30 2016

MEMORANDUM

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

A handwritten signature in blue ink, appearing to read "J. S. Kenyon", written over the typed name.

To: M. W. Raymond, CAPT

Subj: PRECEPT CONVENING AN APPOINTMENT BOARD TO CONSIDER
PERSONNEL OF THE COAST GUARD FOR APPOINTMENT TO THE GRADE OF
WARRANT OFFICER, W-2

Ref: (a) Section 571(b), Title 10 U.S Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series)

1. Pursuant to the provisions provided by reference (a) and Article 1.D of reference (b), an appointment board is convened consisting of yourself as President and the following members, namely:

CDR Tracy O. Phillips, USCG – Member
CDR Robert G. Salembier, USCG – Member
LCDR Terri J. Kindness, USCG – Member
LT Herbert A. Boggs, USCG – Member
LT Jarrod E. Pomajzl, USCG – Member
CWO4 Stephen C. Smith, USCG – Member
CWO3 Stephen L. Engle, USCG – Member
CWO3 Edgar I. Mercado, USCG – Member

YNC Jennifer K. Bell, USCG – Non-voting Recorder

2. The Board shall convene at 0800, 04 April 2016, in suite 4K15-16, Coast Guard Headquarters, or as soon thereafter as practicable, for the purpose of considering enlisted personnel for appointment to the grade of chief warrant officer, W-2, in their appropriate specialties. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of personnel 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.

3. The Board will be provided an alphabetical list of candidates in each specialty. From among the candidates the Board finds fully-qualified for appointment, the Board shall prepare an eligibility list for each warrant officer specialty. Within each specialty, the names of all personnel found fully-qualified shall be placed on the eligibility list, rank ordered on a best-qualified basis. If the Board finds any candidate not fully-qualified for appointment, the reasons therefore shall be set forth in detail. The eligibility list established by the Board will, upon approval by the Secretary, be utilized for the appointment of Coast Guard personnel to chief warrant officer.

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1400

4. The Board shall consider a total of 403 candidates by specialty as follows:

AVI	25	MAT	10
BOSN	50	MED	10
DIV	4	MLES	10
ELC	25	MSSD	35
ENG	40	MSSE	40
F&S	40	MSSR	9
INF	3	OSS	19
INV	8	PERS	40
ISM	15	WEPS	10
ISS	10		

5. The Board shall refer to the provisions of Article 1.D.8 of reference (b) for specific guidance on the board process. Subject to the guidance contained in reference (b), this precept, and the Commandant's Guidance to PY16 Officer Selection Boards and Panels, enclosure (1), the Board is governed by its own judgment as to the criteria for rank ordering candidates on a best-qualified basis. Article 6.A.3 of reference (b) provides four factors to consider in developing your criteria: performance, professionalism, leadership, and education. Enclosure (2) contains the technical skills required for each CWO Specialty.

6. Appointment to chief warrant officer is a major change in the status of enlisted personnel. I recommend careful and thoughtful consideration of Article 1.D.1.a of reference (b) which contains the definition of a chief warrant officer. Chief warrant officers should possess strong ethical standards, stamina, integrity, dedication, loyalty, and the ability to meet the challenges that they will face in positions of increased trust and confidence.

7. Article 1.D.8.e.(2) of reference (b), with respect to member's conduct, states: The Board shall not recommend candidates for appointment whose personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Although a candidate may have been considered as meeting the minimum requirements, the Board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefore may find the candidate not fully qualified for appointment.

8. 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 candidates recommended for appointment 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 and rank ordered on a best-qualified basis.

9. The Board shall submit a report in writing signed by all members of the Board. Except for the report of the Board, the proceedings of the Board shall not be disclosed to any person not a

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BOARD TO CONSIDER PERSONNEL OF THE
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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 and effects the appointments on behalf of the President, and the names of the appointees are released to the Service at large.

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Enclosure: (1) Commandant's Guidance to PY16 Officer Selection Boards and Panels
(2) Scope of CWO Specialties