

U.S. Department of
Homeland Security

United States
Coast Guard



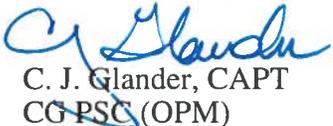
Commander
United States Coast Guard
Personnel Service Center

2703 Martin Luther King Jr, Ave SE
Washington, DC 20593-7200
Staff Symbol: CG PSC-c
Phone: (202) 795-6477
Fax: (202) 795-6473

1401

SEP 22 2016

MEMORANDUM

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

To: A. W. Eriks, CAPT

Subj: PRECEPT CONVENING A SELECTION BOARD TO CONSIDER CHIEF WARRANT OFFICERS OF THE COAST GUARD ON THE ACTIVE DUTY PROMOTION LIST FOR PROMOTION TO THE NEXT HIGHER WARRANT OFFICER GRADE

Ref: (a) Section 214, Title 14 U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series)

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

Andrew S. Brown, CDR, USCG - Member
Tina J. Pena, CDR, USCG - Member
Tyson J. Scofield, CDR, USCG - Member
Eustacia Y. Weist, LCDR, USCG - Member
Lionel C. Jeffcoat, CWO4, USCG - Member
Luisito R. Baytan, CWO4, USCG - Member

Jeremy E. Hann, CWO2, USCG - Non-voting recorder

2. The Board shall convene at 0800, 26 September 2016, in suite 4K15-16, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering those chief warrant officers eligible for promotion to the next higher warrant grade. 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.

3. The promotion zones are as follows:

- a. W-4 Zone: There is hereby established a promotion zone of 142 chief warrant officers, W-3, on the Active Duty Promotion List, not previously included in a promotion zone, who will have completed three years in grade by 15 December 2016. There are 17 officers above the zone and 153 eligible officers below the zone. The names and records of all officers to be considered for promotion shall be furnished to the board. The Board shall select up to 128 of the best-qualified officers who are also found to be fully-qualified for promotion. If found not fully-qualified or serving unsatisfactory in grade,

Subj: PRECEPT CONVENING A SELECTION BOARD TO CONSIDER
CHIEF WARRANT OFFICERS OF THE COAST GUARD ON THE
ACTIVE DUTY PROMOTION LIST FOR PROMOTION TO THE
NEXT HIGHER WARRANT OFFICER GRADE

1401

SEP 22 2016

the specific reasons why each was found as such shall be explained in the report of the Board in accordance with reference (b). If considered best-qualified and fully-qualified, not more than 13 officers below the zone may be among those recommended.

- b. W-3 Zone: There is hereby established a promotion zone of 141 chief warrant officers, W-2, on the Active Duty Promotion List, not previously included in a promotion zone, who will have completed three years in grade by 15 December 2016. There are 27 officers above the zone and 188 eligible officers below the zone. The names and records of all officers to be considered for promotion shall be furnished to the board. The Board may select up to 133 of the best-qualified officers who are also found to be fully-qualified for promotion. If found not fully-qualified or serving unsatisfactory in grade, the specific reasons why each was found as such shall be explained in the report of the Board in accordance with reference (b). If considered best-qualified and fully-qualified, not more than 13 officers below the zone may be among those recommended.

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 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.B 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 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, the best-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 PY17 Officer Selection Boards and Panels