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

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MEMORANDUM

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

To: J. D. Neubauer, CAPT

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF THE COAST GUARD ON THE ACTIVE DUTY PROMOTION LIST IN THE GRADE OF ENSIGN FOR PROMOTION TO THE GRADE OF LIEUTENANT (JUNIOR GRADE)

Ref: (a) Section 251, 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:

William A. Dronen, CDR, USCG – Member
Charlotte Mundy, CDR, USCG – Member
Brian S. Lied, LCDR, USCG – Member
Grace E. Oh, LT, USCGR – Member
Mark R. Ketchum, LT, USCG – Member
Nina N. McDonald, LT, USCG – Member

Jeremy E. Hann, CWO2, USCG – Non-voting Recorder

2. The Board shall convene at 0800, 7 November 2016, in suite 4K15-16, Coast Guard Headquarters, or as soon thereafter as practicable, for the purpose of recommending all officers in the grade of ensign who are eligible for consideration for promotion to the grade of lieutenant (junior grade) in the United States Coast Guard. 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. There is hereby established a promotion zone of 105 ensigns on the Active Duty Promotion List consisting of the most senior officer in the grade of ensign; namely, ENS Jennae N. Steinmiller, USCG, and those 104 officers junior thereto who have not been previously included in a promotion zone, through and including ENS Karlo J. Vazquez, USCG. There is one officer above the zone and no eligible officers below the zone. The names and records of all officers to be considered for promotion shall be furnished to the Board. If found fully-qualified by the Board, all of the officers may be recommended for promotion. If found not fully-qualified or unsatisfactory in grade, the specific reasons why each was found as such shall be listed in the report of the Board in accordance with reference (b).

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.A, 6.A, and 6.B 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. The Board shall take into consideration members who have been selected for and attending Duty Under Instruction programs such as basic flight school or post graduate education where policy does not require documented performance and the Service has made a considerable investment which requires continued service.

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.

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