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

Commander
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Personnel Service Center

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SEP 19 2016

MEMORANDUM

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

To: J. K. Randall, CAPT

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND OFFICERS OF THE COAST GUARD RESERVE SERVING ON ACTIVE DUTY AS RESERVE PROGRAM ADMINISTRATORS FOR PROMOTION TO THE NEXT HIGHER GRADE

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

1. Pursuant to the authority provided by Article 6.B.3 of reference (a), a Selection Board is appointed consisting of yourself as President and the following members:

Diane D. Perry, CDR, USCG – Member
Sarah S. Reed, CDR, USCGR – Member
Susana E. Lee-Kiddy, LCDR, USCGR – Member
Andrew J. Behnke, LCDR, USCG – Member
Charles L. Banks, LCDR, USCG – Member
Stephen R. Donley, LCDR, USCGR – Member

Joseph L. Sweetland, SKC, USCG – Non-voting recorder

2. The Board will convene at 0800, 03 October 2016, in suite 4K15-16, Coast Guard Headquarters, or as soon thereafter as practicable, for the purpose of considering all eligible officers in the Coast Guard Reserve serving on active duty as Reserve Program Administrators (RPAs) for consideration for promotion to the next higher 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. An RPA promotion zone to the grade of lieutenant commander is established consisting of 10 officers; namely: LT Erin M. Bennett, USCGR; LT Robert M. Espenship, USCGR; LT Kayla M. Furman, USCGR; LT William C. Hanzlik, USCGR; LT Karen L. Hewes, USCGR; LT James P. McKnight, USCGR; LT Eric L. Meaders, USCGR; LT Andrew J. Taylor, USCGR; LT Eric R. Watson, USCGR; and LT Jesse D. Webster, USCGR. The Board shall recommend six officers as best-qualified for promotion to the grade of lieutenant commander. If considered best-qualified, one best-qualified officer from below the zone may be recommended.

4. An RPA promotion zone to the grade of lieutenant is established consisting of three officers; namely: LTJG Andrea D. Green, USCGR; LTJG Brendan C. Rogers, USCGR; and LTJG Jessica L. Snyder, USCGR. If the Board finds all officers fully-qualified, the Board may recommend the officers for promotion to the grade of lieutenant.

5. The Board may identify several officers of particular merit, from those chosen for promotion, and recommend them for In-Zone Reordering and placement at the top of the list of selectees, if at least two-thirds of the members of the Board agree. The Board is under no obligation to employ In-Zone Reordering; however, if employed, the number of officers selected for Reordering will be limited to five percent (1 candidate) of the total number authorized to be recommended for promotion. Officers above, in, and below zone are eligible for reordering if selected for promotion. The selected officers will be reordered in the list of selectees as identified by the Board upon approval by the Secretary.

6. 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 Reserve Program Administrator Active Duty 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.

7. As outlined in 1.B.3 of reference (a), by law, 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 PY17 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.

8. 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, 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 officers recommended for promotion are the best-qualified or are fully-qualified, as applicable, to meet the needs of the Service of those officers whose names have been furnished to the Board.

9. 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