

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Personnel Service Center

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1401

JUL 5 2011

MEMORANDUM

v/b [Signature]
From: D. R. May, RADM
CG PSC

To: RADM Steven H. Ratti, USCG

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND THE COAST
GUARD BAND DIRECTOR FOR PROMOTION TO THE GRADE OF CAPTAIN

Ref: (a) Section 336, Title 14, U.S. Code
(b) Section 276, Title 14, U.S. Code
(c) Personnel Manual, COMDTINST M1000.6A

1. Pursuant to the authority provided by references (a) and (b), and paragraph 5.A.9 of reference (c), a Selection Board is appointed consisting of yourself as President and the following members:

CAPT Joseph A. Servidio, USCG - Member
CAPT James E. Rendon, USCG - Member
CAPT Thomas W. Jones, USCG - Member
CAPT June E. Ryan, USCG - Member
CAPT Richard W. Sanders, USCG - Member
CAPT Donna L. Cottrell, USCG - Member

LCDR Michael A. Cilenti, USCG - Non-voting Recorder

2. The Board shall convene at 0830, 11 July 2011, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering the below named Coast Guard Band Director for promotion to the next higher grade:

CDR Kenneth W. Megan, USCG

3. The name and record of this officer to be considered for promotion shall be furnished to the Board. If found fully qualified, the officer may be recommended for promotion. 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.

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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 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 5.A and 14.A of reference (c) and the enclosed Commandant's Guidance to PY12 Officer Selection Boards in your development of criteria for determining the officers recommended for selection. Section 14.A.3 of reference (c) 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, are 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.

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Enclosure: Commandant's Guidance to PY12 Officer Selection Boards