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

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SEP 15 2016

# MEMORANDUM

From: C. E. Fosse, CAPT
CG PSC-EPM

To: E. J. Jones, CDR
CG BASE Portsmouth (cd)

Subj: PRECEPT FOR ASSIGNMENT YEAR 2017 SELECTION TO COAST GUARD POSTGRADUATE AND ADVANCED EDUCATION PROGRAMS (HEALTHCARE ADMINISTRATION)

Ref:
(a) COMCOGARD PSC Washington DC 23 MAR 16/ALCGENL 040/16
(b) COMDT COGARD Washington DC 030830 MAY 16/ALCOAST 164/16
(c) COMCOGARD FORCECOM Norfolk VA 260700Z FEB 16/ALCOAST 071/16
(d) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
(e) Military Assignments and Authorized Absences, COMDTINST M1000.8A
(f) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)

1. Per reference (a), a screening panel is hereby appointed consisting of yourself as President and the following members:

LT Lee R. Gorlin
LT Kevin A. Keefe
CWO4 Michael L. Ford
HSCM Michael A. Aviles

2. You are hereby appointed as a member of a panel convened to select eligible active duty personnel for postgraduate and advanced education opportunities. The panel is governed by the selection criteria listed in reference (a) through (f). Your tasking is to select those personnel who, in your opinion, are best-qualified to complete the designated course of instruction and to successfully compete for advancement.

3. Postgraduate and advanced training programs provide personnel with the knowledge and skills necessary to fill billets requiring a high-level of expertise. Although the immediate goal of these programs is to develop those skills necessary for performance in specific billets, the long-term goal is to establish a high-level of technical and managerial competencies among enlisted members. Consequently, to ensure proper stewardship of government resources, only those applicants who display the potential for maintaining a high level of productive service and are capable of filling positions of increasing responsibility should be selected. If you question a candidate's suitability for increased responsibility, that candidate should not be selected.

4. All personnel who apply by the published deadline and meet the eligibility requirements for postgraduate and advanced education opportunities specified in reference (a) and amplified by references (b) through (f) shall be considered by the panel.

5. Enlisted candidates who previously attended a full-time Coast Guard sponsored advanced education program should not be considered.

6. In addition to the eligibility requirements, the candidates' records of service must demonstrate an adherence to the Coast Guard's core values of Honor, Respect, and Devotion to Duty. Failure to conform to these core values will disqualify a candidate from further consideration.

7. You should use the reenlistment criteria in reference (f) as a guide in reviewing candidate records. Though PSC-epm-1 may approve reenlistment waivers for minor lapses in judgment, you should not expect that a candidate ineligible to reenlist will receive a waiver. You may disqualify them from selection.

8. You should also consider the candidates' High Year Tenure (HYT) Professional Growth Points as per reference (f). Candidates that cannot obligate enough service without a HYT waiver may be disqualified from selection.

9. The panel may only use the candidates' record of service provided during the panel, and may not use outside knowledge to influence the panel's decision.

10. The selection criteria listed in reference (a) is further defined as follows:

a. Performance of duty. Past performance shall be the primary factor in the selection process.

b. Academic achievement. A candidate's past academic performance may be considered a predictor of future academic success. Candidates with less than a minimum 2.5 undergraduate academic average on a 4.0 scale should demonstrate a more recent improved academic performance in order to be considered for selection. Candidates with strong professional performance coupled with recent academic success may be considered even though they have a lower undergraduate academic average. Outstanding academic achievement that is not coupled with a strong record of performance is not sufficient for selection. The panel must, however, be careful not to penalize candidates who, because of the nature of their assignments, have not had a reasonable opportunity to pursue an off-duty educational program.

c. Standardized Test Scores. Standardized test scores also provide a method of comparing applicant achievements with backgrounds in different curricula at different schools, and may factor in an applicant's ability to be competitive for a graduate or advanced education program. Standardized test scores are required for admission to specific programs, and must be submitted as part of the application package unless otherwise specified by the program.

11. The panel will be provided with the necessary records and clerical assistance by the PSC-epm-1 panel staff. Upon completion of your deliberations, deliver your report to me.

12. The panel shall be sworn. The recommendations of the panel require a majority of the voting members, and the results shall be kept confidential until it's report is approved. You shall direct panel members not to divulge any information related to the proceedings and deliberations of this panel.

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