



1306

AUG 03 2016

## MEMORANDUM

From:   
S. V. Burdian, CDR  
Acting, CG PSC-epm

To: F. Fazio, CDR  
CG-FAC-2

Subj: PRECEPT CONVENING THE PANEL TO SCREEN ELIGIBLE MEMBERS FOR  
COAST GUARD RECRUITER FOR ASSIGNMENT YEAR 2017

Ref: (a) COMCOGARD PSC Washington DC// 14 APR 16 /ALCGENL 049/16  
(b) Military Assignments and Authorized Absences, COMDTINST M1000.8, Art. 1.E.2  
and 1.E.7  
(c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST  
M1020.8 (series)

1. Per reference (a), a Coast Guard Recruiter Panel is hereby appointed consisting of yourself as President and the following members:

LCDR Elizabeth T. Platt  
LT Leslie M. Downing  
CWO2 Nicholas R. Durrant  
CWO2 Michael A. Locke  
GMCM Mark D. Jacobs  
AMTCM Sean C. Edwards

2. The panel shall convene at 0745, August 8, 2016, in the Coast Guard Personnel Service Center, Washington, DC to screen eligible members for Coast Guard recruiter. Members of the panel shall swear or affirm that they will, without prejudice or partiality, perform the duties imposed upon them, and that they will not disclose their proceeding and/or deliberations to any person not a member of the panel. The uniform of the day will be Tropical Blue.

3. Eligibility requirements. The panel may develop additional criteria as necessary, however, in accordance with reference (a), the following minimum eligibility requirements apply:

- a. Be tour complete in Assignment Year 2017.
- b. No non-judicial punishment during the past four years.
- c. No alcohol incident during the past four years.
- d. No individual factor average less than four during the last two years.
- e. Have more than four years active duty in the Coast Guard.
- f. A history of demonstrated financial responsibility; no record of excessive indebtedness or indication of non-payment of just debts.

Subj: PRECEPT CONVENING THE PANEL TO SCREEN  
ELIGIBLE MEMBERS FOR COAST GUARD RECRUITER  
FOR ASSIGNMENT YEAR 2017

1306

- g. Men must be clean-shaven; however, a neatly trimmed mustache is allowed. Those with approved waivers for folliculitis are not eligible for recruiting assignments.
  - h. Have sharp military bearing and smart appearance. Must comply with weight standards contained in reference (c). Must not have been on probation for exceeding maximum allowable weight or body fat standards anytime in the past two years.
4. Any members who appear to not meet the minimum eligibility requirements set forth in references (a) through (c) will be brought to the panel's attention so that the panel may confirm their "non-eligible" status.
5. To be considered for selection and potential assignment to Coast Guard recruiter duty, members must be able to perform all of the duties and functions set forth in reference (b). Members who meet the eligibility criteria set forth in references (a) and (b), and who are determined by the panel to be capable of performing all duties and functions required by those references, shall be deemed "fully qualified." The panel shall further review all "fully qualified" members in consideration under any additional criteria they may develop to determine which members are "best qualified." In forming "best qualified" criteria, review reference (b). I encourage the panel to evaluate and comment on the specific strengths, background, or other experiences of particular members which might prove valuable while serving as a Coast Guard recruiter. Additionally, the panel may rank order the "best qualified" members or use some other method to determine the best candidates for selection.
6. The panel should consider the needs of the service to access diverse applicants into the service. Therefore, there is a need for recruiters who have demonstrated or have the potential to excel at engaging and building relationships with underrepresented minorities, including women, and their centers of influence.
7. Recruiting offices are often in remote locations and staffed by members working in a nearly independent duty status often with little to no military presence in the surrounding area. As such, there is a need for members that have demonstrated an aptitude for natural leadership and working independently. This is particularly important for Chief Petty Officers applying for recruiter in charge positions. Recruiter in charge billets should be populated by members with a proven record of leading people and managing large projects as a Chief Petty Officer.
8. In addition to the eligibility requirements, the candidates' entire record 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 member from further consideration.
9. 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.
10. The panel shall be sworn. The recommendations of the panel require a majority of the voting members and shall be kept confidential until its report is approved. You shall direct panel members not to divulge any information related to the proceedings and deliberations of this panel.

#