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

Commander
United States Coast Guard
Personnel Service Center

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MAY 0 5 2014

MEMORANDUM

From: D. R. Callahan, RDML
CG PSC

To: W. P. Hicks
CGIS

Subj: PRECEPT CONVENING THE PANEL TO SELECT ELIGIBLE ENLISTED MEMBERS FOR SPECIAL AGENT DUTY FOR ASSIGNMENT YEAR 2015

Ref: (a) COMCOGARD PSC Arlington VA 111906Z Feb 14/ALCGENL 018/14
(b) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
(c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

1. Per reference (a), a Special Agent Selection Panel is hereby appointed consisting of yourself as President and the following members:

SS/A David P. Hooper
SS/A David S. Leighton
LCDR Martin L. Nossett
SAC Otis Harris
S/A Candi J. Meyers
CWO3 John H. Caicedo

Non-voting Recorder
CWO2 Joanna P. Santorum
Ms. Ada M. Harris
YN2 Anthony R. Fuller
YN3 Bruce L. Grazier

2. The panel shall convene at 0830, 7 May 2014, in the Richard D. Bowman Boardroom, 5th Floor, Coast Guard Personnel Service Center, or as soon thereafter as practicable to screen eligible candidates for duty as Special Agents in the Coast Guard Investigative Service (CGIS). 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 and Business Casual Attire.

3. Eligibility Requirements. In accordance with reference (a), the following eligibility requirements apply:

a. Be tour complete in Assignment Year 2015.

b. Candidates must be an E-6 or E-7 (not above cut for E-8) on the date of application.

c. Candidates cannot attain the age of 40 prior to attending FLETC in 2015.

d. Candidates must meet the Special Assignments criteria outlined in reference (b).

e. Meet the Coast Guard's weight standards set forth in reference (c).

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

5. I want to add a personal note reflecting my concerns about the Special Agent screening process. Assignment as a Special Agent represents the highest level of trust and confidence we place in our people. Those selected must reflect the highest standards of conduct, integrity, capability, attitude, and military bearing. A Special Agent invariably becomes involved in situations requiring immediate action and making unpopular decisions. These challenges can only be met by people with sound character who have demonstrated a true commitment to the Coast Guard. If we are to be successful in recruiting and retaining a quality work force in the investigative field, we must ensure only the best candidates are selected for this important position. As an organization we must strive to place the most responsible enlisted members into positions as Special Agents. You and the panel members are the principal guarantors that the proper balance of pride, dedication, discipline, moral ethics and professional skills abide in our Special Agents. You have been very carefully selected to accomplish this task.

6. The candidates you select must be capable of building on their past Coast Guard experience and/or training, to meet current missions and operational tempo. The Coast Guard is firmly committed to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, national origin, or occupational specialty. Your selectees must be able to help the Coast Guard provide superior public service across all missions of the Coast Guard Investigative Service and foster cohesiveness in our workforce. They must have the ability to form effective partnerships within and outside of the service.

7. The panel will be provided with the necessary records and clerical assistance. A member of EPM-1 will brief you on the nature of the records.

8. The panel shall submit a written report and delivered to the Chief, Enlisted Personnel Management Division (CG PSC-epm).

9. At the end of the panel, all members must be able to say that each candidate selected is, in the opinion of at least a majority of the members of the panel, the best qualified for assignment as a Special Agent. The recommendation of the panel shall be kept confidential until the report is approved and the name of candidates selected is released to the Service at large.

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