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

Commander
United States Coast Guard
Personnel Service Center

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MEMORANDUM

SEP 26 2014

From: D. A. Stringer, CAPT
CG PSC-RPM

To: M. M. Murakami, CAPT

Subj: PRECEPT CONVENING A SELECTION BOARD TO RECOMMEND CHIEF WARRANT OFFICERS ON THE INACTIVE DUTY PROMOTION LIST OF THE COAST GUARD RESERVE TO THE NEXT HIGHER WARRANT OFFICER GRADE

Ref: (a) Section 12242, Title 10, U.S. Code
(b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

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

Kurt T. Kacprzynski, CDR, USCGR – Member
Michael L. Schoonover Jr., CDR, USCG – Member
Robert M. Cooper, CDR, USCGR – Member
Cheryl L. Honeycutt, CDR, USCGR – Member
Eneida Bull, CWO4, USCG – Member
Paul C. Bostwick, CWO4, USCGR – Member

Sarah L. Case, CWO2, USCGR – Non-voting Recorder

2. The Board shall convene at 0800, 6 October 2014, in suite 501, Coast Guard Personnel Service Center, or as soon thereafter as practicable, for the purpose of considering all chief warrant officers (CWO) on the Inactive Duty Promotion List (IDPL) who are eligible for consideration for promotion to the next higher CWO grade in the Coast Guard Reserve. 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. The promotion zones are as follows:

a. W-4 zone: There is hereby established a promotion zone of 11 W-3's on the IDPL consisting of the most senior officer in the grade of W-3; namely, CWO3 Scott J. Smith, USCGR, and those 10 officers junior thereto, through and including CWO3 Thomas G. Foley, USCGR. The names and records of all officers to be considered for promotion shall be furnished to the Board. The ten fully and best-qualified officers shall be recommended for promotion.

(1) Not more than 1 CWO below the zone may be selected.

b. W-3 zone: There is hereby established a promotion zone of 17 W-2's on the IDPL consisting of the most senior officer in the grade of W-2; namely, CWO2 Steven C. Estep, USCGR, and those 16 officers junior thereto, through and including CWO2 Alice P. Martinez, USCGR. The names and records of all officers to be considered for promotion shall be furnished to the Board. The 15 fully and best-qualified officers shall be recommended for promotion.

(1) Not more than 2 CWO(s) below the zone may be selected.

4. Prior to the date the Board submits its report, the Commander, Coast Guard Personnel Service Center, is authorized to add or delete the name of any officer from the IDPL 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, Chief, Reserve Personnel Management Division, 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 3.A., 5.A., and 6.A. of reference (b) and the enclosed Commandant's Guidance to PY15 Officer Selection Boards and Panels in your development of criteria for determining the officers recommended for selection. Additionally, section 6.A.3. of reference (b) provides four factors to consider in developing your criteria: performance evaluations, 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 a majority of the members if the board has five members, or in the opinion of two-thirds of the members if the board has more than five members, 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: (1) Commandant's Guidance to PY15 Officer Selection Boards and Panels