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## MEMORANDUM

From: Dr. D. Mischell Navarro, SES  
SADI

Reply to: CG-1D1  
Attn of: CDR Carrie A. Wolfe  
202-475-5421

To: Zeita Merchant, CAPT

Subj: 2023 ADVISORY BOARD ON WOMEN IN THE COAST GUARD SELECTION  
PANEL

Ref: (a) Guidance for CG-12 Candidate Selection Panels, M. R. Godfrey's memo 1402 of 24 Jul 2020  
(b) Advisory Board on Women in the Coast Guard Application Process, SADI memo 5420 of 06 Dec 2022  
(c) Advisory Board on Women in the Coast Guard Charter, DCMS-DPR memo 5420 of 14 Jul 2022

1. You are requested to preside over the Office of Diversity and Inclusion (CG-1D1) 2023 Advisory Board on Women in the Coast Guard selection panel. The panel shall convene 13-15 February 2023 via Microsoft Teams to review and select the 15 board members who will comprise the inaugural Advisory Board on Women in the Coast Guard as directed by 14 USC § 2521. The following members, including yourself, are appointed to consider nominations:

- a. CAPT Zeita Merchant (President)
- b. CAPT Lawrence Gaillard – Active Duty Officer – Air Station Borinquen, Diversity and Inclusion Education and Awareness Program (DIEAP) Change Agent
- c. CAPT Scott MacCumbee – Active Duty Officer – CG-932, Inclusive Leadership, Excellence, and Diversity (ILEAD) Council Representative
- d. CDR Merridith Morrison – Reserve Officer – Sector San Diego
- e. CDR Warren Wright – Active Duty Officer – Sector LA/LB
- f. Dr. Eugenia Gardner – Civilian – CG Recruiting Command
- g. Mr. Carl Boehmer – Reserve Enlisted Retiree – CG-1D2
- h. Ms. Mary Cunningham – Active Duty Enlisted Retiree – CG-00H
- i. CWO Stephanie Ingram – Active Duty Officer – CG-133

- j. MCPO Rekiya Janssen – Active Duty Enlisted – Sector New Orleans
- k. SCPO Ayumi Sanders – Active Duty Enlisted – Training Center Petaluma
- l. SCPO Theresa Joyce – Reserve Enlisted – CG PSC
- m. SCPO Malia Chasteen – Active Duty Enlisted – Base LA/LB, DIEAP Change Agent
- n. YNC Lana Port – Recorder (Non-voting Member)
- o. CDR Carrie Wolfe – (Member at Large)

2. All members of the panel shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of workforce personnel and the efficiency of the Coast Guard, perform the duties imposed upon them. You should emphasize to members of the panel the importance of their obligation to confine themselves to the nominations before them and not predicate judgments on rumor or hearsay. The panel is governed by their own judgment as to the criteria for selection based on the eligibility requirements outlined in reference (c).

3. The panel shall recommend individual(s) it considers most qualified for appointment to serve as representative in a particular category, and up to three alternates for each category, listed in order of selection. At the end of your deliberations, all members must be able to affirm that the nominee and alternates selected for appointment are, in the opinion of most of the panel members, the best suited.

4. The panel shall submit a final report, signed by panel president, to CG-1D1. If the panel finds no nominees suitable for appointment, it shall set forth the reasons why each nominee is not suitable in writing within the final report. You will direct the members of the panel that their deliberations and recommendations shall be kept confidential until the results are released to the Service at large. The proceedings of the panel shall not be disclosed by any member of the panel.

5. Final selection of appointments will be made at the discretion of the Senior Advisor for Diversity and Inclusion (SADI). All individuals recommended by this panel will receive a final screening for any disciplinary issues not available to the panel prior to a formal announcement. Prior to the formal announcement of the appointment results, SADI may delete the name of any nominee if information of a discrediting nature is discovered.

6. My point of contact is YNC Lana Port, Lana.T.Port@uscg.mil or 202-475-5251.

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Copy: CG-1D1  
Selection Panel Members