

Instructions for the nominees: The Senate Committee on Commerce, Science, and Transportation asks you to provide typed answers to each of the following questions. It is requested that the nominee type the question in full before each response. Do not leave any questions blank. Type "None" or "Not Applicable" if a question does not apply to the nominee. Return printed answers to Committee. Begin each section (i.e., "A", "B", etc.) on a new sheet of paper.

## A. BIOGRAPHICAL INFORMATION AND QUALIFICATIONS

1. Name (Include any former names or nicknames used):

Donna Lea Cottrell (Former married name: McGowen, Maiden name: Perry)

2. Position to which nominated: Rear Admiral, Lower Half

3. Date of Nomination:

4. Address (List current place of residence and office addresses):

Home address: Alexandria, VA (rent)

Work address: U.S. Coast Guard Headquarters, 2703 Martin Luther King Jr. Ave.  
SE, Washington, DC 20593-7318

5. Date and Place of Birth: 03/17/1959, Cleveland, Ohio

6. Provide the name, position, and place of employment for your spouse (if married) and the names and ages of your children (including stepchildren and children by a previous marriage).

Scott Jeffrey Cottrell, retired CWO3 from USCG in 1995

Rebecca Cottrell Burns, age 36, stepdaughter, Realtor - Sotheby's International Realty

7. List all college and graduate degrees. Provide year and school attended.

2011	Master of Arts, U.S. Naval War College
2004	Master of Science, Air Force Institute of Technology
1998	Masters Degree, Embry-Riddle Aeronautical University
1982	Bachelors Degree, Education, Ohio University

8. List all post-undergraduate employment, and highlight all management-level jobs held and any non-managerial jobs that relate to the position for which you are nominated.

Present, Deputy to Coast Guard Assistant Commandant of Capabilities

2014 – 2016: Chief of Staff, Coast Guard District 13.

2011 – 2014: Commanding Officer, USCG Helicopter Interdiction Squadron.  
2010 – 2011: Naval War College - Student  
2008 – 2010: Commanding Officer, USCG Air Station Savannah.  
2006 – 2008: Executive Officer, USCG Air Station Detroit.  
2006 – 2007: Project Executive, Coast Guard Academy Task Force.  
2005 – 2006: Project Officer, Maintenance Management Working Group.  
2004 – 2005: Logistics Management Transformation Office Integrated Project Team.  
2004 – 2006: Chief, Information Systems Division, Coast Guard Aircraft Logistics Center.  
2002 - 2004: Air Force Institute of Technology - Student  
1998 - 2002: Group – Air Station Atlantic City, NJ - Administration Officer/Air Operations Officer  
1995 - 1998: Navy Helicopter Squadron Eight Whiting Field, FL - Flight Instructor  
1991 - 1995: Air Station Chicago, Administration Officer - Public Works Officer  
1989 - 1991: Naval Flight Training, Whiting Field, FL - Flight Student  
1987 - 1989: Coast Guard Cutter STEADFAST, St. Petersburg, FL - Deck Watch Officer  
1987: Officer Candidate School, Yorktown, VA – Officer Candidate  
1986 – 1987: Air Station Houston, TX – Avionics Technician  
1986 – Aviation Technical Training Center, Elizabeth City, NC – Avionics Technician Training  
1984-1986: Aids to Navigation Team Port Huron, OH – Seaman  
1983: Coast Guard Station Marblehead, OH – Boatswain Mate, Boat Crewman  
1983: Coast Guard Recruit Training, Cape May, NJ - Recruit  
1982-1983: Substitute Teacher, Wellington Exempted School District, Wellington, Ohio

9. Attach a copy of your resume.

My official Coast Guard biography is attached.

10. List any advisory, consultative, honorary, or other part-time service or positions with Federal, State, or local governments, other than those listed above, within the last five years.

None

11. List all positions held as an officer, director, trustee, partner, proprietor, agent, representative, or consultant of any corporation, company, firm, partnership, or other business, enterprise, educational, or other institution within the last five years.

None

12. Please list each membership you have had during the past ten years or currently hold with any civic, social, charitable, educational, political, professional, fraternal, benevolent or religious organization, private club, or other membership organization.

Include dates of membership and any positions you have held with any organization. Please note whether any such club or organization restricts membership on the basis of sex, race, color, religion, national origin, age, or handicap.

Coast Guard Aviation Association - Ancient Order of the Pterodactyls – 1995-Present  
Project Management Institute – 2005-2012

Women in Aviation International – 2008-2012

*None of these organizations restricts membership on the basis of sex, race, color, religion, national origin, age, or disability.*

Officers' Christian Fellowship – 2015-Present

*Officers' Christian Fellowship does restrict membership based on religion. It is an organization of Christian Military Officers.*

13. Have you ever been a candidate for and/or held a public office (elected, non-elected, or appointed)? If so, indicate whether any campaign has any outstanding debt, the amount, and whether you are personally liable for that debt.

No

14. Itemize all political contributions to any individual, campaign organization, political party, political action committee, or similar entity of \$500 or more for the past ten years. Also list all offices you have held with, and services rendered to, a state or national political party or election committee during the same period.

None

15. List all scholarships, fellowships, honorary degrees, honorary society memberships, military medals, and any other special recognition for outstanding service or achievements.

2013 Honorary Coast Guard Chief Petty Officer

2010 Coast Guard winner of Federally Employed Women Recognition Award

Coast Guard Legion of Merit (2)

Coast Guard Meritorious Service Medal (2)

Coast Guard Commendation Medal (3)

Navy Achievement Medal

Coast Guard Commandant's Letter of Commendation

16. Please list each book, article, column, or publication you have authored, individually or with others. Also list any speeches that you have given on topics relevant to the position for which you have been nominated. Do not attach copies of these publications unless otherwise instructed.

Speeches - "Helicopter Interdiction Tactical Squadron 101" – various civic organizations in FL – 2011-2014

Published, "Accelerate Your Experience," Women in Aviation Magazine - 2010  
Speech – "Followership" – Liberty University Leadership Symposium 2010  
Published, "The Coast Guard Promotes Dynamic Leadership," Naval Institute  
Proceedings – April 2009

17. Please identify each instance in which you have testified orally or in writing before Congress in a governmental or non-governmental capacity and specify the date and subject matter of each testimony.

None

18. Given the current mission, major programs, and major operational objectives of the department/agency to which you have been nominated, what in your background or employment experience do you believe affirmatively qualifies you for appointment to the position for which you have been nominated, and why do you wish to serve in that position?

The leader I am now is a result of 30 years of diverse assignments I've had since enlisting in the Coast Guard, I have embraced the Coast Guard's core values of Respect, Honor and Devotion to Duty. The Coast Guard has given me opportunities I never imagined and I consider myself truly blessed to serve my country as a Coast Guard Officer.

As an enlisted member, I learned the value of followership and going the extra mile to earn the trust of those senior to me. I also gained an appreciation for the sacrifice and hardship that our junior members make. My time performing search and rescue on the Great Lakes and servicing Aids to Navigation facilities such as lighthouses and buoys gave me an appreciation for the extreme and harsh environment our operators work in on a daily basis. If confirmed, this experience will help me to remember that the important decisions aren't just about budget and policy but about real people with real families.

Although I served one tour aboard a Coast Guard cutter following Officer Candidate School, the majority of my time as an operator was as a Coast Guard Aviator. I have logged over 3000 rotary-wing hours performing almost all of the Coast Guard's 11 statutory missions.

As a senior officer, I was Executive Officer at a small Air Station and served two separate tours as a Commanding Officer at a small and large Air Station. As such, I successfully exercised the authorities and responsibilities inherent in these positions. My leadership and executive management skills have been tested and proven under a variety of challenging circumstances.

I'm honored by my selection as a Coast Guard Flag officer and am excited about the opportunity to serve our nation and the men and women of the Coast Guard. I will

draw on my diverse background and experiences to better inform the complex decisions I will need to shape future strategy for the Coast Guard and our country.

19. What do you believe are your responsibilities, if confirmed, to ensure that the department/agency has proper management and accounting controls, and what experience do you have in managing a large organization?

Embedded within our Core Values is a call to stewardship. As such, every member of the Coast Guard has a duty to be responsible with our nation's finite resources. Not only in managing the funds allotted to us but also in taking care of the young men and women who sign up to serve their country. They are the sons and daughters entrusted to us by the people of this nation.

Throughout my career, I have managed and provided oversight to hundreds of people, capital resources, and Coast Guard missions. These have included tactical missions such as search and rescue as well as developing Coast Guard policy on a variety of issues. As the Commanding Officer of Coast Guard Helicopter Interdiction Tactical Squadron Jacksonville, the nation's only Airborne Use of Force squadron, I partnered and worked alongside other Federal Agencies, including DEA, CPB and the Joint Interagency Task Force – South, to combat the transit of illicit drugs into the United States. This, as well as my Chief of Staff experience, allowed me to lead missions that were broad in scope in terms of geography, complexity and partnerships. I learned that strong partnerships are necessary to successfully accomplish extensive, complex missions and that these partnerships don't just happen; they must be sought out and maintained *before* something bad happens.

If confirmed, I look forward to the greater responsibility and challenges inherent in this position. I will set a high standard of integrity, stewardship, and transparency in all my affairs and will set clear expectations that those I work with do the same. I will work to strengthen partnerships across the government and civilian agencies positively influence the strategic direction of the Coast Guard.

20. What do you believe to be the top three challenges facing the department/agency, and why?

The Coast Guard and Nation today face a myriad of challenges including cyber threats to our infrastructure, stemming the flow of illegal migrants, and the growth of the maritime transportation system. However, the three greatest challenges facing the Coast Guard today are recapitalizing our infrastructure; recruiting and retaining a skilled and motivated workforce, and continuing to provide excellent service to the American public amid on-going budget constraints.

Recently, the Coast Guard has begun the recapitalization of our surface fleet of cutters and some of our aviation platforms. But in the area of our shore and C4IT

infrastructure, many of our facilities are well past their service life and at risk of failure. The Coast Guard's motto of Semper Paratus - Always Ready - is embedded in our culture. This has enabled us to provide an incredible value to our nation by keeping these facilities working and functional even though outdated. Unfortunately, the difficult budget decisions required in terms of trade-offs have put us into triage-mode when it comes to care of these facilities.

The men and women of the Coast Guard are among the finest in our nation and one of the main reasons I've stayed as long as I have. As our world becomes more complex and the ships, aircraft and boats that we operate more sophisticated, it is imperative that we recruit and retain the best in order to continue to accomplish the wide variety of complex and dangerous missions we do on a daily basis. If confirmed, I would focus on ensuring that we provide those who serve with capable boats, ships and aircraft to do their job and proper facilities in which to work. I will also strive to ensure they have medical care, housing and other support services to keep them and their families healthy and resilient.

The demographics of our country have changed dramatically since I enlisted 30 years ago. Many of our recruits enter the service with college degrees and some even with advanced degrees. We are competing with industry for the same talented people. Combined with the new blended-retirement options available to junior members and better job prospects in the civilian sector, the Coast Guard will be challenged to recruit and retain the best and brightest.

While the support the Coast Guard has received from Congress and the Administration to recapitalize our fleet has been a tremendous boost to our current and future capability, our people have always been and will remain our greatest resource; without them even the most sophisticated platform is useless. They are the ones who perform the dangerous work inherent in our missions. I will strive to ensure they have the support they deserve.

Whether it's more traffic on the Western rivers, increasing Transnational Crime activities posing a threat to our Homeland, or more activity in the Arctic, there is an ever-increasing need for a persistent and capable Coast Guard. These three challenges pose a real risk to our service and our nation. It will be incumbent upon me to manage that risk and "speak truth to power" in communicating that risk to those leading our nation.

## **B. POTENTIAL CONFLICTS OF INTEREST**

1. Describe all financial arrangements, deferred compensation agreements, and other continuing dealings with business associates, clients, or customers. Please include information related to retirement accounts.

Please see my nominee Public Financial Disclosure Report

2. Do you have any commitments or agreements, formal or informal, to maintain employment, affiliation, or practice with any business, association or other organization during your appointment? If so, please explain.

No

3. Indicate any investments, obligations, liabilities, or other relationships which could involve potential conflicts of interest in the position to which you have been nominated.

None

4. Describe any business relationship, dealing, or financial transaction which you have had during the last ten years, whether for yourself, on behalf of a client, or acting as an agent, that could in any way constitute or result in a possible conflict of interest in the position to which you have been nominated.

None

5. Describe any activity during the past ten years in which you have been engaged for the purpose of directly or indirectly influencing the passage, defeat, or modification of any legislation or affecting the administration and execution of law or public policy.

None

6. Explain how you will resolve any potential conflict of interest, including any that may be disclosed by your responses to the above items.

I will obtain advice from a Coast Guard ethics official and follow that advice.

### C. LEGAL MATTERS

1. Have you ever been disciplined or cited for a breach of ethics by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If so, please explain.

No

2. Have you ever been investigated, arrested, charged, or held by any Federal, State, or other law enforcement authority of any Federal, State, county, or municipal entity, other than for a minor traffic offense? If so, please explain.

No

3. Have you or any business of which you are or were an officer ever been involved as a party in an administrative agency proceeding or civil litigation? If so, please explain.

No

4. Have you ever been convicted (including pleas of guilty or *nolo contendere*) of any criminal violation other than a minor traffic offense? If so, please explain.

No

5. Have you ever been accused, formally or informally, of sexual harassment or discrimination on the basis of sex, race, religion, or any other basis? If so, please explain.

Yes, as Executive Officer of Air Station Detroit (2006-2008), I was accused of discrimination based on race. An investigation was conducted by the Coast Guard which found that no discrimination took place.

6. If you ever served as a general court-martial convening authority involving an offense involving sexual misconduct or assault, have you ever disapproved the findings of a court-martial related to the offense(s) or reduced the sentence adjudged by a court-martial, other than in connection with a pre-trial agreement?

No

7. Please advise the Committee of any additional information, favorable or unfavorable, which you feel should be disclosed in connection with your nomination.

In October, 2012, an anonymous source alleged a number of irregularities and misconduct by the chain of command of Helicopter Interdiction Tactical Squadron (HITRON), Jacksonville, which I commanded at the time. The Atlantic Area

Commander convened an Administrative Investigation and on December 20, 2012, concluded that the allegations were unfounded.

#### **D. RELATIONSHIP WITH COMMITTEE**

1. Will you ensure that your department/agency complies with deadlines for information set by congressional committees?

Yes

2. Will you ensure that your department/agency does whatever it can to protect congressional witnesses and whistle blowers from reprisal for their testimony and disclosures?

Yes

3. Will you cooperate in providing the Committee with requested witnesses, including technical experts and career employees, with firsthand knowledge of matters of interest to the Committee?

Yes

4. Are you willing to appear and testify before any duly constituted committee of the Congress on such occasions as you may be reasonably requested to do so?

Yes

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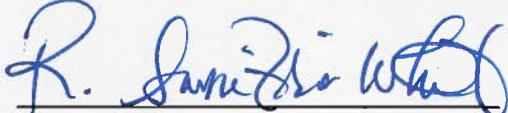
(Nominee is to include this signed affidavit along with answers to the above questions.)

**F. AFFIDAVIT**

Donna Cottrell being duly sworn, hereby states that he/she has read and signed the foregoing Statement on Biographical and Financial Information and that the information provided therein is, to the best of his/her knowledge, current, accurate, and complete.

  
Signature of Nominee

Subscribed and sworn before me this 15<sup>th</sup> day of November, 2016

  
Notary Public

R. SUMITRIA WHITE  
NOTARY PUBLIC DISTRICT OF COLUMBIA  
My Commission Expires January 14, 2018





# Captain Donna L. Cottrell

Deputy Assistant Commandant for Capability (CG-7)



Captain Cottrell assumed the position of Deputy Assistant Commandant for Capability in July 2016 after serving as the District Thirteen Chief of Staff where she directed Coast Guard field and staff activities in Washington, Oregon, Idaho and Montana in support of the District Commander's vision and strategy.

From 2011 to 2014, Captain Cottrell commanded Coast Guard Helicopter Interdiction Tactical Squadron (HITRON) in Jacksonville, FL. As Commanding Officer of HITRON, Captain Cottrell oversaw the first Airborne Use of Force deployments aboard United Kingdom and Dutch Allied Vessels as well as the development and execution of the inaugural shore-based Airborne Use of Force deployments to Puerto Rico and Southern California.



Other past assignments include Commanding Officer of Air Station Savannah, Executive Officer at Air Station Detroit, Air Operations Officer at Group-Air Station Atlantic City, and Administration Officer at Air Station Chicago. Captain Cottrell was also assigned to the Navy Helicopter Training Squadron Eight at NAS Whiting Field, FL where she served as a TH-57 helicopter flight instructor.

Captain Cottrell acquired over 3500 flight hours in four different models of the HH-65 and MH-65 Dolphin helicopter.

In 2004, Captain Cottrell was assigned to the Aircraft Repair and Supply Center in Elizabeth City, NC where she was Chief of the Information Systems Division and directly responsible for all Information Technology (IT) support for Coast Guard Aviation. Working closely with the Logistics Transformation Project Integration Office (LTPIO), Captain Cottrell served as the information systems expert tasked with combining the applications used in naval, aeronautical, civil and C4IT programs into one common platform to manage the Coast Guard's logistics program.

In 2006 Captain Cottrell served as project manager of the Coast Guard Academy Task Force and was a key player in evaluating the governance, leadership training, and character development at the Academy.

Prior to Officer Candidate School in 1987, Captain Cottrell served as a Boatswain's Mate and Aviation Electronics Technician. After her commission, Captain Cottrell served as a Deck Watch Officer aboard the USCGC STEADFAST.

A native of Wellington, Ohio, Captain Cottrell (nee Perry) graduated from Ohio University with a Bachelor's Degree in Education in 1982; from Embry-Riddle Aeronautical University in 1997 with a Master of Science degree in Aeronautical Science; from The Air Force Institute of Technology in 2004 with a Master of Science degree in Information Resource Management; and from the U. S. Naval War College in 2011 with a Master of Arts degree in National Security and Strategic Studies.

Captain Cottrell's personal awards include the Legion of Merit, two Meritorious Service Medals, three Coast Guard Commendation Medals, the Global War on Terrorism Medal, and the Navy Achievement Medal.

**Captain Donna L. Cottrell**

**Current Assignment**

2016 – Present COMDT (CG-7)

**Assignment History**

2014 – 2016 D13 Command Cadre, Chief of Staff  
2011 – 2014 CG HI Jacksonville, Commanding Officer  
2010 – 2011 Naval War College, DUINS  
2008 – 2010 CG AIRSTA Savannah, Commanding Officer  
2006 – 2008 CG AIRSTA Detroit, Executive Officer  
2004 – 2006 ARSC Info Systems, Div Chief  
2002 – 2004 Air Force Inst. Technology, Aviation Eng A  
1998 – 2002 CG AIRSTA Atlantic City, Aviator - RW  
1995 – 1998 CGLO Pensacola, Aviation Instructor  
1991 – 1995 CG AIRSTA Chicago  
1991 – 1991 CG AIRSTA Mobile  
1989 – 1991 CGLO Pensacola (Student)  
1987 – 1989 USCGC STEADFAST  
1987 – 1987 CG RTC Yorktown-OCS

**Educational Summary**

2011 Master of Arts, U.S. Naval War College  
2004 Master of Science, Air Force Institute of Technology  
1998 Masters Degree, Embry-Riddle Aeronautical University  
1982 Bachelors Degree, Education, Ohio University

**Military Personal Awards and Significant National Recognition or Achievement**

2016 Legion of Merit  
2014 Legion of Merit  
2010 CG Meritorious Service Medal  
2006 CG Meritorious Service Medal  
2008 CG Commendation Medal  
2007 CG Commendation Medal  
2002 CG Commendation Medal  
1995 Commandant's Letter of Commendation

**Significant Current Professional Credentials or Recent Activities**

2002 FAA Airline Trans Pilot HELO  
2005 Project Management Professional