

Capital Area Coast Guard Retiree Council "Service Continues"

From: Co-Chairs, Capital Area Coast Guard Retiree Council
To: Commanding Officer, Headquarters Support Command (HSC)
Copy to: Council Members (via E-mail – following approval by (HSC))

Subject: Minutes of the Friday June 10, 2005 Capital Area Coast Guard Retiree Council Meeting

In accordance with COMDTINST 1800.5D, Sec. 6.b. (6) the following minutes are submitted for your review and comment. Upon receipt of your comments, the minutes will be revised as recommended and will be distributed to Capital Area Coast Guard Retiree Council Members, to the National Retiree Council and to other Coast Guard Regional Retiree Councils. They will also be distributed, as part of a newsletter, to other Retiree Council affiliated retirees in the Washington DC area.

MINUTES OF THE JUNE 10, 2005 MEETING OF THE CAPITAL AREA COAST GUARD RETIREE COUNCIL

1. Welcome and Introductions – CAPT Glass convened the Council meeting at 0900 on Friday, June 10, 2005 in Room B732 at Coast Guard Headquarters. Following is the list of attendees:

Council members: (9)

LCDR George D. Bond, II USCG (Ret)	CAPT CAPT Norman W. Lemley, USCGR (Ret)
CAPT Lee R. Carpenter, USCG (Ret)	CDR Bruce Russell, USCG (Ret)
CAPT Robert Gauvin, USCGR (Ret)	CAPT Warren G.(Bud) Schneeweis, USCG (Ret)
CAPT. Charles J. Glass, USCG (Ret)	CWO4 Elizabeth F. Splaine, USCG (Ret)
CAPT Michael Hendrickson, USCG (Ret)	

Commanding Officer, USCG Headquarters Support Command - CAPT Robert Farmer, USCG

2. Agenda

- 2.1 WELCOME, Introductions, Guest Comments, and Approval of Agenda -
- 2.2 Comments – CAPT Farmer
- 3. ADMINISTRATIVE ITEMS
 - 3.1 Review and approve minutes of the May 6, 2005 Council meeting
 - 3.2 Schedule for future meetings
- 4. COUNCIL PROGRAM
 - 4.1 OLD BUSINESS - Progress on and discussion of pending Council projects
 - 4.1.1 Combined Coast Guard/Fort Myer Retiree Benefit Seminar Planning
 - 4.1.2 Planning for other combined Coast Guard/Military Facility Retiree Benefit Seminars
 - 4.1.3 Council Christmas Cards
 - 4.1.4 Coast Guard Retiree Bang List
 - 4.2 NEW BUSINESS - Discussion of new Council projects
 - 4.2.1 Capital Area Coast Guard Retiree Council Web site
 - 4.2.2 Recruiting Assistance
 - 4.2.3 Retiree Council At-Large - fredsplace
 - 4.2.4 Retiree Program Coordinator's Office
- 5 ADJOURN

3. Welcome and Introductions –

- 3.1 CAPT Glass welcomed the attendees and distributed copies of the above Agenda. No changes were suggested and so the above Agenda was accepted.
- 3.2 CAPT Farmer reported that the move of Coast Guard Headquarters to the St Elizabeth Hospital west campus would take place in about six years subject to budgetary approval.

4. Administrative Items

- 4.1 The Minutes of the May 6, 2005 meeting were distributed, and reviewed. It was recommended that the minutes be

corrected to show that CAPT Gauvin attended the May 6 Council meeting. There was a motion by CDR Bruce Russell which was, seconded, and approved unanimously to accept the Minutes as corrected.

4.2 Schedule for future meetings –

Friday 30 September 2005

Friday 9 December 2005

Friday 24 March, 2006

Friday 23 June, 2006

5. COUNCIL PROGRAM – OLD BUSINESS - Progress on and discussion of pending Council projects

5.1 Combined Coast Guard/Fort Myer Retiree Appreciation Day (RAD) Planning - CDR Russell led the discussion of planning for Coast Guard participation in the September 30, 2005 Retiree Appreciation Day (RAD) at Ft. Myer, which was agreed upon at the May 6 Retiree Council meeting.

5.1.1 Fort Myer RAD program – Following the May 6 Retiree Council, CAPT Glass contacted COL Cohn the Co-Chair of the Ft. Myer Retiree Council. COL Cohn advised that the 2005 Ft. Myer RAD was tentatively planned for 0800 – 1630 on Friday 30 September in Spates Community Center at Ft. Myer. The program will have two sessions: a morning session covering TRICARE issues, and an afternoon session covering wills, trusts, and other retiree legal issues. COL Cohn welcomed Coast Guard participation in the Ft. Myer RAD and offered to provide a room for a separate meeting of Coast Guard attendees regarding issues of particular interest to Coast Guard retirees

PLEASE NOTE: SUBSEQUENT TO THIS 10 JUNE RETIREES COUNCIL MEETING WE WERE ADVISED THAT THE DATE OF THE FT MEYER RAD WAS POSTPONED DUE TO SCHEDULING CONFLICTS. WHEN WE LEARN OF THE NEW DATE WE WILL EXAMINE THE LOGISTICS OF CO-SPONSORING THIS EVENT. WE WILL REVISIT THIS AFTER WE LEARN MORE.

5.1.2 Estimated Coast Guard Attendees - CAPT Glass reported that an E-mail message was sent to Capital Area Coast Guard Retirees on the Council "bang" list, eliciting interest in attending the September 30 RAD at Ft. Myer. E-mail replies from eighteen (18) retirees expressing interest in attending the RAD. Included in this list of 18 were two (2) Retiree Council members. An additional five (5) Retiree Council members, present at the meeting, indicated their interest in attending the Ft. Myer RAD. CAPT Glass noted that retiree spouses are welcomed to attend RADs. If all spouses attended there would be forty-six (46) Coast Guard representatives at the RAD. CWO4 Elizabeth Splaine commented that she had attended several RADs sponsored by local military commands and that attendees are not usually accompanied by their spouses. CAPT Schneeweis commented that some spouses may wish to attend for commissary or exchange shopping. CAPT Lemley commented that Council communications on the RAD should encourage participation of spouses.

5.1.3 Coast Guard Program - CDR Russell opened discussion on activities that should be covered in a Coast Guard RAD session. The following were suggested by various Council members:

- Review the Coast Guard Retiree Benefits Seminar Survey to select several issues of importance to retirees. Select three or four of these issues and prepare material for presentation at the Coast Guard session.
- Conduct a demonstration of Coast Guard retiree information available on the Coast Guard Retiree WEB Page.
- Prepare handouts for distribution based on Power-Point presentations from the April 2005 National Retiree Council meeting.
- Distribute copies of PCSPUB 1800 "Information for Survivors of USCG, USCGR, and NOAA Retirees".
- Distribute copies of the MOAA (Military Officers Association of America) publication "Help Your Survivors – NOW! – Prepare for Your Family's Future".
- Plan and convene a meeting of the Retiree Council to acquaint attendees with Retiree Council members and to enable retirees to ask questions and make suggestions regarding Retiree Council projects, and to raise issues and concerns of retirees.
- Prepare and distribute a Coast Guard Retiree package of handouts at a Coast Guard table.

5.1.4 Retiree Information – CAPT Glass commented on the need to keep Capital Area Retirees informed regarding the Ft. Myer RAD. Ft. Myer has not yet issued a press release regarding the September 30th RAD. When such a release is issued it should be E-mailed to all Capital Area Coast Guard Retirees. Also retirees should be kept informed about planned Coast Guard sessions at the RAD. CAPT Lemley commented that all Capital Area Coast Guard Retirees, not just those who expressed an interest in attending the Ft. Myer RAD, should be kept informed. SEE NOTE ABOVE RE: CONCERNS ABOUT THE LOGISTICS OF THE MEETING .

5.1.5 Committee Assignments – CDR Russell, Chairman of the Retiree Benefits Seminar Committee proposed that Committee members (CAPT Glass, CAPT Lemley, CAPT Schneeweis, and himself) work in concert to accomplish the activities of Section 5.1.3 to prepare for the September 30th RAD. CAPT Glass will prepare and E-Mail RAD information bulletins to the Capital Area Coast Guard Retiree bang list to keep them informed on the Ft. Myer RAD program.

5.2 Planning for Participation in Future RADs - At the May 6 Retiree Council meeting CAPT Schneeweis reported that in 2005, RADs are being sponsored by a number of military commands in the Washington DC area including Ft. Meade, Ft. Belvoir, Ft. Myer, Andrews AFB, Bolling AFB, and Naval Station Annapolis (none sponsored for 2005). CAPT Glass opened discussion of the Retiree Council promoting Coast Guard retiree participation in one or two of these RADs each year, so as to enable Coast Guard retirees to elect to attend a RAD at a local military facility.

5.2.1 CAPT Carpenter suggested that the Retiree Council proceed with the Fort Myer RAD. The Council should use its experience with the Ft. Myer RAD as a basis for deciding and planning participation in future RADs. Experience could be enhanced by conducting an exit survey of Coast Guard attendees at the Ft. Myer RAD, and documenting the experience of Retiree Council members who serve as organizers and presenters at the Coast Guard session of the Ft. Myer RAD.

5.2.2 The Retiree Council agreed to proceed as suggested by CAPT Carpenter on planning for participation in future RADs, and to have this issue on the agenda for the 9 December Retiree Council meeting.

5.3 Council Christmas Cards – CAPT Glass presented a progress report on the 2005 Retiree Council Christmas Card project. The Project Committee includes CAPT Glass, CAPT Lemley, CDR Russell, and CWO4 Elizabeth Spline. The Committee agreed to proceed with the project as it did in 2004.

5.3.1 CAPT Glass displayed five (5) prospective Christmas Card illustrations for review and consideration by the Council. All prospective illustrations were characterized a "legacy" illustrations, that is they illustrated historic moments in Coast Guard history, lighthouses, lightships, etc. CAPT Carpenter suggested that retirees receiving the cards might be interested in illustrations of new Coast Guard cutters or aircraft. CAPT Glass commented that he would search Coast Guard sites for more contemporary illustrations.

5.3.2 CAPT Lemley suggested that the five prospective Christmas Card illustrations, together with selected contemporary illustrations be E-mailed to Council Members for consideration. CAPT Glass agreed to provide Council Members with illustrations for selection before the scheduled September 30 Retiree Council meeting.

5.3.3 CDR Russell suggested that an E-mail contact point for the Retiree Council be added to the card following the listing of Council members.

5.3.4 There was discussion of use of the Capital Area Coast Guard Retiree Council Christmas card by Retiree Council members for their personal use. There were a number of unresolved issues that led the Council to defer consideration of this issue until some later date, to give Council members time to think through the issues involved.

5.4 Review and Expansion of the Capital Area Retiree Bang - At the May 6 meeting the Council decided to expand the list of Capital Area Coast Guard Retiree Council Affiliated Retirees and established a Committee for that purpose. CAPT Lee Carpenter is the Committee Chairman. Committee members are: CAPT Chuck Glass, CAPT Norm Lemley, CWO4 Elizabeth Splaine, Mrs Eileen Delaney, CAPT Michael Hendrickson, and CAPT Bud Schneeweis.

5.4.1 CAPT Carpenter will assign each Committee Members a telephone call list, consisting of the names of Capital Area Coast Guard Retirees listed on specified pages of the REGISTER OF MILITARY PERSONNEL IN WASHINGTON D.C. AREA (HSCNOTE 1720 - NOVEMBER 2004)

5.4.2 Committee Members will make a telephone call to persons on their assigned call list, confirm/update information on their address, spouse, telephone number, and E-mail address, and ask for their approval to be included them on the list of Capital Area Coast Guard Retiree Council Affiliated Retirees and "bang list".

5.4.3 Committee Members will also elicit information from the persons called regarding other Capital Area Coast Guard retirees who might want to be included on the list of Capital Area Coast Guard Retiree Council Affiliated Retirees and "bang list". Committee Members should follow-up by calling these other Coast Guard retirees to get their first-hand approval to be included on the "bang list" and to get their address, telephone number, E-mail address, and name of spouse (if applicable).

5.4.4 Committee Members will forward the name and updated information for retirees called, who agree to be included on the list of Capital Area Coast Guard Retiree Council Affiliated Retirees to CAPT Carpenter. This information will then be relayed to CAPT Glass who will update the current list of Retiree Council Affiliated retirees, and prepare a related E-mail "bang list".

5.4.5 The Committee aims to complete this project by September 30, 2005. This can be achieved if each Committee

member calls and forwards information on 5 retirees per week .

5.4.7 CAPT Farmer suggested that the Council encourage Capital Area Coast Guard retirees who are not listed in the current edition of HSCNOTE 1720 (REGISTER OF MILITARY PERSONNEL IN THE WASHINGTON DC AREA) to submit a CGHQ Form 9737, providing contact information and authorization to include such information in the next edition of HSCNOTE 1720. CAPT Glass agreed to submit the CGHQ Form 9737 for publication in Evening Colors with a request that retirees also authorize use of their contact information by the Capital Area Coast Guard Retiree Council. CAPT Farmer agreed to send a copy of the current CGHQ Form to CAPT Glass.

6. NEW BUSINESS - Discussion of new Council projects

6.1 Capital Area Coast Guard Retiree Council Web site - At its May 6 meeting, the Council decided to undertake development of a Capital Area Coast Guard Retiree Web Site to be linked to a new National Coast Guard Retiree Council-at-Large Web page, managed by CWO4 Fred Siegel, USCG (Ret) . CAPT Glass and CDR Russell reported on their unsuccessful attempts to use the Council-at-Large Web page for Capital Area Retiree Council purposes and recommended that the Council proceed with the development of its own Web site.

6.1.1 At the May 6th Retiree Council meeting, CAPT Robert Warakomsky volunteered to develop the Capital Area Coast Guard Retiree Council Web site and to serve as Web master. It is intended that this Web site will serve as an alternative to the bang list, for notification of Coast Guard retirees about Retiree Days and other events of interest to Coast Guard retirees.

6.1.2 CAPT Farmer is providing CAPT Warakomsky with Headquarters Support Command assistance in the development of the Capital Area Coast Guard Retiree Council Web site. He has put CAPT Warakomsky in touch with Headquarters IT personnel for assistance in linking the Council Web site with the main Coast Guard Web site.

6.2 Recruiting Assistance – CDR Russell commented on the April National Retiree Council discussions of recruiting assistance.

6.2.1 Reserve Recruiting Assistance - As a result of his assessment of the Coast Guard recruiting program, CDR Russell suggested that CAPT Lemley recast his recruiting proposal to address Reserve recruiting from a pool of already trained mariners available through US maritime training schools. CAPT Schneeweis commented that the Coast Guard Recruiting Command has centralized management of all recruiting efforts and that any proposal to develop direction for Coast Guard Reserve recruiting should be channeled through the Chief of the Reserve Recruiting program.

6.2.2 Coast Guard Academy Recruiting Assistance - CDR Russell noted that the Coast Guard Academy has a new outreach program for recruiting of applicants for appointment to the Academy. As mentioned in the Minutes of the May 6 Retiree Council meeting, CDR Russell will conceptualize a recruiting assistance program in which a Retiree Council representative will serve to facilitate communications between Guidance Counselors at schools with promising minority Academy applicant pools and a CGAcademy recruiting outreach representative. Again CAPT Schneeweis advised that the Academy recruiting program is being closely directed by the Academy and that development of our Retiree Council program should be closely coordinated with the Academy recruiting staff.

6.3 Retiree Council At-Large (freds place) - Discussion resumed briefly on the purpose of the Retiree Council At-Large Web site being managed by CWO4 Fred Siegel, USCG (Ret). CDR Russell commented that the purpose of the Retiree Council At-Large Web site is to facilitate communications between the National Coast Guard Retiree Council with and among Co-Chairs of Regional Coast Guard Retiree Councils.

6.4 Retiree Program Coordinator's Office – CAPT GLASS noted that the report of the April 2005 National Coast Guard Retiree Council has been finalized since the May 6 Capital Area Retiree Council meeting. The final report includes the proposal to establish a Headquarters Retiree Program Coordinator's Office staffed with members of the Capital Area Coast Guard Retiree Council. This would require working space and associated office equipment and supplies, a standard workstation, HQ's telephone directory listing and parking support. This Office would serve as Headquarters single point of contact between the active duty Coast Guard and the Coast Guard military retiree community. The proposal shown in Enclosure 3 to the final report of the April 2005 National Retiree Council meeting includes a detailed list of duties for the Retiree Program Coordinator's Office. Council members were reminded that CAPT Robert E. Warakomsky, USCG (Ret) volunteered and was unanimously approved by the Council to head up this effort. He is expected to report to the Council Co-Chairs on developments of this project as they occur and may call on them for assistance as-required.

7. At 11:30 a.m. CAPT Glass moved that the meeting adjourn. The motion was seconded and approved unanimously.

Submitted:

CAPT C. J. Glass _____ CDR Bruce Russell _____

Co-Chairs, Capital Area Coast Guard Retiree Council