

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 23 June, 2006 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 23 JUNE 2006 MEETING OF THE CAPITAL AREA COAST GUARD RETIREE COUNCIL

1. Welcome and Introductions – SCPO Mike White convened the Council meeting at 0900 on Friday, June 23, 2006 in Room B718 at Coast Guard Headquarters. Following is the list of attendees:
Council members: (9) LCDR George D. Bond, II
CAPT Warren G (Bud) Schneeweis
LCDR. David A. Du Pont CWO4 Elizabeth F. Splaine
CAPT. Charles J. Glass CDR. Benjamin J. Stoppe, Jr CAPT Michael Hendrickson
SCPO Dennis M. (Mike) White
CAPT Norman W. Lemley
Commanding Officer, Headquarters Support Command (HSC): CAPT Jack Smith

2. Agenda

1. WELCOME, Introductions, Guest Comments, and Approval of Agenda -
- 2. ADMINISTRATIVE ITEMS**
 - 2.1 Review and approve minutes of the March 31, 2006 Council meeting
 - 2.2 Schedule for future meetings
- 3. COUNCIL PROGRAM**
 - 3.1 **OLD BUSINESS** - Progress on and discussion of pending Council projects
 - 3.1.1 Report on the 2006 National Coast Guard Retiree Council Meeting
 - 3.1.2 Retiree Benefit Seminars
 - 3.1.3 2006 Retiree Council holiday greeting card to Capital Area retirees
 - 3.1.4 Expansion of the Capital Area Coast Guard Retiree Council Bang List
 - 3.1.5 Progress on planning and implementation of the National Coast Guard Retiree Council Coordinator's program.
 - 3.1.6 Progress on Capital Area Regional Council WEB site.

3.1.7 Review of content of death/burial announcements for Capital Area Coast Guard retirees.

3.2. NEW BUSINESS - Discussion of new Council projects

3.2.1 Council participation in the Coast Guard TAP

(Transition Assistance Program)

3.2.2 Revisions to the Retiree Council Bylaws – Changes in standing committees, etc.

3.2.3 COMDTNOTE 1650 - AWARD OF THE PRESIDENTIAL UNIT CITATION TO THE COAST GUARD

3.2.4 Coast Guard Headquarters Telephone Replacement Program

4. ADJOURN

3. Welcome and Introductions -

3.1 Co-Chair SCPO Mike White welcomed the attendees and guests, distributed copies of the above Agenda, and invited attendees to suggest changes. LCDR DuPont requested that the order of Old Business be changed to address 3.1.5 first. The change was approved, and the revised agenda was approved.

3.2 The minutes of the March 31, 2006 Council meeting were discussed and approved as presented.

3.3 Schedule for future meetings - The schedule for future Council meetings was discussed and agreement was reached on the following schedule –

Friday 29 September, 2006

Friday 1 December 2006

Friday 30 March 2007

3.7 With the completion of the above administrative details, Co-Chair SCPO Mike White opened discussion of Old Business

4. COUNCIL PROGRAM

4.1 OLD BUSINESS

4.1.1 Progress on Planning and Implementation of the National Coast Guard Retiree

Council Coordinator's program - CAPT Norman Lemley and LCDR David Du Pont reported on progress in implementing the National Retiree Council Coordinator's Office.

4.1.1.1 The Evening Colors July – September issue included a notice to all Coast Guard retirees reporting the telephone number and E-mail address of the Coordinators Office at Coast Guard Headquarters, for use by retirees for referral of questions and issues of concern.

4.1.1.2 The Coordinators Office is manned by small cadre of volunteer Coast Guard retiree watch standers.

4.1.1.3 Volunteer watch standers check several times each day, for incoming telephone inquiries and E-mail messages, log the messages, and find the appropriate sources to develop and transmit definitive replies. Replies to inquiries are made by E-mail and telephone directly to the inquirer.

4.1.1.4 All e-mail inquiries are filed in one of three limited-access HSC public e-mail folders:

1. received inquiries (including identity, telephone number and/or E-Mail address of inquirer)
2. inquiries being processed (including questions and issues being researched)

3. completed inquiries (including questions/issues and answers)

4.1.1.5 The folder of completed inquiries is maintained as the basis for responses to subsequent inquiries. As the folder is developed, it will be used as the basis for a file of Frequently Asked Questions (FAQs) which will eventually be made available on a Retiree Council WEB site which is under development.

4.1.1.6 Currently several Coast Guard retirees who are employed at Coast Guard Headquarters serve as facilitators that forward Help Desk E-mail inquiries to remote volunteer watch standers. Volunteer watch standers who research and develop responses to inquiries and issues may be located at Coast Guard Headquarters or may perform watch stander services remotely from home via telephone or through special Internet connections. A program objective is to facilitate remote watch stander capabilities so as to encourage more Capital Area retirees to participate as volunteer withstanders.

4.1.1.7 Standard Operating Procedures (SOPs) are being developed to systematize the operations of the National Retiree Council Coordinator's Office. CAPT Robert Warakomsky is the lead person for the Capital Area Coast Guard Retiree Council development and administration of the Coordinators Office program.

4.1.1.8 The Retiree Council tendered its unanimous expression of gratitude and congratulations to CAPT Norman Lemley and LCDR David Du Pont on their successful services as the first Watch standers for the Coordinator's Office.

4.1.2 Report of the 2006 National Coast Guard Retiree Council Meeting – SCPO Mike White, as Council Co-Chair, represented the Capital Area Coast Guard Retiree Council at the National Council meeting. CAPT Norman Lemley provided a progress report to the National Council on development and implementation of the National Retiree Council Coordinator's Office.

4.1.2.1 Co-Chair SCPO Mike White described the range of subjects covered in the National Council meeting including: TRICARE, Delta Dental, the Coast Guard reorganization, the Coast Guard Historians program, Coast Guard work force issues, the Deep Water project status, the proposed draft of COMDTINST 1800.5E, including participation and membership of retired civilian Coast Guard employees in regional Retiree Councils.

4.1.2.1.1 There was extended discussion of the changes that might result from the implementation of COMDTINST 1800.5E such as the extension of the National Retiree Council Coordinator's Office to include inquiries regarding retired civilian employee benefits; changes in recruiting for Retiree Council membership, and other considerations.

4.1.2.1.2 It was agreed that no action should be taken on this matter until COMDTINST 1800.5E is issued officially.

4.1.2.2 The Coast Guard Historian described provisions in the Historians Office to receive and archive Coast Guard autobiographical notes and/or eyewitness accounts and pictures of significant Coast Guard events.

4.1.2.3 The National Council meeting included a presentation on the Coast Guard Auxiliary which highlighted new activities being performed by the Auxiliary. This is being reflected in the current Auxiliary recruiting program which is seeking volunteers with appropriate skill sets and experience – in addition to small boat operating expertise.

4.1.3 Retiree Appreciation Days (RADs) - The Council reviewed its experience in promoting Coast Guard retiree participation in RADs conducted by local military bases/organizations. It was agreed that the Capital Area Coast Guard Retiree Council should limit such

participation to informing Coast Guard retirees in the Washington DC area regarding the location and schedule for local RADS. CAPT Schneeweiss (a member of the Military Officers Association of America (MOAA) staff commented that he had access to nationwide RAD schedules and would keep the Council informed. CAPT Glass commented that an E-mail Notice was sent to all Capital Area Coast Guard Retiree Council affiliated retirees, providing the schedule and telephone points of contact for further RAD information. CAPT Glass said that he would send E-mail notices when new RAD schedules become available.

4.1.4 Capital Area Retiree Council 2006 Christmas Greeting

Card – The Council agreed to continue its holiday greeting card program for 2006. The previously established Greeting Card Committee consisting of CAPT Glass, CAPT Lemley, CDR Russell, and CWO4 Splaine will handle the financial, material, production, and distribution details.

4.1.4.1 The Council viewed and approved the winter lighthouse illustration for the front page of the card. It was agreed that one inside page of the card should include an appropriate salutation along with the Coast Guard stripe, a third page will include the list of Council members, and the back page of the card should describe the source of the picture (if necessary) or other appropriate material.

4.1.4.2 CAPT Smith agreed that the Headquarters Support Command would request a listing of Coast Guard retirees over the age of 70, living in the Washington DC area from Topeka.

4.1.4.3 CAPT Lemley and CDR Russell agreed to select the retiree mailing list from the Topeka list using Zip codes corresponding to the Capital Area Retiree Council area and to cover the cost of mailing the cards.

4.1.4.4 CAPT Glass agreed to obtain and cover the cost of suitable card stock and envelopes and to produce the cards.

4.1.4.5 CWO4 Splaine will supervise stuffing and mailing of the cards.

4.1.4.6 The Council agreed that cards would be stuffed and stamped for mailing at the scheduled Council meeting on December 1, 2006

4.1.4.7 CAPT Glass agreed to have a sample card and an alternative card available for approval the Council meeting scheduled for 29 September.

4.1.5 Expansion of the Capital Area Coast Guard Retiree

Council "bang" List - CAPT Glass commented that the "bang" list is the list of names of retirees in the REGISTER OF MILITARY PERSONEL IN WASHINGTON D.C. AREA (HSCNOTE1720) dated November 2004, who have an E-mail address, and who have agreed to become affiliated with the Retiree Council. When they are affiliated they are placed on the distribution list for Retiree Council Notices which are distributed through a "Google Group" established for that purpose. Notices include advance information on such events as Coast Guard funerals at Arlington National Cemetery, Coast Guard Band concerts, Commandant Notices of interest to retirees, quarterly Retiree Council Newsletters, Coast Guard social events, and other items of interest to retirees.

4.1.5.1 Bang list members are requested to report a change in E-mail address so that they can be maintained on the list.

4.1.5.2 The bang list was produced by Retiree Council members who contacted retirees listed in HSCNOTE 1720 and got their agreement to become affiliated with the Retiree Council. This effort was done by a five-person Committee of Retiree Council volunteers whose efforts were coordinated by CAPT Lee Carpenter (now deceased).

4.1.5.3 As retirees became affiliated their names and E-mail addresses were forwarded to CAPT Glass, who included them in an EXCEL data sheet, and subsequently registered them as members of the Retiree Council Google Group (for mass E-mail contact).

4.1.5.4 Many retirees listed in the November 2004 HSCNOTE 1720 could not be contacted when the bang list was being assembled, also the Headquarters Support Command is in the process of producing a 2006 edition of HSCNOTE 1720, which will include Coast Guard retirees who now live in the Washington DC area.

4.1.5.5 CAPT Glass proposed that the "bang list" committee be reconstituted to expand the bang list to include Coast Guard retirees in the Washington DC area who have not previously been invited to become affiliated with the Retiree Council.

4.1.5.6 CAPT Lemley suggested that this effort could be facilitated if the 2006 Edition of HSCNOTE 1720 could be made available in electronic format.

4.1.5.7 CAPT Smith commented that he would see if an electronic version of HSCNOTE 1720 could be made available for this purpose.

4.1.5.8 The Council agreed to consider re-establishing a "bang list" committee to be addressed at the 29 September Council meeting.

4.1.6 Progress on the Development of the Capital Area Coast Guard Retiree Council WEB Site

CAPT Robert Warakomsky is working on this project but was unable to attend this meeting. CAPT Warakomsky reported via one of the other Council Members, that he was experiencing delay in the delivery of the required WEB site development software from Microsoft. He has reordered the needed material and expects to have the WEB site on-line in September.

4.1.7 Death/Burial Announcements for Coast Guard

Retirees – E-mail announcements by the Retiree Council of the death and burial of Coast Guard retirees must be limited to those who are scheduled for burial in Arlington National Cemetery. This limitation is imposed by the lack of means of communications for timely and complete information on Coast Guard retirees who are buried elsewhere.

4.1.7.1 Notices regarding Coast Guard funerals at Arlington National Cemetery are often incomplete. Effort is needed to improve the content of such notices. Progress on this matter will be reported at future Retiree Council meetings.

4.2 NEW BUSINESS – Discussion of New Council Projects

4.2.1 Council Participation in the Coast Guard TAP (Transition Assistance Program) - Co-Chair SCPO Mike White reported that he represented the Capital Area Coast Guard Retiree Council at the TAP Workshop held at the Doubletree Hotel Crystal City on May 15-19, 2006.

4.2.1.1 Prospective retirees appeared interested in Retiree Council activities and were particularly pleased to hear about the Help Desk being operated by the Retiree Council Coordinator's Office.

4.2.1.2 Attendees planning to live in the Washington DC area were invited to become affiliated with the Capital Area Coast Guard Retiree Council. Those planning to live elsewhere were encouraged to contact their nearest Retiree Council and were advised that points of contact for all Retiree Councils were available on the Coast Guard WEB site. In addition, SCPO White brief the attendees on COMDTINST 1800.5D as to the procedures for setting up their own Retiree Council in areas where there is no representation.

4.2.1.3 Co-Chair White recommended that the Retiree Council be represented at all future TAPS Workshops.

4.2.1.4 CAPT Schneeweis commented that MOAA often participated in Coast Guard TAP Workshops to recruit members and to brief attendees on retiree benefits and pending legislation. He also strongly recommended that the Retire Council have a representative attend all TAP Workshops.

4.2.1.5 Co-Chair White recommended that Retiree Council participation in TAP Workshops should be a Retiree Council executive function to assure that appropriate Council representation is provided at TAP Workshops.

4.2.1.6 Co-Chair White recommended that this matter be discussed further at the September Retiree Council meeting and commented that he expected an interruption in the TAP program because of personnel changes in the Transition Assistance Management Program (Work Life Staff) and recommended that the Retiree Council keep close track of the progress in filling personnel vacancies.

4.2.2 PRESIDENTIAL UNIT CITATION TO THE US COAST GUARD – There was discussion of the Presidential Unit Citation to the Coast Guard for meritorious achievement and outstanding performance in action from 29 August to 13 September 2005 in response to Hurricane Katrina. A Presidential Unit Citation ribbon with a special clasp is being developed and will be authorized to be worn by all Coast Guard members who were in service during the period specified in the citation.

4.2.3 Coast Guard Headquarters Telephone Replacement Program – Coast Guard Headquarters is converting its telephone system to the new voice over internet protocol (VOIP). New telephone numbers for each Headquarters office will be posted via ALCOAST notices as the transition progresses. The new telephone numbers will be 202-372-XXXX. The new Headquarters Support Command line to Coast Guard Headquarters effective June 9, 2006 will be 202-372-4000.

5. Adjourn – Meeting adjourned at 11:30 a.m.

Submitted: 17 August
2006

SCPO Dennis M. (Mike) White _____
Co-Chair, Capital Area Coast Guard Retiree Council

Approved :
CAPT Jack Smith, COCGHSC