

**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 29 June, 2007 Capital Area Coast Guard Retiree Council Meeting

In accordance with COMDTINST 1800.5E, 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 posted on our WEB site for access by Retiree Council affiliated retirees in the Washington DC area, and others

**MINUTES OF THE FRIDAY, JUNE 29, 2007 MEETING OF THE  
CAPITAL AREA COAST GUARD RETIREE COUNCIL**

1. **Welcome and Introductions** – CDR. Bruce A. Russell convened the Council meeting at 0900 on Friday, June 29 in Room B718 at Coast Guard Headquarters. Following is the list of attendees:

<b>Council members:</b> LCDR John L. Bagg III	LT Jim Koshar
CAPT Charles J. Glass	CAPT Norman W. Lemley
CAPT Stephen E. Goldhammer	CDR. Bruce A. Russell
MCPO Gary Jensen	CAPT. Robert E. Warakomsky

Commanding Officer, Headquarters Support Command (HSC): CAPT Jack Smith

**2. Proposed Agenda**

0900 Start

1. **ADMINISTRATIVE ITEMS**

- 1.1 **WELCOME AND INTRODUCTIONS-** Chair: CDR Bruce Russell
- 1.2 Comments by Commanding Officer of the Headquarters Support Command
- 1.3 Review and approve meeting Agenda
- 1.4 Review and approve Minutes of the March 30, 2007 Council meeting
- 1.5 Review Council Membership – discussion of recruiting and nomination of prospective members
- 1.6 Schedule for future meetings
2. **- COUNCIL PROGRAM**
- 2.1 **- OLD BUSINESS**
- 2.1.1 Recruiting of additional Council Members (civilian retirees and USPHS retirees) – CAPT Lemley
- 2.1.2 Help desk report: watch standing, report log; RAS website and helpdesk number – CAPT Warakomsky
- 2.1.3 Concurrent Receipt Status (this is a recurring Help desk problem )
- 2.1.4 Capital Area Coast Guard Retiree Council WEB site – Web site progress; postings and use

With Google list serve and newsletter – CAPT Warakomsky

2.1.5 2007 holiday party planning – CAPT Glass

2.1.7 Report on status of discussion groups – CDR Russell

2.1.8 Renaming of Evening Colors

2.2 – NEW BUSINESS

2.2.1 CIAO (Commandant's Intent Action Orders) Progress Report

2.2.2 Report on the 2007 National Coast Guard Retiree Council meeting

2.2.3 Report on Survivor and Decedent Affairs Information: tasking to Council

2.2.4 Change in Council By-Laws – CAPT Glass

1200 **ADJOURN**

### 3. **WELCOME AND INTRODUCTIONS -**

**Review and Approval of Agenda** – Council Chair CDR. Bruce Russell welcomed the attendees and introduced the guests.

### 4. **ADMINISTRATIVE ITEMS –**

4.1 **Agenda** - The Proposed Agenda and supporting material were distributed and CDR Bruce Russell invited attendees to suggest changes. No changes were suggested, and without objection, the Agenda was approved as submitted.

**4.1.1 Comments by the Headquarters Support Command - CAPT Jack Smith**, Commanding Officer of the Headquarters Support Command, commented that he would present a progress report on the Commandant's Intent Action Orders later in the meeting.

**4.2 Review and Approval of the Minutes of the March 30, 2007 Council meeting** - The minutes of the Council meeting were discussed and approved without change.

**4.3 Review of Council Membership** - CAPT Glass reported that the current Council membership is 14 members. The minimum number of members previously agreed to by the Council is 15 and maximum is 20 members.

**4.3.1 Recruiting of Additional Council Members** Discussion regarding the recruiting of additional Council members. Prospective members include: Mrs. Lula Carpenter, SCPO Mark Lewack, CAPT Bill Wilkinson, and Mrs. Susan Baicar. Prospective members will be invited to a Council meeting for familiarization with the Council program and introduction to the Council members. Prospective members will then be recommended for membership to the Council sponsor, the Commanding Officer of the Headquarters Support Command, and may be enrolled as Council members at a subsequent Council meeting.

**4.4 Schedule for Future Meetings** - The schedule for future Council meetings was reviewed and agreement was reached on the following schedule –

Friday 28 September, 2007

Friday 7 December 2007

Friday 28 March, 2008

Friday 27 June, 2008

## **5. COUNCIL PROGRAM**

### **5.1 OLD BUSINESS**

**5.1.1 Recruiting of Additional Council Members** – As previously discussed, the Council agreed to invite Mrs. Lula Carpenter to join the Council. If she accepts, she will be invited to attend the September 2007 Council meeting for introduction to the Council and nomination for Council membership. It was agreed that recruitment of additional Council members should be continued as an item of business at future Council meetings, until the Council is satisfied that its membership objectives are met.

**5.1.2 National Retiree Council Help Desk** – CAPT Warakomsky reported on the status of the Help Desk. The Help Desk is a national “hot line” for Coast Guard retirees to call. It includes toll-free telephone numbers (1-866-664-6245 and 202-475-5381) for voice queries, and a dedicated E-mail address (nrhd@uscg.mil) for E-mail queries. CAPT Warakomsky said that he made a complete report on the Help Desk to the 2007 Annual Meeting of the National Retiree Council. This report is available on the WEB site listed in Section 5.1.4 below.

**5.1.2.1** A significant asset being developed for use by Help Desk Watch standers is a list of responses to Frequently Asked Questions (FAQs) received from Help Desk callers. Responses to these FAQs have been carefully researched and are used to assure that Help Desk queries receive a timely and correct response.

**5.1.2.2** Another asset being used by the Help Desk Watch standers are the files maintained by Coast Guard Personnel Services Center, Retiree and Annuitant Services (PCS-RAS). When appropriate, Help Desk callers are referred directly to the PCS-RAS WEB site for answers to their questions.

**5.1.3 Concurrent Receipt of Retirement Benefits - Laws** governing concurrent payment of basic retirement benefits and disability retirement benefits has been changed and provisions for such concurrent payments have lagged behind the changes in the laws. A backlog of disability retirement payments has developed. It is expected that this backlog, for Coast Guard retirees, will be eliminated before the end of 2007. The situation for each retiree entitled to disability benefits is different and must be handled on an individual basis between the retiree and the Coast Guard Personnel Services Center – Retiree and Annuitant Services (PCS-RAS). Questions on retired pay may be addressed by E-mail to [pcs—dq-ras@uscg.mil](mailto:pcs—dq-ras@uscg.mil) or by telephone to **(800) 772-8724 (toll free)**.

**5.1.4 Capital Area Coast Guard Retiree Council WEB site** - CAPT Warakomsky reported that he was completing the WEB site development and would make it available to Council members for review and comment before going on line. He aims to have the basic WEB site completed and on line before the September Council meeting. The WEB site address is: <http://www.uscg.mil/ccs/carc>.

**5.1.4.1 WEB site additions** – It is expected that additions to the WEB site will be made in the future. Council members may submit suggestions for changes to the WEB site to CAPT Warakomsky by E-mail.

**5.1.4.2 Notification of WEB site changes** – There was discussion of using Retiree Council Google Group notices to announce changes in the WEB site to retirees in the Washington DC area.

**5.1.5 2007 Holiday Party** - CAPT Glass distributed information from CAPT Paul Peak regarding a Coast Guard retiree holiday party to be held in the Penthouse Lounge of Vinson Hall (The Navy Marine Coast Guard Retirement Residence) at 6251 Old Dominion Drive, in McLean Virginia. CAPT Peak advised that the facility, used in past years for the annual holiday party, would be available for Saturday 1 December, 2007, from 4:00 to 6:30 p.m. at a cost of \$25 per person.

**5.1.5.1 There** Discussion leading to agreement to issue a Google Notice to all retirees in the Washington DC area inviting them to subscribe to a 2007 Holiday Party as outlined in 5.1.5, including a statement of a proposed Bill of Fare and attire. CAPT Lemley suggested that the notice to retirees include a list of prospective attendees, which was expected to grow as the party planning progressed.

**5.1.5.2 HOLIDAY PARTY PLANNING COMMITTEE** – A planning committee was established consisting of: CAPT Charles Glass, CAPT Steve Goldhammer, CAPT Paul Peak, CDR Bruce Russell, and CWO4 Elizabeth Splaine.

**5.1.5.3** CAPT Glass volunteered to prepare a party invitation, circulate it for Committee approval, distribute it to retirees included in the Retiree Council Google Group, and compile a list of prospective party participants. If the number of prospective party participants appeared to be sufficient to support a Holiday Party, it was agreed that planning for the party would be continued and that invitations would be sent to all other retirees in the Washington DC area.

**5.1.5.4 Response to Party Invitation** – The party invitation was E-mailed on 1 July to all retirees in the Washington DC area who were included in the Retiree Council Google Group. Within six days, 21 responses were received, representing 39 prospective party participants. Based on this response, the Planning Committee decided to proceed with planning for the party and a Planning Committee dinner meeting was held at Vinson Hall on August 1. Following the planning meeting CDR Russell prepared the following draft list of party planning actions and recommended that responsibility is assigned for completion of each action:

1. **Design name tags to include CG racing strip, first name in large font, and last name in smaller font, no ranks.**
2. **Invite Commandant and MCPOCG to attend as our guests (action: Bruce Russell & Mike White)**
3. **Invite active duty Flags and senior civilians (SES)**
4. **Invite retired civilians (action: Norm Lemley)**
5. **Reach out to retired enlisted (action: Senior Chief Mike White)**
6. **Choose CG-themed image for top of cake**
7. **Identify what is needed for piped in music and CDs of traditional holiday music without words**
8. **Design CG-themed directional signs to guide people to parking, special drop-off and regular entrance, and to party room**
9. **Design layout of room to reduce congestion and lines**
10. **Get 3-5 sample menus from Vinson Hall staff and circulate for comment and approval (action: Paul Peek)**
11. **Determine how to distribute name tags and beverage tickets (host table)**
12. **Add suggestion to November-time frame email to bring cameras and request that participants share best of pix via Retirees Council**

via web site posting.

13. **Provide an out-of-traffic location for pictures (year group, working group, with Commandant, MCPOCG, etc) taken by participants.**
14. **Policy on snow: will hold if roads are cleared; no refunds. (We 4 should consult during the day of party as required)**
15. **Organize Retiree Council to act as welcoming committee / hosts**
16. **Finance: collect payments and pay bills (Action: Paul Peek).**
17. **Design and distribution of formal invitation via Google list serve (action: Chuck Glass**
18. **Request notice of party in various CG publications (Evening Colors, Alumni Bulletin, Fred's Place, Web site) (action: Chuck Glass)**
19. **After action report / lessons learned**

**5.1.5.5 The Party Planning Committee** will proceed with plans to the 2007 Holiday Party and will report on its progress at the September Retiree Council meeting.

**5.1.6 DISCUSSION GROUPS** - On May 29 a Google Notice was sent to over 250 retirees in the Washington DC area soliciting their interest in provisions by the Retiree Council to host internet discussion groups. Interested retirees were asked to contact CDR. Russell.

**5.1.6.1** Mixed responses were received from only 12 retirees. In the absence of greater interest, it was decided to set aside the idea of sponsoring internet discussion groups until some later time.

**5.1.7 Changing the Name of "Evening Colors"** - CDR Russell reported that the 2007 annual meeting of the National Coast Guard Retiree Council included discussion of a proposal to change the title of the Coast Guard Retiree Newsletter, "Evening Colors". Following brief discussion, it was agreed that the Capital Area Coast Guard Retiree Council should adopt no opinion on this subject.

## **5.2 NEW BUSINESS**

**5.2.1 CIAO (Commandant's Intent Action Orders)** - CAPT Smith presented a two-page update on the Coast Guard Modernization and Strategic Transformation program (**Attachment 1**)

**5.2.1.1** CAPT Smith agreed to update the Council on the status of this program at future Council meetings.

**5.2.2 2007 Commandant's Coast Guard National Retiree Council Report – Attachment 2** is a summary of the proceedings of the 2007 meeting of the Coast Guard National Retiree Council. Detailed reports on the presentations made at the meeting can be found on the Capital Area Coast Guard Retiree Council WEB site <http://www.uscg.mil/ccs/carc>.

**5.2.3 Survivor and Decedent Affairs - Tasking to the Council** - There was no discussion on this subject at the Council meeting.

**5.2.4 Change in Council By-Laws** – CAPT Glass distributed copies of the Capital Area Coast Guard Retiree Council By-Laws (**Attachment 3**) which contains changes to extend Council

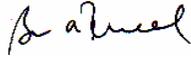
membership to include a retired Coast Guard civilian employee (Sec. 6.1) and outlines procedures for appointment of Council members (Sec. 6.4)

**5.2.4.1** In accordance with Sec. 13 of the By-Laws, these changes will become effective with the approval these Minutes at the September 2007 Retiree Council meeting.

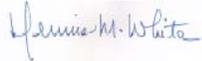
**6. Adjournment** - The meeting adjourned at 1145, Friday 30 June, 2007.

**Minutes prepared by CAPT Charles Glass, Council Secretary**

**Submitted: 4 September, 2007**



**CDR Bruce Russell**\_\_\_\_\_



**SCPO Dennis M. (Mike) White**\_\_\_\_\_

**Co-Chairs, Capital Area Coast Guard Retiree Council**

**Approved : 5 September, 2007**\_\_\_\_\_

**CAPT Jack Smith, COCGHSC**

**Attachment 1**  
**"A Year of Significant Progress"**  
**Coast Guard Modernization and Strategic Transformation**

The modernization and strategic transformation the Coast Guard is undertaking is about looking into the *future and repositioning the Service to best serve the Nation, far into the 21<sup>st</sup> Century.* -  
Adm. Thad W. Allen, Commandant, U. S. Coast Guard

Shortly after taking office May 25th, 2006, Coast Guard Commandant, Admiral Allen, issued ten (10) Commandant Intent Action Orders (Ciaos) which form the framework for the modernization and strategic transformation the Coast Guard is undergoing to ultimately be best organized for optimal mission execution.

A short summary of the 10 Ciaos or modernization/transformation initiatives follows:

- (1) Consolidate the Acquisition Directorate (G-A) with the Integrated Deepwater System Directorate (G-D) to improve the effectiveness and efficiency of our total acquisition system.
- (2) Complete the reorganization of HQ staff into numbered staffs (CG-1, CG-2, CG-3, etc) to improve the way we develop policy and manage resources for the Coast Guard, and better align with DOD.
- (3) Develop plans for establishing a new Deployable Operations Group (DOG) that will integrate our special deployable forces into the third and final leg of our trident force structure (in addition to shore-based forces and maritime patrol and interdiction Deepwater forces).
- (4) Realign the Coast Guard's logistics organization to reduce the burden on our field units, control costs, and improve accountability.
- (5) Review our financial accounting system to improve its accuracy, accountability, and alignment with the Department of Homeland Security.
- (6) Develop and publish a comprehensive Coast Guard Maritime Direction document that provides a strategic framework for planning maritime Safety, Security, and Stewardship responsibilities of the Coast Guard through the next four years.
- (7) Develop a new operational framework for the Coast Guard to execute our missions more effectively and efficiently. This effort will focus on the command and control structure needed to effectively execute our missions through our new force structure.
- (8) Create a new human resource strategy to support our organizational changes.
- (9) Conduct a comprehensive review of our Reserve Component mission support system.
- (10) Implement service oriented architecture (eCG) to better serve the needs of all of our internal and external customers.

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The modernization and strategic transformation the Coast Guard is embarking on is centered on these 10 interrelated initiatives, and will ultimately transform our command and control structure, our support system, and our business practices to better enable the Service to keep pace with our rapid growth and the significant expansion of the diverse responsibilities we face in today's complex, dynamic operating environment. This modernization will better align the Coast Guard with DOD, DHS, and our interagency partners, it will improve the condition and well being of our workforce, significantly enhance our overall readiness management, and best prepare us, operationally and resource-wise for sustainable mission execution for far into the 21<sup>st</sup> Century.

Tremendous planning efforts and extensive work have been on-going since last summer to further these modernization and transformation initiatives, and as a result, significant progress has been achieved. Including the following key milestones:

In November 2006 Coast Guard Headquarters reached Initial Operating Capability with the reorganization into numbered staffs (CG-1, CG-2, CG-3, etc.). This will structure the Coast Guard's alignment with DOD components and DHS and better integrate its operating programs; which will help improve the way the Coast Guard develops policy and manages resources.

In January of this year, the Coast Guard published the comprehensive "U. S. Coast Guard Strategy for Maritime Safety, Security, and Stewardship." Developed in response to transformation effort number 6 above, one of the key principles of the "Coast Guard Strategy," as noted by Admiral Allen, is to guide the strategic modernization and transformation of the Coast Guard. It lays out the necessary changes required to strengthen maritime regimes, achieve domain awareness, and enhance operational capabilities, and is the Coast Guard's commitment to the American people to remain Semper Paratus for all hazards and all threats.

In July, two major milestones will be reached when first; CG-9 will reach Initial Operating Capability under the leadership of the Assistant Commandant for Acquisition, consolidating the Acquisition Directorate with the Integrated Deepwater System Directorate (G-D). This consolidation will enable the Coast Guard to execute more effective project management and acquisition governance, better align the Service with DHS's procurement organization, and ultimately enable the Coast Guard to become the model for mid-size Federal Agency acquisition and procurement.

Soon after, in late July, RADM Thomas Atkin will officially take command of the new Deployable Operations Group (DOG) as it reaches its Initial Operating Capability. The DOG will integrate our special deployable forces into the third and final leg of our trident force structure (in addition to shore-based Sector forces and maritime patrol and interdiction Deepwater forces). This will provide the Coast Guard the capability to adapt force package and will significantly enhance unity of effort within DHS, with DOD, and with all of our Interagency partners as we sustain mission execution in today's all threats, all hazards dynamic operating environment.

The planning and implementation phases of the 10 Commandant Intent Action Orders have evolved significantly since their promulgation last summer, and they have now been combined to make up the Coast Guard's 5 main Modernization and Transformation Efforts. These include the modernization of Coast Guard Headquarters/Financial Management systems, the development of the Deputy Commandant for Operations (DCO) to manage all operational programs, the development of the Deputy Commandant for Mission Support (DCMS) to oversee the Coast Guard's support and logistics systems/processes, and the notional plans to transform the 2 Area Commands into Coast Guard Operations Command (CG OPCOM), the primary unit responsible for Coast Guard mission execution, and Coast Guard Forces Readiness Command (CG FORCECOM) to manage the overall readiness capabilities of the Service. For further detail regarding each of these Modernization and Transformation Efforts please review the extensive information contained on this section of CG Central.

Realizing that these 5 critical efforts must be meticulously planned and carefully synchronized, Admiral Allen has stood up a Strategic Transformation Team (STT) at Coast Guard Headquarters. This team will be led by Rear Admiral Jody Breckenridge and staffed by approximately 16 full-time employees. The STT will be supported by a Core Team consisting of representatives for each of the Modernization and Transformation Efforts, as well as representatives from key directorates at Coast Guard Headquarters that manage billet structures, personnel, budgetary concerns, etc. The primary responsibility of the STT will be to direct the synchronized, integrated and aligned implementation of the Coast Guard's overall Modernization and Transformation Efforts.

The progress described above is only a sample of the hard work which has been on going over the last year to begin the modernization of our Service, which will ultimately make our support system more responsive to our operators, make our force structure more responsive to mission execution, and make the Coast Guard more responsive to our Nation. There is much more to be done, but we are making tremendous progress; progress that would not be possible without everyone in today's Coast Guard. Together, we are making our Coast Guard- ready for tomorrow.

## Attachment 2

### **2007 CCGNRC Report**

It was another noteworthy year for the Regional Retiree Councils continuing to provide service to the many Coast Guard veterans who served ably and honorably to our nation throughout their active duty or reserve careers. Commandant Instruction 1800.5E, Commandant of the Coast Guard National Retiree Council Program, was updated and reissued on 31 July 2006. It notes that federal civilian retirees who worked for the Coast Guard may also maintain links with the Service via regional retiree councils.

CWO4 Fred Siegel, USCG (Ret.) of “Fred’s Place” ([www.fredsplace.org](http://www.fredsplace.org)) chairs our “virtual council” and is applying his able talents and power of his robust website to this effort. You can access additional information on the National Retiree Council from the site.

CGHQ’s National Retiree Help Desk (NRHD) telephone/E-mail “HOTLINE” has handled hundreds of inquiries since standup in July 2006 with an average response fewer than 48 hours. All USCG retirees or their family members are encouraged to contact the NRHD by voicemail: 202-475-5381 or 1-866-664-6245 or by e-mail, [NRHD@uscg.mil](mailto:NRHD@uscg.mil), if they have questions or problems that are not otherwise being addressed or resolved. The NRHD team will make every effort to provide an answer or aid in getting the person with the right answer in contact with the retiree. Recent data shows the inquiry rate is steadily increasing to 3-4 inquiries per day. While members of the Capital Area Council have readily taken on this mission and perform most of the “watch stander” duties, the NRHD has been set up to do this remotely. We are asking other retirees who have access to email to consider being one of those who “stand the watch.” Please contact CAPT Bob Warakomsky, USCG (Ret.) through the NRHD if you are interested.

All too often navigating the healthcare system is pretty daunting. We encourage you to visit the TRICARE website, [www.tricare.osd.mil](http://www.tricare.osd.mil). It is an exceptional healthcare information/access tool. Additionally, please make note of the Coast Guard’s toll-free health benefits advisor number, 1-800-9HBAHBA. Please do not attempt to tackle complex medical treatment and reimbursement issues on your own when expert help is readily available. The financial impacts could be severe, so consult with the professionals!

At the Personnel Services Center (PSC), the retiree records and pay system is the first to move to “Global Pay” this year, as part of the service-wide move to a web-enabled pay and personnel records system—the Coast Guard state-of-the-art personnel system called “Direct Access.” Retirees will be able to make a number of on-line changes to their profiles that will make life easier for both the retiree and PSC staff. This self-service feature should be available by 1 January 2008 and will include such things as mailing address, phone number, allotments/bonds, and banking information. Parallel testing will begin in November and the pay will go live on the new system in December. RAS statements for December 2007 will have the Employee Identification Number (EMPLID) that will be used in place of the SSN when accessing the system.

This has been another great year, and we have enjoyed working with the Regional Council co-chairs in disseminating information important to retirees, ensuring your voices are heard by the Commandant and the Military Alliance/Coalition, and seeking support/nurturing Regional Council activities and involvement in the active duty Coast Guard.

There are many ways you can get involved in today’s Coast Guard if you are so inclined and have the time. These include joining your Regional Retiree Council (or starting if one does not exist—see the “Eight Steps

to Establishing a Regional Council” on Fred’s Place at <http://www.fredsplace.org/html/retiree.shtml>), supporting recruiting and Coast Guard awareness activities, and joining the Coast Guard Auxiliary. The Coast Guard’s Work Life Program, operated primarily from the field, is under funded and understaffed. Retirees with the right expertise and time can certainly make a difference by volunteering to support these local staffs. Areas where they could use assistance include: mentoring and the Transition Assistance Program (TAP) and Relocation Programs, Health Promotion Program, Decedent Affairs, Ombudsman Program, Financial Counseling/Training, administrative support, public affairs/marketing, and metrics/quality management. Please review the Work-Life Program website at <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>. You will find points of contact for the Work-Life Staff closest to you.

Coast Guard For’er!  
RADM Fred L. Ames, USCG (Ret.),  
MCPOCG Vince Patton, USCG (Ret.)

### Attachment 3

#### BY-LAWS, CAPITAL AREA COAST GUARD RETIREE COUNCIL

##### 1. Name and Motto

1.1 **Name** – The name of the Council is “THE CAPITAL AREA COAST GUARD RETIREE COUNCIL”

1.2 **Motto** – The motto of the Council is “**SERVICE CONTINUES**”

2. **Purpose** - The purpose of this Council is to maintain a positive line of communications between the Coast Guard and the Coast Guard military retiree community in the Metropolitan DC area in an effort to ensure the resources and capabilities of each are used to help resolve the needs of the other as set forth in Commandant Instruction 1500.5 5D dated 13 January 2003 (COMDTINST 1500.5D).

3. **Objectives** – The Council will strive to achieve the specific goals and benefits that can accrue from an active outreach between Coast Guard units and retirees, under the auspices of the Coast Guard National Retiree Council program as defined in COMDTINST 1500.5D. Some of the goals, which may be achieved, include, but should not be limited to, the following:

3.1 Assist the Coast Guard Auxiliary in every way the Council can.

**3.2 Explore avenues to reach out to local Coast Guard units and Headquarters Units to obtain information as to their specific needs and how the council may assist them.**

3.3 Maintain a list of services that could be made available to retirees and local Coast Guard and Headquarters Units.

3.4 Assist new active duty and retiree arrivals with local information on a personal level – as requested.

3.5 Inform Coast Guard personnel of proposed legislative action by the U. S. Congress, and by the States of Maryland, Virginia, and the District of Columbia that could impact on them, on an informal basis.

3.6 Keep Council members up to speed on Coast Guard's current mission goals.

**3.7 Provide information on how to access comprehensive, understandable survivor benefits counseling tools and packages for retirees and annuitants.**

3.8 Promote enhanced understanding of ongoing military health care issues throughout the regional retiree, and annuitant community.

4. **Methods** - Develop and establish methods for retirees and annuitants to physically assist Coast Guard units within the region covered by the Council in the performance of their duties and at the same time improve their lives and the living conditions. To accomplish these goals the Council may establish Committees as necessary, and appoint a Chairperson as outlined in Section 7.2. These committees may use some of the following methods to accomplish their goals.

4.1 Participate in the Service's recruiting and retention initiatives: Local CG Units may use a member of the Council to explain the advantages of staying in the Coast Guard.

4.2 Make contact with local Recruiters and assisting them in contacting potential recruits from the community.

4.3 Act as mentors as determined by the needs of the command.

4.4 Contact area Coast Guard Auxiliary units to determine how the Council may be of service.

4.5 Raise the visibility of the Coast Guard in the area through coordinated efforts between Unit Commanders and local retirees to provide stories and items that can be spread through the local media.

4.6 Train interested Council members to provide information concerning retirement plans, and survivor benefits. Advise Council members at all area retirement seminars so that they may attend.

4.7 Train interested members in understanding military health care issues, and explain TRICARE and supplemental health insurance for dependents, and retirees. Be able to explain how TRICARE for Life interacts with Medicare after reaching 65 years of age.

## 5. Liaison

5.1 ***With the Sponsoring Command*** - The Council will strive to forge a strong communication link between Coast Guard Headquarters Support Command (CGHQSC) -the sponsoring command- and the retiree and annuitant community where the Council is chartered.

5.1.1 Only the Council Co-Chairs or in their absence, a representative, designated in writing by the Council, will bring Council concerns to the attention of the Commanding Officer of the Headquarters Support Command or his designated representative.

(b) The Council Co-Chairs will provide easy access to council members so their concerns may be forwarded with all expediency.

5.2 ***With other service organizations*** – The Council will establish liaison with other service-affiliated organizations, which may have chapters in our area, to further the above listed objectives and methods. To accomplish this liaison, the Council will:

5.2.1 Survey the council membership to obtain a list of members who are also members of other service-affiliated organizations. Then ask a specific member to act as liaison representative for the Council to his/her organization. Designated liaison representatives should attend as many Council meetings as possible to keep their affiliated organizations apprised of Council goals.

## 6. Membership

6.1 ***Regular Members*** - Any Coast Guard retiree can be a member, including officers, **retired Coast Guard civilian employees**, enlisted, reservists in receipt of retired pay, gray-area reservists, widows/widowers.

6.2 ***Associate Members*** - Any retiree from other military services can be an associate member including officers, enlisted, reservists in receipt of retired pay, gray-area reservists, and widows/widowers.

6.3 ***Honorary (Emeritus) Members*** - “Honorary Council memberships” may be established in accordance with guidelines and procedures spelled out in the Council. Honorary membership requires approval by the Council.

6.4 ***New Members*** – **To become a Council member, persons eligible for membership must be sponsored by a current Council member, attend a Council meeting to be introduced to Council members and recommended to the sponsoring Command (COHQSC) for appointment as a Council member. The COHQSC will prepare an appointment letter to new Council members. New members will be inducted as Council members by presentation of an appointment letter at a Council meeting.**

7. **Council Officers** – Council Officers will be Council Co-Chairs, Council Secretary, and Chairpersons of Council Committees.

7.1 ***Co-Chairs*** - The Council Co-Chairs will be nominated by the Council from among the members and approved and appointed by Commanding Officer USCG Headquarters Support Command (as per Section 6.b. (3) of COMDTINST 1500 5D for a term not to exceed three years.

7.2 ***Council Committee Heads*** - The Council Co-Chairs may appoint Committee Heads who have been nominated by the Council membership. Should the need arise to establish a non standing committee between meetings the Chairperson may appoint a Committee Head who reports to members at the next general meeting.

7.3 ***Council Secretary*** - The secretary will be nominated by the Council membership and appointed by the Council Co-Chairs.

## 8. Change of Council Officers

8.1 When a Council Officer vacancy occurs, the Co-Chairs will advise the Council and seek nomination for a replacement.

8.2 A Council officer who wishes to resign from his/her position must make a request in writing to a Council Co-Chair at least one month prior to the effective date.

## **9. Council Meetings**

9.1 ***Quorum*** - A quorum of five (5) Council members (50 % of the minimum Council membership) specified in Section 6.b. of COMDTINST 1500.5D is required for a Council meeting.

9.2 ***Time of Meetings*** - Meetings of the Council will be every three months on dates and at times agreed to by the Council.

9.3 ***Location of Meetings*** - Council meetings will normally be held in a Conference Room at Coast Guard Headquarters, as arranged by the Commanding Officer USCG Headquarters Support Command Council meetings may also be scheduled at other locations selected by the Council as appropriate for the business of the Council.

9.4 ***Notice of Council Meetings*** – The Agenda for Council meetings (including location, time, and items of business) will be circulated at least two (2) weeks in advance, to Council members by E-mail (or by postal service or telephone in the absence of E-mail service).

9.5 ***Rules for Council Meetings*** - Meetings will be administered by a Council Co-Chair in accordance with "Robert's Rules of Order."

9.6 ***Council Consensus Process*** – The Council will base its decisions and actions on the consensus of all Council members.

9.6.1 A Council decision or action will be the subject of a motion introduced by a member and seconded at a Council meeting. The motion will be discussed and may be amended, and for further consideration, must be approved by a quorum of Council members attending the meeting. Motions so approved will be included in the Minutes of the meeting for consensus balloting by all Council members.

9.6.2 All Council members are expected to review motions included in the minutes of a Council meeting. A Council member may cast negative vote on such a motion. A negative vote must be submitted to a Council Co-Chair. A negative vote will be in writing, will cite specific provisions of the motion that are objectionable, the reason(s) for the objection(s), and proposed remedial provision(s). The Council will withdraw a motion that receives a negative vote, pending resolution of the objection(s).

9.6.3 Council motions contained in Minutes of meetings which receive no written objections will be considered approved by Council consensus.

9.7 ***Minutes of Council Meetings*** - Council meetings minutes will be prepared and submitted to the Co-Chairs. The sponsoring command will review the minutes, provide written comments for applicable items and return minutes and comments to the Council Co-Chairs. The Co-Chairs will forward the minutes/comments to the CCGNRC Co-Chairs.

**10. Council Sponsor** – The Sponsoring command for the Capital Area Coast Guard Retiree Council is the Commanding Officer, U.S. Coast Guard Headquarters Support Command

10.1 In accordance with COMDTINST 1800.5d paragraph 6c sponsoring command will support the Council, consistent with available resources and the needs of the local council. Support may include, but is not limited to, provision of office and meeting space and use of office equipment and supplies necessary to prepare council correspondence (i.e. letters and newsletters) and to conduct council business.

**11. Commandant of the Coast Guard National Retiree Council (CCGNRC)** - Activities of Regional Coast Guard Retiree Councils and liaison with the Commandant of the Coast Guard are coordinated by the CCGNRC. To promote such coordination and liaison, the CCGNRC conducts an annual meeting that includes a representative from each recognized Regional Coast Guard Retiree Council.

11.1 Funds for travel and administrative expenses to attend the annual meeting of the CCGNRC and RCGRC Chair (s) (normally held in the spring in Washington, DC) will be provided by Commandant (G-W).

## **12. Communications**

**12.1** Normally communication with members will be by e-mail. Those who do not have e-mail will receive information by regular mail.

**12.2** The roster of Members, maintained by the co-Chairs with addresses, telephone numbers, and e-mail address may only be used for bona fide Council purposes and must be appropriately safeguarded.

**12.3** Disseminating e-mail and/or other correspondence that includes any of the above information, is strictly prohibited, and a violation of federal laws.

**13. Changes in by-laws**

**13.1** The by-laws may be altered, amended, or changed, or new by-laws may be adopted by a consensus of the Council members.

**13.2** A proposed change in the by-laws will be the subject of a Council motion. A motion to change the by-laws may be made from the floor of a regular meeting, and seconded by a member of the Council. The motion is debatable, amendable, and requires a vote of five (5) members present at the meeting as a prerequisite for further consideration. If the motion is approved for further consideration, the Co-Chair(s) will appoint a by- Laws committee (approved by the Council) to examine the effect of the change.

**13.3** Duties of the committee - The by-laws committee will elect a chairperson from amongst its members. The chairperson will name a place and time to meet and so advise the Chairperson. The committee will investigate the need for making this change and report at the Council's next meeting their findings and recommendations. The Council may then consider a motion to approve the recommended changes in the by-laws. If the motion is approved by consensus (with at least five (5) of the Council members present), then the recommended change in the by-laws will be published in the minutes of the meeting for consideration by all members of the Council. A Council member may submit an objection to the change in the by-laws in writing by E-mail, stating the reason for his objection. Proposed changes in the by-laws which receive a negative vote will be withdrawn from consideration until the objection is resolved.

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