

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 7 December, 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, DECEMBER 7, 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, September 28 in Room B718 at Coast Guard Headquarters. Following is the list of attendees:

Council members:	LCDR John L. Bagg III	CAPT Norman W. Lemley
	Mrs. Susan Baicar	CDR. Bruce A. Russell
	Mrs Lula Carpenter	CDR Benjamin J. Stoppe, Jr
	LCDR David A. DuPont	CAPT. "Bud" Schneewis
	CAPT Robert Gauvin	CAPT. Robert E. Warakomsky
	CAPT Charles J. Glass	SCPO Mike White

CO Headquarters Support Command: CAPT Jack Smith

2. Proposed Agenda -

0900 Start

1. ADMINISTRATIVE ITEMS

1.1 **WELCOME AND INTRODUCTIONS-** Co Chairs; CDR Bruce Russell and
SCPO Mike White

1.2 Comments by representative of the Headquarters Support Command

1.3 Review and approve Minutes of the 28 September 2007 Council meeting

1.4 Schedule for future meetings

0930 -1200

2. COUNCIL PROGRAM

2.1 OLD BUSINESS

2.1.1 Recruiting and membership outreach

Status of the Retiree Council Google Group List (CAPT Glass)

2.1.2 Help desk status follow up: FAQs and reporting requirements. Training of
Help desk watch standers. (CAPT Warakomsky)

2.1.3 Capital Area Coast Guard Retiree Council WEB site update (CAPT Warakomsky)

2.1.4 2007 holiday party de-brief- (CDR Russell & CAPT Glass)

2.1.5 Benefits and Entitlements Comprehensive Guide - Status Report- (CDR Russell)

- 2.2 **NEW BUSINESS**
- 2.2.1 *Selection of Council officers*
- 2.2.2 *2008 Annual National meeting attendee(s)*
- 2.2.3 *Coast Guard Exchange Privileges for Civilian Employees - Getting the word out on retired civilian use of exchanges.*
- 2.3 **2007 Holiday Greeting Card preparation**
- 3. **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 regarding new flag officer assignments which are keyed to the Coast Guard transformation program. The new assignment list prepares for a possible change in the Vice Commandant billet to four stars and the creation of several new three star billets. Legislation is pending to authorize the new billets and related change in billet titles. A question was raised regarding the availability of a larger conference room for the 2008 National Retiree Council meeting. CAPT Smith suggested that this issue be referred to Jarvis Kolen, the Coordinator for the National Retiree Council.

4.2 Review and Approval of the Minutes of the September 28, 2007 Council meeting -

The minutes of the Council meeting were discussed and CAPT Warakomsky suggested two corrections to typographical errors in Section 5.1.1 of the Minutes. The Minutes were then unanimously approved with the suggested corrections.

4.3 Review of Council Membership - CAPT Glass distributed the Council roster (*Attachment 1*) which lists 18 current members and noted that the maximum number of members previously agreed to by the Council is 20 members. CDR Russell made a motion to enroll Mr. Norm Paulhus as an Honorary Council Member as recognition of his continuing support of Coast Guard activities. The motion was approved unanimously. It was noted that Lula Carpenter is present as the new annuitant representative member of the Council.

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

Friday 28 March, 2008

Friday 27 June, 2008

Friday 26 September, 2008

Friday 5 December 2008

5. COUNCIL PROGRAM

5.1 OLD BUSINESS

5.1.1 Recruiting and Membership Outreach– Retiree Council Affiliates - The Capital Area Coast Guard Retiree Council has compiled an Excel data file listing Coast Guard military retirees and annuitants living in the Washington DC area, who wish to be affiliated with the Retiree Council, and to be on the Council’s E-mail distribution list for notices regarding activities, events and issues of interest to retirees. The information for this data file was abstracted from Headquarters Publication HSCNOTE 1720, which lists Coast Guard active duty and retired personnel living in the Washington DC area. HSCNOTE 1720 is currently being updated, and when available, will be used to update the list of retiree council affiliates.

5.1.2 Listing of Coast Guard Civilian Retirees - CAPT Norman Lemley commented on possible Retiree Council involvement in listing retired civilian Coast Guard employees. There was discussion of ALCOAST 545/07 on Coast Guard exchange shopping privileges for civilian employees retiring from the Coast Guard with 20 or more years service. It would appear that the exercise of these privileges will require that these retired civilian employees have some form of official I.D. cards to access exchanges. Susan Baicar commented that she knew of no listing of retired civilian Coast Guard retirees and suggested that the Council should recommend that the Coast Guard begin keeping such records. She noted that records have been kept on recipients of 20-year service pins, and that these records might be a suitable starting point for listing Coast Guard civilian retirees. It was noted that the Minutes of the September 28, 2007 Council meeting mentioned that the Department of Defense was considering issuance of I.D. cards for civilian employees and retirees and it was suggested that the Coast Guard ask the Department of Defense to include the Coast Guard in this initiative. A MOTION was made, discussed and approved to:

“Recommend that the National Retiree Council encourage Coast Guard Regional Retiree Council members to:

1. Reach out to CG civilian retirees by circulating ALCOAST 545-07 to civilian retirees that they know.
2. Develop the list of Coast Guard civilians retiring with 20 and more years of service with the Federal Government – who qualify for exchange privileges under ALCOAST 545-07.
3. It was suggested that the National Retiree Council coordinate this outreach activity with Mr. Kurt Odom, the Coast Guard Chief, Civilian Personnel.

5.1.3 HELP DESK STATUS – CAPT Warakomsky reported that:

5.1.3.1 IB Anderson of the Cape May Regional Council has proposed and is testing a spread sheet for tracking of calls received by HELP DESK watch standers.

5.1.3.2 the lists of FAQs (Frequently Asked Questions) are being updated. It was noted that Reserve issues do not appear to be addressed in the FAQs.

LCDR Bagg commented that the latest issue of “RESERVIST” contained what appeared to be a comprehensive table of Reservist entitlements and suggested that this list be made available to the HELP DESK and posted on the WEB site.

5.1.3.3 he was sending the FAQs directly to the HELP DESK Watch standers. The Council agreed that the FAQs need to be updated regularly and posted on the CARC web site.

5.1.3.4 persons scheduled for the last HELP DESK training session did not show up for training.

5.1.3.5 applications for HELP DESK training have been received from the Greater Miami Regional Council.

5.1.3.6 the objective of HELP DESK training is to get Watch standers in various Regions to function like IB Anderson, in the Cape May Region.

5.1.3.7 calls to the Topeka Personnel Services Center were being misdirected to the National Retiree Council Help Desk – this problem appears to have been corrected by changes in the PSC WEB site.

5.1.2.8 A help desk committee will be formed to address these issues.

5.1.2.9 the Capital Area Coast Guard Retiree Council WEB site <http://www.uscg.mil/ccs/carc> is being updated and refreshed continuously. Council members are encouraged to sign on and examine the reports problems and suggestions to the WEB master.

5.1.4 2007 Holiday Party Report - CAPT Glass reported that 1 December 2007 Holiday Party at Vinson Hall was attended by 102 retirees and guests. The party was sponsored by the Retiree Council in cooperation with Vinson Hall. CAPT Paul Peak, USCG (Ret) and his wife Jane were the Vinson Hall hosts for the party. **ATTACHMENT 2** is a letter of appreciation from CAPT Peak to the Administrator of Vinson Hall sent on behalf of the Retiree Council. Planning for the party was accomplished by a Retiree Council Holiday Party Planning Committee consisting of CAPT Charles Glass, CAPT Steve Goldhammer, CAPT Paul Peak, CDR Bruce Russell, and CWO4 Elizabeth Splaine following a set of 19 Planning Actions developed by CDR Russell. The Party was successful and provided an opportunity for old friends and shipmates to reminisce and renew acquaintance. A follow-on Planning Committee meeting will be held to document lessons-learned and to apply them to the planning of future Holiday Parties.

5.1.5 Benefits and Entitlements Comprehensive Guide – CDR Russell and CAPT Schneeweis are working on the development of caregiver guidelines aimed at informing the children of ageing retirees in assisting their parents to access benefits and entitlements available from all sources. These guidelines are intended to supplement Coast Guard Publication PSCPUB1800 “Information for Survivors of USCG, USCGR, and NOAA Retirees” and the Military Officers Association of America (MOAA) publication “Help Your Survivors – NOW”. Progress on this development will be reported at future meetings.

5.2 NEW BUSINESS

5.2.1 Selection of New Council Officers – is scheduled for the March 28, 2008 Council meeting.

5.2.2 2008 National Retiree Council Meeting – will be held in Coast Guard Headquarters from 29 April through 1 May in Coast Guard Headquarters. Capt. Bud Schneeweiss and SCPO White are scheduled to attend. Regional Council representatives will be housed at The Virginia Suites, 1500 Arlington Blvd., Arlington, VA 22209. There will be a welcome reception for Regional Council representatives at the Virginia Suites starting at 6:00 p.m. on Monday 28 April. Capital Area Retiree Council members are encouraged to attend the Monday evening reception to welcome Regional Council members. Council members will be reminded of the time and place of the reception by E-mail.

5.2.3 COAST GUARD EXCHANGE PRIVILEGES FOR RETIRED CIVILIAN EMPLOYEES – Attachment 2 is ALCOAST 545/07 which addresses the above subject which was discussed by the Council as described in Section 5.1.2 above. This subject is expected to be addressed in future Coast Guard Notices and Directives.

5.2.4 2007 Holiday Greeting Card Preparation - CDR Russell and CAPT Glass explained plans for preparing and mailing annual greeting cards to retirees in the Washington DC area. The cards, envelopes, mailing labels, return address labels, and postage were provided by the Council Christmas Card committee. CDR. Russell recommended that the meeting adjourn and complete its work on the preparing the Christmas cards for mailing.

6. **Adjournment** - The meeting adjourned at 1050, Friday December 7, 2007.

Minutes prepared by CAPT Charles Glass, Council Secretary
Submitted: 11 December, 2007

CDR Bruce Russell 

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

Approved : 20 January, 2007
CAPT Jack Smith, COCGHSC

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Updated: December 6, 2007

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**THANK YOU LETTER FROM CAPT PAUL PEAK USCG (RET) TO THE
ADMINISTRATOR OF VINSON HALL**

Judy Bowes, Administrator
Vinson Hall

Dear Judy,

This is a letter of appreciation to the staff of Vinson Hall for last night's very successful Holiday Party. Planning for the Coast Guard Retiree Holiday Party started last March, with the initial publicity coming out in late June. One hundred guests attended the cocktail buffet in our Lounge, and were very complimentary about the location and the food.

Our timing, 4:00 to 6:30 p.m. on Saturday required adjustments to accommodate the usual Saturday schedule of Catholic Mass and supper by the bar. I heard no complaints from residents— perhaps because they were all invited to come to the Holiday Party— at \$25.00 each— and seven did! And certainly because the staff made supper by the bar possible in the auditorium.

The Dining Room Directors and Staff did a grand job in decorating the Lounge, arranging the food and drink, serving the guests, and unobtrusively cleaning up. I am sure that the Coast Guard retired community will want to do this again at Vinson Hall next year, which is the best possible measure of the success of the party.

Mike Solari was present throughout, and it was his forethought and effort which made the party run so smoothly. Please extend the thanks of the Coast Guard Retiree Council, National Capital Area, to Fred Johnson and Mike Solari and all the Dining Room staff involved.

David Wise and Housekeeping and Garry Campbell and Security personnel also contributed to the party arrangements, we thank them.

The Holiday Party Committee will have a critique meeting next week, to see what we can do better. I will report that we ran out of coat rack space and visitor parking spaces. I also did not place our "Shameless Commercial" table of literature for Vinson Hall, Arleigh Burke Pavilion, the Sylvestry, and the Foundation for Coast Guard History in the best location for our guests to browse and take home. Almost every one of our guests is eligible for Vinson Hall!

Sincerely,

Paul Peak,
CAPT USCG (Ret)

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ATTACHMENT 3

COAST GUARD EXCHANGE SHOPPING PRIVILEGES FOR CIVILIAN EMPLOYEES (NAF AND APF) RETIRING FROM THE COAST GUARD WITH 20 YEARS FEDERAL GOVERNMENT SERVICE

The ALCOAST below provides notice that Coast Guard civilians retiring with 20 years of service with the Federal Government have Coast Guard Exchange limited shopping privileges. It is requested that readers forward this notice to CG civilian retirees that they know...

FM COMDT COGARD WASHINGTON DC//CG-1//

TO ALCOAST

ALCOAST 545/07

SUBJ: COAST GUARD EXCHANGE SHOPPING PRIVILIGES FOR CIVILIAN EMPLOYEES (NAF AND APF) RETIRING FROM THE COAST GUARD WITH 20 YEARS OF FEDERAL SERVICE

1. EFFECTIVE IMMEDIATELY COAST GUARD EXCHANGE LIMITED SHOPPING PRIVILEGES ARE AUTHORIZED FOR COAST GUARD CIVILIANS RETIRING WITH 20 YEARS OF SERVICE WITH THE FEDERAL GOVERNMENT. LIMITED SHOPPING PRIVILEGES APPLY TO ALL MERCHANDISE CATEGORIES WITH THE EXCEPTION OF ALCOHOL, TOBACCO, AND UNIFORM ITEMS. THIS POLICY AUTHORIZES COAST GUARD RETIRED CIVILIANS TO SHOP COAST GUARD EXCHANGES ONLY. IT DOES NOT AUTHORIZE ADMITTANCE OR SHOPPING PRIVILEGES IN DEPARTMENT OF DEFENSE (DOD) MILITARY EXCHANGES.

2. PROPER IDENTIFICATION IS REQUIRED TO ENTER COAST GUARD EXCHANGES. IN LIEU OF A FEDERAL IDENTIFICATION ID CARD, CIVILIAN RETIREES ARE REQUIRED TO SHOW A COPY OF THEIR LAST NOTIFICATION OF PERSONNEL ACTION FORM SF 50, INDICATING RETIREMENT FROM FEDERAL SERVICE WITH THE COAST GUARD, AND THE TOTAL NUMBER OF YEARS OF SERVICE. A PICTURE ID ISSUED BY A GOVERNMENT ENTITY, SUCH AS A DRIVERS LICENSE, IS ALSO REQUIRED TO VERIFY THE IDENTITY OF THE PERSON NAMED ON THE SF 50.

3. ACCESS TO EXCHANGES LOCATED ON COAST GUARD INSTALLATIONS IS PREDICATED UPON THE COMMANDS POLICY REGARDING RETIRED CIVILIAN EMPLOYEE ACCESS TO THE BASE.

4. THIS CHANGE WILL BE INCORPORATED INTO THE NEXT REVISION TO THE COAST GUARD EXCHANGE SYSTEM STANDARD OPERATING PROCEDURES, AS THE DOCUMENT GOVERNING ACCESS PRIVILEGES TO COAST GUARD EXCHANGES.

5. INTERNET RELEASE AUTHORIZED.

6. RELEASED BY RADM CLIFFORD I. PEARSON, ASSISTANT COMMANDANT FOR HUMAN RESOURCES.

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