

COMDTINST 1800.5F
JULY 5, 2010

COMMANDANT INSTRUCTION 1800.5F

Subj: COMMANDANT OF THE COAST GUARD NATIONAL RETIREE COUNCIL PROGRAM

1. **PURPOSE.** This Instruction provides guidance for the Commandant of the Coast Guard National Retiree Council (CCGNRC) program, outlines Council purposes and objectives, describes procedures for Council formation, identifies funding and support responsibilities, and explains the relationship between the Coast Guard and the national and regional retiree councils.
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
 - a. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements will engage the Coast Guard military retiree community as a whole as well as support each community member individually.
 - b. The official communication link between the Coast Guard and its retired members is the *Coast Guard/NOAA Retirees' Newsletter*, a newsletter for Coast Guard and National Oceanic and Atmospheric Administration (NOAA) retirees and annuitants, published by Commanding Officer, Coast Guard Pay and Personnel Center.
 - c. Under auspices of the CCGNRC program, commanders and commanding officers at all levels may charter and support Regional Coast Guard Retiree Councils (RCGRCs) consistent with available resources and local needs.
3. **DIRECTIVES AFFECTED.** Commandant of the Coast Guard National Retiree Council Program, COMDTINST 1800.5E is canceled.
4. **DISCUSSION.** The Coast Guard military retiree community is an integral part of the Coast Guard family.
 - a. The “retiree community” has four major components: annuitants who receive monthly entitlements such as the Survivor Benefit Plan because they are widows, widowers, or orphans of retirees or members who died on active duty; disability retirees on the Temporary Disability

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Retired List (TDRL) or Permanent Disability Retired List (PDRL); active duty and Reserve retirees over 60 years of age who are eligible to draw retired pay; and retirees subject to recall, including Reserve retirees in RET-2 status, not drawing retired pay, and active duty retirees under 60 years of age who are eligible to draw retired pay. Retirees who would be eligible to draw retired pay but who instead merged their military service with federal civilian retirement are also included. Additionally, Federal civilian retirees who worked for the Coast Guard may also maintain links with the Service via regional retiree councils.

- b. Coast Guard military retirees and annuitants are valuable members who are affected by Congressional legislation, have unique needs and can effectively represent the Coast Guard to local and national decision makers. Retirees under age 60 remain subject to recall to active duty, but their needs differ from those of members on active duty. These needs must be clearly visible to senior Coast Guard leadership in order to maintain this special personnel resource.

5. **COUNCIL PURPOSES AND OBJECTIVES.** The National Council of Coast Guard Retirees was chartered in July 1982, and renamed the Commandant of the Coast Guard National Retiree Council (CCGNRC) in 2002. Its primary purpose is to keep open a positive line of communications between the Coast Guard and the Coast Guard military retiree community in an effort to make sure the resources and capabilities of each are used to help resolve the needs of the other. The CCGNRC and the RCGRCs are forms through which this communication takes place. Specific benefits that can accrue from active outreach between Coast Guard units and retirees, under auspices of the CCGNRC program include:

- a. Improving the interface between retirees and local Coast Guard units.
- b. Developing and establishing methods for retirees and annuitants to function as mentors and to participate in the Service's recruiting and retention initiatives.
- c. Raising the visibility of the Coast Guard through coordinated efforts between District Commanders and local retirees.
- d. Establishing Retiree Services Offices, staffed by RCGRC volunteers, at Coast Guard units where needs and interests warrant this service.
- e. Developing comprehensive, easy to access, and understandable survivor benefits counseling tools and packages for retirees and annuitants.
- f. Promoting enhanced understanding of ongoing military health care issues throughout the entire retiree and annuitant community.
- g. Forging a strong communications link between the sponsoring command and the retiree and annuitant community where RCGRCs are chartered.
- h. Establishing liaison with other Service-affiliated organizations (e.g., Chief Warrant Officers Association (CWOA), Chief Petty Officers Association (CPOA), Coast Guard Enlisted Association (CGEA), Fleet Reserve Association (FRA), Reserve Officers Association (ROA), Military Officers Association of America (MOAA), National Association for Uniformed Services (NAUS), etc.) to further the above listed objectives.

6. ORGANIZATION AND DUTIES.

- a. Commandant of the Coast Guard National Retiree Council. The CCGNRC consists of two national Co-Chairs (one retired flag officer, one retired master chief petty officer) and the designated representative of each active RCGRC. The Assistant Commandant for Human Resources (CG-1) will serve as the Commandant's Executive Agent to the CCGNRC.
- (1) The Commandant appoints each Co-Chair for a term, specified and detailed in the appointment letter, of up to three years.
 - (2) The Co-Chairs represent the Coast Guard at annual meetings of the Army, Air Force, and Secretary of the Navy Retiree Councils to provide input on matters of interest to Coast Guard retirees and annuitants.
 - (3) The CCGNRC will meet at least annually and include a briefing to the Commandant. Additionally, CCGNRC will prepare and submit meeting minutes and recommendations to the Executive Agent. The Executive Agent will provide a written response to the CCGNRC to facilitate alignment of the Council's activities with the Commandant's direction. The *Coast Guard/NOAA Retirees' Newsletter* will publish these minutes and recommendations, together with the response, in their entirety.
 - (4) Between meetings, the Executive Agent and Co-Chairs will maintain contact on an on-going basis to facilitate understanding and resolution of issues of concern to the retiree community.
- b. Regional Coast Guard Retiree Council (RCGRC). An RCGRC can be formed when a group of retirees and annuitants agree to be members. The minimum recommended group is ten members. Any unit commander or commanding officer may offer to sponsor an RCGRC. Normally, the Coast Guard unit sponsoring the RCGRC will be where the retirees and annuitants are located. When potential members are far-flung, a council-at-large may be considered. An RCGRC's membership shall represent, if possible, all categories of retirees including officers, enlisted, reservists in receipt of retired pay, gray-area reservists, widows and widowers, but in any case shall not exclude any such potential members. Federal civilian retirees who worked at any time for the Coast Guard may also be members.
- (1) Either retirees and annuitants or a Coast Guard command may initiate formation of an RCGRC. A Coast Guard command becomes the official sponsor.
 - (2) The sponsoring command will request the official charter from Commandant (CG-1) by letter via the chain of command. The Commandant will issue a charter certificate, suitable for framing, to present to the RCGRC at their official chartering ceremony.
 - (3) The RCGRC Chair(s) shall be nominated from among the Coast Guard retirees and annuitants, and approved and appointed by the sponsor.
 - (4) The RCGRC Chair(s) may appoint Committee Heads who have been nominated by the RCGRC membership.
 - (5) Regional councils will meet at a minimum of twice a year to:

- (a) Exchange ideas on matters concerning retiree entitlements;
 - (b) Consolidate support on issues that arise during the meetings;
 - (c) Coordinate the activities of council members to wield greater influence on matters of mutual concern; and
 - (d) Make recommendations to the sponsoring command and CCGNRC.
- (6) Council meeting minutes will be prepared and submitted to the sponsoring command. The sponsoring command will review the minutes, provide written comments for applicable items and return minutes and comments to the RCGRC Chair(s). The RCGRC Chair(s) will forward minutes and comments to the CCGNRC Co-Chair(s).
- (7) The RCGRC Chair(s) may represent the Coast Guard retiree and annuitant community at local and regional Secretary of the Navy, Army, and Air Force retiree council meetings.
- (8) Councils may meet by appropriate means. The common expectation is that such meetings rely on physical proximity, such as people in the same room at the same time. However, advances in communication technology make other meeting methods viable and reasonable. Meeting methods may include, but are not limited to, voice teleconference, video teleconference, and internet chat.
- c. Coast Guard Unit Commanders, Commanding Officers, Officers-in-Charge, Deputy/Assistant Commandants, Superintendent of the Academy, and Chiefs of headquarters staff elements shall.
- (1) Actively encourage retirees and annuitants to establish an RCGRC and then sponsor and support the RCGRC, consistent with available resources and the needs of the local council, when chartered. 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 conduct council business.
 - (2) In order to improve outreach to local retirees and annuitants, units may request address listings from Coast Guard Pay and Personnel Center, Retiree and Annuitant Services Division (PPC (RAS)) as necessary. As a cautionary note, this information may only be used for authentic Council Program purposes and must be appropriately safeguarded.
 - (3) A suspected or confirmed breach/compromise shall be reported in accordance with the Privacy Act Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5620.5 (series).
- d. Coast Guard Pay and Personnel Center (PPC (RAS)) will.
- (1) Cover the CCGNRC program and its progress in the *Coast Guard/NOAA Retirees' Newsletter*.
 - (2) Provide address listings for Coast Guard retirees and annuitants (selected by zip code groupings) in electronic format to units, upon written request.

e. Assistant Commandant for Human Resources (CG-1) will.

- (1) Serve as the Executive Agent. In this role, Commandant (CG-1) will be the principal point of contact to support the CCGNRC and ensure accurate, timely exchange of information between the Co-Chairs and the Commandant. The Executive Agent will participate in the Annual Meeting, as well as maintain regular communications throughout the year to facilitate understanding of relevant matters and action as appropriate.
- (2) Fund an annual meeting of the CCGNRC, normally held in the spring in Washington, DC, and other travel and administrative expenses incurred by the Co-Chairs of the CCGNRC.
- (3) Coordinate space and equipment as necessary to support the annual meeting of the CCGNRC.
- (4) Maintain Council records as required by the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).

7. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

8. **FORMS/REPORTS.** None.

R. J. PAPP JR /s/
Admiral, U.S. Coast Guard
Commandant