

## 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 March 31, 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 31 MARCH 2006 MEETING OF THE CAPITAL AREA COAST GUARD RETIREE COUNCIL

**1. Welcome and Introductions** – CAPT Charles Glass convened the Council meeting at 0900 on Friday, March 31, 2006 in Room B718 at Coast Guard Headquarters. Following is the list of attendees:

Council members: (9) LCDR. David A. DuPont CAPT Warren G (Bud) Schneeweis  
CAPT. Charles J. Glass CWO4 Elizabeth F. Splaine  
CAPT Norman W. Lemley CDR. Benjamin J. Stoppe, Jr  
CDR. Bruce Russell CAPT. Robert E. Warakomsky  
YNCS Dennis (Mike) White

Commanding Officer, Headquarters Support Command (HSC): CAPT Robert Farmer

Prospective Commanding Officer HSC: CAPT Jack Smith

Co-Chair, National Retiree Council: RADM Fred Ames

Arlington Services Guest: Mrs. Brenda Bell

### 2. Agenda

**2.1** Welcome, Introductions, and Approval of Agenda

**2.2.** Administrative Items

**2.2.1** Swear in Council Co-Chairs

**2.2.2** Appointment of Secretary

**2.2.3** Review of Council Bylaws

**2.2.4** Review and approve minutes of the December 9, 2005 Council meeting

**2.2.5** Schedule for future meetings

**2.3** COUNCIL PROGRAM

**2.3.1** OLD BUSINESS

**2.3.2** 2006 Retiree Appreciation Days – progress on selection of place and date (CAPT Schneeweis, CAPT Glass)

**2.3.4** Continued Development of the Retiree Council Bang List - (CAPT Carpenter, CAPT Glass)

**2.3.4.1** Set up new Committee for telephone solicitation.

**2.3.4.2** Solicit help in recruiting via Google group notice.

**2.3.4** Retiree Program Coordinator's Office – update on progress (CAPT Warakomsky, CAPT Lemley)

Mr. Jarvis Kolen has relieved Lt Walsh as the HQ retiree; coordinator. His phone number is

202-267-6018. His email address is: <jkolen@comdt.uscg.mil>.

**2.3.4.1** We are looking for volunteers to be involved in the Retiree Program Coordinator's Office project.

**2.3.4.2** We will discuss how to log into the USCG computer system.

**2.3.5 Council WEB Site – direction & progress**

**2.3.6 Capital Area Coast Guard Retiree Council Google Group – discussion of uses, alternatives, & further development**

**2.4 NEW BUSINESS**

**2.4.1 National Retiree Council meeting**

**2.4.1.1 Schedule – is being coordinated with Commandant Change of Command**

**2.4.1.2 Logistic support**

**2.4.1.3 Capital Area Representation**

**2.4.1.4 Issues Capital Area issues for presentation**

**2.4.1.5 Vince Patton indicated that the National Retiree Council meeting will be 2-4 May at CGHQ. National Retiree Council will be asking for some support. He and ADM Ames will come up with a more definitive plan of what National Council would like our Council to do in the support of getting them ready for the conference. We will discuss and develop our "support plan" at the 31 March meeting. Be thinking about whether you might be available to help.**

**2.4.2 Discuss date, time, and place for the Change of Command for the Commandant and the Master Chief Petty Officer of the Coast Guard, including Capital Area Retiree Council representation at both ceremonies.**

**2.4.3 Briefing on procedures for Coast Guard death notifications & possible Retiree Council involvement (LT. Mike Albert,)**

**2.4.4 Participation in standing committee for representation at Coast Guard interments at Arlington National Cemetery. (Brenda Bell)**

**2.4 ADJOURN**

**3. Welcome and Introductions -**

**3.1** CAPT Glass noted that a quorum was present, welcomed the attendees and guests, distributed copies of the above Agenda, and invited attendees to suggest changes. He then invited a motion to approve the agenda, and the agenda was approved.

**3.2 Coast Guard Headquarters Support Command Change of Command -**

CAPT Robert Farmer was invited to address the Council. CAPT Farmer introduced CAPT Jack Smith and announced that effective April 21, 2006, CAPT Smith would relieve him at Commanding Officer of the Headquarters Support Command. CAPT Farmer will report to a new duty assignment in Coast Guard Headquarters.

**3.3 Installation of Council Co-Chairs -** CAPT Farmer presided over the swearing-in of the new Council Co-Chairs, CDR Bruce A. Russell and YNCS Dennis M. (Mike) White.

**3.4 Appointment of Council Secretary -** A motion was made, seconded, and approved to appoint CAPT Charles Glass to serve as Council Secretary as provided in the Council Bylaws.

**3.5** The minutes of the December 9, 2005 Council meeting were discussed. It was recommended that the minutes be corrected to indicate that CWO Elizabeth Splaine was present at the December 9<sup>th</sup> meeting. A motion was made, seconded and approved to accept the minutes with the above mentioned correction.

**3.6 Review of Council Bylaws –** CAPT Glass distributed copies of the Council Bylaws and recommended the Council members review them and present any suggested changes at the next Council meeting. CDR Russell commented that the Council should take the opportunity to tailor provisions for Committees to better support Council long range goals and objectives by eliminating Council initiatives that have been unproductive.

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

**Friday 23 June, 2006**

**Friday 29 September, 2006**

**Friday 1 December 2006**

**Friday 30 March 2007**

**3.7** With the completion of the above administrative details, CAPT Glass turned the meeting over to Co-Chair CDR Bruce Russell.

**4. COUNCIL PROGRAM**

## **4.1 OLD BUSINESS**

**4.1.1 RETIREE APPRECIATION DAYS (2006)** - Discussion was opened regarding Retiree Council promotion of Coast Guard retiree participation in Retiree Appreciation Days (RADS) sponsored by military Services installations in the DC area. RADS scheduled at various military Service Installations are designed to provide information to retirees and family members. While these activities may vary from installation to installation, in general they provide an opportunity to listen to guest speakers on retiree affairs that are in flux, pickup a variety of information papers and booklets provided by installation activities and by military associations and organizations, provide for the renewing of ID Cards and Military Installation vehicle decals, and obtaining various other services. For 2006, RADS are scheduled at Ft. Myer on Friday October 6 and at Ft. Meade on Friday October 27. Also the Naval District of Washington has scheduled a retiree seminar at the Northeast High School in Hyattsville, MD on Saturday June 17 from 8:00 am to 1:00 pm.

4.1.1.1 Following discussion, the Council agreed to encourage participation by retirees by E-mailing a notice of available RADS to Capital Area Coast Guard retirees.

4.1.1.2 It was also agreed that the Council would contact the sponsors of one of the local RADS to advise them of the possible Coast Guard retiree participation and to arrange for attendance and recognition of a Retiree Council representative. It was recommended that the Retiree Council try to arrange for its participation in successive years, a RAD at a Virginia military installation and at a Maryland military installation.

4.1.1.3 CAPT Schneeweis volunteered to provide CAPT Glass with information for a Notice to Retirees on the retiree seminar being sponsored by the Naval District of Washington at Northeast High School in Hyattsville MD on June 17. A separate Notice will be issued later in the summer, as details become available, on the RADS to be held at Fort Myer and at Fort Meade in October, and at other installations.

**4.1.2** CDR Russell introduced RADM Fred Ames to speak about plans for the May 2006 National Retiree Council meeting and about his concept of operations for the National Retiree Council Coordinator's Office.

4.1.2.1 RADM Ames stated that the agenda for the 2006 National Retiree Council will follow the pattern set by the 2005 Council meeting.

4.1.2.2 The Council meeting will open with a Welcome Reception for attendees at The Virginia Suites in Arlington, VA

4.1.2.3 Presenters will provide information on the new Retiree Dental Program, on Coast Guard Organizational Changes in both Headquarters and Field units, the Coast Guard Auxiliary Program, Coast Guard History, the Deepwater Project, Update on Medical Programs such as TRICARE, TRICARE for Life, and TRICARE Senior Pharmacy, Coast Guard Mutual Assistance, an update on Coast Guard Personnel/Workforce Issues, and a presentation by VADM Terry Cross on the Commandant's Perspective on contemporary Coast Guard affairs. MOAA will sponsor a luncheon in the Flag Mess with VADM Norb Ryan USN (Ret) as guest speaker. VADM Ryan will discuss 2006 military retiree benefit issues being presented to the Congress.

4.1.2.4 There will be an "Open MIC" session for discussion of issues from Regional Councils.

4.1.2.5 CAPT Robert Warakomsky and CAPT Norman Lemley will report to the National Council on plans and progress for the development of the National Retiree Council Coordinator's Office.

4.1.2.6 RADM Ames discussed his vision for the National Retiree Council Coordinator's Office as set forth in statement of "Retiree Program Coordinator Duties" contained in Attachment 3 to the Report of the 2005 National Retiree Council meeting.

**4.1.3 Retiree Council "Bang" List** – CAPT Glass opened discussion on continued development of the list of Retiree Council affiliated Capital Area Coast Guard retirees. He commended CAPT Lee Carpenter and members of his Committee for their superb effort to enlist retiree affiliation with the Retiree Council. There is a need for continued effort to enroll additional Coast Guard retirees in the Capital Area as Retiree Council affiliates. CAPT Glass commented that information

needed for enrollment includes the retiree's name, retired Rank/Grade, address, name of spouse, telephone number, and E-mail address. The data collected by CAPT Carpenter's committee has been entered on an Excel data sheet. E-mail addresses have been extracted from the Excel data sheet and used to enroll all retirees with an E-mail address in a Capital Area Coast Guard Retiree Council Google Group. The Google Group capability enables the Retiree Council to circulate notices of interest to retirees. Google Group members have the capacity to respond to the Group manager at a listed Group E-mail address. The Retiree Council Co-Chairs decide on the types of notices that are sent to its Google Group members. Google Group members have the option to unsubscribe (temporarily or permanently) from the Google Group.

4.1.3.1 CDR Russell asked if it was now possible for Council Co-Chairs to send Google notices. CAPT Glass responded "No, that the current Group rules permitted only the "group owner" to send notices". Council members may submit notices for circulation via the Google Group by sending E-mail to CAPT Glass at [cjglass@verizon.net](mailto:cjglass@verizon.net).

4.1.3.2 Several Council members suggested that the Capital Area Coast Guard Retiree Council Google Group rules be changes to permit joint ownership by the Council Co-Chairs. CAPT Glass agreed to investigate and to make the suggested changes in the Group rules.

4.1.3.3 CAPT Glass suggested an effort to have current members of the Council's Google Group help in enlisting their retiree friends as Retiree Council affiliates. This effort was approved by the Council. CAPT Glass agreed to prepare a draft Notice – for approval by the Council Co-Chairs – to spearhead this effort.

**4.1.4 Retiree Program Coordinator's Office** – CAPT Warakomsky and CAPT Lemley reported on progress in setting up the Coordinator's Office. All of the physical resources, including office space, furniture, computer, and telephone lines are in place. Council members desiring to become qualified to use to Coordinator's Office resources were invited to sign up for clearances and training. CAPT Lemley plans to include a call for volunteer watchstanders to man the Coordinator's Office in the next Retiree Council quarterly Newsletter. CAPT Lemley volunteered to produce and present a PowerPoint presentation on the Coordinator's Office project for the May meeting of the National Retiree Council.

4.1.4.1 It was noted that Coast Guard Headquarters has hired Mr. Jarvis Kolen as the HQ resident coordinator for Commandant of the Coast Guard National Retiree Council affairs. Mr. Kolen will provide logistics support for the May meeting of the National Retiree Council. His primary day-to-day responsibilities will be to handle inquiries and issues related to "DEERS" and other retiree records. Inquiries on these subjects should be referred directly to Mr.; Kolen via telephone at (202)-267-6018 or by E-mail to [jkolen@comdt.uscg.mil](mailto:jkolen@comdt.uscg.mil).

**4.1.5 Progress on Capital Area Coast Guard Retiree Council WEB site** – CAPT Warakomsky reported that he signed up for the Headquarters managed WEB site development program starting in early May. Following the course, CAPT Warakomsky expects to have a WEB site ready for review perhaps by mid- May.

## **4.2 NEW BUSINESS –**

**4.2.1 THE 2006 National Coast Guard Retiree Council Meeting** – MCPOCG Vince Patton, assisted by Mr. Jarvis Kolen, will prepare and circulate the agenda for the 2006 meeting. It is expected that the meeting will cover the subjects previously described by RADM Ames (See Section 4.1.2.3 above). YNCS Mike White, Capital Area Retiree Council Co-Chair, will represent this Council at the National Council meeting.

**4.2.2 Arlington Services Volunteers** - For ten years, Mrs. Brenda Bell, with one or two other Coast Guard retirees, living in the Washington DC area, has voluntarily participated in burial ceremonies for Coast Guard decedents and their families at Arlington National Cemetery. As a member of the Coast Guard Officers' Spouses' Club of Washington, DC, she has represented not only the Spouses Clubs but the Coast Guard family and the men and women of the CG, at the funerals of all CG decedents. She assists at the official military ceremony by offering condolences to mourners on behalf of the Coast Guard family etc.

4.2.2.1 Mrs. Bell commented that, before his death, VADM Bill Rea made it his business to put a Coast Guard friendly face on otherwise impersonal military burial ceremonies. He would routinely attend the preliminary gathering of mourners at the cemetery Administration Building, chat with the mourners to learn personal details about the deceased person, and pass this information on to whoever was the official representative expressing condolences on behalf of the Coast Guard at the gravesite .

4.2.2.2 Mrs. Bell reported that a Commandant's Instruction was being prepared to support the volunteer work that she was currently doing and to encourage others and, particularly Coast Guard retirees, to participate in the Arlington Services Committee. It is expected that the Commandant's Instruction will lead to official recognition of the Arlington Services Committee and result in issuance of appropriate ID and vehicle decals to facilitate cemetery access for registered Coast Guard volunteers as official mourners at Coast Guard burials.

4.2.2.3 Mrs. Bell requested that the Retiree Council assist her in recruiting a few Coast Guard retirees who live in the vicinity of Arlington National Cemetery, and wish to volunteer their services to this worthwhile project, and to register with her for training to become volunteers on the Arlington Services Committee. It was agreed that, once the Commandant's Instruction was issued, the Council would work with Mrs. Bell to draft an appropriate notice to Capital Area retirees soliciting volunteers for the Cemetery Services Committee.

**4.2.3 Transition Assistance Program (TAPS) -** YNCS Mike White, Council Co-Chair, will make a presentation to prospective USCG Retirees at the next Transition Assistance Program (TAPS) on May 18<sup>th</sup>, 2006. Location; Crystal City Doubletree Hotel. It is this Council's intent to participate in all TAPS as scheduled and present the benefits of joining the Coast Guard National Retiree Council and participating in their local chapter, being a Member at Large, or forming their own Retiree Council. TAPS is sponsored by the Coast Guard Headquarters Work Life Branch. SCPO White will report on the reception and results of his presentation at our next meeting on June 23<sup>rd</sup>.

**5. Adjourn** –11:30 and the meeting was adjourned.

Submitted: 1 June,  
2006

CDR Bruce Russell \_\_\_\_\_ YNCS Dennis (Mike)  
White \_\_\_\_\_  
Co-Chairs, Capital Area Coast Guard Retiree Council

Approved : 2 June, 2006  
CAPT Jack Smith, COCGHSC