

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 October 27, 2006 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 distributed, as part of a newsletter, to other Retiree Council affiliated retirees in the Washington DC area.

MINUTES OF THE 27 OCTOBER, 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, October 27, 2006 in Room B718 at Coast Guard Headquarters. Following is the list of attendees:

Council members: LCDR David A. DuPont
 CDR Bruce Russell
 CAPT Robert Gauvin
 CWO4 Elizabeth F. Splaine
 CAPT Charles J. Glass CAPT.
 Robert E. Warakomsky
 CAPT Norman Lemley SCPO
 Dennis (Mike) White

Guest : LCDR John L. Bagg III, USCGR (Ret)
Commanding Officer, Headquarters Support Command (HSC): CAPT Jack Smith

2. Agenda

1. WELCOME AND INTRODUCTIONS- Co-

Chair SCPO Dennis (Mike) White

2. ADMINISTRATIVE ITEMS

2.1 Comments by representative of the Headquarters Support Command

2.2 Review and approval of the Agenda

2.2.1 Review and approve Minutes of the June 23, 2006 Council meeting

2.3 Review of Council Membership

2.3.1 Membership renewals

2.4 Election of Council Co-Chair & appointment of Council Secretary

2.5 Schedule for future meetings

3. COUNCIL PROGRAM - OLD BUSINESS

3.1 National Coast Guard Retiree Council Headquarters Retiree Program Coordinator's Office – workshop and Help Desk watch-stander training

3.2 Recruiting Assistance - Review of Retiree Council recruiting assistance proposal

3.3 Preview and approve Holiday Greeting Card design

3.4 Status of Capital Area Coast Guard Retiree Council WEB site

3.5 Council Bang list expansion

4. COUNCIL PROGRAM – NEW BUSINESS

4.1 Discuss implementation of COMDTINST 1800.5E "COMMANDANT OF THE COAST GUARD NATIONAL RETIREE COUNCIL PROGRAM"

4.2 Recruiting of additional members of the Capital Area Coast Guard Retiree Council

4.3 Funding of Regional Council activities

5. Adjourn

3. Welcome and Introductions -

3.1 Review and Approval of Agenda - Co-Chair SCPO Mike White welcomed the attendees and guests, distributed copies of the above Agenda, and invited attendees to suggest changes. CDR Russell suggested that the order of OLD BUSINESS be changed. He suggested that Items 3.2 through 3.5 be addressed first and abbreviated so as to leave ample time for discussion of Item 3.1. This change was approved unanimously and the revised Agenda was approved.

3.2 Co-Chair White invited CAPT Jack Smith, the Commanding Officer of the Coast Guard Headquarters Support Command to address the Council as the convening authority for the Capital Area Coast Guard Retiree Council. CAPT Smith thanked the members of the 2003 –2006 Council for

their service and presented each past Council member with a Certificate of Appreciation. He also thanked those Council members who volunteered to serve another three year term on the Council and delivered appointment letters for distribution to the new Council members.

3.3 Review and Approval of the Minutes of the June 23, 2006 Council Meeting - The minutes of the June 23, 2006 Council meeting were discussed and approved as presented.

3.4 Review of Council Membership - CAPT Glass commented that the term of appointment al all Council members, with the exception of Co-Chair SCPO Dennis White, expired on 24 October, 2006. In advance of this date, a message was sent to all Council members asking them if they would volunteer to serve on the Council for another three-year term. An affirmative response was received from the following Coast Guard Retirees: LCDR George D Bond II, LCDR David A. DuPont, CAPT Robert Gauvin, CAPT. Charles J. Glass, CAPT Norman W. Lemley, CDR Bruce A. Russell, CAPT Warren G.(Bud) Schneeweis, CWO4 Elizabeth F. Splaine, CDR Benjamin J. Stoppe, Jr., CAPT Robert E. Warakomsky

3.4.1 Council Membership Renewal - CAPT Jack Smith, the Commanding Officer of the Coast Guard Headquarters Support Command and Convening Authority for the Capital Area Coast Guard Retiree Council, issued letters to SCPO Dennis White for distribution to the above listed Coast Guard Retirees, appointing them to an additional three-year term on the Capital Area Coast Guard Retiree Council.

3.4.1.1 Council Co-Chair White recommended that an additional Coast Guard Retiree, LCDR John L. Bagg III, USCG (Ret) also be appointed as a Council member. This recommendation was unanimously approved by voice vote of the Council members present, and by CAPT Smith.

3.4.1.2 Co-Chair, SCPO White formally installed the above listed retirees as members of the October 2006 – October 2009 Capital Area Coast Guard Retiree Council.

3.5 Election of Council Officer Co-Chair
– SCPO White nominated CDR Bruce Russell to be Officer

Co-Chair. The nomination was seconded and approved unanimously.

3.5.1 CDR Russell accepted his election as Co-Chair, expressed his intention to step down from that office in the next year so as to promote advancement

of other Council members to leadership positions. He suggested that the Council select a new prospective officer Co-Chair to replace him next year, and to arrange for the new prospective Officer Co-Chair to accompany the Enlisted Co-Chair to represent the Council at the next National Coast Guard Retiree Council meeting scheduled for Tuesday May 1 through Friday May 4, 2007. He suggested that a similar approach be planned for the orderly succession of the Enlisted Co-Chairmanship.

3.5.2 SCPO White made a motion to appoint CAPT Glass as Council Secretary. The motion was seconded and approved unanimously.

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

Friday 1 December, 2006

Friday 30 March, 2007

Friday 29 June, 2007

Friday 28 September, 2007

Friday 7 December 2007

3.7 With the completion of the above administrative details, Co-Chair SCPO Mike White turned the Chair for the meeting over to Co-Chair CDR Bruce Russell for discussion of Old Business

4. COUNCIL PROGRAM

4.1 OLD BUSINESS (The order of business was changed as suggested by CDR. Russell)

4.1.1 Recruiting Assistance - Discussion was opened on the enlisted recruiting assistance proposal developed on 2004 by CAPT Lemley. CAPT Lemley noted that former MCPOCG Vince Patton had recently reported that the Coast Guard had met or exceeded its recruiting goals for 2006, except for some enlisted-reserve ratings. CAPT Lemley commented that perhaps his proposal for the Coast Guard to consider the use of USCG approved Mariner Training Schools as a pool for reserve recruiting could be of help to the Coast Guard. CAPT Lemley volunteered to coordinate with CAPT Schneeweis and to present his proposal to the Coast Guard Recruiting Command for consideration.

4.1.2 Holiday Greeting Card - CAPT Glass presented a sample of the holiday greeting card design approved by the Council at the June 2006 meeting. After examination, the Council accepted the card design for distribution in 2006 to Capital Area Coast Guard retirees over the age of 70. CDR Russell noted that the card caption appeared to be off-center. CAPT Glass said that he would center the caption before printing the cards. It was agreed that

the cards would be prepared for mailing by Council members at the scheduled December 1, 2006 Council meeting. The Holiday Greeting Card committee agreed to support the financial needs of this effort for 2006 with out of pocket contributions for postage, and card stock, and computer printer ink-cartridges.

4.1.3 Capital Area Coast Guard Retiree Council WEB site - CAPT Warakomsky reported that the WEB site design was complete and that he was preparing to contact the Coast Guard WEB Program Manager to arrange for Coast Guard support as host of the WEB site. Authorization will be requested for access to the Coast Guard server to post the WEB site and to periodically update its contents. CAPT Warakomsky estimated that a basic WEB site will be posted within the next month. He agreed to notify Council members by E-mail when the WEB site was available for access and review. CAPT Warakomsky agreed to serve as WEB Master for the Retiree Council WEB site.

4.1.4 Expansion of Council Bang List – CAPT Glass reported that CAPT Smith had recently E-mailed him the Excel data sheet for the retiree section of the current REGISTER OF MILITARY PERSONNEL IN THE WASHINGTON DC AREA. Availability of this data sheet will facilitate enrolling additional retirees on the Capital Area Coast Guard Retiree Council E-mailing list.(Bang List). CAPT Glass commented that in previous efforts to enroll retirees on the Council E-mailing list, the Council had first asked approval of each retiree to do so. CAPT Glass commented that current standard practice is to provide a means for prospective enrollees on an E-mail list to "unsubscribe" from the list. This feature is available for members enrolled in the Capital Area Coast Guard Retiree Council Google Group. CAPT Glass volunteered to test this procedure by simply adding retirees listed in the REGISTER to the Council Google Group with a comment in the introductory Google Notice advising retirees that they may "unsubscribe" from the list if they so choose. CAPT Glass volunteered to report to the Council on progress on this initiative.

4.2 NEW BUSINESS – Discussion of New Council Projects

4.2.1 Implementation of COMDTINST 1800.5E - CDR Russell opened discussion on this item commenting that the only difference between COMDTINST 1800.5D and 5E in the provision in paragraph 6.b of 5E permitting retired Coast Guard

civilian personnel to be appointed as members of Regional Retiree Councils. After discussion of this subject, the Council agreed to consider recommendation of a retired Coast Guard civilian employee for membership on the Capital Area Coast Guard Retiree Council. CAPT Norm Lemley volunteered to take the lead in the search for a suitable candidate for Council membership.

4.2.2 Recruiting of Additional Members for the Capital Area Coast Guard Retiree Council - CAPT

Glass commented that a recruiting effort for new additional Council members should be started to include a Coast Guard annuitant to replace Mrs. Eileen Delaney who has withdrawn from Council membership, and possibly a USPHS retiree. In addition there is a need to recruit additional enlisted retirees for Council membership. SCPO White volunteered to lead in the search for additional enlisted personnel, and CAPT Lemley and CDR Russell volunteered to lead the search for a USPHS retiree who is interested in Council membership. It was agreed that this subject would be included in future Council meetings.

4.2.3 Funding of Regional Council Activities -

CDR Russell opened discussion on funding of Council activities. He surveyed how other Councils fund their activities including social events and very limited "in kind" funding from sponsors. CAPT Smith confirmed that no monetary funding was available or contemplated by the Coast Guard Headquarters Support Command. CDR Russell commented that the funding needs of the Capital Area Coast Guard Retiree Council are modest and have been born in past years by individual Council Members as Federal tax deductible contributions. He continued that funding of Council activities by voluntary contributions from individual Council members was probably sustainable if funding needs are not expanded. It was agreed that the Capital Area Coast Guard Retiree Council would continue voluntary funding of its activities, until some other funding mechanism was identified, but only if necessary.

4.2.3.2 SCPO White suggested that the subject of funding of Retiree Council activities as an item in the budget of Coast Guard Support Commands that sponsor Regional Councils, should be presented for consideration at the 2007 National Coast Guard Retiree Council Meeting.

4.3 Operation of the National Coast Guard Retiree Council Program Coordinator's Office – CAPT Warakomsky led the presentation of material

on the operation of the National Coast Guard Retiree Council Coordinator's Office. CAPT Warakomsky was assisted in the presentation by Retiree Council members who are participating in the development of the NRC Coordinator's Office including CAPT Lemley, CDR Russell, LCDR DuPont and SCPO White. The presentation included:

- 4.3.1 Description of the National Retiree Council (NRC) Help Desk including office facilities, location, and telephone and E-mail services.
- 4.3.2 Identification of the local and remote volunteer watch standers who man the Help Desk.
- 4.3.3 A presentation of the Standard Operating Procedures (SOP) for Help Desk Watch Standers.
- 4.3.4 Expected Watch Stander response to incoming telephone/E-mail calls.
- 4.3.5 Logging and tracking of inquiries received by the Help Desk watch standers.
- 4.3.6 Processing of Help Desk inquiries and responses and their incorporation into a file of Frequently Asked Questions (FAQ) as a reference resource for Watch Standers
- 4.3.7 Training of Help Desk Watch Standers
- 4.3.8 Display of the Excel data base illustrating the tracking record of calls received, responses made, and disposition of inquiries received by the NRC Help Desk
- 4.3.9 Display of the file of FAQs developed by the NRC Coordinators Office.
- 4.3.10 The presentation was followed by a roundtable discussion of some of the problems that have been recognized in the management of the Coordinator's Office These include:
 - 4.3.10.1 The need for more volunteer Watch Standers
 - 4.3.10.2 Complexity in the management of Watch Stander schedules
 - 4.3.10.3 Complexity in the use of remote Watch Standers
 - 4.3.10.4 Potential benefits in recruiting remote Watch Standers and integration of the NRC Help Desk with Regional Council Help

Desks.

4.3.11 The Council congratulated those members who have participated in the development of the NRC Coordinator's Office and unanimously supported any efforts that can be made to support this effort. The Council recommended that a

presentation be made on this subject to the annual National Retiree Council meeting in May 2007.

4.3.12 Council CoChairs CDR Russell and SCPO White led the Council in a moment of meditation in remembrance of Council members who have died during the past term of the Council. These include Emeritus Member CAPT Joseph B. Coyle, and CAPT Lee R. Carpenter.

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

Minutes prepared by CAPT Charles Glass, Council Secretary

Submitted: 13 November, 2006

CDR Bruce Russell



SCPO Dennis M. (Mike) White



Co-Chairs, Capital Area Coast Guard Retiree Council

Approved : 13 November, 2006

CAPT Jack Smith, COCGHSC