



JAN 13 2003

COMDTINST 1800.5D

COMMANDANT INSTRUCTION 1800.5D

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. The Coast Guard will engage the Coast Guard military retiree community as a whole as well as support each member individually. The CCGNRC program is the Commandant's primary method to interact with the Coast Guard military retiree community. The official communication link between the Coast Guard and its retired members is the *Evening Colors*, a newsletter for Coast Guard and NOAA retirees and annuitants. Under auspices of the CCGNRC, district commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, and unit commanding officers may charter and support Regional Coast Guard Retiree Councils (RCGRCs) consistent with available resources and local needs. Internet release is authorized.
3. DIRECTIVES AFFECTED. Commandant Instruction 1800.5C is canceled.
4. DISCUSSION. The Coast Guard military retiree community (inclusive of military retirees and annuitants) is an integral part of the Coast Guard family. Coast Guard military retirees and annuitants are invaluable members who are affected by Congressional legislation, have unique needs and who can effectively represent the Coast Guard to local and national decision makers.
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 a

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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 forums through which this communication takes place. A sampling of specific benefits that can accrue from active outreach between Coast Guard units and retirees, under auspices of the CCGRNC 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 (TROA, FRA, ROA, NAUS, CWOA, CPOA, CGEA, 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 RCGRC. The Assistant Commandant for Human Resources (G-W) 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 SECNAV, Army, and Air Force 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, who will in turn, provide a written response to the CCGNRC to facilitate alignment of the Council's activities with the Commandant's Direction. The *Evening Colors* will publish these minutes and recommendations, as well as 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 - A RCGRC can be formed when a group of retirees and annuitants (10 minimum recommended) agree to be members. The district, maintenance and logistics command, integrated support command, or Coast Guard unit sponsors a RCGRC where the retirees and annuitants are located. A RCGRC's membership shall represent, if possible, all categories of retirees including officers, enlisted, reservists in receipt of retired pay, gray-area reservists, and widows/widowers.
- (1) Either retirees and annuitants or a Coast Guard command may initiate formation of a RCGRC. The local Coast Guard command becomes the sponsor.
  - (2) The sponsoring command will request the official charter from Commandant (G-W) by letter via the chain of command, when both the command and the RCGRC are ready. 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 members 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 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 RCGRCs Chair(s) will forward the minutes/comments to the CCGNRC Co-Chair(s).
  - (7) The RCGRC's Chair(s) may represent the Coast Guard retiree and annuitant community at local and regional SECNAV, Army, and Air Force retiree council meetings.
- c. District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of Integrated Support Commands, and Unit Commanding Officers shall:
- (1) Actively encourage retirees and annuitants to establish a 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 Human Resources Service and Information Center, Retiree and Annuitant Services Division (HRSIC (RAS)) as necessary. As a cautionary note,

this information may only be used for bona fide Council Program purposes and must be appropriately safeguarded.

- d. Human Resources Service and Information Center (HRSIC (RAS)) will:
- (1) Cover the CCGNRC program and its progress in the *Evening Colors*.
  - (2) Provide retiree address listings (selected by ZIP Code groupings) to units, RCGRCs or the CCGNRC upon written request.
- e. Commandant (G-W) will:
- (1) Serve as the Executive Agent. In this role, the Assistant Commandant for Human Resources 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.



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