DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-ZA

21 JUL 2011

MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison Stuttgart Retiree Council Charter

1. **General:** The United States Army Garrison-Stuttgart (USAG-S) Retiree Council consists of the main council that meets at Panzer Kaserne, Böblingen, for retired service members assigned within Stuttgart's area of responsibility (AOR). The USAG-S Retiree Council will be hereafter referred to as the Council.

2. **Authority.** This charter is written in accordance with (IAW) Army Regulation (AR) 600-8-7, Retirement Services Program and AR 15-1, Committee Management.

3. **Mission and Purpose**: The objectives of the Council are to:

a. Provide the garrison commander (GC) and other USAG-S senior leaders with insight into vital issues and concerns of retired service members, their families and survivors within the USAG-S community.

b. To advance the quality of life for retired service members, their families and survivors within USAG-S AOR with an opportunity to:

(1) Communicate with the garrison and other USAG-S service components, as applicable.

(2) Receive advice on, analyze and provide input on decisions, policies and laws that affect the retired service member community.

(3) Review ongoing Army programs, proposals, initiatives and provide retired service member comments.

(4) Institute programs that will create a strong communication link between the garrison, other USAG-S service components and the retired service member community.

(5) Encourage retired service member community to develop and express public support for Army and other USAG-S service component programs.

(6) Provide oral and written minutes and reports on retired service member issues and concerns to GC and Retirement Services Officer (RSO).

4. **Direction and Control.**

a. The Council will meet at least quarterly at the call of the Council President or upon direction of the GC.

b. Council officers will provide oral reports on issues and concerns at council meetings and provide the Council President written meeting minutes within ten calendar days after meeting adjourns to the GC and RSO.

5. **Administrative Support.** The council will receive limited administrative, financial and logistical support for the activities of the council, through the RSO IAW AR 600-8-7, as approved by GC.

6. **Composition.** The council will be comprised of no more than 15 members and three advisory members.

a. Council President will be appointed in writing by GC from among retired service members residing within Stuttgart's AOR based on recommendations of council and Director, Human Resource Management. The term of appointment is two years and may be extended at the discretion of the GC not to exceed eight years.

b. Vice President and Secretary will be appointed in writing by the President from among retired service members residing within Stuttgart's AOR. The term of appointment is one year and may be extended at the discretion of the President not to exceed eight years.

c. Additional council members will be appointed in writing by the President from among retired service members residing within Stuttgart's geographical span of focus and be representative of each of the military services and genders, as practicable. Retired service members desiring to become council members will provide the Council President with a one page biography highlighting their military career. Member will be required to present him or herself at a council meeting and will be notified in writing of the council's decision. The Council will not exceed 15 members. The term of appointment is one year and may be extended at the discretion of the President not to exceed eight years.

d. Advisory members: Director of Human Resources, Chief of Military Personnel Division and Retirement Services Officer.

7. **Roles and responsibilities.** Council President will:

a. Provide oral and written minutes and reports on issues and concerns to the GC and RSO. Issues and concerns that cannot be resolved at the USAG-S level will be forwarded to the Installation Management Command (IMCOM)-Europe RSO for action.

b. Periodically briefs the GC and USAG-S Command Sergeant Major (CSM) on issues and concerns relevant to retired service member community.

c. Provide guidance and assistance to council members relating the operation of council.

d. Assist the GC and RSO in providing command information to retired service members.

e. Assist the RSO in coordinating retiree activities.

f. Council President may attend the Army in Europe Retiree Council on a voluntary basis at no expense to the USAG-S unless directed by the GC.

8. **Organization.** The following committees will be formed to act as operating arms of the council: Legislation/Legal Assistance, Commissary/Post Exchange/ID Cards/Customs, DFAS/Pay and Banking, Veteran Affairs/TRICARE/Medical Facilities/Pharmacy, Community Outreach, Family, Morale, Welfare
and Recreation Activities/Military Lodging and Recruiting, and Comprehensive Soldier Fitness. Committees will be formed by the Council President from among council members and duties being prescribed by the Council President, as appropriate. All council members will serve on at least one committee and provide the council a verbal update at quarterly meetings and provide a written update for the quarterly newsletter.

9. **Council and Community Meetings**. Council and community meetings will meet on a quarterly basis in March, June, September and December at Panzer Kaserne, Böblingen, when and where appropriate, based on garrison commitments.

10. **Council Meeting Minutes and Newsletter**. The Council Secretary will prepare meeting minutes and furnish such, not later than 30 days after conclusion of meeting. Minutes will be signed by the Council President and RSO. Copies will be provided to the GC, USAG-S CSM, advisory members, retired service members, survivors and RSO, IMCOM-Europe.

11. **Retiree Appreciation Day.** The Council will assist the RSO and local USAG-S senior leaders in the planning and execution of the annual Retiree Appreciation Day, as requested.

12. **Council Participation on Garrison Advisory Councils.** The council will, when invited, provide a representative to the various garrison advisory councils.

13. **Council Records.** The Council Secretary is responsible for maintaining the council records. These records include, but are not limited to, the minutes of the quarterly council meeting minutes, the council charter, council member list and ensure documents are submitted to post on USAG-S Retiree website.

14. **Council Appointment Letters**. RSO is responsible for producing the council appointment letter for the President, obtaining GC's signature and making distribution, as appropriate.

15. **Changes to Council Charter**. This charter will be changed as required, to conform to changes in Department of the Army, IMCOM-Europe and USAG-S policy for retirement services.

16. **Point of Contact**. USAG-S RSO at (DSN): 314-431-3442 or (CIV): (+49)-07031-15-3442.

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