



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAVARIA  
UNIT 28130  
APO AE 09114-8130

IMEU-GFW-HRM

MEMORANDUM FOR: Garrison Commander, USAG Bavaria, ATTN: IMEU-GFW-ZA, Unit 28130,  
APO AE 09114

SUBJECT: Retiree Council Charter

1. **General:** This charter is written in accordance with paragraphs 4-1 and 4-2, Army Regulation 600-8-7, dated 28 April 2015
2. **Retiree Council Structure:** The Retiree Council USAG Grafenwoehr consists of the main council located at the Garrison HQ and two sub-retiree councils representing retirees in Berlin and Garmisch. The two sub councils will follow the basic guidelines for conducting meetings and selecting officers as prescribed below.
3. **Retiree Council Program for the Garrison.** The objectives of the U.S. Army Garrison Grafenwoehr are the following:
  - a. Provide the Garrison Commander insight into vital issues and concerns of the retired community.
  - b. Provide the retired community with an opportunity to:
    - (1) Communicate with the Active Army.
    - (2) Receive advice on, analyze and provide input on decisions, policies, and laws that affect the Army retired community.
    - (3) Review ongoing Army programs, proposals, and initiatives.
    - (4) Institute programs that will create a strong communication link between the Active Army and retired community.
    - (5) Encourage the retired community to develop and express public support for Army programs.
3. **Retiree Council Policy.**
  - a. The retiree council and sub councils will meet semi-annually or unless designated by the Garrison Commander. Additional meetings may be held in conjunction with the Retirement Appreciation Day (RAD), IPRs.

- b. The term of appointment to the council will be for a maximum of eight years. However, the Garrison Commander may extend an individual's retiree council membership on a case-by-case basis when determined to be in the best interest of the retiree community, and to assist the continued effective functioning of the garrison retiree council. The term of appointment for the President and Vice President of the main council and sub councils will be for a maximum of four years, however the Garrison Commander may extend the incumbents when determined to be in the best interest of the retiree community.
- c. The retiree council will prepare meeting minutes and furnish such, not later than 30 days after conclusion and send them through the garrison Retirement Services Officer (RSO) to the Garrison Commander for review and approval. The sub councils will send the minutes of their meeting directly to the Garrison RSO. The Garmisch sub council will channel their minutes through the Sub Garrison Commander.
- d. The garrison RSO will be a nonvoting member and advisor to the retiree council.
- e. The retiree council will assist the RSO in the planning and execution of the annual Retiree Appreciation Day, as requested.
- f. The retiree council will, as appropriate (annually), forward to the Garrison Commander, issues that the council leadership determines to be appropriate for discussion by the Chief of Staff Army Retiree Council.
- g. The retiree council will forward through the IMCOM-E Chain of Command to the G1 USAREUR issues that are EUROPE unique for resolution.

4. **Retiree Council Membership.** The Retiree council will consist of eleven voting members and one nonvoting member. The staffing of the retiree council is as detailed below.

a. **Voting members.**

- President
- Vice-president
- Secretary
- 6 Members at Large from the Retired Community
- 2 Sub Council Presidents

b. **Non Voting Member.**

Garrison RSO

5. **Appointment of Voting Members.** The Garrison Commander will, based on recommendations from the garrison RSO, sign and issue a memorandum appointing the members of the retiree council.

6. **Retiree Council Meetings.** The retiree council will meet on a quarterly basis in February, May, August and November.

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

8. **Retiree Council Records.** The retiree council secretary is responsible for maintaining the council records. These records include, but are not limited to the minutes of the quarterly retiree council meetings, and the retiree council charter.

9. **Retiree Council Appointment Letters.** The Garrison RSO is responsible for producing the retiree council appointment letters and preparing them for the Garrison Commanders signature.

9. **Changes to Retiree Council Charter.** This charter will be changed as required, to conform to changes in Department of the Army, U.S. Army Installation Management Command or U.S. Army Garrison Grafenwoehr policy for retirement services.

10. **Point of Contact.** The U.S. Army Garrison Grafenwoehr Retirement Services Officer, telephone, 09641-83-8539

Mark A Colbrook  
Colonel,  
Commanding

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