



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT MEADE  
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FORT GEORGE G. MEADE, MARYLAND 20755-5000

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MAY 24 2023

MEMORANDUM FOR Fort George G. Meade Retiree Council

SUBJECT: Fort George G. Meade Retiree Council Charter

1. General. This charter establishes the Fort George G. Meade, MD (FMMD) Retiree Council to voice the needs and concerns of retired service members to the Garrison Commander (GC) of FMMD and to provide an avenue for the FMMD garrison team to keep retired service members aware of installation services and programs of interest. The Council's area of responsibility (AOR) includes retired service members in Maryland, Virginia, Delaware, Pennsylvania, and West Virginia.

2. Authority. The Council is established in accordance with Army Regulation (AR) 600-8-7, Retirement Services Program, 20 September 2022.

3. Mission and Purpose.

a. Provide the GC with information pertaining to the problems and needs of retired service members, their Families, and survivors.

b. Provide the GC with insight into vital issues and concerns of retired service members, their Families and survivors specific to the FMMD area of responsibility (AOR).

c. Advance the quality of life for retired service members, their Families, and survivors within the FMMD AOR by providing an opportunity to:

(1) Communicate with the GC and other service components.

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

(3) Review and provide comments on ongoing Army and Installation service programs, proposals, and initiatives.

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

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

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(6) Play a crucial role in facilitation of the annual Retiree Appreciation Day (RAD).

#### 4. Eligibility.

a. Council members should reside in the FMMD AOR listed in AR 600-8-7, Appendix B, paragraph b-22, or use FMMD as their primary support installation and be retired from the Armed Forces of the United States, either active or reserve, for length of service or disability, and be in receipt of retired pay. Majority of the positions will be filled by Army Soldiers. Individuals retired under Title 10, United States Code 638 (Selective Early Retirement) are not eligible for leadership or voting member positions but may participate.

b. A surviving spouse is eligible for membership if his or her spouse meets the requirements stated above.

c. The current home of record (HOR) address on file with the retirement services officer (RSO) will be used to verify eligibility.

#### 5. Composition.

##### a. Voting members.

(1) The number of voting members will not exceed 13. The following positions are voting members:

(a) Chair: Council chair reports to the GC and submits paperwork on behalf of the counsel to the RSO.

(b) Vice-chair.

(c) Secretary.

(d) Council members. Each State in the AOR is authorized no more than two representatives for a total of 10 voting council members. The Chair, Vice-chair, and Secretary positions do not count against this authorization. In the event that each state is unable to be represented thus filling the 10 voting council member positions, the council may vote to temporarily elect additional members from other states in the AOR to fill the vacancies so as not to exceed 10 voting members' total.

(2) The Garrison Commander will appoint voting members on official orders. A DHR representative will be the tie breaker as determined and announced prior to any vote or meeting.

(3) Either the Chair or Vice-chair must reside in the FMMD local commuting area to facilitate direct communication with the GC on matters affecting retired service members and attend installation meetings without reimbursement for official travel expenses. The GC may grant an exception to this provision if the nominated individual is clearly the best choice and additional funding is available to support official travel reimbursement.

(4) Every effort will be made to include members from each branch of service, each personnel category (officer, warrant officer, and enlisted), a disabled retired Service Member, and a surviving spouse to maximize diversity.

b. Non-voting Members. The Council may appoint an unlimited number of non-voting members provided they meet the eligibility requirements listed in paragraph four. Non-voting members may participate in any Council event; however, they are not authorized reimbursement for official travel expenses. Non-voting members may participate in Council debates; however, they may not make motions to the Council or vote.

(1) Advisory Members. The DHR; Chief, Military Personnel Directorate (MPD); and Retirement Services Officer (RSO) will serve as Council advisory members.

(2) Emeritus status members. The Council may make an unlimited number of appointments. Emeritus appointments are to honor previous voting Council members who made significant contributions to the overall operation of the Council and desire to provide continued support for promoting the mission of the Army and other Services after their appointed term.

(3) Volunteers. The Council may have an unlimited number of volunteers. Volunteers are individuals who desire to support the Council but do not meet the eligibility requirements listed in paragraph four above. The secretary will document volunteer support. Volunteers may attend Council events at the discretion of the Council.

#### 6. Process for Selection of Chair, Vice-Chair, and Secretary:

##### a. Nominations:

(1) Upon the departure, resignation, or vacancy for any unexpected reason; of one of the positions of Chair, Vice-Chair, or Secretary; a call for nominations will be made by the next senior voting member of the council.

(2) Council members will make their nominations. Individuals may self-nominate.

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b. Discussion: After nominations are completed, a 10-30 minute window will be opened for discussions on the individuals nominated for the positions based on the number of candidates.

c. Voting:

(1) A quorum of 2/3 voting members standing committee is required before any voting can take place.

(2) After the discussion time has ended, a call for a silent vote will be made by the next senior voting member of the council.

(3) Voting period will last a total of 15 minutes. Ten minutes will be allotted for voting members to cast their ballots. Five minutes will be allotted for the MPD Chief or RSO to tabulate the results.

d. Selection:

(1) Once the votes are tabulated, the MPD Chief or RSO will provide the results to the GC and the senior voting member of the council.

(2) The results of the vote will be announced by either the GC or the senior voting member of the council. The GC will announce the results for selection of the Chair and the senior voting member will announce the results for either the Vice-Chair or the Secretary.

7. Appointment.

a. Voting member.

(1) Eligible Retired Service Members desiring to become a voting Council member will provide the Chair a written biography supporting their military career and information highlighting their current involvement with the retired community in their area.

(2) The Council will review the information provided by the prospective member and may vote on their membership. **The residing Council must achieve a majority vote.** The Garrison Commander will appoint voting members on official orders.

(3) Term Length:

(a) Initial appointment term is one year.

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(b) Council membership will be reviewed annually, in December of each year to ensure members still wish to participate

(c) Council members may serve a maximum of eight years.

(b) Extension of appointments: The GC may approve exceptions to the 8-year provision when it is determined to be in the best interest of the retired community and necessary to maintain a functioning Council. Council members may submit an extension request to the Chair. The Council will vote to extend the appointment term for all voting members. Appointment extensions require a majority vote.

(4) The RSO will prepare official duty appointment and travel authorization reimbursement memorandums for signature.

(5) Council members may elect to resign from their appointment in writing at any time. Council members will submit resignations to the Chair. The Chair will immediately communicate resignations to the RSO. The Chair will submit their own resignation to the GC.

(6) Council members that miss two or more consecutive meetings or fail to perform duties as outlined in this charter may be placed in an inactive status by the Council or be removed from the Council by the Chair or GC. Inactive members may appear before the Council to request returning to active status.

b. Non-voting member.

(1) Emeritus status.

(a) Emeritus membership requires a super majority vote (75%) from the residing Council and further appointed in writing by the GC.

(b) Emeritus membership is for life or until the retired Service Member verbally declines further participation in the Council.

(c) The RSO will prepare official duty appointment memorandums for the GC's signature.

(2) Eligible Retired Service Members desiring to become a non-voting member will attend a Council meeting and communicate to the Council their desire to become a member and state their involvement in the retired community.

- (3) Non-voting Council members require a majority vote from the residing Council.
- (4) Non-voting members may remain on the Council for any length of time.
- (5) Voting members will automatically become non-voting members at the completion of their term unless they verbally decline or if they were removed from their position by the Chair in accordance with paragraph 6.a.(6).
- (6) The RSO will prepare official duty appointment memorandums for signature.
- (7) Non-voting Council members must attend at least one meeting per year or be placed in an inactive status by the Council. Inactive members may appear before the Council to request returning to active status.

#### 8. Meetings.

- a. The commander's goal is for the Council to meet on a quarterly basis in March, June, September, and December.
- b. Meetings will be held in a designated location and scheduled for the first Saturday; however, dates and times may change based on availability. Members have the option to attend via teleconference, but it must be coordinated in advance with the council Chair or Vice-chair.
- c. Formal minutes will be prepared for each Council meeting and approved by the Chair. The Chair will submit approved minutes to the RSO for distribution.

#### 9. Responsibilities.

- a. Garrison Commander will:
  - (1) Create a command climate that values Retired Service Members.
  - (2) Know the Council leadership and encourage periodic office calls by them.
  - (3) Attend Council meetings or send a representative and review subsequent meeting minutes.
  - (4) Consult with the Council and RSO at least semiannually. Approve Council recommendations in reference to issues or concerns that need to be elevated to Installation Management Command (IMCOM) or the Chief of Staff, Army (CSA) Retired Soldier Council for resolution.

(5) Provide the Senior Commander with updates on the execution of the Council.

b. Council Chair will:

(1) Brief the GC and Garrison Command Sergeant Major on issues and concerns relevant to the retired service member community at least semiannually.

(2) Assist the GC and RSO in providing command information to Retired Service Members.

(3) Develop written annual objectives and goals for the Council. Present objectives and goals to the Council in January of each year.

(4) Provide guidance and assistance to council members.

(5) Determine quarterly meeting dates and chair meetings.

(6) Prepare and distribute written meeting agenda to Council members and the RSO no later than (NLT) seven business days prior to each quarterly meeting.

(7) Ensure each State representative provides the Council a written update for the following retired service member areas of concern within their State at each quarterly meeting such as, but not limited to:

(a) Legal (laws/legislation (State and federal)/legal assistance).

(b) Privileges (commissary, post exchange, ID cards, pay, and benefits).

(c) Medical (veteran affairs, TRICARE, medical facilities, and pharmacy).

(d) Community outreach (Family, Morale, Welfare and Recreation activities, military lodging, and comprehensive fitness).

(e) Legislative updates (National and State) concerning veterans and retirees.

(8) Establish working groups as needed to take action on issues or concerns brought to the Council.

(9) Receive written minutes from the secretary within seven business days after each Council meeting. Coordinate necessary changes with the secretary and approve minutes. Provide approved minutes to the RSO NLT 10 business days after each

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meeting.

(10) Support RAD:

(a) In coordination with the command; determine RAD dates NLT 9 months prior to scheduled event and communicate dates to the RSO.

(b) Assist the RSO in planning and executing RAD, to include establishment of In-progress reviews (IPRs).

(c) Coordinate guest speaker NLT 90 days prior to RAD if the Council plans to use one.

(d) Attend scheduled RAD in-progress review(s) (IPR) or send a representative.

(e) Coordinate the efforts of Council members and volunteers who will operate various stations during RAD.

(f) Conduct a RAD after-action review (AAR) with Council members at the conclusion of the event. Ensure Secretary captures AAR comments and submit them to the RSO within four weeks of the event.

(11) Provide RSO a written update for the annual FMMD newsletter NLT 90 days prior to RAD.

(12) Prepare and submit significant issues that need to be elevated to the CSA Retired Soldier Council in the format provided by the RSO. Submit issues in writing to the RSO NLT 31 October of each year, to include negative responses.

(13) Submit nominations for the CSA Retired Soldier Council if a current Council member desires consideration for membership.

(14) Assist the RSO with distributing the annual retired Soldier bulletin, as requested.

(16) Provide the RSO recommended changes to this charter as necessary.

c. Council Vice-Chair will:

(1) Attend Council meetings and RAD.

(2) Execute duties of the Chair in their absence.



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(3) Vote on issues when requested by the Chair.

d. Council Secretary will:

(1) Attend Council meetings and RAD.

(2) Maintain Council records. These records include, but are not limited to, the FMMD Soldier for Life Retired Soldier Council Charter, member duty appointment memorandums, committee member assignment, minutes of quarterly meetings, written reports or other related documents submitted by Council members, and documents used to update the FMMD retired Soldier website.

(3) Prepare formal minutes from each Council meeting and submit to the Chair to approve NLT seven business days after each meeting.

(4) Prepare other administrative documents required by the Chair.

(5) Prepare RAD AAR comments and submit to the RSO through the Chair NLT seven business days after the event.

e. Council members will:

(1) Represent the retired military community of all services residing in the FMMD community and the five state AOR.

(2) Establish and maintain contact with Retired Service Members and organizations in their community whose interest relates to the retired community. These include, but are not limited to, Veterans Administration, the State and county legislators, the county Office of Veteran Affairs, and veteran service organizations such as the Veterans of Foreign Wars and the American Legion.

(3) Provide continued awareness of the services offered to the retired military community in their State by all means available to include, but not limited to, service organization newsletters, websites, and other electronic media methods such as email and Facebook.

(4) Attend Council meetings.

(a) Make Council motions, as required, and participate in motion debates with relevant information about the issue.

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(b) Vote on issues when requested by the Chair.

(c) Render a written report at each quarterly meeting to address the following retired Service Member areas of concern within their State: legal (laws/legislation (State and federal) /legal assistance), privileges (commissary, post exchange, ID cards, pay and benefits), medical (veteran affairs, TRICARE, medical facilities, pharmacy), and community outreach (Family, Morale, Welfare and Recreation activities, military lodging, comprehensive Soldier fitness) and legislative issues (national and State).

(5) Attend and provide support for RAD.

(a) Participate in RAD IPRs telephonically or in person.

(b) Staff registration tables.

(c) Distribute RAD agenda.

(d) Assist Retired Service Members attending RAD by answering questions or providing directions.

(e) Assist the RSO as needed and provide comments for AAR.

(6) Actively recruit members for the Council to fill current and projected vacancies, and to support the Council as needed.

f. The Chief, Military Personnel Division (MPD) will:

(1) Serve as an advisory member to the Council.

(2) Attend Council meetings, or send a representative, and review subsequent meeting minutes.

(3) Serve as the proponent for the Council charter. Ensure charter conforms to changes in Department of the Army, IMCOM, and FMMD policies for retirement services, and will be updated at least every two years.

g. Retirement Services Officer (RSO) will:

(1) Serve as an advisory member to the Council.

(2) Attend Council meetings.

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(3) Maintain an accurate roster of all current Council members. Provide the roster to the DHR NLT 1 September of each year for updates to the Military Personnel Division annual spend plan.

(4) Prepare duty appointment memorandums and travel authorization reimbursement memorandums for signature.

(5) Coordinate use of the designated area for quarterly meetings or find alternate location as required.

(6) Furnish approved meeting minutes to the GC and the Council within two business days of receipt from the Chair.

(7) Provide timely and accurate retired service member information via email and updates to the RSO and Soldier for Life webpages.

(8) Publish and distribute an annual newsletter; provide draft to GC NLT 30 days prior to release.

(9) Facilitate RAD as the lead agency:

(a) Schedule event location NLT 9 months prior to event date.

(b) Coordinate and attend IPRs.

(c) Coordinate with the Director of Operations to publish an installation operation order to support event execution.

(d) Assist the Chair with coordinating a guest speaker, if required.

(e) Coordinate event support agencies.

(f) Develop floor plan and distribute to supporting agencies.

(g) Coordinate setup and tear down to include signage and table assignments if required.

(h) Develop itinerary and coordinate with the Director, Family, Morale and Welfare to facilitate sponsorship agreements, donations and gift promotions.

(i) Publicize event by coordinating with the FMMD Public Affairs Office, the editor

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of Army Echoes, and other media sources as necessary NLT 60 days prior to the event.

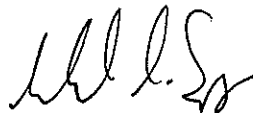
(j) Welcome and facilitate attendees during event.

(k) Conduct AAR with supporting staff agencies and the Council.

(l) Prepare and obtain GC review of formal AAR through the DHR within 30 days following the event.

(m) Distribute approved RAD AAR to supporting agencies, the Council, and IMCOM RSO within 45 days following the event.

10. The point of contact for this action is the Chief, Military Personnel Division. Mr. Marcus A. Ufeanyui at [marcus.a.ufeanyui.civ@army.mil](mailto:marcus.a.ufeanyui.civ@army.mil) or (301) 677-4209.

A handwritten signature in black ink, appearing to read "M. A. Sapp", is positioned above the printed name.

MICHAEL A. SAPP  
COL, MI  
Commanding