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Personnel—General
Retirement Services Program

For the Commander:

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Summary. This supplement prescribes policy and describes procedures for the Army in Europe Retirement Services Program.

Applicability. This supplement applies to—

- All organizations in the Army in Europe.
- Members of the Army in Europe Retired Soldier Council.
- Retiring and retired Soldiers, their Families, and survivors of retired Soldiers in the USAREUR area of responsibility as defined in appendix B of the basic regulation.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil/>.

Supplementation. Organizations will not supplement this supplement without approval of the Military Policy Office, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

Forms. This supplement prescribes [AE Form 600-8-7A](#). AE and higher level forms are available through the Army in Europe Library & Publishing System at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this supplement is the Military Policy Office, Office of the Deputy Chief of Staff, G1, HQ USAREUR (mil 537-1051). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEPE-MPO), Unit 29351, APO AE 09014-9351.

Distribution. This regulation is available only electronically and is posted in AEPUBS at <https://aepubs.army.mil/>.

AR 600-8-7, 28 April 2015, is supplemented as follows:

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[AERSP Policy • 2-7](#)

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Add the following to the chapter 4 list:

[AERSC Membership Procedures • 4-4](#)

Add the following to the chapter 6 list:

[AERSC Homepage • 6-9](#)

Add the following to the appendix list:

[D. Army in Europe Retirement Services Program Checklist \(Army in Europe Retired Soldier Council\)](#)

[E. Army in Europe Retirement Services Program Checklist \(IMCOM-Europe\)](#)

[F. Army in Europe Retirement Services Program Checklist \(Garrisons\)](#)

Paragraph 1-1, Purpose. Add the following:

This supplement provides details for implementing the Army in Europe Retirement Services Program (AERSP) and lists roles and responsibilities of the USAREUR CG, the USAREUR G1, IMCOM-Europe, and the Army in Europe Retired Soldier Council (AERSC).

Paragraph 1-4I, Commanders of Overseas Army Service Component Commands. Add subparagraph (6) as follows:

(6) The CG, USAREUR, will—

(a) Establish the AERSC and delegate AERSC responsibilities in o(1) through (8) below to the USAREUR G1.

(b) Ensure the HQ USAREUR staff coordinates with the USAREUR G1 when preparing staff actions that pertain to or affect retiring or retired Soldiers and their Families and survivors.

Paragraph 1-4, Responsibilities. Add subparagraphs o through r as follows:

o. USAREUR G1. The USAREUR G1 will do the following:

(1) Establish AERSP policy and provide guidance to organizations throughout the Army in Europe to help them support theater-specific needs of the overseas retiree community.

(2) Participate through IMCOM-Europe in the prioritization of AERSP services.

(3) Evaluate the effectiveness of AERSP services provided in the European theater.

(4) Serve as HQ USAREUR staff proponent for the following:

(a) The AERSC. The USAREUR G1 is the approval authority for the AERSC charter.

(b) All matters relating to or affecting retiring or retired Soldiers, their Families, and survivors of retired Soldiers.

(5) When requested, help the Director, IMCOM-Europe, and garrison commanders provide retirement services.

(6) Provide oversight of strategic-level quality-of-life and retiree concerns.

(7) Invite and host speakers for the theater-level [Army in Europe Retiree Appreciation Day](#) (AERAD) and fund their travel if travel is required.

(8) Provide the responsible garrison commander a speakers program for integration in the AERAD. The program will include information on participating speakers.

(9) Update the CG, USAREUR, at least once a year on the situation and vital issues and concerns of retired Soldiers, their Families, and survivors of retirees residing in Europe. The update will be provided in coordination with the AERSC President and the Assistant Chief of Staff (ACoS), G1, IMCOM-Europe.

(10) In coordination with the AERSC, maintain liaison with HQDA, combatant commands and their components, and senior responsible officers (SROs) on matters of concern to retiring and retired Soldiers, their Families, and survivors of retired Soldiers.

(11) Designate a Regular Army field-grade officer to serve as the staff representative on the AERSP Oversight Panel and as an advisory member on the AERSC.

(12) Coordinate with the AERSC all actions pertaining to or affecting retiring or retired Soldiers, their Families, and survivors of retired Soldiers.

(13) Approve AERSC meeting minutes and, in coordination with the AERSC, distribute them to the CG, USAREUR; the Chief, Army Retirement Services; commanders and senior enlisted leaders of Army in Europe organizations; retiree staff proponents; component retiree council presidents; retiree representatives in combatant commands and their components; and others as appropriate.

If the Back button of your browser is not visible, use ALT + Back Arrow to return to previous location.

(14) In coordination with IMCOM-Europe, the AERSC, and other supporting agencies, publish an operation order that supports retiree appreciation days held throughout the Army in Europe.

(15) Ensure internal control evaluation checklists are completed in accordance with [appendix D](#).

(16) Based on AERSC recommendation, serve as the approval authority for the following:

(a) The appointment or reappointment of retired Soldiers as members of the AERSC and the extension of individual memberships on a case-by-case basis when determined to be in the best interest of the retired Soldier community.

(b) All Army in Europe issues and concerns proposed for submission to HQDA for consideration by the Chief of Staff, Army, Retired Soldier Council (CSARSC).

(c) All nominations of retired Soldiers residing in Europe for membership in the CSARSC.

(17) In coordination with the AERSC President—

(a) Provide administrative, financial, and logistic support for AERSC activities and develop an annual budget to support the AERSC.

(b) Develop an agenda for annual AERSP Oversight Panel meetings.

p. Army in Europe Commanders. Commanders of Army in Europe organizations will forward to the USAREUR G1, through their respective chain of command, theater-level issues and concerns affecting retiring or retired Soldiers, their Families, and survivors of retired Soldiers.

q. Director, IMCOM-Europe. The Director, IMCOM-Europe, will do the following:

(1) Through the IMCOM-Europe Retirement Services Officer (RSO), deliver and enforce the services of the AERSP and develop procedures and standards for their effective delivery.

(2) Provide casualty assistance and survivor-outreach services.

(3) Coordinate with the USAREUR G1 the prioritization of AERSP services.

(4) Designate the ACoS, G1, IMCOM-Europe, to serve as a member on the AERSP Oversight Panel and ensure that the ACoS, G1, is available to participate in panel meetings.

(5) Ensure that the IMCOM-Europe RSO is available to participate in meetings of the AERSP Oversight Panel and the AERSC.

(6) Send issues and concerns, including those identified at the garrison level, to the USAREUR G1 for submission to HQDA for CSARSC consideration.

(7) Send nominations to the USAREUR G1 for retired Soldiers who wish to be considered for membership on the CSARSC.

(8) Provide the USAREUR G1 items for discussion to be integrated into the agenda for annual AERSP Oversight Panel meetings.

(9) Provide the USAREUR G1 a completed AERSP internal control checklist in accordance with [appendix E](#).

r. Garrison Commanders. Garrison commanders will do the following:

(1) In addition to assuming the responsibilities in paragraph 1-4j of the basic regulation, deliver the services of the AERSP in coordination with the IMCOM-Europe RSO and SROs.

(2) Provide the IMCOM-Europe RSO a completed AERSP internal control checklist in accordance with [appendix F](#).

Paragraph 2-1, Overview. Add the following:

Procedures and standards for the delivery of retirement services in the Army in Europe are within the exclusive purview of IMCOM-Europe, which concentrates its efforts on the garrisons. Establishing theater-level policy and maintaining oversight of the AERSP are the responsibilities of USAREUR, which concentrates its efforts on theater-level aspects of the program. These efforts include maintaining contact with HQDA and in-theater combatant commands and their components.

Chapter 2, Retirement Services Program Policy. Add paragraphs 2-7 through 2-9 as follows:

2-7. AERSP Policy

a. Communication Between the Regular Army and the Retired Soldier Community. The AERAD will be held annually, hosted by the United States Army Garrison Wiesbaden (the garrison in which HQ USAREUR is located), and include a speakers program. The purpose of the AERAD is to provide a forum for Army leaders and other Regular Army and retired Army personnel throughout Europe to communicate with one another and to increase mutual awareness of ongoing Army- and theater-level retirement-services issues and concerns.

b. Strategic Communication in Theater. The IMCOM-Europe Retiree Bulletin for the Army in Europe will be published at least once a year to ensure that retiring and retired Soldiers are aware of the services and activities available to them in Europe.

c. Communication with HQDA. The CG, USAREUR, retains the authority to select and forward to HQDA all issues and concerns relating to policy for consideration and discussion by the CSARSC.

d. Representation of the Army in Europe. The CG, USAREUR, retains the authority to select and forward to HQDA all nominations of retired Soldiers residing in Europe for membership on the CSARSC.

e. Oversight of the AERSP. The AERSP Oversight Panel will meet annually to ensure that the AERSP is being implemented in accordance with Army and Army in Europe policy and priorities as established in coordination with IMCOM-Europe.

2-8. Theater-Level Priorities for the AERSP

a. Availability of Retirement Services. Adequate resources must be allocated to retirement services to ensure services to retiring and retired Soldiers, their Families, and survivors of retired Soldiers can be offered locally and are accessible, effective, responsive, and reliable. Retirement services must also be available to beneficiaries residing in the USAREUR area of responsibility (AOR) but outside the boundaries of a garrison.

b. Coordination of Theater-Level Issues and Concerns. The garrison RSO will forward through the garrison commander to IMCOM-Europe all issues and concerns of retired Soldiers, their Families, and their survivors that affect Army or Army in Europe policy. The IMCOM-Europe RSO will then review the issues and forward those considered as justified to the USAREUR G1. The USAREUR G1 will then consolidate and send the issues to the applicable lateral or higher headquarters to address.

c. Support for Retiree Councils. Retiree council presidents must have routine, direct access to garrison commanders, their senior enlisted leaders, and, as appropriate, SROs to ensure a close working relationship is established and maintained.

2-9. Theater-Level Oversight of Army in Europe Retirement Services

a. The AERSP Oversight Panel is designed to help the CG, USAREUR, oversee strategic-level quality-of-life concerns of retired Soldiers residing in Europe. The panel will—

(1) Consist of the designated USAREUR G1 staff representative; the ACoS, G1, IMCOM-Europe; the IMCOM-Europe RSO; and the AERSC President.

(2) Meet annually to—

(a) Review the USAREUR G1 evaluation of the effectiveness of the services provided by the AERSP and discuss, as required, courses of action to address and correct identified deficiencies.

(b) Prioritize AERSP services.

b. In-progress reviews of the topics discussed during annual AERSP Oversight Panel meetings will be conducted during quarterly AERSC meetings. The results of the reviews will be included in the AERSC meeting minutes for distribution to each AERSP Oversight Panel member.

c. The USAREUR G1 will coordinate the date, time, and location of annual AERSP Oversight Panel meetings.

Paragraph 3-1, Pre-retirement Briefing Policy. Add subparagraph d as follows:

d. IMCOM-Europe schedules and conducts pre-retirement briefings for all transitioning Soldiers in the Army in Europe.

Paragraph 3-3, Survivor Benefit Plan Counseling Policy. Add subparagraph j as follows:

j. IMCOM-Europe schedules and conducts Survivor Benefit Plan briefings for all transitioning Soldiers in the Army in Europe.

Paragraph 4-1, Retiree Council Program. Add subparagraph c as follows:

c. The Retiree Council Program in the Army in Europe consists of the AERSC, which is established by the CG, USAREUR, and garrison retiree Soldier councils, which are established by individual garrison commanders.

(1) **AERSC.** The AERSC serves as the principal advisory body to the CG, USAREUR, on matters relating to retired Soldiers. The objectives of the AERSC are to—

(a) Provide the CG, USAREUR; commanders of Army in Europe organizations; the Director, IMCOM-Europe; and garrison commanders and their staffs insight into vital theater-level issues and concerns of retiring and retired Soldiers, their Families, and survivors of retired Soldiers.

(b) Provide the retired-Soldier community in the USAREUR AOR a means of communicating with the Regular Army from the theater level.

(c) Call attention to the special concerns of retired Soldiers and their surviving spouses by recommending issues and concerns that the CG, USAREUR, and the council chairperson or chairpersons determine to be appropriate for discussion by the CSARSC.

(2) **Garrison Retiree Soldier Councils.** Garrison retiree Soldier councils serve as advisory bodies to garrison commanders and IMCOM-Europe on matters relating to retired Soldiers. The objectives of garrison retiree councils are to—

(a) Provide garrison commanders, SROs, and the Director, IMCOM-Europe, insight into vital issues and concerns of retiring and retired Soldiers, their Families, and survivors of retired Soldiers.

(b) Provide the retired-Soldier community a means of participating in and communicating with the Regular Army at the garrison level.

(c) Institute programs that foster strong communication between members of the Regular Army and retired Soldiers within each garrison AOR.

(d) Identify issues and concerns of retiring and retired Soldiers residing in the garrison AOR and forward them to the garrison commander.

Paragraph 4-2, Retiree Council Policy. Add subparagraph e as follows:

e. The AERSC will—

(1) Be a combined officer and enlisted council with no more than 15 members.

(2) Be composed of Soldiers who have retired for length of service or disability and are entitled to retired pay, or of Soldiers who have retired from the Reserve Component, have a history of service to the Regular Army and the retired-Soldier community, and are knowledgeable and conversant in retiree issues and concerns.

(3) Meet quarterly in person for no more than 2 days per meeting. Should sufficient funding not be available to support all four in-person meetings, the council will meet twice a year in person and twice through other methods, such as Army-supported video-teleconferences, to support dialogue and collaboration on theater-wide retiree issues. Council members who are invited to and participate in the in-person meetings will be issued travel orders for the period the council is in session.

(4) Prepare minutes of each meeting and forward them to the USAREUR G1 for approval.

(5) Recommend that the USAREUR G1 appoint or reappoint members of the council for a term of membership not to exceed 4 years. Appointments to terms of office (that is, positions of the council president, vice president, and secretary) are not to exceed 2 years.

(6) Recommend retired Soldiers residing in Europe for USAREUR G1 approval to serve on the CSARSC.

(7) Recommend issues and concerns to the USAREUR G1 for review and approval to submit to HQDA for consideration by the CSARSC.

(8) Maintain liaison with the Chief, Army Retirement Services; the CSARSC; retiree councils and representatives of combatant commands and their components, including military retirement services staff proponents; the IMCOM-Europe RSO; and the presidents of garrison retiree councils in Europe.

(9) Include the USAREUR G1 staff representative, the IMCOM-Europe command representative, and the IMCOM-Europe RSO as advisory members, but not as members or officers of the AERSC.

(10) Prepare and submit to the USAREUR G1 a budget estimate and other documentation, as requested, to support AERSC activities.

(11) Provide observational feedback to the USAREUR G1 on the effectiveness of the AERSP.

Chapter 4, Post-Retirement Services Policy. Add paragraph 4-4 as follows:

4-4. AERSC Membership Procedures

Retired Soldiers residing in Europe may be considered for membership on the AERSC either by being nominated by an Army in Europe commander in the grade of lieutenant colonel or above or by applying directly. Each nomination or application will be sent to the USAREUR G1 for referral to the AERSC for consideration and recommendation and include the following supporting documents:

a. A completed Retiree Council Biographical Sketch (AE Form 600-8-7A), with continuation sheets if needed, that gives special attention to the nominee's or applicant's participation in local retiree councils and the individual's knowledge of issues and concerns of the retired-Soldier community at the theater level and above.

b. A statement by the retired Soldier of his or her reasons for wishing to become a member.

c. A personal recommendation by the nominating commander for individuals being nominated.

Paragraph 6-3, Retiree Bulletin Policy. Add subparagraph i as follows:

i. IMCOM-Europe publishes a retiree bulletin at least once a year and distributes it, through regular postal channels and by e-mail, to all retired Soldiers, their Families, and their survivors residing in the USAREUR AOR. Recipients are encouraged to request electronic distribution of the bulletin. Copies of the bulletin are available on the IMCOM-Europe website at http://www.imcom-europe.army.mil/webs/sites/europe_life/retiree/index.html.

Paragraph 6-6, Generic E-mail Address. Add the following:

The USAREUR G1 will establish and maintain a generic e-mail address for the AERSC President.

Chapter 6, Strategic Communication Policy. Add paragraph 6-9 as follows:

6-9. AERSC Homepage

The USAREUR G1 will establish and maintain a homepage for the AERSC, which will be hosted on the USAREUR G1 website with an active link on the USAREUR G1 homepage (<http://www.eur.army.mil/g1/content/misc/AERC/index.html>).

Appendix A, References, Section III, Prescribed Forms. Add the following:

AE Form 600-8-7A, Retiree Council Biographical Sketch

APPENDIX D

ARMY IN EUROPE RETIREMENT SERVICE PROGRAM CHECKLIST (ARMY IN EUROPE RETIRED SOLDIER COUNCIL)

D-1. PURPOSE

The purpose of this checklist is to help the USAREUR G1 evaluate the effectiveness of the Army in Europe Retired Soldier Council (AERSC) in accordance with AR 600-8-7.

D-2. INSTRUCTIONS

Once a year, the Director, Ready and Resilience Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR, will complete the checklist in [paragraph D-3](#) and DA Form 11-2, which certifies the evaluation, and forward both to the Assistant Deputy Chief of Staff, G1, USAREUR, for review.

a. Each question must be answered with either “yes” (AERSC meets the requirement) or “no” (AERSC does not meet the requirement).

b. Each answer must be based on actual testing using key internal controls (for example, analysis, direct observation, review of files, sampling, simulation), and all answers must be fully explained and include a description of the key internal controls that were used to answer each question

c. Questions answered with a “no” must include a description of the corrective action taken.

D-3. QUESTIONS

a. Were travel orders issued only to AERSC members whose travel was supported in the annual budget approved for the AERSC?

b. Did each AERSC member file a travel voucher within 5 workdays after each scheduled AERSC meeting, in accordance with USAREUR G1 travel policy?

c. Did the AERSC minutes confirm the participation of each AERSC member who filed a travel voucher?

d. Did the AERSC prepare and submit a budget estimate to the USAREUR G1 in support of AERSC activities?

APPENDIX E

ARMY IN EUROPE RETIREMENT SERVICES PROGRAM CHECKLIST (IMCOM-EUROPE)

E-1. PURPOSE

The purpose of this checklist is to help the USAREUR G1 evaluate the effectiveness of the Army in Europe Retirement Services Program (AERSP) in accordance with AR 600-8-7.

E-2. INSTRUCTIONS

Every 2 years, the Chief, Military Personnel Branch, Office of the Assistant Chief of Staff, G1, IMCOM-Europe, will complete the checklist in [paragraph E-3](#) and DA Form 11-2, which certifies the evaluation, and forward both to the USAREUR G1 for review.

a. Each question must be answered either “yes” (IMCOM-Europe meets the requirement) or “no” (IMCOM-Europe does not meet the requirement).

b. Each answer must be based on actual testing using key internal controls (for example, analysis, direct observation, review of files, sampling, simulation), and all answers must be fully explained and include a description of the key internal controls used.

c. Questions answered with a “no” must include a description of the corrective action taken.

E-3. QUESTIONS

a. Is IMCOM-Europe budgeting for the resources required to support the execution of the AERSP (for example, to provide the required staffing and facilities)?

b. Is IMCOM-Europe budgeting for the publication of the AE Retiree Bulletin once a year?

c. Have all garrison retirement services officers (RSOs) attended HQDA RSO-sponsored RSO and Survivor Benefit Plan (SBP) training and been certified by the HQDA RSO as SBP counselors?

d. Is IMCOM-Europe budgeting for the Army Retiring Soldier Commendation Program Package to be provided to every retiring Soldier in the Army in Europe?

e. Is IMCOM-Europe conducting pre-retirement and SBP briefings?

f. Does IMCOM-Europe have access to the Defense Retiree and Annuitant System to help retirees and annuitants resolve pay issues?

g. Does IMCOM-Europe have access to the Retiree Address Finder to ensure retirees, annuitants, and survivors maintain a current mailing address?

h. Does IMCOM-Europe have a generic e-mail address for retirees, annuitants, and survivors to use for submitting issues and concerns?

APPENDIX F

ARMY IN EUROPE RETIREMENT SERVICES PROGRAM CHECKLIST (GARRISONS)

F-1. PURPOSE

The purpose of this checklist is to help IMCOM-Europe evaluate the effectiveness of the Army in Europe Retirement Services Program (AERSP) in accordance with AR 600-8-7.

F-2. INSTRUCTIONS

Every 2 years, each garrison director of human resources will complete the checklist in [paragraph F-3](#) and DA Form 11-2, which certifies the evaluation, and forward both to the IMCOM-Europe Retirement Services Officer (RSO) for review.

a. Each question must be answered either “yes” (the garrison meets the requirement) or “no” (the garrison does not meet the requirement).

b. Each answer must be based on actual testing using key internal controls (for example, analysis, direct observation, review of files, sampling, simulation), and all answers must be fully explained and include a description of the key internal controls used.

c. Questions answered with a “no” must include a description of the corrective action taken.

F-3. QUESTIONS

a. Is the garrison commander budgeting for adequate resources to ensure retirement-services functions accomplish their mission?

b. Is the garrison commander budgeting for at least one annual garrison Retiree Appreciation Day (RAD)?

c. Is the garrison commander attending garrison RADs and welcoming and updating attendees?

d. Is the garrison commander ensuring that a primary and an assistant garrison RSO are designated to implement the AERSP?

e. Is the garrison commander budgeting for the attendance of garrison RSOs at HQDA RSO-sponsored RSO and Survivor Benefit Plan (SBP) training events?

f. Have garrison RSOs been certified by the HQDA RSO as SBP counselors?

g. Are generic e-mail addresses established and maintained that enable the serviced population to reach garrison RSOs?

h. Has a retiree council been established at the garrison?

i. Is the retiree council publishing retiree-council meeting minutes?

j. Is the garrison commander attending retiree-council meetings?

k. Is the garrison commander inviting retired Soldiers to garrison functions (for example, retirement parades, unit deployment and redeployment ceremonies)?

Glossary, Section I, Abbreviations. Add the following:

ACoS	assistant chief of staff
AE	Army in Europe
AERAD	Army in Europe Retiree Appreciation Day
AERSC	Army in Europe Retired Soldier Council
AERSP	Army in Europe Retirement Services Program
AOR	area of responsibility
CG, USAREUR	Commanding General, United States Army Europe
CSARSC	Chief of Staff, Army, Retired Soldier Council
IMCOM-Europe	United States Army Installation Management Command, Europe Region
SRO	senior responsible officer
USAREUR	United States Army Europe
USAREUR G1	Deputy Chief of Staff, G1, United States Army Europe

Glossary, Section II, Terms. Add the following:

Army in Europe Retiree Appreciation Day

The theater-level retiree appreciation day (RAD) hosted by the United States Army Garrison Wiesbaden, which is the garrison where HQ USAREUR is located. The Army in Europe RAD is a full-service garrison RAD as required by paragraph 5-2 of the basic AR and augmented with a speakers program provided by the USAREUR G1.