



COMDTINST M5440.3
JUL 9 1999

COMMANDANT INSTRUCTION M5440.3

Subj: OPERATING FACILITY CHANGE ORDERS (OFCO) PROCEDURES

- Ref:
- (a) Coast Guard Organization Manual, COMDTINST M5400.7 (series)
 - (b) Boat Management Manual, COMDTINST M16114.4 (series)
 - (c) Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)
 - (d) Operating Facilities Manual, COMDTINST M5440.2 (series)
 - (e) The National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST 16475.1 (series)
 - (f) Reserve Personnel Allowance List (RPAL), COMDTINST 5320.1 (series)

1. PURPOSE. This instruction outlines the process for preparing Operating Facility Change Orders (OFCO).
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this instruction are followed.
3. DIRECTIVES AFFECTED. Operating Facility Change Orders (OFCO) Procedures, HQINST 5440.2H is canceled.
4. DISCUSSION. The OFCO is the directive to Headquarters staff elements and operational and support commanders which effects a change to an operating facility and specifies and assigns the administrative tasks necessary to implement the change. As such, it is a baseline resource allocation document. It details the allocation, removal and redirection of resources.
 - a. An OFCO is required to implement changes to operating facilities involving any one or a combination of the following actions after proper approval has been obtained.

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- (1) Initial designation, changes to a cutter's homeport or termination of its commissioning status.
 - (2) Establishment or disestablishment of a shore facility, including those of a temporary nature.
 - (3) Change of name, geographic location or organizational placement of a facility (reorganization as outlined in chapter one of reference (a)).
 - (4) Change of unit type (e.g. station to station (small)) or mission/program responsibilities of an operating unit.
 - (5) Change to the aircraft allowance of an operating unit.
 - (6) Change in programmed utilization rates for aircraft (flight hours).
 - (7) When boat allowance changes are connected with other major changes which require an OFCO, the allowance changes shall be covered in the OFCO. (Boat allowance changes are normally accomplished by letter in accordance with reference (b)).
- b. An OFCO shall express a clear description of the budgetary effects of the change, as well as the effect on aircraft, boat, and personnel allowances (including Personnel Allowance List (PAL) (both active, reserve and civilian) and Contingency Personnel Requirements List (CPRL)). Where a need for additional funds or resources is generated, the source of those funds or resources is to be explicitly identified. In the event savings will be generated, their disposition will be detailed.
 - c. An OFCO is the standard means to notify the Administration, Congress and the public when there is a change of program, location, or major equipment that may be of public interest.
 - d. The OFCO is **not** a policy document; policy and management decisions shall be finalized before the OFCO is prepared. The preparer is required to include the approved decision document(s) with the OFCO package submitted for signature. An exception to this is when certain individual decisions require further independent study (e.g., billet reductions or reprogramming, or disposition of excess property), and their resolution is not central to the change proposed. In such instances, the matter(s) not yet resolved shall be identified in the OFCO.
 - e. Information in a pending OFCO shall normally not be disseminated with the exception of information pertaining to compliance with the National Environmental Policy Act (NEPA) and other laws requiring public participation and consultation with other Federal or state agencies as necessary.

- f. An OFCO shall be produced for each transaction unless the actions are closely related (i.e., disestablish a group and establish a station). This facilitates management, tracking, and auditing of the changes. Any questions regarding whether an OFCO is required or not should be addressed to Commandant (G-CPA-2).

5. PREPARATION.

- a. Format. OFCO's are prepared using the format for a Coast Guard message or basic letter. The contents of the OFCO are specified in enclosure (1) and the format is illustrated in enclosures (2) and (3). Enclosures (4) through (8) are checklists for specific OFCO events. If the OFCO is in letter format, the checklist shall be included as an enclosure. If the OFCO is in message format, the checklist will be distributed by the originator as per paragraph (9) of this instruction. In every case, the specific checklist remains a part of the formal OFCO package in sequential clearance.
- b. Timing. An OFCO which affects personnel allowances, requires lengthy precommissioning training, or would cause the issuance of permanent change of station orders shall be initiated sufficiently in advance to allow clearance and final approval well before the effective date. One-hundred and twenty (120) days in advance of the effective date is the **minimum** requirement for OFCO finalization, but 6 months is desired. Personnel Allowance Amendments (PAA's) are not normally issued until after the OFCO has been approved.

PAA's are the key to the assignment process. The Coast Guard Personnel Command will not make personnel assignments until PAAs are issued. To allow for notification and movement of personnel and dependents, the normal processing time is 120 days from CGPC's receipt of a PAA until the first personnel arrive at a unit.

If a civilian reduction in force (RIF) is required, issuance of RIF notices are required 120 days before the effective date. This will mean positions to be eliminated must be identified at least 30 days in advance of the 120-day period to allow the Coast Guard Personnel Command time to prepare the RIF notices.

- c. Responsibility. The responsibility for drafting an OFCO lies with the Headquarters Planning Coordinator (HQPC) for the facility involved, as assigned by the Coast Guard Planning and Programming Manual, COMDTINST M16010.1 (series). When a facility is being developed or transformed such that two HQPC's are involved, the staff that will be HQPC upon execution of the OFCO will originate it.

The OFCO addressee is required to notify the originator via message or letter, with a copy to Commandant (G-CPA-2), Commandant (G-OP), CG Institute, CG Engineering Logistics Center, CG Human Resources Service & Information Center, and the CG Finance Center of the actual completion date of the directed action. The completed checklist shall also be forwarded to the originator with a copy to Commandant (G-CPA-2) at the time of the completion date notification. If completion date notification is not made within 2 weeks after the estimated completion date, the OFCO originator shall contact the addressee via message or letter with a copy to Commandant (G-CPA) to ascertain the status of the directed action.

6. CONGRESSIONAL NOTIFICATIONS.

- a. The actions listed in paragraph 4 almost always require congressional notification. The Office of Congressional and Governmental Affairs (Commandant (G-ICA)) will make the final determination whether notification is required.
- b. Commandant (G-ICA) should be included in the concurrent and sequential clearance process to determine the need for congressional notification.
- c. Congressional notification is most often completed by a letter to applicable members and signed by Commandant (G-ICA). Depending on the action, Commandant (G-ICA) may coordinate phone calls or personal visits to congressional members in conjunction with the proposed action. Headquarters directorates should be prepared to support Commandant (G-ICA) in these notifications by providing draft letters, press releases, fact sheets, etc.
- d. Notification letters:
 - (1) Notification letters are sent at a minimum to the Coast Guard's Committee and Subcommittee Chairmen and Ranking Minority Members. They are almost always sent to the applicable congressional district, state representatives and senators but are not required by law.

House

Committee on Appropriations
Subcommittee on Transportation and Related Agencies
Committee on Transportation and Infrastructure
Subcommittee on Coast Guard and Maritime Transportation

Senate

Committee on Appropriations
Subcommittee on Transportation and Related Agencies
Committee on Commerce, Science and Transportation
Subcommittee on Oceans and Fisheries

- (2) The OFCO originator will draft the notification letter and coordinate its electronic transfer to Commandant (G-ICA). Commandant (G-ICA) will provide upon request a congressional notification list to the OFCO originator.
- (3) Commandant (G-ICA) will review and sign the notification letters.

- (4) When the OFCO is received by Commandant (G-ICA) in the sequential clearance process, the signed original letters with blind copies to ranking committee members will be inserted into the OFCO package and forwarded.
- e. OFCO's requiring notification must include the following paragraph:

"It is highly recommended that any special ceremonies or functions planned in conjunction with this OFCO include congressional representation with an opportunity for the senators and/or representative to speak. When feasible, such ceremonies should be scheduled to occur when members of Congress are in their home district; when not feasible, it is appropriate to invite the senior member of a local office as a guest. In any event, it is always desirable to extend an invitation to both senators and the representative(s) of the congressional district(s) involved. Invitations should normally be forwarded via the Congressional and Governmental Affairs Staff (Commandant (G-ICA)). Contact Commandant (G-ICA) to obtain names, addresses, telephone numbers, member's background, or other information."

7. CLEARANCE.

- a. Headquarters staff clearance of an OFCO is accomplished by distributing a draft of the OFCO (along with the pertinent checklist and drafts of required congressional and secretarial notifications) under a Concurrent Clearance sheet (Form CG-4590).
- b. The minimum routing for OFCO concurrent clearances is listed below. In general, routing shall include those staff elements in which programs, facilities and/or support activities are affected by implementation of the OFCO. Those staffs listed below shall coordinate the Directorate or Office input with their respective Offices or Divisions. Selection of additional staff elements to which OFCO's should be routed for clearance is the responsibility of the originator. Minimum concurrent clearance routing consists of:
- (1) Office of Programs (Commandant (G-CPA)).
 - (2) Office of Budget (Commandant (G-CBU)).
 - (3) Office of Financial Management (Commandant (G-CFM)).
 - (4) Office of Congressional and Governmental Affairs (Commandant (G-ICA)).
 - (5) Office of Plans, Policy & Evaluation (Commandant (G-CPP)).
 - (6) Office of Financial Systems (Commandant (G-CFS)).
 - (7) Human Resources Administration and Coordination Staff (Commandant (G-W-1)) - For further distribution within the entire G-W Directorate.
 - (8) Operations Resource Management (Commandant (G-OR)) - For further distribution within Commandant (G-O).

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- (9) Office of Planning & Resources (Commandant (G-MRP)) - For further distribution within Commandant (G-M).
 - (10) Systems Resource Management Directorate (Commandant (G-SR)) - For further distribution within Commandant (G-S).
 - (11) Office of Legal Policy and Program Development (Commandant (G-LPD)).
 - (12) Quality Management and Effectiveness Staff (Commandant (G-CQM)).
- c. Draft OFCO's shall also be routed to the following staff elements as indicated:
- (1) Office of Public Affairs (Commandant (G-IPA)) - when the change is significant and/or has potential public interest.
 - (2) Director, International Affairs Staff and Foreign Policy Advisor to the Commandant (G-CI) - when the change affects an overseas unit or is a ship which could possibly be transferred to a foreign government. Commandant (G-CI) will prepare required Department of State notifications.
 - (3) Acquisition Resource Management Staff (Commandant (G-A-1)) - when the change affects a unit associated with a Chief of Staff chartered acquisition project.
 - (4) Office of Aviation Management (Commandant (G-OCA)) – when the change affects an aircraft or affects the Aviation Training Center, Mobile, AL.
 - (5) Office of Shore Activities (Commandant (G-OCS)) – when the change affects a small boat station, Group Office, Activities, GANTSEC, MARSEC, Aids to Navigation Team or National Motor Lifeboat School activity.
 - (6) Office of Cutter Management (Commandant (G-OCU)) – when the change affects a cutter.
 - (7) Office of Defense Operations (Commandant (G-OPD)) – when the change affects a Port Security Unit.
 - (8) Office of Procurement Management (Commandant (G-CPM)) - when the change affects a unit with procurement authority vested in a warranted contracting officer at the activity.
 - (9) Applicable MLC - For information purposes and to ensure that MLC staffs are aware of the intended changes and allow them to review for impact on MLC/Area units.

- d. Contentious issues and discrepancies must be resolved before the OFCO is routed for sequential clearance. A summary of all comments received in concurrent clearance and an indication of how the comments were resolved shall be made part of the final approval routing.
8. APPROVAL.
- a. Following concurrent clearance, the OFCO, required checklists, Congressional notification letters and supporting information shall be forwarded as a package to the Director of Resources (Commandant (G-CRC)) for final approval and signature. The package shall be routed sequentially through the following staff elements, at a minimum:
- (1) Originator's Office Chief.
 - (2) Personnel Allowance and Planning Division (Commandant (G-CPA-2)) (Format checked and OFCO number assigned).
 - (3) Office of Congressional and Governmental Affairs (Commandant (G-ICA)).
 - (4) Office of Programs (Commandant (G-CPA)).
 - (5) Director of Resources Directorate (Commandant (G-CRC)).
- b. During sequential routing, corrections to congressional notifications should normally be made by Commandant (Commandant (G-ICA)).
- c. When required, the Director of Resources (Commandant (G-CRC)) will forward the package to the Chief of Staff or Commandant for signature.
- d. Once the OFCO is signed by the Director of Resources, and congressional notification letters by the Chief, Congressional and Governmental Affairs Staff, Commandant (G-CPA-2) will forward congressional notifications to the originator for mailing. To ensure that no final Congressional objections or concerns have been raised, Commandant (G-CPA-2) will normally wait ten working days before returning the signed OFCO to the originator for distribution. If formal notification to the Secretary of Transportation is required, it will be done before the congressional notifications.
9. DISTRIBUTION. Upon receipt of the signed OFCO, the originator shall distribute copies with approved checklist (or send message if in message format) to HQPC, the affected chain of command, including the appropriate MLC, and the staff elements and commands listed in enclosure (9). In addition, a copy of the final OFCO, in either letter or message format with checklist, shall be provided to Commandant (G-CPA-2) to ensure accurate records are maintained and all personnel reprogrammings associated with the event are executed.
10. OFCO CHANGES. An OFCO may be changed prior to its actual implementation date. The change should address only those items being altered. The change will be clearly indicated in the subject line as CHANGE NO. _____ TO OFCO NO. _____. For clearance, approval and notification purposes, the change will be processed as though it were an actual OFCO.

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11. FORMS AVAILABILITY. Coast Guard Forms, CG-4183, Change of Mailing, Freight and Billing Address; CG-5269, Report of Survey; and SF-120, Report of Excess Personal Property, are available in JetForm Filler on SWIII.

D.R. NICHOLSON
DIRECTOR OF RESOURCES

- Encl: (1) Instruction for Preparing an Operating Facility Change Order (OFCO)
(2) Sample Letter OFCO
(3) Sample Message OFCO
(4) Commissioning Checklist
(5) Decommissioning Checklist
(6) Establish Shore Unit Checklist
(7) Disestablish Shore Unit Checklist
(8) Change of Homeport Checklist
(9) OFCO Distribution Requirements

INSTRUCTIONS FOR PREPARING AN
OPERATING FACILITY CHANGE ORDER (OFCO)

1. **FORMAT.** An OFCO is prepared using the format for a basic Coast Guard letter or message in accordance with reference(c). The letter/message shall be addressed to the appropriate Area, District, Maintenance and Logistics Command (MLC), or commanding officer of a Headquarters unit depending on the circumstances. The subject line begins with "**OPERATING FACILITY CHANGE ORDER (OFCO),**" followed by a brief description of the change.
2. **MANDATORY TOPICS.** All OFCO's shall include:
 - a. A statement of the change being ordered, accompanied by any necessary amplifying information (e.g., shifts of operational or administrative control.)
 - b. A date or period of time in which the change is to be effected, expressed as precisely as possible.
 - c. A requirement to notify the originator, with a copy to Commandant (G-CPA-2), (G-OP), (G-CFM-3), Coast Guard Personnel Command, CG Institute, CG Engineering Logistics Center, CG Human Resources Service & Information Center, and CG Finance Center of the actual completion date of the directed action.
 - d. A new OPFAC listing for each affected facility in the exact format as it will be printed in reference (d). The congressional district for each unit listed shall be indicated under "Remarks". A simple change affecting a number of units identically may be summarized by a statement of the change and list of affected units.
 - e. If a unit is relocated or established, a listing of the address of the unit including zip code.
 - f. A statement indicating the environmental analysis (National Environmental Policy Act [NEPA] and/or National Historic Preservation Act [NHPA] analysis, as applicable) that has been completed (pursuant to reference (e)) for the action or change about to be ordered, and a brief description of the findings of those analyses.
 - g. A brief statement indicating the amount of funding required shall be included in the OFCO. If no funding changes are anticipated, a statement to that effect is required. Coordinate accounting data with the appropriate Budget Officer and FINCEN (SA).

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- h. An OFCO that changes the PAL (adds, deletes, or changes the rank of billets or grade of positions) affects personnel costs. A brief statement indicating the amount of Standard Personnel Costs (SPC) required shall be included in the OFCO.
- i. State all unit personnel allowance changes (i.e., "add", "delete", "move" as applicable for each billet), including PAL, RPAL, and CPRL, explicitly or by reference, with sources and dispositions. State when an allowance change has not been resolved. All requirements for pipeline training billets should be stated. To permit the Contingency Preparedness Program to identify long term staffing requirements, the CPRL for vessels being decommissioned from FRAM, MMA or similar major renovation will not be deleted, but changed to reflect the vessel CPRL after completion and recommissioning. When a unit is decommissioned or moved, reserve billets are retained in the Chain of Command of that unit and are reprogrammed as per reference (f). A complete billet map should be forwarded to Commandant (G-CPA-2) in order to affect the billet changes on PAL.
- j. CHECKLISTS. The checklists, enclosures (4) through (8), signify the minimum number of tasks needed to be completed prior to the event. In addition to the items listed in the checklists, include any other pertinent information that may not be contained in the checklist in the body of the OFCO. The checklist shall be routed with the OFCO during the clearance process. The checklist is a part of the formal tasking for the OFCO.

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol:
Phone: (202) 267-
FAX:
5440
OFCO NO. 015-98

From: Commandant

To: Commander, Eleventh Coast Guard District (d)

Ref: (a) Operating Facility Change Orders (OFCO) Procedures, COMDTINST 5440.2 (series)

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); PLACE USCGC BARRACUDA
(WPB 87301) IN SERVICE

1. Placing USCGC BARRACUDA (WPB 87301) "in service" is hereby authorized. USCGC BARRACUDA is scheduled for delivery to the Coast Guard for acceptance at USCG Integrated Support Command, Alameda, CA in April 1998. Upon receipt of the vessel, the precommissioning crew will place USCGC BARRACUDA "In Service, Special." Operational testing and evaluation will commence in May of 1998 and is expected to be completed within eight weeks.
2. The designated homeport for USCGC BARRACUDA is Eureka, CA. Formal commissioning ceremonies for the cutter will be arranged by Commander, Eleventh Coast Guard District (CGD ELEVEN) and conducted after USCGC BARRACUDA arrives in homeport. At that time, the cutter will be placed "In Service, Active."
3. An environmental analysis under the National Environmental Policy Act has been completed. The findings of that analysis indicate that the action will pose no significant impact on the environment.
4. The mailing address for USCGC BARRACUDA is:
Commanding Officer
USCGC BARRACUDA (WPB 87301)
P.O. Box 1207
Eureka, CA 95502-3778
5. USCGC BARRACUDA's Operating Facility (OPFAC) Number 11-13301, Unit Identification Code(UIC) E13301 (Coast Guard) and N13301 (Navy), Department of Defense Activity Address Code (DoDAAC) Z13301, are assigned. The OPFAC listing will be:

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| <u>UNIT NAME, CITY,</u> <u>CONGRESSIONAL DISTRICT</u> | <u>OPFAC</u> | <u>BOAT</u> <u>PROGRAMS</u> | <u>ALLOWANCE</u> |
|---|--------------|--------------------------------|------------------|
| Elements of Humboldt Bay Elements of 11 District USCGC BARRACUDA (WPB 87301) Eureka, CA-01 | 11-13301 | DO/ELT/MER PSS/RBS/SAR | 1 CB-M |

6. In general, the events leading to the placement of the ship "In Service, Special" will be as follows:
 - a. Presently on site; the Officer in Charge (OIC), Executive Petty Officer (XPO), and Engineering Petty Officer (EPO). Remaining crewmembers are present in PRECOMDET USCGC BARRACUDA in Humboldt Bay, CA. Commandant (G-OCU) will fund TAD orders for the crew, as necessary, to travel to Bollinger to attend "School of Ship," and to complete final preparations prior to acceptance.
 - b. The prospective Officer in Charge (POIC) of USCGC BARRACUDA is currently acting as the OIC, PRECOMDET USCGC BARRACUDA. PRECOMDET USCGC BARRACUDA is under the Administrative Command (ADCON) of Commandant (G-OCU).
 - c. On delivery day, the CO, CPB PRO Lockport, will transfer custody of USCGC BARRACUDA to the POIC, USCGC BARRACUDA via DD Form 1149. The POIC shall conduct a brief but appropriate ceremony to commemorate placing USCGC BARRACUDA "In Service, Special" and change Operational and administrative control to CGD ELEVEN. USCGC BARRACUDA will begin a Ready For Sea (RFS) period of 21 days under the direction of CGD ELEVEN.
7. Personnel: USCGC BARRACUDA's Personnel Allowance will be 0+0+10+0=10. USCGC BARRACUDA's Reserve Personnel Allowance (RPAL) has been established under separate correspondence. The Personnel Reporting Unit (PERSRU) for USCGC BARRACUDA will be Commander, Coast Guard Group Humboldt Bay, CA
8. Funding: Base funding levels for all accounts remain as established for an 82' patrol boat. After OT&E, funding levels will be re-evaluated. Funding adjustments for the AFC 30 account will be made in accordance with the District Budget Model standards based on date of delivery of the vessel.
9. Notifications: Appropriate congressional notifications have been made. It is highly recommended that any special ceremonies or functions planned in conjunction with this OFCO include a congressional representative to speak. When feasible, such ceremonies should be scheduled to occur when members of Congress are in their home district; when not feasible, it is appropriate to invite the senior member of a local office as a guest. In any event, it is always desirable to extend an invitation to both senators and the representative of the congressional district(s) involved.

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OFCO NO. 015-98

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); PLACE USCGC BARRACUDA
(WPB 87301) IN SERVICE

10. Reports: Notify Commandant (G-ORP), (G-OCU), (G-CPA-2), (CFM-3), CGPC, Coast Guard Institute, Coast Guard Engineering Logistics Center, Coast Guard Human Resources Service & Information Center, and Coast Guard Finance Center by message of the actual date of commissioning.

| | | |
|-------|--------------------------------|----------------------------|
| Copy: | CGHQ (Special Internal) | CG TQC Chesapeake |
| | PACAREA (Pof) | CG Institute |
| | CG MLCPAC (f)(p)(s)(t)(v)(k) | CG FINCEN |
| | CG TISCOM (ops-4) | CG HRSIC Topeka |
| | CG YARD (id-335) (id-300) | CG ELC |
| | CGD ELEVEN (o)(a)(dpl) | CG PC(opm-2, epm-2, cpm-1) |
| | CG GROUP HUMBOLDT BAY (PERSRU) | ISC ALAMEDA |
| | ESU ALAMEDA | |

Enclosure (3) to COMDTINST M5440.3

FM COMDT COGARD WASHINGTON DC//G-CRC/G-CPA/G-CPO/G-CFM/G-CFS/G-CPM/G-ICA/G-LPD/G-MRP/G-OCU/G-OR/G-SR/CGPC//
TO COMPACAREA COGARD ALAMEDA CA//P/PO/POF//
INFO COGARD YARD BALTIMORE MD
COMCOGARD MLC PAC ALAMEDA CA//M/V/F/T/S/K/P//
CGDSEVENTEEN JUNEAU AK//DMO/MP/DA//
COMCOGARD ISC KODIAK AK
COMCOGARD PERSCOM WASHINGTON DC
COGARD HQSUPRTCOM WASHINGTON DC//T-4C//
COGARD HRSIC TOPEKA KS
COGARD FINCEN CHESAPEAKE VA
COGARD TQC CHESAPEAKE VA
COGARD INSTITUTE OKLAHOMA CITY OK
COGARD ENGLOGCEN BALTIMORE MD
COGARD ESU KODIAK AK
COGARD TISCOM ALEXANDRIA VA//OPS-4/OPS-3//
COGARD SMARMREPFAC CRANE IN//2053/2032//
BT
UNCLAS//N05440//

SUBJ: OPERATING FACILITY CHANGE ORDER (OFCO) NO. 059-98;
COMMISSION USCGC ALEX HALEY (WMEC 39)

A. CHIEF OF STAFF (G-CCS) HOMEPORT DECISION MEMO DTD 29 OCT 97

1. COMMISSIONING OF USCGC ALEX HALEY (WMEC 39) IS HEREBY AUTHORIZED. USCGC ALEX HALEY WILL BE PLACED "IN COMMISSION, SPECIAL" AT COAST GUARD YARD (CG YARD) BALTIMORE, MD, ON OR ABOUT (OOA) 01 JULY 1999, AND WILL DEPART CG YARD OOA 01 AUGUST 1999 FOR A SHAKEDOWN PERIOD EN ROUTE TO HOMEPORT (ISC KODIAK, AK). COMMANDANT (G-OCU) WILL NOTIFY APPROPRIATE COMMANDS IF THERE IS A SIGNIFICANT CHANGE IN THE COMMISSIONING (SPECIAL) DATE.

2. CGC ALEX HALEY OPERATING FACILITY (OPFAC) NUMBER 21-12204, UNIT IDENTIFICATION CODE (UIC) E12204 (COAST GUARD) AND N12204 (NAVY), DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC) Z12204, WILL BE EFFECTIVE UPON COMMISSIONING (SPECIAL).

3. THE FOLLOWING IS A GENERAL SCHEDULE OF EVENTS TO TAKE PLACE PRIOR TO COMMISSIONING (SPECIAL).

A. THE PRECOMMISSIONING DETAIL (PRECOMDET) SHALL BE ADMINISTRATIVELY ESTABLISHED BY THE PROSPECTIVE COMMANDING OFFICER (PCO), OR ASSIGNED REPRESENTATIVE, UPON ARRIVAL AT THE PRECOMMISSIONING SITE AT CG YARD.

B. PHASE ONE REPORTING DATE WAS 12 NOVEMBER 1998. PHASE-ONE PERSONNEL INDICATED ON THE UNIT PERSONNEL ALLOWANCE LIST (PARA 12.A.) REPORTED TO THE PRECOMDET AT THE CG YARD TO BEGIN LEARNING THE SHIP'S ENGINEERING, ELECTRONIC AND SHIP CONTROL SYSTEMS AND TO BEGIN DEVELOPING SHIPBOARD ORGANIZATION.

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C. PHASE TWO REPORTING DATE IS NLT 15 MARCH 1999. PHASE TWO PERSONNEL INDICATED ON THE UNIT PERSONNEL ALLOWANCE LIST (PARA 12.B.) SHALL REPORT TO THE PRECOMDET TO BEGIN PREPARATION OF ALL ORGANIZATIONAL MATERIAL, DIRECTIVES, BILLS, AND BILLET ASSIGNMENTS, AND TO PREPARE FOR TEAM AND SELF-INSTRUCTION, AND OPERATING THE VESSEL.

D. PHASE THREE REPORTING DATE IS NLT 30 MAY 1999. PHASE THREE PERSONNEL INDICATED ON THE UNIT PERSONNEL ALLOWANCE LIST (PARA 12.C.) SHALL REPORT TO THE PRECOMDET TO PREPARE FOR PCO ACCEPTANCE AND TO BEGIN READY FOR SEA (RFS) TRIALS.

E. PHASE FOUR REPORTING DATE IS NLT 01 JULY 1999. PHASE FOUR PERSONNEL INDICATED ON THE UNIT PERSONNEL ALLOWANCE LIST (PARA 12.D.) SHALL REPORT TO THE ALEX HALEY TO ASSIST WITH EQUIPMENT ON-LOAD AND RECEIVE ESSENTIAL TRAINING.

F. ONCE CGC ALEX HALEY IS TRANSFERRED TO THE PCO, CG PACIFIC AREA (PACAREA) WILL ASSUME ADMINISTRATIVE CONTROL (ADCON). THE PCO SHALL PLACE THE SHIP IN AN INACTIVE, PENDING PLACEMENT IN COMMISSION STATUS. AFTER EQUIPMENT ON-LOAD IS COMPLETE, CGC ALEX HALEY SHALL BEGIN A RFS PERIOD UNDER THE DIRECTION OF CG PACAREA. UPON COMPLETION OF THE ON-LOAD AND ESSENTIAL TRAINING, THE PCO SHALL CONDUCT A BRIEF BUT APPROPRIATE CEREMONY TO COMMEMORATE PLACING ALEX HALEY "IN COMMISSION, SPECIAL" AND CHANGE OPERATIONAL CONTROL (OPCON) TO CG PACAREA.

4. THE OPFAC MANUAL LISTING WILL BE:
ELEMENT OF PACIFIC AREA
USCGC ALEX HALEY (WMEC 39)
KODIAK, AK
CONGRESSIONAL DISTRICT - AK-00
OPFAC NUMBER - 21-12204
PROGRAMS - DO/ELT/SAR
BOAT ALLOWANCE - 2-CB-L

5. CGC ALEX HALEY PERSONNEL ALLOWANCE LIST WILL BE 8+1+90=99 (PARA 13).

6. THE PERSONNEL REPORTING UNIT (PERSRU) FOR CGC ALEX HALEY WILL BE ISC KODIAK, AK.

7. AN ENVIRONMENTAL ANALYSIS UNDER THE NATIONAL ENVIRONMENTAL POLICY ACT HAS BEEN COMPLETED. THE FINDINGS OF THAT ANALYSIS INDICATE THAT THE ACTION WILL POSE NO SIGNIFICANT IMPACT ON THE ENVIRONMENT.

8. FORMAL COMMISSIONING CEREMONIES FOR THE CUTTER WILL BE ARRANGED BY COMMANDER, PACIFIC AREA (COMPACAREA) AND CONDUCTED AFTER USCGC ALEX HALEY ARRIVES IN HOMEPORT. AT THAT TIME, THE CUTTER WILL BE PLACED "IN COMMISSION, ACTIVE."

Enclosure (3) to COMDTINST M5440.3

9. NOTIFY COMMANDANT (G-ORP), (G-OCC), (G-OCU), (G-CPA-2), CG PACAREA AND CG MLC PAC BY MESSAGE, WITH COPY TO COAST GUARD INSTITUTE (CG INSTITUTE), HUMAN RESOURCES SERVICE AND INFORMATION CENTER (HR SIC), CG ENGINEERING LOGISTICS CENTER (ELC) BALTIMORE, CG FINANCE CENTER (CG FC) AND CG TRAINING QUOTA MANAGEMENT CENTER (TQC) OF THE ACTUAL DATE OF COMMISSIONING (SPECIAL). NOTIFICATION TO THE CG INSTITUTE MUST INCLUDE A ROSTER OF PERSONNEL AFFECTED BY THIS CHANGE.

10. COMMANDANT (G-CPA) WILL ASSIGN ALL BILLETS TO CGC ALEX HALEY AND ISSUE PERSONNEL ALLOWANCE AMMENDMENTS (PAAS).

11. FUNDING.

A. NOTIFY FINCEN (SA) OF PES REPORT ADDRESS. FUNDING FOR ONE QUARTER FY99 O&M WILL BE PROVIDED TO PACAREA FROM COMMANDANT (G-OCU) AS FOLLOWS (IN 000'S):

O&M (AFC 30) / \$125

BOAT MAINTENANCE (AFC-30)/\$6.5

ENERGY (AFC 30E) / \$75

VESSEL MAINTENANCE (AFC 45) / \$188

B. NONRECURRING FUNDING WILL BE PROVIDED BY COMMANDANT (G-OCU) TO THE PRECOMDET FOR PRECOMMISSIONING EXPENSES.

12. CONGRESSIONAL NOTIFICATIONS HAVE BEEN MADE.

13. UNIT PERSONNEL ALLOWANCE LIST

USCGC ALEX HALEY (WMEC 39)

P.O. BOX 195014

KODIAK, ALASKA 99619-5000

A. PHASE I

RANK / NUMBER / TITLE

CDR / 1 / COMMANDING OFFICER

LCDR / 1 / EXECUTIVE OFFICER

LT / 1 / ENGINEER OFFICER

LT / 1 / OPERATIONS OFFICER

LTJG / 1 / DECK WATCH OFFICER

CWO4 / 1 / NAVAL ENGINEER

MKC / 2 / DUTY

SKC / 1 / DUTY

MK1 / 1 / DUTY

YN1 / 1 / DUTY

B. PHASE II

ENS / 1 / ENGINEER OFFICER IN TRAINING

EMCS / 1 / DUTY

FSC / 1 / DUTY

QMC / 1 / DUTY

BMC / 1 / DUTY

DCC / 1 / DUTY

TC1 / 1 / DUTY

SK1 / 1 / DUTY

ET1 / 1 / DUTY

MK1 / 2 / DUTY

EM1 / 1 / DUTY

DC2 / 1 / DUTY

SK2 / 1 / DUTY

MK2 / 3 / DUTY

EM2 / 1 / DUTY

EM3 / 2 / DUTY

MK3 / 5 / DUTY

DC3 / 3 / DUTY

Enclosure (3) to COMDTINST M5440.3

C. PHASE III

LTJG / 1 / DECK WATCH OFFICER

ENS / 1 / DECK WATCH OFFICER

GM1 / 1 / DUTY

BM1 / 1 / DUTY

HS1 / 1 / DUTY

FS1 / 1 / DUTY

BM2 / 1 / DUTY

QM2 / 1 / DUTY

RD2 / 1 / DUTY

ET2 / 1 / DUTY

FS2 / 1 / DUTY

TC2 / 1 / DUTY

ET3 / 1 / DUTY

BM3 / 2 / DUTY

QM3 / 2 / DUTY

TC3 / 2 / DUTY

FS3 / 2 / DUTY

D. PHASE IV

SN / 29 / DUTY

FN / 10 / DUTY

TOTAL 99

14. AN ADDITIONAL CHECKLIST OF REQUIRED ACTIONS SHALL BE FORWARDED BY G-OCU. POC IS JIM GIELNER AT (202) 267-2821.

RELEASED BY RADM T W ALLEN, USCG, G-CRC

BT

USCG CUTTER COMMISSIONING CHECKLIST

The following items are to be completed for commissioning. The Commander/ Commanding Officer with administrative control is responsible for checklist completion, however specific tasks can be delegated to the unit.

| Item # | Description | Reference |
|--------|---|--------------------------------|
| 1 | At least 60 days prior to commissioning, submit an original Change of Mailing, Freight and Billing Address (CG 4183) to the Engineering Logistics Center (ELC) or fax to (410) 762-6080. Submit copies to COMDT (G- SLP), COMDT (G-SII), CG Human Resources Service and Information Center, and CG Institute. Ensure that the X.25 address is included on the CG-4183 for initiating in the Automated Requisitioning Management System (ARMS). A separate CG 4183 must be submitted to the ELC for the Navy "N" Unit Identification Code (UIC). | |
| 2 | At least 30 days prior to departure from shipbuilding facility, submit a third Change of Mailing, Freight and Billing Address (CG 4183) modifying the vessel's DODAAC from Project Resident Office (PRO) to the vessel's homeport. The effective date of this change should be the scheduled date of departure from PRO. The submission of requisitions containing a new DODAAC is prohibited before the date shown on the CG 4183. | |
| 3 | At least 45 days prior to commissioning send a message to COGARD HQSUPRTCOM WASHINGTON DC//T-4C// requesting the addition of the cutter to the Common Source Routing File (CSRF) and the Military Address Directory (MAD) to become effective on cutter's established commissioning date. Also, send a message to the cognizant authority of each applicable Address Indicating Group (AIG) requesting the addition of the cutter to become effective on its established commissioning date. | |
| 4 | At least 45 days prior to commissioning, advise Commandant (G-OPN) to add the cutter to the National Imagery and Mapping Agency's (NIMA) chart/publication distribution list | COMDTINST M5510.23 (series) |
| 5 | At least 45 days prior to commissioning, coordinate with TISCOM (ops-4) to establish Communication/Tactical (COMTAC) Publication account and determine COMSEC material requirements. Advise Commandant (G-OCU, G-OPD, G-WKS, G-SCE, G-SII, TISCOM) and CG AREA (Att) when able to properly stow classified material. Request TISCOM provide computer systems to support COMTAC and the Flooding Casualty Control System. | |

Enclosure (4) to COMDTINST M5440.3

- 6 Establish allowances for general-purpose property. Retain documents relating to the acquisition or transfer of reportable personal property for audit purposes and year- end reporting. Conduct a physical inventory of all personnel property. Mark all items by bar-coding, labeling, etching or stenciling. Obtain the Configuration Management Plus (CMPlus) unit level software from USCG Operations Systems Center (OSC) Martinsburg. COMDTINST M4500.5 (series)
- 7 Notify Commandant (G-CFM) and FINCEN (FR) when to add unit OPFAC to the AIM Central/Oracle Fixed Assets (FA) System. Establish an account with AIM Central/Oracle FA, ensuring all mandatory personal property is entered into the CMPlus/AIM/Oracle FA database for the new OPFAC.
- 8 Notify FINCEN (SA) of PES Report address.
- 9 Conduct Board of Survey and prepare a Report of Survey (CG-5269) for the cutter small boat. COMDTINST M4500.5 (series)
- 10 Advise Commandant (G-OCC) to register the cutter in the Abstract of Operations (AOPS) database.
- 11 Coordinate with Commandant (G-OCU) delivery of small arms allowance and establishment of the Ammunition Ship-fill Allowance and, automatic distribution of ordnance publications. Establish the Non-Combat Expenditure Allowance (NCEA) and assist the cutter with ordering ammunition allowances and coordinate arrangements for on load as necessary. COMDTINST M8000.2 (series)
COMDTINST C8011.2
- 12 Contact Area, (ofc) to ensure required pyrotechnics, ordnance publications, small arms spare parts and ancillary equipment are transferred to the cutter via the Area Ordnance Support Facility.
- 13 Advise Commandant (G-OPF-3) to register the cutter in the Naval Status of Forces (NSOF) database.
- 14 Advise Commandant (G-OPR) to add the cutter to the current Search And Rescue Management Information System (SARMIS) software distribution list and provide the current SARMIS version. Establish submission of quarterly Abstract of Operations and SARMIS reports. COMDTINST M5230.10 (series)
COMDTINST 5230.10
- 15 Advise Commandant (G-SL) to enter the cutters OPFAC number into the Standard Automated Requisition Management System (STAR/ARMS-2).

- 16 Advise the Coast Guard Human Resources Service and Information Center (HRSIC) to designate the cutter as a career sea pay eligible OPFAC in the automated Coast Guard Personnel System (PMIS/JUMPS) upon receipt of the message placing the cutter in an "In Commission, Special" status. PMIS documentation may then be submitted to start career sea pay and career sea pay premium for eligible crew members effective the date the vessel is placed "In Commission, Special" provided messing and berthing facilities are in operation. Following "In Commission, Special," ensure Personnel Management Information System (PMIS) reporting endorsements aboard the vessel include the notation to start career sea pay/time. Members with previous sea duty will count time at the PCAF and PRECOMDET as neutral time for the purposes of career sea pay premiums.
- 17 Contact cognizant housing office to ensure that appropriate housing support is provided.
- 18 Coordinate training for pre-commissioning crews via the Primary Crew Assembly Facility (PCAF) with Commander, Atlantic Area for cutter team training, CG National Aids to Navigation School for ATON training, Coast Guard Training Quota Management Center, Chesapeake for assignments to service schools, and the PRO for factory and familiarization training provided under the production contract.
- 19 Publish an appropriate Operations Order (OPORD).
- 20 Establish and provide a standard distribution of directives and publications (classified and unclassified) and other items (e.g. ATONIS) necessary to commence operations.
- 21 Issue appropriate press releases.
- 22 Nominate a President, and representatives for Operations, Naval Engineering, Electronics, Occupational Health and Safety Specialist for the PAT Board.
- 23 Schedule and oversee Ready for Sea (RFS) certification.
- 24 During the Shakedown Period provide seamanship, navigation, damage control, and basic engineering casualty control exercise training.
- 25 Schedule necessary small arms and law enforcement training.

COMDTINST M11101.13
(series)

Enclosure (4) to COMDTINST M5440.3

- 26 Issue hull numbers to assigned boats and report numbers assigned to Commandant (G-OCS).
- 27 Administratively establish PRECOMDET for the cutter in accordance with the established personnel allowance list.
- 28 Prepare all organizational material, directives, bills, and billet assignments.
- 29 Submit a letter to Commandant (G-WKW-1) via the appropriate CG MLC, and CG FC (OGRC) for establishment of Coast Guard Dining Facility COMDTINST M4061.3 (series)
- 30 Review the Authorized Equipment List and General Use Consumables List and notify the PRO of any discrepancies or shortages. Recommended changes to these lists may be submitted through Commandant (G-OCU) to CG Engineering Logistics Center, copy to Commandant (G-A). The change request should include the item description, weight, desired location, and rationale for the requested change.
- 31 Request establishment of a Morale Fund, if desired, from appropriate ISC or cognizant authority. COMDTINST M1710.13 (series)
- 32 As soon as practicable, but no later than 30 days after completion of on-load, conduct a quarterly physical inventory self audit of OM&S. COMDTINST M4400.19 (series)
- 33 Notify OPCON by message, information to Commandant (G-OCU) when the cutter and crew are prepared for the Ready for Sea (RFS) certification.
- 34 After RFS certification, notify Commandant (G-OCU), AREA (of), MLC, and Districts that the cutter will transit enroute to homeport, of vessel's itinerary. Include estimated departure and arrival times for ports of call.
- 35 Actively manage configuration control aboard the cutter. Ensure no modifications are made to the cutter unless authorized through established procedures in the particular class of cutter configuration management plan.
- 36 Notify vessel PRO, CG MLC (v) or (t), and Commandant (G-A) by message of all machinery or electronics failures or defects within a year after delivery for warranty determination. COMDTINST M4335.3 (series)
- 37 Request initial start up MWR funding from the appropriate ISC/cognizant authority. COMDTINST M1710.13 (series)
- 38 For cutters over 110 ft in length and WPB's located OCONUS: Request a Navy Motion Picture Service account 90 days prior to the desired commencement date of service from the Navy Motion Service, Bureau of naval Personnel (651-NMPS), 7800 3rd Ave, Bldg 457, Millington TN 38054-5014, via COMDT (G-WPX). COMDTINST M1710.13 (series)

- 39 If unit desires the establishment of an exchange or satellite exchange, it should contact the exchange closest to its homeport at least 90 days prior to the arrival to homeport. COMDTINST M1710.13 (series)
- 40 Hold an appropriate formal ceremony to place the cutter in commission (service) Active. Contact Commandant (G-ICA) for assistance as necessary in arranging Congressional speakers for the commissioning ceremony.
- 41 Advise Commandant (G-A), (G-CFM), (G-O), (G-OCU), (G-ORP-1), (G-S), (G-CPA-2), CG LANTAREA, CG Institute, CG HRSIC Topeka, CG TQC Chesapeake, CG Finance Center, and CG ELC Baltimore by message upon placing the cutter in commission special. Notification to the CG Institute must include a roster of personnel affected by this change.

USCG CUTTER DECOMMISSIONING CHECKLIST

The following items are to be completed for Decommissioning. The Commander/Commanding Officer with administrative control is responsible for checklist completion, however specific tasks can be delegated to the unit.

| Item # | Description | Reference |
|--------|---|--|
| 1 | Advise TISCOM (ops-4) to disestablish CMS & COMTAC accounts and (ops-3) to disestablish CGDN X.25 connection. | CMS-1 |
| 2 | Submit form CG-4183 to ELC; COMDT (G-SLP), (G-SII); HRSIC & CG Institute. | COMDTINST M4400.10 (series) |
| 3 | Submit separate CG-4183 to ELC for cancellation of Navy "N" UIC. | |
| 4 | Reduce fuel, lube oil, gas, & other flammables to minimum levels. Obtain disposition instructions from MLC. | |
| 5 | Transfer all small arms to the Small Arms Repair Facility (SARF). | COMDTINST M8370.11 (series) |
| 6 | Transfer all ammunition, pyro, ordnance pubs, small arms spare parts, and ancillary equip to the Area Ordnance Support Facility. | COMDTINST M8370.11 (series) |
| 7 | Cancel all outstanding CASREPs. | COMDTINST M3501.3 & NWP 10-1-10 (series) |
| 8 | Review outstanding requisitions & submit cancellations as required using mass cancellation procedures. | COMDTINST M4400.19 (series) |
| 9 | Forward all open procurement files to supervising procurement office. Report unobligated program element balances to ATU via message or letter. | |
| 10 | Destroy all NationsBank MasterCard purchase cards. Notify FINCEN (SA) of disestablishment. Notify your Agency Program Coordinator via the NationsBank Account Activation/Deactivation Form. Forward a copy to FINCEN (og), (op) and (fi). Contact FINCEN (fi) to make sure all outstanding NationsBank MasterCard statements for the destroyed cards have been submitted to FINCEN. | |
| 11 | Advise COMDT (G-SL) via CG-4183 when to delete OPFAC from ARMS. | |
| 12 | Forward a list of historical artifacts to COMDT (G-ICP) and request disposition instructions. Note any artifacts that have been transferred to other Coast Guard units. Note: Artifacts are the property of the USCG and any unauthorized transfer of artifacts is illegal. For further information, contact COMDT (G-IPA) | |

Enclosure (5) to COMDTINST M5440.3

- 13 Provide an inventory of all installed & spare electronic equipment; test equipment; tech pubs; repair tools & spare parts to COMDT (G-SCE-2) & MLC (te) and request disposition instructions.
- 14 Inventory all general purpose property & verify accuracy of current property listings with HQ list in the AIM system. COMDTINST M4500.5 (series)
- 15 Coordinate transfer or disposal of reportable general purpose property with ISC/MLC property manager IAW Property Management Manual. COMDTINST M4500.5 (series)
- 16 Submit a list to ELC (Code 021) & TISCOM (cpd) of all computer equipment & software and request disposal instructions.
- 17 Notify Commandant (G-CFM) FINCEN (FR) and Commandant (G-SLS) to remove OPFAC from AIM/Oracle FA database.
- 18 After reviewing the Paperwork Management Manual to determine disposition, either transfer all requisite records to COMDTINST M5510.23 either the new location, the District of your AOR, or a Federal Records Center; or dispose of properly. Forward all property documentation related to the disposal or transfer of items which have a unit value over \$25K to FINCEN (FR). Classified records and materials will be handled per the COMDTINST M5510.23. Further, make one major backup of all electronic files on the hard drive (including email); individual tapes must have external labels with SSICs and dates and kept for a time commensurate with the longest disposition period required for the data on them. Note: Ship's logs are permanent records and must be managed per COMDTINST M3123.12H. All environmental records are on a continued freeze and may not be destroyed until further notice. COMDTINST M5212.12
COMDTINST M3123.12H (series)
- 19 Dispose of unit logs IAW reference. Forward original SF-135 to CGHSC (a-2) copy Commandant G-OCU-3. COMDTINST M3123.12 (series)
- 20 Transfer charts and publications to other units in the homeport area.
- 21 Request removal from AIGs & CADs from cognizant authorities.
- 22 Inventory all hazardous material and coordinate disposal with MLC. COMDTINST M6260.21 (series)
- 23 Contact CG Yard, Safety Office (sm110) at (410) 636-3772 and arrange for an industrial hygienist to conduct an asbestos and PCB survey. Attach results to the final report of survey. COMDTINST M4500.5 (series)

- 24 Notify the original state office for deactivation of any hazardous waste generator identification number assigned directly to the vessel.
Note: Any logs or manifest of hazardous disposal will be archived.
- 25 Discontinue commercial utilities and telephone service.
Forward copies of correspondence to FINCEN.
- 26 Coordinate disposition of remaining classified material with appropriate Security Manager.
- 27 Prepare an inventory of all wardroom silver. Provide a copy to Commandant (G-ICP), (G-CFM-3) and ELC (platform 020) and request disposition instructions. COMDTINST M4500.5 (series)
- 28 Coordinate the removal of items including Coast Guard centrally controlled and Navy Owned equipment, with appropriate program managers and inventory control points.
- 29 Coordinate disposition of all small boats with cognizant small boat manager and Commandant (G-OCS).
- 30 Conduct Board of Survey IAW the Property Management Manual and prepare a Report of Survey (CG-5269) for the cutter. COMDTINST M45000.5 (series)
- 31 Coordinate with (G-CFM-3) Preparation of a report of Excess Personal Property (SF-120) with a complete description of the vessel, to include builder, place and year build. COMDTINST M4500.5 (series)
- 32 Submit a Report of Survey, Report of Excess Personal Property and Environmental surveys copy to (G-WKS) and FINCEN (FR). COMDTINST M4500.5 (series)
- 33 Disestablish CG Dining Facility. COMDTINST M4061.3 (series)
- 34 Disestablish Morale Fund under the appropriate ISC or cognizant authority. COMDTINST M1710.13 (series)
- 35 Disestablish any exchange or satellite exchange in accordance with the direction provided by COMDT (G-WPX) pr the local CG Exchange.
- 36 Submit final Abstract of Operations Report. COMDTINST M3123.7 (series)
- 37 Submit final Cutter Engineering Report. COMDTINST M9000.6 (series)
- 38 Submit final Energy Consumption Report. COMDTINST M4100.2 (series)
- 39 Report Gals of fuel on board by type; Most recent fuel report w/issues & purchases rptd; Cost/gallon of most recent purchase to COMDT (G-CBU) at time of decommissioning.
- 40 Conduct Decommissioning Ceremony.

Enclosure (5) to COMDTINST M5440.3

- 41 Contact cognizant housing office to ensure appropriate action is taken terminating assignment to quarters.
- 42 Should the unit have a Navy Motion picture Service account, return all the movies to the NMPS in accordance with the directions provided by NMPS. COMDTINST M1710.13 (series)
- 43 Dispose of MWR property in accordance with the guidance provided by the appropriate ISC or cognizant authority for subsequent use.
- 44 Notify COMDT (G-ORP, G-OCU, G-OCC, G-CPA-2); MLC; AREA; and OPCON by message copy to CG Institute; CG HRSIC; CG ELC; FINCEN & TQC of the actual Decom date.

ESTABLISH SHORE UNIT CHECKLIST

The following items are to be completed for establishing the shore unit. The Commander/Commanding Officer with administrative control is responsible for checklist completion, however specific tasks can be delegated to the unit.

| Item # | Description | Reference |
|---------------|--|-----------------------------|
| 1 | At least 60 days prior to establishment, submit an original Change of Mailing, Freight and Billing Address (CG 4183) to the Engineering Logistics Center (ELC) or fax to (410) 762-6080. Submit copies to COMDT (G-SLP), COMDT (G-SII), CG Human Resources Service and Information Center, and CG Institute. Ensure that the X.25 address is included on the CG-4183 for initiating in the Automated Requisitioning Management System (ARMS). A separate CG 4183 must be submitted to the ELC for the Navy "N" Unit Identification Code (UIC). | |
| 2 | Establish appropriate readiness requirements. Include this information in the message notifying Commandant (G- OCS) of the actual date of establishment | |
| 3 | Transfer the appropriate boats to the station. Report boat assignment to Commandant (G-OCS-2) in accordance with the Boat Management Manual. Issue hull numbers to assigned boats and report numbers assigned to Commandant (G-OCS). | COMDTINST M16114.4 (series) |
| 4 | Provide messing for the station crew as appropriate. | COMDTINST M4601.3 (series) |
| 5 | Advise Commandant (G-SL) when to add the OPFAC in the Automated Requisition Management System (ARMS). | COMDTINST M5510.23 (series) |
| 6 | Establish allowances for general-purpose property. Retain documents relating to the acquisition or transfer of reportable personnel property for audit purposes and year- end reporting. Conduct a physical inventory of all personnel property. Mark all items by bar-coding, labeling, etching or stenciling. Obtain the unit level Accountable Item Management (AIM) software from USCGCG Finance Center, Chesapeake. | COMDTINST M4500.5 |
| 7 | Notify FINCEN (SA) of PES Report address. | |

Enclosure (6) to COMDTINST M5440.3

- 8 Notify Commandant (G-CFM) and FINCEN (FR) when to add unit OPFAC to the AIM Central/Oracle Fixed Assets (FA) System. Establish an account with AIM Central/Oracle FA, ensuring all mandatory personal property is entered into the CMPlus/AIM/Oracle FA database for the new OPFAC.
- 9 Advise Commandant (G-OCC) to register the station in the Abstract of Operations (AOPS) database. COMDTINST M3123.7 (series)
- 10 Coordinate with Commandant (G-OCU) delivery of small arms allowance and establishment of the small arms support equipment allowances. Evaluate small arms Personal Qualifications Requirements (PQRs) for the station. COMDTINST M8370.11 (series)
- 11 Evaluate Contingency Personnel Allowance requirements which may result from this change and forward recommended changes through your appropriate Area Commander to Commandant (G-OPF). COMDTINST M5510.23 (series)
- 12 Determine the communications security (COMSEC) material required, if any, and request allowance changes from TISCOM (OPS-4) or provide on a local user basis from the Group Commander's account.
- 13 Advise Commandant (G-OPR) to add the station to the current Search And Rescue Management Information System (SARMIS) software distribution list and provide the current SARMIS version. Establish submission of quarterly Abstract of Operations and SARMIS reports. COMDTINST M5230.10 COMDTINST 5230.10 (series)
- 14 Coordinate with Commandant (G-SIA) the development of a microcomputer allowance for the station. COMDTINST 5230.51 (series)
- 15 Submit request for Plain Language Address (PLADS) for the station to Headquarters Support Command (t-4d)
- 16 Contact cognizant housing office to ensure that appropriate housing support is provided. COMDTINST M11101.13 (series)
- 17 Publish an appropriate Operations Order (OPORD).
- 18 Establish and provide a standard distribution of directives and publications (classified and unclassified) and other items (e.g. ATONIS) necessary to commence operations.
- 19 Issue appropriate press releases.
- 20 Schedule necessary small arms and law enforcement training.

Enclosure (6) to COMDTINST M5440.3

- 21 Submit a letter to Commandant (G-WKH-4) with copy to CG MLCLANT, and CG FC (OGRC) for establishment of Coast Guard Dining Facility. COMDTINST M4061.3 (series)
- 22 Request establishment of a Morale Fund, if desired, from appropriate ISC or cognizant authority. COMDTINST M1710.13 (series)
- 23 Request initial start up MWR funding from the appropriate ISC/cognizant authority. COMDTINST M1710.13 (series)
- 24 Advise Commandant (G-A), (G-CFM), (G-O), (G-OCS), (G-ORP-1), (G-S), (G-CPA-2), CG LANTAREA, CG Institute, CG HRSIC Topeka, CG TQC Chesapeake, CG Finance Center, and CG ELC Baltimore by message upon establishing the station. Notification to the CG Institute must include a roster of personnel affected by this change.
- 25 If unit desires the establishment of an exchange or satellite exchange, it should contact the exchange closest to its homeport at least 90 days prior to the arrival to homeport. COMDTINST M1710.13 (series)

DISESTABLISH SHORE UNIT CHECKLIST

The following items are to be completed for Disestablishment. The Commander/Commanding Officer with administrative control is responsible for checklist completion, however specific tasks can be delegated to the unit.

| Item # | Description | Reference |
|--------|---|--|
| 1 | Advise TISCOM (ops-4) to disestablish CMS & COMTAC accounts and (ops-3) to disestablish CGDN x.25 connection. | CMS-1 |
| 2 | Submit form CG-4183 to ELC; COMDT (G-SLP), (G-SII); HRSIC & CG Institute. | |
| 3 | Transfer all small arms to the Small Arms Repair Facility (SARF). | COMDTINST M8370.11 (series) |
| 4 | Transfer all ammunition, pyro, ordnance pubs, small arms spare parts, and ancillary equip to the Area Ordnance Support Facility. | COMDTINST M8370.11 (series) |
| 5 | Cancel all outstanding CASREPs. | COMDTINST M3501.3 & NWP 10-1-10 (series) |
| 6 | Review outstanding requisitions & submit cancellations as required using mass cancellation procedures. | COMDTINST M4400.19 (series) |
| 7 | Forward all open procurement files to supervising procurement office. | |
| 8 | Destroy all NationsBank MasterCard purchase cards. Notify FINCEN (SA) of disestablishment. Notify your Agency Program Coordinator via the NationsBank Account Activation/Deactivation Form. Forward a copy to FINCEN (og), (op) and (fi). Contact FINCEN (fi) to make sure all outstanding NationsBank MasterCard statements for the destroyed cards have been submitted to FINCEN. | |
| 9 | Advise COMDT (G-SL) via CG-4183 when to delete OPFAC from ARMS. | |
| 10 | Forward a list of historical artifacts to COMDT (G-ICP) and request disposition instructions. Note any artifacts that have been transferred to other Coast Guard units. Note: Artifacts are the property of the USCG and any unauthorized transfer of artifacts is illegal. For further information, contact COMDT (G-IPA) | |
| 11 | Provide an inventory of all installed & spare electronic equipment; test equipment; tech pubs; repair tools & spare parts to COMDT (G-SCE-2) & MLC (te) and request disposition instructions. | |

Enclosure (7) to COMDTINST M5440.3

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|----|---|---|
| 12 | Inventory all general purpose property & verify accuracy of current property listings with HQ list in the AIM system with HQ list in the AIM/Oracle FA system. | COMDTINST M4500.5 (series) |
| 13 | Coordinate transfer or disposal of reportable general purpose property. with ISC/MLC property manager. | COMDTINST M4500.5 (series) |
| 14 | Submit a list to ELC (Code 021) & TISCOM (cpd) of all computer equipment & software and request disposal instructions. | |
| 15 | Notify Commandant (G-CFM), FINCEN (FR) and Commandant (G-SLS) to remove unit OPFAC from AIM/Oracle FA database. | COMDTINST M4500.5 (series) |
| 16 | After reviewing the Paperwork Management Manual to determine disposition, either transfer all requisite records to COMDTINST M5510.23 either the new location, the District of your AOR, or a Federal Records Center; or dispose of properly. Forward all property documentation related to the disposal or transfer of items with a unit value over \$25K to FINCEN (FR). Classified records and materials will be handled per COMDTINST M5510.23. Further, make one major backup of all electronic files on the hard drive (including email); individual tapes must have external labels with SSICs and dates and kept for a time commensurate with the longest disposition period required for the data on them. Note: Ship's logs are permanent records and must be managed per COMDTINST M3123.12H. All environmental records are on a continued freeze and may not be destroyed until further notice. | COMDTINST M5212.12 COMDTINST M3123.12 (series) |
| 17 | Dispose of unit logs IAW reference. Forward original SF-135 to CGHSC (a-2) copy Commandant G-OCS. | COMDTINST M3123.12 (series) |
| 18 | Transfer charts and publications to other units in the homeport area. | |
| 19 | Inventory all hazardous material and coordinate disposal with MLC. | COMDTINST M6260.21 (series) |
| 20 | Notify the original state office for deactivation of any hazardous waste generator identification number assigned directly to the boat. Note: Any logs or manifest of hazardous disposal will be archived. | |
| 21 | Discontinue commercial utilities and telephone service. Forward copies of correspondence to FINCEN. | |
| 22 | Coordinate disposition of remaining classified material with appropriate Security Manager. | |
| 23 | Prepare an inventory of all wardroom silver. Provide a copy to Commandant (G-ICP), (G-CFM-3) and ELC (platform 020) and request disposition instructions. | COMDTINST M4500.5 (series) |

Enclosure (7) to COMDTINST M5440.3

- 24 Coordinate the removal of items including Coast Guard centrally controlled and Navy Owned equipment, with appropriate program managers and inventory control points.
- 25 Coordinate disposition of all small boats with cognizant small boat manager and Commandant (G-OCS).
- 26 Conduct Board of Survey IAW the Property Management Manual and prepare a Report of Survey (CG-5269) for the boat. COMDTINST M45000.5 (series)
- 27 Coordinate with (G-CFM-3) preparation of a report of Excess Personal Property (SF-120) with a complete description of the boat, to include builder, place and year build.
- 28 Submit a Report of Survey, Report of Excess Personal Property and Environmental survey copy to (G-WKS) and FINCEN (FR).
- 29 Disestablish CG Dining Facility. COMDTINST M4061.3 (series)
- 30 Disestablish Morale Fund under the appropriate ISC or cognizant authority. COMDTINST M1710.13 (series)
- 31 Disestablish any exchange or satellite exchange in accordance with the direction provided by COMDT (G-WPX) pr the local CG Exchange. COMDTINST M1710.13 (series)
- 32 Submit final Abstract of Operations Report. COMDTINST M3123.7 (series)
- 33 Submit final Energy Consumption Report. COMDTINST M4100.2
- 34 Conduct Disestablishment Ceremony.
- 35 Contact cognizant housing office to ensure appropriate action is taken terminating assignment to quarters.
- 36 Should the unit have a Navy Motion picture Service account, return all the movies to the NMPS in accordance with the directions provided by NMPS. COMDTINST M1710.13 (series)
- 37 Notify COMDT (G-ORP, G-OCS, G-OCC, G-CPA-2); MLC; AREA; and OPCON by message copy to CG Institute; CG HRSIC; CG ELC; FINCEN & TQC of the actual Disestablishment date.

USCG CUTTER CHANGE OF HOMEPORT CHECKLIST

The following items are to be completed for commissioning. The Administrative Commander is responsible for checklist completion, however specific tasks can be delegated to the unit.

| Item # | Description | Reference |
|---------------|---|---------------------------------|
| 1 | At least 60 days prior to the change of homeport, submit an original Change of Mailing, Freight and Billing Address (CG 4183) to the Engineering Logistics Center (ELC) or fax to (410) 762-6080. Submit copies to COMDT (G-SLP), COMDT (G-SII), CG Human Resources Service and Information Center, and CG Institute. Ensure that the X.25 address is included on the CG-4183 for initiating in the Automated Requisitioning Management System (ARMS). A separate CG 4183 must be submitted to the ELC for the Navy "N" Unit Identification Code (UIC). | |
| 2 | Submit an Ammunition Transaction Report (ATR) upon departure from the old homeport and upon arrival to the new homeport. | |
| 3 | Prior to movement, obtain a HQ inventory list of the personal property assigned to the unit from Commandant (G-CFM-3) and FINCEN (FR). Reconcile the inventory list by conducting a physical inventory of all CG property onboard. | COMDTINST M4500.5 (series) |
| 4 | Advise Commandant (G-SL) to update the cutter's OPFAC number into the Standard Automated Requisition Management System (STAR/ARMS-2), if applicable. | |
| 5 | Contact cognizant housing office to ensure that appropriate housing support is provided. | COMDTINST M11101.13 (series) |
| 6 | Issue appropriate press releases. | |
| 7 | Verify new accounting line and address with FINCEN (SA). | |
| 8 | Prior to movement, ensure receiving reports have been forwarded to the FINCEN for all completed purchase orders. Prepare a letter to discontinue commercial utilities and telephone services as appropriate. Forward copies to the FINCEN. | |

Enclosure (8) to COMDTINST M5440.3

- 9 Should a Morale Fund exist, work with the cognizant authorities in both the old and new homeports to ensure financial records are properly shifted to the new location. Should the cutter desire to establish a new morale fund at the new homeport, request establishment through the appropriate ISC/cognizant authority. COMDTINST M1710.13
(series)
- 10 Ensure EPIRB registrations are amended to reflect change of homeport and address.
- 11 Advise Commandant (G-A), (G-CFM), (G-O), (G-OCU), (G-ORP-1), (G-S), (G-CPA-2), CG LANTAREA, CG Institute, CG HRSIC Topeka, CG TQC Chesapeake, CG Finance Center, and CG ELC Baltimore by message upon completion of homeport change. Notification to the CG Institute must include a roster of personnel affected by this change.
- 12 Hold an appropriate formal ceremony to change the homeport of the cutter. Contact Commandant (G-ICA) for assistance as necessary in arranging Congressional speakers for the commissioning ceremony.
- 13 If the cutter has a NMPS account, advise the NMPS at Navy Motion Picture Service, Bureau of Naval Personnel (651-NMPS), 7800 3rd Ave, Bldg 457, Millington TN 38054-5014, via COMDT (G-WPX), 90 days prior to leaving new homeport of the cutter.
- 14 Should the cutter have a satellite exchange, seek guidance from COMDT(G-WPX) or the local CG Exchange regarding directions on disestablishing that satellite exchange in that location.
- 15 Should the cutter desire to establish satellite exchange in its new homeport, contact COMDT (G-WPX) or the local CG Exchange in the new location 90 days prior to changing homeports.
- 16 Destroy or return to ADCON all classified material not required for transit in accordance with current directives.
- 17 If applicable, notify the respective MLC of any lease termination for moorings and/or shore support facilities.
- 18 Submit a Status Of Resources and Training System (SORTS) message. Include Commandant (G-WT) as an information addressee. NWP 10-1-11 (Rev A). COMDTINST 3501.2
(series)
- 19 If applicable, notify the original state or local government office that issued HAZMAT Generator Identification Numbers to deactivate any numbers issued directly to the vessel. Ensure that any HAZMAT shipped to new homeport is accomplished in strict accordance with all applicable commonwealth and federal regulations. All environmental records, logs, or manifests of waste disposal are frozen and shall be archived.

Enclosure (8) to COMDTINST M5440.3

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|----|---|---------------------------------|
| 20 | Conduct a physical inventory of all installed electronics equipment and reconcile the physical inventory with the units EEIS records, providing supporting documentation for any deletions. When appropriate, coordinate with respective MLC the transfer of all electronics equipment as necessary. | COMDTINST M4500.5 (series) |
| 21 | Ensure that all requisite records are transferred to either the new homeport or the Federal Records Center after consulting the Paperwork Management Manual (COMDTINST M5212.12) to determine appropriate disposition scheduled for all documents in both paper and electronic format. For those records eligible for destruction, dispose of them in accordance with current procedures. Classified records and materials will be handled in accordance with COMDTINST M5510.23. | COMDTINST M3123.10 (series) |
| 22 | Submit Quarterly Cutter and Boat Abstract of Operations reports. | COMDTINST M3123.10 (series) |
| 23 | Submit final SAR Management Information System (SARMIS) reports. | COMDTINST M5230.10 (series). |
| 24 | Ensure all IMPAC Visa card statement addresses are modified for the new homeport, and that ADCON assumes control of the IMPAC account for the cutter. | |
| 25 | All user accounts (e.g. LEIS) and mailings are made aware of the homeport change of address. | |
| 26 | Retain cutter's administrative control (ADCON) until the vessel's arrival in the new homeport. | |
| 27 | Transferring and receiving PERSRUs must maintain close liaison with each other and with HRSIC to prevent disruptions in pay delivery to crewmembers Prior to making any PMIS/JUMPS transactions, both PERSRUs shall call HRSIC for direction regarding transfer of PERSRU records and responsibilities. | |
| 28 | Transferring and receiving CMS custodians must maintain close liaison with each other to ensure the cutter's CMS user account is transferred. | |

OFCO DISTRIBUTION REQUIREMENTS

| | |
|----------------------------|--|
| Mandatory CGHQ | Contingent CGHQ |
| G-CBU | G-A-1 - For acquisition commissioning |
| G-CPA | G-CI - For overseas units |
| G-CPP | G-IPA - For OFCOs of special interest |
| G-CFM | G-OCA - For aviation related OFCOs |
| G-CPM | G-OCS - Any OFCO involving a unit with a boat less than 65' |
| G-CFS | G-OCU - For cutter OFCOs |
| G-ICA | G-OPD - For PSU related OFCOs |
| G-LPD | |
| G-MRP | |
| G-OR | |
| G-SR | |
| G-Wa | |
| CGPC (opm-2, epm-2, cpm-1) | |
| G-CQM | |

OTHER OFCO DISTRIBUTION REQUIREMENTS

Other Staffs as appropriate:

Commanding Officer
U.S. Coast Guard Institute
5900 SW 6th St., Room 235
Oklahoma City, O.K. 73169-6999

Commanding Officer
U.S. Coast Guard Engineering
Logistic Center
2401 Hawkins Point Road
Baltimore MD 21226-1792
Director
Department of the Navy
Central Adjudication Facility
Washington Navy Yard
Washington DC 20388-5029

Commanding Officer (mas)
U.S. Coast Guard Human
Resources Service &
Information Center
444 SE Quincy St.
Topeka, KS 66683-3591

Commander Officer
U.S. Coast Guard (TISCOM)
7323 Telegraph Road
Alexandria, VA 22310-3999

Commanding Officer (SA) (FR)
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23320-8917

Enclosure (9) to COMDTINST M5440.3

One or both of the following:

Commander (A)
U.S. Coast Guard, Atlantic Area
431 Crawford St.
Portsmouth, VA 23704-5099
Commander
Maintenance and Logistics
Command Atlantic USCG
300 E Main St. Suite 900
Building 400
Norfolk, VA 23510-5098

Commander (P)
U.S. Coast Guard, Pacific Area
Coast Guard Island
Alameda, CA 94501-5100
Commander
Maintenance and Logistics
Command Pacific USCG
Coast Guard Island
Alameda CA 94501-5100

For all OFCO's:

Servicing ESU (notification for SWS3 support info)
Servicing PERSRU (notification for personnel support)
Servicing ISC

For OFCO's involving shore construction, one or both of the following:

Commanding Officer
U.S. Coast Guard Facilities Design
& Construction Center (Atlantic)
600 Granby St., Rm 217
Norfolk, VA 23510-1915

Commanding Officer
CG Facilities Design &
Construction Center (Pacific)
915 2nd. Avenue
Seattle WA 98174-1011

For OFCOs involving aviation units:

Commanding Officer
U.S. Coast Guard Aircraft Repair
and Supply Center
Elizabeth City, NC 27909-5001

For OFCOs involving vessels:

Commanding Officer
U.S. Coast Guard Yard
2401 Hawkins Point Road
Baltimore, MD 21226-1797