

# CHANGE OF MAILING, FREIGHT, AND BILLING ADDRESS

**From :**  
**To :** Commanding Officer, U.S. Coast Guard Engineering Logistics Center, Baltimore, MD  
**Via :**  
**Via :** (District, MLC, or COMDT)

**INSTRUCTIONS:** Submit original and four copies to District, MLC, or COMDT. District, MLC, or COMDT verify accuracy and completeness. Forward original to Engineering Logistics Center, Baltimore and copies to Commandant (G-SII), Human Resources Services and Information Center and Coast Guard Institute to arrive at least 30 days prior to the effective date of change requested. A mail address may be a P.O. Box or street address and must include a city, state, and postal nine-digit ZIP code. The freight address cannot be a P.O. Box and must show a complete street address, city, state, and nine-digit ZIP code of the facility.

## I. TO BE FILLED IN BY ORIGINATING UNIT

<p>a. <b>ACTIVITY ADDRESS CODE</b> (Leave blank if none authorized) Six characters beginning with a Z or N.</p>	<p>c. <b>MAILING ADDRESS</b> Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).</p>	<p>d. <b>EFFECTIVE JULIAN DATE</b> 5 digits in format YYDDD.</p>
<p>b. <b>TYPE OF CHANGE</b></p> <p><input type="checkbox"/> ESTABLISH      <input type="checkbox"/> REVISE</p> <p><input type="checkbox"/> MAIL ADDRESS</p> <p><input type="checkbox"/> FREIGHT ADDRESS</p> <p><input type="checkbox"/> BILLING ADDRESS</p> <p><input type="checkbox"/> DELETE</p> <p><input type="checkbox"/> FREIGHT ADDRESS</p> <p><input type="checkbox"/> MAIL, FREIGHT, AND BILLING ADDRESS</p> <p><b>REASON</b></p> <p><input type="checkbox"/> CORRECTION</p> <p><input type="checkbox"/> CHANGE OF ADDRESS</p> <p><input type="checkbox"/> *REDESIGNATION OF UNIT</p> <p><input type="checkbox"/> *UNIT DECOMMISSIONED/DISESTABLISHED</p> <p><input type="checkbox"/> *UNIT COMMISSIONED/ESTABLISHED</p> <p>* Cite Operating Facility Change Order in Section II</p>	<p>e. <b>FREIGHT ADDRESS</b> (Must be used when 1c is a P.O. Box.) Limited to 4 lines 35 characters per line. Only A-Z and 0-9 may be used (no punctuation). Use ZIP + 4. Fill in 2 digit Administrative Target Unit (ATU).</p>	<p>f. <b>EFFECTIVE JULIAN DATE</b> 5 digits in format YYDDD.</p>
<p>g. <b>STANDARD DISTRIBUTION LIST</b> (Found in COMDTNOTE 5605) 2 character symbol.</p>	<p>h. <b>BILLING ADDRESS</b> Complete this block by using a 6 character Activity Address Code (beginning with a Z) of unit to receive billing. If block a. is a Navy UIC leave blank. Fill in 2 digit Administrative Target Unit (ATU).</p>	<p>i. <b>EFFECTIVE JULIAN DATE</b> 5 digits in format YYDDD.</p>
<p><b>DATE</b></p>	<p><b>SIGNATURE</b></p>	

## II. DISTRICT, MLC, OR COMDT COMMENTS

1. Forwarded approval. Change affects     DoDAAD and SDL     SDL only     DoDAAD only

2. Covered by OFCO No. \_\_\_\_\_ . (When applicable)

Name and Telephone of Person to contact regarding this change	<b>NAME</b>	<b>TELEPHONE NO.</b>
<b>DATE</b>	<b>SIGNATURE BLOCK</b>	<b>SIGNATURE</b>

## III. ENLOGCEN BALTIMORE USE ONLY

Date received:	<b>Port Designator (3 characters)</b>	<b>Transaction Code</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	Code 440 check _____ signature and date
Received By:							Code 280 TAC3 check _____ signature and date
<b>Standard Point Location Code (6 characters)</b>	<b>Air Terminal Identifier (3 Characters)</b>	<b>TA</b>					Code 330 overall verification _____ signature and date
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