



COMDTINST M5440.3A

16 May 13

COMMANDANT INSTRUCTION M5440.3A

Subj: OPERATING FACILITY CHANGE ORDER (OFCO) MANUAL

- Ref:
- (a) Operating Facilities of the Coast Guard, COMDTNOTE 5440
 - (b) Coast Guard Organization Manual, COMDTINST M5400.7 (series)
 - (c) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 - (d) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
 - (e) Communications Procedures Teletypewriter Procedures, ACP-126 (series)
 - (f) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

1. PURPOSE. This Manual outlines the process for preparing and executing Operating Facility Change Orders (OFCO).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant Commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Operating Facility Change Orders (OFCO) Procedures, COMDTINST M5440.3 is canceled and renamed the Operating Facility Change Order (OFCO) Manual. Operating Facilities of the U.S. Coast Guard, COMDTINST M5440.2N is cancelled and portions are incorporated into this Manual. The authoritative source for Coast Guard organizational elements with an Operating Facility Address Code (OPFAC) is reference (a).
4. AUTHORITY. The Commandant has broad authority under 14 USC 93 to establish, disestablish, and change shore facilities. The Commandant may also assign vessels, boats, and aircraft as needed. However, the authority to acquire and dispose of vessels is vested in the Secretary under 14 USC 92. Since commissioning and decommissioning cutters is

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closely linked to their construction and disposal costs, the Secretary's direction is usually communicated via the budget.

5. DISCUSSION.

- a. The OFCO is the directive to Headquarters staff elements and operational and support commanders that affects a change to an operating facility and specifies and assigns the administrative tasks necessary to implement the change. It is a baseline resource allocation document that details the allocation, removal, and redirection of resources. OFCOs only apply to organizational elements with an OPFAC.
- b. The OFCO has enough information about the operational facilities affected to fully describe their organizational placement, key identity elements, and operational scope to serve as a self-contained historical record of changes to Coast Guard units.
- c. The 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. This notification is not required under any law or statute except when the change triggers a budgetary reprogramming notification.
- d. Whether external notifications are made is the only aspect of the general OFCO process outlined in enclosure (2) that may not be applicable to all OFCOs. The highly interconnected nature of Coast Guard programs that rely on timely notifications of changes to units and detached units rules out an abbreviated or administrative OFCO review process.
- e. An OFCO is required to implement changes to operating facilities (also known as units) involving any one, or a combination of, the following actions after proper approval has been obtained.
 - (1) Initial designation, changes to a cutter's homeport, or changes to its commissioning status.
 - (2) Establishment or disestablishment of a shore facility, including those of a temporarily staffed nature such as seasonal Search and Rescue Stations.
 - (3) Change of name, geographic location, administrative control (ADCON), operational control (OPCON), or organizational placement of an operating facility (a change requiring an Organization Modification Request (OMR) as outlined in reference (b)).
 - (4) Change of unit type (e.g. Station to Station (small)) or functional responsibilities of an operating facility.
 - (5) OPFAC and/or Administrative Target Unit (ATU) assignment or reassignment.

- f. The OFCO is **not** a policy document. Policy and management decisions shall be finalized before the OFCO is prepared. The Originator is required to include the approved decision document(s) with the OFCO package when submitted for signature. An exception to this is during concurrent clearance, 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.
 - g. Decision documents come in a variety of forms for many reasons, so no attempt is made to discuss every possible type. In general, OFCOs are preceded by an Organization Modification Request (OMR), as described in reference (b). Only decision documents approved by the Office of Resource Management (CG-83), the Office of Planning and Performance (CG-81), the Assistant Commandant for Resources (CG-8), the Vice Commandant (VCG), or the Commandant (CCG) can change the Personnel Allowance List (PAL).
 - h. An OFCO shall express a clear description of the budgetary effects of the change, as well as the effect on aircraft, boat, vehicle, and personnel allowances. 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.
 - i. 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.
 - j. An OFCO shall be produced for each unit unless the actions are closely related (i.e., disestablish a sector and establish a station). This facilitates management, tracking, and auditing of the changes. Any questions regarding whether an OFCO is required should be addressed to the Personnel Allowance and Pay Division, Commandant (CG-833).
6. PREPARATION.
- a. Format. OFCOs will be prepared using the format for a Coast Guard message. The contents of the OFCO are specified in enclosures (1) and (3) and the format is illustrated in enclosure (4). The checklist will be distributed by the Originator per paragraph (10) of this manual. Enclosures (5) through (10) are sample checklists for various OFCO types. The checklist remains a part of the formal OFCO package in sequential clearance. As systems and organizations change, Commandant (CG-833) will update the checklists, message format, and message addressees. Please notify Commandant (CG-833) of any OMRs or OFCOs being drafted to ensure smoothest possible clearance process and to get the most current supporting documents.
 - b. Timing. An OFCO that affects personnel allowances, requires lengthy pre-

commissioning training, changes one ATU / OPFAC combination to another, effects civilian bargaining units, 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. **Ninety (90) days in advance of the effective date is the minimum** requirement for OFCO release, but six (6) months is desired. This timeline exists so various support and logistics processes can be finished prior to executing missions or highly visible ceremonies. Compressing the timeline will result in mission support gaps.

- (1) Personnel Allowance Amendments (PAAs) are the key to the assignment process. They are not normally issued until after the OFCO has been approved. The Coast Guard Personnel Service Center (PSC) and the Office of Civilian Personnel (CG-121) will not make personnel assignments or hiring actions until PAAs are issued.
 - (a) To allow for notification and movement of military personnel and dependents, the normal processing time is 120 days from PSC receipt of a PAA until the first personnel arrives at a unit.
 - (b) Commandant (CG-121) needs 120 days prior to decision document signature to evaluate position description and series reclassification changes. Additionally, once the decision document is signed but prior to implementation, allow up to 120 days for Commandant (CG-121) to make labor union notifications and conduct bargaining. PAAs are not issued until Commandant (CG-121) completes the labor obligation notifications and bargaining.
- (2) If a civilian reduction in force (RIF) is required, issuance of RIF notices are required 120 days before the effective date. However, significant planning is required for RIF to include obtaining approval of RIF, notifying DHS and Congress, developing a communications strategy, conducting RIF briefings, obtaining updated information from employees, notifying the union(s) if necessary and completing bargaining, conducting the RIF, and notifying employees. This will mean positions to be eliminated must be identified at least **eight months in advance of the 120-day notice period** to allow Commandant (CG-121) time to prepare for the RIF prior to the issuance of the RIF notices..
- (3) If the change includes civilians in a bargaining unit, the potential impacts of the changes must be communicated to the union for comment by Commandant (CG-121). This process generally takes between 45 and 90 days, although it can extend beyond that for highly contentious changes.
- (4) Changes to ATU-OPFAC combinations result in modifications to the lines of accounting used to expend funds. If an OFCO includes new or revised ATU-OPFAC combinations for a unit, the financial and logistics systems must be updated to account for that. In some cases, such as establishing completely new units, this is straightforward. However when several units are being combined,

making and executing the transition plan for credit cards, contracts, MILSTRIPS, and all other financial vehicles can take up to six months.

(5) Shore infrastructure support projects required to support an OFCO shall be initiated far in advance of the OFCO process to ensure adequate time for planning and execution to establish shore infrastructure requirements to support the OFCO. This includes shore unit relocations, change of cutter homeports, and shore unit closures. Refer to the Civil Engineering Manual, COMDTINST 11000.11 (series) for further guidance.

c. Responsibility. The responsibility for drafting an OFCO lies with the Headquarters program manager which initiated the need for a change to those items in paragraph 5.d of this Manual. That Office is the OFCO Originator. Units outside of Headquarters cannot be the OFCO Originator; however, an impacted unit may assist the HQ program manager in drafting the OFCO.

7. CONGRESSIONAL AND AGENCY NOTIFICATIONS.

a. The actions listed in paragraph 5.e of this Manual may require notifications. The Office of Congressional Affairs (CG-0921) will make the final determination whether notification is required and who will be notified.

b. Commandant (CG-0921) shall be included in the concurrent clearance process to determine the need for notifications.

c. Congressional notification is most often completed by a letter to applicable members and signed by Commandant (CG-0921). Depending on the action, Commandant (CG-0921) may coordinate phone calls or personal visits to congressional members in conjunction with the proposed action. Headquarters directorates should be prepared to support Commandant (CG-0921) 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 Oversight Committee and Subcommittee Chairmen and Ranking Minority Members. They are usually sent to the applicable congressional district, state representatives and senators but are not required by law. The following committees and subcommittees should be notified:

(a) House.

1. Appropriations Committee; Subcommittee on Homeland Security.

2. Committee on Homeland Security; Subcommittee on Border and Maritime Security.

3. Committee on Transportation and Infrastructure; Subcommittee on Coast Guard and Marine Transportation.

(b) Senate.

1. Appropriations Committee; Subcommittee on Homeland Security.
 2. Committee on Homeland Security and Governmental Affairs.
 3. Committee on Commerce, Science, and Transportation; Subcommittee on Oceans, Atmosphere, Fisheries, and Coast Guard.
- (2) The OFCO Originator will draft the notification letter and route it through Commandant (CG-833) to Commandant (CG-0921). The draft should include a list of the congressional districts affected and the body of the letter. Commandant (CG-0921) will format and address the draft letters.
- (3) Commandant (CG-0921) will review and sign the notification letters.
- (4) When the OFCO is received by Commandant (CG-0921) 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.
- (5) Department of Homeland Security notifications will be handled the same way as congressional notifications, except communications will go through Commandant (CG-092).

e. OFCOs 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 Affairs Staff (CG-0921). Contact Commandant (CG-0921) to obtain names, addresses, telephone numbers, member's background, or other information.

8. CONCURRENT CLEARANCE.

- a. Headquarters staff clearance of an OFCO is accomplished by distributing a draft of the OFCO (along with the pertinent checklist, decision document, a billet map if needed, and drafts of required congressional and secretarial notifications) under a Concurrent Clearance Form CG-4590. Concurrent Clearance Form CG-4590 is the routing sheet and

only initials are required on that form. Office specific routing forms shall not be used for routing between signatories.

- b. The review provides the opportunity to address administrative issues related to implementing the change and reviewers should not provide comments on the decision itself.
- c. Concurrent clearance distribution can be done via email or physical copies. Commandant (CG-833) has and maintains an email distribution list for Originator use that covers most recipients. Non-standard recipients must be added by the Originator.
- d. 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 OFCOs should be routed for clearance is the responsibility of the Originator. Minimum concurrent clearance routing consists of:
 - (1) Office of Planning and Performance (CG-81) – reviews for organizational and/or field planning impacts.
 - (2) Office of Budget and Programs (CG-82) – reviews for compliance with budget authorities and ascertains budget impacts.
 - (3) Office of Resource Management (CG-83) – ensures all impacts to appropriations and personnel resources have been addressed. Makes appropriate changes in Source of Funds (SOF) and/or the Budget Models.
 - (4) Office of Financial Policy and Systems (CG-84) – reviews for compliance with financial policy and ensures appropriate changes to entries in financial systems are made.
 - (5) Finance Center (FINCEN) – reviews for financial system impacts to changes to lines of accounting such as updates to ATU and Cost Center values associated with the OFCO.
 - (6) Office of Congressional Affairs (CG-0921) – reviews for necessity of Congressional and Agency notifications. Reviews and distributes congressional notifications.
 - (7) Office of General Law (CG-0944) and Office of Regulations & Administrative Law (CG-0943) – reviews for legal implications or impacts.
 - (8) Deputy Commandant for Operations Administration and Coordination Staff (CG-DCO-A) – distributes to DCO organization and coordinates responses. The concurrent clearance package should be sent to HQS-DG-1st-CG-DCO-A-

SP@uscg.mil.

- (9) Operations Resource Management Directorate (CG-DCO-8) – reviews for resource implications within the directorate.
 - (10) Assistant Commandant for Prevention Policy (CG-5P) – reviews for alignment with prevention policy.
 - (11) Assistant Commandant for Response Policy (CG-5R) – reviews for alignment with response policy.
 - (12) Assistant Commandant for Capabilities (CG-7) – reviews for impacts to specialty forces.
 - (13) Mission Support Resources Directorate (DCMS-8) – reviews for resource implications within the directorate.
 - (14) Assistant Commandant for Human Resources (CG-1) – further distributes within Commandant (CG-1), including sub commands such as the Personnel Services Command (PSC), to review for personnel implications, and consolidates comments. OFCOs that may impact Reserve positions should also be directly cleared through Commandant (CG-131).
 - (15) Assistant Commandant for Engineering and Logistics (CG-4) – further distributes within Commandant (CG-4) and collects comments. CG-4 places emphasis on the impact OPFAC changes have on facilities support changes and activity address codes, i.e. Department of Defense Activity Address Codes (DoDAAC), Requisition Address Codes (RAC), and Routing Identifier Codes (RIC).
 - (16) Office of Information Management (CG-61) – further distributes within Commandant (CG-6) / subunits and consolidates comments. Reviews OFCO content where it affects policies and procedures from the Printing (distribution, unit address assignment), Directives, Postal, Forms, and Privacy programs as units establish/disestablish or change scope/mission. One key function of note is maintaining the Standard Distribution List (SDL). The SDL is used to transmit current addresses, phone numbers, and instructions for correspondence handling through the Coast Guard.
 - (17) Director of Operational Logistics (DOL) – further distributes to DOL organization and consolidates comments.
 - (18) Force Readiness Command (FORCECOM) – review for readiness reporting and Mission Essential Task List (METL) impacts and implications to the training community.
- e. Draft OFCOs shall also be routed to the following staff elements as indicated:

- (1) Office of Financial Transformation and Compliance (CG-85) – when the change affects a unit with procurement authority vested in a warranted contracting officer at the activity.
 - (2) Office of Public Affairs (CG-0922) – when the change is politically significant and/or has potential public interest.
 - (3) Director, International Affairs Staff and Foreign Policy Advisor to the Commandant (CG-DCO-I) – when the change affects an overseas unit or is a cutter that could possibly be transferred to a foreign government. Commandant (CG-DCO-I) will prepare required Department of State notifications.
 - (4) Office of Aviation Forces (CG-711) – when the change affects any aircraft or air station.
 - (5) Office of Boat Forces (CG-731) – when the change affects a small boat station, Sector, Activities, Aids to Navigation Team or National Motor Lifeboat School activity.
 - (6) Office of Shore Forces (CG-741) – when the change affects a small boat station, Sector, Activities, Aids to Navigation Team or National Motor Lifeboat School activity.
 - (7) Office of Cutter Forces (CG-751) – when the change affects a cutter.
 - (8) Office of Counterterrorism and Defense Operations Policy (CG-DOD) – when the change affects a Port Security Unit.
 - (9) Director of Contracting and Procurement (CG-91) – when the change affects procurement and contracting personnel or functions, or requires the transfer of contract administration and/or oversight between directorates, offices, service centers, or logistics centers.
 - (10) Office of Acquisition Management (CG-924) – when the change affects a unit associated with a Vice Commandant chartered acquisition project.
 - (11) Community Services Command (CSC) – when commissioning or decommissioning any unit with an MWR Program or Coast Guard Exchange System program. Provides commissioning and decommissioning guidance for the Morale, Well-Being, and Recreation (MWR) Program (establish/disestablish morale fund accounts, establish or disestablish Navy Motion Picture Service (NMPS) accounts, etc.). Also provides guidance, for the Coast Guard Exchange System, especially afloat Satellite Exchanges.
- f. 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.

9. SEQUENTIAL CLEARANCE AND APPROVAL.

- a. Following concurrent clearance, once all updates are made to the OFCO and supporting documents, they shall be forwarded as a package to the Office of Resource Management (CG-83) for final approval and signature. The paper package shall be routed sequentially through the following staff elements, in the following order, at a minimum:
 - (1) Originator's Office Chief.
 - (2) Program Review Division (CG-821) for final budgetary check.
 - (3) Personnel Allowance Division (CG-833) for OPFAC issuance, PAL equities, and adherence to the OFCO formatting and content as outlined in this instruction.
 - (4) Office of Congressional Affairs (CG-0921) for notification letter signature.
 - (5) Office of Resource Management (CG-83) for final OFCO approval.
- b. The sequential clearance package shall consist of, at a minimum:
 - (1) Routing sheet on cover. Use the Coast Guard Headquarters Routing Slip Form CGHQ-6046. The only places signatories should sign or initial are on the routing sheet and the approval digest.
 - (2) Right hand side. A digest summarizing the package for signature, the draft OFCO, and Congressional notification letter content.
 - (3) Left hand side. The billet map (if applicable), required checklist(s), original Concurrent Clearance Form CG-4590, summary of concurrent clearance comments / resolutions, decision memo, OMR approval, and other supporting documentation.
- c. Corrections to notifications should normally be made by Commandant (CG-0921) during sequential routing.
- d. When the OFCO creates a new commanding officer position with military justice authority and the decision document is not signed by the Vice Commandant or Commandant, the Assistant Commandant of Resources (CG-8) will forward the package to the Vice Commandant or Commandant for signature.
- e. When the OFCO does not create a new commanding officer position with military justice authority or the decision document authorizing a new commanding officer comes from the Vice Commandant or Commandant, the Office of Resource Management (CG-83) will sign the OFCO.
- f. Once the OFCO has been approved, Commandant (CG-833) will return the notification

letters to Commandant (CG-0921) for delivery to Senate and House members and the Department of Homeland Security, as necessary. To ensure that no final Congressional objections or concerns have been raised, Commandant (CG-833) will normally wait before releasing the message. If formal notification to the Secretary of the Department of Homeland Security is required, it will be done before the congressional notifications through Commandant (CG-092).

- (1) When Congressional reprogramming notifications are not required, the OFCO release delay for Congressional review is **10 working days**.
- (2) When Congressional reprogramming notifications are required, the OFCO release delay for Congressional review increases **15 working days**.

10. DISTRIBUTION AND RECORD KEEPING.

- a. Upon receipt of the approved OFCO with no Congressional objections, Commandant (CG-833) shall verify with the Originator that nothing needs updating and then shall release the message to the recipients listed in enclosure (3).
- b. If Congress has objections, they will be addressed prior to OFCO release. Approval of the OFCO after making changes satisfying Congress will be handled on a case-by-case basis.
- c. Commandant (CG-833) will maintain copies of approved sequential clearance packages.
- d. Maintain and dispose of records within the system in accordance with reference (c).

11. EXECUTING AN OFCO.

- a. The implementing unit is required to complete all checklist items within the timeframe listed for each item.
- b. The implementing unit shall notify the Originator via an OFCO completion message (enclosure (4)), with info addressees as listed in enclosure (3), once all action items in the checklist are completed and the changes outlined in the original OFCO message are effective.
- c. If effective date notification is not made within two weeks after the published effective date, the OFCO Originator shall contact the unit via message with a copy to Commandant (CG-82) and Commandant (CG-833) to ascertain the status of the outstanding directed action(s).

12. OFCO CHANGES.

- a. An OFCO may be changed up to one year past the release 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. ###-YY. For clearance, approval, and

notification purposes, the change will be processed through the sequential clearance process only.

- b. Changes to the unit after the one-year period that meet OFCO issuance requirements will necessitate a new OFCO.
- c. OFCO change messages shall be sent when updating the following elements of the OFCO:
 - (1) The name of the unit(s) affected.
 - (2) The chain of command or any administrative data elements such as ATU, OPFAC, etc.
 - (3) The physical, mailing, or shipping address.
 - (4) The expected effective date when it exceeds 30 days past the original effective date. Earlier OFCO finalizations do not require an OFCO Change message, just the OFCO Completion message.
 - (5) Personnel allowance, funding, or property changes.

13. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and reference (c). This policy does not have any significant or substantial changes to existing records management requirements.

14. DISCLAIMER. This Manual is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

15. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Manual and the general policies contained within it has been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management and the Office of Environmental Law.
- b. Where NEPA is applicable to the provisions of this directive, these provisions are categorically excluded under current USCG Categorical Exclusion (CE) # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of Reference (d). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

- c. Where NEPA is applicable to the provisions contained in this directive, these provisions will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment.
- d. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with NEPA, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately.

16. FORMS / REPORTS. The forms / reports referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet:
<http://www.uscg.mil/forms/>.

/s/

S. P. METRUCK

Assistant Commandant for Resources

- Enclosures:
- (1) Instructions for Preparing an OFCO
 - (2) OFCO Process Flow Chart
 - (3) OFCO Message Elements Table
 - (4) OFCO Message Templates and Examples
 - (5) Cutter Commissioning Checklist
 - (6) Cutter Decommissioning Checklist
 - (7) Establish Shore Unit Checklist
 - (8) Disestablish Shore Unit Checklist
 - (9) Cutter Change of Homeport Checklist
 - (10) Change Administrative and Operational Control Checklist
 - (11) Definitions
 - (12) OPFAC and ATU Issuance Guidance
 - (13) OPFAC Listing Data Elements

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Enclosure 1: Instructions for Preparing an OFCO

1. **FORMAT**. All OFCOs are to be prepared in message format in accordance with reference (e). The message shall be addressed to the appropriate units per enclosure (3).
 - a. Use the CGMS Bulletin functions that identify the message as an OFCO. Within the CGMS 4.0 Help Library, see the *Bulletin* section in *Message Composition*.
 - b. The subject line begins with "OFCO", the index number, and a brief description of the change.
 - c. The OFCO index number will be sequentially issued in the order they are released within each calendar year, just like all other bulletin messages. The first OFCO of a particular year is number 001.
 - d. Every OFCO will contain a reference to the decision memo or policy directive that approved the directed changes the OFCO is to convey.
 - e. References to forms, manuals, and other resources available online should include a URL to the specific resource as a best practice.
 - f. OPFAC listing data elements shall be in alignment with the authorized data element tables in enclosure 13 and maintained by Commandant (CG-833). Change requests to the lists should be made via email to the data element manager(s) listed in enclosure (13). Change requests should include the desired abbreviation, long description, and brief explanation why the change is needed.
 - g. All changes in address or location should be coordinated with Commandant (CG-611) to ensure proper procedures are performed for updating mailing / freight / shipping address(es) with USPS and commercial carriers / accounts.
 - h. OFCOs are NOT internet releasable.
2. **MANDATORY TOPICS**. All OFCOs must include the following, otherwise they are considered incomplete and will be rejected:
 - a. A declaration of the unit responsible for ensuring the OFCO is implemented and checklist items are completed.
 - b. A statement of the change being ordered, accompanied by any necessary amplifying information, e.g., shifts of operational or administrative control. A list of authoritative cutter statuses can be found in Chapter 10 of reference (f).
 - c. A date or period of time in which the change is to be effected, expressed as precisely as possible, e.g. NLT 30JAN00.
 - d. A requirement to notify the message addressees of the actual completion date of the

directed action. The action should not be completed until all checklist items have been addressed.

- e. A new OPFAC listing for each affected facility in the format as it will be printed in reference (a). A change affecting a number of units identically may be summarized by a statement of the change and an updated OPFAC Listing of affected units instead of separate OFCOs. An example is changing the ATU of a set of units or unit types.
- f. The Department of Defense Activity Address Code (DoDAAC) and associated authority code as determined by Commandant (CG-441). Per the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), Commandant (CG-441) is the office responsible for logistics identification code policy that is applied by designated mission support agents.
- g. Under each OPFAC listing will be a Basic Identity Data Elements (BIDE) listing for Joint Operations purposes, as required. In accordance with *Force Readiness Reporting*, Chairman of the Joint Chiefs of Staff Instruction 3401.02 (series), the Coast Guard is required to maintain a registration of units the Commandant has agreed may be reasonably deployed to support operation plan execution orders (OPLAN EXORD) and units designated in the Department of Defense (DOD) Forces for Unified Commands memorandum.
 - (1) The current unit registration database, Global Status of Resources and Training System (GSORTS), is expected to be replaced by the Defense Readiness Reporting System (DRRS). When the unit registration functionality is transitioned, the BIDE entry will be made into DRRS.
 - (2) The following data elements are to be listed for each unit when required. This list includes a brief description of the data elements and the office responsible for ensuring they meet DOD standards.
 - (a) Unit Identification Code (UIC) – the unique identifier for the unit in joint systems. Commandant (CG-833)
 - (b) Unit Name (long) – the descriptive name of the unit, 55 characters or less. Originator
 - (c) Unit Name (short) - the descriptive name of the unit, 30 characters or less. Originator
 - (d) Primary Unit Type Code (UTC) – this DOD code associates a unit with a generic unit type classification. DOL-4
 - (e) Homeport – City, State Abbreviation. Originator
 - (f) GEOCODE – this is a DOD code that aligns with lat/long and standardizes

location information throughout the DOD. DOL-4

- (g) Parent Unit – the UIC of the parent unit. Originator
 - h. For all OFCOs except OFCO modifications not dealing with a location change, provide the physical address of the unit including zip code. Commandant (CG-612) maintains mailing address information, which is updated with the Change of Mailing, Freight, and Billing Address, Form CG-4183.
 - i. 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 (d)) for the action or change about to be ordered, and a brief description of the findings of those analyses.
 - j. A statement indicating the amount of funding and / or financial management changes required. Coordinate changes to accounting data, such as lines of accounting, with the appropriate Budget Officer, Appropriation Manager, Commandant (CG-83), and FINCEN (SA). If no funding changes are anticipated, a statement to that effect is required.
 - k. If an OFCO that changes the PAL affects personnel costs, i.e., adds, deletes, or changes the ranks of billets or grades of positions, a brief statement indicating the amount of Standard Personnel Costs (SPC) required or whether the changes are resource neutral.
 - l. State all unit personnel allowance changes (i.e., "add", "delete", "move" as applicable for each billet) explicitly or by reference, with sources and dispositions. In all OFCOs a total of the number of positions (military, reserve, and civilian) being directly impacted, including the total SPC cost must be included. In most cases, the personnel allowance changes should be captured in a separate billet map showing the current state and future state. Unit establishment OFCOs must have an accompanying billet map. Contact Commandant (CG-833) for a template. A complete billet map should be forwarded to Commandant (CG-83) in order to make the billet changes on PAL. When a unit is decommissioned or moved, reserve billets are retained in the Chain of Command of that unit and must be included in the OFCO billet map.
 - m. State when an allowance change has not been resolved.
 - n. State all requirements for pipeline training billets.
3. CHECKLISTS. The checklists list the minimum set of tasks that the unit or originator must complete prior to the event.
- a. 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. Examples include points of contact for a particular item and the unit that the checklist applies to. Editable templates are available from the Commandant (CG-833) intranet portal for easier customization.

- b. The checklist shall be routed with the OFCO during the clearance process and is part of the formal tasking for the OFCO.
4. NON-MANDATORY TOPICS. When applicable, OFCOs should also include the following information.
- a. The establishment of, or changes to, a Plain Language Address (PLA) used in the Coast Guard Messaging System, if known.
 - b. OFCOs that require facility actions to support, such as a relocation of unit, growth of unit PAL, change of homeport, etc. should all include a line item indicating the status of the facility support project. As noted previously, facility support projects should be initiated far in advance of the OFCO due to the possibility of extended review and execution timelines for civil engineering projects.
 - c. When a unit is reorganized under a new name or a new unit is established using the personnel from various commands that are being disestablished concurrently with the establishment, there are frequently questions about the succession to command. Usually the questions relate to the applicability of military justice and administrative actions that may have happened at the former unit. An example of this is a pending military justice action that is in progress at unit Delta when new unit Alpha formed and units Bravo, Charlie, and Delta are disestablished.
- (1) Include wording in paragraph 1 of the OFCO such as, "ALPHA IS THE SUCCESSOR IN COMMAND TO BRAVO, CHARLIE, AND DELTA." Language must also be included in the OFCO that clearly designates the authority to convene a court-martial, as well as those designated to administer non-judicial punishment. Include wording in paragraph 1 of OFCO such as:

THE COMMANDING OFFICER OF UNIT ALPHA IS DESIGNATED A (GENERAL)(SPECIAL) COURT-MARTIAL AS PER (ARTICLE 22)(ARTICLE 23) OF THE UCMJ. THE (COMMANDING OFFICER)(CO OF MILITARY PERSONNEL)(CO OF ENLISTED PERSONNEL)(PRINCIPAL ASSISTANT) OF UNIT ALPHA IS VESTED WITH AUTHORITY TO EXERCISE NON-JUDICIAL PUNISHMENT AS PER ARTICLE 15 OF THE UCMJ AND IN ACCORDANCE WITH PART V OF THE MANUAL FOR COURTS-MARTIAL.

- (2) Also include a paragraph near the end of the OFCO that reads the following:

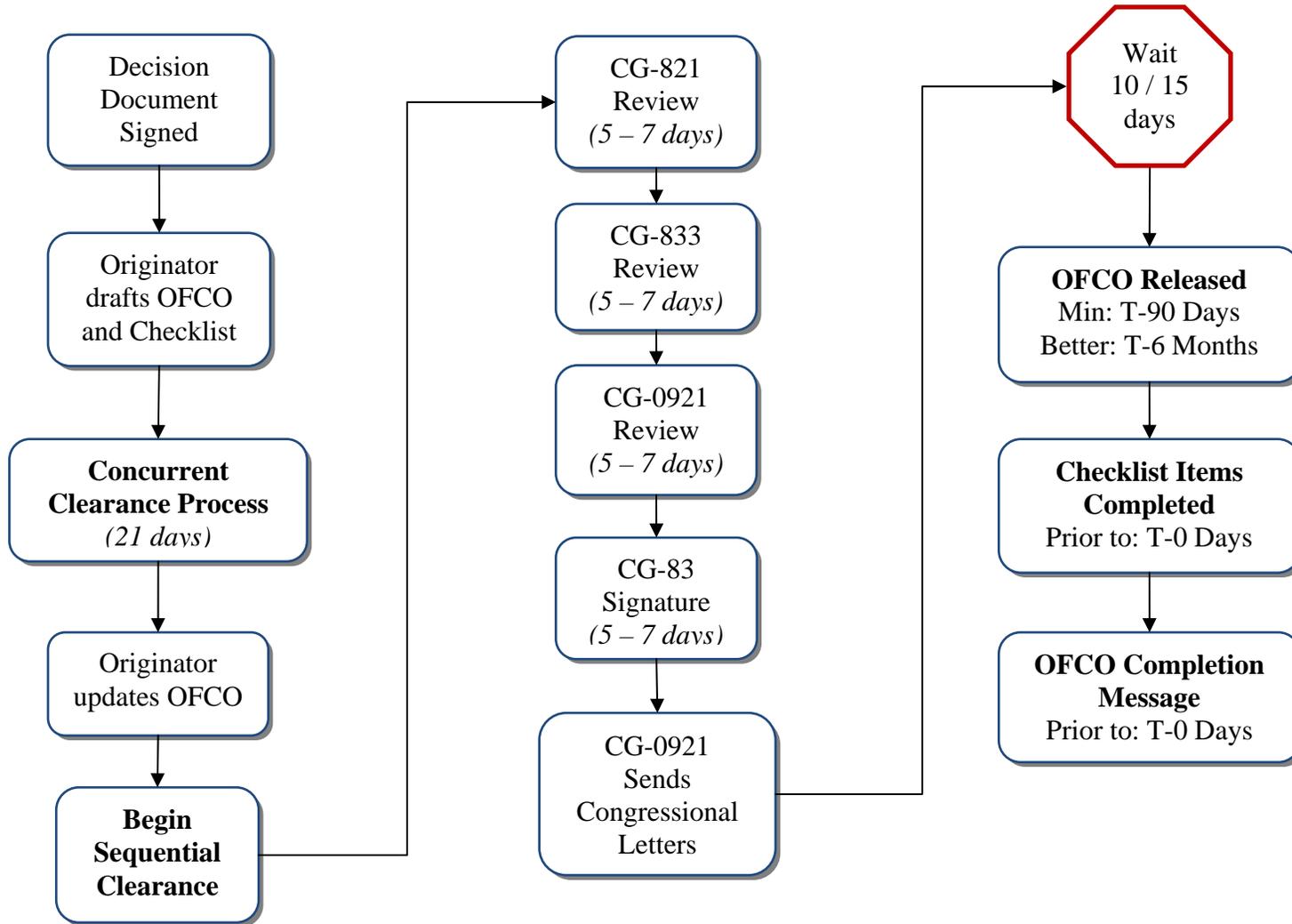
X. ACTIONS AND RIGHTS. NOTHING IN THIS OFCO SHALL APPLY TO ANY MILITARY PERSONNEL RELATED ADMINISTRATIVE FINAL ACTIONS OR ANY MILITARY JUSTICE DECISIONS THAT WERE MADE OR IMPOSED BEFORE THE DATE OF ENACTMENT OF THIS OFCO. PROCEEDINGS THAT BEGAN BEFORE THE DATE OF ENACTMENT OF THIS OFCO, EXCEPT AS PROVIDED BY THIS

OFCO, SHALL BE ADMINISTERED PURSUANT TO THE LAW, REGULATION OR POLICY APPLICABLE ON THE DATE PRIOR TO THE DATE OF THE ENACTMENT OF THIS OFCO. TO ENSURE CONTINUITY OF ACTION WITH REGARD TO MILITARY JUSTICE MATTERS, RELEVANT UNITS SHOULD CONSULT WITH THEIR LEGAL SERVICING OFFICE AND CG-0946 TO ENSURE RECOMMENDED COURSE OF ACTIONS MATCH THE SPECIFIC NEEDS, LEGAL AUTHORITY, AND FACTUAL SCENARIOS OF A PARTICULAR CASE.

- (3) When an organization transfers responsibilities it must transfer all records to the successor organization to preserve their administrative origin. When an organization is not transferring responsibilities, destroy records as permitted by reference (c), or transfer records to the appropriate Federal Records Center (FRC).

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Enclosure 2: OFCO Process Flow Chart



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Enclosure 3: OFCO Message Elements Table

Key

M – Mandatory
A – As Applicable
blank – Not required

Item	OFCO Type									
	Cutter			Shore Unit				Either		
	Commissioning	Decommissioning	Change of Homeport	Establish	Disestablish	Relocate	Change Unit Type	Organizational Change	OFCO Change	OFCO Complete Message
Message: To Addressee	-	-	-	-	-	-	-	-	-	-
Implementing Unit	M	M	M	M	M	M	M	M	M	
Originator										M
Message: Info Addressee	-	-	-	-	-	-	-	-	-	-
COMDT (CG-81) COMDT COGARD WASHINGTON DC//CG-81/...//	A	A	A	A	A	A	A	A	A	
COMDT (CG-82)	M	M	M	M	M	M	M	M	M	
COMDT (CG-83)										M
COMDT (CG-84)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-85)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-0921)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-0922)	A	A	A	A	A	A	A	A	A	A
COMDT (CG-09224)	A	A	A	A	A	A	A	A	A	A
COMDT (CG-0944)	M	M	M	M	M	M	M	M	M	
COMDT (CG-0948)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-095)	A	A	A	A	A	A	A	A	A	A
COMDT (CG-DCO)	A	A	A	A	A	A	A	A	A	A
COMDT (CG-DCO-8)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-DCO-I)	A	A	A	A	A	A	A	A	A	A
COMDT (CG-1)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-4)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-43)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-612)	M	M	M	M	M	M	M	M	M	M
COMDT (CG-711)				A	A	A	A	A	A	A
COMDT (CG-731)	A	A		A	A	A	A	A	A	A

Enclosure (3) to COMDTINST M5440.3A

Key

M – Mandatory

A – As Applicable

blank – Not required

	Commissioning	Decommissioning	Homeport Change	Establish	Disestablish	Relocate	Change Unit Type	Org Change	OFCO Change	OFCO Complete
Message: Info Addressee, Continued										
COMDT (CG-741)	A	A	A	A	A	A	A	A	A	A
COMDT (CG-751)	A	A	A					A	A	A
COMDT (CG-924)	A	A	A	A	A	A	A	A	A	A
COMDT (CG-91)	A	A	A	A	A	A	A	A	A	A
Pay and Personnel Center (PPC) COGARD PPC TOPEKA KS	M	M	M	M	M	M	M	M	M	M
CG Institute COGARD INST OKLAHOMA CITY OK	M	M	M	M	M	M	M	M	M	M
Personnel Service Center (PSC) COMCOGARD PSC ARLINGTON VA	M	M	M	M	M	M	M	M	M	M
Director of Operational Logistics (DOL) COGARD DOL NORFOLK VA	M	M	M	M	M	M	M	M	M	M
Shore Infrastructure Logistics Center (SILC) COGARD SILC NORFOLK VA//PLD//	M	M	M	M	M	M	M	M	M	M
Surface Forces Logistics Center (SFLC) COGARD SFLC BALTIMORE MD	A	A	A					A	A	A
Aviation Logistics Center (ALC) IT Service Div (ISD) COGARD ALC ELIZABETH CITY NC//ISD//	M	M	M	M	M	M	M	M	M	M
CG Finance Center (FINCEN) COGARD FINCEN CHESAPEAKE VA	M	M	M	M	M	M	M	M	M	M
Community Services Command (CSC) COGARD CSC CHESAPEAKE VA	M	M	M	M	M	M	M	M	M	M
Operations Systems Center (OSC) COGARD OSC MARTINSBURG WV	M	M	M	M	M	M	M	M	A	M
FORCECOM COMCOGARD FORCECOM NORFOLK VA	A	A	A	A	A	A	A	A	A	A
C4IT Service Center COGARD C4ITSC ALEXANDRIA VA	M	M	M	M	M	M	M	M	M	M
Command, Control, & Comms. Eng. Center (C3CEN) COGARD C3CEN PORTSMOUTH VA	M	M	M	M	M	M	M	M	M	M
Servicing SPO COGARD XXXXX	M	M	M	M	M	M	M	M	M	M
Servicing Electronics Support Unit (ESU) COGARD ESU XXXXXXXXXXXX XX	M	M	M	M	M	M	M	M	M	M
Servicing Civil Engineering Unit (CEU) COGARD CEU XXXXXXXXXXXX XX	M	M	M	M	M	M	M	M	M	M
TISCOM COGARD TISCOM ALEXANDRIA VA	M	M	M	M	M	M	M	M	M	M
Facilities Design and Construction Center (FDCC) COGARD FDCC NORFOLK VA	A	A	A	A	A	A	A	A	A	A
CG Yard COGARD YARD BALTIMORE MD	A	A	A					A	A	A

Key

M – Mandatory
 A – As Applicable
 blank – Not required

	Commissioning	Decommissioning	Homeport Change	Establish	Disestablish	Relocate	Change Unit Type	Org Change	OFCO Change	OFCO Complete
Message: Info Addressee, Continued										
Affected Unit & Chain of Command COMLANTAREA COGARD PORTSMOUTH VA COMPACAREA COGARD ALAMEDA CA	M	M	M	M	M	M	M	M	M	M
Others	A	A	A	A	A	A	A	A	A	A
Subject: OFCO No. ###-YY - OFCO Type and Unit affected	M	M	M	M	M	M	M	M	M	
References: Decision Memo/Message & OFCO Manual w/ links	M	M	M	M	M	M	M	M	M	
References: Other, w/ links (billet map, prev. OFCOs, checklist, etc.)	A	A	A	A	A	A	A	A	A	
Summary of change(s) and effective change date	M	M	M	M	M	M	M	M	M	
Planned timeline leading to finalized change	M	M	M	M	M	M	M	M	A	
New OPFAC Listing Data	-	-	-	-	-	-	-	-	-	-
ADCON Chain of Command - ELEMENT OF [UNIT CHAIN] (DEPT ID)	M	M	M	M	M	M		A	A	
Unit name	M	M	M	M	M	M		A	A	
Unit Type	M	M		M	M	M	M		A	
Congressional District	M	M	M	M	M	M		A	A	
ATU-OPFAC / DoDAAC / SDL Symbol	M	M	M	M	M	M		A	A	
Functions	M			M			A	A	A	
Boat & Aircraft Allowance	M			A			A	A	A	
DOD Basic Identity Data Elements (BIDE)	M	M	M	M	M	M	M			
Addresses (Physical / Mailing / Parcel / Billing)	M	M	M	M	M	M	M	A	A	
Funding / Accounting changes	M	M	M	M	M	M	M	M	M	
Facility and Property changes / hand-off	A	M	M	A	M	M	A	A	A	
Personnel allowance changes	M	M	M	M	M	M	M	M	M	
Congressional Notification statement	M	M	M	M	M	M	A	A	A	
National Environmental Policy Act (NEPA) Statement & Findings	M	M	M	M	M	M	M	M	A	
National Historic Preservation Act (NHPA) Statement & Findings	M	M	M	M	M	M	M	M	A	

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Enclosure 4: OFCO Message Templates and Examples

Minimum paragraph requirements for all OFCO types except OFCO Changes and OFCO Completion. Bold text is required and text inside square brackets describes what Originators should put in that part of the message. For all examples in this enclosure, remove the extra lines between paragraphs for the actual message. This was done to help make the message content easier to understand. The Coast Guard Messaging System (CGMS) will not accept messages formatted with these extra lines between paragraphs.

For multiple-unit OFCOs with duplicative unit administrative data elements the listing paragraphs can be summarized by the common elements, where practical. See the Complex OFCO Example at the end of this enclosure for a model for summarizing.

For multiple-unit OFCOs with a combination of updates, establishments, and disestablishments, group units doing the same action together in the Unit Information section in the following order: updates, establishments, disestablishments. See the Complex OFCO Example at the end of this enclosure for a model for grouping.

Please note that CGMS 4.0 does not allow the following commonly used characters: \$; _ &. The following are allowable characters: “ . , : () ? - /

FM [HQ Originator Office & CG-83]
TO [Implementing Unit]
INFO [Info Addressees]
BT
UNCLAS //N05440//
OFCO XXX-YY [Entered as part of bulletin functions in CGMS]
SUBJ: OFCO NO. XXX-YY - [OFCO Type & Unit Affected]

- A. [Decision Memo/Message - linked]
- B. **OPERATING FACILITY CHANGE ORDERS (OFCO) PROCEDURES, COMDTINST M5440.3 (SERIES)** [linked]
- C. [Other references like previous OFCOs, or other COMDT Instructions - linked when available]

1. IAW REF A, YOU ARE AUTHORIZED AND DIRECTED TO [perform OFCO type on Unit affected]. [Summary of changes and effective date, may take several paragraphs to describe. Additional topics include ADCON/OPCON/TACON].

2. UNIT INFORMATION. [Unit affected] [“EXISTING ADMINISTRATIVE DATA ELEMENTS REMAIN AS PREVIOUSLY ASSIGNED AND ACTIVE” / “WITH THE EXCEPTION OF” element name(s):, or “REMOVE affected unit FROM OPFAC LISTING, GSORTS, AND STANDARD DISTRIBUTION LIST. CURRENT LISTING

INFORMATION IS:”, or “Affected Unit’s ADMINISTRATIVE DATA ELEMENTS ARE:”]

[**Note:** Always list ALL data elements; future ones if they are changing and existing if not. This ensures nothing has changed at a particular unit between on OFCO and another. For OFCOs with multiple units with the same type of change (update, establishment, or disestablishment):

- List each group as 2.a, 2.b, & 2.c (as necessary),
- List each unit as 2.x.1, 2.x.2, 2.x.3, etc. and
- List the three subsections as 2.x.#.a, 2.x.#.b, & 2.x.#.c]
- See the Complex OFCO Example for how this is implemented

A. OPFAC LISTING

ELEMENT OF [ADCON]

NAME - [Unit affected]

UNIT TYPE - [Types from authorized data element table]

CONGRESSIONAL DISTRICT - [i.e. FL-18]

ATU-OPFAC[-MOD] - [##-#####][MOD is ##### if needed, otherwise do not include this line. Never needed for units with unique OPFACs.]

DoDAAC (AUTH CODE) - Z[OPFAC] ([Authority Code provided by SFLC(BOD)])

SDL SYMBOL - [X:xx]

FUNCTIONS - [List, elements separated by /. Types from authorized data element table in Enclosure 13]

BOAT ALLOWANCE - [List and quantity, new line for each type. Type from authorized data element table]

AIRCRAFT ALLOWANCE - [List with new line for each type, quantity & flight hours. Types from authorized data element table]

B. DOD BIDE [Only required for units the Commandant has agreed may be reasonably deployed to support OPLAN EXORD and units designated in the DOD Forces for Unified Commands memorandum. Generally these are deployable units. See FORCECOM (AE) for additional information.]

UIC - E[OPFAC]

NAME - [Up to 55 characters]

SHORT NAME - [Up to 30 characters]

UTC - [Per DOD standards]

HOMEPORT - [City, ST]

GEOCODE - [Per DOD standards]

PARENT UIC - E[Parent OPFAC]

C. ADDRESSES

PHYSICAL ADDRESS WILL BE: [PO Boxes are not permitted in this section]

[Street]
[City, State, ZIP+4]

[**Note:** If any addresses are the same, it's acceptable to put 'SAME AS XXXXXX ADDRESS' as well as list address types, i.e. 'MAILING AND BILLING ADDRESSES SAME AS PHYSICAL ADDRESS'. Regardless of duplicates, the OFCO must identify each of the four addresses.]

MAILING ADDRESS WILL BE:

[Salutation - CO/OIC/Other]
[Unit Name]
[Street]
[City, State, ZIP+4]

SMALL PARCEL (UPS, FEDEX, ETC) ADDRESS WILL BE:

[Street]
[City, State, ZIP+4]

BILLING ADDRESS WILL BE:

[Street]
[City, State, ZIP+4]

3. TIMELINE. [Planned timeline leading to finalized change, each step a new lettered paragraph].

4. NOTIFY [Required notification addressees] **OF THE DATE ALL CHECKLIST ITEMS COMPLETED AND** [affected unit in new status].

5. PERSONNEL ALLOWANCE: ["NO CHANGE", "AS DESCRIBED IN THE APPROVED BILLET MAP. THE BILLET MAP CAN BE DOWNLOADED AT: link.", or list here if all within a single department and less than 20 personnel. Totals are required]

RANK/NUMBER/TITLE

[list]

TOTAL OFF / WAR / ENL / CIV / ALL

/ ## / ## / ## /

TOTAL SPC [###] DOLLARS [Reflects the total four-quarter Standard Personnel Cost (SPC) of the positions being impacted by the OFCO. Originators should also add detail with additional lines as desired for things like overall recurring impact (resource neutral, +\$, -\$)]

6. FUNDING. [Discuss any funding changes, authorities, partial year

funding, lines of accounting changes, etc.].

7. FACILITIES AND PROPERTY. [Discuss any facility issues like the status of facility support projects (pier extensions, etc.) and property issues like transfers, destruction, etc.]

8. ENVIRONMENTAL AND HISTORICAL IMPACT FINDINGS. [Describe]

9. CONGRESSIONAL NOTIFICATIONS [“ARE REQUIRED AND HAVE BEEN MADE” or “ARE NOT REQUIRED”]. [If required, 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 AFFAIRS STAFF (COMDT (CG-0921)). CONTACT COMDT (CG-0921) TO OBTAIN NAMES, ADDRESSES, TELEPHONE NUMBERS, MEMBER'S BACKGROUND, OR OTHER INFORMATION.

10. A CHECKLIST OF REQUIRED ACTIONS HAS BEEN PROVIDED BY [ORIGINATOR POC, HQ Office, Phone #, Email address].

11. INTERNET RELEASE IS NOT AUTHORIZED

OFCO Completion Template

FM [Implementing Unit]
TO [OFCO Originator]
INFO [Info Addressees]
BT
UNCLAS //N05440//

SUBJ: OFCO NO. XXX-YY - OFCO FINALIZED FOR [Unit Affected]

- A. [Original OFCO]
- B. OPERATING FACILITY CHANGE ORDERS (OFCO) PROCEDURES, COMDTINST M5440.3 (SERIES) [linked]**
- C. [Other references like previous OFCOs, OFCO changes, or other COMDT Instructions - linked]

1. A CHECKLIST OF REQUIRED ACTIONS TO IMPLEMENT REF A WAS PROVIDED BY [ORIGINATOR POC, HQ Office, Phone #, Email address]. IAW REFS A AND B, ALL ITEMS ON THAT CHECKLIST WERE COMPLETED ON [date] AND OFCO NO. [XXX-YY] HAS BEEN FINALIZED.

BT
NNNN

OFCO Example – Simple

This is not a real OFCO. Names, places, data elements, and descriptive text are merely for illustrative purposes. Additional line spacing was added for readability.

FM COMDT COGARD WASHINGTON DC//CG-751/CG-83//
TO COMLANTAREA COGARD PORTSMOUTH VA//LANT-091/LANT-3R/LANT-30//
INFO COMDT COGARD WASHINGTON DC//CG-0921/CG-0944/CG-0948/CG-095/CG-1/CG-4/CG-45/CG-61/CG-612/CG-DCO-8/CG-MLE/CG-DOD/CG-731/CG-761/CG-81/CG-82/CG-833/CG-84/CG-85//
COGARD PPC TOPEKA KS
COGARD INST OKLAHOMA CITY OK
COMCOGARD PSC ARLINGTON VA//PSC-EPM/PSC-OPM//
COGARD DOL NORFOLK VA
COMCOGARD SFLC BALTIMORE MD//SFLC-ALD/SFLC-IOD/SFLC-ESD/SFLC-PLMD//
COGARD ALC ELIZABETH CITY NC//ISD//
COGARD FINCEN CHESAPEAKE VA//SA/VR/FR//
COGARD CSC CHESAPEAKE VA
COGARD OSC MARTINSBURG WV
COGARD C4ITSC ALEXANDRIA VA
COGARD C3CEN PORTSMOUTH VA
COGARD BASE NEW ORLEANS LA
COGARD ESU NEW ORLEANS LA
COGARD TISCOM ALEXANDRIA VA//TIS-3/TIS-4//
COGARD YARD BALTIMORE MD
COGARD TQC CHESAPEAKE VA
COGARD SMARMREPFAC CRANE IN//2053/2032//
COGARD CEU MIAMI FL
COGARD CAMSLANT CHESAPEAKE VA
COGARD NESU NEW ORLEANS LA
CCGDFIVE PORTSMOUTH VA//DR/DRE//
CCGDEIGHT NEW ORLEANS LA//DR/DRE//
COMCOGARD SECTOR NEW ORLEANS LA
USCGC SHOUT
USCGC YELL
CNO WASHINGTON DC//N3/N312/N52/N76/N8/N86//
COMSECONDFLT
COMNAVSURFLANT NORFOLK VA//N1/N3/N6/N43/N8//
DON CAF WASHINGTON DC
NAVSTA NORFOLK VA
PEO SHIPS WASHINGTON DC//PMS 325/PMS 340//
BT
UNCLAS //N05440//
OFCO 099/11
SUBJ: OFCO 099-11, DECOMMISSION USCGC WHISPER (WISP 19)
A. ADDENDUM 2 TO USN-USCG WHIRLWIND CLASS PATROL COASTAL (PC) INTERSERVICE TRANSFER MOA OF JAN 07.

1. IAW REF A, CGC WHISPER WILL BE TRANSFERRED BACK TO THE NAVY BY THE END OF FY11. YOU ARE DIRECTED TO DECOMMISSION CGC WHISPER (WISP 19) NO LATER THAN 31 AUG 11. UPON DECOMMISSIONING, PLACE CGC WHISPER IN AN OUT OF COMMISSION STATUS.

2. UNIT INFORMATION. THE OPERATING FACILITY (OPFAC) NUMBER 20-12999 AND UNIT IDENTIFICATION CODE E12999 (COAST GUARD) ARE CANCELLED UPON DECOMMISSIONING. THE UNIT IDENTIFICATION CODE (UIC) N22555 (NAVY) AND DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC) N22555 SHALL BE MAINTAINED AFTER TRANSFER TO THE NAVY. REMOVE CGC WHISPER FROM THE OPFAC LISTING, GSORTS, AND STANDARD DISTRIBUTION LIST. CURRENT LISTING INFORMATION IS:

A. OPFAC LISTING.

ELEMENT OF ATLANTIC AREA
NAME - USCGC WHISPER (WISP 19)
UNIT TYPE - PATROL BOAT
CONGRESSIONAL DISTRICT - LA-4
ATU-OPFAC - 20-12999
DoDAAC (AUTH CODE) - Z12999 (A1)
SDL SYMBOL - (UPPERCASE) A:(LOWERCASE) L
FUNCTIONS - NONE
BOAT ALLOWANCE - ONE CB-OTH
AIRCRAFT ALLOWANCE - NONE

B. DOD BIDE.

UIC - E12999
NAME - CGC WHISPER
UTC - PB119
HOMEPORT - NEW ORLEANS, LA
GEOCODE - MS0945
PARENT UIC - E75120

C. ADDRESSES.

PHYSICAL ADDRESS:

PIER 14
817 WATERFRONT WAY
NEW ORLEANS, LA 70129

MAILING ADDRESS, SMALL PARCEL ADDRESS, AND BILLING ADDRESS:

COMMANDING OFFICER
CGC WHISPER
C/O BASE NEW ORLEANS
1790 JUPITER RD
NEW ORLEANS, LA 70129

3. TIMELINE. IN GENERAL, EVENTS LEADING TO THE DECOMMISSIONING OF USCGC WHISPER WILL BE AS FOLLOWS:

Enclosure (4) to COMDTINST M5440.3A

A. CONDUCT CRITICAL SYSTEMS ASSESSMENT (CSA) WITH CG AND NAVY PCRON PERSONNEL, DATE TBD.

B. CONDUCT HULL RELIEF AND TRANSFER CUSTODY OF WHISPER TO THE NAVY THE WEEK OF 31AUG11. UPON TURNOVER, THE NAVY HAS FULL CUSTODY AND RESPONSIBILITY FOR ALL ASPECTS OF WHISPER.

4. NOTIFY COMDTS (CG-451), (CG-DOD), (CG-CPE), (CG-612), (CG-751), (CG-82), (CG-83), (CG-84), CG LANTAREA, CG SFLC, BY MESSAGE WITH A COPY TO THE CG INSTITUTE, CG PERSONNEL SERVICE CENTER (PSC), CG PAY AND PERSONNEL CENTER (PPC), CG FINCEN (FR) AND CG TQC OF THE ACTUAL DATE OF DECOMMISSIONING.

5. PERSONNEL ALLOWANCE. COMDT (CG-833) WILL DELETE THE EXISTING CGC WHISPER PERSONNEL ALLOWANCE LIST (PAL) BILLETTS:

RANK/NUMBER/TITLE

LCDR/1/COMMANDING OFFICER

BMC/2/DUTY

BM2/1/DUTY

BM3/2/DUTY

SN/2/DUTY

GM1/1/DUTY

GM3/1/DUTY

MKCS/1/ENGINEERING PETTY OFFICER

MK1/1/DUTY

MK2/2/DUTY

OS1/1/DUTY

OS2/1/DUTY

OS3/1/DUTY

DC2/1/DUTY

ET1/1/DUTY

EM1/1/DUTY

FN/1/DUTY

SK1/1/DUTY

FS1/1/DUTY

FS3/1/DUTY

TOTAL OFF / WAR / ENL / CIV / ALL

1 / 0 / 23 / 0 / 24

TOTAL SPC 1,926,302 DOLLARS (ON BUDGET SAVINGS)

6. FUNDING. ONCE DECOMMISSIONED, FUNDING FOR WHISPER WILL BE REPROGRAMMED OR PASSED BACK APPROPRIATELY. DECOMMISSIONING COSTS SHOULD BE COVERED WITH FUNDS FROM THE CGC WHISPER FY11 BUDGET BASE. IF REQUIRED, REQUESTS FOR ADDITIONAL FUNDING SHOULD BE ROUTED TO COMDT (CG-751) VIA THE CHAIN OF COMMAND.

7. FACILITIES AND PROPERTY. THE BOAT NUMBER ASSIGNED TO THE USCG PROVIDED AND SUPPORTED CB-OTH IS CG-23196. THE BOAT HIN IS GJ877ION96G5H.

A. THE CARETAKER OFFICER IN CHARGE SHALL ENSURE CGC WHISPER IS IN A SAIL AWAY CONDITION AT TURNOVER TO THE NAVY. NO EQUIPMENT OR PARTS CONTROLLED

BY THE CUTTER WILL BE SALVAGED OR REMOVED UNLESS SPECIFICALLY DIRECTED OTHERWISE. MISCELLANEOUS ITEMS WHICH ARE ESSENTIAL TO CUTTER OPERABILITY, CREW SAFETY, OR DAILY ROUTINE SHALL NOT BE REMOVED. COMDT (CG-751) AND CG LANTAREA WILL PROVIDE SPECIFIC DISPOSITION INSTRUCTIONS FOR CRYPTO, PROPERTY, AEL GEAR OUTFIT, WEAPONS, AMMO AND PYRO PRIOR TO TURNOVER. ANY CG ITEMS OF HISTORICAL SIGNIFICANCE ON THE CUTTER SHALL BE SENT TO COMDT (CG-0922). IF AT ANY TIME IT IS UNCERTAIN WHETHER REMOVAL OF AN ITEM IS IN ACCORDANCE WITH THESE GUIDELINES, CONTACT SFLC-MECPL.

B. THE ASSIGNED CB-OTH, CG-23999, SHALL REMAIN ON BOARD UNTIL ARRIVAL AT NEW ORLEANS, AND THEN REMOVED. NO BOAT WILL TRANSFER WITH THE CUTTER BACK TO THE USN. THE LANTAREA BOAT MANAGER IN CONSULTATION WITH COMDT (CG-731) SHALL DETERMINE IF THE ASSIGNED CUTTER BOAT CAN BE UTILIZED ELSEWHERE. IF NOT, ENSURE A BOARD OF SURVEY IS CONDUCTED FOR THE EXCESS BOAT.

8. ENVIRONMENTAL AND HISTORICAL IMPACT FINDINGS. THIS ACTION HAS BEEN REVIEWED FOR ENVIRONMENTAL IMPACT AS REQUIRED BY THE NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) AND IS CATEGORICALLY EXCLUDED, (BY 67 FEDERAL REGISTER 48243 ITEM 2.M. AND 2.P.), FROM FURTHER NEPA ANALYSIS. THERE IS NO IMPACT TO HISTORIC RESOURCES FOR THE ACTION. THEREFORE NO NATIONAL HISTORIC PRESERVATION ACT (NHPA) COMPLIANCE DOCUMENTATION IS NECESSARY.

9. CONGRESSIONAL NOTIFICATIONS ARE REQUIRED AND HAVE BEEN MADE.

10. A DECOMMISSIONING CHECKLIST DETAILING REQUIRED ACTIONS WILL BE PROVIDED BY LT J. MASTERS, COMDT (CG-751), (202) 372-5555, JAMES.K.MASTERS(AT)USCG.MIL

11. INTERNET RELEASE IS NOT AUTHORIZED

OFCO Example – Complex

This is not a real OFCO. Names, places, data elements, and descriptive text are merely for illustrative purposes.

FM COMDT COGARD WASHINGTON DC//DCMS-5/CG-83//
TO COGARD DOL NORFOLK VA
INFO COMDT COGARD WASHINGTON DC//CG-0921/CG-0922/CG-0931/CG-0944/CG-
0948/CG-095/CG-1/CG-4/CG-612/CG-711/CG-751/CG-8/CG-81/CG-82/CG-833/CG-
84/CG-85/CG-924/CG-DCO-8//
COGARD PPC TOPEKA KS
COGARD INST OKLAHOMA CITY OK
COMCOGARD PSC ARLINGTON VA
COGARD SILC NORFOLK VA
COMCOGARD SFLC BALTIMORE MD
COGARD ALC ELIZABETH CITY NC//ISD//
COGARD FINCEN CHESAPEAKE VA
COGARD CSC CHESAPEAKE VA
COGARD OSC MARTINSBURG WV
COMCOGARD FORCECOM ALAMEDA CA
COGARD C4ITSC ALEXANDRIA VA
COGARD C3CEN PORTSMOUTH VA
COGARD ESU MELBOURNE FL
COGARD TISCOM ALEXANDRIA VA
COGARD TQC CHESAPEAKE VA
COGARD HSWL SC NORFOLK VA
COGARD NESU MELBOURNE FL
COGARD BASE MELBOURNE FL
COMLANTAREA COGARD PORTSMOUTH VA
COMPACAREA COGARD ALAMEDA CA
COMCOGARD SECTOR MIAMI FL
COMCOGARD SECTOR CHARLESTON SC
COMCOGARD SECTOR JACKSONVILLE FL
COMCOGARD SECTOR KEY WEST FL
COMCOGARD SECTOR SAN JUAN PR
COMCOGARD SECTOR ST PETERSBURG FL
CCGDSEVEN MIAMI FL
COGARD CAMSLANT CHESAPEAKE VA
COGARD CAMSLANT HQ COMMS DET WASHINGTON DC
COGARD CAMSPAC PT REYES CA
BT
UNCLAS //N05440//
OFCO 199/11
SUBJ: OFCO NO. 199-11: ESTABLISH BASE MELBOURNE AND SUBORDINATE UNITS AND
DISESTABLISH BSU MELBOURNE, PSSU MELBOURNE, AND HSWL FO MELBOURNE.
A. VCG MEMO 5400 OF 25 JUL 2011 - APPROVAL OF STANDARD BASE ORGANIZATION

1. IN ACCORDANCE WITH REF (A), WHEN ALL LABOR RELATIONS OBLIGATIONS HAVE BEEN MET AND ALL PERSONNEL PLACEMENTS HAVE BEEN EXECUTED YOU ARE AUTHORIZED AND DIRECTED TO ESTABLISH BASE MELBOURNE ON OR ABOUT 28 SEPTEMBER 2011.

A. BASE MELBOURNE IS THE SUCCESSOR IN COMMAND TO BASE SUPPORT UNIT (BSU) MELBOURNE, PERSONNEL SERVICES AND SUPPORT UNIT (PSSU) MELBOURNE, AND HEALTH, SAFETY, AND WORK-LIFE FIELD OFFICE (HSWL FO) MELBOURNE. ELECTRONIC SYSTEMS SUPPORT UNIT (ESU) AND NAVAL ENGINEERING SUPPORT UNIT (NESU) MELBOURNE WILL BECOME SUBORDINATE COMMANDS UNDER BASE MELBOURNE. NEWLY ESTABLISHED ELECTRONIC SYSTEMS SUPPORT DETACHMENTS (ESD), INDUSTRIAL PRODUCTION FACILITIES (IPF), AND INDUSTRIAL PRODUCTION DETACHMENTS (IPD) WILL BE SUBORDINATE COMMANDS AS DESCRIBED IN SECTION 2 BELOW.

B. BASE MELBOURNE WILL BE COMPOSED OF THE FOLLOWING DEPARTMENTS: PROCUREMENT AND CONTRACTING, COMPTROLLER/BASE OPERATIONS, HEALTH SAFETY AND WORK LIFE, PERSONNEL SUPPORT, AND FACILITIES ENGINEERING.

C. BASE MELBOURNE IS BEING ESTABLISHED TO HORIZONTALLY INTEGRATE MISSION SUPPORT ACTIVITY AND ALIGN WITH OPERATIONS AT THE POINT OF SERVICE DELIVERY. THE BASE COMMANDING OFFICER WILL BE THE DEPUTY COMMANDANT FOR MISSION SUPPORT (DCMS) TOUCHPOINT FOR THE DISTRICT SEVEN (D7) COMMANDER DURING NORMAL OPERATIONS AND WILL CHOP AT THE DIRECTION OF THE DIRECTOR OF OPERATIONAL LOGISTICS (DOL) TO D7 FOR REGIONAL CONTINGENCIES, ENSURING AN INTEGRATED AND COORDINATED DCMS RESPONSE AND SUPPORT. THE BASE COMMANDING OFFICER WILL ADMINISTER AND DIRECT ALL ACTIVITIES OF THE BASE IAW LOGISTICS AND SERVICE CENTER DIRECTION AND IN A MANNER WHICH PRESERVES LOGISTICS TRANSFORMATION EFFORTS AND INITIATIVES TO DATE.

D. THE BASE WILL INTEGRATE FIELD LEVEL MISSION SUPPORT DELIVERY TO D7. TECHNICAL DIRECTION SHALL REMAIN UNDER THE COGNIZANT CONTROL OF THE LOGISTICS AND SERVICE CENTERS.

2. UNIT INFORMATION.

A. SUMMARY.

(1) UPDATE ESU MELBOURNE ATU FROM 49 TO 31 AND NESU MELBOURNE ATU FROM 38 TO 31.

(2) ESTABLISH BASE MELBOURNE (31-31020), ESD CHARLESTON (31-54410), ESD ST. PETERSBURG (31-54420), ESD MAYPORT (31-54430), MAT FRC MELBOURNE (31-53004), MAT MELBOURNE (31-53005), IPF MELBOURNE (31-52050), IPD CHARLESTON (31-52051), AND IPD JACKSONVILLE (31-52052).

(3) DISESTABLISH BSU MELBOURNE (37-52135), PSSU MELBOURNE (79-47920), AND HSWL FO MELBOURNE (68-47933).

B. UPDATES. ALL UNITS HAVE THE PROGRAM OF COMMAND AND SUPPORT (C AND S) AND NONE HAVE A BOAT OR AIRCRAFT ALLOWANCE. ELEMENTS OF BASE MELBOURNE:

(1) ESU MELBOURNE OPFAC LISTING
NAME: ESU MELBOURNE

Enclosure (4) to COMDTINST M5440.3A

UNIT TYPE: ESU
CONG DIST: FL-18
ATU-OPFAC: 31-54400
DoDAAC (AUTH CODE): Z54400 (A1)
SDL SYMBOL: (UPPERCASE) D: (LOWERCASE) T
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING ADDRESSES
WILL BE:
COMMANDER
USCG ESU MELBOURNE
909 SE 1ST AVE, RM 532
MELBOURNE, FL 33131-3050

(2) NESU MELBOURNE OPFAC LISTING.
NAME: NESU MELBOURNE
UNIT TYPE: NESU
CONG DIST: FL-18
ATU-OPFAC: 31-51258
DoDAAC (AUTH CODE): Z51258 (A1)
SDL SYMBOL: (UPPERCASE) C: (LOWERCASE) X
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING ADDRESSES
WILL BE:
COMMANDER
USCG NESU MELBOURNE
100 MACARTHUR CSWY
MELBOURNE, FL 33139-5101

C. ESTABLISHMENTS. ALL UNITS HAVE THE PROGRAM OF COMMAND AND SUPPORT (C AND S) AND NONE HAVE A BOAT OR AIRCRAFT ALLOWANCE.

(1) BASE MELBOURNE OPFAC LISTING

ELEMENT OF THE DIRECTOR OF OPERATIONAL LOGISTICS (DOL)
ELEMENT OF CHIEF OF BASE OPERATIONS DIVISION (DOL-3)
NAME: BASE MELBOURNE
UNIT TYPE: BASE
CONG DIST: FL-18
ATU-OPFAC: 31-31020
DoDAAC (AUTH CODE): Z31020 (A1)
SDL SYMBOL: (UPPERCASE) C: (LOWER CASE) D
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING ADDRESSES
WILL BE:
COMMANDER
USCG BASE MELBOURNE
100 MACARTHUR CSWY
MELBOURNE, FL 33139-5101

(2) ELEMENTS OF ESU MELBOURNE

A. ESD CHARLESTON OPFAC LISTING.

NAME: ESD CHARLESTON
UNIT TYPE: ESD
CONG DIST: SC-6
ATU-OPFAC: 31-54410
DoDAAC (AUTH CODE): Z54410 (A1)
SDL SYMBOL: (UPPERCASE) E: (LOWER CASE) H
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING
ADDRESSES WILL BE:
SUPERVISOR
USCG ESD CHARLESTON
1050 REGISTER ST
NORTH CHARLESTON, SC 29405-1817

B. ESD ST. PETERSBURG OPFAC LISTING.
NAME: ESD SAINT PETERSBURG
UNIT TYPE: ESD
CONG DIST: FL-10
ATU-OPFAC: 31-54420
DoDAAC (AUTH CODE): Z54420 (A1)
SDL SYMBOL: (UPPERCASE) E: (LOWER CASE) H
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING
ADDRESSES WILL BE:
SUPERVISOR
USCG ESD ST. PETERSBURG
600 8TH AVE SE
ST PETERSBURG, FL 33701-5099

C. ESD MELBOURNE OPFAC LISTING.
NAME: ESD MELBOURNE
UNIT TYPE: ESD
CONG DIST: FL-18
ATU-OPFAC: 31-54470
DoDAAC (AUTH CODE): Z54470 (A1)
SDL SYMBOL: (UPPERCASE) E: (LOWER CASE) H
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING ADDRESSES
WILL BE:
SUPERVISOR
USCG ESD MELBOURNE
100 MACCARTHUR CAUSEWAY
MELBOURNE, FL 33139-5101

(3) ELEMENTS OF NESU MELBOURNE

A. MAT FRC MELBOURNE OPFAC LISTING.
NAME: MAT FRC MELBOURNE
UNIT TYPE: MAT
CONG DIST: FL-18
ATU-OPFAC: 31-53004
DoDAAC (AUTH CODE): Z53004 (A1)

Enclosure (4) to COMDTINST M5440.3A

SDL SYMBOL: (UPPERCASE) C: (LOWER CASE) X
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING
ADDRESSES WILL BE:
SUPERVISOR
USCG MAT MELBOURNE
100 MACCARTHUR CAUSEWAY
MELBOURNE, FL 33139-5101

B. MAT MELBOURNE OPFAC LISTING.
NAME: MAT MELBOURNE
UNIT TYPE: MAT
CONG DIST: FL-18
ATU-OPFAC: 31-53005
DoDAAC (AUTH CODE): Z53005 (A1)
SDL SYMBOL: (UPPERCASE) C: (LOWER CASE) X
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING
ADDRESSES WILL BE:
SUPERVISOR
USCG MAT MELBOURNE
100 MACCARTHUR CAUSEWAY
MELBOURNE, FL 33139-5101

C. IPF MELBOURNE OPFAC LISTING.
NAME: IPF MELBOURNE
UNIT TYPE: IPF
CONG DIST: FL-18
ATU-OPFAC: 31-52050
DoDAAC (AUTH CODE): Z52050 (A1)
SDL SYMBOL: (UPPERCASE) E: (LOWER CASE) D
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING
ADDRESSES WILL BE:
SUPERVISOR
USCG IPF MELBOURNE
100 MACCARTHUR CAUSEWAY
MELBOURNE, FL 33139-5101

(4) ELEMENTS OF IPF MELBOURNE

A. IPD CHARLESTON OPFAC LISTING.
NAME: IPD CHARLESTON
UNIT TYPE: IPD
CONG DIST: SC-1
ATU-OPFAC: 31-52051
DoDAAC (AUTH CODE): Z52051 (A1)
SDL SYMBOL: (UPPERCASE) E: (LOWER CASE) D
ADDRESSES. THE PHYSICAL ADDRESSES WILL BE:
SUPERVISOR
USCG IPD CHARLESTON

196 TRADD STREET
CHARLESTON, SC 29401-3127
THE MAILING, SMALL PARCEL, AND BILLING ADDRESSES WILL BE:
PO BOX 18544
CHARLESTON, SC 29403-5509

B. IPD JACKSONVILLE OPFAC LISTING.

NAME: IPD JACKSONVILLE
UNIT TYPE: IPD
CONG DIST: FL-4
ATU-OPFAC: 31-52052
DoDAAC (AUTH CODE): Z52052 (A1)
SDL SYMBOL: (UPPERCASE) E: (LOWER CASE) D
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING

ADDRESSES WILL BE:

SUPERVISOR
USCG IPD JACKSONVILLE
4200 OCEAN STREET
ATLANTIC BEACH, FL 32233-2416

D. DISESTABLISHMENTS. THESE UNITS SHOULD HAVE THEIR OPFAC LISTINGS REMOVED.

(1) BSU MELBOURNE OPFAC LISTING

NAME: BSU MELBOURNE
UNIT TYPE: BSU
CONG DIST: FL-18
ATU-OPFAC: 37-52135
DoDAAC (AUTH CODE): Z52135 (A1)
SDL SYMBOL: (UPPERCASE) C: (LOWER CASE) K
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING ADDRESSES

WILL BE:

SUPERVISOR
USCG BSU MELBOURNE
100 MACCARTHUR CAUSEWAY
MELBOURNE, FL 33139-5101

(2) PSSU MELBOURNE OPFAC LISTING

NAME: PSSU MELBOURNE
UNIT TYPE: PSSU
CONG DIST: FL-18
ATU-OPFAC: 79-47920
DoDAAC (AUTH CODE): Z47920 (A1)
SDL SYMBOL: (UPPERCASE) E: (LOWER CASE) U
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING ADDRESSES

WILL BE:

SUPERVISOR
USCG PSSU MELBOURNE

100 MACCARTHUR CAUSEWAY
MELBOURNE, FL 33139-5101

(3) HSWL FO MELBOURNE OPFAC LISTING
NAME: HSWL FO MELBOURNE
UNIT TYPE: FIELD OFFICE
CONG DIST: FL-18
ATU-OPFAC: 68-47933
DoDAAC (AUTH CODE): Z47933 (A1)

SDL SYMBOL: (UPPERCASE) H: (LOWER CASE) D
ADDRESSES. THE PHYSICAL, MAILING, SMALL PARCEL, AND BILLING ADDRESSES
WILL BE:

SUPERVISOR
USCG HSWL FO MELBOURNE
100 MACCARTHUR CAUSEWAY
MELBOURNE, FL 33139-5101

3. TIMELINE. THE EVENTS LEADING TO THE ESTABLISHMENT OF BASE MELBOURNE
WILL BE GENERALLY AS FOLLOWS:

- A. TWO MONTHS PRIOR TO THE ESTABLISHMENT CEREMONY, ALL REQUIRED
SPECIALIZED SOFTWARE IS INSTALLED AND OPERATIONAL.
- B. ONE WEEK PRIOR TO THE ESTABLISHMENT CEREMONY, BASE MELBOURNE WILL BE
REFLECTED IN ALL FINANCIAL, PERSONNEL, LOGISTICS, AND TRAINING SYSTEMS.
- C. WITHIN ONE WEEK AFTER THE ESTABLISHMENT CEREMONY, UPDATE EVERYTHING
TO REFLECT NEW UNIT AND POCS: UNIT WEBSITES/PHONE DIRECTORY/ORGANIZATIONAL
CHARTS/SIGNS, ETC.
- D. THE BASE MELBOURNE ESTABLISHMENT CHECKLIST IDENTIFIES ADDITIONAL
ITEMS AND THEIR DEADLINES FOR COMPLETION.

4. NOTIFY COMDTS (CG-095), (CG-092), (CG-0922), (CG-0948), (CG-1), (CG-
1131), (CG-DCO), (CG-4), (CG-41), (CG-5P), (CG-5R), (CG-SRE), (CG-6), (CG-
612), (CG-7), (CG-711), (CG-761), (CG-771), (CG-8), (CG-81), (CG-82), (CG-
833), (CG-84), (CG-85), (CG-9), (CG-931), CG LANTAREA, CG PACAREA, DOL,
FORCECOM BY MESSAGE WITH A COPY TO ALL CG UNITS LISTED ON THIS MESSAGE OF
THE ACTUAL COMPLETION DATE OF THE ESTABLISHMENT.

5. PERSONNEL ALLOWANCE: COMMANDANT (CG-833) WILL ISSUE THE NECESSARY
PERSONNEL ALLOWANCE AMENDMENTS (PAAS) TO UPDATE THE PERSONNEL ALLOWANCE
LIST IN DIRECT ACCESS. THE APPROVED BILLET MAP CAN BE DOWNLOADED AT:
<https://cgportal2.uscg.mil/CTL/1K7RF5ZZY>.

A. POSITIONS ASSOCIATED WITH BSU MELBOURNE, PSSU MELBOURNE, AND HSWL FO
MELBOURNE WILL BE MAPPED TO THE STANDARD BASE DEPARTMENTAL STRUCTURE IN
ACCORDANCE WITH THE APPROVED BILLET MAP.

TOTAL OFF / WAR / ENL / CIV / RSV / ALL
23 / 9 / 103 / 78 / 25 / 238

TOTAL SPC 20,978,058 DOLLARS (RESOURCE NEUTRAL)

B. POSITIONS ASSOCIATED WITH THE UNITS WITH REVISED OPFAC NUMBERS OR
COMMAND RELATIONSHIPS WILL REMAIN UNCHANGED.

6. FUNDING. INITIAL FUNDING FOR THE BASES WILL BE THROUGH THE PERSONNEL SUPPORT COSTS FOR BILLETTS MOVING INTO THE BASE PAL. THE LOGISTICS AND SERVICE CENTERS (LC/SC) WILL CONTINUE TO FULLY FUND LC/SC RELATED ACTIVITIES AND WILL RETAIN TECHNICAL AUTHORITY OVER WORK AND RESOURCES AT THE BASE. SUBSEQUENT FUNDING DECISIONS WILL BE DOCUMENTED AND DISTRIBUTED IN OUT YEARS VIA THE SUPPORT BUDGET MODEL.

7. FACILITIES AND PROPERTY. ALL PROPERTY OF THE DISESTABLISHED UNITS WILL BE TRANSFERRED TO BASE MELBOURNE.

8. ENVIRONMENTAL AND HISTORICAL IMPACT FINDINGS. THE PROPOSED ACTION HAS BEEN THOROUGHLY REVIEWED BY THE USCG AND DETERMINED TO BE CATEGORICALLY EXCLUDED FROM FURTHER ENVIRONMENTAL DOCUMENTATION UNDER CURRENT USCG CE(S)1, AND, IN ACCORDANCE WITH SECTION 2.B.2. AND FIGURE 2-1 OF THE NATIONAL ENVIRONMENTAL POLICY ACT IMPLEMENTING PROCEDURES AND POLICY FOR CONSIDERING ENVIRONMENTAL IMPACTS, COMDTINST M16475.1D, AND CE(S)1A., IN ACCORDANCE WITH FEDERAL REGISTER, VOL. 67, NO. 141, TUESDAY JULY 23, 2002, PAGE 48243.

9. ACTIONS AND RIGHTS. NOTHING IN THIS OFCO SHALL APPLY TO ANY MILITARY PERSONNEL RELATED FINAL ACTIONS OR DECISIONS THAT WERE MADE OR IMPOSED BEFORE THE DATE OF ENACTMENT OF THIS OFCO. PROCEEDINGS THAT WERE BEGUN BEFORE THE DATE OF ENACTMENT OF THIS OFCO, EXCEPT AS PROVIDED BY THIS OFCO, SHALL BE ADJUDICATED PURSUANT TO THE REGULATION OR POLICY APPLICABLE ON THE DATE PRIOR TO THE DATE OF THE ENACTMENT OF THIS OFCO EXCEPT THAT THE SUCCESSOR IN COMMAND IDENTIFIED IN THIS OFCO SHALL BE THE FINAL ACTION AUTHORITY FOR THOSE PROCEEDINGS.

10. CONGRESSIONAL NOTIFICATIONS ARE REQUIRED AND HAVE BEEN MADE.

11. A CHECKLIST OF REQUIRED ACTIONS TO BE COMPLETED IN ASSOCIATION WITH THIS OFCO WILL BE PROVIDED BY THE OFCO POC. THE APPROVED CHECKLIST CAN ALSO BE DOWNLOADED AT: <https://cgportal2.uscg.mil/CTL/1K7RF5ZZY>. THE POINT OF CONTACT FOR THIS OFCO IS OLIVER BROWN, EMAIL: OLIVIER.M.BROWN(AT)USCG.MIL, PHONE NUMBER: (757) 699-5555.

12. INTERNET RELEASE IS NOT AUTHORIZED

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Enclosure 5: 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.

References:

- (a) Standard Distribution List, COMDTNOTE 5605
- (b) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
- (c) Ordnance Manual, COMDTINST M8000.2 (series) FOUO
- (d) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
- (e) Coast Guard Housing Manual, COMDTINST M11101.13 (series)
- (f) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- (g) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
- (h) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- (i) Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)

Item #	Description	Reference
1	Administratively establish PRECOMDET for the cutter in accordance with the established personnel allowance list.	
2	At least 60 days prior to commissioning, submit an original Change of Mailing, Freight and Billing Address, Form CG-4183 to Commandant (CG-441). Submit copies to Commandants (CG-612), and (CG-833), Personnel Service Center, and CG Institute.	Ref (a)
3	At least 60 days prior to commissioning submit Vehicle Allowance Change request to Commandant (CG-434) via Regional BSU Motor Fleet Manager and SILC.	
4	At least 60 days prior to commissioning, coordinate with the appropriate SFLC Product Line, SFLC (BOD), Commandant (CG-442), and the USCG Operations Systems Center (OSC) Martinsburg Logistics Branch to have appropriate logistics software deployed and/or access provided to the appropriate systems for managing configuration, maintenance, and spare parts and consumable materials.	

- 5 At least 45 days prior to commissioning, coordinate with Commandant (CG-611) in order to ensure the prospective unit's address is compatible with the USPS Address Management System; determine the method the unit will use to apply postage to outgoing official mail (Meter, Penalty Mail Stamps, other); establish express/ground small package shipping accounts; and determine eligibility to establish an FPO address.
- 6 At least 45 days prior to commissioning, submit request for Plain Language Address (PLA) to the CAMSLANT Directory Services Manager. POCs and specific request form can be found on the CG Intranet. Send a message 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 appropriate authority of each applicable Address Indicating Group (AIG) requesting the addition of the cutter to become effective on its established commissioning date.
- 7 At least 45 days prior to commissioning, advise Commandant (CG-PSA) to add the cutter to the National Imagery and Mapping Agency's (NIMA) chart/publication distribution list.
- 8 At least 45 days prior to commissioning, coordinate with TISCOM (TIS-3) to establish Communication/Tactical (COMTAC) Publication account and determine COMSEC material requirements. Advise Commandants (CG-751), (CG-DOD), (CG-113), (CG-64), and (CG-61), TISCOM and CG AREA when able to properly stow classified material. Request TISCOM provide computer systems to support COMTAC and the Flooding Casualty Control System.
- 9 At least 45 days prior to commissioning, send request to responsible ATU to have the units new Line of Accounting (LOA) and Fund Code Table established. Responsible ATU will work with FINCEN to ensure new LOA is activated in CAS-FPD system.
- 10 At least 30 days prior to departure from shipbuilding facility, submit a Change of Mailing, Freight and Billing Address, Form 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 Change of Mailing, Freight and Billing Address, Form CG-4183.

- 11 As soon as practicable, but no later than 30 days after completion of inventory on-load, conduct a wall-to-wall physical inventory. Ensure all inventory is marked and stowed in accordance with reference (b). Any discrepancies between the inventory record and the physical count shall be reported to the Asset Project Office (APO). Ref (b)
- 12 Notify Commandant (CG-84) and FINCEN (FR) when to add unit OPFAC to the approved CG personal property management system. In addition, add all mandatory personal property into system IAW Personal Property Management manual.
- 13 Notify purchase card Agency Program Coordinator via the Account Activation/Deactivation form.
- 14 Advise Commandant (CG-311) to register the cutter in the Naval Status of Forces (NSOF) database.
- 15 Advise Commandant (CG-44) to enter the cutters OPFAC number into the Automated Requisition Management System (ARMS) through the submission of CG-4183.
- 16 Ensure SILC has prepared pier/facilities support for cutter homeport and coordinate **arrival** date. It is important to distinguish arrival date from commissioning date to ensure services are in place when they are needed.
- 17 Advise Commandant (CG-761) to register the cutter in the Abstract of Operations (AOPS) database.
- 18 Coordinate with Commandant (CG-721) 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. Ref (c)
- 19 Contact servicing armory to ensure required pyrotechnics, ordnance publication, small arms spare parts and ancillary equipment are transferred to the cutter.
- 20 Issue hull numbers to assigned boats and report numbers assigned to Commandant (CG-731).

- 21 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 personal property. Mark all items by bar-coding, labeling, etching or stenciling. Ref (d)
- 22 Advise the Coast Guard Pay and Personnel Center (PSC) 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 premiums for eligible crewmembers 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.
- 23 Schedule necessary small arms and law enforcement training.
- 24 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.
- 25 Publish an appropriate Operations Order (OPORD).
- 26 Establish and provide a standard distribution of directives and publications (classified and unclassified) and other items (e.g. ATONIS) necessary to commence operations.
- 27 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.
- 28 Prepare all organizational material, directives, bills, and billet assignments.

- 29 During the Shakedown Period provide seamanship, navigation, damage control, and basic engineering casualty control exercise training.
- 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 (CG-751) to SFLC, copy to Commandant (CG-9). The change request should include the item description, weight, desired location, and rationale for the requested change.
- 31 Schedule and oversee Ready for Sea (RFS) certification.
- 32 Notify OPCON by message, information to Commandant (CG-751) when the cutter and crew are prepared for the Ready for Sea (RFS) certification.
- 33 After RFS certification, notify Commandant (CG-751), Area, SFLC, and Districts that the cutter will transit enroute to homeport, of vessel's itinerary. Include estimated departure and arrival times for ports of call.
- 34 Notify vessel PRO, SFLC, and Commandant (CG-9) by message of all machinery or electronics failures or defects within a year after delivery for warranty determination.
- 35 Nominate a President and representatives for Operations, Naval Engineering, Electronics, Occupational Health and Safety Specialist for the PAT Board.
- 36 Contact Commandant (CG-1223) to ensure that appropriate housing support is provided. Ref (e)
- 37 Submit a letter to Commandant (CG-1111) via SFLC and CG FINCEN (OGA-D) for establishment of Coast Guard Dining Facility. Ref (f)
- 38 Request establishment of a Morale Fund, if desired, from the cognizant authority. Ref (g)
- 39 Request initial start up MWR funding from the Community Services Command. Ref (g)

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- 40 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 Community Services Command. Ref (g)
- 41 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. Ref (g)
- 42 Appoint Records Coordinator (RC) and provide contact information to CG Records Officer and programmatic or District RC. RC will provide guidance and identify points of contact for all record related matters within the headquarters unit. Ref (h)
- 43 Request establishment of a unit Imprest Fund through FINCEN (CC) if a need exists. Ref (i)
- 44 Issue appropriate press releases.
- 45 Hold an appropriate formal ceremony to place the cutter in commission (service) Active. Contact Commandant (CG-0921) for assistance as necessary in arranging Congressional speakers for the commissioning ceremony.
- 46 Notify addressees listed in Enclosure 3 of the Operating Facility Change Order (OFCO) Manual, COMDTINST M5440.3 (series) of the checklist completion and actual commissioning date.

Enclosure 6: 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.

References:

- (a) Standard Distribution List, COMDTNOTE 5605
- (b) Communications Security Material System Policy and Procedures Manual, CMS-1 (series)
- (c) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
- (d) Ordnance Manual, COMDTINST M8000.2 (series) FOUO
- (e) Casualty Reporting (CASREP) Procedures (Materiel) Manual, COMDTINST M3501.3 (series)
- (f) Operational Reports, NWP 10-1-10 (series)
- (g) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
- (h) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- (i) Classified Information Management Program, COMDTINST M5510.23 (series)
- (j) Procedures for the Preparation and Disposition of Cutter Logs, COMDTINST M3123.12 (series)
- (k) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- (l) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.3 (series)
- (m) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
- (n) Abstract of Operations Reports, COMDTINST M3123.7 (series)
- (o) Naval Engineering Manual, COMDTINST M9000.6 (series)
- (p) Energy Management, COMDTINST 4100.2 (series)
- (q) Coast Guard Financial Resource Management Manual, COMDTINST M7100.3 (series)
- (r) Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)

Item #	Description	Reference
1	At least 45 days prior to decommissioning, coordinate with Commandant (CG-611) in order to: ensure closure of all assigned commercial express accounts (FedEx/UPS), and account balances are adjudicated. If applicable, close Pitney Bowes Official Mail Postage Meter account and return equipment; if Penalty Mail Stamps were used, conduct an inventory and return all unused stamps. If applicable, disestablish assigned FPO address; coordinate with another CG unit to perform directory service on any mail received for a period 60 days.	
2	Submit an original Change of Mailing, Freight and Billing Address, Form CG-4183 to Commandant (CG-441). Submit copies to Commandants (CG-612), and (CG-833), Personnel Service Center, and CG Institute.	Ref (a)
3	Advise TISCOM (TIS-4) to disestablish CMS & COMTAC accounts and TISCOM (TIS-3) to disestablish CGDN X.25 connection.	Ref (b)
4	Reduce fuel, lube oil, gas, & other flammables to minimum levels necessary to ensure a safe and efficient transit to final disposition location. Obtain disposition instructions from SFLC.	
5	Inventory all hazardous material and coordinate disposal with SFLC.	Ref (c)
6	Contact CG Yard, Safety Office and arrange for an industrial hygienist to conduct an asbestos and PCB survey. Attach results to the final report of survey.	Ref (c)
7	Notify the original state office for deactivation of any hazardous waste generator identification number assigned directly to the vessel. <i>Note: Any logs or manifest of hazardous disposal will be archived.</i>	
8	Transfer all small arms, small arms spare parts, and ordnance to the Servicing Armory Repair Facility (SARF).	Ref (d)
9	Coordinate with the servicing armory for the transfer of all ammunition, pyro, and ancillary equipment for final disposition.	Ref (d)

- 10 Cancel all outstanding CASREPs with the exception of CASREPs impacting equipment required to meet minimum ready for sea requirements for transit to final disposition. Upon delivery to final disposition, cancel all remaining CASREPs. Ref (e) and (f)
- 11 Review outstanding requisitions & submit cancellations.
- 12 Forward all open procurement files to supervising procurement office. Report unobligated program element balances to ATU via message or letter. Once closed, files should be transferred by the supervising procurement office to the responsible ATU. Ref (g)
- 13 Destroy all government purchase cards. Notify FINCEN (SA) and your Agency Program Coordinator of disestablishment. Notify your Agency Program Coordinator via the non-standard government bank account Activation/Deactivation Form available from Commandant (CG-9131) or your Agency Program Coordinator. Forward a copy to FINCEN (OP/OG/FI). Contact FINCEN (FI) to make sure all outstanding credit card statements for the destroyed cards have been submitted to FINCEN.
- 14 Forward a list of historical artifacts to Commandant (CG-0922) and request disposition instructions. Note any artifacts that have been transferred to other Coast Guard units. If applicable, Gunnery Award shall be transferred to PACAREA (PAC-334).
- Note: Artifacts are the property of the USCG and any unauthorized transfer of artifacts is illegal. For further information, contact Commandant (CG-0922).*
- 15 Provide an inventory of all installed & spare electronic equipment; test equipment; technical pubs; repair tools & spare parts to Commandant (CG-64), Commandant (CG-43), & SFLC and request disposition instructions.
- 16 Inventory all general-purpose property & verify accuracy of current property listings with HQ list in the ORACLE FAM system. Listing should reflect all property remaining with the cutter at the time of decommissioning / transfer. Ref (c)
- 17 Coordinate transfer or disposal of reportable general-purpose property with Commandant (CG-84) property manager IAW reference (c). Ref (c)

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| 18 | Prepare an inventory of all wardroom silver. Provide a copy to Commandants (CG-09224), (CG-84) and SFLC and request disposition instructions. | Ref (c) |
| 19 | Transfer charts and publications to other units in the homeport area. | |
| 20 | Submit a list to SFLC & TISCOM (TIS-4) of all computer equipment & software and request disposal instructions. | |
| 21 | Coordinate disposition of remaining classified material with appropriate Security Manager. | |
| 22 | The applicable Inventory Control Point (ALC or SFLC) shall provide the decommissioning unit with disposition instructions for mission critical and depot level repairable parts. Commandant (CG-64) shall provide disposition instructions for NTNO parts. | |
| 23 | Coordinate disposition of all small boats with cognizant small boat manager and Commandant (CG-731). One operational boat must be retained onboard the decommissioned cutter, if for foreign military transfer. | |
| 24 | Coordinate with Commandant (CG-84) Preparation of a Report of Excess Personal Property, Form SF-120 with a complete description of the vessel, to include builder, place, and year build. | Ref (c) |
| 25 | Submit a Report of Survey, Report of Excess Personal Property and Environmental surveys copy to Commandant (CG-113) and FINCEN (FR). | Ref (c) |
| 26 | Conduct Board of Survey IAW reference (c) and prepare a Report of Survey, Form CG-5269 for the cutter. | Ref (c) |

- 27 Coordinate with the appropriate SFLC Product Line, SFLC (BOD), Commandant (CG-442), and the USCG Operations Systems Center (OSC) Martinsburg Logistics Branch to have relevant systems and records updated to reflect decommissioned status. This includes removing and archiving any locally installed software such as CMplus as appropriate.
- See ALCOAST 352/12 – ARMS and CMPLUS functionality is being migrated to FLS. Also requisition, inventory and maintenance capabilities for cutters presently using CMPlus is being migrated into a new afloat module in FLS called Mobile Asset Manager (MAM).
- 28 Notify Commandant (CG-84) and FINCEN (FR) to remove OPFAC from the Oracle FAM database.
- 29 Dispose of unit logs appropriately. Forward original Records Transmittal and Receipt, Form SF-135 to SILC-DET Washington and copy Commandant (CG-751). Ref (j)
- 30 Transfer charts and publications to other units in the homeport area.
- 31 Submit request for Plain Language Address (PLA) change to the CAMSLANT Directory Services Manager. POCs and specific request form can be found on the CG Intranet. Request removal from AIGs & CADs from cognizant authorities.
- 32 Notify SILC that cutter is being decommissioned and the date the cutter will physically leave the port. This will ensure facilities and services are maintained until departure.
- 33 Discontinue commercial utilities and telephone service. Forward copies of correspondence to FINCEN.
- 34 Disestablish CG Dining Facility. A copy of the "Transmittal Document" transferring Dining Facility documents/records to the Archives shall be sent to FINCEN (OGA). Ref (k)
- 35 Disestablish Morale Fund. Ref (l)
- 36 Disestablish any exchange or satellite exchange in accordance with the direction provided by Commandant (CG-102) or the local CG Exchange.

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- 37 Contact Commandant (CG-1223) to ensure appropriate action is taken terminating assignment to quarters. Ref (m)
- 38 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. Ref (l)
- 39 Dispose of MWR property in accordance with the guidance provided by the Community Services Command for subsequent use.
- 40 If applicable, ensure proper disposition of unit motor vehicles.
- 41 Coordinate disposition of all vehicles and trailers (including small boat trailers) with cognizant Regional Motor Fleet Manager and SILC. All DHS License Plates must be returned to the SILC prior to disposition of CG owned or commercially leased vehicles and trailers. All within CG transfers of vehicles and trailers (including trailers associated with small boats) must be coordinated through the Cognizant Regional Motor Fleet Manager and the SILC.
- 42 Submit final Abstract of Operations Report. Ref (n)
- 43 Submit final Cutter Engineering Report. Ref (o)
- 44 Submit final Energy Consumption Report. Ref (p)
- 45 Transfer all Program Element Manager (PEM) duties to the responsible ATU until PE's are closed/expired. Regardless if FINCEN is reconciling the accounts for the cutter (LANTAREA cutters only), the PEM duties still need to be performed by the responsible ATU. Ref (h) & (q)

46 After reviewing reference (h) to determine disposition, either transfer all requisite records to either the new location, the District of your AOR, a Federal Records Center, or otherwise dispose of properly. Forward all property documentation related to the disposal or transfer of Capitalized items as defined by reference (h). Classified records and materials will be handled per reference (i). Ensure electronic files, including email, are captured and disposed of in accordance with retention periods in Section II of reference (h). All financial records (closed procurement files, travel documents, etc.) shall be transferred to the responsible ATU until the time period established by reference (h) expires, requiring disposal via local destruction and/or transfer to the archives. Ref (h), (i), (j), and (q)

Note: Ship's logs are permanent records and must be managed per reference (j). All environmental records are on a continued freeze and may not be destroyed until further notice.

47 Disestablish Imprest Fund. Ref (r)

48 Report Gals of fuel on board by type; Most recent fuel report with issues & purchases reported; Cost/gallon of most recent purchase to Commandant (CG-82) at time of decommissioning.

49 Conduct Decommissioning Ceremony.

50 Notify addressees listed in Enclosure 3 of the Operating Facility Change Order (OFCO) Manual, COMDTINST M5440.3 (series) of the checklist completion and actual decommissioning date.

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Enclosure 7: 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.

References:

- (a) Standard Distribution List, COMDTNOTE 5605
- (b) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
- (c) Boat Management Manual, COMDTINST M16114.4 (series)
- (d) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- (e) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
- (f) Telecommunication Manual, COMDTINST M2000.3 (series)
- (g) Ordnance Manual, COMDTINST M8000.2 (series) FOUO
- (h) CG Microcomputer Allowance Policy, COMDTINST 5230.51 (series)
- (i) Coast Guard Housing Manual, COMDTINST M11101.13 (series)
- (j) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
- (k) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- (l) Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)

Item #	Description	Reference
1	At least 60 days prior to establishment submit an original Change of Mailing, Freight and Billing Address, Form CG-4183 to Commandant (CG-441). Submit copies to Commandants (CG-612), and (CG-833), Personnel Service Center, and CG Institute.	Ref (a)
2	At least 60 days prior to commissioning submit Vehicle Allowance Change request to Commandant (CG-434) via Regional BSU Motor Fleet Manager and SILC.	

- 3 At least 60 days prior to commissioning, coordinate with the appropriate SFLC Product Line, SFLC (BOD), Commandant (CG-442), and the USCG Operations Systems Center (OSC) Martinsburg Logistics Branch to have appropriate logistics software deployed and/or access provided to the appropriate systems for managing configuration, maintenance and spare parts and consumable materials.
- 4 At least 45 days prior to commissioning, coordinate with Commandant (CG-611) in order to ensure the prospective unit's address is compatible with the USPS Address Management System; determine the method the unit will use to apply postage to outgoing official mail (Meter, Penalty Mail Stamps, other); establish express/ground small package shipping accounts; and determine eligibility to establish an FPO address.
- 5 At least 45 days prior to commissioning, send request to responsible ATU to have the units new Line of Accounting (LOA) and Fund Code Table established. Responsible ATU will work with FINCEN to ensure new LOA is activated in CAS-FPD system.
- 6 Ensure SILC has prepared facilities to support establishment of Shore Unit and coordinate move-in date.
- 7 Appoint Property Officer and Custodians in accordance with reference (b). 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 personal property. Mark all items by bar-coding, labeling, etching or stenciling. Ref (b)
- 8 Transfer the appropriate boats to the unit. Report boat assignment to Commandant (CG-731) in accordance with reference (c). Issue hull numbers to assigned boats and report numbers assigned to Commandant (CG-731). Ref (c)
- 9 Provide messing for the unit crew as appropriate Ref (d)
- 10 All spare boat parts, spare buoys, and ATON hardware are to be marked, stowed and a wall-to-wall physical count conducted and reported through the Inventory Compliance Control Program (ICCP). Ref (e)

- 11 Request TISCOM to change Active Directory (ADEX)
- 12 Advise Commandant (CG-62) of any new telecommunication system requirements, including terrestrial radios (MF, HF, VHF, UHF), satellite radios (Commercial or Military Satellite systems), and telephone systems (dial-up or dedicated landlines, PBX systems). Request and obtain frequency authorization for any new radio systems being deployed as part of the new command.
- 13 Notify purchase card Agency Program Coordinator via the Account Activation/Deactivation form.
- 14 Submit request for Plain Language Address (PLA) to the CAMSLANT Directory Services Manager. POCs and specific request form can be found on the CG Intranet. Ref (f), pg. 9-515 (Plain Language Addresses (PLA))
- 15 Advise Commandant (CG-761) to add the unit to the current Marine Information for Safety and Law Enforcement (MISLE) software distribution list and provide the current MISLE version. Establish submission of the quarterly Abstract of Operations and MISLE reports.
- 16 Notify Commandant (CG-84) and FINCEN (FR) when to add unit OPFAC to the Oracle Fixed Asset Module (FAM) System. Establish an account with AIM Central/Oracle FAM, ensuring all mandatory personal property is entered into the FLS/Oracle FAM database for the new OPFAC. (See ALCOAST 352/12 – ARMS and CMPLUS functionality is being migrated to the FLS.) Ref (b)
- 17 Coordinate with PACAREA (PAC-334) for establishment and delivery of pyrotechnics allowance. Evaluate qualified personnel requirements (QPRs) for the unit. Ref (g)
- 18 Schedule necessary pyrotechnics training.
- 19 Coordinate with Commandant (CG-63) the development of a microcomputer allowance for the UNIT. (Coordinate with Base) Ref (h)
- 20 Establish and provide a standard distribution of directives and publications (classified and unclassified) and other items necessary to commence operations.

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- 21 Contact Commandant (CG-NAV) (Franklin.L.Parker@uscg.mil) to coordinate consolidation and changes to nautical/aeronautical chart and publication accounts.
- 22 Contact Commandant (CG-1223) to ensure that appropriate housing support is provided. Ref (i)
- 23 Request establishment of a Morale Fund, if desired, from appropriate Base or cognizant authority. Ref (j)
- 24 Appoint Records Coordinator (RC) and provide contact information to CG Records Officer and programmatic or District RC. RC will provide guidance and identify points of contact for all record related matters within the headquarters unit. Ref (k)
- 25 Request establishment of an Emergency Imprest Fund through FINCEN (CC) (Bases ONLY). Ref (l)

Note: FINCEN (CC) will establish the imprest fund with zero accountability/funds and designate cashiers. Funds are only provided when a need arises and/or during the Atlantic hurricane season from June to November.

- 26 Update any existing MOAs or MOUs the unit will participate in or should be a signatory to. .
- 27 Conduct Establishment Ceremony.
- 28 Communicate establishment of unit and update everything to reflect new unit and POCs: unit websites/phone directory/organizational charts/signs, etc.
- 29 Issue appropriate press releases.
- 30 Notify addressees listed in Enclosure 3 of the Operating Facility Change Order (OFCO) Manual, COMDTINST M5440.3 (series) of the checklist completion and actual establishment date.

Enclosure 8: Disestablish Shore Unit Checklist

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

References:

- (a) Communications Security Material System Policy and Procedures Manual, CMS-1 (series)
- (b) Standard Distribution List, COMDTNOTE 5605
- (c) Hazard Communication for Workplace Materials, COMDTINST 6260.21 (series)
- (d) Ordnance Manual, COMDTINST M8000.2 (series) FOUO
- (e) Casualty Reporting (CASREP) Procedures (Materiel) Manual, COMDTINST M3501.3 (series)
- (f) Operational Reports, NWP 10-1-10 (series)
- (g) Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series)
- (h) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
- (i) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- (j) Classified Information Management Program, COMDTINST M5510.23 (series)
- (k) Procedures for the Preparation and Disposition of Cutter Logs, COMDTINST M3123.12 (series)
- (l) Protecting Federal Records from Unauthorized Removal, COMDTINST 5212.20 (series)
- (m) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
- (n) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
- (o) Coast Guard Nonappropriated Fund Instrumentalities (NAFI) Manual, COMDTINST M7010.5 (series)
- (p) Energy Management, COMDTINST 4100.2 (series)
- (q) Coast Guard Housing Manual, COMDTINST M11101.13 (series)
- (q) Coast Guard Financial Resource Management Manual, COMDTINST M7100.3 (series)
- (r) Coast Guard Certifying and Disbursing Manual, COMDTINST M7210.1 (series)

Item #	Description	Reference
1	At least 45 days prior to decommissioning, coordinate with Commandant (CG-611) in order to: ensure closure of all assigned commercial express accounts (FedEx/UPS), and account balances are adjudicated. If applicable, close Pitney Bowes Official Mail Postage Meter account and return equipment; if Penalty Mail Stamps were used, conduct an inventory and return all unused stamps. If applicable, disestablish assigned FPO address; coordinate with another CG unit to perform directory service on any mail received for a period 60 days.	
2	Advise TISCOM (ops-4) to disestablish CMS & COMTAC accounts and (ops-3) to disestablish CGDN x.25 connection.	Ref (a)
3	Submit an original Change of Mailing, Freight and Billing Address, Form CG-4183 to Commandant (CG-441). Submit copies to Commandants (CG-612), and (CG-833), Personnel Service Center, and CG Institute. Advise Commandant (CG-44) to delete OPFAC from ARMS and de-authorize the DoDAAC.	Ref (b)
4	Notify SILC date of projected disestablishment for any OFCOs that require facilities support changes.	
5	Inventory all hazardous material and coordinate disposal with SILC.	Ref (c)
6	Notify the original state office for deactivation of any hazardous waste generator identification number assigned directly to the boat. <i>Note: Any logs or manifest of hazardous disposal will be archived.</i>	
7	Transfer all small arms to the Small Arms Repair Facility (SARF).	Ref (d)
8	Transfer all ammunition, pyro, ordnance pubs, small arms spare parts, and ancillary equip to the Area Ordinance Support Facility.	Ref (d)
9	Cancel all outstanding CASREPs.	Ref (e) & (f)
10	Review outstanding requisitions and submit cancellations as required using mass cancellation procedures.	Ref (g)

- 11 Forward all open procurement files to supervising procurement office. Report unobligated program element balances to ATU via message or letter. (Once closed, files should be transferred by the supervising procurement office to the responsible ATU.) Ref (g)
- 12 Destroy all purchase cards. Notify FINCEN (SA) and your Agency Program Coordinator of disestablishment. Notify your Agency Program Coordinator via the non-standard government bank account Activation/Deactivation Form available from Commandant (CG-9131) or your Agency Program Coordinator. Forward a copy to FINCEN (OP/OG/FI). Contact FINCEN (FI) to make sure all outstanding statements for the destroyed cards have been submitted to FINCEN.
- 13 Forward a list of historical artifacts to Commandant (CG-09224) 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 Commandant (CG-0922)
- 14 Provide an inventory of all installed and spare electronic equipment; test equipment; tech pubs; repair tools and spare parts to Commandant (CG-64) and SILC and request disposition instructions.
- 15 Conduct a wall-to-wall inventory of all general-purpose property and verify accuracy of current property listings with the HQ list in the Oracle FAM system. Questions should be addressed to Commandant (CG-84). Ref (h)
- 16 Coordinate transfer or disposal of reportable general-purpose property with SILC. Ref (h)
- 17 Coordinate with the appropriate SFLC Product Line, SFLC (BOD), Commandant (CG-442), and the USCG Operations Systems Center (OSC) Martinsburg Logistics Branch to have relevant systems and records updated to reflect decommissioned status. This includes removing and archiving any locally installed software such as CMplus/FLS as appropriate. This will also include determining how any residual operating materials and supplies will be disposed.
- 18 Submit a list to C4IT and TISCOM of all computer equipment and software and request disposal instructions.

- 19 Coordinate disposition of remaining classified material with appropriate Security Manager.
- 20 Prepare an inventory of all wardroom silver. Provide a copy to Commandants (CG-09224) and (CG-84) and C4IT (platform 020) and request disposition instructions. Ref (h)
- 21 Coordinate the removal of items including Coast Guard centrally controlled and Navy Owned equipment, with Commandant (CG-64).
- 22 Coordinate disposition of all small boats with product line manager and Commandant (CG-731).
- 23 Conduct Board of Survey and prepare a Report of Survey, Form CG-5269 for the boat. Ref (h)
- 24 Coordinate with Commandant (CG-84) preparation of a report of Excess Personal Property, Form SF-120 with a complete description of the boat, to include builder, place, and year built.
- 25 Coordinate disposition of all vehicles and trailers (including small boat trailers) with cognizant Regional Motor Fleet Manager and SILC. All DHS License Plates must be returned to the SILC prior to disposition of CG owned or commercially leased vehicles and trailers. All within CG transfers of vehicles and trailers (including trailers associated with small boats) must be coordinated through the Cognizant Regional Motor Fleet Manager and the SILC.
- 26 Submit a Report of Survey, Report of Excess Personal Property and Environmental survey copy to Commandant (CG-11) and FINCEN (FR).
- 27 Notify Commandants (CG-83) and (CG-44) and FINCEN (FR) to remove unit OPFAC from Oracle FAM database. Ref (h)
- 28 Forward all property documentation related to the disposal or transfer of Capitalized items as defined by reference (h) to FINCEN (FR). Ref (h)

- 29
- Conduct a records and paperwork purge and dispose of all applicable records, correspondence, reports, etc. in accordance with ref (i). Ensure federal records/information is removed only in accordance with ref (l). Ref (i), (j), (k), & (l)
 - Review electronically stored information, to include e-mail, and use the records disposition schedule in ref (i) to determine its disposition. Ensure information has been entered in to a scheduled system (such as MISLE) or printed, filed and appropriately transferred to new location, District, or Federal Records Center.
POC: District Records Coordinator or CG-611 (CG Records Officer)

- Classified records and materials will be handled per reference (j).

Note: Unit logs are permanent records and must be managed per reference (k). All environmental records are on a continued freeze and may not be destroyed until further notice.

Note: All financial records (closed procurement files, travel documents, etc.,) shall be transferred to the responsible ATU until the time period established by the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series) expires requiring disposal via local destruction and/or transfer to the archives. (See #11 above regarding requirement that PEM duties be assumed by the responsible ATU).

- 30 Dispose of unit logs in accordance with reference (k). Forward original Records Transmittal and Receipt, Form SF-135 Commandant (CG-741). Ref (k)
- 31 Submit request for Plain Language Address (PLA) change to the CAMSLANT Directory Services Manager. POCs and specific request form can be found on the CG Intranet. Request removal from AIGs & CADs from cognizant authorities.
- 32 Transfer charts and publications to other units in the homeport area.
- 33 Discontinue commercial utilities and telephone service. Forward copies of correspondence to FINCEN.
- 34 Disestablish CG Dining Facility. A copy of the “Transmittal Document” transferring Dining Facility documents/records to the Archives shall be sent to FINCEN (OGA). Ref (l)

Enclosure (8) to COMDTINST M5440.3A

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 35 | Disestablish Morale Fund. | Ref (m) |
| 36 | Disestablish any exchange or satellite exchange. | Ref (m) & (n) |
| 37 | Submit final Abstract of Operations Report. | Ref (k) |
| 38 | Submit final Energy Consumption Report. | Ref (o) |
| 39 | Contact Commandant (CG-1223) to ensure action is taken terminating assignment to quarters. | Ref (p) |
| 40 | Transfer all Program Element Manager (PEM) duties to the responsible ATU until PE's are closed/expired. Regardless if FINCEN is reconciling the accounts for the cutter (LANTAREA cutters only), the PEM duties still need to be performed by the responsible ATU. | Ref (q) |
| 41 | Disestablish Imprest Fund. | Ref (r) |
| 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. | Ref (m) |
| 43 | Update any existing MOAs or MOUs the unit participated in or is a signatory to. | |
| 44 | Conduct disestablishment ceremony. | |
| 45 | Notify addressees listed in Enclosure 3 of the Operating Facility Change Order (OFCO) Manual, COMDTINST M5440.3 (series) of the checklist completion and actual disestablishment date. | |

Enclosure 9: Cutter Change of Homeport Checklist

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

References:

- (a) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)
- (b) Standard Distribution List, COMDTNOTE 5605
- (c) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
- (d) Classified Information Management Program, COMDTINST M5510.23 (series)
- (e) Casualty Reporting (CASREP) Procedures (Materiel) Manual, COMDTINST M3501.3 (series)
- (f) Operational Reports, NWP 10-1-10 (series)
- (g) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- (h) Abstract of Operations Reports, COMDTINST M3123.7 (series)
- (i) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

Item #	Description	Reference
1	If the cutter has a NMPS account, 90 days prior to leaving new homeport of the cutter, advise the NMPS at Navy Motion Picture Service, Bureau of Naval Personnel (651NMPS), 7800 3rd Ave, Bldg 457, Millington TN 380545014, via CSC.	Ref (a)
2	Should the cutter desire to establish satellite exchange in its new homeport, 90 days prior to changing homeports contact Community Services Command or the local CG Exchange in the new location.	
3	At least 60 days prior to change of homeport, submit an original Change of Mailing, Freight and Billing Address, Form CG-4183 to Commandant (CG-441). Submit copies to Commandants (CG-612), and (CG-833), Personnel Service Center, and CG Institute.	Ref (b)
4	At least 60 days prior to commissioning submit Vehicle Allowance Change request to Commandant (CG-434) via Regional BSU Motor Fleet Manager and SILC.	

5 At least 45 days prior to changing homeport, coordinate with Commandant (CG-611) in order to: ensure the unit's new address is compatible with the USPS Address Management System; obtain the proper zoning for applying postage to outgoing official mail (Meter or Penalty Mail Stamps); update the address on express/ground small package shipping accounts and ensure FPO address is updated (could change based on new geographical location).

6 At least 45 days prior to movement, send request to responsible ATU to have the unit's new Line of Accounting (LOA) and Fund Code Table established. Responsible ATU will work with FINCEN to ensure new LOA is activated in CAS-FPD system.

Note: In some cases this may not be required. The unit should consult with their responsible ATU Budget Officer on this issue at a minimum of 60 days prior to movement.

7 Prior to movement, the Ship Supply Department shall pull an Asset by Category (DHS Custom) report from Oracle FAM and conduct a complete wall-to-wall inventory to reconcile the ABC report. Units shall ensure all special tools required for HM&E, ELEX, and WEP maintenance are inventoried and accounted for during the transfer of cutter crews. If assistance is needed in pulling the report, contact Commandant (CG-842). Ref (c)

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 (OPA).

9 Submit an Ammunition Transaction Report (ATR) upon departure from the old homeport and upon arrival to the new homeport.

10 Contact Operations Systems Center (OSC) Customer Support Division (877-872-4797) and inform them of the address change. This will be disseminated to systems that require it such as FLS and AOPS.

11 Ensure EPIRB registrations are amended to reflect change of homeport and address.

- 12 Classified records and materials will be handled per reference (d). If applicable and a change in homeport requires a change in ADCON, destroy or return to ADCON all classified material not required for transit in accordance with current directives. Coordinate disposition of remaining classified material with appropriate Security Manager. Set up a classified account with new ADCON. Transferring and receiving CMS custodians must maintain close liaison with each other to ensure the cutter's CMS user account is transferred. Ref (d)
- 13 If applicable, notify the SILC of change of homeport and projected date. Ensure new homeport is able to support arrival and that any lease termination for previous moorings and/or shore support facilities is arranged.
- 14 Submit a Status Of Resources and Training System (SORTS) message. Include Commandant (CG-13) as an information addressee. Ref (e) & (f)
- 15 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.
- 16 Conduct a physical inventory of all installed electronics equipment and reconcile the physical inventory with the property system of record, providing supporting documentation for any deletions. Coordinate with Commandant (CG-64) the transfer of all electronics equipment as necessary. Ref (c)
- 17 Ensure that all requisite records are transferred to either the new homeport or the Federal Records Center after consulting reference (g) 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 reference (d). Ref (g) & (d)
- 18 Submit Quarterly Cutter and Boat Abstract of Operations reports. Ref (h)
- 19 All user accounts in non-CG systems (i.e. LEIS) and automated mailings (i.e. periodicals) are made aware of the homeport change of address.

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- 20 When applicable, retain cutter's administrative control (ADCON) until the vessel's arrival in the new homeport.
- 21 Transferring and receiving PSSUs must maintain close liaison with each other and with the PPC to prevent disruptions in pay delivery to crewmembers Prior to making any PMIS/JUMPS transactions, both PSSUs shall call PSC for direction regarding transfer of PSSU records and responsibilities.
- 22 Contact Commandant (CG-1223) to ensure that appropriate housing support is provided. Ref (i)
- 23 Should a Morale Fund exist, work with 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 SFLC. Ref (a)
- 24 Should the cutter have a satellite exchange, seek guidance from Community Services Command or the local CG Exchange regarding directions on disestablishing the satellite exchange in that location.
- 25 If applicable, ensure proper disposition of unit motor vehicles.
- 26 Hold an appropriate formal ceremony to change the homeport of the cutter. Contact Commandant (CG-0921) for assistance as necessary in arranging Congressional speakers for the commissioning ceremony.
- 27 Issue appropriate press releases.
- 28 Advise addressees listed in Enclosure 3 of the Operating Facility Change Order (OFCO) Manual, COMDTINST M5440.3 (series) by message upon completion of this checklist and homeport change.

Enclosure 10: Change of Administrative and Operational Control Checklist

The following items are to be completed for changing the Administrative and Operational Control of a unit as part of a reorganization that includes a change to the Administrative Target Unit (ATU) of a unit. The Administrative Commander is responsible for checklist completion; however specific tasks can be delegated to the unit.

References:

- (a) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
- (b) Classified Information Management Program, COMDTINST M5510.23 (series)

Item #	Description	Reference
1	Replace with: At least 45 days prior to movement, send request to responsible ATU to have the units new Line of Accounting (LOA) and Fund Code Table established. Responsible ATU will work with FINCEN to ensure new LOA is activated in CAS-FPD system. Note: In some cases, this may not be required. The unit should consult with their responsible ATU Budget Officer on this issue at a minimum of 60 days prior to movement.	
2	Request TISCOM to change Active Directory (ADEX)	
3	Notify FINCEN (SA) of ATU change. Notify Agency Program Coordinator via the Account Activation / Deactivation Form.	
4	Advise Commandant (CG-761) to update the unit in Marine Information for Safety and Law Enforcement (MISLE). Establish submission of the quarterly Abstract of Operations and MISLE reports.	
5	Notify Commandant (CG-84) and FINCEN (FR) to update unit ID in the Oracle Fixed Asset Module (FAM).	Ref (a)
6	Classified records and materials will be handled per reference (b). Set up a classified account with new ADCON.	Ref (b)
7	Update any existing MOAs or MOUs the unit participates in or is a signatory to.	

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- 8 Notify addressees listed in Enclosure 3 of the Operating Facility Change Order (OFCO) Manual, COMDTINST M5440.3 (series) by message of the checklist completion and actual ADCON/OPCON date.

Enclosure 11: Definitions

DEFINITIONS. The following terms are integral to the OFCO process. Unless otherwise noted, Commandant (CG-833) is the authoritative manager of these definitions and associated data elements.

- a. Administrative Target Unit (ATU). A financial management two-digit number identifying the units that are authorized to receive funding authority from an appropriation manager. ATUs are maintained by Commandant (CG-831) per the Financial Resources Management Manual, COMDTINST M7100.3 (series) .
- b. Authority Code. Places constraints applicable to logistics and financial systems usage in preventing deliberate, fraudulent, or inadvertent erroneous requisitioning. AFLC (BOD) assigns a two-digit authority code to all DoDAACs.
- c. Authorized Data Elements. Data elements assignable to units that are vetted and approved by the appropriate program manager at Headquarters. Questions and change requests should be addressed to the program manager listed in enclosure 13 via the chain of command.
- d. Completion Date. The date that all items on the OFCO checklist are completed.
- e. Detached Duty (DD). A designation given to positions that:
 - (1) Are not located with its parent unit, and;
 - (2) Do not meet the definition of a subordinate unit, and;
 - (3) Are not represented on a Commandant (CG-81) maintained organization chart with a specific organizational designation, and;
 - (4) The main duties are not to gain an undergraduate or graduate degree.
- f. Detached Duty, External (DDE). A subset of Detached Duty. A designation given to positions that:
 - (1) Meet the criteria of Detached duty, and;
 - (2) Are located at another U.S. government Agency, federal Executive Office / group, or foreign government office.
- g. Department of Defense Activity Address Code (DoDAAC). A six digit alphanumeric code that uniquely identifies a unit, activity, or organizational element that has the authority to requisition and/or receive material from DOD logistics systems.
 - (1) In accordance with The Supply Policy and Procedures Manual, COMDTINST

- (2) For units and subunits, the DoDAAC is the OPFAC preceded by the letter Z. The MISLTRIP Manual, DOD 4000.25-1-M, Appendix 2-2, identifies all DoDAAC prefixes.
- (3) For other organizational elements, the DoDAAC is assigned by SFLC (BOD).
- (4) OPFACs have a one-to-many relationship with DoDAACs; units assigned an OPFAC may have several other DoDAACs which are assigned by SFLC (BOD) to address unit specific logistics needs.
- (5) There are three types of DoDAACs:
 - (a) DoDAACs are six character alphanumeric codes that represent the shipping or billing address of the Operating Facilities Codes (OPFACs) that are used for procurement purposes in the Defense Logistics Agency (DLA) systems.
 - (b) Contractor DoDAACs are six character alphanumeric codes that represent the shipping or billing address of USCG contractors. Contractor DoDAACs are valid throughout the period of performance of the contract.
 - (c) Requisition Address Codes (RACs) are six character alphanumeric codes that represent the shipping or billing address of specific USCG units and offices. This term is solely for internal USCG purposes and is viewed by the DOD as a DoDAAC.
- h. Department Identification (DEPT ID). A unique six-digit number assigned by Direct Access whenever an organizational element of the Coast Guard is created in the PAL by Commandant (CG-833). This number is the lowest organizational element identifier. OPFACs have a one-to-many relationship with DEPT IDs; a DEPT ID is only associated with one OPFAC, but an OPFAC may be linked to several DEPT IDs.
- i. Department Type. The type of unit, generally segmented by size and/or mission set. Field is ten characters, maximum. Valid Department Types are listed in enclosure (13).
- j. Direct Access. The Coast Guard's authoritative Human Resources Management System. The Coast Guard Personnel Allowance List (PAL) is one of several systems managed using the Direct Access software application
- k. Effective Date. The date when the OFCO change is to be completed. This date represents when all checklist items should be completed.

- l. Functions. Special legal authorities as defined in law or regulation that the unit has or a capability that is assigned to the unit. The functions listed are significant enough that assigning or removing them will justify triggering an OFCO.
- m. OFCO Originator. The point of contact responsible for drafting, routing, editing, releasing, and ensuring completion of an OFCO. The Originator must be from the Headquarters Program Manager or Resource Manager for the operating facility.
- n. Operating Facility. A collective term used to describe Coast Guard units and their assigned boats and aircraft. The term includes shore facilities and cutters.
- o. Operating Facility Address Code (OPFAC). A unique number assigned to units, detached units, and subordinate units in accordance with the OPFAC numbering system. The OPFAC is the unique identifier for Coast Guard operating units, like a social security number, and forms the basis for identifying them across multiple systems. OPFACs are used by many other systems as the operating unit's unique identifier for tracking and accounting purposes. Since they are limited by the numbering system, OPFACs issued to disestablished operating units are not reissued for five years after disestablishment. This hold period allows all other systems, specifically the financial system, to clear active entries associated with the OPFAC.
- p. Operating Location (OL). Part of a unit that is geographically separated from its parent unit and is only used to account for personnel by location. OLs are not units and do not possess a unique OPFAC, but will be identified through an OPFAC modifier.
- q. Organizational Element. A discrete component of the Coast Guard organizational structure.
- r. Organizational Element Code (OEC). A five-digit number assigned sequentially by Direct Access when an organizational element is created and isn't assigned an OPFAC. OECs have a one-to-one relationship with DEPT IDs in Direct Access. Prior to Direct Access (circa 2001), the Coast Guard used a system called the Personnel Decision System (PDS). Similar to how Direct Access is now used to generate Department IDs to delineate organization levels below the OPFAC level, PDS would generate a sequential five-digit number. Once Direct Access came online, the utility of the granular five-digit organizational element code and integration within existing systems meant it continued to be issued – even though Direct Access generates a six-digit code for the identical purpose. Legacy systems that relied on a five-digit number couldn't use the six digit DEPT ID and so the OEC is used instead.
- s. Personnel Allowance Amendment (PAA). PAAs are authorized changes to the

Personnel Allowance List. PAAs record details on creating, removing, updating, or otherwise change personnel resources. PAAs are historical records of changes to a position.

- t. Personnel Allowance List (PAL). The PAL is a resource management and personnel resource allocation tool used to identify and track all active duty military billets, civilian positions, and selected reserve military billets in the Coast Guard. PAL data resides in the Coast Guard's Human Resource Management System (DIRECT ACCESS), and monthly PAL snapshots can be accessed on the Commandant (CG-83) intranet site. Coast Guard Business Intelligence (CGBI) contains a search form with access to the most up to date PAL data: <http://cgbi.osc.uscg.mil/2.0/epal/>.
- u. Release Date. The date that the OFCO message is released.
- v. Requisition Address Code (RAC). See DoDAAC definition.
- w. Routing Identifier Code (RIC). RICs are four character alphanumeric codes that uniquely identify an Inventory Control Point (ICP), sector, base, or station and perform a general logistical control, distribution, and/or storage mission. RICs are managed by Commandant (CG-441).
- x. Standard Personnel Cost (SPC). Estimate of the total costs associated with the employment of a civilian or military member for an entire year. It includes composite rates for Officers, Warrant Officers, Enlisted, and Civilian personnel and is delineated by paygrade. It includes pay and allowances, travel expenses, computer supplies, training costs, medical expenses, and background investigations. For military members, the costs associated with retirement are not included as this is a separate mandatory appropriation.
- y. Unit. A military organization established by Coast Guard Headquarters. A separately identified Coast Guard organizational entity, under a duly assigned commanding officer, officer-in-charge, or civilian led (in approved circumstances), provided with personnel and material for the performance of a prescribed mission.
- z. Unit, Detached (Detachment). A specific type of subordinate unit. A separately identified element of a Coast Guard unit, under a duly assigned supervisor, provided with personnel and material for the performance of a prescribed mission that is:
 - (1) Geographically separated from the parent unit with an allowance of seven or more personnel, and;
 - (2) The essential character and mission of that element is a defined segment of the parent unit's functional portfolio.
- aa. Unit, Parent. A unit that directly oversees subordinate units, detachments, and

operating locations assigned to it.

- bb. Unit, Subordinate (Subunit). A unit under the command and control of a parent unit that performs all or part of the missions of the parent unit to which it reports. The unit reports to the commander of the parent unit and has the authority to execute its missions. A subordinate unit may be co-located with its parent unit or may be geographically separated.
- cc. Unit Identification (UID). A number made from combining the ATU with the OPFAC to identify units for financial and logistics purposes. Example: Sector Puget Sound UID is 13-37320.
- dd. Unit Identification Code (UIC). A six digit alphanumeric code that uniquely identifies active, reserve, and National Guard units of the Armed Forces.
 - (1) The guiding policies are *Department of Defense Readiness Reporting System (DRRS)*, DOD Directive 7730.65 and *Force Readiness*, Chairman of the Joint Chiefs of Staff Instruction 3401.02 (series).
 - (2) The DRRS component Enhanced Status of Resources and Training System (ESORTS) replaced the Global Status of Resources and Training System (GSORTS). Each Military Secretary is responsible for participating in DRRS and ESORTS, however unit registration into the authoritative UIC database is GSORTS until DRRS takes over that functionality.
 - (3) The Coast Guard policy governing SORTS is *Status of Resources and Training System (SORTS) for Coast Guard Units*, COMDTINST 3501.2 (series).
 - (4) Coast Guard UICs are the OPFAC proceeded by the letter E. The *Global Status of Resources and Training System (GSORTS) Manual*, Chairman of the Joint Chiefs of Staff Manual 3150.02B (series), Enclosure R identifies the letter prefixes for all armed forces and components.

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Enclosure 12: OPFAC and ATU Issuance Guidance

1. OPFAC ISSUANCE.

a. In general:

- (1) Each unit type should have a unique range of OPFAC numbers.
- (2) Ranges contain a minimum of 100 numbers. Some exceptions apply for General Detail units.
- (3) The first OPFAC of a range ends in a 0 and the last OPFAC ends in a 9.
- (4) Avoid consecutive OPFAC assignments within a block when possible.
- (5) Do not use a previously issued OPFAC until five years after the most recent disestablishment. This lets financial obligations run out and prevents cross-unit billing confusion. Proposed OPFACs are validated against accounting string cost centers prior to issuance for this reason.

b. Shore unit OPFACs are not assigned according to any particular pattern although similarly functioned units are usually grouped within the same 10000-series. The OPFAC digits have the following meanings for vessels:

- (1) First number – Category of unit.
- (2) Second number – Type of unit within a category.
- (3) Third number – Class of unit within the type.
- (4) Fourth and fifth numbers – Unit number.

2. OPFAC MODIFIER ISSUANCE.

- a. OPFAC modifiers are an extension to the OPFAC that is used to help organize the internal hierarchy within the unit. They exist because over time the Coast Guard recognized that OPFACs are not always granular enough for organizational element identification / tracking / accounting and so a method for extending OPFAC granularity was developed.
- b. OPFAC modifiers can be up to six characters long. If the DEPT is the highest level for that OPFAC, a modifier is never issued. For instance, Commandant (CG-833) has an ATU + OPFAC + modifier of: 98-70098-833. They are issued by Commandant (CG-833) using the following schema:
- c. Units with staff symbols. As described in enclosure (2) of the Standard Distribution List, COMDTNOTE 5605, Headquarters, Areas, Service / Logistics Centers, Districts, and Sectors are assigned staff symbols. These units should use the staff symbol without the parent unit identifier as the OPFAC modifier.

Going back to the Commandant (CG-833) example, the modifier is **833** and not **CG-833**.

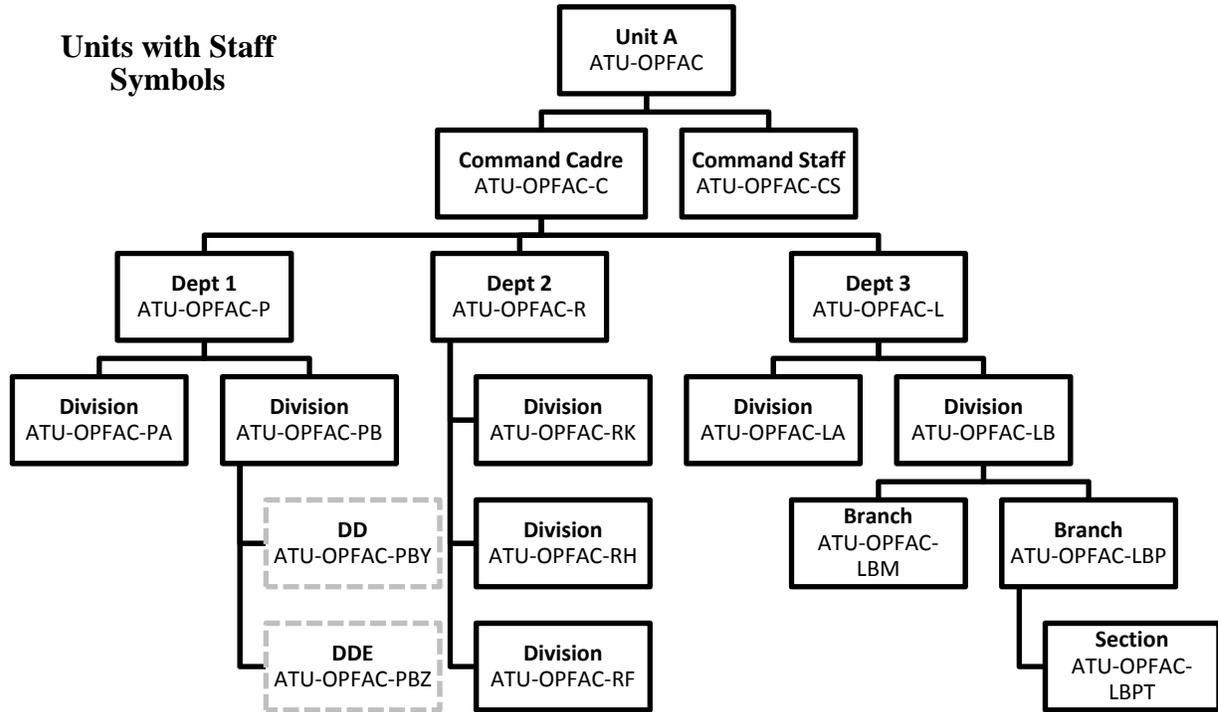


Figure 1 - OPFAC modifier Example (Staff Symbols) with Org Structure Overlay

- d. Units without staff symbols. If a unit does not have staff symbols, then the following schema should be used. Note: Number wildcard: # can be 0-9, as needed. Letter wildcard: { } can be A-ZZ, as needed.
- (1) **Command Level:** The senior most level of an individual Headquarter Unit or Field Unit comprising of the Commanding / Executive Officer or a Civilian Director / Deputy Director and immediate staff elements. This level is issued 10{ }. 10 is reserved for the Command level and each letter is issued sequentially. Examples: Command Cadre DEPT gets 10A, Command Staff gets 10B, etc.
 - (2) **Department:** The level directly below the command level responsible for the overall management and performance of a specific department. Not all Field Unit organizations may have this level. This level is sequentially issued #0A. Example: each of the three Departments under the Command would be issued 20A, 30A, and 40A.
 - (3) **Division:** The level directly below the department (in some cases the division level resides at the department level directly below and reporting to the command level) responsible for the management and performance of the division which support the command level or department level in cases where the department

level exists. This level is issued the parent numbers, then sequentially adds B – Z. Example: the Divisions under Department 20A would be issued 20B, 20C, 20D, etc.

- (4) **Branch:** The level directly below the division level responsible for the management and performance of the branch that support the functions of the division. This level is issued the parent numbers and letter, then sequentially adds another letter A – Z. Example: the Branches under Division 20B would be issued 20BA, 20BB, etc.
- (5) **Section:** The level directly below the branch level responsible for the management and performance of the section that support the functions of the branch. This level is issued the parent modifier, then sequentially adds a number 1 – 99. Example:
- (6) **Summary Table for units without staff symbols.**

<u>Modifier</u>	<u>Organizational Level</u>
10A	Command
20A	Department 1
30A	Department 2
20B	Division under Department 1
20BA	Branch under Division
20BA1	Section

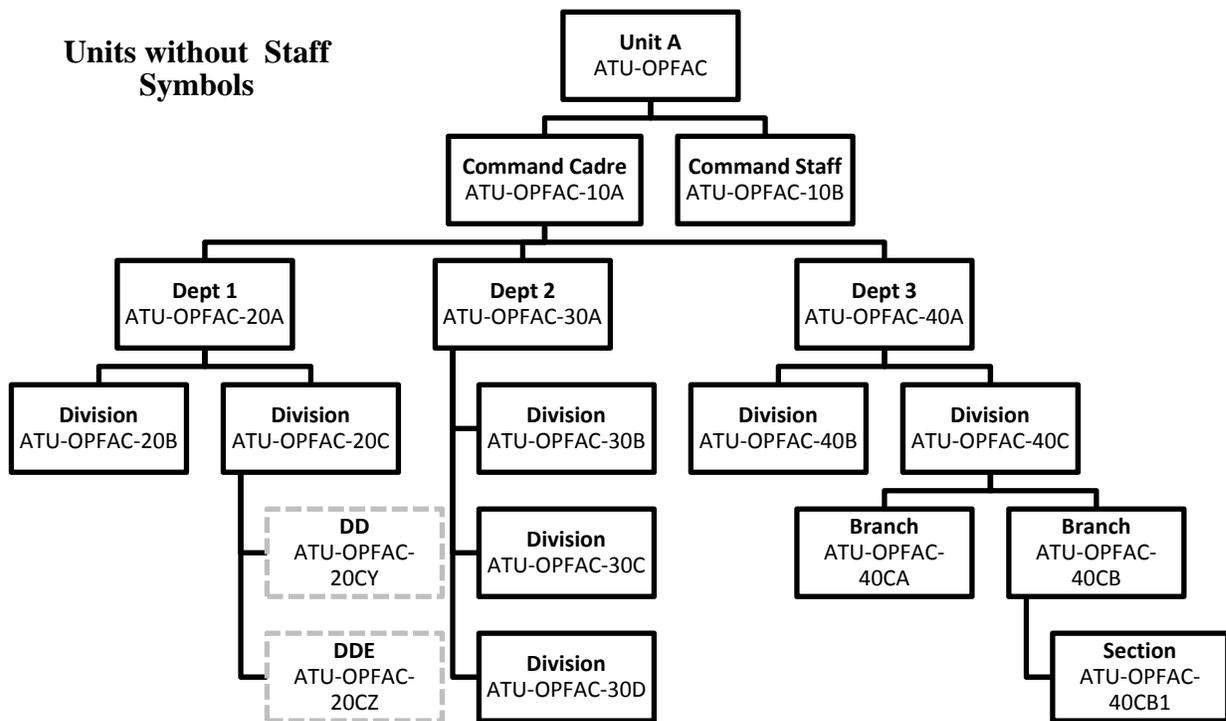


Figure 2 - OPFAC modifier Example (No Staff Symbols) with Org Structure Overlay

- e. Detached Duty / Detached Duty External (DD/DDE) Departments. Detached elements of a unit must reside in a Detached Duty / Detached Duty External DEPT.
- (1) Detached Duty: The parent modifier with a “Y” added as the next character to be changed.
 - (2) Detached Duty External: The parent modifier with a “Z” added as the next character to be changed.
- Examples:* A liaison to the Coast Guard Academy from Commandant (CG-212) would have the modifier of 212Y. A liaison with the Canadian Coast Guard from the District Intelligence Staff would have a modifier of DIZ.
- (3) If the parent modifier is already six characters, then that modifier is used without any changes. If the parent unit is a DD/DDE, then that modifier is used without any changes.
- f. Exceptions. Not every organization will cleanly fit within the above schemas. For guidance on exceptions, please contact Commandant (CG-833).
3. ADMINISTRATIVE TARGET UNIT (ATU) ASSIGNMENT.

- a. ATUs are assigned by Commandant (CG-831) in close coordination with Commandant (CG-833). As defined in enclosure (11), ATUs are a financial management two-digit number identifying the units that are authorized to receive funding authority from an appropriation manager. For operational units it has generally been aligned with districts. Other units will either have their own or fall under the ATU of a higher unit in the organization (i.e. HQ, etc.). ATUs are NOT directly tied to the organizational hierarchy and child units do not necessarily share the ATU of their parent.
- b. Failure to identify the proper ATU within an OFCO will result in funding discrepancies, civilian awards issuance issues, and should be avoided.
- c. The Financial Resources Management Manual, COMDTINST M7100.3 (series), the FINCEN SOP (<http://www.fincen.uscg.mil/sop.htm>), and [ALCGFINANCE 029-10](http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/ARCHIVES/GENMSG2010/2010msgs/ALCGFINANCE/029-10_alcginance.txt) (http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/ARCHIVES/GENMSG2010/2010msgs/ALCGFINANCE/029-10_alcginance.txt) (paragraph 7) contain additional information on ATU management and oversight.

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Enclosure 13: OPFAC Listing Data Elements

1. Functions (legal authorities starred). The data element manager is Commandant (CG-833)

Code	Description
COTP	Captain of the Port*
COR	Contracting Officer's Representative*
DIRA	Director of Auxiliary
IND	Industrial Accounting System
OCMI	Officer in Charge, Marine Inspection*
SARS	Small Arms Repair Shop
SMC	SAR Mission Coordinator*
VTS	Vessel Traffic Service*

2. Unit Type. Data element managers are Commandant (CG-DCO), (CG-DCMS), (CG-83), and (CG-81)

Unit Type Code	Description
ACADEMY	Academy {US Coast Guard and MLE}
ACTIVITIES	Activities
AIRFAC	Air Facility
AIRSTA	Air Station
ANT	Aids to Navigation Team
AREA	Area
BASE	Base
CAMS	Communications Area Master Station
CENTER	Center
CEU	Civil Engineering Unit
CGIS	Coast Guard Investigative Service
COMMANDS	Commands
COMMSTA	Communications Station
CONFINE	Confinement {a.k.a. the Brig}
CRYPRO	Cryptology
DET	Detachment
DISTRICT	District
ESD	Electronics Service Detachment
ESU	Electronics Service Unit
HQ	Headquarters
INSTITUTE	Coast Guard Institute
INTICEPAT	International Ice Patrol
MARSAF LAB	Marine Safety Laboratory
MFPU	Maritime Force Protection Unit
MIO	Marine Inspection Office

Unit Type Code	Description
MSD	Marine Safety Detachment
MSST	Marine Safety and Security Team
MSU	Marine Safety Unit
NAVY SHIP	Navy Ship
NAVY TRA	Navy Training
NESU	Naval Engineering Support Unit
PRO	Project Resident Office
PSU	Port Security Unit
RES UNIT	Reserve Unit
RUITOFF	Recruiting Office
SARFAC/AUX	Auxiliarist SAR Station
SCHOOL	School
SECTOR	Sector
SFO	Sector Field Office
SQUADRON	Helicopter Interdiction Tactical Squadron
STA (SM)	Station (small)
STATION	Station
STRIKE TM	Strike Team
SUPRT UNIT	Support Unit
TACLET	Tactical Law Enforcement Team
TRACEN	Training Center
VTS	Vessel Traffic Service
WAGB 399	Icebreaker
WAGB 420	Icebreaker
WHEC 378	High Endurance Cutter
WIX 295	Training Barque
WLB 225	Seagoing Buoy Tender
WLBB -GLIB	Seagoing Buoy Tender / Icebreaker
WLI 065	Inland Buoy Tender
WLI 100	Inland Buoy Tender
WLIC 075	Inland Construction Tender
WLIC 100	Inland Construction Tender
WLIC 160	Inland Construction Tender
WLM 175	Coastal Buoy Tender
WLR 065	River Buoy Tender
WLR 075	River Buoy Tender
WMEC 210	Medium Endurance Cutter
WMEC 213	Medium Endurance Cutter
WMEC 270	Medium Endurance Cutter
WMEC 282	Medium Endurance Cutter
WMSL 418	Maritime Security Cutter, Large
WPB 087	Patrol Boat
WPB 110	Patrol Boat

Unit Type Code	Description
WPC 154	Patrol Craft
WPC 170	Patrol Craft
WTGB 140	Icebreaking Tug Boat
WYTL 065	Small Harbor Tug
YARD	Yard