

U.S. Department of
Homeland Security

United States
Coast Guard



Coast Guard Operating Facility Manual



COMDTINST M5440.4



Commandant
United States Coast Guard

U.S. Coast Guard Stop 7618
2703 Martin Luther King Jr. Ave SE
Washington, DC 20593-7618
Staff Symbol: CG-833
Phone: (202) 372-3585

COMDTINST M5440.4
27 Jul 2017

COMMANDANT INSTRUCTION M5440.4

Subj: COAST GUARD OPERATING FACILITIES MANUAL

- Ref: (a) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 (b) Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series)
 (c) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
 (d) Coast Guard Organizational Manual, COMDTINST M5400.7 (series)
 (e) Defense Logistics Management System, DLM 4000.25, Volume 6
 (f) Civil Engineering Manual, COMDTINST M11000.11 (series)
 (g) U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series)
 (h) Department of Defense Readiness Reporting System (DRRS), DODD 7730.65 (series)
 (i) Status of Resources and Training System (SORTS) for Coast Guard Units, COMDTINST 3501.2 (series)

1. PURPOSE. This manual outlines policies and procedures associated with the Operating Facilities of the United States Coast Guard. It includes authoritative definitions, information regarding the monthly official listing of Operating Facilities as well as the process for requesting, preparing, and executing Operating Facility Change Orders (OFCO).

2. ACTION.

- a. 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.
- b. The Office of Resource Management's Personnel Allowance & Reimbursable Division, Commandant (CG-833) is the lead staff component and manager of the Operating Facilities program. Commandant (CG-833) shall maintain all associated official

DISTRIBUTION – SDL No. 168

| | a | b | c | d | e | f | g | h | i | j | k | l | m | n | o | p | q | r | s | t | u | v | w | x | y | z |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | X | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | | X | | X | X | | | | |
| B | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| C | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| D | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| E | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | |
| F | | | | | | | | | | | | | | | | | X | X | X | | | | | | | |
| G | | X | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| H | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | | | |

NON-STANDARD DISTRIBUTION:

documentation regarding Coast Guard Operating Facilities Address Codes (OPFAC) and OPFAC Modifiers. The division shall also process all OFCOs and maintain an archive thereof.

- c. No paper distribution of Operating Facility lists or OFCOs shall be made. Maintaining Operating Facility information in an electronic database ensures information is as accurate and timely as possible. However, appropriate back-up procedures shall be followed to ensure data integrity and compliance with reference (a).
3. DIRECTIVES AFFECTED. Operating Facility Change Orders (OFCO) Manual, COMDTINST M5440.3A and the Operating Facilities of the Coast Guard, COMDTNOTE 5440 are hereby canceled; portions of both are incorporated into this new manual. The official listing of Operating Facilities of the Coast Guard that were previously released through COMDTNOTE 5440 are now released monthly and made available for download on the [Commandant \(CG-833\) CG Portal page](#).
4. DISCUSSION. This manual consolidates policy that was spread across multiple directives and decision memos. It further reduces overlaps with other manuals which remain in effect and addresses policy that was left vague or undefined. Under the upcoming transition to the Coast Guard's new Line of Accounting (LOA) system, OPFACs and OPFAC Modifiers will play an even more critical role than they have in the past. This manual ensures the necessary policies and procedures relating to Operating Facilities are in place prior to the implementation of the new LOA system. Finally, this discontinues the annual release of the Operating Facilities of the Coast Guard list via a COMDTNOTE, a process that was archaic, needlessly time consuming, and resulted in the release of information that was often outdated by the time it was released.
5. 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.
6. MAJOR CHANGES. While derived in part from current policy in old directives, this manual is entirely new.
7. IMPACT ASSESSMENT. Policy contained in this manual does not have a material impact on any personnel resources, training requirements, or funding not already in place.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of reference (c).
 - b. This directive 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. All future specific actions resulting from the general policies in this manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

9. DISTRIBUTION. No paper distribution will be made of this manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CG Portal: <https://CGPortal2.uscg.mil/library/directives/SitePages/Home.aspx>.
10. RECORDS MANAGEMENT CONSIDERATIONS. This manual has been thoroughly reviewed during the directives clearance process, and it has been determined that there are no further records scheduling requirements, per the Federal Records Act, 44 USC 3101 et seq., National Archives and Records Administration (NARA) requirements, and reference (a). This policy does not have any significant or substantial changes to existing records management requirements.
11. 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 closely linked to their construction and disposal costs, the Secretary's direction is usually communicated via the budget.
12. FORMS/REPORTS. Unless stated otherwise, the forms referenced in this manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>, and/or CG Portal <https://CGPortal2.uscg.mil/library/forms/SitePages/Home.aspx>. Mentions of reports within this manual are accompanied by information on how to access them.
13. REQUEST FOR CHANGES. Requests for changes to this manual shall be submitted to Commandant (CG-833).

A.J. TIONGSON /s/
Assistant Commandant for Resources

| Record of Changes | | | |
|--------------------------|-----------------------|---------------------|------------------------|
| Change Number | Date of Change | Date Entered | By Whom Entered |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

TABLE OF CONTENTS

| | | | |
|-------------|-----|---|------|
| CHAPTER | 1 | OPERATING FACILITY AND DOD ACTIVITY ADDRESS CODES | 1-1 |
| | | A. Operating Facility Address Codes (OPFAC). | 1-1 |
| | | B. Department of Defense Activity Address Directory (DoDAAD). | 1-3 |
| CHAPTER | 2 | OPERATING FACILITIES CHANGE ORDERS (OFCO) | 2-1 |
| | | A. General | 2-1 |
| | | B. Preparation | 2-3 |
| | | C. Congressional Notifications | 2-5 |
| | | D. Concurrent Clearance | 2-6 |
| | | E. Sequential Clearance and Approval | 2-9 |
| | | F. Distribution and Record Keeping | 2-10 |
| | | G. Executing an OFCO | 2-10 |
| | | H. OFCO Amendments | 2-11 |
| CHAPTER | 3 | OPERATING FACILITY CONTACT INFORMATION | 3-1 |
| | | A. Physical Addresses | 3-1 |
| | | B. Mailing, Shipping, and Billing Addresses | 3-2 |
| | | C. Telephone Numbers | 3-4 |
| | | D. Email | 3-5 |
| CHAPTER | 4 | OPERATING FACILITIES TERMS | 4-1 |
| Enclosures: | (1) | OPFAC Assignment Flow Chart | |
| | (2) | Instructions for Preparing an OFCO | |
| | (3) | OFCO Message Elements Table | |
| | (4) | OFCO Process Flow Chart | |

CHAPTER 1. OPERATING FACILITY AND DOD ACTIVITY ADDRESS CODES

A. **Operating Facility Address Code (OPFAC).**

1. **General.** An OPFAC is a five-digit number assigned to all Coast Guard units and forms the basis for identifying them across multiple systems, both internally and externally to the service. Many elements share an OPFAC with their parent and child elements.
 - a. OPFACs are assigned by Commandant (CG-833).
 - b. Each Department Type should have a unique range of OPFAC numbers. Ranges contain a minimum of 100 numbers. The first digit shall not begin with '0'. Some exceptions apply for General Detail units.
 - c. Once assigned, an OPFAC shall not be disestablished until all financial and property matters are resolved (e.g., cutters retain their OPFACs until all outlays are made and the vessel is properly disposed). Previously issued OPFACs shall not be reused until at least six fiscal years after the most recent decommissioning/disestablishment. This allows financial obligations to run out and prevents cross-unit billing confusion. As an additional control, proposed OPFACs are validated against accounting string cost centers prior to issuance for the same reason.
2. **Unique OPFACs.** A unique OPFAC is assigned to a unit with command authority or certain operating locations with property, budgetary, financial, and/or logistical requirements. The determination of whether an organizational element requires a unique OPFAC shall be evaluated on a case-by-case basis. A unique OPFAC shall be assigned if an organizational element meets at least one of the following criteria:
 - a. The organizational element has a military command authority on location per reference (d).
 - b. The organizational element has a civilian director/supervisor on location with authority similar to that of military command authority (i.e. all but certain Uniform Code of Military Justice authorities per reference (d)), which is explicitly defined in the OFCO that created it.
 - c. The organizational element holds budgetary, logistical, and/or requisition authority.
 - d. The organizational element is the primary user of Coast Guard owned real property. This includes real property held by the Coast Guard under the terms of a lease; if the lease agreement is more than temporary in nature, and the Coast Guard has sole or nearly sole use of the property, particularly if the Coast Guard has regular responsibilities for maintenance of the facility. For example, a large hangar leased for ten years for which the Coast Guard is required to conduct regular maintenance would meet this standard. However, a small office space rented for a twelve month period where the Coast Guard has no maintenance responsibility would not.
 - e. The organizational element routinely has responsibility over Coast Guard owned or

leased capitalized personal property.

- f. It is necessary to distinguish an organizational element as a unique cost center from its parent for budgetary planning, cost reporting or accounting purposes. The nature of this unique need shall be articulated in the OFCO message establishing the unit.
3. OPFAC Records. OPFACs are permanent records and shall be retained per reference (a) and can be found in the following locations:
 - a. CG Portal.
 - (1) The official Coast Guard OPFAC Listing is updated monthly and is available for download on the [Commandant \(CG-833\) CG Portal page](#).
 - (2) Approved OFCO messages are posted in the [General Messages](#) board on the CG Portal.
 - b. Administrative Official Information System (AOIX). In addition to being posted on the General Messages board, OFCO messages are also released to all units listed in the 'To' and 'Info' lines via the AOIX system.
 - c. ePAL. Like all changes to the PAL made in Direct Access (DA), information is updated in ePAL within 24-48 hours.
 - d. ALMIS/AOPS. Aircraft and boat allowances are maintained in ALMIS and AOPS by Commandant (CG-711) and (CG-731), respectively.
 4. OPFAC Modifiers. OPFAC Modifiers are an extension to the OPFAC that are of critical importance under the service's new LOA system. While OPFAC Modifiers do not strictly indicate unit hierarchy, they do provide granularity to the unit structure, particularly for financial and accounting purposes.
 - a. Each department shall have a unique OPFAC Modifier.
 - b. OPFAC Modifiers are alpha-numeric and up to six (6) characters long.
 - c. OPFAC Modifiers are grouped by Department Type, and each department shall have at least one modifier. Each Department Type has specific allocated modifiers that can only be used by an element fitting that type. A detailed list can be found on [Commandant \(CG-833\) CG Portal page](#) under CG Unit Info. Additions, deletions, and changes to OPFAC Modifiers shall be approved by Commandant (CG-832) due to potential impacts on the new LOA.
 - d. Exceptions. Not every organizational element will fit cleanly within the above schema. For guidance on unique situations, contact Commandant (CG-833) via email (HQS-DG-1st-CG-833-PAL-Team@uscg.mil).

5. OPFAC Updates.

- a. Errors. Errors are mismatches between the most recent OFCO and OPFAC listing. They shall be reported to Commandant (CG-833) via email (HQS-DG-LST-CG-833-PAL-Team) as soon as possible for resolution. The email should include at a minimum:
 - (1) Referenced OFCO number.
 - (2) Unit name, OPFAC, and all associated DEPT IDs.
 - (3) Nature of error, the particular incorrect data element, and/or how it should be read.
- b. Changes. If a unit identifies an inaccuracy that is not caused by one of the above mentioned errors, a new OFCO is required. OFCOs are prepared and processed at Headquarters per Chapter 2 of this manual. Contact Commandant (CG-833) via email (HQS-DG-lst-CG-833-PAL-Team@uscg.mil) with any questions about OFCOs.

B. Department of Defense Activity Address Directory (DoDAAD). The DoDAAD is a database that serves as a single authoritative source of identification, routing, and address information for the DoD, Coast Guard, and other participating federal agencies, as well as authorized contractors. DoDAAD information is used throughout the military supply system for identification, requisitioning, shipping, billing, and other uses. DoDAAD is comprised of both Department of Defense Activity Address Code (DoDAAC) and Routing Identifier Code (RIC) identifiers described below.

1. DoDAAC. A six-character, alpha-numeric code that uniquely identifies a military unit, activity, or organization within the DoDAAD for procurement, financial, procurement and logistical purposes. DoDAACs are the primary means by which Coast Guard organizational elements interact with the Defense Logistics Agency (DLA) and the broader federal supply system. Per DLA policy contained in reference (e), all Coast Guard DoDAACs are required to begin with the letter 'Z'. DoDAACs are distinct from DoD Unit Identification Codes (UICs); see Chapter 4. Assignment of the remaining five alpha-numeric characters is the prerogative of the Coast Guard. The following guidance shall apply to Coast Guard DoDAACs:
 - a. Every unit with a unique OPFAC shall be assigned a DoDAAC. The format shall be 'Z' followed by the unit's OPFAC. For example, a unit with the OPFAC '20121' would have a DoDAAC of 'Z20121'. Subcomponents share the OPFAC of their parent.
 - b. Reference (e) permits units to possess more than one DoDAAC. For example, Air Station Kodiak may require additional DoDAACs so that large aircraft parts can be delivered directly to a specific hangar instead of the base shipping and receiving facility. A child organizational element that is geographically separated from the parent may also require its own DoDAAC to accept shipments. Coast Guard

DoDAACs that are not derived from an OPFAC are known as a Requisition Address Codes (RAC). A RAC shall begin with 'ZZ' followed by a series of four digits assigned by Commandant (CG-441). The term 'RAC' is solely for internal Coast Guard use; DLA makes no distinction between Coast Guard assigned DoDAACs whether they are derived from an OPFAC or a RAC.

- c. Certain contracts between the Coast Guard and private companies require the contractor to have access to the DLA supply system to make orders on behalf of the Coast Guard in order to meet the terms of the contract. Reference (e) authorizes the Coast Guard to assign contractors a unique DoDAAC, which shall begin with 'Z0' followed by four digits. Detailed guidance regarding the assignment of contractor DoDAACs can be found in reference (e).
2. Routing Identifier Code (RIC). The RIC is the second component of the DoDAAD system. Each RIC consists of a 3-character alpha-numeric code. Unlike DoDAACs that are assigned to all Coast Guard elements with an OPFAC, not all Coast Guard elements require a RIC. To qualify for assignment of a RIC, the organizational element must be an integral and predetermined element of an established logistics system and must perform a general logistics control, distribution, and/or storage mission. Coast Guard RICs begin with Z followed by two (2) letters. However, use of 'ZZZ' is not permitted per reference (e).
3. RIC/DoDAAC Assignment.
 1. Commandant (CG-441) is notified through the OFCO process that a change to an organizational element is about to occur. Commandant (CG-441) is responsible for determining whether to create, change, or delete a DoDAAC and/or RIC based on the OFCO. Once determined, Commandant (CG-441) notifies Surface Forces Logistics Center (BOD) who executes the change.
 2. Cutters-under-construction often require access to various DoD systems well in advance of their commissioning to be prepared for sea in a timely manner. For that reason, new cutter DoDAACs may be issued in advance of the associated OFCO. When needed, Commandant (CG-751) shall contact Commandant (CG-833) to determine which OPFAC will be assigned in the pending OFCO, that number shall then be forwarded to Commandant (CG-441) and Surface Forces Logistics Command (BOD) as above for DoDAAC issuance.
4. Authority Codes. When assigning a DoDAAC or RIC, Commandant (CG-441) shall determine the appropriate authority code per reference (e). These codes are a crucial internal control that helps prevent fraudulent, inadvertent, or erroneous requisitioning. There are seven (7) levels of authority codes with varying degrees of permissions. For example, DoDAACs with authority code '00' have unrestricted access to any business practice to include the requisition/purchase of goods and services, as well as shipping and receiving through federal procurement system. A DoDAAC with an authority code of '01' can receive shipments, but cannot initiate requisitions.

1. Generally, organizational elements requesting a RAC should not be given an authority code that allows for requisitions. If an element requires the ability to make its own requisitions, it should usually be issued a unique OPFAC instead of a RAC; contact Commandant (CG-833) via email (HQS-DG-1st-CG-833-PAL-Team@uscg.mil) for guidance.
2. Great care shall be exercised in determining which authority code to apply when issuing a DoDAAC to a contractor. Per reference (e), the Contracting Officer and Commandant (CG-441) are responsible for assigning the appropriate authority code, closely monitoring the DoDAACs use, and deleting the DoDAAC when the contract has expired.

CHAPTER 2. OPERATING FACILITY CHANGE ORDERS (OFCO)

A. General.

1. The OFCO process exists to accomplish the following:
 - a. Internal Notifications. The OFCO message is the directive to headquarters staff elements as well as operational and support commanders that order a material change to an operating facility and specify the administrative tasks necessary to implement that change.
 - b. External Notifications.
 - (1) Legislative Branch. A critical step in the OFCO process is notifying Congress that the Coast Guard is making a material change to an organizational element that may be of public interest. This notification is only required under law when a change triggers a budgetary reprogramming notification. OFCO originators shall assume Congressional notification is required unless otherwise instructed by the Office of Congressional Affairs, Commandant (CG-0921) through the concurrent clearance process detailed in chapter 2.D of this manual.
 - (2) Executive Branch. The OFCO process also affords an opportunity for the Coast Guard to make similar notifications to the Administration, DHS, interested parties in other departments, and agencies throughout the federal government. This is accomplished in various ways during the concurrent clearance process by numerous staff elements as well as during the sequential clearance process by the Office of Budget & Programs, Commandant (CG-82). When an OFCO is likely to garner significant Congressional interest, DHS and/or the Administration shall usually receive notification of the pending OFCO well in advance of Congressional notification.
 - c. Historical Records. OFCO messages shall have enough information about the operational facilities affected to fully describe their organizational placement, staffing, key identity elements, and operational scope to serve as a self-contained historical record of changes to the operating facility and any sub-organizational element(s). These records shall be maintained for posterity per reference (a).
2. An OFCO is required to implement changes to operating facilities involving one or any combination of the following actions after proper approval has been obtained. This is not an exhaustive list. When in doubt, contact Commandant (CG-833) via email (HQS-DG-1st-CG-833-PAL-Team@uscg.mil) for guidance.
 - a. Cutter commissioning, decommissioning, or homeport shifts.
 - b. Shore unit establishment, disestablishment, official name change, or shifts in geographic location.

NOTE: The OFCO process may be waived for certain short distance moves that are within the same

city or town as long as the organizational element does not cross a congressional district boundary; do not result in a change to personnel entitlements, such as Basic Allowance for Housing (BAH); the name, function and geographic area of responsibility do not change; and there are no other compelling reasons an OFCO would be appropriate. An OFCO is assumed to be required until Commandant (CG-833) determines a waiver is appropriate. Regardless of whether an OFCO is required, the physical address must be updated in DA.

- c. Shifts in a unit's administrative control (ADCON) or a permanent operational control (OPCON), or modifications to organizational placement that require an Organization Modification Request (OMR) per reference (d).

NOTE: An OFCO may contain language that allows the Commander who holds ADCON to delegate that authority to a subordinate Commander via local directive (i.e. without generating a new OFCO). ADCON delegation authority does not exist unless explicitly mentioned in the most recent approved OFCO. For example, "CGC SHRIKE shall be under the ADCON of the First Coast Guard District (D1). The D1 Commander may delegate this authority to the Sector New York Commander via local directive." In this example, CGC SHRIKE will be established on PAL as an element of D1, regardless of whether the D1 Commander exercises his/her authority to delegate ADCON to Sector New York..

- d. Substantial growth or reduction of an operating facility's PAL.
 - e. Any adjustment in the number or type(s) of aircraft assigned to an operating facility.
 - f. Permanent modifications to an operational unit's response posture including those of a temporarily staffed nature, such as seasonal search and rescue stations. For example, an air station that had maintained a dual B-0 H-65 response posture is adjusted to one (1) B-0 and one (1) B-2 H-65 response posture would require an OFCO.
 - g. Alteration of unit type (i.e. Station to Station (Small)), substantial shift in mission, operational scope, and/or geographic area of responsibility of an operating facility.
 - h. OPFAC and/or Administrative Target Unit (ATU) assignment, or reassignment.
- 3. 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 (i.e. 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.
 - 4. Decision documents come in a variety of forms for many reasons, so no attempt is made to discuss every possible type. When a change to an operating facility necessitates both an OMR and an OFCO, the OMR must generally be approved before the corresponding OFCO can enter sequential clearance. However, originators may and are encouraged to route both packages simultaneously through the concurrent clearance process. This greatly reduces the workload of both the originator and the various stakeholders. When an OFCO is required for the sole purpose of documenting an ADCON or permanent OPCON change as the result of an OMR, the OFCO concurrent clearance process may be

waived; however, the sequential clearance is still required.

5. Only decision documents approved by the Office of Resource Management, Commandant (CG-83), the Office of Resources/Organizational Analysis & Workforce Management, Commandant (CG-81), the Assistant Commandant for Resources (CG-8), the Vice Commandant (VCG), or the Commandant (CCG) can approve changes to the PAL. Decision documents associated with the establishment of a new commander or commanding officer position with military justice authority shall be signed by CCG or VCG; the associated OFCO shall explicitly reference this document.
6. An OFCO shall express a clear description of the operational and budgetary effects of the change as well as the effect on aircrafts, boats, vehicles, real and capitalized property, and personnel allowances. Where a need for additional funds or resources is generated, the source of those funds or resources shall be explicitly identified. When an OFCO action generates a net savings, it shall be articulated.
7. 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.
8. A separate OFCO shall be produced for each change to an operating facility, unless an action affects one or more related organizational elements at once (i.e., disestablish a sector and establish a sector field office in its place). It is critical that when a combined OFCO is created, that the action taken to each organizational element is clearly articulated, to include the effect it has on past, current or future OPFAC numbers. Any questions regarding whether an OFCO is required should be addressed to Commandant (CG-833).
9. Aircraft and boat allowances are maintained in the Asset Logistics Management Information System (ALMIS) and Abstract of Operations System (AOPS) by Commandant (CG-711) and Commandant (CG-731), respectively.

B. Preparation.

1. Name. OFCOs are numbered sequentially on an annual basis based on the calendar year; 019-17 is the nineteenth OFCO of 2017. OFCOs shall be named using the following format. OFCO ###-YY – Unit name, action taken. For example ‘OFCO 003-19 – CGC FANTASY ISLAND Decommissioning’. The file name shall be simply ‘###-YY_OFCO’. For the sake of brevity ‘CGC’ shall be used vice ‘USCGC’.
2. Format. OFCOs shall be prepared as a Coast Guard message for release to the [General Message](#) board as well as over the Administrative Official Information System (AOIX) per Enclosure (2).
3. Content. The contents of OFCO messages are specified in Enclosures (2). A copy of applicable checklists and templates can be found on the [Commandant \(CG-833\) CG Portal page](#) and shall also be included as part of both the concurrent and sequential

clearance routing process. As systems and organizations change, Commandant (CG-833) shall update the checklists, message format, and message addressees.

4. Timing. Notify Commandant (CG-833) via email (HQS-DG-1st-CG-833-PAL-Team@uscg.mil) as early as possible that an OMR and/or OFCO are being drafted. An OFCO which 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 (PCS) orders shall be initiated sufficiently in advance to allow clearance and final approval well before the effective date(s). In all cases, the **minimum** requirement for OFCO release is **90 days in advance of the effective date**, but six (6) months is preferred. This timeline exists so that various support and logistical processes can be finished prior to OFCO execution to include high visibility ceremonies. Compressing the timeline may result in mission support gaps. A detailed flow chart of deadlines is included as Enclosure (4).
 - a. Personnel Allowance Amendments (PAAs) are changes to the official Coast Guard PAL in DA. PAAs associated with an OFCO are normally executed after the OFCO message has been released. The Coast Guard Personnel Service Center (PSC) and the Office of Civilian Human Resources, Commandant (CG-121) shall not make personnel assignments or hiring actions until PAAs are completed.
 - (1) With the rare exception of urgent off season transfers, the arrival of the military member will occur during the transfer season following the final approval of the PAA. Depending on when the PAA is approved in relation to the military assignment year, the transfer of the members may not occur for as much as fifteen months. For example, a PAA approved in March of 2017 will usually not receive the first military member until the summer of 2018.
 - (2) Commandant (CG-121) requires 120 days to evaluate position description and series reclassification changes. This allows Commandant (CG-121) time to make labor union notifications and conduct bargaining. PAAs shall not be executed until Commandant (CG-121) completes the labor obligation notifications and bargaining.
 - b. If a civilian reduction in force (RIF) is required, issuance of RIF notices are required 120 days before the effective date. Significant planning includes: obtain approval of RIF; notify DHS and Congress; develop a communications strategy; conduct RIF briefings; obtain updated information from employees; notify and complete bargaining with the union; notify employees; and then conducting the RIF. Additional time may be required before a RIF is affected. Positions to be eliminated must be identified at least **eight (8) months in advance of the 120-day notice period** to allow Commandant (CG-121) to prepare for the RIF prior to the issuance of the RIF notices.
 - c. If changes include 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; it can extend beyond that time frame

- for complex changes.
- d. 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. In some cases, such as establishing completely new units, this is straightforward. However, combining several units at the same time can make executing the transition plan for credit cards, contracts, Military Standard Requisitioning & Issue Procedures (MILSTRIPs), and all other financial vehicles take up to six (6) months.
 - e. 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 reference (f) for further guidance.
5. Responsibility. The responsibility for drafting an OFCO lies with the headquarters program manager which initiated the change. Units outside of headquarters cannot be the OFCO originator; however, an impacted unit may assist the headquarters program manager in drafting the OFCO.

C. Congressional Notifications.

1. While not required by law, it is Coast Guard policy to send notification of operating facility changes be sent to the service's Oversight Committee Chairman, Subcommittee Chairman, Ranking Minority Members, and members of the affected Congressional Delegation(s). The following committees and subcommittees should also be notified:
 - a. House of Representatives.
 - (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. While Commandant (CG-0921) ultimately decides the most appropriate medium of

Congressional notification, a formal letter from Commandant (CG-0921) to the applicable members is often used. The OFCO originator shall include a proposed draft of this letter as part of the concurrent and sequential clearance package described below. The draft shall include a brief summary of the change(s) associated with the OFCO as well as a list of the Congressional Districts affected. The letter shall be written in such a manner that a Congressional staffer with some, but limited knowledge of the Coast Guard's structure, missions, and budget would easily understand. Commandant (CG-0921) is ultimately responsible for reviewing, signing, and releasing the notification letters.

3. OFCO messages shall 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, Commandant (CG-0921). Contact Commandant (CG-0921) to obtain names, addresses, telephone numbers, member's background, and other information.

D. Concurrent Clearance.

1. Headquarters staff clearance of an OFCO is accomplished by distributing a draft of the OFCO, along with the pertinent checklist, decision document, billet map (if applicable), and drafts of required Congressional notifications under a Concurrent Clearance Form CG-4590. Concurrent Clearance Form CG-4590 is the routing sheet and only initials are required. Office specific routing forms shall not be used for routing between signatories.
2. The review and concurrence is on the sequence and list of administrative actions required to implement the underlying decision and is NOT a review of the decision itself.
3. Concurrent clearance distribution shall be accomplished electronically. Commandant (CG-833) shall maintain an email distribution list for originator use that covers most recipients. Non-standard recipients shall be added by the originator.
4. The routing for all OFCO concurrent clearances is listed in enclosure (3). 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 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. There is not a specific listed order or a comprehensive list for all programs, facilities, and/or support activities, but below is a general guide:
 - a. Office of Resource/Organizational Analysis & Management Workforce, Commandant (CG-81) – Reviews for organizational and/or field level planning impacts.

- b. Office of Budget and Programs, Commandant (CG-82) – Reviews for compliance with budget authorities and ascertains budget impacts.
- c. Office of Resource Management, Commandant (CG-83) – Makes appropriate changes to the Budget Models.
- d. Office of Financial Policy and Systems, Commandant (CG-84) – Reviews for compliance with financial policy, property management, and ensures appropriate changes to entries in financial systems are made.
- e. Finance Center (FINCEN) – Reviews for financial system impacts and changes to lines of accounting such as updates to ATU and Cost Center values.
- f. Office of Congressional Affairs, Commandant (CG-0921) – Reviews necessity of Congressional notifications. If required, notifications shall be made during the sequential clearance process.
- g. Office of General Law, Commandant (CG-LGL) and Office of Regulations & Administrative Law, Commandant (CG-LRA) – Reviews for legal implications or impacts.
- h. Deputy Commandant for Operations Executive Support Staff, Commandant (CG-DCO-ES). Distributes to DCO organization and coordinates responses.
- i. Deputy Commandant for Operations, Resource Management Directorate, Commandant (CG-DCO-8) – Reviews for resource implications within the directorate.
- j. Assistant Commandant for Prevention Policy, Commandant (CG-5P) – Reviews for alignment with prevention policy.
- k. Assistant Commandant for Response Policy, Commandant (CG-5R) – Reviews for alignment with response policy.
- l. Deputy Commandant for Mission Support, Resources Directorate, Commandant (CG-DCMS-8) – Reviews for resource implications within the directorate.
- m. Assistant Commandant for Human Resources, Commandant (CG-1) – Further distributes within Commandant (CG-1), including sub commands such as the Personnel Service Center (PSC), to review for personnel implications and collects comments. OFCOs which may impact Reserve positions shall also be directly cleared through Office of Reserve Affairs, Commandant (CG-131).
- n. Assistant Commandant for Engineering and Logistics, Commandant (CG-4) – Further distributes within Commandant (CG-4). Commandant (CG-4) places emphasis on the impact OPFAC changes have on facilities support changes and activity address codes, i.e. DoDAACs, RACs, and RICs.

- o. Office of Information Management, Commandant (CG-61) – Further distributes within Commandant (CG-61). Reviews OFCO content where it affects policies and procedures from the printing, directives, postal, forms, and privacy programs as units establish/disestablish or change scope/mission.
 - p. Director of Operational Logistics (DOL) – Further distributes to DOL organization.
 - q. Force Readiness Command (FORCECOM) – Review for readiness reporting and Mission Essential Task List (METL) impacts and implications to the training community.
 - r. Coast Guard Atlantic and Pacific Areas – Review for impact on Coast Guard operations in the Atlantic and Pacific Areas. Include both Areas for all OFCOs regardless of unit location.
5. OFCOs shall be routed to the following staff elements if applicable:
- a. Office of Financial Transformation and Compliance, Commandant (CG-85) – When the change affects a unit with procurement authority vested in a warranted contracting officer at the activity.
 - b. Office of Public Affairs, Commandant (CG-0922) – When the change is politically significant and/or has potential public interest.
 - c. Director, International Affairs and Foreign Policy, Commandant (CG-DCO-I) – When the change affects an overseas unit or is a cutter which could possibly be transferred to a foreign government. This directorate shall also be notified of changes to domestic units that might affect the service’s ability to meet international treaty obligations, for example, changes to the International Ice Patrol or Air Station Clearwater (Operations Bahamas, and Turks & Caicos support). Commandant (CG-DCO-I) shall prepare required State Department notifications.
 - d. Office of Aviation Forces, Commandant (CG-711) – When the change affects aircraft or aviation units (to include flight deck equipped cutters).
 - e. Office of Specialized Capabilities, Commandant (CG-721) – Reviews for impacts to specialized capability.
 - f. Office of Boat Forces, Commandant (CG-731) – When the change affects a Small Boat Station, Aids to Navigation Teams or National Motor Lifeboat School activity, and any unit that operates a boat in support of Coast Guard missions or operational training.
 - g. Office of Shore Forces, Commandant (CG-741) – When the change affects a Sector and any change that would also require notification of Commandants (CG-711) and/or (CG-731).
 - h. Office of Cutter Forces, Commandant (CG-751) – When the change affects a cutter.

- i. Office of Counterterrorism and Defense Operations Policy, Commandant (CG-ODO) – When the change affects the Coast Guard’s ability to support a Department of Defense (DoD) Combatant Commander (COCOM) as required per memorandum of understanding (MOU) and/or federal law. Examples include, but are not limited to, changes to Port Security Units, the National Capitol Region Air Defense Facility (NCRADF), and Patrol Forces Southwest Asia (PATFORSWA).
 - j. Director of Contracting and Procurement, Commandant (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 or Logistics centers.
 - k. Office of Acquisition Support, Commandant (CG-924) – When the change affects a unit associated with a Vice Commandant chartered acquisition project.
 - l. Community Services Command (CSC) – When establishing/commissioning or disestablishing/decommissioning any unit with a Morale, Well-Being, and Recreation (MWR) Program, Navy Motion Picture Service (NMPS) account, and/or Coast Guard Exchange System (CGX) Program (to include satellite exchanges).
6. 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 package.

E. Sequential Clearance and Approval.

- 1. Once all updates are made to the OFCO following concurrent clearance, the hard copy with all the documents shall be forwarded to Commandant (CG-83) for final sequential clearance and approval. The paper package shall be routed sequentially through the following staff elements in the following order:
 - a. Originator's Office Chief, usually a Program Manager (e.g., CG-711, CG-9, etc.)
 - b. Commandant (CG-821) for final budgetary check.
 - c. Commandant (CG-833) for OPFAC issuance, PAL equities, and adherence to the OFCO formatting and content as outlined in this instruction.
 - d. Commandant (CG-0921) for notification letter signature and promulgation.
 - e. Commandant (CG-83) for review and final approval.
- 2. At a minimum, sequential clearance packages shall consist of:
 - a. Cover Sheet. Use the Coast Guard Headquarters Routing Slip Form CGHQ-6046.
 - b. Right side. A digest summarizing the package for signature, the draft OFCO, and proposed Congressional notification letter.

- c. Left 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 appropriate supporting documentation.

F. Distribution and Record Keeping.

1. Once an OFCO is approved, Commandant (CG-833) asks Commandant (CG-0921) to deliver the final notification letter to the appropriate Senate and House members. Prior to OFCO message release, Congress is afforded a period of time to raise questions or concerns regarding the OFCO. This waiting period shall be **10 working days** when Congressional reprogramming notifications are not required, and **15 working days** when they are required.
2. If Congress has objections, they shall usually be addressed prior to OFCO release unless there is a mission critical need to do otherwise.
3. Upon receipt of an approved OFCO with no Congressional objections, Commandant (CG-833) shall verify with the originator that nothing needs updating, release the message using the AOIX system, and then post the OFCO in CG Portal under [General Messages](#) > *Calendar Year* > OFCO. OFCOs that contain information that is internet releasable shall be posted on appropriate internet facing Coast Guard websites. However, it is the originator's responsibility to determine if the OFCO message contains uniquely sensitive information that prohibits internet release.
4. Commandant (CG-833) shall maintain copies of approved sequential clearance packages per reference (a).

G. Executing an OFCO.

1. An OFCO implementation checklist is usually required as part of the process. The implementing unit is required to complete all checklist items within the timeframe listed for each item.
2. The implementing unit shall notify the sponsoring program manager once all action items in the checklist are completed and the changes outlined in the original OFCO message are effective.
3. If the implementing unit cannot complete the OFCO checklist by the execution date listed in the OFCO, the operating facility shall notify their ADCON; Commandants (CG-81), (CG-82), (CG-833), and the sponsoring program manager via message. The message shall indicate the status of the outstanding directed action(s) and expected completion date. Per paragraph 2.H.2.d, an OFCO amendment is required when the expected effective date is greater than 30 days past the original effective date from the OFCO.
4. Under certain circumstances, OFCO implementation checklists are not required. Examples include OFCOs that simply shift ADCON from one parent organizational element to another. Even if an implementation checklist is not required, the affected operating facility shall acknowledge receipt of the OFCO message and confirm

implementation to the headquarters program manager.

H. OFCO Amendments.

1. An OFCO may be amended without repeating the entire OFCO process up to one year past the release date for matters that are relatively minor in nature. Amendments should address only those items being altered. The subject line shall be formatted as OFCO ###-YY (Amendment #) – Unit name, action taken. Files shall be named ###-YY_OFCO (Amendment #). The amendment shall be processed through the sequential clearance process only. Proposed changes to the operating facility after one year or proposed changes less than one year that are significant in nature such that they would justify a full concurrent clearance process, Congressional notification, or would require CCG/VCG approval require a new OFCO.
2. OFCO amendment messages may be sent when updating any of the following elements of the OFCO:
 - a. The name of the unit(s) affected.
 - b. The chain of command or any administrative data elements such as ATU, OPFAC, etc.
 - c. Change to the physical address.

NOTE: Any changes to a unit mailing address, shipping address, or minor corrections (such as spelling corrections) to a unit's physical address, do not require an OFCO amendment message.
 - d. 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.
 - e. Material changes to personnel allowances, major equipment, or real property (to include leases).

CHAPTER 3. OPERATING FACILITY CONTACT INFORMATION

When an address change is associated with an Operating Facility Change Order (OFCO), the Headquarters unit charged with generating the OFCO is responsible for submission of a Unit Address Change Form, CG-4183 to affect the change. Unit commands are responsible for electronically submitting Unit Address Change Form, CG-4183 to effect a minor change that does not require an OFCO.

- A. **Physical Addresses.** Accuracy of each organizational element's physical addresses is of critical importance. This is the address that determines facets of member pay such as BAH rates, travel claims, and plays a critical role in personnel accountability through the Coast Guard Personnel Accountability & Assessment System.
1. The physical address shall be the element's actual geographic location such that, when entered into a common web or smart phone mapping service, would lead the user to the main entrance of the element, or nearly so. The most appropriate physical address may vary based on element size, type, and location. For elements with multiple buildings, the front gate, visitor center, or the building housing the element's command is often most appropriate. Organizational elements who are tenants on DoD or other non-Coast Guard facilities shall use the address provided by the host activity that reflects its actual physical location on the base, not the front gate. Cutters shall use their homeport physical address.
 2. Format:
 - a. System limitations of DA allow for a maximum of four (4) lines for an address. Each of the first three (3) lines may contain up to 55 characters (letters, numbers, and spaces). The last line allows 30 characters for the city, two (2) character abbreviation for the state/territory/District of Columbia, and five (5) digits for the zip code only (i.e. #####-#### would be rejected). All letters must be capitalized.
 - b. As a matter of policy, domestic CG elements physical addresses shall contain the street, city, state/territory/District of Columbia and zip code, which can usually be expressed in only two (2) lines. Personnel who exclusively telework from home are assigned a unique detached duty department. In the interest of protecting personally identifiable information, addresses for this type of department shall include only city, state/territory/District of Columbia (i.e. no street address).
 - c. The organizational element's name appears in DA and ePAL with the address by default; therefore, it shall not be repeated in any of the four available address lines. Use of salutations such as 'COMMANDER', 'OFFICER-IN-CHARGE' shall not be used for physical addresses.
 - d. Organizational elements located outside the U.S. and its territories shall list the street, city, and country where they are located. Use of military (APO/FPO), diplomatic (DPO), and PO Box addresses is strictly prohibited.

3. Departments that are not geographically collocated with their respective parent elements shall use their actual physical location; use of the parent element's address when different is strictly prohibited.
4. Commandant (CG-833) is responsible for maintaining all department physical addresses in DA.

B. Mailing, Shipping, and Billing Addresses. Coast Guard organizational element mailing, shipping, and billing addresses are maintained in the Defense Automatic Addressing System (DAAS) as Type Address Codes (TAC) -1, -2, and -3 respectively.

1. **TAC-1 (Mailing Address).** When units make an order through the federal supply system and USPS is the carrier, this is the address used. Coast Guard element mailing addresses are determined by city/county planners and the United States Postal Service (USPS). In many cases, this is not the same as the element's physical address or even its shipping address (see below).
 - a. Format. The following applies to how unit mailing addresses shall be formatted in DAAS; it is in addition to policy contained in reference (g). Exceptions to the following policy may be required in some unique and rare circumstances; deviations must be approved by Commandants (CG-441), and (CG-611) on a case-by-case basis.
 - (1) DAAS allows for up to five lines for mailing addresses, each line is limited to 35 characters (letters, numbers, and spaces); all letters must be capitalized.
 - (2) When presented in ePAL, the system automatically adds the appropriate salutation for the unit type (e.g. 'COMMANDER', 'COMMANDING OFFICER', 'DIRECTOR'); therefore, it shall not be entered in one of the five lines allowed in DAAS. The first line shall contain the unit name, and the second line shall contain the words 'U.S. COAST GUARD'.
 - (3) The format for the remaining lines shall be determined using the following USPS website https://tools.usps.com/go/ZipLookupAction_input. If there is doubt, the local Post Office shall be contacted. If uncertainty still remains, Commandant (CG-611) shall be contacted via email at HQSPostal@uscg.mil. The mailing address shall include all nine digits of the zip code (i.e. #####-####). Simply putting "0000" as the last four digits of the zip code is insufficient and will not be accepted.
 - (4) Organizational elements with a military (APO/FPO) address, diplomatic (DPO) address, or a PO Box assigned shall usually utilize this address. For all intents and purposes, FPO/APO/DPO addresses are considered US addresses, even if the organizational element is physically located in a foreign country. On the rare occasion that an organizational element is located in a foreign country and does not possess an APO/FPO/DPO mailing address, consult the local country's postal authority for appropriate mailing address format.

- (5) Headquarters units shall use their mail 'STOP' number per Commandant (CG-611) guidance.
 - b. Elements that are geographically separated from their parent that require regular delivery of parcels and/or correspondence through USPS require their own DoDAAC (either through a unique OPFAC or RAC); see Chapter 1.B of this manual for details.
 - c. Commandant (CG-441) & SFLC (BOD) are responsible for maintaining all organizational element mailing addresses in DAAS.
2. **TAC-2 (Shipping Address).** Coast Guard element shipping addresses consist of the address used by commercial Transportation Service Providers (TSP), such as FEDEX, UPS, and commercial trucks. The term 'Freight Address' is also commonly used for this class of address. This address is often, although not necessarily, the same as the mailing address.
- a. Formatting. Exceptions to the following policy may be required in some unique and rare circumstances; deviations must be approved by Commandants (CG-441) on a case-by-case basis.
 - (1) DAAS allows for up to five lines for shipping addresses, each line is limited to 35 characters (letters, numbers, or spaces); all letters must be capitalized.
 - (2) Salutations such as 'COMMANDER', 'OFFICER-IN-CHARGE', 'SUPERVISOR', etc. shall not be used for TAC-2 addresses.
 - (3) The first line shall contain the unit name, and the second line shall contain the words 'U.S. COAST GUARD'.
 - (4) For the remaining lines, organizational elements shall use the appropriate street, city, state, and zip code. For large units with multiple buildings, the shipping/receiving building is usually most appropriate. The line following the unit name may be used to describe where the receiving point's location on a base as appropriate.
 - (5) Commercial TSPs do not deliver to military (APO/FPO), diplomatic (DPO), or PO Box addresses, and therefore shall not be utilized as an organizational element's shipping address. Units located in foreign countries shall utilize an address format appropriate for delivery through commercial TSPs in that country.
 - (6) If an attention line is required, 'ATTN:' followed by the name, position or location should be placed on a line between the name of the unit and the street. For example:

AIR STATION CLEARWATER
U.S. COAST GUARD
ATTN: FIXED WING ENGINEERING
15100 RESCUE WAY
CLEARWATER FL 33762-3502

- b. Elements that are geographically separated from their parent that require regular delivery of parcels and/or correspondence through commercial TSP require their own DoDAAC (either through a unique OPFAC or a RAC), see Chapter 1.B of the manual for details.
 - c. Commandant (CG-441) & SFLC (BOD) are responsible for maintaining all organizational element shipping addresses in DAAS.
3. **TAC-3 (Billing Address).** The Coast Guard Finance Center (FINCEN) is the centralized receiving point for all Coast Guard accounts payable with the exception of those associated with the Aviation Logistics Center (ALC) and the Coast Guard Yard. All Coast Guard organizational elements (except ALC and the Yard) shall have the following billing address associated with their DoDAAC:

FINANCE CENTER
U.S. COAST GUARD
1430 KRISTINA WAY STE A
CHESAPEAKE VA 23326-1000

C. Telephone Numbers.

1. DA. Organizational elements shall provide a telephone number for inclusion with their location information in DA. The number provided shall generally be accessible from any U.S. based commercial telephone line; listing of Defense Switched Network (DSN) numbers is prohibited. The following provides general guidance on which number to provide:
 - a. Elements that maintain a 24/7 watch through a command, communication, and/or operation center shall generally list this number. Child elements may use their parent's 24/7 watch telephone number as appropriate.
 - b. Elements without a 24/7 watch should provide a number that is manned during normal (local) business hours by someone who can facilitate communication with the element's command. A base operator, command administrative assistant, or yeoman would be appropriate.
 - c. Cutters should usually provide their homeport telephone number. Cutters may instead list the number of the local sector, district, or other entity capable of reaching the cutter while underway. Satellite telephone numbers and the like should not be listed.

- d. Commandant (CG-833) is responsible for maintaining all Coast Guard telephone numbers in DA.
 2. DAAS. Organizational elements shall provide a telephone number for inclusion with its DoDAAC in the DAAS system. Commands are afforded discretion as to which number to provide, but generally the number should direct callers to an office or individual capable of speaking on behalf of the command regarding financial and logistical matters to include the acceptance of deliveries. Commandant (CG-441) is responsible for maintaining all Coast Guard telephone numbers in DAAS.
 3. Format. The following guidance is for both DA and DAAS. The country code for all Coast Guard elements is assumed to be '1', and shall be formatted as a 10 digit number with parentheses around the area code and a dash between the three digit prefix and the four digit number, e.g. (202) 555-5555. Elements located outside of the U.S. and other countries that use the North American Numbering Plan, shall provide the corresponding country code. These foreign numbers shall be listed as '011-' followed by the country code and number in a format appropriate for that country, e.g. 011-31-61-297-9335.
- D. **Email**. A unit with a unique DoDAAC shall provide an email address for inclusion with its DAAS entry. This address shall provide a means of contacting the unit's Logistics or Supply Department, and shall be reachable from outside of the CGDN so that commercial vendors can contact the unit when necessary. Due to frequent personnel changes, this email address should generally not be associated with an individual member or employee, but instead be a shared mailbox (SMB) or distribution group (DG) for example D07-SMB-CGCGENTIAN-SUPPLY@uscg.mil or D05-DG-AIRSTACAPEMAY-SUPPLY@uscg.mil.

CHAPTER 4. OPERATING FACILITIES TERMS

Unless otherwise noted, Commandant (CG-833) is the authoritative manager of these definitions and associated data elements. Important terms defined in other manuals will be provided here and the appropriate references will be annotated.

- A. Administrative Target Unit (ATU). See the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series).
- B. Billet. See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).
- C. Boat. See the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and the Boat Management Manual, COMDTINST M16114.4 (series).
- D. Completion Date. The date that all items on the OFCO checklist are completed.
- E. Congressional District. The Personnel Allowance List (PAL) details in which U.S. House of Representative District each organizational element is physically located. For example, it is possible to search for all Coast Guard elements located within Florida's 27th District by selecting 'USC FL-27' from the 'Congressional District' dropdown menu and clicking 'Search' in ePAL. Elements located in states with only one House Representative as well as U.S. territories and the District of Columbia are listed in the '00' district. For example, Headquarters is listed under 'USC DC-00'. States with more than one House Representative enjoy the prerogative of defining district boundaries. Changes are made sporadically, but in all cases do not go into effect until the convening of a new Congress. Consequently, Commandant (CG-833) shall consult with Commandant (CG-0921) following each biennial federal election to ensure district boundary changes are captured prior to the convening of the new Congress in January of each odd numbered year. This information is tracked based on each organizational element's *physical* address in Direct Access; for that reason a child element geographically separated from its parent shall be associated with its actual location, not that of its parent, this includes detached personnel.
- F. Cutter. See the Coast Guard Organizational Manual, COMDTINST M5400.7 (series).
- G. Detached Duty (DD). A designation given to a position(s) that:
 1. Is not located with its parent unit, and;
 2. Does not meet the definition of a subordinate unit, and;
 3. Is 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.
- H. Detached Duty, External (DDE). A subset of Detached Duty; a designation given to positions that:

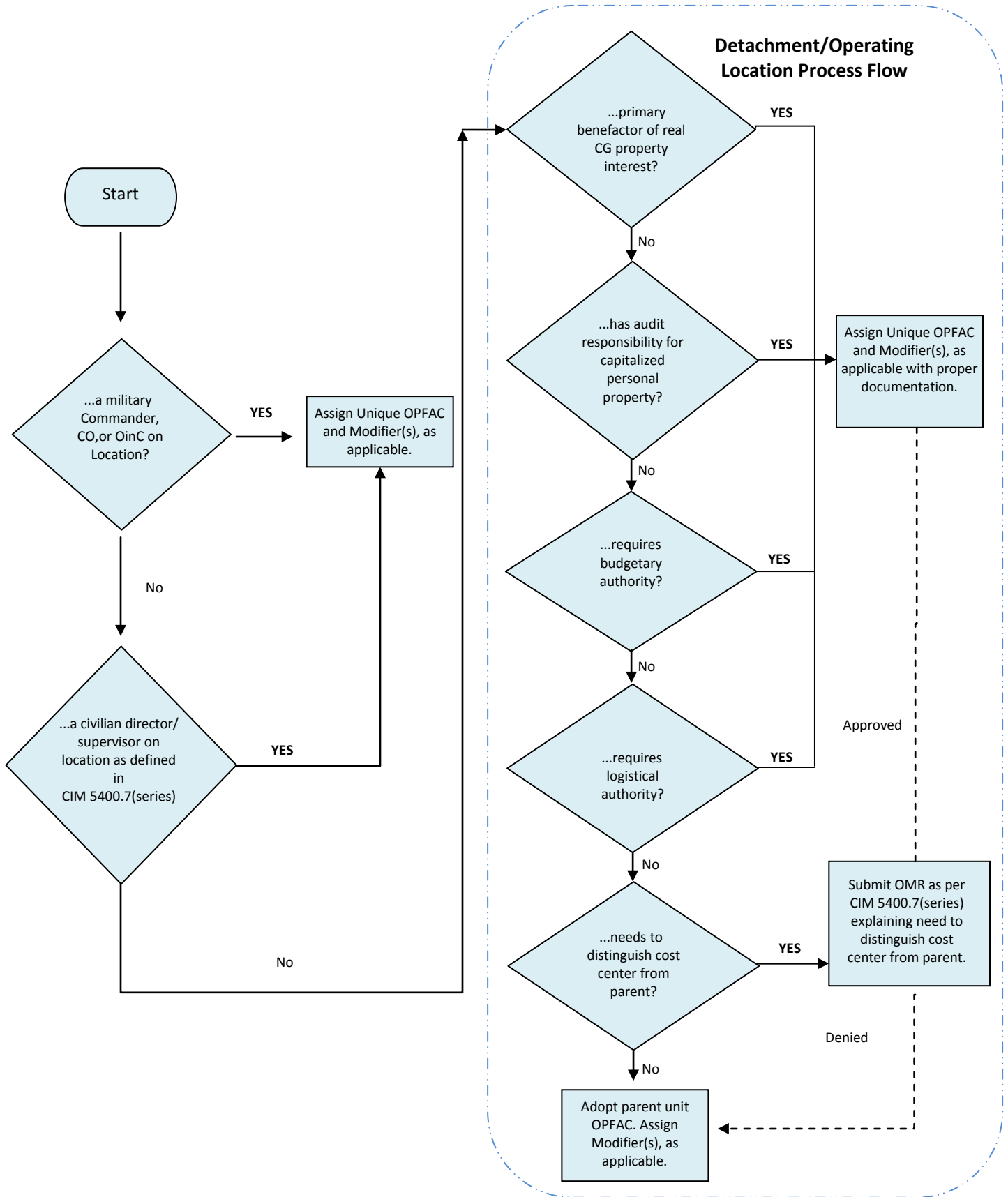
1. Meet the criteria of Detached Duty, and;
 2. Are assigned to an entity other than a Coast Guard unit. Examples include other military services, federal agencies to include other Department of Homeland Security components, U.S. embassies, foreign governments, etc.
- I. Detached Unit (Detachment). See the Coast Guard Organizational Manual, COMDTINST M5400.7 (series).
- J. Department. Along with ‘positions’ the department is the fundamental building block of the PAL. It is the lowest organizational element in the Coast Guard structure. For the purposes of this instruction the term ‘department’ and ‘organizational element’ or simply ‘element’ are used interchangeably. This definition should not be confused with that contained in reference (d). All units, detached units, and operating locations constitute a unique department; however, the definition is broader. Many large shore facilities such as sectors consist of many unique departments. If positions are associated with a unit, but those positions are geographically separated from the unit, those positions shall be assigned to a unique department to denote the position’s actual physical location. This holds true even if the new department possesses only one position. Although every position in the Coast Guard is associated with a department, not every department has associated positions. For example, Station (Small) Still Pond is the child element of a Station Curtis Bay. Station (Small) Still Pond is only operational seasonally and therefore does not have any permanent party personnel assigned. Even though Station (Small) Still Pond does not have any associated positions, it still requires a unique department designation in DA. This is required because other enterprise systems (ALMIS, MISLE, etc.) use department information from DA.
- K. Department Identification (DEPT ID). A unique six-digit number automatically assigned by DA 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. A DEPT ID is only associated with one OPFAC, but an OPFAC may be linked to several DEPT IDs.
- L. Department Type. The type of element, generally segmented by size and/or mission set. The field in DA is 10 characters, maximum. The purpose of the Department Type field is to assist users of ePAL in sorting like units. A balance must be struck in the number of Department Types available to avoid being overly specific or overly general. Use of vague terms like ‘Miscellaneous’ shall be avoided as shall the use of Department Types that lump units together with similar names, but with otherwise entirely different characteristics. A list of Department Types currently in use is available on the [Commandant \(CG-833\) CG Portal page](#).
- M. Direct Access (DA). The Coast Guard’s authoritative Human Resources Management System. The PAL is one of several systems managed using the DA enterprise system.
- N. Effective Date. The date when the OFCO change is to be completed. This date represents when all checklist items shall be complete.
- O. Employee. See the Personnel Resources and Reprogramming Manual, COMDTINST

M5312.13 (series).

- P. Electronic Personnel Allowance List (ePAL). See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).
- Q. 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 triggers an OFCO.
- R. Member. See the Coast Guard Organizational Manual, COMDTINST M5400.7 (series).
- S. Operating Facility. A collective term used to describe Coast Guard units, detached units and their assigned boats and aircraft. By definition, an OPFAC is a manned facility, thus having personnel resources allocated to accomplish the assigned missions.
- T. Operating Location (OL). See the Coast Guard Organizational Manual, COMDTINST M5400.7 (series).
- U. Organizational Element. A discrete component of the Coast Guard structure. For the purposes of this instruction, 'organizational element' or simply 'element' is synonymous with 'department' as defined in this chapter. In relation to each other, organizational elements breakdown as follows:
1. Parent Element – An organizational element that directly oversees subordinate elements, detachments, operating locations, and/or departments assigned to it. This definition is generally synonymous with that of 'parent unit' per reference (d).
 2. Child Element – An organizational element under the administrative control of a parent element. A subordinate element may be co-located with its parent element or may be geographically separated. This definition differs from that of a 'subordinate unit' per reference (d) in that the child element need not necessarily meet the definition of a unit or detachment; the term simply describes the structural relationship between the two.
- V. Personnel. See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).
- W. Personnel Allowance Amendment (PAA). See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).
- X. Personnel Allowance List (PAL). See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).
- Y. Position. See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).
- Z. Position Number (POSN). See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).

- AA. Release Date. The date that an OFCO message is released.
- BB. Standard Personnel Cost (SPC). See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).
- CC. Unit. See Coast Guard Organizational Manual, COMDTINST M5400.7 (series).
- DD. Unit Identification (UID). A number made from combining the ATU with the OPFAC and OPFAC Modifier to identify units for financial and logistics purposes. Example: Sector Puget Sound Response Department UID is 13-37320-RESPS.
- EE. Unit Identification Code (UIC). A six digit alphanumeric code that uniquely identifies Active, Reserve, and National Guard units of the Armed Forces. The Enhanced Status of Resources and Training System (ESORTS), a component of the Department of Defense Readiness Reporting System (DRRS), 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. The guiding policies are contained in references (h) and (i); Coast Guard specific guidance can be found in reference (e). Coast Guard UICs begin with the letter 'E' followed by the OPFAC. This is not to be confused with a DoDAAC per Chapter 1 of this Manual.
- FF. Vessel. See the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series).

OPFAC ASSIGNMENT FLOW CHART



Enclosure 2: Instructions for Preparing an OFCO

- A. **FORMAT.** The OFCO message shall be sent to the appropriate AOIX Command email shared mailboxes per enclosure (3). They shall be created and edited using MS Word in a 'Rich Text' (*.rtf) file format. Margins shall be 1" x 1", and font shall be 12 point Times New Roman. Tabbing and paragraph spacing shall be consistent with a standard Coast Guard memorandum. The AOIX system allows for use of lower case font as well as special characters (@, \$, &); these shall be used when appropriate. Websites and email addresses shall be saved in hyperlink format.
1. The 'To' line shall be addressed to the affected unit and each echelon the unit's chain of command from the Vice Commandant, Commandant (CG-09) down to the unit holding Administrative Control (ADCON), as well as any unit explicitly assigned tasking in the OFCO message in support of the implementing unit. The 'Info' line shall include the distribution list contained in Enclosure (3).
 2. The subject line shall begin with 'OFCO', the index number, and a brief description of the change.
 3. The OFCO index number shall be sequentially issued in the order they are released within each calendar year. The first OFCO of a particular year is number 001-YY.
 4. Every OFCO shall contain a reference to the decision memo or policy directive which approved or directed the OFCO.
 5. References to forms, manuals, and other resources available online shall include a URL hyperlink to the specific resource.
 6. OPFAC listing data elements shall be in alignment with the authorized data element tables maintained by Commandant (CG-833). Change requests to the lists should be made via email to the data element manager(s). Change requests should include the desired abbreviation, long title, description, and brief explanation why the change is needed.
 7. All changes to addresses shall be per Chapter 3 of this manual.
 8. OFCOs shall state in the final paragraph either 'Internet release authorized' or 'Internet release not authorized.' Information contained within OFCO messages are generally information covered by the Freedom of Information Act and; therefore, they are internet releasable by default. However, based on the nature of the unit (e.g. MSRT) the originator may have a compelling operational security concern that justifies not releasing it to the public in which case it shall not to be released.
- B. **MANDATORY TOPICS.** All OFCOs must include the following, otherwise they are considered incomplete and will be rejected:
1. **Summary.** A statement of the change being ordered, accompanied by any necessary amplifying information, e.g., shifts of administrative or permanent operational control. A list of authoritative cutter statuses can be found in Chapter 10 of the United States Coast

Guard Regulations, COMDTINST M5000.3 (series). Include a declaration of the unit responsible for ensuring the OFCO is implemented and checklist items to be completed.

2. **Timeline.** A date or period of time in which the change is to be effected, expressed as precisely as possible, e.g. NLT 302109Z Feb 2021.
3. **Unit Information.** OPFAC listing information for each affected facility shall be provided. 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 group of units. The following information shall be proved at a minimum:
 - a. Element – Each echelon of the chain of command from the Vice Commandant level down to the unit’s ADCON shall be listed in descending order with the term ‘Element of’ at the beginning of each line. This list determines where in the organizational hierarchy the element will appear on PAL. When phrases such as, “ADCON may be delegated to Sector Miami at the discretion of the District Commander via directive,” appear in the OFCO, the unit will be placed on PAL subordinate to the unit with ADCON delegation authority. In the above example, the unit would be placed subordinate to the Seventh District on PAL, not Sector Miami. Contact Commandant (CG-81) for guidance.
 - b. Name – The unit’s full name as it will appear on PAL. Contact Commandant (CG-81) for guidance.
 - c. Unit. Type – Include the unit type (e.g. ‘AIRSTA’). Contact Commandant (CG-833) for guidance.
 - d. Command Designation – The designation of the senior officer, enlisted member or civilian in charge of the unit. Consult CIM 5400.7 (series) or contact Commandant (CG-81) for guidance.
 - e. Congressional District – The Congressional District in which the unit is physically located preceded by the letters ‘USC’ and the state two letter abbreviation (e.g. ‘USC FL-69’). This shall be included for all domestic units (to include territories). Units located in U.S. territories, the District of Columbia, and states with only one member in the House of Representatives shall appear as follows “USC AK-00”. Congressional Districts shall be determined using <http://www.house.gov/representatives/find/>.
 - f. ATU-OPFAC-MOD – The two (2) digit ATU followed by the five digit OPFAC and a five character (letter and/or number) OPFAC modifier. Contact Commandant (CG-833) for guidance.
 - g. DoDAAC – The letter ‘Z’ followed by the OPFAC. The parent unit’s OPFAC shall be used for organizational elements that do not possess a unique OPFAC.
 - h. SDL Symbol – Consult the current Standard Distribution List COMDT NOTE 5605 or contact Commandant (CG-612).

- i. Function – A listing of special legal authorities as defined in law or regulation that the unit has or a capability assigned to it. List functions per the data element table, for multiple functions separate each by a ‘/’. Contact Commandant (CG-833) for guidance.
- j. Boat Allowance – The number and type of boats the unit is allotted if any. This line may be omitted for non-operational units. Contact Commandant (CG-731) for guidance.
- k. Aircraft Allowance – The number and type of aircraft the unit is allotted if any. This line may be omitted for non-operational units. Contact Commandant (CG-711) for guidance.
- l. Addresses – Provide the unit’s physical, mailing, shipping, and billing address per Chapter 3 of this Manual. This requirement exists even when units are being decommissioned or disestablished to record the unit’s final location for posterity. For all OFCOs except OFCO modifications not dealing with a location change (i.e. ADCON change only), provide a signed Unit Change of Address Form CG-4183.
- m. BIDE – Units that fulfill any of the following criteria must have Basic Identity Data Elements (BIDE) included in their OFCOs:
 - I. The unit type is listed in the DOD Global Force Management Implementation Guidance (GFMIG) USCG Apportionment Table. Contact Commandant (CG-ODO-1) for guidance.
 - II. Commandant (CG-ODO-1) validates that the unit is likely to be requested to fulfill any Combatant Command (CCMD) force requirement in support of Secretary of Defense Execute Orders (EXORD), DOD Campaign Plans, or DOD Operation Plans (OPLAN).
 - III. Commandant (CG-ODO-1) determines that the unit may be reasonably expected to deploy in support of a DOD Contingency Operation or otherwise directly support the National Military Strategy.

BIDE information shall include the following:

- (1) UIC – The unit identification code which begins with the letter ‘E’ followed by the OPFAC. NOTE:
- (2) Name (long) – The descriptive name of the unit, 55 characters or less. The same name used in the OPFAC entry shall generally be used.
- (3) Name (short) – The descriptive name of the unit, 30 characters or less. Originator.
- (4) Primary Unit Type Code (UTC) – This DoD code associates a unit with a generic Unit Type classification. Contact the Director of Operational Logistics (DOL-4) for guidance.
- (5) Physical Location (Shore Unit) or Homeport (Cutter) – Provide the appropriate

city, state/territory/District of Columbia/foreign country where the unit is physically located or has her home port.

(6) **GEOCODE** – This is a DoD code that aligns with lat/long and standardizes location information throughout the DoD. Contact the Director of Operational Logistics (DOL-4) for guidance.

(7) **Parent UIC** – The UIC of the parent unit. The letter ‘E’ followed by the parent unit’s OPFAC.

4. **Funding.** A statement indicating the amount of funding and/or financial management changes required. Coordinate changes to accounting data with the appropriate Budget Officer, Appropriation Manager, and FINCEN (SA). If no funding changes are anticipated, a statement to that effect is required.
5. **Personnel Allowance.** 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 must be included. In most cases the personnel allowance changes should be captured in a separate billet map showing the current and future state. Unit commissioning/establishment OFCOs shall have an accompanying billet map. Contact Commandant (CG-81) for a template. A complete billet map should be forwarded to Commandant (CG-833) in order to affect the billet changes on PAL. 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 and funding if the resulting change is neither cost neutral nor results in a cost savings. State when an allowance change has not been resolved.
6. **Environmental and Historical Impact Findings.** A statement indicating the environmental analysis (National Environmental Policy Act [NEPA] and/or National Historic Preservation Act [NHPA] analysis, as applicable).
7. **Congressional Notifications.** A paragraph recommending Congressional involvement any ceremony associated with the OFCO per Chapter 2 of this Manual.
8. **OFCO Completion.** A requirement to notify the program manager of the actual completion date of the directed action. The action should not be completed until all checklist items have been completed.
9. **POC.** A POC shall be listed who can answer questions regarding the OFCO; this is usually a representative from the headquarters office that originated the OFCO.
10. **Authority.** A paragraph indicating under whose authority the OFCO is being released shall be included. This is usually the Commandant (CG-83) office chief.
11. **Releasability.** A paragraph indicating whether the OFCO is internet releasable shall be included.

C. ADDITIONAL TOPICS. When applicable, OFCOs should also include the following

information.

1. **Facilities and Property.** OFCOs that require physical infrastructure changes, such as a permanent geographic relocation of a unit, growth of unit PAL, homeport shifts, etc. should all include a line item indicating the status of the facility support project. As noted previously, facility support projects shall be initiated well in advance of the OFCO due to the possibility of extended review and execution timelines for civil engineering projects.
2. **Legal Considerations.** 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 were disestablished.

- a. 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 the OFCO such as:

“The Commanding Officer of Unit ALPHA is designated a (*general*)(*special*) court-martial per (*Article 22*)(*Article 23*) of the UCMJ. The (*Commander*)(*Commanding Officer*)(*CO of Military Personnel*)(*CO of Enlisted Personnel*)(*principal assistant*) of Unit ALPHA is vested with authority to exercise non-judicial punishment per article 15 of the UCMJ and Part V of the Manual for Courts-Martial.

- b. Also include a paragraph near the end of the OFCO that reads the following:

“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, affected units should consult with their servicing legal office and Commandant (CG-LMJ) to ensure recommended courses of action match the specific needs, legal authority, and factual scenarios of a particular case.”

- c. When an organizational element transfers responsibilities, it shall transfer all records to the successor organization to preserve their administrative origin. When an organization is not transferring responsibilities, it shall dispose of them per the Information and Life Cycle Management Manual,

COMDTINST M5212.12 (series).

D. CHECKLISTS. The checklists detail the minimum set of tasks that the unit or originator must complete prior to the event.

1. 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 of additional information include points of contact for a particular item and the unit that the checklist applies to. Editable templates are available from Commandant (CG-833) CG Portal for customization.
2. The checklist shall be routed with the OFCO during the entire clearance process and is part of the formal tasking for the OFCO.

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 | ADCON Change | OFCO Amendment |
| Message: To Addressee | - | - | - | - | - | - | - | - | - |
| Implementing Unit | M | M | M | M | M | M | M | M | M |
| Originator | | | | | | | | | |
| Message: Info Addressee | - | - | - | - | - | - | - | - | - |
| COMDT (CG-81) – CMD-SMB-COMDT-CG8 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-82) – CMD-SMB-COMDT-CG8 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-83) – CMD-SMB-COMDT-CG8 | (CG-83 is originator of OFCOs) | | | | | | | | |
| COMDT (CG-84) – CMD-SMB-COMDT-CG8 | M | M | M | M | M | M | M | M | M |
| CG Finance Center (FINCEN) – CMD-SMB-CG-FINCEN | M | M | M | M | M | M | M | M | M |
| COMDT (CG-85) – CMD-SMB-COMDT-CG8 | A | A | A | A | A | A | A | A | A |
| COMDT (CG-0921) – CMD-SMB-COMDT-CG09 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-0922) – CMD-SMB-COMDT-CG09 | A | A | A | A | A | A | A | A | A |
| COMDT (CG-09224) – CMD-SMB-COMDT-CG09 | A | A | A | A | A | A | A | A | A |
| COMDT (CG-LGL) – CMD-SMB-COMDT-CG09 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-LRA) – CMD-SMB-COMDT-CG09 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-DCO-A) – CMD-SMB-COMDT-DCO | A | A | A | A | A | A | A | A | A |
| COMDT (CG-DCO-8) – CMD-SMB-COMDT-DCO | M | M | M | M | M | M | M | M | M |
| COMDT (CG-DCO-1) – CMD-SMB-COMDT-DCO | A | A | A | A | A | A | A | A | A |
| COMDT (CG-DCO-ODO) – CMD-SMB-COMDT-DCO | A | A | A | A | A | A | A | A | A |
| COMDT (CG-5P) – CMD-SMB-COMDT-CG-5P | M | M | M | M | M | M | M | M | M |
| COMDT (CG-5R) – CMD-SMB-COMDT-CG-5R | M | M | M | M | M | M | M | M | M |
| COMDT (CG-7) – CMD-SMB-COMDT-CG7 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-1) – CMD-SMB-COMDT-CG1 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-4) – CMD-SMB-COMDT-CG4 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-441) – CMD-SMB-COMDT-CG4 | M | M | M | M | M | M | M | M | M |
| COMDT (CG-612) – CMD-SMB-COMDT-CG6 | M | M | M | M | M | M | M | M | M |

| | | | | |
|---|---|---|---------|-------------|
| Key | | | | |
| M – Mandatory | | | | |
| A – As Applicable | | | | |
| blank – Not required | | | | |
| Message: Info Addressee, Continued | A | A | A | A A |
| Facilities Design and Construction Center (FDCC) – CMD-SMB-CG-FDCC | A | A | A | A A |
| CG Yard – CMD-SMB-CG-YARD | A | A | A | A A |
| Areas (include both for all units regardless of AOR) – CMD-SMB-CG-LANTAREA CMD-SMB-CG-PACAREA | A | A | A | A A |
| Health, Safety and Work-Life Service Center – CMD-SMB-CG-HSWL-SC | A | A | A | A A |
| Others | A | A | A | A A |
| Subject: OFCO ###-YY – Unit Affected; Type of Change | M | M | M | M M |
| References: Decision Memo/Message & OFCO Manual w/ links | A | A | A | A A |
| Other, w/ links (billet map, prev. OFCOs, etc.) | M | M | M | M M |
| Summary of changes | M | M | M | M A |
| Timeline leading to finalized change | - | - | - | - - |
| Unit Information - OPFAC Listing Data | M | M | M | A A |
| Chain of Command – Element of [VCG down to ADCON] | M | M | M | A A |
| Unit name | M | | M M M | A |
| Unit Type | M | M | M M M A | A A |
| Command Designation | M | M | M M M A | A A |
| Congressional District | M | M | M M M A | A A |
| ATU-OPFAC-MOD / DoDAAC / SDL Symbol | M | M | M M M A | A A |
| DoDAAC | M | M | M M M A | A A |
| SDL Symbol | M | M | M M M A | A A |
| Functions | M | | A A | A A |
| Boat & Aircraft Allowance | - | - | - - - - | - - |
| Addresses (Physical/Mailing/Shipping/Billing) | M | M | M | A A A A A A |
| DOD Basic Identity Data Elements (BIDE) [See Encl (2) & (3)] | M | M | M | M M M M M M |
| Funding / Accounting | A | M | M | A M M A A A |
| Personnel allowance | M | M | M | M M M M M M |
| Facility and Property | M | M | M | M M M M M 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 A A A |
| Congressional Notification | M | M | M | M M M A A A |
| POC & Checklist Information | M | M | M | M M M A A A |
| Message Release Authority | M | M | M | M M M M M M |
| Internet Releasability | | | | |

Enclosure 4: OFCO Process Flow Chart

