



5440

Ser: 94/10014

OFCO NO. 002-95

3 NOV 1994

From: Commandant
To: Commander, Coast Guard Activities, Europe

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); DISESTABLISH AND
TRANSFER LORAN STATION SELLIA MARINA

1. Disestablish and transfer operation of USCG LORSTA Sellia Marina to the Government of Italy (GOI) on or about 31 December 1994. Notify Commandant (G-NRN) by message of the actual date of execution, with a copy to Commandant (G-CPA-2, G-RER, G-TES), CG Institute, CG Supply Center (SUPCEN) Baltimore, CG Pay and Personnel Center (PPC), and CG Finance Center. Notification to the CG Institute must include a roster of personnel affected by this change.

2. LORSTA Sellia Marina's OPFAC Number 96-40112, Unit Identification Code (UIC) E40112, and Department of Defense (DOD) Activity Address Code Z40112 will be cancelled on 30 September 1995. All references to LORSTA Sellia Marina will be removed from the OPFAC Manual (COMDTINST M5440.2). The Commanding Officer shall submit form CG-4183, Change of Mailing, Freight, and Billing Address according to instructions on the June 1989 revision of the form, allowing as much lead time as possible before disestablishment, but at least 30 days in advance. A second CG-4183 must be submitted to Coast Guard Supply Center Baltimore for the deletion of the Navy "N" service UIC in accordance with the instructions in the Supply Policy and Procedures Manual, COMDTINST M4400.19.

3. The entire unit Personnel Allowance for LORSTA Sellia Marina will be cancelled as listed in enclosure (1). Commandant (G-REP) will issue a Contingency Personnel Allowance Amendment, as appropriate.

4. GSA Installation Number 40112 will be cancelled.

5. Inventory all electronics equipment and test equipment, update the unit EIR, and provide Commandant (G-TES-3) and MLCLANT (trl) a copy of the updated EIR. Commandant (G-TES-3) and/or MLCLANT will provide disposition instructions for all CG electronics equipment and test equipment not transferred to the GOI under the bilateral agreement. In addition, provide NAVCEN an itemized listing of equipment (EEIS) and parts (ERPAL) to be turned over to the GOI for LORSTA Sellia Marina. These lists will be used in support of the agreement between the United States and the GOI. Upon completion of disposal of all

OFCO NO. 002-95

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

electronics equipment and test equipment, notify Commandant (G-TES-4) to delete your OPFAC from EEIS.

6. Commandant (G-RER) will remove LORSTA Sellia Marina from the Status of Resources and Training System (SORTS) database.

7. The following FY 95 funding adjustments will be made:

AFC	RECURRING	NONRECURRING	NET ADJUSTMENT
01	-\$706.1K	+\$176.5K	-\$529.6K
20	-\$136.0K	+\$136.0K	-\$ 0.0K
30 (SPC)	-\$ 78.2K	+\$ 19.6K	-\$ 58.7K
30 (Energy)	-\$ 62.1K	+\$ 12.9K	-\$ 49.2K
30 (Other)	-\$136.7K	+\$ 28.4K	-\$108.3K
42	-\$ 70.7K	+\$ 0.0K	-\$ 70.7K
43	-\$125.3K	+\$ 0.0K	-\$125.3K
56	-\$ 16.1K	+\$ 4.0K	-\$ 12.1K
57	-\$ 65.2K	+\$ 16.3K	-\$ 48.9K

a. Commandant (G-CFM) shall proportion the total AFC-30 SPC indicated in the above table into the appropriate AFC-30 SPC (retained) and AFC-30 SPC (distributed).

b. No General Detail billet costs are reflected in the above funding adjustments table. We anticipate that OPSTAGE will capture the General Detail billets (approximately \$500K) and assign the recurring reduction to the appropriate AFC's.

8. Accomplish the following financial management items as appropriate:

a. Contact the following FINCEN branches to eliminate the following (FTS 804-523-XXXX).

Program Elements		
Fund Codes		
EMAIL Connections	Systems Development (SD)	6774
Electronic PES Reports		
SOP/Monthly Newsletter		
Hard Copy PES Reports		
CG Dining Facilities		
Supply Fund	General Accounting (OG)	6820
(other than CGDFs)		
Unexpended Purchase Orders		
Close down of IMPREST FUND		

b. In connection with these phone calls:

OFCO NO. 002-95

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

(1) Review all outstanding purchase orders, including BPAs and recurring purchase orders and prepare modifications to cancel any outstanding purchase orders for material/services no longer needed. Ensure receiving reports have been forwarded to FINCEN for all completed purchase orders.

(2) Prepare letters to discontinue commercial utilities and telephone services as appropriate. Forward copies to the FINCEN.

(3) Forward all open procurement files and completed procurement files not disposed of under other instructions in this OFCO to ACTEUR.

(4) If a Coast Guard Dining Facility is involved, submit closing report. This report should include status of inventory, transferred/disposed of by survey, etc.

(5) Close out Imprest Fund and return funds and final Statement of Accountability (RAMC-P/365) to RAMC Paris.

(6) If unit has a supply fund for clothing (81) or fuel (85), submit a final report with disposition of inventories.

(7) Destroy all IMPAC (VISA) cards and notify Rocky Mountain Bank via the IMPAC Program Cardholder Account Maintenance Form. Forward a copy of this form to FINCEN.

(8) Provide FINCEN with a list of program elements to be cancelled.

c. On station disestablishment date, transfer any outstanding financial obligations and contracts to ACTEUR for administration and closeout.

9. Initiate administrative action for a Reduction-in-Force (RIF) of civilian personnel due to base closure in accordance with local procedures. ACTEUR will administer the transfer of severance funds via a MIPR once a final cost is determined.

10. With the assistance of Commander, Maintenance and Logistics Command, Atlantic:

a. Forward a list of historical artifacts to Commandant (G-CP) no later than 30 days prior to disestablishment. Artifacts are the property of the U. S. Coast Guard and any unauthorized transfer of artifacts is illegal. Disposition of historical property through the loan of artifacts to others must be approved by Commandant (G-CP-4). Artifacts must be shipped directly to the Coast Guard Exhibit Center, 7945 Fernham Lane,

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

Forestville, MD 20747 unless otherwise authorized by Commandant (G-CP-4). Include all items that reflect the history and traditions of the Coast Guard and its operations (including its predecessor agencies: Lighthouse Service, Life Saving Service, Bureau of Navigation and Steamboat Inspection Service, and Revenue Cutter Service). Artifacts include, but are not limited to: bells, lenses, life rings, life jackets, dodgers (if decorative), flags, pennants, identifying signs, artwork, weapons and plaques of historical interest, clocks, builder's models, personal equipment, insignia, memorabilia, and any items which represent the uniqueness of the service. For further details, contact Commandant (G-CP-4) at commercial (301) 763-4008.

b. Review the Paperwork Management Manual, COMDTINST M5212.12 (series) to determine appropriate disposition schedules for all records; eligible records for destruction are disposed of in a proper manner; and all records eligible for transfer to the Federal Records Center (FRC) are sent. Unit logs are to be retained permanently (consult the Procedures for the Preparation and Disposition of Unit Logs Manual, COMDTINST 3123.12 (series)). All classified records and materials will be handled per the CG Security Manual, COMDTINST M5500.11 (series).

c. Inventory, package and ship any silver service to Coast Guard Supply Center Baltimore marked for "Project 54A."

d. Conduct a physical inventory of all general purpose (GP) property and verify accuracy of your units current property listings with the HQ records in the Personal Property Accountability (PPA) system. Prepare Reports of Survey, Form CG-5269 for all lost or missing property. Provide COMDT (G-CFM-3) with documentation of ALL disposals, whether the items are on the PPA system or not, (to include Reports of Survey, transfers to another federal agency, to DOD, or to another CG unit, including, abandon and destroy certificates) IAW the Property Management Manual COMDTINST M4500.5 series. Personal property records will be retained by COMDT G-CFM-3, on file, subject to audit.

Furnish all personal property disposal information from your unit to ACTEUR for final year end reports for property management (4 reports) IAW the Property Management Manual COMDTINST M4500.5 series."

e. Inventory, package, and ship all operational computer equipment to SUPCEN Baltimore using DD1149, marked for Project Code 06C. Provide a copy to TISCOM and Commandant (G-TA) on the content of the shipment. The Unit will retain a copy of the DD1149 to delete from HQ Personal Property Accountability (PAA) system IAW the Property Management Manual, Commandant Instruction M4500.5.

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

- f. Cancel property agreements in effect for LORSTA Sellia Marina. Dispose of real property as per the Real Property Management Manual, COMDTINST M11011.13 and any treaties or agreements between the U. S. Government and the Government of Italy. If a Real Property Board of Survey is necessary, submit the recommendations of the Real Property Board of Survey to Commandant (G-ECV-4) for approval.
- g. Obtain disposition instructions for any COMSEC material and equipment from TISCOM (ops) as per CMS-4. COMTAC accounts being disestablished will follow instructions contained in the COMTAC Publications Index, COMDTINST 2600.1 (series). Destroy all remaining classified material and forward all certificates of destruction to the area/district security manager.
- h. Provide circuit numbers, termination dates, and points of contact for all data, teletype, and telephone circuits to be terminated to TISCOM (ops). Provide commercial telephone numbers for points of contact.
- i. Submit request to Commandant (G-TTM) to delete all frequency authorizations for LORSTA Sellia Marina once radio communications are no longer required.
- j. Contact MLCLANT regarding disposition of the inventory of commissary provisions and fuel. Supply fund has financed the commissary and fuel purchases, and since it is a revolving fund it must be reimbursed. Reports of Survey, CG-5269 will be prepared when appropriate and processed in accordance with the Supply Policy and Procedures Manual, COMDTINST M4400.19. Credit or resale of excess fuel inventory should continue to be pursued. Fuel should be drawn down to as great an extent possible. Quantity and price of fuel remaining on transfer date will be reported to Commandant (G-CFM). Quantity and price of fuel remaining on closure date will be reported to Commandant (G-CFM). The Supply Fund will be reimbursed for the reported price of fuel by Commandant (G-CFM) with AFC-30 (energy) funds. Commissary provisions are to be drawn down as much as possible. CG Activities Europe will reimburse the Supply Fund for remaining commissary provisions on the transfer date.
- k. Contact parent AAFES site to coordinate equipment and inventory disposition.
- l. Perishable items or items considered to be hazardous to health shall be removed from the property prior to its processing for disposal. Hazardous items shall be disposed of in accordance with current sanctioned procedures.
- m. Advise Commandant (G-ELM) when to delete the OPFAC number from the Automated Requisition Management System (ARMS), and

OFCO NO. 002-95

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

Commandant (G-CFM) when to delete the OPFAC number from the Personal Property Accountability (PPA) system.

n. Review all outstanding requisitions to determine if cancellations should be submitted. Use mass cancellation procedures provided in the Supply Policy and Procedures Manual, COMDTINST M4400.19, as necessary.

o. Contact the MLCLANT (kqa) for disposition instructions for medical supplies and equipment.

p. Ensure the issue of an appropriate press release.

11. Congressional notifications have been made.



T. M. CROSS
Director of Resources
Acting

Encl: (1) Summary of Personnel Action

Copy: CG SUPCEN BALTIMORE
CG INSTITUTE
CG MLCLANT
CG FINCEN
CGHQ (SPECIAL INTERNAL)

G-CI
G-NSR
COMLANTAREA
CG PPC
CG SUPCEN CURTIS BAY

SUMMARY OF PERSONNEL ALLOWANCE ACTION

LORAN STATION SELLIA MARINA
(96-40112)

DELETE

DATE

1-LT
1-ELC4
1-MKC
1-MK2
2-MK3
1-DC2
1-ETC
1-ET1
2-ET2
6-ET3
1-EM1
2-FN
1-SK2
1-SS1
1-HS1

31 DEC 94
"
"
"
"
"
"
"
"
"
"
"
"
"
"
31 DEC 94