



3121  
8 Dec 94

ACTEUR OPERATION ORDER (OPORD) 01-95  
DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

REFERENCE: (a) Operating Facility Change Order No. 002-95  
(b) ACTEUR OPORD 01-94, ITALY LORAN C TRAINING

TIME ZONE: ZULU TIME WILL BE USED FOR COORDINATION OF THIS OPORD

TASK ORGANIZATION. Commandant (G-CCS) has issued an Operating Facility Change Order (OFCO) (reference (a)) to be executed by Commander, Coast Guard Activities, Europe (ACTEUR). Commanding Officer, Loran Station Sellia Marina will report directly to ACTEUR on all matters pertaining to this OPORD.

1. SITUATION: Coast Guard Activities, Europe (ACTEUR) has been tasked to disestablish and transfer Coast Guard Loran Station Sellia Marina, Italy in accordance with reference (a).
2. MISSION: To terminate the Coast Guard's LORAN mission in Sellia Marina through station disestablishment and transfer.
  - a. Conduct a disestablishment ceremony on 15 December 1994. The station will remain under U.S. operation until 0000Z 1 January 1995.
  - b. Cease U.S. operation of the station and transfer operations to the Government of Italy at 0000Z 1 January 1995. Refer to Annex C for specific transfer procedures.
  - c. Disestablish current Coast Guard operation of the facility.
3. EXECUTION.
  - a. Guiding Principles.
    - (1) Maintain high quality and safe operations.
    - (2) Maintain effective support for our people.
    - (3) Support the Headquarters led negotiation process. Transfer the station to Italy per negotiated agreements.
    - (4) Maintain the station at a high state of material readiness for turnover.
    - (5) Conduct training to ensure a smooth transfer of operations per reference (b).

ACTEUR OPERATION ORDER (OPORD) 01-95  
DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

- (6) Control unnecessary spending. Strive for savings.
- (7) Maintain communication between all concerned parties.
- (8) On 1 January 1995 (or as soon as practicable thereafter) all Coast Guard personnel shall be withdrawn from the station.

b. Key Player Responsibilities.

- (1) Commandant (G-NRN): As program manager for ACTEUR, the Radionavigation Division is responsible for providing strategic guidance to Activities, Europe regarding the termination of the Coast Guard's Loran mission in Europe.
- (2) International Loran Station Transfer/Closure Project Negotiating Team (HQ Negotiating Team): The negotiating team is responsible for:
  - (a) carrying out bilateral negotiations between the United States and host governments;
  - (b) communicating progress and actions regarding discussions, agreements, understandings, etc. to ACTEUR to facilitate termination of Loran activities in the MEDSEA.
- (3) Commander, Coast Guard Activities, Europe (ACTEUR): Responsible for execution of the various closure, turnover, and disestablishment tasks. ACTEUR Division Chiefs shall carry out specific tasks within their areas of responsibility, or as directed by Commander, ACTEUR.
- (4) ACTEUR Termination Project Officer: Prepare, plan, coordinate, track and report all activities related to closure/turnover of all Loran stations in the ACTEUR area of responsibility, including: training foreign national personnel, liaison with American Embassy, Commandant, Stations and ACTEUR staff for termination of Loran operations and administration. The Termination Project Officer will be the central ACTEUR point of contact for all matters pertaining to closure and/or turnover of Loran Stations.
- (5) Supervisor, Mediterranean Sea Training Detachment (MTD): Supervise training team members and manage the training budget. Report to the Termination Project Officer. Supervisor and team members are

ACTEUR OPERATION ORDER (OPORD) 01-95

DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA

responsible to develop and execute training for personnel designated by the foreign nation agencies to take over operations. Also serves as assistant Termination Project Officer.

- (6) MTD Team Members: Conduct Loran training with host government personnel on board the Mediterranean Sea Loran Stations per established training plans and OPORDs. Report directly to Supervisor, MTD.
  - (7) Coordinator of Chain Operations, Mediterranean Sea Loran-C Chain: Continue to operate the chain in accordance with applicable instructions and directives. Assist the MTD with control and monitor training. Execute closure, transfer and disestablishment tasks as directed by Commander, ACTEUR.
  - (8) Commanding Officer, Loran Station Sellia Marina: Continue to operate and administer the station in accordance with applicable instructions and directives. Facilitate the training and joint operations with mission support, including: berthing and messing of Italian trainees; liaison with ACTEUR and Supervisor, MTD; support to MTD Team Members; and execution of daily training routine. Execute station transfer and disestablishment as directed by Commander, ACTEUR.
  - (9) Foreign Nation Agencies: Various foreign government agencies will play key roles in the Loran Termination Project as determined through the bilateral negotiations.
- c. Concept of Operation. ACTEUR will follow the direction of reference (a) when coordinating all functional aspects of the disestablishment of Loran Station Sellia Marina. Specific tasks for key players are included in Annexes A through Z.
  - d. Coordinating Instructions. This OPORD is effective upon receipt. Additional guidance will be established in changes to this OPORD.

4. ADMINISTRATION AND LOGISTICS.

- a. Logistical coordination will be executed in accordance with reference (a) and Annex D.
- b. Administrative coordination and personnel transfer issues will be accomplished in accordance with Annex E.

ACTEUR OPERATION ORDER (OPORD) 04-94  
DISESTABLISH AND TRANSFER LORAN STATION SELLIA MARINA ITALY

5. COMMAND, CONTROL AND COMMUNICATIONS. All command, control and communications functions will be executed per Annex J.

*Laurence H. Somers*  
LAURENCE H. SOMERS

ANNEXES:

- A. Organization Elements
- C. Operations/Training Guidance
- D. Logistics
  - Tab A: Paperwork Management
- E. Personnel/Public Affairs/Ceremonies
- J. Command, Control and Communication Systems
- Z. Distribution

Annex A to ACTEUR OPORD 01-95  
Organization Elements

1. Strategic:

a. Program Manager: Commandant (G-NRN)

b. Headquarters Negotiating Team:

- (1) Head Negotiator: CAPT Doherty
- (2) CDR Doug Taggart
- (3) LCDR Phil D'Agnese
- (4) Mr. Stewart Shoulta

2. Support Operations (ACTEUR Staff):

- a. Commander: CAPT Laurence Somers
- b. Deputy Commander: CDR Tom Hathaway
- c. Chief, Loran Operations Division: CDR Lee Gazlay
- d. Chief, Comptroller Division: LT Brian Jordan
- e. Chief, Engineering Division: LCDR Rob Loesch
- f. Chief, Personnel Division: LT Dale Jones
- g. Termination Project Officer: LT Dale Jones
- h. COCO, Mediterranean Sea Chain: LT Jim Elbe
- i. Supervisor, MEDSEA Training Detachment: LTJG Tom Thomson

3. Operations (Field Resources)

a. Commanding Officer, Loran Station Sellia Marina, Italy: LT Tom Crabbs

b. MEDSEA Training Detachment:

ETCS John Milohnick  
ET1 Lisa Coachman

4. Other U.S. Organizations

- a. American Embassy, Rome
- b. DRMO
- c. NAS, Sigonella
- d. NSA, Naples

5. Host Government Agencies:

- a. Italian Ministry of Transportation and Navigation
- b. Italian Ministry of Defense

Annex C to ACTEUR OPORD 01-95  
Operations/Training Guidance

Ref: (a) MEDSEA Training Plan  
(b) ACTEUR OPORD 01-94: ITALY LORAN-C TRAINING  
(c) Operating Facility Change Order No. 002-95

1. Guiding Principles.

- a. Safety shall be paramount in all phases of this plan and continually stressed in all operations and training with foreign nationals. Continue station operations until 0000Z 1 January 1995.
- b. The MEDSEA Training Detachment and station personnel shall coordinate training of foreign national personnel on operation and maintenance procedures of: station electronics, communications equipment, engineering and control/monitor equipment in accordance with references (a) and (b).

2. Cessation of Operations: At 0000Z 1 January 1995, cease U.S. Loran Operations. Transfer operations to the Italian Ministry of Transportation and Navigation. Ensure appropriate log entries are made signifying the transfer of operations. Cite reference (c) as authority to transfer.

Annex D to ACTEUR OPORD 01-95

Logistics

- Ref: (a) 17 November 1994 Agreement between the Government of the United States of America and the Government of the Italian Republic for the Transfer of Ownership of the Long-Range Radio Aid to Navigation Transmitting and Monitoring Stations at Lampedusa, Sellia Marina and Crotone, Italy
- (b) OFCO No. 002-95; Disestablish and Transfer Loran Station Sellia Marina
  - (c) COMDTINST M4500.5, Property Management Manual
  - (d) COMDTINST M11011.13, Real Property Management Manual
  - (e) COMDTINST M1600.11A, USCG Civil Engineering Manual
  - (f) COMDTINST M16500.13, AtoN Manual - Radionavigation
  - (g) ACTEUR SOP
  - (h) COMDTINST M4400.19, Supply Policy and Procedure Manual
  - (i) COMDTINST M1650.25A, Medals and Awards Manual
  - (j) COMDTINST M6000.1B, CG Medical Manual
  - (k) COMDTINST M4061.3, CG Subsistence Manual
  - (l) COMDTINST M5212.12, Paperwork Management Manual
  - (m) COMDTINST M7210.1A, Certifying and Disbursing Manual
  - (n) ACTEUR OPORD 01-94, Italy Loran-C Training

1. Guiding Principles:

- a. All removable and non-removable property essential to station Loran operations will be transferred to the foreign government organization as specified in reference (a). The following information is provided to assist commanding officers with disposing nonessential property (e.g. morale equipment and vehicles). Chief, ACTEUR(f) is the central point of contact for all property-related matters. The goal is to turn over a fully operational station while transferring selected morale equipment and vehicles to other U.S. Government agencies for use:
  - (1) Selected morale equipment and vehicles must be removed from the station before 1 January 1995. Annex 1 to reference (a) lists property which shall remain on board the station for transfer.
  - (2) In order to avoid negative perceptions, care must be exercised in disposing of property. Disposal shall be processed in such a way to prevent the perception of turning over anything but a fully operational station.
  - (3) In order to select morale equipment for disposal, station commanding officers shall determine whether or not those items would continue to be of use to the foreign nation personnel. For example, while a U.S. voltage NTSC television and beta

format VCR may be in the television room, its value becomes negligible without access to beta videotapes or NTSC transmissions and therefore should be transferred to DRMO. The following questions will assist in making determinations:

- (a) Is the item owned by the Coast Guard (i.e. satellite dish, decoder, and receiver)? If not, the item should be returned to the owner.
  - (b) Is the item currently being used in a common area? If it is, the item may be retained for turnover. If it isn't, the item should be transferred to the a DOD/DRMO facility.
  - (c) Will an item in a common area be of use after the termination of Coast Guard operations? If not, the item should be transferred to a nearby DOD/DRMO facility.
- (4) Due to prohibitive shipping costs and the need for additional packing and crating materials, morale equipment shall not be mailed or shipped to other Coast Guard commands. To the maximum extent possible, equipment should remain at either the station or be transferred to a U.S. Government facility within Italy. Morale equipment that is transferred must be properly documented and deleted from unit property records.
- (5) All excess consumable property (e.g. fuel, solvents, antifreeze...) shall remain on station for transfer.
- b. All individual personal property (household goods, unaccompanied baggage), owned by Coast Guard personnel assigned, will be processed for shipment and customs clearance, to ensure it is expediently shipped to the member's next permanent duty station. Individual personal property must be removed from the station before 31 December 1994.
- c. Transfer of the station shall be executed as follows:
- (1) The United States will relinquish at midnight, 31 December 1994, broadcast operations and control of the Loran-C Station at Sellia Marina and Crotone Italy.
  - (2) The United States will transfer ownership of all property specified in reference (a).
  - (3) Procedures for a joint site survey (inspection) will be coordinated by ACTEUR and published as an



amendment to this OPORD. This action will be conducted prior to 1 January 1995.

2. Specific tasks for ACTEUR (f):

- a. Make FY 94 and FY 95 funding adjustments in accordance with reference (b).
- b. Assist stations with inventory, documentation, disposal and/or transfer of reportable general purpose property per reference (c), the bilateral agreement and paragraph 1c above. Prepare the annotated inventory and all pertinent documents as directed. Prepare Reports of Survey (CG-5269) when appropriate.
- c. Advise COMDT (G-CFM) when to delete the OPFAC number for Automated Requisition Management System (ARMS), and the Personal Property Accountability (PPA) system. Carefully coordinate this action with post disestablishment requirements.
- d. Cancel any existing Inter-Service Support Agreements (ISSAs) and Military Interdepartmental Procurement Requests (MIPRs) with other U.S. government agencies. Carefully coordinate this action with post disestablishment requirements.
- e. Accomplish the financial management items specified in reference (b).
- f. Assist the station with the use, final approval, and closure of IMPAC VISA card accounts per paragraph 7w. Encourage the use of the IMPAC cards at the Loran stations to reduce outstanding requisitions and purchase orders after closure. Upon receipt of the IMPAC Card Destruct Notice, cancel the card and request revocation of the cardholder and approving official designations from Rocky Mountain Bank and FINCEN. Rocky Mountain Bank and FINCEN will be directed to have subsequent Statement of Account forms forwarded to ACTEUR (f) for approval. Certify outstanding procurements as required.
- g. Assist station on the final report and turn-in of imprest funds per paragraph 7x.
- h. Reimburse the supply fund for station commissary and fuel purchases.
- i. Closeout all station financial accounts.
- j. Provide FINCEN with a list of program elements to be cancelled.

- k. Administer the transfer of severance funds for redundant civilian employees via MIPR once a final cost is determined.

3. Specific tasks for ACTEUR (e):

- a. Coordinate Reports of Survey and cancel property agreements in effect. Dispose of real property in accordance with existing agreements, chapter 5 of reference (d), reference (e) and bilateral agreements. Submit recommendations of the Real Property Board of Survey to COMDT (G-ECV-4) for approval.
- b. Forward vehicle disposal records to COMDT (G-ECV).
- c. Assist Supervisor, MTD in the training of foreign national personnel on operation and maintenance procedures of station engineering machinery with the Supervisor, MEDSEA Training Detachment.
- d. Assist ACTEUR(f) with property identification, survey and disposal.

4. Specific tasks for ACTEUR (l):

- a. Coordinate disposition of IRM equipment per paragraph 7v.
- b. Delete applicable station IRM equipment from the HQ Personal Property Accountability (PAA) system in accordance with reference (a).

5. Specific tasks for ACTEUR (p):

- a. Provide PERSRU support to transferring members.
- b. Prepare notification to COMDT (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.

6. Specific tasks for COCO MEDSEA:

- a. Coordinate the disposition of all Loran operations records per paragraph 2E4i of reference (f). Transfer copies of pertinent operational records to host government agencies. Coordinate with ACTEUR (l).
- b. Issue appropriate user notifications of station disestablishment on or about 15 December 1994 per enclosure (2) to Tab A to Appendix 6 to Annex N of

reference (g). Coordinate specific content with ACTEUR (1).

7. Specific tasks for Commanding Officer, Loran Station Sellia Marina:

- a. Immediately after receipt of this OPORD, submit form CG-4183, Change of Mailing, Freight, and Billing Address according to instructions on the June 1989 revision of the form. A second CG-4183 must be submitted to Coast Guard Supply Center Baltimore for the deletion of the Navy "N" service UIC under the instructions in paragraph 10d3 of reference (h). Submit change of address instructions to the local military mail center. Use the forwarding address:

Commanding Officer  
Coast Guard Loran Station Sellia Marina  
c/o Commander  
Coast Guard Activities, Europe  
PSC 802, Box 50  
FPO AE 09499-1400

- b. Immediately after receipt of this OPORD, forward applicable historical artifacts to Commandant (G-CP). 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, 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. Forward all original unit award citations to the Curator, Coast Guard Museum, New London, CT per paragraph 3A10 of reference (i).
- c. Conduct an inventory to verify accuracy of current property listings.
- d. Contact parent AAFES account for disposition of AAFES Satellite inventory, assets (including cash) and

liabilities. Contact COMDT (G-PXM) for disposition of Morale, Welfare and Recreation inventory, assets (including cash) and liabilities. Plan for closeout of the unit exchange on or about 20 December 1994.

- e. Perishable items or items considered to be hazardous to health and not necessary for continued operations shall be removed from the station prior to its processing for disposal. Hazardous material shall be disposed of in accordance with applicable regulations and reference (g) through local DRMO facilities.
- f. Dispose of medications and controlled drugs per chapter 10 of reference (j). Contact the MLCLANT (kga) for disposition instructions for medical supplies and equipment.
- g. 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.
- h. Ensure all obligations are cancelled or modified. Forward all open procurement files and completed procurement files not disposed of under other instructions in this OPORD to ACTEUR. Forward LUPS data file, complete with all accounting/document control files to ACTEUR (f).
- i. Disestablish the Coast Guard Dining Facility (CGDF) and submit closing statement. This report should include status of inventory, by item and amount, transferred/disposed of by survey, etc. per reference (k). Arrange procurement of stores to avoid excess loss by survey after disestablishment. Consider quality of life implications when promulgating dining facility policy. Plan to operate the CGDF until 15 December 1994 or later as appropriate.
- j. Return all unused urinalysis supplies to ACTEUR, c/o Drug Testing Program Coordinator.
- k. Transfer government vehicle(s) to DRMO. Provide transfer document/DD-1149, clearly identifying vehicle by make/model and serial number, Part II of the CG-4327 Vehicle Acquisition and Disposition Report completely filled out, including final odometer reading and signed, and the old license/DOT Tags to ACTEUR (e), Attn: CWO Peterson. Carefully coordinate this action with post disestablishment requirements.

- l. Follow reference (1), when disposing of administrative records. Tab A contains specific guidance for disposition of files, documents and records.
- m. Dispose of Loran operational records as directed by COCO, MEDSEA Chain and ACTEUR(1). Package according to required storage duration as specified in paragraph 2E4i, table 2-4 to reference (f).
- n. Remove and destroy all U.S. Coast Guard signs at the site. For property excess to the needs of the Coast Guard, including property left at the station, render unreadable any identifying tags which displays ownership by the "U.S. COAST GUARD."
- o. Clean the interior of all buildings and provide keys to the appropriate on-site representatives.
- p. Report the following to ACTEUR(f):
  - (1) Amount of AFC-30 unit OPTAR funds released.
  - (2) Status and disposition of all accounts: Commissary, Accountable forms, CMC, Morale funds, NMPS movies, AFRTS equipment, operational records, ESO/Dantes account, Post Office account, exchange account and correspondence files.
  - (3) Gallons and dollar value of fuel remaining.
- q. Provide disposition report on inventory of commissary provisions and fuel. Reports of Survey (CG-5269) will be prepared when appropriate and processed as per chapter 6 of reference (k) and chapter 7 of reference (c) respectively.
- r. Review all outstanding requisitions to determine if cancellations should be submitted. Use mass cancellation procedures provided in the Supply Policy and Procedure Manual as necessary.
- s. Inventory remaining CG-3133 forms (ID Cards) and forward to ACTEUR (p) with accompanying records.
- t. Coordinate customs clearance and shipment of all individual personal property owned by Coast Guard personnel.
- u. Delete all computer files from CGSWS hard disks. As appropriate, destroy all floppy disks which contain Coast Guard information. If applicable, assist foreign nation personnel in loading local software onto the teletype terminals.

- v. Pack and ship all administrative CG Standard Workstation equipment and spare parts to SUPCEN Baltimore using DD-1149, marked for project code 06C prior to 1 January 1995. Provide a copy to TISCOM and COMDT (G-TA) on the content of the shipment. Forward a copy of the DD1149 to ACTEUR. The two communications (teletype) workstations shall remain in place.
  
- w. Disestablish the station's IMPAC Credit Card account(s) as follows:
  - (1) Discontinue use of the card after 30 November 1994. This will allow all procurements to be consolidated on the December Statement of Account.
  - (2) Upon receipt of the final Statement of Account, certify all listed procurements and return the Statement to FINCEN. Identify all procurements that are not listed on the Statement and forward documentation on these outstanding card procurements to ACTEUR (f).
  - (3) Destroy the card by cutting it into several pieces. The cardholder will forward the IMPAC Card Destruct Notice with the approving official's signature to ACTEUR (f).
  
- x. Disestablish the unit imprest fund using the following procedures:
  - (1) Prepare a working copy of the List Of Items On Hand (RAMC/P-99). Count the cash on hand and enter on line 17. This money should be converted to a money order or cashier's check (U.S. dollars). Ensure the money order/ cashier's check is made payable to "U.S. Government". The money order/cashier's check, as well as any uncashed replenishment checks, will be submitted with final Cashier's Statement of Accountability (RAMC/P-365) to Activities, Europe. Even though the cash is converted to a money order/cashier's check, show it as Cash On Hand.

Note 1: If a fee is charged for the money order/cashier's check, pay the fee from the cash on hand and prepare a cash subvoucher. This will increase Vouchers in Transit (Line 12) and decrease the ending Cash on Hand (Line 17) to reflect the fee.

Note 2: Obtaining a money order/cashier's check for U.S. Dollars may be difficult. Therefore, try to operate without U.S. dollars as you approach closure. Dollars may also be sold to the Morale Fund in return for a check drawn on the

exchange/morale checking account payable to "U.S. Government". Determine the need for any subsequent replenishment checks on a case by case basis.

- (2) Prepare a smooth RAMC/P-365 and Reimbursement Voucher(SF 1129).
- (3) Type the following statement in block 30 of the RAMC/P-365:

**"FINAL REPORT - IMPREST FUND HAS BEEN DISESTABLISHED"**

- (4) Forward the original and two copies of the RAMC/P365 with supporting documents to ACTEUR (f). The original RAMC/P-365 should include:
    - (a) All expenditure documents processed under this final report (vouchers, vendor receipts, SF-1164s, etc.)
    - (b) Original money order/cashier's check being returned to RAMC.
    - (c) Uncashed reimbursement checks.
  - (5) Transfer unit held cashier files IAW reference (m) Section 2-E (Page 2-3)
- y. To minimize post-closure billing problems, prepare and send appropriate correspondence to discontinue commercial utilities and telephone services. Forward copies to ACTEUR and the FINCEN.
- z. Furnish all personal property disposal information to ACTEUR for final year end reports for property management (4 reports) in accordance with reference (c).

8. Specific Tasks for Termination Project Officer:

- a. Coordinate execution of this OPORD.
- b. Report progress to the program manager.

9. Specific Tasks for Supervisor, MTD:

- a. Complete trainee evaluations and reports per reference (n).
- b. Assist the Termination Project Officer as directed.
- c. Plan for post 31 December 1994 training contingencies. Coordinate the transfer dates of MTD personnel accordingly.

Tab A: Annex D to ACTEUR OPORD 01-95  
Paperwork Management

Reference: (a) COMDTINST M5212.12, Paperwork Management Manual

1. Enclosure (1) lists the various files held by ACTEUR and ACTEUR units. Package correspondence files and station administrative records which require retention and send to the appropriate destination for final disposition. Any records which do not require retention should be disposed of properly.

2. Questions on special requirements or missing information should be referred to the appropriate ACTEUR division representative for action as follows:

- a. Personnel Division - YNCS Sturges-Yebernetzky
- b. Loran Division - LT Geddes
- c. Engineering Division - LT Ha
- d. Comptroller Division - SK1 Sanders

3. Stations shall coordinate with their Italian counterparts to determine which operational records should be retained after the transfer.

4. Shipping Addresses:

Commander  
Coast Guard Activities, Europe  
Hanover Court, 4th Floor  
5 Hanover Square  
London W1R 9HE UK

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

- OR -

PSC 802, Box 50  
FPO AE 09499-1400

Coast Guard Museum  
C/O Superintendent  
U.S. Coast Guard Academy  
15 Mohegan Ave  
New London, CT 06320

General Services Administration  
Federal Archives and Records Center  
9700 Page Boulevard  
St. Louis, MO 63118

Commanding Officer  
U. S. Coast Guard  
Civil Engineering Unit  
Prince Kalaniana'ole Federal Building  
300 Ala Moana Blvd., RM 8122  
Honolulu, HI 96850-4982

4. Packing and Shipping Instructions: Follow the instructions in reference (a), Chapter 2. Standard shipping boxes may be obtained from servicing GSA stores or by ordering through the MILSTRIP system.

Enclosure: (1) Paperwork Management Matrix



RECORD/DOCUMENT/FORM	REFERENCE	DISPOSITION (Retention Rqd)	ACTEUR DIVISION	RECORD LOCATION
<u>Loran Records:</u>				
ROS Logs and plots	COMDTINST M16500.13	Mail to Federal Records Center(FRC)	ACTEUR (1)	COCO
Station logs	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	LORSTA
CALOC Plots	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	LORSTA
Full Abnormality Analyses	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	ACTEUR
Full Abnormality Analyses	COMDTINST M16500.13	Destroy	ACTEUR (1)	COCO
Msg Abnormality Analyses	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	ACTEUR
Msg Abnormality Analyses	COMDTINST M16500.13	Destroy	ACTEUR (1)	COCO
COCO Monthly Report	COMDTINST M16500.13	Destroy	ACTEUR (1)	ACTEUR
COCO Monthly Report	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	COCO
COCO Monthly Report	COMDTINST M16500.13	Destroy	ACTEUR (1)	LORSTA
Ops data for litigation	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	LORSTA/COCO
Unit award/recognition	COMDTINST M16500.13	Academy	ACTEUR (1)	LORSTA/COCO
Oscillator offset plots	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	COCO
LORSTA signal parameters plots	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	LORSTA/COCO
Amplitude v Freq plots (for notch filters)	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	COCO
Engineering Notebook	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	LORSTA
Loran Signal Parameter Strip Charts	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	LORSTA

RECORD/DOCUMENT/FORM	REFERENCE	DISPOSITION (Retention Rqd)	ACTEUR DIVISION	RECORD LOCATION
Engineering Notebook	COMDTINST M16500.13	Mail to FRC	ACTEUR (1)	ACTEUR
PCMS teleprinter rolls	COMDTINST M16500.13	Mail to NAVCEN	ACTEUR (1)	MONSITE
Control & admin tele- printer rolls	COMDTINST M16500.13	Mail to NAVCEN	ACTEUR (1)	LORSTA
PCMS teleprinter rolls	COMDTINST M16500.13	Mail to NAVCEN	ACTEUR (1)	MONSTA
Alpha Charts (A1 & A2)	COMDTINST M16500.13	Mail to NAVCEN	ACTEUR (1)	MONSTA
Phase recorder charts	COMDTINST M16500.13	Mail to NAVCEN	ACTEUR (1)	LORSTA

Finance and Supply Records:

Correspondence	M5212.12 Para.2 Section 4	Destroy	ACTEUR(f)	Station
Boards of Survey Payable Docu.	M5212.12 Para.104	Destroy	ACTEUR(f)	Station ACTEUR(f)
NAF, ltrs of Auth. & Property rec.	M5212.12 Para. 110ab	Destroy	ACTEUR(f)	Station ACTEUR(f)
NAF, Rec. of Admin. Support	M5212.12 Para. 110c	Destroy	ACTEUR(f)	Station
Real Property	M5212.12 Para 2b Encl. (2) Sched. 3	Mail to ACTEUR	ACTEUR(f)	Station Comdt
General Correspond.	M5212.12 Para 3 Encl. (2) Sched. 3	Destroy	ACTEUR(f)	Station

RECORD/DOCUMENT/FORM	REFERENCE	DISPOSITION (Retention Rqd)	ACTEUR DIVISION	RECORD LOCATION
Purchase orders* >\$25K	M5212.12 Para 4a(1) Encl. (2) Sched. 3	Destroy (mail any outstanding POS to ACTEUR)	ACTEUR(f)	Station ACTEUR(f) FINCEN
MILSTRIP Requis. DD-1348-1	M5212.12 Para 9 Encl. (2) Sched. 3	Destroy	ACTEUR(f)	Station
Telephone Records	M5212.12 Para 11 Encl. (2) Sched. 3	Destroy	ACTEUR(f)	Station FINCEN
Property Disposal	M5212.12 Para 4, Sched. 4	Mail to ACTEUR	ACTEUR(f)	Station
Expenditures Acct. Gen. Corres. & Subj.	M5212.12 Para 1 Sched. 7	Destroy	ACTEUR(f)	Station
PERSRU INPUT				
Unit PDR	COMDTINST M1080.10	Fwd to new unit	PERSRU	London
Member Health Record	COMDTINST M1080.10	Fwd to new unit	PERSRU	London
Armed Force ID cards	COMDTINST M1000.6A Chapters 13 and 18	Mail to ACTEUR	PERSRU	London
Travel & Transportation Files	COMDTINST M5212.12 Schedule 9	Destroy	PERSRU	Station
Housing General Correspondence Records	COMDTINST M5212.12 Schedule 15	Destroy	PERSRU	Station
Office Administrative Files	COMDTINST M5212.12 Schedule 23	Destroy when no longer needed	PERSRU	Station

RECORD/DOCUMENT/FORM	REFERENCE	DISPOSITION (Retention Rqd)	ACTEUR DIVISION	RECORD LOCATION
<b>ENGINEERING DIVISION INPUT</b>				
Loran Station Facilities Drawings		To Host Nations	ACTEUR(p)	E-div
Loran International Negotiation & Agreement documents		Mail to FRC	ACTEUR(e)	E-div
Omega International Negotiation & Agreement documents		Mail to CEU Honolulu	ACTEUR(e)	E-div
Loran Station Environmental Assessments		Mail to FRC	ACTEUR(e)	E-div
Environmental Records (PCBs, Asbestos)		Mail to FRC	ACTEUR(e)	E-div & Medsea Stats
Omega Station Rpts & Files (all inclusive)		Mail to CEU Honolulu	ACTEUR(e)	E-div
Loran Station Boards of Survey		Mail to FRC	ACTEUR(e)	E-div
Loran Station Facilities files		Mail to FRC	ACTEUR(e)	E-div
Loran Tower Inspection Reports		Mail to FRC	ACTEUR(e)	E-div
Mishap Reports		Mail to FRC	ACTEUR(e)	E-div
Tower training files		Mail to FRC	ACTEUR(e)	E-div

RECORD/DOCUMENT/FORM	REFERENCE	DISPOSITION (Retention Rqd)	ACTEUR DIVISION	RECORD LOCATION
Loran Shore Station Maintenance Records (SSMRs)		Destroy (after ensuring Host Nations do not want)	ACTEUR(e)	E-div
Loran Station Safety & Civil Engineering Inspection Reports		Destroy (after ensuring Host Nations don't want)	ACTEUR(e)	E-div
Loran Station Quarterly Engineering Reports		Destroy	ACTEUR(e)	E-div
Loran Station AFC30 Budget Files		Destroy	ACTEUR(e)	E-div
Loran Station AFC43 Budget Files		Destroy	ACTEUR(e)	E-div
Motor Vehicle Inventory Reports		Destroy	ACTEUR(e)	E-div
Engineering blank forms		Destroy	ACTEUR(e)	E-div
Internal correspondence		Destroy	ACTEUR(e)	E-div

Annex E to ACTEUR OPORD 01-95  
Personnel/Public Affairs/Ceremonies

Reference: (a) Small Purchase Handbook COMDTINST M4200.13D  
(b) Principles of Federal Appropriation Law  
(c) ACTEUR SOP

1. Specific tasks for ACTEUR (p):

- a. Ensure smooth transfer processing of military personnel, to include issuing PCS orders, airline tickets and travel advances. Coordinate with Military Personnel Command to ensure timely receipt of orders for each member.
- b. Notify CG Institute and Pay and Personnel Center, include a roster of personnel affected by closures.
- c. Coordinate with applicable civilian personnel organizations and station Commanding Officers to arrange for outplacement counseling and services for all civilian employees slated for reduction in force.
- d. Initiate administrative action for a Reduction-in-Force (RIF) of civilian personnel due to base closure in accordance with local procedures. Draft official correspondence to servicing civilian personnel office announcing RIF as a result of closure. Coordinate directly with servicing civilian personnel office. Follow up prior to established deadlines to avoid excessive RIF costs.

2. Commanding Officer, Loran Station Sellia Marina:

- a. Coordinate and schedule a disestablishment ceremony on 15 December 1994. Include appropriate Italian and U.S. officials with an opportunity for a government representative to speak. Clear the official visitor list with ACTEUR (p). Include the following in your remarks during the ceremony in addition to reading your personal orders: "Cease U.S. operation of Coast Guard Loran Station Sellia Marina in accordance with Operating Facility Change Order 02-95; disestablish and transfer Loran Station Sellia Marina on or about 31 December 1995."
- b. The following supplies and services may be procured with appropriated AFC-30 funds:
  - (1) printed invitations and programs
  - (2) podiums, chairs and awnings
  - (3) rental of a hall or meeting place

- (4) rental of a vehicle (bus/van) to transport Coast Guard personnel between the station and a ceremony location.
  - (5) light refreshments (e.g. punch, coffee, cake, cookies)
  - c. The following items may not be procured with AFC-30 funds per references (a) and (b). Alternative sources of funding are non-appropriated morale funds, Extraordinary Expense Fund (XXF), or personal funds:
    - (1) food (with the exception of light refreshments cited above)
    - (2) monogrammed napkins
    - (3) gifts, presentations, or souvenirs
    - (4) flowers
  - d. Requests for supplemental morale funding and XXF funds should be directed to ACTEUR (c).
3. Specific tasks of ACTEUR Public Affairs Officer:
- a. Adhere to the Commandant's Public Affairs policy statement as outlined in Annex F to reference (c).
  - b. Issue appropriate press release(s).
  - c. Provide guidance to Loran Station commanding officers and COCO in dealing with media inquiries and interviews on a case by case basis.
  - d. Contact COMDT (G-CP) to coordinate Public Affairs personnel support, if available.

Annex J to ACTEUR OPORD 01-95  
Communications

Ref: (a) ACTEUR SOP  
(b) COMDTINST M2000.3, Telecommunications Manual  
(c) COMDTINST M2400.1F, Radio Frequency Plan

1. Specific tasks for ACTEUR (p):

- a. Continue to follow references (a) and (b) for record message communications.
- b. Delete plain language addresses (PLADs) and cancel general message traffic (including AIGs) on 0000Z 1 January 1995 for Loran Stations, in accordance with procedures outlined in paragraph 10c3b(3) of reference (b).
- c. Obtain disposition instructions for any COMSEC material and equipment from TISCOM (ops) per CMS-4. Provide guidance, if required, for disposition and/or destruction of classified material.
- d. Coordinate disposition of STU-III telephone and fax equipment per paragraph 3c.

2. Specific tasks for ACTEUR (l):

- a. Maintain and support all MEDSEA LORAN Station communications circuits until 31 December 1994.
- b. Ensure telephone and facsimile communications capability remains available as long as practicable up to 1 January 1995. Coordinate as required to facilitate the changeover to Italian lines. Terminate all landline circuits and investigate the mechanism for host nation governments to establish new circuits. Terminate leases for landline circuits effective 1 January 1995.
- c. Submit necessary correspondence to delete call sign from applicable publications and delete frequency plan per paragraph 1D2 of reference (c).
- d. Submit request to COMDT (G-TTM) to delete all frequency authorizations once radio communications are no longer required. Investigate mechanism for foreign governments to operate on radio frequencies needed to establish Loran control communications within the MEDSEA Chain.
- e. Decommission SATCOM equipment and cancel account. The equipment will transfer to the foreign government.
- f. Investigate procedures to provide communications protocol specifications to assist foreign nations in establishing a communications link with MEDSEA Chain.



- g. 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.

3. Specific tasks for Loran Station Sellia Marina:

- a. Conduct record message and Loran operations communications in accordance with references (a) and (b).
- b. Maintain telephone (normal and STU-III/secure) and facsimile capabilities as long as practicable up to 31 December 1994. Action to dispose of removable equipment (such as secure fax and STU III) shall be executed prior to 31 December 1994.
- c. Provide final inventory of STU III material to the ACTEUR STU III custodian by 15 December 1994. Prior to 31 December 1994, mail STU III telephone and secure fax equipment to ACTEUR by U.S. registered mail. Separately, destroy the encryption and mail the blank STU III key material to ACTEUR by U.S. registered mail.
- d. Destroy all classified material and forward records of destruction to the ACTEUR Security Manager via registered mail.

Annex Z to ACTEUR OPORD 01-95

Distribution

Coast Guard Activities, Europe (5)  
Commandant (G-NRN/G-CI) (2)  
Commanding Officer, NAVCEN, Alexandria, VA (1)(attn: CDR Taggart)  
Commanding Officer, LORSTA Sellia Marina (1)  
COCO, MEDSEA (1)  
COCO, Icelandic/Norwegian Sea (1)  
Italian Ministry of Transportation and Navigation (1)  
CINCUSNAVEUR (N1, N3, N4, N5)  
COMFAIRMED  
NSA Naples