



5440

Ser: 94/10037

OFCO NO. 006-95

3 NOV 1994

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

Subj: OPERATING FACILITY CHANGE ORDER (OFCO); DISESTABLISH
LORAN-C DETAIL KEFLAVIK

1. Disestablish LORCDET Keflavik 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. LORCDET Keflavik's OPFAC Number 96-40449, Unit Identification Code (UIC) E40449, and Department of Defense (DOD) Activity Address Code Z40449 will be cancelled on 30 September 1995. All references to LORCDET Keflavik 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. GSA Installation Number 40449 will be cancelled.
4. Inventory all electronics equipment and test equipment, update the unit EIR, and provide Commandant (G-TES-3), MLCLANT (trl) and NAVCEN 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. Upon completion of disposal of all electronics equipment and test equipment, notify Commandant (G-TES-4) to delete your OPFAC from EEIS.
5. Commandant (G-RER) will remove LORCDET Keflavik from the Status of Resources and Training System (SORTS) database.
6. The following FY 95 funding adjustments will be made:

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| AFC | RECURRING | NONRECURRING | NET ADJUSTMENT |
|-------------|-----------|--------------|----------------|
| 01 | -\$125.6K | +\$ 31.4K | -\$ 94.2K |
| 20 | -\$ 14.6K | +\$ 14.6K | -\$ 0.0K |
| 30 (SPC) | -\$ 7.8K | +\$ 2.0K | -\$ 5.9K |
| 30 (Energy) | -\$ 9.4K | +\$ 2.4K | -\$ 7.1K |
| 30 (Other) | -\$ 22.0K | +\$ 5.5K | -\$ 16.5K |
| 42 | -\$ 4.2K | +\$ 0.0K | -\$ 4.2K |
| 43 | -\$ 9.4K | +\$ 0.0K | -\$ 9.4K |
| 56 | -\$ 2.4K | +\$ 0.6K | -\$ 1.8K |
| 57 | -\$ 5.7K | +\$ 1.4K | -\$ 4.3K |

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.

7. 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 | General Accounting (OG) | 6820 |
| Unexpended Purchase Orders | | |

b. In connection with these phone calls:

(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 ACTEUR.

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(4) 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.

(5) 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.

8. 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.

9. 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, 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).

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c. 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."

d. 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.

e. Cancel property agreements in effect for LORCDET Keflavik. 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 Iceland. 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.

f. 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.

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.

h. Submit request to Commandant (G-TTM) to delete all frequency authorizations for LORCDET Keflavik once radio communications are no longer required.

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i. 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.

j. Advise Commandant (G-ELM) when to delete the OPFAC number from the Automated Requisition Management System (ARMS), and Commandant (G-CFM) when to delete the OPFAC number from the Personal Property Accountability (PPA) system.

k. 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.

l. Ensure the issue of an appropriate press release.

10. Congressional notifications have been made.


T. M. CROSS
Director of Resources

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-C DETAIL KEFLAVIK
(96-40449)

DELETE

DATE

1-LCDR
1-ELC4

31 DEC 94
31 DEC 94