

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
UNIT CHANGE OF ADDRESS FORM

SECTION A. UNIT INFORMATION

1. AFFECTED UNIT NAME <i>(Long Title as shown on PAL)</i>		2. ATU-OPFAC	3. SDL SYMBOL <i>(X:x)</i>
4. REQUESTOR <i>(Check One)</i> <input type="checkbox"/> Unit <input type="checkbox"/> HQ Sponsor <i>(HQ Staff Symbol)</i>	5. SUBMITTING POC NAME	6. SUBMITTING POC PHONE	7. SUBMITTING POC EMAIL

SECTION B. NATURE OF REQUEST *(Select One)*

8. OFCO REQUIRED <i>(OFCO Number)</i> : <input type="checkbox"/> New Unit Establishment / Commissioning <input type="checkbox"/> Existing Unit Move / Homeport Shift <input type="checkbox"/> Unit Disestablishment / Decommissioning <input type="checkbox"/> Unit Name Change <input type="checkbox"/> Temporary Move <i>(Drydock/Deployment requiring mail forwarding, AND an OFCO is required.)</i>	9. OFCO NOT REQUIRED <input type="checkbox"/> Add / Change / Remove APO/FPO/DPO/PO Box Address <input type="checkbox"/> Administrative Correction <i>(e.g. Fix typo)</i> <input type="checkbox"/> Telephone(s) Number Update/Correction <input type="checkbox"/> Short Distance Move <i>(Confirm with COMDT (CG-833) that an OFCO is NOT required)</i> <input type="checkbox"/> Temporary Move <i>(Drydock/Deployment requiring mail forwarding, but an OFCO is NOT required; Confirm OFCO requirement with COMDT (CG-833)).</i>
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SECTION C. DIRECT ACCESS (DA) INFORMATION

10. EFFECTIVE DATE <i>(dd-mmm-yyyy)</i>	11. CONGRESSIONAL DISTRICT <i>(i.e. USC FL-13 or USC DC-00)</i>
12. COMMAND TITLE <i>(Commander, CO, OIC, Supervisor, etc.)</i>	13. COMMAND/OPERATIONS TELEPHONE NUMBER <i>(###) ###-####</i>

14. PHYSICAL ADDRESS

Line 1:

Line 2:

City:	State/Terr/DC <i>(U.S. Only)</i> :
Zip Code <i>(U.S. Only)</i> :	Country <i>(Include 'USA')</i> :

SECTION D. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY (DODAAD)

15. EFFECTIVE DATE *(dd-mmm-yyyy)*:

16. SHIPPING/RECEIVING TELEPHONE NUMBER *(see directions)*:

17. SUPPLY/LOGISTICS EMAIL DISTRIBUTION GROUP *(see directions)*:

18. TAC-1: POSTAL ADDRESS

Unit Name:

Line 2:

Line 3:

City <i>(or APO/DPO/FPO)</i> :	State/Terr/DC/AA/AE/AP/Province:
Zip Code <i>(or Postal Code)</i> :	Country <i>(Include 'USA')</i> :

19. TAC-2: SHIPPING/FREIGHT ADDRESS

Unit Name:

Line 2:

Line 3:

City:	State/Terr/DC/Province:
Zip Code <i>(or Postal Code)</i> :	Country <i>(Include 'USA')</i> :

SECTION E. SIGNATURES / EXECUTION

20. NAME AND TITLE (<i>HQ Sponsor Office Chief or Unit Command</i>)	SUBMITTING AUTHORITY SIGNATURE	DATE (<i>dd-mmm-yyyy</i>)
21. ACTION TAKEN (<i>Select one</i>) <input type="checkbox"/> Physical Address Validated / Updated in DA <input type="checkbox"/> Returned - Physical Address Error <input type="checkbox"/> No Physical Address Action Required <input type="checkbox"/> Returned - OFCO Required	COMDT (CG-833) SIGNATURE	DATE (<i>dd-mmm-yyyy</i>)
22. ACTION TAKEN (<i>Select one</i>) <input type="checkbox"/> TAC-1/TAC-2 Address Validated <input type="checkbox"/> Returned - Mailing Address Error <input type="checkbox"/> No DoDAAD Action Required	COMDT (CG-441) SIGNATURE	DATE (<i>dd-mmm-yyyy</i>)
23. ACTION TAKEN (<i>Select one</i>) <input type="checkbox"/> Updated Mailing TAC-1/TAC-2 Address(es) in DoDAAD <input type="checkbox"/> No DoDAAD Action Required	SFLC (BOD) SIGNATURE	DATE (<i>dd-mmm-yyyy</i>)
24. ACTION TAKEN (<i>Select one</i>) <input type="checkbox"/> SDL Updated <input type="checkbox"/> No SDL Action Required	COMDT (CG-612) SIGNATURE	DATE (<i>dd-mmm-yyyy</i>)

TO REQUEST A UNIT ADDRESS CHANGE COMPLETE A FORM CG-4183 AND SUBMIT IT TO:

Unit-Address-Change@uscg.mil

INSTRUCTIONS FOR COMPLETING SECTION A.

- Write the affected **unit name** (long title) as it appears on the Personnel Allowance List (PAL) <https://cgbi.osc.uscg.mil/2.0/ePAL/>.
- List the two-digit Administrative Target Unit (**ATU**) and five-digit Operating Facility Address Code (**OPFAC**) of the affected unit; changes to multiple OPFACs requires multiple forms. For guidance on a single unit with more than one geographic operating location contact COMDT (CG-833) Unit-Address-Change@uscg.mil.
- Provide the affected unit's **Distribution Symbol** per the Standard Distribution List, COMDTNOTE 5605.
- Generally address change requests associated with an OFCO should be submitted by the HQ office responsible for the OFCO. Address change requests not requiring an OFCO should usually be submitted by the affected unit.
- 5-7. Provide Submitter POC information to field questions and receive the final signed electronic copy of this form upon final disposition.

INSTRUCTIONS FOR COMPLETING SECTION B.

- Indicate the nature of the address change request. To determine if an OFCO is required; see Coast Guard Operating Facilities Manual, COMDTINST M5440.4 (series); when in doubt contact COMDT (CG-833) Unit-Address-Change@uscg.mil.

INSTRUCTIONS FOR COMPLETING SECTION C.

- Provide the date that the information should be effected in Direct Access (DA); all fields will be changed at once.
- Provide the **Congressional District** (i.e. *USC FL-01*) per <http://www.house.gov/representatives/find/>. Units in States with only one House member, U.S. Territories, or the District of Columbia shall be listed as with '00' for the Congressional District number (i.e. *USC PR-00*).
- Provide the appropriate **Command Title** (i.e. Commander, Commanding Officer, Officer-in-Charge, Supervisor, etc.); see the Coast Guard Organizational Manual, COMDTINST M5400.7 (series) or contact COMDT (CG-833) Unit-Address-Change@uscg.mil. Do NOT repeat this title elsewhere on the form (i.e. do not add it to the first line of the physical, postal, or shipping/freight address).
- Provide a **Command/Operations Telephone Number**. When available, provide a number monitored 24/7 (i.e. Command Center), but at a minimum, a number reachable during normal business hours. See the Coast Guard Operating Facilities Manual, COMDTINST M5440.4 (series) or contact COMDT (CG-833) Unit-Address-Change@uscg.mil. The format, (202) 555-5555, should be used by default; Units located in countries not using the North American Numbering Plan, shall list '011-' followed by the country code and number (i.e. *011-31-61-297-9335*).
- Provide a **Physical Address** for the unit's actual geographic location. Reference the Coast Guard Operating Facilities Manual, COMDTINST M5440.4 (series) for more guidance or contact COMDT (CG-833) Unit-Address-Change@uscg.mil. Do NOT provide Military (APO/FPO), Diplomatic (DPO), or PO Box addresses; they are not physical addresses and will be rejected.

INSTRUCTIONS FOR COMPLETING SECTION D.

- Provide the date that the information should be effected in the DoD Activity Address Code (DoDAAD); all fields will be changed at once.
- Provide a **Telephone Number** for the unit's shipping/receiving function. Use the same formatting guidance as in 12 above.
- Provide an **Email Address** for the unit's supply/logistics function; usually either a distribution group or shared mailbox. The address provided must be reachable by users at other federal agencies (i.e. outside of the CG Data Network).
- Provide the **TAC-1: Postal Address**; format shall be validated using https://tools.usps.com/go/ZipLookupAction_input. Units with a Military (APO/FPO), Diplomatic (DPO), or a Post Office (PO) Box shall utilize this address. See the Coast Guard Operating Facilities Manual, COMDTINST M5440.4 (series).
- Provide the **TAC-2: Commercial Shipping/Freight Address** for use by commercial Transportation Service Providers (TSP), such as FEDEX, UPS, and commercial trucks. Unlike the U.S. Postal Service, commercial TSPs do NOT ship to APO/FPO, DPO, or PO Box addresses and shall not be used. See the Coast Guard Operating Facilities Manual, COMDTINST M5440.4 (series) for more guidance or contact COMDT (CG-441) D05-DG-SFLC-BOD-DODAAC@uscg.mil.

INSTRUCTIONS FOR COMPLETING SECTION E.

- Someone with appropriate authority at the headquarters program office responsible for the OFCO, or the unit's command shall sign the form.
- 20-23. Record of disposition.