

Special Notice

CGHQ Address Change - Effective Monday, June 15, 2009, 2100 2ND ST SW, STOP 7XXX, WASHINGTON DC 20593-7XXX is the only mailing/shipping address for CGHQ regardless of physical location (Transpoint/Jemal). All CGHQ mail must be addressed to 2100 2ND ST SW (including the appropriate mailstop/ZIP Code +4).

Background - On September 15, 2008, DHS **MANDATED** a standardized formatted mailing address for components located in the Washington DC (WDC) area. During the past several years CGHQ has undergone multiple address modifications resulting in changes to elements of the mailing address, causing errors/delays. Using established mailstops and ZIP Code +4 will result in expeditious processing/delivery by the US Postal Service (USPS)/Consolidated Remote Delivery Site (CRDS).

Newly established CGHQ designated mailstops:

<i>Staff Symbol</i>	<i>Mailstop and ZIP+4</i>	<i>Located in Room</i>	<i>Staff Symbol</i>	<i>Mailstop and ZIP +4</i>	<i>Located in Room</i>
CG-00/CG-09	7000	2208	CG-8	7245	2310
CG-01	7243	2300	CG-9/CG-92	7111	11-1024
CG-092	7362	3420	CG-91	7112	11-0825
CG-094	7121	1100	CG-93	7701	7-1125
CG-095	7688	6310	CGX	7012	B720
CG-1	7801	8-1125	CGX	7702	7-0925
CG-10/CG-11	7902	9-0515	DCO(a)	7355	3204
CG-2	7360	3316	DCO(i)	7471	4420
CG-3	7238	2111	DCO(r)	7681	6108
CG-4	7901	9-1125	HSC(a-1)	7009	B442
CG-51	7683	6109	HSC(a-2)	7007	B424
CG-52	7126	1218	HSC(a-4)	7006	B419
CG-53	7363	3500	HSC(cdc)	7003	B320
CG-54	7581	5120	HSC(co/xo)	7001	B110
CG-6	7101	10-1125	HSC(css)	7127	1219
CG-635	7124	1206	HSC(k)	7013	B732
CG-7	7359	3300	HSC(Mail Room)	7010	B514
CG-731	7356	3208	HSC(t-4)	7582	5212
CG-741	7684	6204	MSC	7102	10-0515
CG-751	7357	3216			

Example of a Correctly Formatted Address:

- (1) 1ST Line - COMMANDANT (CG-XXXX)
- (2) 2ND Line - ATTN (Job Title/Function/Office)
- (3) 3RD Line - US COAST GUARD
- (4) 4TH Line - 2100 2ND ST SW STOP 7XXX
- (5) 5TH Line - WASHINGTON DC 20593-7XXX

The address format (structure) shown above has been mandated by DHS. Note: Address elements are to be in uppercase, with no punctuation except the parentheses and hyphen in the staff symbol/ZIP code +4. To ensure faster delivery, room numbers are not to be included as an element of the mailing/shipping address. For simplicity - mailstops and ZIP + 4s are the same. Utilizing a mailstop system is a government best practice.

Job titles/functions (not staff member names) shall be on the attention (ATTN) line. If a staff member's name must be listed, it must only be placed on the ATTN line. Per COMDINST 5110.1(series), staff members may receive mail with their name on the top line for a limited period until a permanent home address is established.

The POC for this Special Notice is: Ron Wyttenbach,
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