



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 221346001

MCBO 5750.1

C 03/k

5 Nov 92

MARINE CORPS BASE ORDER 5750.1

From: Commanding General
To: Distribution List

Subj: HISTORICAL PROGRAM

Ref: (a) **MCO P5750.1G**

Encl: (1) Format for Command Chronology

Report Required: Command Chronology (Report Control Symbol **MC-5750-06**), par. 5b and 5d

1. Purpose. To promulgate instructions and guidance for the Historical Program per the reference.

2. Cancellation. MCCDCO 5750.1A.

3. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Information. Quantico is rich in American and Marine Corps History. Prior to its designation as a Marine Corps training site in 1917, the area was the scene of actions in both the Revolutionary and Civil Wars. Since 1917, Quantico has played a major role in Marine Corps history. Currently, developments in equipment and training are taking place which will affect the Marines of the future. In order to preserve the heritage of past Marines, it is incumbent on all activity heads to recognize the importance of maintaining memorabilia in their trust and submitting accurate historical information to the Commanding Officer, Marine Corps Base (CO MCB) (C 03).

5. Action

a. Command/Orsanization/Unit Historical Program. Activity Heads will:

- (1) Include the reference in their publication listings.
- (2) Assign a staff historical officer.
- (3) Maintain an active historical file.
- (4) Ensure all lineage and honors have been requested.

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(5) Assign a responsible person (military or civilian) for all art and memorabilia on display within buildings/areas under their cognizance. Forward an annual inventory and condition and location report to the Commandant of the Marine Corps (CMC) (HDM). See Appendix D to the reference.

(6) Establish and maintain, where appropriate, displays of historical interest (e.g., the Major General John A. Lejeune display in Lejeune Hall).

b. Command Chronologies

(1) Chief of Staff, Marine Corps Combat Development Command. Submit narrative summary for the Commanding General, Marine Corps Combat Development Command (CG MCCDC) to the Director, Operations Division (C 033).

(2) Chief of Staff, Marine Corps Base. Submit narrative summary for the CO MCB to the Director, Operations Division (C 033).

(3) Director, Operations Division

(a) Designated as the coordinator for the preparation of the command chronology. Submit chronology per paragraph 9003 and Appendix A of the reference.

(b) Construct/collate command chronologies and forward with a cover letter to the appropriate Directors.

(4) Activity Heads

(a) Submit (via chain of command) an original and one, plus one floppy disk in ASCII format of the cover letter and first three enclosures (original for the CMC, copy for file, and floppy disk for Adjutant to maintain for record purposes) in the format shown in the enclosure, with a cover letter, to the CO MCB (C 03) for the period ending 30 June and 31 December. The chronologies will arrive not later than 30 days following the end of each reporting period. Include supporting documents and subordinate unit chronologies as tabs.

(b) The command chronology for the CO MCB will be collated into the MCCDC command chronology for forwarding to the CMC (HDH-4) by 31 March and 30 September. The MCCDC command chronology will be constructed as follows:

1 Organizational Data

Tab A: Personnel Information. (The Director, Manpower Division will provide personnel information and detailed average quarterly strength (military and civilian), for MCCDC and MCB.)

Tab B: Equipment. (The Director, Logistics Division will provide a listing of the type and number of major items of equipment assigned, for MCB.)

2 Narrative Summary (Completed by the Director, Operations Division for both MCCDC and MCB.)

3 Sequential Listina of Events. (Completed by the Director, **Operations** Division for both MCCDC and MCB.)

4 Supporting Documents

a Copies of activity heads' command chronologies will be assembled in the following format for the CO MCB.

Tab A: Primary Staff

Tab B: Headquarters and Service Battalion

Tab C: Security Battalion

Tab D: Special Staff

b Copies of the Directors' and **CO's** MCB command chronologies will be assembled in the following format for MCCDC:

Tab A: President, Marine Corps University

Tab B: Director, Training and Education Division

Tab C: Director, Warfighting Development
Integration Division

Tab D: Director, Requirements Division

Tab E: Director, Doctrine Division

Tab F: Director, Concepts and Plans Division

Tab G: Director, Studies and Analysis
Division

Tab H: Director, Wargaming and Combat
Simulation Division

Tab I: Director, Marine Corps Presentation
Team

Tab J: Director, Coalition and Special
Warfare Division

Tab K: CO MCB

5 Command chronologies will be signed by the respective director, commanding officer, general or special staff officer. Chronologies will not be signed "By direction." First name, middle initial and last name will be used.

6 Individuals mentioned in the chronology text will be identified by grade, first name, middle initial, and last name (e.g., Captain William T. Door).

7 Command chronologies will be typed using a 10 pitch courier printing element.

c. Oral History Program

(1) Director, Operations Division

- (a) Act as coordinator for the Oral History Program.
- (b) Provide personnel to be interviewed as available.
- (c) Coordinate with the Public Affairs Officer for scheduling of interviews.
- (d) Provide audiovisual support as required.

(2) Public Affairs Officer

- (a) Provide interviewer and questions.
- (b) Coordinate with the Director, Operations Division for scheduling of interviews.

d. Discovered Items. Any items discovered aboard MCCDC which may have potential historical significance will be forwarded to the Director, Operations Division. The Director, Operations Division will forward a report to the CMC (HDM) per paragraph 4006 of the reference.


T. C. TAYLOR
By direction

DISTRIBUTION: A

FORMAT FOR COMMAND CHRONOLOGY

1. Cover Letter. The letter will cite the four enclosures listed below, and will not be signed "**By** direction."

2. Organizational Data (enclosure (1))

a. Unit Designation

(1) RUC.

(2) T/O number(s).

(3) Period covered and location.

b. Personnel Information

(1) Commanding General (commanding officer/activity head).

(2) Subordinate commanders with inclusive dates (as applicable).

(3) Principal staff members with inclusive dates (as applicable).

(4) Staff Historian with inclusive dates (as applicable).

(5) Special staff/sergeant major and/or senior enlisted with inclusive dates (as applicable).

c. Average Quarterly Strength (personnel chargeable and on hand).

d. Equipment. List the type and number of major items of equipment assigned.

3. Narrative Summary (enclosure (2)). The narrative summary is written from the viewpoint of the commander/activity head, highlighting the most significant accomplishments of the unit and discussing the approaches and techniques used to overcome problems. Emphasis should be given to recurring problems that require the attention of higher headquarters, and to problem solving techniques that have proven particularly successful.

4. Sequential Listing of Significant Events (enclosure (3)).

Related to the following:

a. Activation/redesignation of units within the organization, including specific dates.

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- b. Significant command/staff action.
- c. Changes of operational and administrative control, including specific dates.
- d. Command relations with other military organizations.
- e. Training exercises.
- f. Modifications to plants or facilities.
- g.** Ceremonies.
- h. Civic action and community relations highlights.

5. **Supporting Documents (enclosure (4))**. Documents will be included whenever needed for clarity and completeness, or to preclude lengthy writing. Both the narrative section and the sequential listing of significant events can be amplified by documents. Supporting documents should include a copy of any subordinate chronologies.