



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70114-1500

ForO 5750.2A  
G-3/5

DEC 23 2013

FORCE ORDER 5750.2A

From: Commander  
To: Distribution List

Subj: COMMAND CHRONOLOGY

Ref: (a) MCO 5750.1H

Encl: (1) Marine Forces Reserve (MARFORRES) Staff Sections  
Submission of Command Chronology  
(2) Format for Command Chronology

1. Situation. A comprehensive historical program provides the primary means of honoring tradition, building esprit de corps, and transmitting the Marine Corps' heritage to Marines and the nation. The recording, preservation, and dissemination of the cumulative operational and institutional experience of the Marine Corps as well as unit and individual achievement are critical to this effort. Inherent is the commitment of our commanders, staff members, and individuals involved in the execution of this program to be sensitive to historically significant developments, to safeguard the history and traditions of the Corps, and to be well versed in the spirit and intent of this Order. The reference sets forth policies, procedures and standards governing the Marine Corps Historical Program. This Force Order provides uniform procedures, standards, supporting details, and outlines requirements to support commander's efforts. To be effective, the command chronology must receive acute attention from all echelons within the chain of command.

2. Cancellation. ForO 5750.2

3. Mission. To establish the Marine Forces Reserve (MARFORRES) Command Chronology Program and provide policy to support the Commander's efforts to maintain a robust historical and Command Chronology Program. Ensure all personnel are aware of and involved in the recording, preservation, and dissemination of their unit and individual experiences and achievements per the references.

4. Execution. The MARFORRES Command Chronology Program will receive an appropriate level of attention from all echelons within the chain of command. Emphasis is placed on the Commander, Commanding Officer, Officers-in-Charge, Inspector-Instructors, and Site Commanders to ensure that the unit's historical program is accurately and consistently recorded and preserved, utilizing the Command Chronology Program, for timely reporting via the chain of command to the MARFORRES G-3/5. Commanders will develop and maintain procedures to ensure their units' historical accomplishments are recorded, tracked and reported as required per this Order and the reference.

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a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Submit a timely, accurate, and comprehensive annual command chronology to the Library of the Marine Corps, ATTN: Archives (CC), Gray Research Center, no later than 31 March of each calendar year.

(b) Reinforce policy directed by the reference and provide additional guidance to Commanders, Commanding Officers, Officers-In-Charge, Inspector-Instructors, and Site Commanders for the accurate reporting of the units' command chronology.

(2) Concept of Operations. This Order reinforces policy and guidelines for the units' historical and command chronology programs and applies to MARFORRES commands. This Order further:

(a) Directs MARFORRES Commanders, Commanding Officers, Officers-in-Charge, Inspector-Instructors, and Site Commanders to ensure the historical and command Chronology Programs are provided adequate command attention throughout the reporting period.

(b) Directs and assists the units' historical officers and assistants in their efforts to carry out the mission.

b. Tasks

(1) MARFORRES Directorates and Special Staff Officers, listed in enclosure (1), will submit a command chronology to the MARFORRES G-3/5 in accordance with the reference.

(2) Major Subordinate Command (MSC) Commanders, Commanding Officers, Officers-in-Charge of Detachments, Inspector-Instructors, and Site Commanders will:

(a) Designate in writing a staff member to execute the additional duty of staff historian. Chapter 5 of the reference outlines the detailed responsibilities.

(b) Submit a consolidated command chronology via the chain of command, in accordance with the reference, to MARFORRES G-3/5.

(c) Maintain a command historical summary file in which command chronologies and other historical documents/items are to be kept. Chapter 5 of the reference outlines the content of the file.

(3) The Commanding Officer of Headquarters Battalion, Marine Corps Support Facility, New Orleans, Louisiana, MARFORRES will:

(a) Designate in writing a staff member to perform the additional duties of staff historian. Chapter 5 of the reference outlines the detailed responsibilities.

(b) Submit an annual command chronology, in accordance with the reference to MARFORRES G-3/5.

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(c) Maintain a command historical summary file in which command chronologies and other historical documents/items are to be kept. Chapter 5 of the reference outlines the content of the file.

(4) Inspector-Instructors and Site Commanders will submit command chronologies separate from their reserve unit as enclosures to their reserve unit's submission -- as though they came from a subordinate command (e.g., I-I HQ Co, 1st Bn, 23 Mar would be included as an enclosure for the 1st Bn, 23 Mar command chronology submission).

c. Coordinating Instructions

(1) Commands mobilized in support of Overseas Contingency Operations (OCO) and/or the Unit Deployment Program (UDP) will submit command chronologies, via the chain of command, for the command they have been task-organized to support. Upon completion of deployment, commands will forward a digital copy of their command chronology via the chain of command to MARFORRES G-3/5. When a command is part of a task-organized unit, its command chronology will cover the period of operational control by the task-organized unit.

(2) Temporary commands activated for specific exercises or operations will submit command chronologies at the conclusion of their period of activation. However, if a command remains activated longer than 6 months, it should submit chronologies for the normal reporting periods in addition to its final report upon deactivation.

(3) Smaller units not included above, when deployed from their normal duty stations for other than routine reasons (e.g., ground and air units repositioned within the operating forces for increased readiness), will submit separate chronologies upon completion of those deployments. The separate chronologies will be forwarded with the chronologies of their parent organization (e.g., VMFA-531, returning from an LHA compatibility flight testing deployment, submits a separate chronology covering the period Temporary Additional Duty (TAD) to 2d Marine Aircraft Wing).

(4) Command chronologies that cover less than a normal period shall be submitted to reach the Archives and Special Collections Branch, Library of the Marine Corps, no later than 90 days after the completion of the special assignment or the unit's deactivation.

(5) Units are expected to meet the submission deadline. If due to extenuating circumstances an extension of the assigned deadline is required, the unit will notify MARFORRES G-3/5 via their chain of command.

5. Administration and Logistics

a. Period Covered. Command chronologies cover the events within a Calendar Year (CY), 1 January to 31 December.

b. Format. Enclosure (2) provides guidance and format for a unit command chronology.

c. Submission Requirements

(1) All MSCs, MARFORRES Directorates, and Special Staff Officers will submit an unclassified, originally signed command chronology signature page and one labeled electronic copy of the complete command chronology on compact

disc (CD) or digital versatile/video disc (DVD) to MARFORRES G-3/5 not later than 15 February of each year. All subsequent pages of the unit's command chronology submission will contain the subject line, one inch from the top of each page, to alleviate any confusion encountered from handling multiple unit command chronologies. Enclosures and supporting documentation must be submitted in Microsoft Word document format or scanned in PDF electronic format. The original cover letter must be scanned into PDF electronic format and included on the unit CD or DVD submission.

(2) All submissions will be screened and proofed for grammar and spelling.

(3) All acronyms and names will be written out when used for the first time in the text; complete names, to include first name, middle initial (if no middle initial, use "NMI" for "No Middle Initial"), and last name will be used.

(4) Failure of the Commanding Officer to sign the original document renders the document incomplete, and the submission will be returned for signature. If the Commanding Officer is not available for signature, the report may be signed by the acting Commanding Officer, but an explanation of the non-availability of the Commanding Officer must also accompany the command chronology. To ensure the command chronology truly reflects the command, it must receive the personal attention of the Commander and must be signed by the commander rather than "By direction." Command chronologies not signed by Commanding Officers will be considered incomplete until the Commander or acting Commander has signed.

d. Classification. Command chronology will be written as an unclassified document.

6. Command and Signal

- a. Command. This Force Order is applicable to the Marine Corps Reserve.
- b. Signal. This Force Order is effective the date signed.



S. A. WENRICH  
Chief of Staff

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

Marine Forces Reserve (MARFORRES) Staff Sections Submission of Command Chronology

1. Staff sections of Marine Forces Reserve Headquarters listed below shall submit a Command Chronology in accordance with enclosure (1) of this Order.

- a. Command Deck
  - (1) Staff Secretary
  - (2) Protocol
  - (3) Sexual Assault Prevention and Response
  - (4) Counsel
  - (5) Equal Opportunity Advisor
  - (6) Security
  - (7) Safety
- b. AC/S G-1
- c. AC/S G-2
- d. AC/S G-3/5
- e. AC/S G-4
- f. AC/S G-6
- g. AC/S G-7
- h. AC/S G-8
- i. AC/S Comptroller/Finance
- j. AC/S Facilities
- k. Regional Contracting Office
- l. Force Chaplain
- m. Staff Judge Advocate
- n. Director of Public Affairs Office
  - (1) Combat Camera
  - (2) Marine Forces Reserve Band
- o. Marine Corps Community Services

Format for Command Chronology

COMMAND HEADING

From: Commander/Commanding Officer/Officer-In-Charge/Inspector-  
Instructor

To: Commander, Marine Forces Reserve (G-3/5)

Via: Commanding Officer/Commanding General, (MSC)

Subj: (UNIT NAME) COMMAND CHRONOLOGY FOR CALENDAR YEAR 20XX

Ref: (a) MCO 5750.1H  
(b) ForO 5750.2A

Encl: (1) (Sections 1-4 of chronology or subordinate units'  
submissions)

1. Per the references, enclosures (1) through (?) are submitted.

SIGNATURE BLOCK

Subj: (UNIT NAME) COMMAND CHRONOLOGY FOR CALENDAR YEAR 20XX

HEADING

COMMAND CHRONOLOGY

01 JANUARY TO 31 DECEMBER 20XX

INDEX

- SECTION I - ORGANIZATIONAL DATA
- SECTION II - NARRATIVE SUMMARY
- SECTION III - SEQUENTIAL LISTING OF SIGNIFICANT  
EVENTS
- SECTION IV - SUPPORTING DOCUMENTS

Subj: (UNIT NAME) COMMAND CHRONOLOGY FOR CALENDAR YEAR 20XX

SECTION I

ORGANIZATIONAL DATA

1. Unit Designation

- a. Report Unit Code
- b. Table of Organization number(s)

2. Period covered and location (include information such as: "At sea en-route to \_\_\_\_\_", "in port at \_\_\_\_\_", etc.).

3. Personnel Information

- a. Commanding Officer
  - LtCol Donald I. Smith  
01 January - 17 August 20XX
  - LtCol Alfred E. Newman  
18 August - 31 December 20XX

- b. Executive Officer
- c. Subordinate Commanders
- d. Principle Staff Members
- e. Staff Historian
- f. Sergeant Major and/or senior enlisted

4. AVERAGE MONTHLY STRENGTH

	<u>USMC</u>	<u>USMCR</u>	<u>USN</u>	<u>USNR</u>	<u>OTHER</u>	<u>CIV</u>
	<u>OFF/ENL</u>	<u>OFF/ENL</u>	<u>OFF/ENL</u>	<u>OFF/ENL</u>	<u>OFF/ENL</u>	
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

5. List type and number of major items of equipment assigned (i.e. aircraft, tanks, artillery, vehicles, etc.).

Subj: (UNIT NAME) COMMAND CHRONOLOGY FOR CALENDAR YEAR 20XX

SECTION II

NARRATIVE SUMMARY

1. A narrative summary written from the commander's viewpoint, highlighting the most significant accomplishments of the unit and discussing the approaches and techniques used to overcome problems and achieve unit objectives during the period covered by the report. Emphasis should be given to recurring problems requiring attention of higher headquarters and to techniques that proved successful. Events in this section need not be supported by a reference; however, must be factual and concise.
2. This section will provide a concise review of the experiences of the command for the period covered. The objective is to ensure that the report covers all elements of the command, even those that may be temporarily detached. Occasional duplication of reporting that may result is far preferable to occurrences of unreported activity.
3. This section must reflect the specific missions and tasks assigned to the command, the status and readiness throughout the period, and the command goals and accomplishments.
4. All significant programs and policy decisions adopted or implemented during the reporting period should be fully defined. Changes in facilities, acquisition of new equipment, tests of equipment or doctrine, contributions to the evolution of doctrine, and problem areas should also be included in the report.

Subj: (UNIT NAME) COMMAND CHRONOLOGY FOR CALENDAR YEAR 20XX

SECTION III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. This section includes the details of the significant events which occurred during the reporting period. The "who, what, where, when, why, and how" should be provided in sufficient depth so that the entry stands on its own.

2. The following is considered sources for entries:

- a. Combat operations/actions with specific dates.
- b. Activation, deactivation, and redesignation of units within the organization, and the specific dates such events took place.
- c. Changes of operational and administrative control, and relocations, including specific dates (primarily organizations of the operating forces).
- d. Alerts, deployments, and landing/training exercises (primarily organizations of the operating forces).
- e. Significant command and staff actions.
- f. Command relations with other military organizations within the immediate area (e.g., area coordination relationships, significant joint and/or combined agreements) (primarily organizations of the operating forces).
- g. Modifications to plant and facilities (primarily non-operating force organizations).
- h. Ceremonies and awards.
- i. Civic action and community relations highlights.

3. The following is not considered to be reportable via the command chronology:

- a. Marine of the Month nominations
- b. Good Conduct awards
- c. Letters of Appreciation/Commendation
- d. Recommendations for meritorious promotions or meritorious masts

Example entry:

07 January 2013: HMM-161 airlifted the 3rd Battalion, 9th Marines from Red Beach, Okinawa, to USS TRIPOLI (LPH10), USS OGDEN (LPD 5), USS POINT DEFIANCE (LSD 31), and USS TOM GREEN COUNTRY (LST 1159). CMC msg 212312Z Dec 74 authorized the airlift.

Subj: (UNIT NAME) COMMAND CHRONOLOGY FOR CALENDAR YEAR 20XX

SECTION IV

SUPPORTING DOCUMENTS

1. 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. Cross-referencing should be accomplished throughout these sections (i.e. by inserting such phrases as "See Letter of Instruction and After Action Report, Items #6 and #7 in Section IV"). At a minimum, complete documentation (i.e., a complete Section IV) must be included with the original copy, and with the copy that becomes a part of the unit's historical summary file. Widely circulated documents known to be available may be referenced in copies of the chronology that are intended for intervening echelons. Electronic documents and records, even those never designed for printing should be included as part of the supporting documentation. Documents of the following types must be included:

- a. After-action reports, unit special reports, and unit peacetime exercise reports.
- b. Policy directives; standing operating procedure directives, unit orders, bulletins, and memoranda.
- c. Operation and administrative plans and letters of instruction.
- d. Journals, messages, and periodic reports of staff sections or subordinate units, including important e-mail traffic.
- e. Aviation combat reports.
- f. General and special staff studies and estimates.
- g. Cruise books, terrain sketches, photographs, maps, copies of combat art, blueprints, and drawings. These must be identified or captioned fully and dated.
- h. Field oral history interviews, copies of unit/commander's web pages and/or logs, and web based or e-mail newsletters.
- i. Other documents of historical significance.