



# UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE, FMF  
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IN REPLY REFER TO:

I MEFO 5750.1G

G-3

MAY 15 1996

## I MARINE EXPEDITIONARY FORCE ORDER 5750.1G

From: Commanding General  
To: Distribution List

Subj: COMMAND HISTORICAL PROGRAM

Ref: (a) MCO P5750.1G  
(b) FMFPACO 5750.8E  
(c) OPNAVINIST 5030.4  
(d) MCO 5750.8  
(e) OPNAVINST 5510.1  
(f) MCO 5200.21

1. Purpose. To revise policies and procedures governing the administration of the Command Historical Program and for submitting the I Marine Expeditionary Force (MEF) Command Chronology per references (a) and (b). This Order establishes policies for recording the cumulative operational and institutional experience of I MEF. This Order also outlines procedures to document, preserve, and display Marine Corps history found in official records, art, material objects, memorabilia, oral histories, and personal papers through the Marine Corps Historical Program.

2. Cancellation. I MAFO 5750.1F and I MAFO 5750.2.

3. Summary of Revision. This Order contains major substantive changes and should be reviewed in its entirety.

4. Information. In support of the Marine Corps Historical Program outlined in references (a) and (b), the instructions herein provide management guidance for I MEF historical programs to include; oral history, commemorative naming, historic sites, historical material, art, command museums, unit insignias, historical summary files and the command chronology. By ensuring I MEF unit participation in the appropriate programs, the objectives of references (a) and (b) can be accomplished. Support for and participation in the programs will be verified through periodic inspections using Appendix D of reference (a) and through reports submitted.

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5. Background. Marine Corps history is but a part of the larger whole of military history. Military history includes descriptive and interpretive accounts of peacetime or wartime activities which meet the criteria of objectivity and accuracy. From a baseline of adequate unit and individual recording, researchers can trace the progression of particular plans or policies toward either the relative success or failure of their outcomes. Such analysis can provide a vital part of any approach toward current operational or institutional problems.

6. Objectives. The objectives of the Command Historical Program are to:

- a. Make the cumulative historical experience of the Marine Corps available for widespread study and exploitation.
- b. Foster an appreciation of military history as an element of professional education as well as an important ingredient in staff planning, command judgments and decisions.
- c. Enhance esprit de corps through wide dissemination of Marine Corps history and traditions.
- d. Provide source material for study of the development of tactics, weapons, and equipment, both air and ground.
- e. Collect and preserve significant documents and records relating to the Marine Corps.
- f. Give substance to tradition by identifying, collecting, maintaining, and exhibiting objects of lasting historical and sentimental value to the Marine Corps.
- g. Encourage creative scholarship that promotes a deeper understanding of the historical role of the Marine Corps, both in the national development of the United States and as an instrument of national policy.

7. Support of Marine Corps Historical Programs

- a. Command Responsibility. A unit's command historical program is the responsibility of the commander. This responsibility includes planning, programming, and implementing

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military history programs, supporting museum activities, and complying with all historical directives promulgated by Headquarters, Marine Corps (HQMC). The commander may be assisted in the discharge of historical program responsibilities by either a staff historian occupying a table of organization (T/O) billet or by a staff officer assigned additional duties as the staff historian. In either case, the staff historian must be informed of existing and projected command plans. The staff historian, in turn, must advise the commander and staff about the command's historical responsibilities. There are a variety of historical programs which require the attention of all commands. Each unit has the responsibility to remain vigilant for historically significant items or information. Every unit required to submit a command chronology will assign, in writing, a staff historian to manage the command historical program and its subordinate entities per references (a) and (b). Staff historian duties are discussed in paragraph 9001 of reference (a).

b. Individual Responsibility. All Marines are expected to know the basic events that have shaped the military heritage of the United States and, in particular, the Marine Corps. Officers and noncommissioned officers are encouraged to broaden their professional knowledge through individual effort and to study military history as a professionally rewarding activity.

c. Reports Required

(1) Command Chronology

(a) The command chronology is the single most significant historical report and the primary means of supporting the Marine Corps historical program. Commands will ensure that command chronologies comply with reference (a). Each subordinate command within I MEF will submit a semiannual command chronology within 60 days after the reporting period. Command chronologies will be submitted to the Commanding General, I MEF G-3 (Staff Historian). Reporting periods are 1 January - 30 June and 1 July - 31 December.

(b) Each major subordinate command will inform CMC (HDH-3) via COMMARFORPAC (Staff Historian) and CG, I MEF (Staff Historian) within 15 days of any additions, deletions, or corrections to the command chronology. Copies of command chronologies will be maintained for at least five years.

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(2) Historical Program Report. Each command will submit a semiannual Historical Program Report to CG I MEF (Attn: G-3 Staff Historian) within 60 days after the reporting period. Commanders will ensure this report complies with reference (a).

d. Historical Summary File. All commands required to submit a command chronology will maintain a historical summary file per paragraph 9002 of reference (a).

e. Oral History Program

(1) An oral history program will be conducted per paragraph 3005 and Appendix B of reference (a), and as required by reference (b). All units are encouraged to participate; however, present policy requires only that flag-level commands do so. Contributions to the program are made by submitting recordings of briefings, debriefings, presentations, interviews, or speeches of selected individuals or of special events to CMC (HDH-3) via COMMARFORPAC (Staff Historian).

(2) Individuals suitable for interviews are:

(a) Colonels who have served in command and selected general staff billets (i.e., regimental and group commanders, chiefs of staff, and assistant chiefs of staff, and all general staff officers).

(b) All other officers in the grade of colonel and below who, by virtue of assignment to key billets in special or new programs, or in units employing special tactics or techniques, are deemed to have experience or knowledge of special interest.

(c) Marines of any grade who, by virtue of their assignment, have historical experience of value to record in the following areas should also be considered:

1. Problems incident to engagement, disengagement and withdrawal from combat.

2. Current activities and long-range missions of all Marine Corps commands and independent activities.

3. Planning, deployments, and execution phases of special operations/deployments.

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4. Unusual activities/assignments.

(d) Emphasis should be placed on maintaining the high quality of the oral history program rather than on the quantity of the interviews conducted or events taped.

(e) Commanders will ensure that nominees for debriefing are apprised of the contents of Appendix B to reference (a), which constitutes guidance relative to the scope, content, and conduct of the debrief.

(f) Submit tapes of interviews to CMC (HDH-3) via COMMARFORPAC (Staff Historian) not later than 15 days after the interviews.

f. Commemorative Naming Program. This program will be managed per paragraph 3007 of reference (a). Commands having only tenant responsibility for facilities and installations will submit recommendations or information with regard to commemorative naming via the appropriate base or station command.

g. Acquisition of Historical Material. Historical material whether artifact, art, graphic, printed, or manuscript, either within the command or in the hands of private persons, should be reported and processed per paragraph 4006 of reference (a).

h. Art Program. Commands will identify well-qualified artists and report possession of art pieces per paragraphs 4010 and 6004 of reference (a). Commands will properly care for and secure art loaned to them and request assignment of artists or temporary loan of exhibits from CMC or the local historical art curator, as appropriate.

i. Command Museum. Commands are encouraged to establish command museum exhibits to educate Marines and to foster esprit de corps. Guidelines, as provided in paragraphs 6002 and 6003 of reference (a), for the establishment of command museums will be strictly adhered to in order to protect the integrity of historically significant property and materials.

j. Unit Insignia. Aviation units are required to comply with paragraph 9005 of reference (a), and reference (c). Ground units will also comply with paragraph 9005 of reference (a), but will

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notify CMC (HDH-3) via COMMARFORPAC (Staff Historian) when adopting or altering a unit insignia. At least two copies (8" X 10" color photograph or drawing) of the insignia will be forwarded.

k. Marine Corps History, Customs, and Courtesies. All units are encouraged to incorporate history, customs, and courtesies information into periodic training requirements. Every Marine needs a well-rounded knowledge of the history, traditions, and lineage of the Marine Corps and their unit. The better the individual knowledge of the Marine Corps' past, the better the Marine will understand the mission, policies, and standards of the present day, which will result in a higher degree of esprit de corps and a higher level of proficiency. Every unit should, therefore, endeavor to familiarize incoming Marines with unit history and traditions during welcome aboard briefings.

l. Illustrative Prints of 1983 Marine Corps Uniforms. Every command at the battalion level and higher will prominently display the uniform prints as provided by reference (d).

8. The Command Chronology

a. Objective. The command chronology is a documented report to CMC covering the significant events of designated Marine Corps organizations. It includes basic material for use by the staff agencies of HQMC and by field organizations. It provides the reporting command with a periodic summation of its experiences that might be useful for future planning and for the orientation of new personnel. The command chronology is the basic historical record of the character and experience of each Marine Corps organization. Unit histories, lineages, streamer entitlement, and numerous manpower, logistics, and mission-related reports can be developed through reference to this record. Command chronologies are permanent records and, as such, will eventually be retired to the National Archives of the United States. As these reports are often the only lasting official record of a command's activities, it is imperative that they be complete, informative, legible, and representative of the professionalism and precision that have traditionally characterized the Marine Corps. In order to ensure that command chronologies truly reflect the command, they 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 not be accepted.

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b. Scope

(1) The command chronology 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 temporarily detached. Occasional duplication of reporting that may result is far preferable to occurrences of unreported activity.

(2) Each command chronology must reflect the specific missions and tasks assigned to the command, the status and readiness throughout the period, and the command goals and accomplishments. The command chronology should be written with future readers in mind, some of whom will be unfamiliar with the personnel, equipment, and mission associated with the command. All acronyms will be written out when used for the first time in the text; likewise only complete names, to include first name, middle initial, and last name, will be used.

(3) 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.

(4) The command chronology must be presented in sufficient detail to convey the unique and distinctive qualities of the command during the period covered.

c. Format. Format and detailed instructions for the preparation of command chronologies are contained in Appendix A of reference (a). The form and content of chronologies may vary somewhat with the functions of the reporting organization; however, each chronology will include the four standard sections discussed below:

(1) A standard first page, containing organizational data prepared in the format shown in Annex 1, Appendix A of reference (a).

(2) 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. Emphasis should be given to recurring problems.

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(3) A sequential listing of significant events in the format shown in Annex 3, Appendix A of reference (a), especially as they relate to:

(a) Activation, deactivation, and redesignation of units within the organization, and the specific dates such events took place.

(b) Changes of operational and administrative control, including specific dates [primarily Fleet Marine Force (FMP) organizations].

(c) Alerts, deployments, and landing/training exercises (FMP organizations).

(d) Significant command and staff actions.

(e) Command relations with other military organizations within the immediate area (e.g., area coordination relationships, significant interservice support agreements) (primarily supporting establishments).

(f) Modifications to plant and facilities (primarily supporting establishments).

(g) Ceremonies.

(h) Civic action and community relations highlights.

(4) The fourth section of the command chronology is made up of supporting documents, as illustrated in Annex 4, Appendix A of reference (a). 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 (e.g., 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. Documents of the following types should be considered for inclusion:

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(a) Policy directives, standing operating procedures, unit orders, bulletins, and memoranda.

(b) Operation and administrative plans, letters of instruction, and after-action reports.

(c) Journals, messages, and periodic reports of staff sections or subordinate units.

(d) Aviation combat reports.

(e) General and special staff studies and estimates.

(f) Cruise books, terrain sketches, photographs, maps, copies of combat art, blueprints, and drawings. These must be identified or captioned fully and dated.

(g) Other documents of historical significance, including oral history interviews.

d. Clearance Designation

(1) Classification severely limits the use that can be made of the information contained in command chronologies, both from an access and historical point of view. All Marine Corps histories are written as unclassified documents. Accordingly, command chronologies will not be classified unless absolutely essential based on the content of the submission.

(2) If a command chronology must be classified, reference (e) will be carefully followed in assigning the most appropriate classification. In addition, the level of classification must be designated at each paragraph, origin of classification shown, and clear declassification instructions provided. The notation "Originating Agency's Determination Required (OADR)" will not be used unless the need is clearly documented in an accompanying letter, and exact procedures for resolving later declassification requirements established.

(3) Reference (f) provides instructions for designation and handling of sensitive compartmented information (SCI) records, and will be followed by all commands holding or acquiring SCI material having historic significance. CMC (INT) exercises staff cognizance over SCI material at the service level.

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9. Action

a. Commanding Generals, 1st Marine Division, 3d Marine Aircraft Wing and 1st Force Service Support Group, and Commanding Officers, 1st Surveillance, Reconnaissance, and Intelligence Group, 11th, 13th and 15th Marine Expeditionary Units

(1) Submit command chronologies to CG, I MEF (G-3 Staff Historian) per reference (a) and paragraph 7c(1) of this Order.

(2) Submit Historical Program Report to CG, I MEF (G-3 Staff Historian) per paragraph 7c(2) of this Order.

b. I MEF Command Element. Using reference (a), submit section command chronology input to the G-3 Staff Historian within 60 days following the reporting period.

  
J. W. MOFFETT  
Chief of Staff

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