



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION

PO BOX 19580

PARRIS ISLAND, SOUTH CAROLINA 29905-9580

IN REPLY REFER TO
DepO 5750.3E
G-3

10 AUG 2006

DEPOT ORDER 5750.3E

From: Commanding General
To: Distribution List

Subj: COMMAND HISTORICAL PROGRAM

Ref: (a) MCO P5750.1G w/ch 1
(b) OPNAVINST 5510.1H

Encl: (1) Command Chronology Format

1. Situation. The Marine Corps Recruit Depot (MCRD)/Eastern Recruiting Region (ERR) Parris Island participates in the United States Marine Corps (USMC) command historical program that is designed to provide the Commandant of the Marine Corps with documentation, preservation, and exploitation of Marine Corps history, art objects, memorabilia, and personal papers of lasting and traditional value to the Marine Corps.

2. Cancellation. DepO 5750.3D.

3. Mission. To establish a Command Historical Program required by reference (a).

4. Execution

a. Concept of Operation. The command historical program consists of three specific programs:

(1) Command Chronology. The Depot Command Chronology is an annual, documented report of the Command's activities. This documentation is a consolidated factual report that is prepared from the chronologies submitted by subordinate commands and sections. A vital part of subordinate command and section input is the narrative that accompanies their submission. In this regard, major subordinate commands or sections having subordinate units or sections will provide a consolidated narrative summary that recognizes important events throughout the command and section (e.g., the Recruit Training Regiment's narrative summary will incorporate significant events that occurred in the recruit training battalions).

(2) Command Historical Summary File. The consolidated Command Historical Summary file comprises a major source of information for the Depot Historian in the development and maintenance of organizational history. Subordinate commands and sections are also encouraged to maintain such a file. The historical file may include, but is not limited to, items such as:

- (a) Copies of past command chronologies.
- (b) Articles from local military and civilian newspapers concerning the unit.
- (c) Lists of former commanders and other important members of the command.
- (d) Official unit history or extracts from other published works covering the unit's history.
- (e) Photographs of command activities judged to be of historical interest.
- (f) Information, drawings, photographs, and a listing of any insignia or special identifying devices adopted by the unit.

(3) Oral History Program. The oral history program is the oral recall of eyewitness impressions and observations recorded accurately on tape. The objectives of the oral history program are as follows:

- (a) To obtain personal narratives concerning noteworthy professional experiences and observations from active duty, reserve and retired Marines regarding any combat, combat support, combat service support, staff planning decisions, civic actions, or any other unusual assignment or mission.
- (b) To preserve, at Headquarters Marine Corps, both transcriptions and tapes of interviews which have historical value.
- (c) To screen and disseminate those tapes which offer potential in developmental efforts, planning, training, public information, or recruiting functions.
- (d) To encourage Marines to be interviewed regarding their participation in significant events and professional experiences.

b. Task

(1) Assistant Chief of Staff (AC/S), Manpower and Human Resources (G-1). Provide to the AC/S, Operations and Training (G-3) an updated version of the following annually no later than (NLT) 15 January:

(a) A chronological listing of former Depot Commanders and other important members of the Command.

(b) The redesignation/deactivation of any subordinate units.

(c) The names of current Depot personnel who have been recognized for exceptional service, such as the Medal of Honor or the Navy Cross.

(2) G-3

(a) Organizational Historians. The G-3, Operations Officer is appointed the Depot Historian, and is responsible for coordinating the Depot Command Historical Program in accordance with this Order and the references. Each subordinate commander, down to and including the battalion level, will appoint a unit historian, in writing, to coordinate the Command Historical Program at their respective level. A copy of the appointing letter for each unit historian will be forwarded to the G-3.

(b) Coordinate the oral history program, to include:

1. Screening and subsequent interview of candidates meeting the criteria in reference (a) nominated from within the Command.

2. Coordinating with the Director, Combat Camera (COMCAM) and the Depot Public Affairs Officer (PAO) to conduct and tape interviews of individuals in accordance with Appendix A of reference (a).

3. Submitting completed interview tapes to the Commandant of the Marine Corps Historical Division (HD). The provisions of reference (b) will be observed when recording and transmitting classified information.

4. Retaining one copy of each tape submitted to Headquarters, U. S. Marine Corps.

5. Submitting funding, when required, for material and equipment necessary to support the oral history program.

(c) Ensure that the Command Historical Summary File is maintained at the Depot level by the Depot Staff Historian and at the subordinate and section level by the unit historian. This file will contain information that may be useful in understanding the history of the unit, and is exempt from normal retirement and destruction of record procedures. At such time as the file becomes too large for practical use, excess materials (commencing with the oldest) will be forwarded to the Commanding General (Attn: G-3) for further disposition.

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(d) COMCAM. Provide annually NLT 15 January, a listing of updated photographs, judged to be of historical interest, to the G-3.

(3) General and Special Staff Officers

(a) Maintain a log of reportable activities under the criteria set forth in reference (a).

(b) Provide section input for the Depot Command Chronology to the G-3 annually NLT 15 January. General staff officers and special staff officers will incorporate the input of sections over which they exercise staff cognizance.

(4) PAO. Provide to the G-3 an updated version of the following annually NLT 15 January:

(a) Notification of this Command's participation in major events with the local community.

(b) A listing of articles from local civilian newspapers available to the Depot Historian.

(5) Commanding Officers, Headquarters and Service Battalion (HQSVCBN), Recruit Training Regiment (RTR), Weapons and Field Training Battalion (WFTBN), and Marine Corps Districts (MCDs)

(a) Submit a command chronology to this Headquarters (Attn: G-3) annually by 15 January, in accordance with the format contained in enclosure (1). Command chronologies will receive the personal attention of the commander, who will sign the original copy prior to submission. The Commanding Officer, RTR will include the chronologies of recruit training battalions as enclosures to the regiment's chronology.

(b) Screen respective commands for potential candidates for the command oral history program and report any potential candidates to this Headquarters (Attn: G-3).

4. Administration and Logistics

a. This revision should be reviewed in its entirety.

b. All documents should be submitted as a Word document.

6. Command and Signal. This Order is applicable to the MCRD, Parris Island, and the ERR.


J. VALENTIN
Chief of Staff

DISTRIBUTION: A

COMMAND CHRONOLOGY FORMAT

1. Description. The organizational data included in this section is a detailed compilation of pertinent information concerning the unit. It is generally statistical information about the unit, but it must be concise, complete, and thorough.

2. Example. The following is an example of Part I:

PART I

ORGANIZATIONAL DATA

UNIT DESIGNATION:

- a. Reporting Unit Code
- b. Table of organization number(s)

PERIOD COVERED AND LOCATION:

PERSONNEL INFORMATION:

- a. Commanding Officer
(Full name and grade) Inclusive dates
- b. Subordinate Commanders
(Billet, full name and grade) Inclusive dates
- c. Principal Staff Members
(Billet, full name and grade) Inclusive dates
- d. Unit Historian
(Full name and grade) Inclusive dates
- e. Sergeant Major and/or
senior enlisted
(Billet, full name and grade) Inclusive dates

AVERAGE MONTHLY STRENGTH:

MONTH	<u>USMC</u>		<u>USN</u>	
	OFFICER	ENLISTED	OFFICER	ENLISTED
JAN				
FEB				
MAR				
APR				
MAY				
JUN				

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AVERAGE MONTHLY STRENGTH (CONT) :

<u>MONTH</u>	<u>USMC</u>		<u>USN</u>	
	<u>OFFICER</u>	<u>ENLISTED</u>	<u>OFFICER</u>	<u>ENLISTED</u>
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				

END OF PART I

NARRATIVE SUMMARY

1. Description. The narrative summary is written from the commander's viewpoint. It highlights the most significant accomplishments 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 techniques that proved particularly successful.

2. Example. The following is an example of Part II:

PART II

NARRATIVE SUMMARY

Command, Operations, and Training

During January, a major revision occurred in the development of the training SOP. As a result of continued evaluation with subordinate units, agreement was obtained for a plan that called for... Thus, by mid-month, it appeared that sufficient personnel would be available to organize four series per company during the summer months...

It was possible to prepare all units buildings for the usage of personnel during the summer months... Individual replacements and Drill Instructor School graduations permitted establishment of...

Training continued to be an important facet of the Command's activity. A complete evaluation of general military subjects training for our Marines was conducted in an attempt to devise...

Personnel and Administration

There continues to be a shortage of 3041/3051 sergeants and below. In addition, there is critical billet vacancy for a Staff Sergeant 3561 essential to the operations...

PROMOTIONS: The following permanent personnel promotions were effected:

To LCpl - 14; To Cpl - 15; To Sgt - 4; To SSgt - 2;
to GySgt - 8; To MSgt - 1; To 1stLt - 2; To Capt - 3

OFFICERS JOINED:

<u>GRADE</u>	<u>MOS</u>	<u>NUMBER</u>
MAJ	0302	1
CWO-2	0170	2

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OFFICERS DROPPED:

<u>GRADE</u>	<u>MOS</u>	<u>NUMBER</u>
MAJ	1802	1
CWO-2	0170	2

ENLISTED JOINED (TOTAL NUMBER):

ENLISTED DROPPED (TOTAL NUMBER):

USN JOINED (TOTAL NUMBER):

USN DROPPED (TOTAL NUMBER):

AVERAGE NONEFFECTIVES:

<u>MONTH</u>	<u>USMC</u>		<u>USN</u>	
	<u>OFFICER</u>	<u>ENLISTED</u>	<u>OFFICER</u>	<u>ENLISTED</u>
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				

CASUALTIES (DATA OBTAINED FROM SERIOUS INCIDENT REPORTS):

DEATHS (TRAINING RELATED):

DEATHS (OTHER):

SERIOUS INJURY (TRAINING RELATED):

SERIOUS INJURY (OTHER):

LEGAL ACTION (Include all Legal action):

GCM:

SPCM:

SCM:

OFFICE HOURS:

ART 32 HEARINGS:

INVESTIGATIONS:

ENCLOSURE (1)

Medical

The Battalion corpsmen treated approximately 873 recruits. Most problems were in the area of... Because of a shortage of space, sickcall was held...

Logistics/Supply

The regular monthly meeting of all battalion and regimental supply NCOs was held on the second Friday of each month. Topics of discussion included...

All weekly PMs were accomplished on schedule. Additionally, a quarterly PM was performed on each vehicle. A total of 18,863 miles were driven during the year. It is also to be noted that only two vehicles are deadlined...

END OF PART II

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. Description. The sequential listing of significant events provides a brief highlight of prominent events that took place within the unit or subordinate units. Subjects that should be considered for inclusion are:

a. Activation, reactivation, and redesignation of units within the reporting organization and dates that such events took place.

b. Significant command and staff actions.

c. Modifications to plant facilities, organizational buildings, and areas.

d. Significant ceremonies participated in or organized by the unit.

e. Community relation's events or highlights involving the unit.

f. Disasters involving the unit (i.e., hurricanes, extreme foul weather, fires to organizational buildings, etc.) and the dates of such disasters.

g. Visits of VIPs.

2. Example. The following is an example of Part III:

PART III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

<u>DATE</u>	<u>EVENT</u>
4 Feb	The first series to undergo the 9-week training cycle was delivered to the First Recruit Training Battalion (RTR).
21 May	Brigadier General Smith, from HQMC, visited Parris Island for a recruit training orientation, briefing and discussion. Among the topics discussed were the proposed Infantry Training School program at Parris Island. (General Staff)
11 Jul	Seventy-five representative business professionals and educators from Mississippi headed by Ms. Virginia Garrett, visited Parris Island to observe recruit training. The visit lasted two days. (Special Staff)

<u>DATE</u>	<u>EVENT</u>
15 Sep	The results of a Hot Environment Aquatic Thermolysis (HEAT) Unit Test were completed. This test, conducted from 1 Jul to 30 Aug, was conducted to study methods to reduce the number of heat casualties. (RTR)
22 Oct	The first series to fire the M-60 machine gun for training fired on "A" Line at Weapons and Field Training Battalion (WFTBN).
4 Nov	A new range was completed at Weapons and Field Training Battalion (WFTBN). This range will support field-firing exercises as outlined by the current Program of Instruction.

END OF PART III

SUPPORTING DOCUMENTS

1. Description. The fourth part of the command chronology consists of supporting documents. Documents will be included whenever necessary for clarity, completeness, or the elimination of lengthy writing. Cross-referencing should be accomplished whenever possible by inserting phrases such as "See Letter of Instruction and After Action Report, items #6 and #7 in Part IV." At a minimum, complete documentation (i.e., a complete Part IV) must be included with the original of the command chronology and copy, which becomes a part of the unit's historical summary file. Widely circulated documents known to be available may be referenced in copies intended for other echelons. Only significant and necessary directives, orders, bulletins, letters, messages, staff reports, photographs, maps, and any other documents of historical significance should be considered for inclusion.

END OF PART IV