UNITED STATES MARINE CORPS
3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

DivO 5750.2
G-3T
14 Jul 93

DIVISION ORDER 5750.2

From: Commanding General
To: Distribution List

Subj: COMMAND HISTORICAL PROGRAM

Ref: (a) MCO P5750.1G
(b) FMFPacO 5750.8E
(c) ForO P5750.1G
(d) DivO P1500.25A

Encl: (1) Instructional Format for Command Chronology
(2) Example Letter of Transmittal for Division Command Chronology

1. Purpose. To direct policies, procedures, and responsibilities for conduct of the 3d Marine Division's Historical Program as required in references (a) through (d).

2. Cancellation. DivO P5750.1G.

3. Background. This Order implements the relevant portions of reference (a) and directs commanders to conduct historical activities specified therein. This Order also consolidates the information and instructions contained in references (b) and (c).

4. Information. The recent involvement in world affairs, and the media's broad-based coverage has rekindled popular interest in the activities of the armed forces. The recent experience of thousands of Marines in Operation Desert Storm, Operation Restore Hope, and other contingency and humanitarian actions has generated a growing body of official and unofficial records. The official story, however, will ultimately evolve from memoranda, orders, reports, photos, maps, and other documentation generated through command and staff channels. The Marine Corps Historical Program, under the staff cognizance of the Director of Marine Corps History and Museums, provides the means by which official data is collected and preserved for use by historians and researchers interested in telling the official story.

5. Authority. The Commanding General (CG), 3d Marine Division, conducts the Command Historical Program as required by reference (a). The Assistant Chief of Staff (AC/S), Operations (G-3), exercises general staff cognizance over the activities of the Command Historical Program.

6. Responsibility. The conduct of the Command Historical Program is the responsibility of the commanding officers of each organization of the 3d Marine Division. The discharge of that responsibility includes planning and executing historical activities specified by the relevant portions of reference (a) and this Order. Apart from this, the Command Historical Program must be a cooperative effort--not merely the sole purview of a single staff officer assigned as duty expert. Every Marine in the 3d Marine Division should be continually aware of the historical basis of their heritage and traditions. These topics are appropriate for leadership training prescribed in reference (d).

7. Assignment of Staff Historians

a. Division Headquarters. The Division Training Officer is assigned as the Division Historical Officer and will become familiar with references (a) through (d). The Division Historical Officer will effect the Division Historical Program by complying with this Order and supervising the activities of the Division's organizational Historical Officers.

b. Organization Commanding Officers. Commanding officers will assign, in writing, an officer to serve as Staff Historian for their respective organizations. The assignment letter will cite the references and this Order, and will direct the officer to become familiar with the relevant portions thereof. It will also direct liaison with the Division Staff Historian. One signed copy of the assignment letter will be sent to this Headquarters, AC/S, G-3. The original will become a part of the assignee's turnover folder and will be transferred to the Historical Summary File upon relief.

8. Duties of Staff Historians. Officers assigned duties as staff historians within this Command will be guided specifically by the relevant portions of paragraphs 9001.2 and 9001.3 of reference (a) and this Order. They may, appropriately, be detailed to write and/or compile the Command Chronology or to supervise the process. Whether the staff historian is assigned these tasks or not, he or she should be involved in assisting those persons detailed to prepare the report. Early and continual liaison with the Division Staff Historian is strongly advised, as is the close coordination with those Marines involved with significant events of historical importance to the Command.

9. Command Chronology

a. General. The Command Chronology is a documented report to the Commandant of the Marine Corps, and will serve as the basic historical record of the character and experience of this Command. As the core effort of the Division's Historical Program, this report is a permanent, official record that eventually is deposited at the National Archives and Records Administration in Washington D.C.. Because of the enduring value and importance of this

document, it is imperative that the Command Chronology be complete, factually accurate, historically significant, intelligibly informative, in proper format, grammatically correct, and stylistically acceptable. A complete report is one which includes all four prescribed sections, sufficiently detailed, with supporting documents attached. It must bear the signature of the commanding officer or an officer "acting" in that capacity.

b. Scope. The Command Chronology will present a concise review of the experiences of the Division and its organizations. Reports will reflect the specific missions and tasks assigned, status and general readiness throughout the reporting period, goals and accomplishments, and other historically significant aspects. All significant programs and policy decisions adopted or implemented should be discussed. Changes in facilities, acquisition of new equipment, testing of equipment or of doctrine, contributions to the evaluation of doctrine, and significant problem areas should be addressed. Sufficient detail must be provided to convey the unique and distinctive qualities of the command during the reporting period.

c. Format. A complete Command Chronology or staff input must include all four prescribed sections, namely: Section 1--ORGANIZATIONAL DATA; Section 2--NARRATIVE SUMMARY; Section 3--SEQUENTIAL LISTING OF SIGNIFICANT EVENTS; and Section 4--SUPPORTING DOCUMENTS. Any items listed in Section 4 must be attached and correspondingly numbered. The Command Chronology submissions, at all levels, will follow the prescribed format found at enclosure (1).

d. Style. The most important aspect of style in the Command Chronology is that it be uniform. This will likely be achieved only by assigning a single officer to write and/or edit the report. The U.S. Government Printing Office Style Manual may be used as a reference source in editing the report. Other references may also be used, such as A Manual for Writers by Turabian, and The Elements of Style by Strunk and White. Copies of these last two references have been previously provided to the Staff Historians for use and retention in their turnover file. Ranks and full names (first, middle initial, and last) will be used to identify military personnel upon their introductory appearance in the Command Chronology. Thereafter, they may be referred to by rank and last name unless there happens to be more than one person with the same rank and last name. Then, initials must be included. Complete titles of dignitaries are also important and will be used. The use of acronyms and abbreviations should be minimized, and spelled out when used initially. It is important that future readers of the Command Chronology be able to understand its contents. Heavy use of technical jargon and inadequate cross-referencing will more likely confuse the reader. Use plain English as much as possible.

e. Reporting Requirements

(1) Division Headquarters. General staff officers will prepare their input for the Division Command Chronology and deliver them to the AC/S, G-3 (Staff Historian). All four sections prescribed in enclosure (1) will be included, noting as not applicable ("N/A") those paragraphs or subparagraphs that do not pertain. Include each section as a separate enclosure to the transmittal letter. Attach section 4 items, if any. Special staff officers' material is to be submitted by the primary staff officer, compiled as a single, consolidated submission from the principal staff sections. Staff input to the Command Chronology will be submitted from the following sections. Inclusion of special staff input is noted where applicable.

(a) AC/S, G-1. Include Adjutant, Career Planning and Personnel Officer special staff functions.

AC/S, G-2

(c) AC/S, G-3. Include Operations, NBCD, Training, Division Schools (including Northern Training Area), Plans, and Division Air special staff functions.

(d) AC/S, G-4. Include Ammunition, Dental, Embarkation, Engineer, Food Service, Ground Safety, Maintenance Management, Motor Transport, Ordnance, Supply and Surgeon (including Navy Personnel Office) special staff functions.

(e) AC/S, G-6. Include Communications-Electronics and Information Systems Management Office special staff functions.

AC/S, Readiness

AC/S, Comptroller

Division Chaplain

Division Staff Judge Advocate

(j) Division Public Affairs Officer

(2) Division Organizations. Each regiment, separate battalion, and separate company and battery (when applicable) either organic to this command or operationally attached under the Unit Deployment Program (UDP) will submit a separate Command Chronology to the CMC (HDH-4) in accordance with reference (a) and this Order. The report will be sent via the chain of command to this headquarters, AC/S, G-3 for consolidation and forwarding. Pending revision of reference (c), regiments will include subordinate element chronologies as enclosures to their own reports in compliance with paragraph 5b(2) of reference (b). Battalions participating in the UDP will forward their Command Chronologies to

the regiment having operational control at the end of the reporting period.

(3) Reporting Periods and Due Dates. The Command Chronology is submitted semiannually in accordance with reference (a). The reporting periods are 1 January through 30 June, and 1 July through 31 December. Division staff submissions are due not later than ten days after the end of each reporting period. Subordinate elements of the Division will submit their chronologies not later than twenty days after the end of each reporting period. In case of operational deployment, combat, or other special situations, the Command Chronology becomes a monthly report. It will be classified for security purposes appropriately, and forwarded via the chain of command to reach this Headquarters, AC/S, G-3 not later than five days after the end of each month reported on. Whenever monthly reports are required, the affected command will be so notified by the CMC. Regiments reporting on a semiannual basis will not delay the forwarding of their subordinate element chronologies that may be required on a monthly basis per reference (a). From time to time, additional chronologies may be required by higher headquarters. Special instructions will be separately issued on those occasions.

f. Forwarding. Division staff sections will forward the original and one copy of their staff input. Organizations will forward the original and one copy, hand delivered whenever possible. Staff Historians will also ensure that a copy is retained in the organization/unit historical summary file (see paragraph 11 below). Bind at the top of the document with paper fasteners. Use a rigid material, such as a loose leaf folder on the front and back to protect the document. Ensure that the copy includes all pages and documents of the original, properly collated. Also, the copy must be clear of blemishes and readable. The final product should be the standard letter size dimension, with any oversize items carefully folded to meet that requirement. Reports will be protected by cardboard covers, front and back, and will be clipped along the top margin. Acetate document protectors will be used as needed, particularly with mounted items or photographs. Enclosures will be clearly numbered and will correspond with those on the letter of transmittal. The Division Command Chronology will be reviewed by the AC/S, G-3, and forwarded to the Chief of Staff for review/approval and signature by the Commanding General. Once signed, the original document will be forwarded by the Division Staff Historian to the CG, III MEF, not later than 30 days after the end of the reporting period, in accordance with reference (c). Hand delivery is preferred with a custody receipt signed by the officer accepting it. The complete copy of the Command Chronology will be retained in the Division Historical Summary File.

10. Historical Program Report. This report will be prepared semi-annually by battalions, regiments, and the Division Staff Historian in accordance with paragraph 4b and enclosure (1) of reference (b).

The reporting periods and due dates are the same as those prescribed for the Command Chronology. One copy of the report is retained in the historical summary file.

11. Historical Summary File. Each command, organization, and unit required to submit a Command Chronology is also required to maintain an Historical Summary File in accordance with paragraph 9002 of reference (a). Copies of the Command Chronology are one important element of this file. This is the commander's repository of historically significant items. It serves as an institutional memory bank for use whenever the need arises. Command Administrative Readiness Evaluations will focus significantly on the adequacy of this file.

12. Oral History. The Division Staff Historian has cognizance over the Command's Oral History Program, and will be guided by the provisions of paragraphs 3005 and 9004.1, and Appendix B of reference (a). Current Marine Corps policy requires that the program be conducted at the regimental-level and higher. All organizations of this Command, however, are encouraged to participate. Interview facilities are available through the Public Affairs Officer, MCB, Camp Butler. Requests for facility support will be in writing to the CG, MCB, Camp Butler (AC/S, O&T) via this Headquarters, AC/S, G-3. The request should identify the subject, give the full name and grade of the proposed interviewee, the name and grade of the interviewer, and an explanation of the historical significance of the information expected to be obtained. If authorized, the interview will be conducted in accordance with Appendices B through F of reference (c). The recorded material and/or transcript thereof will be classified appropriately if necessary, and sent to the CMC (HDH-3) via the chain of command within five days of completion of the interview. Such an interview, if conducted, would be considered a significant event and will be noted as such in Section 3 of the Command Chronology. Also, a corresponding entry should be cross-referenced in Section 4, noting that the documentation named was forwarded to the CMC. A copy of the tape/transcript will be retained in the historical summary file at the appropriate level in this Command.

13. Administrative Readiness Evaluation (ARE) for the Historical Program. Biennially, the AC/S, G-3, will evaluate the readiness of the Command's Historical Program as part of the Division's ARE program. Staff Historians will ensure that their files and records are current and complete, and that Marine Corps standards are being maintained as per reference (a) and the inspection checklist contained in Appendix E, reference (d). Staff assistance visits will be conducted by the Division Staff Historian on request.

14. Action. Commanders, Assistant Chiefs of Staff, and Staff Historians will comply with the relevant portions of the references and this Order.

P. V. KELLY
Chief of Staff

DISTRIBUTION:

Copy to: CMC (HDH)/CG, FMFPac/CG, III MEF (1)

INSTRUCTIONAL FORMAT FOR COMMAND CHRONOLOGY

SECTION 1

ORGANIZATIONAL DATA

1. Unit Designation

   a. Reporting Unit Code.

   b. Table of Organization Number(s).

2. Period Covered and Location. [Include the reporting period dates and the location of the headquarters, such as Camp Courtney, Okinawa, Japan; "at sea en route to _____ "; "in port at _____ ", etc.]

3. Personnel Information
[Include full name--first, middle initial and LAST with the LAST name all in UPPER CASE; spell out grades; include the "from" and "to" dates of each billet holder. There should be no date gaps.]

   a. Division Commander (Commanding Officer)

   b. Assistant Division Commander (Executive Officer)

   c. Subordinate commanders

   d. Principal staff members

   e. Staff Historian

   f. Sergeant Major and/or senior enlisted

4. Average Monthly Strength [Personnel chargeable and on hand.]

	USMC		USN	
	Officer	Enlisted	Officer	Enlisted
[Month-1]				
[Month-2]				
[Month-3]				
[Month-4]				
[Month-5]				
[Month-6]				

5. Equipment
[List type and number of major pieces of equipment assigned as required in SORTS reporting; MCBUL 3000.]

Enclosure (1

SECTION 2

NARRATIVE SUMMARY

[This section should contain, in narrative form, a summary of the command's activities, programs, plans, policies and problem areas of historical significance. Events described in this section may take whatever form is desired but they should be organized into functional areas rather than chronologically as in Section 3.]

1. Command, Operations and Training

2. Personnel and Administration

3. Legal Action

4. Medical

5. Logistics/Supply

6. Civic Action

7. Other relevant areas

SECTION 3

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

[This section includes details of historically significant events which occurred during the reporting period. Provide a specific date or date bracket, and briefly list each event. For commands not in combat, consider covering: personnel; administration; intelligence; training; exercises; special operations; command relations; plans; equipment; logistics; community relations; communications; fiscal; activation/deactivation/redesignation; visits by dignitaries, etc. For commands in combat, consider covering: combat missions assigned; significant operations conducted; casualties inflicted on the enemy; casualties sustained; new techniques employed; command relations; equipment; logistics; civic action; administration; personnel; intelligence; communications; weather; fire support; air support; activation/deactivation/redesignation, etc. Give cross references to Section 4 items and attach documents as necessary to provide a clear understanding.]

SECTION 4

SUPPORTING DOCUMENTS

[In this section give a list of items of historical interest to support both sections 2 and 3, as necessary. Do not load up this section with routine paperwork. Some types of documents of interest are: operations plans/orders; administrative plans/orders; embarkation plans/orders; staff journals/excerpts; periodic reports; staff studies and estimates; reference maps; photographs; briefing notes; newspaper articles, etc. Cross-reference with sections 2 and 3 as necessary. Attach and label each document listed here.]

EXAMPLE LETTER OF TRANSMITTAL FOR COMMAND CHRONOLOGY

5750
G-3T
(DATE)

From: Commanding General
To: Commandant of the Marine Corps (HDH-4)
Via: (1) Commanding General, III Marine Expeditionary Force
(2) Commanding General, Fleet Marine Force, Pacific

Subj: COMMAND CHRONOLOGY FOR PERIOD 1 JULY TO 31 DECEMBER 1992

Ref: (a) MCO P5750.1G
(b) FMFPacO 5750.8E
(c) ForO P5750.1G

Encl: (1) 3d Marine Division Command Chronology
(2) 4th Marines Command Chronology
(3) 9th Marines Command Chronology
(4) 12th Marines Command Chronology
(5) Headquarters Battalion Command Chronology
(6) Combat Support Group Command Chronology
(7) 3d Combat Engineer Battalion Command Chronology

1. Per the references, the 3d Marine Division Command Chronology for the subject period is submitted as enclosure (1) herewith. Command Chronologies for subordinate commands are listed in enclosures (2) through (7).

2. This Command Chronology is unclassified

C. G. DIVISION

Copy to:
Command Historical Summary File

Enclosure (2)