



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA EL TORO
PO BOX 95001
SANTA ANA CA 92709-5001

IN REPLY REFER TO:

ABO 5750.1G
AT/90
01 Dec 93

AIR BASES ORDER 5750.1G

From: Commander
To: Distribution List

Subj: HISTORICAL PROGRAM

Ref: (a) MCO P5750.1G

Encl: (1) Guidelines for Command Historical Summary File
(2) Format for Command Chronology
(3) Format for Staff Section Submission to Command Chronology

Report Required: Command Chronology (Report Symbol MC-5750-06),
par. 4a

1. Purpose. To promulgate amplifying instructions governing the administration of the Marine Corps Historical Program within Marine Corps Air Bases Western Area (MCABWA).

2. Cancellation. ABO 5750.1F.

3. Information. The reference establishes the requirements and guidelines to be used in maintaining the Command Chronology and the Command Historical Program. This is accomplished in three parts; the Command Chronology, the Command Historical Summary File, and the Oral History Program.

a. The Command Chronology is a documented report of the significant events of Marine Corps organizations. In addition to furnishing basic research material which can be exploited by Headquarters Marine Corps and other activities, the chronology provides the reporting command with the historical data for future planning and orientation of new personnel.

b. Retention of a command historical summary file, as outlined in enclosure (1), enables the command to maintain information at the local level that is not of significant historical value to be included in the Command Chronology. It can also be used for briefing and orientation of newly joined personnel.

c. The Oral History Program preserves the eyewitness observation of Marines who have participated in historical actions, operations, events, and developments for use by future historians. Paragraph 6005 of the reference contains instructions for implementing and conducting this program.

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4. Action

a. Command Chronology

(1) The Assistant Chief of Staff (AC/S), G-3 is designated the Staff Historian for Commander, Marine Corps Air Bases Western Area, Marine Corps Air Station (MCAS) El Toro and is responsible for submitting the Command Chronology to the Commander not later than 1 March.

(2) All commands and staff sections will submit Command Chronology reports to arrive at this headquarters (AC/S, G-3) not later than 20 January. Chronologies will be submitted as per the reference and enclosure (2) of this Order.

(3) Staff sections will submit recommended input to the Command Chronology in the format contained in enclosure (3).

(4) Only information of a historical nature will be included in the unit Command Chronology. Items such as promotions, Marine of the Month, routine schools, unit punishment, information breakdown of normal sorties on a month by month basis, squadron bulletins, etc, are not considered historical in nature and therefore will not be submitted. Information of this nature will be maintained in the unit Historical Summary File. A chronology will be included for each subordinate and/or attached unit. A chronology will be included for units which were relocated, activated, deactivated, or reassigned during the reporting period.

(5) The format for the Command Chronology will be as depicted in enclosure (2). The original and one copy will be forwarded to this headquarters (AC/S, G-3). These copies will be unbound and clipped together rather than hole-punched or stapled. Protruding tabs will not be used to index enclosures. The original shall be submitted on standard 8 1/2 x 11 inch paper, with a 1 1/2 inch left margin.

(6) Reproduction of supporting documents for the Command Chronology for the sole purpose of having a 1 1/2 inch left margin is not authorized and shall not occur.

(7) The Command Chronology will be an unclassified document. Classified information will only be included in the Command Chronology after obtaining authorization from the Historical Officer.

b. Historical Summary

(1) All organizations of this command will have a historical officer assigned in writing. The unit historical officer will become familiar with the guidelines in the reference and this Order. The unit historical officer will maintain a record of events that occur during the reporting period and will also maintain the unit historical summary file.

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(2) Organizations will use the guidelines in enclosure (1) for maintaining the unit Historical Summary File.

c. Oral History

(1) The Director, Joint Public Affairs Office will be responsible for:

(a) Maintaining the Oral History Program.

(b) Funding for materials and equipment required to support the Oral History Program.

(c) Conducting the recording of Oral History sessions as per Appendix A to the reference.

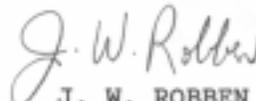
(d) Completing taped historical interview documentation sheets as required.

(e) Submitting completed tapes to the Commandant of the Marine Corps (HD).

(f) Submitting a quarterly report to the Staff Historian (G-3) not later than the 5th of January, April, July and October indicating the number of taped interviews and taped historical interview documentation sheets completed during the preceding quarter.

(2) The AC/S, G-1 will be responsible for screening personnel reporting to MCAS El Toro/COMCABWEST to identify those personnel who have recently been involved in significant actions, operations or events and who have not previously been afforded the opportunity to participate in the Oral History Program.

(3) The Security Officer will review all Oral History Program tapes and recommend security classification.


J. W. ROBBEN
Chief of Staff

DISTRIBUTION: MCABWA: D

GUIDELINES FOR COMMAND HISTORICAL SUMMARY FILE

1. The Command Historical File shall be maintained in a condition that will permit immediate use of this information for any purpose. When the file becomes too large for practical use, excess materials (beginning with the oldest) should be forwarded to the Commandant of the Marine Corps (HD) for disposition. The Command Historical Summary will contain as a minimum the following data:

- a. Organizational histories.
- b. Chronological listing of commanders with a brief resume of their past career.
- c. Listing of campaign streamers and unit awards.
- d. Members of the unit awarded Medal of Honor or the Navy Cross, legendary Marines, etc.
- e. Data on commissioning, redesignation.
- f. Movements/relocations/major deployments.
- g. Major campaigns/exercises in which the unit participated.
- h. Copies of appropriate command-generated press releases.
- i. Copy of official unit history.
- j. Certificates of lineage and honors.
- k. Participation in events involving the local civilian community.
 - l. Press clippings from local military and civilian newspapers.
 - m. Photographs judged to be of historical interest.
 - n. Any other listings as deemed appropriate by the unit commander such as meritorious masts, promotions, etc.

ENCLOSURE (1)

ABO 5750.1G
01 Dec 93

FORMAT FOR COMMAND CHRONOLOGY

COMMAND HEADING

5750
1DA/90

From: Commanding Officer
To: Commander, Marine Corps Air Bases Western Area, Marine Corps
Air Station, El Toro (Santa Ana), California 92709-5001 (Attn:
G-3)

Subj: SUBMISSION OF COMMAND CHRONOLOGY

Ref: (a) MCO P5750.1G
(b) ABO 5750.1G

1. As per references (a) and (b), the Command Chronology for the
period _____ to _____ is submitted.

SIGNATURE

NOTE: In order to ensure that Command Chronologies truly reflect the
thrust of the command, their submission shall be by the
commander. By direction is not authorized.

ENCLOSURE (2)

ABO 5750.1G
01 Dec 93

UNITED STATES MARINE CORPS
Headquarters Marine Corps Air Station El Toro
P O Box 95000
Santa Ana California 92709-5000

COMMAND CHRONOLOGY

_____ TO _____

INDEX

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

ENCLOSURE (2)

PART I

ORGANIZATIONAL DATA

Unit Designation: (Reporting Unit (RU))

Reporting Unit Code:

Table of Organization Number:

Period Covered and Location: (Inclusive dates plus location)

Personnel Information:

(Title/Job of Individual)
(Grade and Name)

(Inclusive dates individual
occupied the billet)

NOTES: (1) First name, middle initial, last name.

(2) Commanders, Principal Staff Officers and the Sergeant
Major will be listed.

Average Monthly Strength:

	USMC		USN	
	<u>Officer</u>	<u>Enlisted</u>	<u>Officer</u>	<u>Enlisted</u>
Month - 1				
Month - 2				
Month - 3				
Month - 4				
Month - 5				
Month - 6				
Month - 7				
Month - 8				
Month - 9				
Month - 10				
Month - 11				
Month - 12				

ENCLOSURE (2)

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PROMOTIONS: The following promotions were effected:

SgtMaj	_____	_____
1stSgt	_____	_____
MGySgt	_____	_____
MSgt	_____	_____
GySgt	_____	_____
SSgt	_____	_____
Sgt	_____	_____
Cpl	_____	_____
LCpl	_____	_____
PFC	_____	_____

OFFICERS JOINED:

<u>GRADE</u>	<u>MOS</u>
_____	_____
_____	_____
_____	_____
_____	_____

OFFICERS DROPPED:

<u>GRADE</u>	<u>MOS</u>	<u>REASON</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ENLISTED JOINED:

<u>GRADE</u>	<u>NO.</u>
_____	_____
_____	_____
_____	_____
_____	_____

ENCLOSURE (2)

ENLISTED DROPPED:

<u>GRADE</u>	<u>NO.</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Legal Actions:

NJP
SCM
SPCM
GCM
Admin Discharges
JAG Manual Investigations

Equipment:

CT-39G
UC-12B
UH-1N

Number

Motor Transport Equipment:

<u>Equipment Code</u>	<u>Number</u>	<u>Capacity</u>
<u>Automotive</u>		

Engineer:

Material Handling:

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PART II

NARRATIVE SUMMARY

1. A narrative summary written from the commander's viewpoint highlighting the most significant accomplishment 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, they must be factual and concise.

2. The narrative summary should include paragraphs pertaining to command, operation, training, personnel, medical, logistics, supply and civil actions. Information as to joins, drops, promotions, and awards (except Navy--Marine Corps medal and above), meritorious masts, letters of noteworthy performance, number of nonflying days, monthly flight hours, sorties, and daily availability are not considered to be historical in nature and will not be included in the Command Chronology. Examples of events that should be included are participation in exercises, deployments, transpac operations, and community relations.

3. All special staff sections narrative summaries will be consolidated by the Historian and included in the final chronology submitted by this headquarters.

ENCLOSURE (2)

PART 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, how, and why should be provided in sufficient depth so that the entry stands on its own.

2. The following is not considered to be reportable via the Command Chronology: Marine of the Month nominations, good conduct awards, letters of commendation, recommendations for meritorious promotions or meritorious masts, nominations to attend routine schools, unit/section visitations and Christmas parties. Unit/section visitations/parties can and should be reported if they are in conjunction with civic groups.

3. The following are considered sources for entries: Command and Staff functions, community relations, ceremonies, activations, deactivations, and redesignations of units within the organization and specific dates such events took place. Changes of operational and administrative control including specific dates. Modifications to plant and facilities. Command relations with other military organizations within the immediate area, e.g., area coordination relations, significant interservice support agreements, etc.

Example entry:

7 Jan 1984 Activated Station Operations and Maintenance
 Squadron at MCAS El Toro.

NOTE: To identify individuals throughout the chronology use grade, last name, and title/job of the individual.

ENCLOSURE (2)

PART IV
SUPPORTING DOCUMENTS

1. This section of the chronology should contain subordinate command chronologies and amplifying material which will assist in the understanding of the events described in the report such as:

- a. Chronologies of subordinate commands.
- b. Operations plans.
- c. Administrative plans.
- d. Staff journals.
- e. Periodic reports.
- f. Staff studies and estimates.
- g. Reference maps.
- h. Photographs.
- i. Briefing notes.
- j. Newspaper articles (local and command).
- k. Other documents of historical significance.

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FORMAT FOR STAFF SECTION SUBMISSION
TO COMMAND CHRONOLOGY

1. Information from the Staff Sections for the Command Chronology will be in narrative form. Any significant events such as visiting dignitaries, new programs instituted, community relations, special operations, and personal decorations will be reported. Also included will be the first name, middle initial, last name, and grade of the AC/S, or Officer in Charge and dates said officer was in charge of the section.

ENCLOSURE (3)



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 452001
SAN DIEGO CA 92145-2001

ABO 5750.1G Ch 1
CPAO

12 DEC 2000

AIR BASE ORDER 5750.1G CH 1

From: Commander
To: Distribution List

Subj: HISTORICAL PROGRAM

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. On the letterhead page, change the letterhead heading to read "MARINE CORPS AIR BASES WESTERN AREA MIRAMAR, PO BOX 452000, SAN DIEGO CA, 92145-2000."
 - b. On the letterhead page, paragraph 3c, last sentence, change "Paragraph 6005" to read "Appendix B."
 - c. Page 2, paragraph 4a(1) change "El Toro" to read "Miramar."
 - d. Page 3, paragraph 4c(1)(f) change "El Toro" to read "Miramar."
 - e. Enclosure (2), page 1, "To" line, change to read "Commander, Marine Corps Air Bases Western Area, Marine Corps Air Station Miramar, San Diego, CA 92145-2000."
 - f. Enclosure (2), page 2, change the letterhead heading to read "Headquarters Marine Corps Air Station Miramar, P O Box 452000, San Diego CA 92145-2000."
 - g. Enclosure (2), page 5, under "Equipment" delete "CT-39G, UC-12B, UH-1N."
 - h. Enclosure (2), page 7 paragraph 3 "Example Entry," change "7 Jan 1984" to read "7 Jan 2000." Same line change "El Toro" to read "Miramar."

ABO 5750.1G CH 1

12 DEC 2000

3. Filing Instructions. File this Change Transmittal directly behind the signature page of the base Order.


P. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A