



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5750.1A
G-3/5

15 FEB 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5750.1A

From: Commanding General
To: Distribution List

Subj: HISTORICAL PROGRAM

Ref: (a) MCO 5750.1H
(b) MCO P10520.3B
(c) OPNAVINST 5030.4G
(d) Presidential E.O. 11593 of 13 May 71
(e) SECNAV M-5210.1
(f) MCIEAST-MCB CAMLEJ Command Chronology Standard Operating Procedures (SOP) of 2 Aug 12

Encl: (1) MCIEAST-MCB CAMLEJ Historical Program Manual
(2) Reports Required

1. Situation. This Order sets forth the policies, procedures, and standards governing the administration of the Marine Corps Historical Program and delineates the respective responsibilities of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), and its subordinate commanders, staff members, and individuals in the planning, conduct, and execution of this program.

2. Cancellation. MCIEAST-MCB CAMLEJO 5750.1, BO 5750.1, and BO 5750.3H.

3. Mission. To promulgate and publish revised guidance and instruction for commanders, staff members, and individuals involved in the execution of an all inclusive historical program, contained in enclosure (1) of this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order establishes a holistic perspective of the required Marine Corps Historical Program, and provides revised instructions and requirements for MCIEAST-MCB CAMLEJ and its subordinate commands' historical programs.

(2) Concept of Operations. A comprehensive historical program provides the primary means of honoring tradition, building esprit de corps, and transmitting the Marine Corps Heritage to Marines of MCIEAST-MCB CAMLEJ and its subordinate commands. The recording, preservation, and dissemination of the cumulative operational and institutional experience of MCIEAST-MCB CAMLEJ as well as command and individual achievements 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 MCIEAST-MCB CAMLEJ and its subordinate commands, as well as the Marine Corps, and to be well versed in the intent of this Order.

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b. Subordinate Element Missions

(1) General Staff shall: Be responsible for adhering to all policies and guidelines as set forth in this Order.

(2) Special Staff shall: Be responsible for adhering to all policies and guidelines as set forth in this Order.

(3) Subordinate Commanders shall: Be responsible for establishing a comprehensive command historical program as set forth in this Order and references (a) through (f).

5. Administration and Logistics

a. Directives issued by this headquarters are published and distributed electronically at <http://www.mcieast.marines.mil/StaffOffices/Adjutant.aspx>.

b. The Command Historical Program is part of the Commanding General's Readiness Inspection Program.

c. Refer to enclosure (2) for reporting requirements.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ and its subordinate commands.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

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LOCATOR SHEET

Subj: HISTORICAL PROGRAM

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Scope and Responsibility

1. General. This Order establishes policies and responsibilities for recording, preserving, and disseminating the cumulative operational and institutional experience of MCIEAST-MCB CAMLEJ, its staff members and commanders. It also outlines procedures for documenting, preserving, and displaying MCIEAST-MCB CAMLEJ history found in official records, art, material objects, memorabilia, oral histories, and personal papers through the Marine Corps Historical Program.

2. Purpose

a. If the harsher lessons of history are not to be painfully revisited, the past must be extensively evaluated. In order to conduct such an extensive evaluation, a systematic means of preserving historical records is needed.

b. In addition, tangible evidence of unit and individual achievement has proven to foster military virtue. A comprehensive program that honors tradition and builds esprit through the display of awards, battle honors, historical flags, and other objects of historical and sentimental significance best capitalizes on this factor.

c. The responsibility for recording, preserving, and disseminating the cumulative operational and institutional experience of MCIEAST-MCB CAMLEJ, and its subordinate commanders, staff members, and individuals rests with each commanding officer (CO) and his/her appointed Staff Historian/Historical Program Officer.

3. Military History. Military history encompasses descriptive and interpretive accounts of peace or wartime activities which meet the criteria of objectivity and accuracy; Marine Corps history is but a part of military history.

4. Objectives. The objectives of the MCIEAST-MCB CAMLEJ Historical Program are to:

a. Make the cumulative historical experience of MCIEAST-MCB CAMLEJ, its staff members, and commanders available for widespread study and exploitation.

b. Enhance esprit de corps through wide dissemination of Marine Corps history and traditions.

c. Collect and preserve significant documents and records relating to MCIEAST-MCB CAMLEJ, its commands, and the Marine Corps.

d. Give substance to tradition by identifying, collecting, maintaining, and exhibiting objects of lasting historical and sentimental value to MCIEAST-MCB CAMLEJ, its subordinate commands, tenant commands, and the Marine Corps.

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e. Emphasize the importance of military history as an essential element of professional military education.

f. Stress the virtue of military history as a significant ingredient in staff planning and command decisions.

g. Provide source material for the study of the development of tactics, weapons, and equipment; both air and ground.

h. Encourage creative scholarship that promotes a deeper understanding of the historical role of MCIEAST-MCB CAMLEJ and the subordinate and tenant commands in the Marine Corps, both in the national development of the United States and as an instrument of national policy.

5. Command Responsibilities

a. Commanders are responsible for their command's Historical Program. The program will include planning, programming, and execution of military history programs, support of museum activities, and compliance with this Order and reference (a).

b. The Command Historical Programs should be established as discussed in chapter 2; with chapter 3 being solely dedicated to the command chronology.

6. Individual Responsibilities

a. All Marines are expected to have a clear understanding of the basic events that have shaped the military heritage of the United States Marine Corps and MCIEAST-MCB CAMLEJ, in particular.

b. Officers and noncommissioned officers are encouraged to broaden their professional knowledge through individual effort, and to study military history as a professionally rewarding activity.

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Chapter 2

Command Historical Program

1. Command Responsibility. This chapter outlines the responsibilities of commanders for the collection and preservation of material required to document the MCIEAST-MCB CAMLEJ and each command's activities for historical purposes. Fulfilling these responsibilities requires Command Historical Programs that include: assigning Staff Historians/Historical Program Officers, maintaining unit historical summary files, preparing and submitting command chronologies, accounting for Marine Corps historical properties, and supporting specific aspects of the Marine Corps Historical Program. Such programs might also include historical holdings, or determination of historical properties as defined and discussed in this Order and in more detail in reference (a). Commanders may be assisted in the discharge of all Historical Program responsibilities by a Staff Historian/Historical Program Officer occupying either a Table of Organization billet or assigned as an additional duty. In either case, the Staff Historian/Historical Program Officer must be informed of existing and projected command plans and in return, he/she must advise the commander and the staff about command historical responsibilities.

2. Staff Historian/Historical Program Officer. The following requirements and recommendations are made with respect to the assignment of Staff Historians/Historical Program Officers, with full appreciation of the inviolability of command prerogatives in the interests of facilitating smoothly functioning command history programs.

a. Assignment. Each unit required to submit a command chronology will designate, in writing, a staff member to perform additional duties as the Staff Historian/Historical Program Officer. Ideally, primary duties of the designated staff member should be such that he/she is involved in or can observe key command activities; the past practice of assigning Staff Historian/Historical Program Officer duties to the Public Affairs Officer has not usually been beneficial to either the historical or the public affairs programs. Where units are smaller than battalion or squadron size, a staff noncommissioned officer may be designated to this position.

b. General Duties. The Staff Historian/Historical Program Officer shall:

(1) Create historical files and records, to include an active program to identify and preserve basic records of the command's history.

(2) Prepare historical reports.

(3) Promote general awareness of the unit's historical achievements.

(4) Act as responsible officer for all Marine Corps historical properties held by the command, unless this responsibility has been otherwise assigned.

(5) Manage the following command programs: unit lineage and honors, commemorative naming, historic sites, and oral history. A command museum

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program or a historical holding program may also be assigned, where appropriate.

(6) Ensure historical records are maintained in accordance with this Order.

(7) Conduct other appropriate historical duties.

c. Detailed Responsibilities. The Staff Historian/Historical Program Officer assists the commander by collecting pertinent records and information in paper and electronic formats, and by writing historical reports and studies that accurately describe the unit's activities.

(1) The Staff Historian/Historical Program Officer collects, analyzes, and organizes reports and documents; augmenting them with information obtained from interviews, staff meetings, and other sources to build a record of the unit's history. The baseline criteria calls for consistent objectivity, painstaking evaluation, and a deep respect for accuracy of all accounts.

(2) Historical data provides the key to understanding lessons of the past, evaluation of present experiences, and to effective planning for the future. The Staff Historian/Historical Program Officer should keep in mind that historical materials have immediate and long range uses within the unit, as well as other Marine Corps organizations.

(3) The Staff Historian/Historical Program Officer should be able to perform research and to answer historical questions for the command. The Staff Historian/Historical Program Officer is also the principle point of contact for the History Division (HDR) to conduct research into the unit's lineage and honors, streamers and other matters. The Staff Historian/Historical Program Officer must work closely with the other staff members charged with the responsibility of preparing records and reports that may have historical value, reviewing such reports to ensure their completeness, and assisting the Command Designated Records Manager with the preservation and retirement of vital records and reports.

3. Command Historical Summary File

a. Objective. All MCIEAST-MCB CAMLEJ commands, to include battalions, bases, and stations required to submit a command chronology shall maintain a command historical summary file. This file should contain information pertinent to the development and updating of organizational histories. As working papers, the summary files are exempt from normal policies concerning the retirement and destruction of records. Although the summary files may provide excellent reference source material for preparation of public affairs releases, the files themselves should be maintained separately from public affairs files and remain available as a command tool.

b. Implementation

(1) At a minimum, the command historical summary file shall include:

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(a) Copies of certificates of lineage and honors (if the unit is a Type III, Class 1 color-bearing unit);

(b) Copies of streamer entitlement (if the unit is a Type III, Class 1 color-bearing unit);

(c) Copies of past command chronologies (should be retained for as long as feasible, but for not less than five years);

(d) The master copy of the unit insignia and all related correspondence, to include background information, drawings or photographs, and the histories of any insignia or special identifying devices adopted by the unit (if an insignia has been adopted); and

(e) Lists of all properties, facilities, or sites named in commemoration (for commands administering real property).

(2) Optional materials for the command historical summary file may include:

(a) Copies of appropriate command-generated press releases;

(b) Copies of the official unit history and extracts from other published words covering the history of the unit;

(c) Unit photographs of historical interest complete with captions that denote dates, places, functions, and full names of individuals involved;

(d) A list of all former COs (if the unit is a Type III, Class 1 color-bearing unit of battalion/squadron size or above) and other important members of the command, complete with information that details the dates of office, the full name and grade of the person, and the full title of position held;

(e) Cruise books or other unit-oriented publications;

(f) Copies of oral history interviews conducted by the unit and submitted to the Director of HDR, if applicable; and

(g) Significant press clippings concerning the unit from local military or civilian newspapers or magazines.

(3) The command historical summary file is considered a "permanent" file and should be retained by the command. If retention becomes a physical burden, a letter requesting disposition instructions on specific items should be sent to the HDR.

4. Oral History

a. Definition. In a general sense, oral history is spoken history; that is interviews of eyewitness impressions and personal experiences of historical importance. The Marine Corps Oral History Program however, takes a broader view of what constitutes oral history and includes recorded

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presentations, briefings, debriefings, speeches, and similar "spoken history." Oral history is important. In many cases, written records of historic events are either meager or nonexistent. Fortunately, unofficial reports, studies, and articles in professional and service publications are available to partially amplify and supplement these official records. In the same way, recorded spoken recollections of those who have had a significant part in key events have great value, as these accounts fill voids in history. Under the oral history program, interviews are recorded and collected to document major events and important personalities. Of highest importance are interviews among the operating forces, conducted on-scene or following significant operations, deployments, exercises, and maneuvers. Presentations, briefings, debriefings, and speeches are also recorded; and end-of-tour interviews are obtained. In addition, in-depth memoir-style or issue-oriented interviews are conducted with distinguished retired Marines; once transcribed, they provide a significant research source.

b. Objective. The objective of the MCIEAST-MCB CAMLEJ Oral History Program is: All MCIEAST-MCB CAMLEJ commands, to include battalions, bases and stations that submit a command chronology be prepared, if called upon as a matter of economy, by this headquarters and HDR; to conduct specific interviews required by the Commandant of the Marine Corps (CMC).

5. Commemorative Naming Program

a. Objective. All MCIEAST-MCB CAMLEJ commands, to include battalions, bases and stations are encouraged to establish a Commemorative Naming Program for the naming of Marine Corps buildings, streets, facilities, parks, sites, and other property, all deemed as "structures," to be designated in recognition and tribute to distinguished and heroic deceased Marines.

b. Basic Policies

(1) Structures will be named for individuals highly regarded within the Marine Corps and local communities. Additionally, per reference (a), names of others that made outstanding contributions of a lasting nature, either to the Marine Corps or to the welfare of Marines, may also be considered. Names of deceased Marines, or members of other military organizations who died in service with Marine Corps units, will be considered for use first. Staff responsibility for the naming of Marine Corps structures rests with the Headquarters, U. S. Marine Corps (HQMC), Historical Branch, History and Museums Division. Portions of structures (e.g., rooms); need only local commander authority and endorsement by the Commanding General (CG), MCIEAST-MCB CAMLEJ to be named. This responsibility is carried out under the Commemorative Naming Program in accordance with guidelines promulgated in this Order and reference (a).

(2) Once designated, the name of a structure will not be changed unless the original name becomes inappropriate and approved for removal by the HQMC, Historical Branch, History and Museums Division.

c. Nominations

(1) Commanders or general/special staff department heads who have an occasion to commemoratively name structures will submit a request in writing

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to the Director of HDR, 3078 Upshur Ave., Quantico VA. 22134 to begin the naming selection process. The commander or general/special staff department head has the option of recommending candidate names or requesting recommendations from the historic files. The Historical Reference Branch maintains files that list all properties known to have been named for Marines. These files also contain the names of deceased Marines who by virtue of long and distinguished careers or exceptional heroism, are considered uniquely qualified as candidates for the Commemorative Naming Program.

(2) All requests initiated to include tenant commands/activities must be forwarded through both the originator's chain of command and the CG, MCIEAST-MCB CAMLEJ for endorsement.

(3) Biographical data will accompany each recommendation.

(4) Once the candidate's name is selected and researched, it will be submitted by the HDR to the CMC for final approval.

d. Disclosure/Public Announcement. No public disclosure of any nomination will be made before the CMC has approved the recommendation. In order to avoid potential embarrassment or disappointment, commands or general/special staff departments must avoid discussing a nomination with the next of kin before approval is received.

e. Concurrence of Next of Kin. Upon receipt of the Commandant's decision, the requesting command or general/special staff department will make every reasonable effort to contact the next of kin or descendants to obtain concurrence and to invite their participation in a dedication ceremony. If concurrence is not obtained, the HDR Commemorative Naming Program branch must be notified immediately for disposition instructions prior to any use of the approved name.

f. Reporting. Commanders are required to furnish the following information to HDR upon completion of any naming action:

- (1) Activity/agency responsible;
- (2) Description of property named and exact name given;
- (3) Location of property (map or verbal description);
- (4) Name and grade of individual commemorated; and
- (5) Date of naming, along with still photographs, motion picture/video coverage, brochures, correspondence, and newspaper clippings concerning the ceremony.

g. The following topics concerning Commemorative Naming are not addressed in Marine Corps orders, directives, or regulations. All questions or concerns regarding these topics must be addressed prior to submission with the MCIEAST-MCB CAMLEJ Historical Program Officer (G-3/5) for appropriate direction.

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(1) Naming of "structures" commemorating living Marines or individuals.

(2) Commemorative naming of any non-structural objects not covered by this order.

6. Unit Lineage and Honors Program

a. Objective. The objective of the MCIEAST-MCB CAMLEJ Lineage and Honors Program is to record and maintain the history of service of MCIEAST-MCB CAMLEJ commands, per this Order, and which have been issued Type III, Class 1 honors as prescribed by reference (b), and are of battalion/squadron size and larger, through certificates of lineage and the authentication of battle honors and awards.

b. Implementation. Lineage is determined and certified and battle honors authenticated for Marine Corps units on a scheduled basis. The process begins with thorough research of official records held by the Archives and Special Collections Branch, Library of the Marine Corps, along with the HDR working files and other pertinent resources. The final determination of unit award entitlement resides with the CMC.

(1) Lineage

(a) General

1. The purpose of the unit lineage program is to provide accurate and concise administrative histories of MCIEAST-MCB CAMLEJ units.

2. Units desiring to be added to the schedule of MCIEAST-MCB CAMLEJ units requesting updated certificates of lineage and/or honors must submit a written request from the CO/CG to the HDR. A sample letter is available on the History Division website at <http://www.history.usmc.mil>.

3. Certificates of lineage will be displayed prominently within the unit headquarters.

4. Lineage of a unit normally resides in that unit's headquarters. The headquarters element however, may also be entitled to separate battle colors, and to distinct honors earned by actions separate from the rest of the unit.

5. Some provisional units and temporary forces which have been activated for a limited amount of time are considered to have no antecedents and consequently no lineage.

6. Schools, detachments, and supporting battalions of bases and air stations are not entitled to certificates of lineage and honors.

(b) Determination/Authentication of Lineage

1. Authentication of unit honors hinges on lineage; thus, certificates of lineage must be accurate. Until 1965, the most reliable source of unit historical information was unit diaries (formerly muster

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rolls); consequently, these records were the primary source for lineage authentication until the implementation of the command chronology program. Since 1965, the chronologies have proved to be more reliable as source documents, along with other supporting materials, in historical analysis.

2. The history of many Marine Corps units is unbroken from initial activation; however, many others have periods of deactivation. In those cases, successive units will be identified through such factors as numerical designation, mission, echelon, and geographic location.

3. A unit is not necessarily permanently abolished upon deactivation. If a unit bearing the same designation, function, or mission should subsequently be activated, the history and honors of the predecessor could pass to the new unit. Redesignation of a unit may mean the perpetuation of the unit under a different numerical or functional designation and may not necessarily mean the continuation of a unit's lineage. Evaluation and recognition of unit lineage depends in each case on historical analysis.

4. The lineage of aviation squadrons with three-digit designations will be determined through the numerical designator, regardless of the type of squadron.

5. The lineage of reserve units will be determined through the geographic location of the headquarters element.

6. Any changes or additions to unit lineage must be supported by authentic documentation.

(c) Certificate of Lineage. Eligible color-bearing Marine Corps units will receive certificates of lineage reflecting:

1. Date and place of activation, as shown on the unit diary, muster roll, command chronology, or other official Marine Corps order;
2. Re-designations, deactivations, or reactivations;
3. Change of assignments;
4. Participation in campaigns/expeditions;
5. Significant administrative reorganizations involving change of mission;
6. Major relocations;
7. Other pertinent information

(d) Conservation of Lineage. The impact on lineage must be carefully considered before activating, deactivating, re-designating, or reassigning a unit. Every effort must be made to preserve tradition and retain linkage to predecessor units.

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(2) Honors

(a) Certificate of Unit Honors

1. All eligible color-bearing Marine Corps units of the operating forces and supporting establishments will be provided certificates of unit honors reflecting:

- a. Unit decorations with actions and dates earned; and
- b. Campaign and Service awards.

2. These certificates, like those issued to reflect unit lineage, will be prominently displayed within the unit headquarters.

(b) Streamer

1. Honors accorded Marine Corps units will be displayed as streamers attached to the staffs of the unit battle color, organizational color, or Marine Corps color, in accordance with reference (b).

2. The organizational colors may bear only those streamers identified on the official certificate of unit honors, or those authorized subsequent to the issuance of the latest certificate, with written authorization from HDR.

3. Reference (b) establishes criteria for entitlement to and requisition of streamers. All requisitions for streamers must be authenticated by HDR prior to being submitted to the appropriate supply source.

(3) Unit Insignia. Many Marine Corps units and activities, particularly in aviation, have adopted distinctive insignia, which are painted on equipment and buildings and worn unofficially by unit members as a unifying symbol. Such insignia often become well-known and play a significant role in building unit identity, tradition, and esprit-de-corps.

(a) Policy

1. Reference (c) requires that insignia for all aeronautical components be forwarded to the Chief of Naval Operations (Attn: N88H) for approval prior to adoption. Subsequent changes must also be approved in the same manner. In compliance with this Order, MCIEAST-MCB CAMLEJ commands will forward requests for insignia approval via the chain-of-command including HDR as a via addressee.

2. This headquarters will not interfere in the adoption of unit or activity insignia, as long as the design is in good taste, and not already approved for another unit. In consideration of tradition and the association developed by previous members of the unit, long established insignia should not be altered capriciously.

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1. Units or activities not affected by reference (c) are not required to obtain the approval of the HDR prior to adopting or altering insignia. These units are required, however, to notify HDR of the action and to provide a clear and detailed drawing or photograph of the insignia. All MCIEAST-MCB commands and subordinate commanders will obtain the CG, MCIEAST-MCB CAMLEJ approval for the adoption of a new insignia.

2. Copies of correspondence and additional information relative to unit insignia adoption or history will be kept in the command's historical summary file.

7. Art Collection Program. All MCIEAST-MCB CAMLEJ commands, to include battalions, bases, and stations are encouraged to ensure they abide by and recognize that any existing command art and any Marine Corps art collection itself, exists primarily for the purposes of public exhibition and research. Artwork exhibited in offices is subject to recall at any time for the purposes of public exhibition, conservation, or preservation. Requests to borrow original works of art for official offices aboard MCIEAST-MCB CAMLEJ must be submitted to the President, Marine Corps University and via the CG, MCIEAST-MCB CAMLEJ for endorsement. Per reference (a), requests for original art will be limited to the immediate office areas of three and four-star generals, admirals, or their civilian equivalents. Therefore, existing and long standing art exhibits throughout MCIEAST-MCB CAMLEJ and its commands that are not in compliance with reference (a) require a waiver for art exhibit or letter of instruction from the National Museum of the Marine Corps (NMMC) art curator for the command's art exhibit. The waiver must be maintained on file in the command's historical summary file. The NMMC art curator will assess each request to determine what may be available to fit the requirement and the environmental conditions and security of the office area for which it is requested. Due to susceptibility to permanent ultraviolet damage, original works on paper will not be lent for display in offices. If the existing works require conservation, framing, or other services, NMMC may request funding from MCIEAST-MCB CAMLEJ or its own command for these services. Additionally, the museum may provide commands with information on how to care for their collections. To initiate an inquiry about artifact care, contact the Chief Curatorial Services, NMMC. The art curator may also recommend high quality "salon" prints to replace original works of art and existing works not being exhibited in appropriate office spaces which can be exhibited anywhere in the command as the CO deems appropriate. Such framed prints may be available as follows:

- a. From NMMC's limited stock of existing prints;
- b. From a high-resolution image provided by the curator, from which a copy can be made and framed by the requestor. If a high-resolution file does not exist, the requestor may be asked to provide funding for a commercial scan of the image; and
- c. From NMMC, with funding provided by the requestor so that a copy can be printed, framed, and shipped.

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8. Historical Sites Program

a. Objective. Per reference (d), Federal agencies are directed to survey their holdings and identify buildings and sites of historical significance. Properties deemed of unusual historical, archeological, or cultural value are to be nominated to the National Register of Historic Places and must be protected and preserved. Reference (d) reinforces these same objectives by requiring that all work projects be evaluated to determine their potential impact on property of historical or cultural significance. If it is determined that historically significant property is present within the command, the property must be nominated to the National Register. HDR will maintain files on those Marine Corps facilities that are listed on the National Register of Historic Sites.

b. Action. COs responsible for real properties will establish a comprehensive historic sites program if applicable and accomplish the following actions:

(1) Establish liaison with the appropriate State Historic Preservation Officer.

(2) Survey physical property in order to identify holdings with historical, architectural, or cultural significance.

(3) Nominate properties, if appropriate, for inclusion in the National Register.

(4) Safeguard and preserve resources as required by law.

9. Acquisition of Historical Objects. Commanders are required to report objects with potential historical significance to the Chief, Collections Management, NMMC. The Chief, Collections Management, will bring any reported objects to the attention of the curatorial staff, which will make recommendations to the Director of The National Museum as to whether the museum should accession them. The National Museum may relinquish the objects to the command or accession them and then place them on loan to the reporting command. Report items of historical significance and provide a written description of the item, its condition, location, copyright if applicable, and history, as well as information on who owns it to the NMMC. Such items may include personal belongings, battle-damaged equipment, and other battlefield objects belonging to the enemy or to Marines, which are unique to an engagement. Any materials approved for acquisition will be tracked by the Chief, Collections Management Division through the owning command with the utilization of an annual inventory. Many organizations throughout MCIEAST-MCB CAMLEJ and its subordinate commands maintain their own displays of equipment, memorabilia, and other objects not owned by NMMC. The Museum may provide general assistance with these displays, to include providing information on exhibition standards, mounting techniques, and accessibility. The NMMC does account for and requires the reporting of captured weapons for display, but does not account for, nor does it require the reporting of captured weapons used for training purposes only.

10. Historical Archives and Special Collections

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a. Objective. Historical Archives and Special Collections are considered, but not limited to, official Marine Corps records which have historical and evidentiary value to the Marine Corps; personal papers and manuscript collections of the CMC; selected personal papers, memoirs, manuscripts and records (including digital "manuscripts" such as e-mails, web pages, and web logs (blogs)) of Marines from all ranks and time periods and Marine Corps unit associations; oral histories, rare books, maps, audiovisual and other specialized subject and/or format collections that support and promote research on and an understanding of Marine Corps history and heritage.

b. Action. Commanders and Staff Historians/Historical Program Officers are required:

(1) Before discarding records considered to have historical value, the unit should offer them to the Archives and Special Collections Branch, NMMC. Orders, standard operating procedures, staff studies, and briefings, tables of organization and equipment, unit publications, photographs, film, video, newsletters, e-mail traffic that were not submitted as part of the command chronology and items that have been determined by the CO to have historical value should be donated to the branch.

(2) The Archives and Special Collections Branch, NMMC should be made aware of any appropriate papers and other memorabilia that has been gifted to the command from active and retired Marines, their families and descendents, and other valid sources that give evidence of the individual's history, career, activities, personal development and relationships while on active or reserve duty, and track research, study and writing by the individual on Marine Corps doctrine, operations or history and/or other topics relevant to the Marine Corps. The Command Staff Historians/Historical Program Officers, in conjunction with the Archives and Special Collections Branch archivists, can work with donors to determine what records should be donated. Digital materials, such as personal web pages, emails, electronic diaries or blogs if the donor can provide proof that they own the copyright to the materials, can be accepted. All donors must sign a Deed of Gift formally transferring their donated items to the command, or if appropriate, to the Archives and Special Collections Branch of the Library of the Marine Corps. Examples of materials that could be donated are:

(a) Autobiographies, memoirs, genealogies, and published and manuscript biographical sketches;

(b) Diaries, photographs, and scrapbooks, personal web pages or blogs that provide documentation of and insight into the donor's military career, experience as a Marine, impact upon the Marine Corps, impact the Marine Corps had on the donor's life and development and the donor's involvement in unit associations and activities;

(c) Professional correspondence including personal e-mails during and after the period the donor was in the Marine Corps;

(d) Personal correspondence with other Marines or former Marines and/or their families;

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(e) Publications by the donor; copies of all articles, books, and reviews (including digital works);

(f) Audio-visuals; photographs, films, and sound and video recordings (either analog or digital) by or about the donor;

(g) Family correspondence, diaries, photographs, and financial and legal documents, except where there is family interest in retaining and preserving such materials; and

(h) Non-records (as defined in reference (e)) and correspondence relating to membership and participation in military or other professional and social associations, clubs and societies, especially Marine Corps unit associations.

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Chapter 3

Command Chronology

1. Objective. The CMC has established the requirement to submit an annual command chronology of all significant programs and policy decisions adopted or implemented during the reporting period, to include changes in facilities, acquisition of new equipment, test of equipment or doctrine, contributions to the evolution of doctrine, and problem areas that have been identified during the period covered.

2. Mission

a. To promulgate procedures and responsibilities for the preparation and submission of the annual MCIEAST-MCB CAMLEJ Command Chronology. 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.

b. The command chronology is a detailed report to the CMC that covers significant events of designated Marine Corps organizations. It also includes basic material for use by the staff agencies of HQMC and field organizations and must be presented in sufficient detail to convey the unique and distinctive qualities of the command during the period covered. It provides the reporting command with a periodic summation of its experiences that might be useful for future planning and orientation of new personnel. Command chronologies are permanent records and will eventually be retired to the National Archives and Records Administration of the United States.

c. To ensure command chronologies accurately reflect the thrust of this command, they must receive the personal attention of each CO or general and special staff department head, as listed in Figure 3-1, and must be signed by all COs rather than "By direction."

3. Executiona. Commander's Intent and Concept of Operations

(1) Commander's Intent. Submission of a concise regional command chronology shall include COs or general and special staff department's input as enclosures.

(2) Concept of Operations

(a) Only the cover letter will contain the unit heading, in accordance with Figure 3-2. Command chronologies not signed by a CO will be considered incomplete and returned without action until signed by the CO. If the CO is not available to sign, the report may be signed by the acting CO, but an explanation of non-availability must accompany the command chronology.

(b) Do not place enclosure markings or page numbers on the chronology.

(c) Do not staple or hole punch the chronology.

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- (d) Use of full dates and year listings are required on all entries.
- (e) Use full rank, first name, middle initial, and last name to identify individuals throughout the chronology.
- (f) All acronyms will be spelled out when used for the first time in the text.
- (g) All formats of any supporting or amplifying information are acceptable.
- (h) A signed paper copy of chronologies will be submitted on standard 8.5" x 11" paper, using "Courier New" font, 12 pitch, single-spaced typed with 1" margins on all sides in Microsoft Word format.
- (i) Each CO or general and special staff department head shall submit their command chronology electronically through the established Share Point system, per reference (f), found on the main page of the MCIEAST-MCB CAMLEJ command chronology Share Point site. These electronic submissions will serve as the foundation for the completed signed paper copy command chronology.
- b. Subordinate Element Missions
- (1) Assistant Chief of Staff (AC/S) G-3/5 shall:
- (a) Maintain cognizance for the annual command chronology compilation.
- (b) Ensure chronologies submitted meet the requirements of the references.
- (c) Compile all submissions into a single source document and ensure the MCIEAST-MCB CAMLEJ Command Chronology is submitted to the Library of the Marine Corps annually, by 31 March.
- (2) General Staff. AC/Ss listed in Figure 3-1 are responsible for assembling subordinate sections' chronologies into the section's staff chronology as outlined in Figures 3-2 through 3-7, and shall submit the completed electronic version through the Share Point system not later than 31 January, and submit the signed paper copy to the AC/S, G-3/5 annually, not later than 7 February.
- (3) Special Staff. Special staff department heads listed in Figure 3-1, shall submit a completed electronic version through the command chronology Share Point system as outlined in Figures 3-2 through 3-7, not later than 31 January, and submit the signed paper copy to the AC/S, G-3/5 annually, not later than 7 February.
- (4) Subordinate COs. Commanders listed in Figures 3-1 shall submit a completed electronic version through the command chronology Share Point system as outlined in Figures 3-2 through 3-7, not later than 31 January, and submit the signed paper copy to the CG, (Attn: AC/S, G-3/5) annually, not later than 14 February.

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4. Coordinating Instructions. The format provided in Figures 3-2 through 3-7 and content of chronologies are also provided in reference (a), and should be used as a guide, recognizing that the diverse activities of various commands may require different data or information to reflect accurately and completely the activity of the command. All information in Sections I through IV of the command chronology provided by the general and special staff, Headquarters and Support Battalion, and Weapons Training Battalion must be identified as Camp Lejeune accomplishments or regional accomplishments. This does not apply to other regional bases, stations, and installations as this does not affect their annual submissions. The four standard sections of the command chronology are discussed below:

a. ORGANIZATIONAL DATA: A standard first page which contains organizational data and shall be prepared in the format shown in Figure 3-3.

b. NARRATIVE SUMMARY: The narrative summary shall be written by COs or general and special staff department heads, highlighting each of their significant accomplishments. It shall describe the approaches and techniques used to overcome any problems and achieved objectives during the period covered by the chronology. Specific emphasis will be given to recurring problems requiring attention of higher headquarters and to any techniques that proved highly successful. The format is shown in Figure 3-4.

c. SEQUENTIAL LISTING OF SIGNIFICANT EVENTS: A sequential listing in spread sheet format of significant events per the information required in Figure 3-5 must be populated and submitted specifically through the Section III command chronology link provided through the Share Point system, especially as they relate to:

(1) Specific dates for activation, deactivation, and re-designation of units within the organization;

(2) Significant command and staff actions;

(3) Command relationships with other military organizations within the immediate area, e.g., area coordination relationships, significant inter-service support agreements, etc;

(4) Modifications to plant and facilities;

(5) Ceremonies held; and

(6) Civic action and community relations highlights.

d. LIST OF SUPPORTING DOCUMENTS: Amplifying supporting documents shall be consolidated and submitted in a single scanned .pdf format document whenever possible for clarity, completeness, or the elimination of lengthy writing within the previous sections. Documents of the following types shall be included and documented, per the examples in Figure 3-6.

(1) Policy directives, standing operating procedures, orders, bulletins, and memoranda that affect annual significant events;

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(2) Operations and administrative plans, letters of instruction, and after action reports;

(3) Command and special staff studies and estimates;

(4) Sketches, photographs, maps, blueprints, and drawings;

(5) Other documents of historical significance; and

(6) Newspaper articles and photos.

5. Action Required (Report Symbol MC-5750-06)

a. The unclassified original, record copy of the command chronology, signed personally by the CO, will be submitted through command channels to the Library of the Marine Corps; Attn: Archives (CC), Gray Research Center, 2040 Broadway Street, Quantico, Virginia 22134-5107; advance electronic submissions, in addition to the original copy, may be made to commandchronologies@grc.usmcu.edu. The Archives and Special Collections Branch should receive the submissions by 31 March for annual submissions, or by 31 March and 30 September for semiannual submissions.

b. 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.

c. Commands will ensure that subordinate units required to submit command chronologies will submit them in accordance with the instructions provided in this chapter. Parent commands will include the command chronologies of subordinate units in the complete report of their own activities.

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Commanders:

Commanding Officer, Marine Corps Logistics Base Albany
Commanding Officer, Marine Corps Air Station Beaufort
Commanding Officer, Marine Corps Air Station Cherry Point
Commanding Officer, Marine Corps Air Station New River
Commanding Officer, Marine Corps Air Facility Quantico
Commanding Officer, Marine Corps Support Facility Blount Island
Commanding Officer, Deployment Processing Command-East/Reserve Support Unit,
Camp Lejeune
Commanding Officer, Headquarters and Support Battalion
Commanding Officer, Weapons Training Battalion

General Staff:

AC/S, G-3/5
AC/S, G-1
AC/S, G-4
AC/S, G-6
AC/S, G-7
AC/S, G-8
AC/S, G-F
AC/S, Marine Corps Community Services
AC/S, Security and Emergency Services

Special Staff/Other Staff:

Director, Business Performance Office
Command Chaplain
Command Inspector General
Director of Safety
Equal Opportunity Advisor
Public Affairs Office
Regional Contracting Office
Staff Judge Advocate
Small Business Specialist
Legal Services Support Section-East

Figure 3-1.--List of Assistant Chiefs of Staff (AC/S), Special Staff, Bases/Stations/Installations, and Battalions Required to Submit Command Chronologies.

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UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5750
Office Code
DD MMM YY

MEMORANDUM

From: Assistant Chief of Staff, G-1
To: Assistant Chief of Staff, G-3/5

Subj: COMMAND CHRONOLOGY FOR THE PERIOD 1 JANUARY - 31 DECEMBER 20XX

Ref: (a) MCO 5750.1H
(b) MCIEAST-MCB CAMLEJO 5750.1A

Encl: (1) G-1 Command Chronology (Paper Copy)

1. Per references (a) and (b), the G-1 Command Chronology is provided as enclosure (1).

2. Point of contact is _____ at 451-XXXX.

/signed copy on file/

Figure 3-2.--Sample Format of Staff Cover Letter

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UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO VA 22134-5063

5750
Office Code
DD MMM YY

From: Commanding Officer, Marine Corps Air Facility, Quantico
To: Commanding General, Marine Corps Installations East-Marine Corps Base
Camp Lejeune (Attn: G-3/5)

Subj: COMMAND CHRONOLOGY FOR THE PERIOD OF 1 JANUARY - 31 DECEMBER 20XX

Ref: (a) MCO 5750.1H
(b) MCIEAST-MCB CAMLEJO 5750.1A

Encl: (1) MCAF Quantico Command Chronology (Paper Copy)

1. Per references (a) and (b), the Marine Corps Air Facility Quantico Command Chronology is provided as enclosure (1).

2. Point of contact is _____ at 451-XXXX.

/signed copy on file/

(Acting if necessary)

Figure 3-3.--Sample Format of Commanding Officer Cover Letter

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ORGANIZATIONAL DATA

1. UNIT DESIGNATION: 3d Battalion, 4th Marines, 1st Marine Division, Fleet Marine Forces Pacific

- a. Reporting Unit Code: M13230
- b. Table of Organization Number: 1037F

2. PERIOD COVERED AND LOCATION: 1 July through 29 July 2005: Iraq and Kuwait in support of Operation Iraqi Freedom III; 30 July through to 31 December 2005: Marine Air Ground Combat Center, Twenty-Nine Palms, California.

3. PERSONNEL INFORMATION

- a. Commanding Officer
Lieutenant Colonel Andrew R. Kennedy
1 July 2005 - 31 December 2005
- b. Executive Officer
Major Phillip M. Zeman
1 July 2005 - 31 December 2005
- c. Subordinate Commanders:
 - (1) India Company:
Captain Randal M. Walsh
1 July 2005 - 30 September 2005

Second Lieutenant Joseph A. Officer
1 October 2005 - 11 December 2005

First Lieutenant Joseph A. Officer
12 December 2005 - 31 December 2005
 - (2) Kilo Company:
Captain Joseph M. Turgeon
1 July 2005 - 31 December 2005
 - (3) Lima Company:
Captain Anthonol L. Neely
1 July 2005 - 16 August 2005

Captain Jason M. West
17 August 2005 - 31 December 2005
 - (4) H&S Company:
Captain Patryck J. Durham
1 July 2005 - 31 December 2005

Figure 3-4.--Sample Format of Organizational Data

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(5) Weapons Company:
Captain Sean K. Butler
1 July 2005 - 31 December 2005

d. Principal Staff:

- (1) Adjutant (S-1):
Second Lieutenant James E. Peoples
1 July 2005 - 31 December 2005
- (2) Intelligence Officer (S-2):
Captain Michael J. Bissonette
1 July 2005 - 31 December 2005
- (3) Operations Officer (S-3):
Major Shannon L. Johnson
1 July 2005 - 31 December 2005
- (4) Assistant Operations Officer (S-3A):
Captain Jason M. West
1 July 2005 - 16 August 2005

First Lieutenant Andrew C. Lee
17 August 2005 - 31 December 2005
- (5) Battalion Gunner:
Chief Warrant Officer 2 John D. Whiting
1 July 2005 - 31 December 2005
- (6) Air Officer:
Captain Stephen J. Nagel
1 July 2005 - 07 July 2005

Captain Devin Smiley
8 July 2005- 15 August 2005

Capt John W. Gilmore, Jr.
16 August 2005 - 31 December 2005
- (7) Forward Air Controllers:
Captain John W. Gilmore, Jr.
1 July 2005 - 31 December 2005

Captain Devin A. Smiley
1 July 2005 - 15 August 2005
- (8) Logistics Officer (S-4):
Captain Devin Mullen
1 July 2005 - 31 December 2005
- (9) Assistant Logistics Officer:

First Lieutenant Matthew R. Pearce
1 July 2005 - 31 December 2005

Figure 3-4.--Sample Format of Organizational Data-Continued

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- (10) Supply Officer:
 Second Lieutenant Michael D. Gilbert
 1 July 05 - 12 December 05

 First Lieutenant Michael D. Gilbert
 13 December 05 - 31 December 05
 - (11) Maintenance Management Officer:
 First Lieutenant Matthew R. Pearce
 1 July 05 - 31 December 05
 - (12) Motor Transport Officer:
 First Lieutenant Steve Cleary
 1 July 05 - 31 December 05
 - (13) Communications Officer (S-6):
 First Lieutenant Stephen C. Bair
 1 July 05 - 31 December 05
 - (14) Chaplain:
 Lieutenant Matthew S. Weems
 1 July 05 - 31 December 05
 - (15) Battalion Medical Officer:
 Lieutenant Weilee Hu
 1 July 05 - 31 December 05
 - (16) Battalion Surgeons:
 Lieutenant David E. Kvarnberg
 1 July 05 - 16 September 05

 Lieutenant Brock A. Andersen
 5 September 05 - 31 December 05
- e. Sergeant Major:
 Sergeant Major Harrison L. Tanksley
 1 July 05 - 31 December 05

4. AVERAGE MONTHLY STRENGTH

	<u>USMC</u>				<u>USN</u>			<u>TOTAL</u>		
	OFF	ENL	CIV		OFF	ENL	CIV	OFF	ENL	CIV
Jul	36	822	0	3	62	0	39	884	0	
Aug	36	828	0	3	62	0	39	890	0	
Sep	31	820	0	3	62	0	34	882	0	
Oct	31	764	0	3	62	0	34	826	0	
Nov	33	764	0	3	62	0	36	826	0	
Dec	33	934	0	3	62	0	36	996	0	

Figure 3-4.--Sample Format of Organizational Data--Continued

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5. EQUIPMENT

Marine Corps Ground Equipment Resource Reporting (MCGERR) Reportable Equipment:

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>AUTH</u>	<u>POSS</u>
A1530	AN/PPN-19(V)2	0	1
A1935	RADIO SET, AN/MRC-138B	3	3
A1957	AN/MRC-145	5	4
A2042	AN/PRC-138	4	0
A2069	RADIO SET, UHF AN/PRC-113	5	1
A2070	RADIO SET, AN/PRC-119A	36	59
A2074	AN/VRC-88D	16	0
A2075	AN/VRC-89D	2	1
A2079	AN/PRC-119F	36	0
A2164	RADIO SET, AN/VRC-83(V)2	3	1
A2167	RADIO SET, AN/VRC-88A	8	1
A2168	RADIO SET, AN/VRC-89A	2	3
A2169	AN/VRC-90A	2	0

Figure 3-4.--Sample Format of Organizational Data-Continued

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SECTION II
NARRATIVE SUMMARY

ADMINISTRATION, ADJUTANT/LEGAL

During the period of 1 July to 31 December 2004 the Administration Section (S-1) undertook its tasks of personnel accountability, awards preparation, fitness report processing, directives control, legal administration, and correspondence management. The following details are provided:

1. Awards Presented to Personnel:
 - a. Bronze Star: 2
 - b. Navy Commendation Medal: 2
 - c. Navy and Marine Corps Achievement Medal w/"V": 5
 - d. Navy and Marine Corps Achievement Medal: 3
2. Fitness Reports Submitted:
 - a. Officer: 8
 - b. Enlisted: 11
3. Administrative Separations:
 - a. Approved: 0
 - b. Suspended: 0
 - c. Pending: 4
4. Legislation and Congressional Action: 2
5. Court Martial Convened: 0
 - a. General: 0
 - b. Special: 0
 - c. Summary: 0
6. Promotions:

The following promotions were effected:

Major	- 0
Captain	- 3
Lieutenant (USN)	- 0
1st Lieutenant	- 7
Staff Sergeant	- 4

Figure 3-5.--Sample Format of Narrative Summary

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Sergeant	-	5
Corporal	-	35
Lance Corporal	-	46
Private First Class	-	7
Total	-	103

- 7. Officers Joined: 2
- 8. Officers Dropped: 2
- 9. USMC Enlisted Joined: 54 USMC Enlisted Dropped: 13
- USN Enlisted Joined: 2 USN Enlisted Dropped: 4

INTELLIGENCE

October was the first full month of training for the S-2 Section since their return to CONUS. Their focus of training was on updating security clearances and ensuring that the battalion is in compliance with the Department of Defense, Department of the Navy, Marine Corps orders and regulations. The section took the Marine Corps' Basic Skills Test. This time period also included two hikes (6 and 9 miles) in length and support to the Marine Expeditionary Force command post exercise, at Camp Pendleton, California (CA).

Lance Corporal Derrick Waguespack was transferred to 3d Battalion, 11th Marines to serve as Intelligence Chief. Corporal Benjamin Earhart reenlisted and was transferred to Marine Aircraft Group 39 to serve as Intelligence Chief. During this period awards for the section's performance in Iraq arrived in form of a Letter of Commendation for Lance Corporal Bailey and Navy Achievement medals for Lance Corporal Waguespack, Corporal Dominguez, and Captain Bissonette.

The entire S-2 shop attended the Expeditionary Warfare Training Group-Pacific Information Operations course given at Tactical Training Exercise Control Group in November. The section began working scenarios for the battalion training evolution at the Marine Corps Mountain Warfare Training Center (MWTC) in Bridgeport, CA in February.

Scout/Sniper Platoon

October was the first full month of training for the Scout Sniper Platoon since their return to CONUS. The focus of training was on sustainment training and on screening and preparing candidates for Scout Sniper School. One sniper indoctrination was conducted. Additionally, the platoon took the Marine Corps' Basic Skills Test. This time period also included three hikes (6, 9, and 12 miles) in length.

Lance Corporal Joseph A. Navalle was awarded a Navy and Marine Corps Achievement Medal on 28 September 2005. Staff Sergeant Emilio Hernandez graduated from Platoon Sergeant's Course on 13 December 2005.

Figure 3-5.--Sample Format of Narrative Summary-Continued

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COMMAND, OPERATIONS, AND TRAINING

During the second half of 2004, 3d Battalion, 4th Marines (3/4) conducted Stabilization and Support Operations (SASO) to include Convoy Operations, Urban Operations, Firm Base Operations and Combined Arms Exercises in the final month of their deployment in support of Operation IRAQI FREEDOM (OIF-III).

After the relief in place and transfer of authority with 2nd Battalion, 7th Marines in the Fallujah, Iraq, the battalion redeployed to Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, CA, in July 2005. The battalion began its post-deployment briefs during the first two weeks in August followed by block leave from 15 August through 16 September.

The last half of September, the Battalion focused on instilling the first part of its four tier training plan. The companies began reorganizing settling in to their new spaces. The battalion sent several Marines to Division Schools for training in their Military Occupational Specialty (MOS) and SASO specific training.

October brought about the beginning of the battalion's conditioning hikes with a 7.3-mile hike. Companies also held uniform inspections for their Marines. Several Marines went down to the Mission Oriented Combat Shooting Instructor course at Camp Pendleton while almost 100 Marines attended the Fire Team Leaders Course. Three Marines completed the Green Belt Instructors Course at Camp Pendleton. The S-3 also sent Marines from the battalion to the Advanced Course, Career Course, and Sergeants Course for two months at Camp Pendleton. The Nuclear Biological Chemical (NBC) section saw a change as Warrant Officer Frank Pater joined the Darkside as the newly assigned NBC officer.

The Battalion continued to train during November, although interrupted with a long period of liberty during the Marine Corps Ball, which the battalion held at the Tropicana Hotel and Casino in Las Vegas, Nevada. Marines were sent to Machine Gun Leaders Course and Infantry Squad Leaders Course at Camp Pendleton. Training also continued with a battalion 9-mile hike. The battalion began its NBC training as several Marines were trained in the NBC decontamination teams.

In December, the Battalion executed the Small Unit Leader Development Course. The course was designed to teach the future and current Fire Team Leaders in the Battalion several important individual training standards and collective training standards in order to make them more proficient small unit leaders. The course included demanding physical training that was competition based. All events, communication, weaponeering, and fire and movement evaluations were tallied for score and the lead fire team was recognized as the most proficient unit. The three-week course trained the Marines to master all weapons and communications equipment organic to the fire team and fire and movement. The rest of the battalion completed a rigorous 12-mile hike through MCAGCC. Two of the S-3 clerks completed their Combat Life Saver Course just prior to the holiday leave block. The battalion and Operations Shop also began their planning for the battalion MWTC winter package they will be conducting in Bridgeport, CA, in March.

Figure 3-5.--Sample Format of Narrative Summary--Continued

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The battalion went on holiday leave block from 20 December to 5 January. Throughout the return from OIF III, the S-3 shop continued to send Marines to the rifle and pistol ranges, monitored the annual Physical Fitness Test (PFT) and Marine Corps Common Skills Test. The Battalion Gunner and S-3A continued to screen company weekly training plans and training packages to ensure companies were following the intent of the battalion training objectives. They also developed and set the battalion standards for weapons certifications companies must complete prior to using that weapon system on a live-fire range. The G-3 shop screened over 25 training packages and produced over five Letters of Instruction for company and battalion events.

AIR SHOP

The return from deployment started with a personnel change in the Air Shop. Captain Stephen J. Nagel returned to Marine Air Group 16 and Captain Devin Smiley returned to MAG-39. Captain John W. Gilmore, Jr. assumed duties as the Air Officer.

The Battalion nominated Second Lieutenants Joannides and O'Brien and First Lieutenant Maher for the Marine Corps' Joint Tactical Attack Controller (JTAC) program. All three completed the JTAC Primer course in Coronado, CA.

On November 15, the Air Officer and the JTAC nominees traveled to OP Left in the Quackenbush Training Area with 1st Battalion, 7th Marines (1/7) for a Tactical Air Control Party (TACP) shoot. The JTACs were able to obtain a majority of their 100 level T&R codes. Second Lieutenant O'Brien was able to complete all 100 series codes and be nominated for TACP School.

The Battalion held a TACP shoot on Observation Post (OP) Left in the Quackenbush Training Area at MCAGCC Twentynine Palms, CA in conjunction with the 7th Marines on December 7th. The Air Shop was able to train the JTAC nominees and Army Operation Detachment Alpha soldiers on the proper use of nine-lines and Marine Corps close air support. Not only did the Marines learn to call in air strikes and become comfortable with the procedures, but they were able to integrate indirect mortar and artillery fire. All three 3/4 JTAC's completed their one hundred level codes allowing them to be nominated for the TACP school.

Those that were trained learned how to call Suppression of Enemy Air Defense missions in conjunction with the air support to achieve a total support by fire mission on the objective. One of the goals of the TACP training was to instill a working knowledge of how to call in air to the lowest levels for day and night missions for both fixed-wing and rotary-wing aircraft.

LOGISTICS, SUPPLY, MOTOR TRANSPORT

In the month of July the S-4's main focus was preparing the battalion to redeploy to CONUS. The S-4 Section tracked and updated flight schedules in order to maintain a close eye on redeployment timelines. Constant coordination between multiple support agencies was conducted in order to make the battalion's redeployment seamless. The Logistics Sections also coordinated the turnover of the battalion's account to 2d Battalion, 7th Marines (2/7).

Figure 3-5.--Sample Format of Narrative Summary--Continued

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In addition, the Logistics Section organized and conducted the embarkation of the battalion's gear and equipment for redeployment to CONUS. After customs was conducted and gear pack up was completed the battalion redeployed eight short tons of equipment back to CONUS. The S-4 Section ensured that the battalion flowed through each weigh station from Al Taqqaddum, Iraq, to Camp Victory, Kuwait, to the CONUS as smoothly as possible.

Once the battalion returned back to CONUS and assumed its' new workspaces, the S-4 was busy with submitting work requests for repairs, improvements, and additions to its facilities. Over 400 work requests were submitted to Facilities Maintenance for the barracks, company offices, and section workspaces. From the middle of August until the middle of September, the S-4 section went on block leave, as did the rest of the battalion.

Towards the end of September the S-4 Section began the initial stages of receiving its gear set. Increments of weapons systems, vehicles, tools, etc. were receipted for from Headquarters Company, 7th Marines Supply.

The Logistics Section supported numerous battalion and company training evolutions, including conditioning hikes that have progressed in difficulty, live fire exercises, and annual training. The battalion continued to place a large amount of equipment on order, including SL-3 deficiencies, in order to get the battalion's equipment. Additionally, 1st Marine Division issued a gear redistribution message in order to move the battalion closer to possessing an infantry battalion's Table of Equipment.

Marines who have completed four years of service are approaching their Expiration of Active Service dates and turnover of Marines and Sailors will continue for the next several months. The battalion has completed Explosive Drivers Course and several training evolutions in order to certify more drivers within the individual companies. Equipment was temporarily loaned to Training and Education Command and Bridgeport in order to facilitate their training evolutions. The battalion's facilities have taken a greater priority within the Regiment due to one of the barracks the battalion utilizes being less than a year old. There was a visit from Brigadier General Flock, from Headquarters Marine Corps, Installations and Logistics, in December, in order to inspect the condition of the barracks. The Logistics Section continued to prepare for training at the Marine Corps MWTC in Bridgeport.

Supply

During the month of July 2005, Battalion Supply focused its efforts on the turnover of account M94407 to 2/7. This turnover consisted of actual physical turnover of end items as well the incorporation of the standard operation procedures for logistics and supply in theatre. A contract for two shower trailers at Entry Control Point 5 was built by 3/4 Supply, and approved by Division G-8 Cell. A thorough turnover of all open contracts was conducted between the Supply Officers of both the incoming and outgoing battalions. A wall-to-wall inventory of the Battalion Supply Warehouse was conducted as well as a thorough Center of Military Readiness turnover between the Responsible Officers from 3/4 and 2/7. During the month of August 2005, Battalion Supply arrived back in CONUS.

Figure 3-5.--Sample Format of Narrative Summary--Continued

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The fiscal year 2006 budget was created and submitted up to Division via 7th Marines. Contracts were built and submitted for items deemed critical to the battalion. Some of the items included in this were Proxima projectors, HP1320 printers and tools for the Motor Transport Section. The remainder of the FY05 budget was closed out on 31 August 2005. During the month of September 2005, Battalion Supply conducted the turnover of account M13160. This account previously was owned by 3d Battalion, 7th Marines (3/7) who deployed in support of Operation IRAQI FREEDOM. The Supply Officer attended and completed the Government Commercial Purchase Card (GCPC) training class at Camp Pendleton in order to become an Approving Official for the battalion's credit card purchases. In addition, the Training Allowance Pool account was reconciled and signed off on. This was endorsed by Regiment and sent to Division.

During the month of October, supply continued to rebuild AAC M13160 through various redistributions and purchasing of items deemed a Table of Equipment deficiency. SAC III deficiencies were submitted to Division Supply. In turn, Division provided document numbers to purchase all current SAC III deficiencies. SL-3 deficiencies for gear received via redistributions were placed on order using SF0 reconstitution funds. All SAC I type I and SAC I type II deficiencies were placed on order using reconstitution funds, with a total of \$1,082,607 of gear purchased. Supply received in (15) HP 1320s printers via PR Builder to replace printers that remained behind after OIF III.

The Supply Section completed a Company 6 mile hump, a Battalion 7.3 mile hump and a section monitored PFT. The supply officer attended the GCPC Approving Official Course at Camp Pendleton in order to approve battalion purchases made with the GCPC credit card. A Center for Military Readiness reconciliation took place from October 19th to November 4th, during which discrepancies were noted and reconciliation between the MAL and CMRs was conducted. During the month of November supply continued to execute the budget and receipt for T/E assets entering the account. \$1.5 million dollars in SL-3 deficiencies were placed on order to ensure full functionality of the Battalion's critical end items.

Two Supply Marines were sent Temporary Additional Duty (TAD) to Marine Corps Base Camp Pendleton to attend the GCPC program in order to be credit card holders for the battalion. The current fiscal year 2006 continuing resolution from Congress came to an end on 18 November 2005, this slowed battalion spending for roughly one week.

A new continuing resolution was signed into effect by Congress which allowed the Battalion to resume spending of its organic budget. In late November the Battalion Supply Officer went TAD to Bridgeport for an initial planning conference. This conference was in preparation for the Battalion's MWTC exercise from February 2006 to March 2006.

A new 3043 entered the Battalion on the 28th of November. The Marine has been splitting duties as the DASF Clerk. This has allowed the section to continue cross training Marines within the MOS 3043 field, while maintaining productivity. On 29 November 2005, Battalion Supply conducted its semi-annual PFT. During the first two weeks of December Battalion Supply sent six Marines to the rifle range for their annual qualification.

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A Division Redistribution Message was posted stating gear to be redistributed to 3/4 with a no later than date of 16 December 2005. Supply has been working to facilitate the proper paperwork and gear pick up from units aboard both MCAGCC, Twenty-nine Palms and MCB Camp Pendleton.

Motor Transport

Motor Transport began accepting and repairing battalion vehicles during the months of September and October, after everyone returned from post deployment leave. For the month of November, the Motor Transport section conducted individualized training, to include weapons familiarization, communications, etc. This training was aimed at preparing Marines for future deployments and developing them to be better combat leaders. In addition to the aforementioned training, Motor Transport sent Marines to the rifle range as part of annual qualification training. The Motor Transport section also set up several licensing classes, enabling the line companies to have a larger pool of licensed High Mobility Multipurpose Wheeled Vehicle drivers.

Armory

During the month of July the Battalion Armory focused on turnover with 2/7 armory personnel. All requisite paperwork was prepared and reviewed, creating no discrepancies for 2/7. In addition, there were no deadlined items at the time of turnover, creating virtually no issues for turnover.

After the Battalion Armory's turnover was complete, personnel assisted the companies with their CMRs and their turnover by providing Defense Reutilization and Marketing Office letters, Demilitarization Certificates, and other paperwork needed in order to simplify the overall turnover of the battalion.

Upon return to Twenty-nine Palms, armory personnel assumed control of their respective cages within the regimental armory. After taking over the battalion's cages within the armory, armory personnel set out on block leave with the rest of the battalion.

Towards the end of September, the Battalion Armory's focus of efforts was on the reception of a slice of the battalion's weapons systems and equipment.

In October, the Battalion Armory supported numerous training packages executed by the line companies. For a number of shoots, armorer support was requested and provided, affording on-site repair capabilities to ensure seamless training for the companies. During the month of November, the Armory facilitated the temp-loan of numerous weapons MWTC Bridgeport, CA. The Battalion Armory loaned two 81MM mortars, two M2 .50 CAL machine guns, two M249 SAWs, two M240G machine guns, two M-16A4 service rifles, and two Advanced Combat Optic Gunsights for testing purposes in extreme cold weather environments in Alaska. In the month of December, Marine from the Armory participated in the Tactical Small Unit Leaders Course (TSULC). In addition to sending Marines to TSULC, the Armory also sent Marines to the rifle range to fulfill annual training requirements.

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Battalion Aid Station (BAS)

During the month of July, 3/4 BAS, turned over their BAS to 2/7. Controlled Substance and narcotics were inventoried for accuracy, logged, and turned over to 2/7. The BAS then prepared for the battalion's transition out of Iraq via Al Taqaddum, to Camp Victory in Kuwait. Upon their return in late July from successful combat operations, the BAS began scheduled block leave with the rest of the battalion. A large number of sailors from the battalion aid station visited families and friends from all over the United States and the world, while others remained behind to maintain the daily operations of the BAS. Daily sick call was still conducted and personal attention was paid to the medical needs of those Marines who remained behind.

The beginning of August brought with it a change in BAS location. With the change brought a tight work schedule to organize the BAS. Particular attention was paid to the administration of immunizations, obtaining supplies, and finishing and filing Post Deployment Health Assessments in service records. Our preventive medicine department and dental department embarked on the difficult task of repairing medical readiness numbers through completion of annual blood testing and annual dental appointments.

In September, selected personnel completed the Navy-wide Advancement Exam as scheduled. On 16 September 2005, HM1 (FMF) Hendges was pinned and advanced to the rank of Chief Hospital Corpsman. LT Kvarnberg left the Battalion and went to 1st Tank Battalion to become their new medical officer. The BAS filled the vacancy with our new medical officer, LT Andersen, who in his short time with the battalion has become an asset. The BAS also welcomed our new Preventative Medical Technician, HM3 (FMF) Oden. As the month of September came to a close, the BAS got ready for the new training schedule beginning in October.

In the month of October, the BAS staff attended classes given by our medical officers and selected corpsmen attended a variety of formal courses. Classes included: Altitude sickness, knee exams, burns, immunizations, 9 mm familiarization, heat/cold injuries, healthy eating habit, and suicide awareness supply classes amongst others. Four corpsmen attended a first line leadership course at Camp Pendleton. Two corpsmen attended a hearing conservation course in efforts to facilitate our hearing conservation program. Additionally, several corpsmen have re-certified their Basic Life certification, which is a requirement for all health care providers.

The annual Logistical Readiness Evaluation assist visit was conducted in November. This inspection is performed to evaluate all aspects of the battalion's medical readiness. The semi-annual physical fitness assessment took place to assess that all Navy personnel are within height and weight standards. Next the Physical Readiness Test (PRT) was held to ensure that all Navy personnel meet or exceed the physical readiness standards as set forth by the Chief of Naval Operations. Along with the PRT, selected corpsmen took part in a 9-mile company hike. Corpsmen also took part in a variety of formal courses. HM1 (FMF) Richey attended the Primary Leadership Development Course at Camp Pendleton while two corpsmen attended the Operational Emergency Medical Skills Class, also at Camp Pendleton. Three other corpsmen went to the Front Line Leadership course in Twenty-nine Palms.

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The end of November brought a change in leadership in the BAS. HMC (FMF, AW) Wilson retired after 23 years of active duty. HMC (FMF) Hendges then became the Senior Medical Department Representative. HM1 (FMF) Richey, in addition to his duties as Independent Duty Corpsman, became the Leading Petty Officer. With the cold season upon us, December 1st brought the administration of the influenza shot to the entire battalion. In addition to the influenza shot, all medical records were screened to make sure that all battalion personnel received needed immunizations.

CHAPLAIN

In preparing for the battalion's return to CONUS, the Religious Ministry Team (RMT) began preparing for giving the Warrior Transition & Return and Reunion briefs to the returning Marines and Sailors. RP2 Neely returned home with the advance party on 7 July, to prepare for the RMT's redeployment to the States. The process of RIP with the 2/7 RMT, LT Rob Wills and RP2 Hickman, began on 9 July. Chaplain Weems continued to provide support to the men of 3/4 through visits on the main camp where the Battalion was located in the turnover process.

Camp Mercury was very crowded during that last month in Iraq. The battalions seemed to be dealing with the conditions well even though it was obviously time for the "Darkside" to redeploy back to the states. During the month of July Chaplain Weems provided 17 Warrior Transition/Return and Reunion briefs to the men of 3/4.

During the process of transporting the battalion from Camp Mercury to Al Taqaddum, Chaplain Weems offered up prayers of blessing and protection to God over each convoy carrying the men of the "Darkside". On 26 July, Chaplain Weems along with the remainder of the battalion loaded on the final convoy out of Camp Mercury. It was a surreal time leaving the camp for the last time.

August was a month of briefs and leave. Once the battalion was back in the states it went through a series of Prevention and Post Deployment briefs in the base theater. On 17 August, the "Darkside" went on block leave through 16 September.

Chaplain Weems and RP2 Neely resumed their attendance at the weekly Regimental Chaplain's meetings. RP2 Neely began coaching the Darkside defensive line in their first football season in years. This provided RP2 with leadership application and training for his future as a football coach and leader of young people.

On September 28, Chaplain Weems attended the Division Chaplain's training meeting at Camp Pendleton. The officers celebrated the completion of the deployment with an Officer's Mess Night (Dine-In) at the New York, Casino in Las Vegas, Nevada (NV) on September 29.

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During October, Chaplain Weems attended the Navy Birthday formation at the Naval Hospital on MCAGCC, 29 Palms. The RMT continued to attend weekly Reg. Chaplain's meetings. During the week of October 16-22, the 3/4 RMT was asked by CDR Smith, I MEF Headquarters Group, to provide ministry support to the Urban Warfare Training Command who lost a Marine.

On Friday, October 21, Chaplain Weems participated in the Battalion's first conditioning hump (6 mile). October 24-26, Chaplain Weems coordinated with Chaplains Religious Enrichment Development Operation West to send 9 couples from the battalion to a Marriage Enrichment Retreat. The participants gave positive feedback about the retreat upon returning.

With November came the Marine Corps Birthday Ball and the beginning of the holiday season. Chaplain Weems was on duty as the base Duty Chaplain from November 1-8. Chaplain Weems responded to 5 duty calls beyond his normal responsibilities, one being pastoral care to a family in the loss of their 3 month old son. Chaplain Weems gave the invocation at the 230th Marine Corps Birthday Ball at the Tropicana Casino in Las Vegas, NV.

November 14-16, Chaplain Weems attended a denominational leadership convention in Tucson, Arizona. On November 18, the "Darkside" went out on its second conditioning hike. On November 28, Chaplain Weems provided an invocation prayer for the kick-off of the Tactical Small Unit Leaders Course.

On Tuesday, November 29, the RMT coordinated with the Regimental RP to send 15 3/4 Marines/Sailors to the Joshua Tree National Park for a Community Relations Project. The men did a fine job helping conservation efforts and building rapport with the community.

With the Holiday season in full swing the RMT worked on distributing Holiday certificates and turkey baskets to Marines/Sailors in the battalion for Christmas. Chaplain Weems took part in an interview with the Government Accountability Organization on Domestic Violence 7 December. Chaplain Weems conducted the wedding ceremony for RP2 Neely and his fiancée on Saturday, 10 December, at the Chapel at Coronado Naval Base in San Diego. On 16 December, Chaplain Weems participated in the battalion's 12 mile conditioning hike. The battalion went on Christmas leave from 20 December through 6 January.

Figure 3-5.--Sample Format of Narrative Summary--Continued

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Month	BeginDate	EndMonth	EndDate	Event	Command
January	11		13	Disbursing agent sent to Norfolk, Virginia to perform systems check in preparation for 24th MEU deployment	Disbursing Officer
January	18	February	12	Two disbursing agents assigned to the USS Wasp in support of Exercise Bold Alligator	Disbursing Officer
January	23	February	9	Two disbursing agents assigned to the USS Kearsarge in support of Exercise Bold Alligator	Disbursing Officer
January	25	February	10	Two disbursing agents assigned to the USS San Antonio in support of Exercise Bold Alligator	Disbursing Officer
January	28	February	10	Two disbursing agents assigned to the USS Oak Hill in support of Exercise Bold Alligator	Disbursing Officer
February	4			Six disbursers return from their 11-month deployment with 22d MEU	Disbursing Officer
February	11			Four disbursers returned from deployment in support of OEF 11.1	Disbursing Officer
February	14			One disburser returned from deployment in support of OEF 11.1	Disbursing Officer
March	6			Disbursing Officer and 22 Marines return from deployment in support of OEF 11.2	Disbursing Officer

Figure 3-6.--Sample Format of Sequential Listing of Significant Events

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- A. Article in MCNews on the Marine Corps Website dated 4 July 2005 on 3/4 Independence Day in Fallujah, Iraq.
- B. Article in MCNews on the Marine Corps Website dated 15 July 2005 on Marines' initiative in Fallujah, Iraq.
- C. Article in MCNews on the Marine Corps Website dated 20 July 2005 on CAAT II's experiences in Fallujah, Iraq.
- D. Article in MCNews on the Marine Corps Website dated 31 July 2005 on 3/4's completion of three tours in Iraq.
- E. Article in MCNews on the Marine Corps Website dated 7 August 2005 on 3/4 Commanding Officer with success in Fallujah, Iraq.
- F. Article in MCNews on the Marine Corps Website dated 2 September 2005 on 3/4 Corpsmen receiving Fleet Marine Force Warfare Device.
- G. Article in the "Observation Post" dated 29 September 2005 on the Darkside football team versus 3d Battalion, 11th Marines.
- H. Article in the "Observation Post" dated 6 October 2005 on the Darkside football team versus MCCES.
- I. Article in MCNews on the Marine Corps Website dated 2 November 2005 on the Darkside football team versus 1st Tanks.
- J. Article in MCNews on the Marine Corps Website dated 4 November 2005 on 3/4 Weapons Platoon 9-mile conditioning hike.
- K. Article in MCNews on the Marine Corps Website dated 16 November 2005 on the Darkside football team versus CLB-7/MWSS-374.
- L. Headquarters and Service Company Quarterly Training plan for first quarter 01-06.
- M. I Company Quarterly Training plan for first quarter 01-06.
- N. K Company Quarterly Training plan for first quarter 01-06.
- O. L Company Quarterly Training plan for first quarter 01-06.
- P. Weapons Company Quarterly Training plan for first quarter 01-06.

Figure 3-7.--Sample Format of List of Supporting Documents

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APPENDIX A

NATIONAL MUSEUM OF THE MARINE CORPS PHONE LIST

MARINE CORPS HISTORY DIV. (Pubs/etc): 703-432-4881

COMMORATIVE NAMING PROGRAM: 703-432-4872

ART INVENTORY PROGRAM: 703-499-3185

HISTORICAL PROPERTY INVENTORY PROGRAM: 703-432-0685

ARCHIVES & SPECIAL COLLECTIONS BRANCH (LIBRARY OF THE MARINE CORPS): 703-784-4685

LINEAGE/HONORS ETC. (HISTORICAL REFERENCE BRANCH): 703-432-4871/4876

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Reports Required

REPORT

<u>REPORT TITLE</u>	<u>CONTROL SYMBOL</u>	<u>PARAGRAPH</u>
I. Command Chronology	MC-5750-06)	Chap. 3 Par. 5
II. Annual Inspection Reports	Exempt	5b
III. Unit Inspection Reports	Exempt	5b
IV. CG's Evaluation Report	MCIEAST-MCB CAMLEJ 5040.6-01	5b
V. Corrective Action Report	Exempt	5b