



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

MCIEAST-MCB CAMLEJO 5750.1B Ch 1
G-3/5
MAY 08 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5750.1B Ch 1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
HISTORICAL PROGRAM

Ref: (a) MCO 5750.1H
(b) OPNAVINST 5030.12G
(c) MCO 10520.3
(d) MCO P4400.150E
(e) MCO P5090.2A Ch 3
(f) MCO 4400.201 V3
(g) MCO 4400.201 V4
(h) MCO 8300.1D
(i) MCIEAST-MCB CAMLEJ Command Chronology Standing Operating
Procedures (SOP)

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

1. Situation. The references set forth the policies, procedures, and standards governing the administration of the Marine Corps Historical Program. This Order promulgates revised guidance and instruction for commanders, staff members, and individuals involved in the execution of an all-inclusive historical program.

2. Cancellation. MCIEAST-MCB CAMLEJO 5750.1A.

3. Mission

a. Establish regional policies, procedures, and standards to support the Marine Corps Historical Program per reference (a), and delineate responsibilities of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), MCIEAST subordinate commands, staff members, and individuals.

b. Summary of Revision. This Order has been revised to change the Command Chronology submission procedure in chapter 3 from paper "hard copy" submissions to electronic submissions. The changes also highlight the reporting period to be fiscal year vice calendar year, establish property accountability requirements and update references and other administrative actions, policies, and procedures.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order establishes a holistic perspective of the Marine Corps Historical Program, and provides instructions

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and requirements for MCIEAST-MCB CAMLEJ and MCIEAST subordinate command's historical programs.

(2) Concept of Operations. A comprehensive historical program honors tradition, builds esprit, and transmits the Marine Corps', MCIEAST-MCB CAMLEJ's, and MCIEAST subordinate command's heritage to Marines and the Nation. The recording, preservation, and dissemination of operational and institutional experience of MCIEAST, as well as command and individual achievements, are critical to this effort. Inherent is the commitment of commanders, staff members, and individuals involved in the execution of this program to be attuned to historically significant developments, to safeguard the history and traditions of MCIEAST-MCB CAMLEJ and MCIEAST subordinate commands, as well as the Marine Corps, and to be well-versed in the spirit and intent of this Order.

b. Tasks

(1) General and Special Staff. Responsible for adhering to all policies and guidelines as set forth in this Order.

(2) Subordinate MCIEAST Commanders. Responsible for establishing a comprehensive command historical program as set forth in this Order and reference (a).

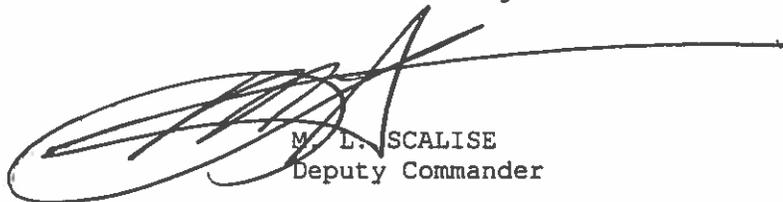
c. Coordinating Instructions. Refer to reference (a) for historical related issues that are not addressed in this Order.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically at <https://mcieast.usmc.afpims.mil/Staff-Offices/Adjutant/Orders/>.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ General and Special Staff Departments and MCIEAST subordinate commands.

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



M. L. SCALISE
Deputy Commander

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OCT 31 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5750.1B
Ch 1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
HISTORICAL PROGRAM

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 5750.1B

1. Situation. To transmit new page inserts to the basic Order.
2. Mission. To transmit new page inserts and issue a change transmittal to the basic Order.
3. Execution. Remove pages A-3 and A-4 of enclosure (1) of the basic Order and replace it with the corresponding pages contained in the enclosure.
4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic Order.


M. L. SCALISE
Deputy Commander

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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
Ch 1	31 Oct 2017	31 Oct 2017	M. L. SCALISE

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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 MCIEAST commanders. It also outlines procedures for documenting, preserving, and displaying MCIEAST 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 unit significance capitalizes on this factor.

c. The responsibility for recording, preserving, and disseminating the cumulative operational and institutional history of MCIEAST-MCB CAMLEJ and MCIEAST subordinate commands 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 a part of our nation's 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 MCIEAST commands available for widespread study.

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, MCIEAST commands, and the Marine Corps.

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

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

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

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

5. Command Responsibility

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

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

6. Individual Responsibility

a. Marines are expected to have an understanding of the basic events that have shaped the military heritage of the Marine Corps, MCIEAST-MCB CAMLEJ, and MCIEAST commands.

b. Officers and noncommissioned officers are encouraged to broaden their professional knowledge through individual effort and to study military history as a part of their PME.

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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 MCIEAST-MCB CAMLEJ and MCIEAST subordinate commands 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 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, 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 in the interests of facilitating smoothly functioning command history programs.

a. Assignment. Each command required to submit a command chronology will designate, in writing, a staff member to perform duties as the Staff Historian/Historical Program Officer. Ideally, primary duties of the designated staff member should be such that the person assigned is involved in or can observe command activities. The past practice of assigning Staff Historian/Historical Program Officer duties to the Public Affairs Officer has not proven beneficial to either the historical or the public affairs programs and should be avoided. 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 will:

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

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

(7) Other appropriate historical duties.

c. Detailed Responsibilities. The Staff Historian/Historical Program Officer collects pertinent records and information (in paper and electronic formats) and writes 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 for building this record is consistent objectivity, painstaking evaluation, and accuracy of all accounts.

(2) Historical data provides the tool to understanding the past, evaluates present experiences, and assists 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 (potentially) other Marine Corps organizations.

(3) The Staff Historian/Historical Program Officer will perform research and answer historical questions for the command. The Staff Historian/Historical Program Officer is also the principle point of contact for the History Division (HDR) at Headquarters U.S. Marine Corps (HQMC) 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 in accordance with reference (a).

3. Command Historical Summary File

a. Objective. All MCIEAST commands required to submit a command chronology shall maintain a command historical summary file. This file should contain information pertinent to the development and update of organizational histories. The summary files are considered a permanent file and should be retained by the command. The content of the working papers and files in the summary file 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. If retention becomes a physical burden, a letter requesting disposition instructions on specific items should be sent to the Director of Marine Corps History (HDR).

b. Implementation

(1) At a minimum, the command historical summary file will 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 2 color-bearing unit);

(c) Copies of past command chronologies (should be retained as long as feasible, but 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, (if one has been published), and extracts from other published works 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 commanding officers (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 Marine Corps History (HDO), if applicable; and

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

4. Oral History

a. Definition. Oral history is generally considered as spoken history obtained via interviews of eyewitness impressions and personal experiences of historical importance. However, the Marine Corps Oral History Program takes a broader view of what constitutes oral history and includes recorded 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

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amplify and supplement 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. 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 for all MCIEAST commands that submit a command chronology to 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 commands are encouraged to establish a Commemorative Naming Program for the naming of Marine Corps buildings, streets, facilities, parks, sites, and other property deemed as structures, designated in recognition and tribute to distinguished and heroic deceased Marines or appropriate individuals.

b. Basic Policies

(1) Structures will be named for individuals highly regarded within the Marine Corps. Additionally, per reference (a), names of others (e.g. civilians) 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 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 references (a) and (b).

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

c. Nominations

(1) Commanders or general and special staff department heads who desire to commemoratively name structures will submit a request in writing to the Director of Marine Corps History (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

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Marines who, by virtue of long and distinguished careers or exceptional heroism, are considered qualified as candidates for the Commemorative Naming Program.

(2) All requests initiated including tenant commands/activities must be forwarded through the chain of command to MCIEAST-MCB CAMLEJ and Marine Corps Installations Command 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 Director of Marine History to the CMC for final approval.

d. Disclosure/Public Announcement. No public disclosure of any nomination will be made before the Commandant of the Marine Corps has made a decision. In order to avoid potential embarrassment or disappointment, commands or general/special staff departments must particularly 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 approval 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. The command shall arrange a suitable dedication ceremony and invite next of kin or descendants to the dedication ceremony. If family concurrence is not obtained, the HDR Commemorative Naming Program branch must be notified immediately for their action and disposition instructions.

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.

(5) Date of naming, along with 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.

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

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

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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 commands which have been issued Type III, Class 1 honors as prescribed by reference (c) for battalion/squadron size and larger, through certificates of lineage and the authentication of battle honors and awards.

b. Implementation. Lineage is determined, 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 History Division working files and other pertinent resources. The final determination of unit award entitlement resides with the CMC (MMMA).

(1) Lineage

(a) General

1. The purpose of the unit lineage program is to provide accurate and concise histories of MCIEAST commands.

2. Units desiring to be added to the schedule of MCIEAST commands requesting updated certificates of lineage and/or honors must submit a written request from the Commander to the Director of Marine Corps History (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 may also be entitled to separate battle colors and distinct honors earned by actions separate from the rest of the unit.

5. Some provisional units and temporary forces activated for a limited 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 rolls). 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 in historical analysis.

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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 factors such 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; on the other hand, re-designation 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.

(2) Honors

(a) Certificate of Unit Honors

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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.
- b. Campaign and service awards.

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

(b) Streamers

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 (d).

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 (d) 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 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.

(a) Policy

1. Reference (a) 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 commands will forward requests for insignia approval via the chain of command including HDR as a "via" addressee.

2. This Headquarters will consider favorably the adoption of unit or activity insignia designed 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.

(b) Notification

1. Units or activities not affected by reference (a) 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

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MCIEAST commands, staff sections, 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 commands will recognize that any command art and Marine Corps art collection items exist 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 bases and installations throughout MCIEAST must be submitted to the President, Marine Corps University 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 MCIEAST commands that are not in compliance with reference (a) will ensure 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 is 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 original works of art susceptibility to 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 owning commands 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 commanding officer 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.
- c. From NMMC, with funding provided by the requestor so that a copy can be printed, framed, and shipped.

8. Historic Sites Program

a. Objective. By Presidential Executive Order 11593 of 13 May 1971, Federal agencies are directed to survey their holdings and identify buildings and sites of historical significance. Properties deemed of historical, archeological, or cultural value are to be nominated to the National Register of Historic Places and must be protected and preserved. Reference (e) reinforces these same objectives by requiring that all work projects be

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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. The HDR will maintain files on those Marine Corps facilities that are listed on the National Register of Historic Sites.

b. Action. Commanding officers responsible for real properties will accomplish the following actions:

(1) Safeguard and preserve resources as required by law, and in accordance with the installation's Integrated Cultural Resources Management Plan and other applicable base orders.

(2) Submit a Request for Environmental Impact Review for all service, maintenance, rehabilitation, construction, demolition, or other project that may impact the historical nature of a facility listed on the National Register of Historic Sites in accordance with the National Environmental Policy Act provisions of paragraph 12201, reference (e).

(3) Contact the Installation Cultural Resources Program Manager or Natural Resources Manager if liaison is required with the State Historic Preservation Office.

9. Acquisition and Accountability of Historical Objects

a. Commanders are required to report objects with potential historical significance to the Chief, Collections Management, and 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.

b. Many organizations throughout MCIEAST-MCB CAMLEJ and MCIEAST 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 requires accountability and reporting of captured weapons for display, but not for captured weapons used for training purposes only.

c. Per reference (f), heritage assets are of historical or natural significance; cultural, educational, or artistic importance; or possess significant architectural characteristics. As a result, Department of the Navy (DON) heritage assets are to be preserved in museums or registered with the Naval Historical Center or the NMMC. Although heritage assets have physical properties that resemble those of general property, plant and

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equipment, heritage asset values may be indeterminable or may have little financial significance (e.g., museum collections, monuments, assets acquired in the formation of the nation). Thus, allocating the cost of heritage assets to certain accounting periods may not be meaningful per reference (g). As a result, units in possession of heritage assets will maintain stewardship responsibility with no financial reporting requirements.

d. Per reference (f) heritage weapons will be accounted for in the Department of the Navy Heritage Asset Management System (DONHAMS) and reported to NSWC Crane by the NMMC personnel. There is no Monthly Serialized Inventory (MSI) requirement for Heritage Asset SA/LW while on display. Units will physically site the displayed Heritage Asset SA/LW's on a daily basis. Discrepancies should be reported to NMMC or PMO accordingly. Units will sign an annual loan agreement with NMMC, at which time the small arms/light weapons (SA/LW's) must be verified by serial number, and a photograph and condition report must be submitted. Heritage Asset SA/LW on loan to a unit may be used for display purposes only, and must be secured while on display in accordance with reference (f). If the conditional loan includes assets that require limited demilitarization for display, the approving activity will provide the applicable demilitarization instructions. In the case of museum property, the unit may not perform any limited demilitarization without NMMC authorization and instructions.

e. Per reference (f), historical weapons that are considered excess to NMMC requirements are considered "display" weapons that will be accounted for in the Defense Property Accountability System (DPAS). The supported unit (i.e., a command in possession of display SA/LW which has AO authorities) is responsible for reporting display SA/LW to the Installation Commander, who is assigned garrison property AO responsibilities, for inclusion and adjustment to DPAS.

f. Per reference (f), NSWC Crane reporting of display SA/LW will be established/coordinated and maintained by the Installation Commander with NSWC Crane sub-accounts established for supported units. Units are required to obtain, retain and provide to the Installation Commander demilitarization/inert certifications.

g. Per reference (f), MSIs, physical security screenings, investigations, MLSRs, etc. are the responsibility of the supported unit. MSIs along with all key supporting documents shall be retained by the supported unit and will only be forwarded to the Installation Commander whenever there is a required inventory change/adjustment to DPAS/NSWC Crane records. The possessing unit must retain all correspondence and supporting documentation. If transferred, all documentation must accompany the item(s).

h. Per reference (h), historical small arms/light weapons with ownership retained by the possessing command/activity, as established by an approval of request for historical property, will be accounted for in the (DPAS) with the responsibility for Naval Surface Warfare Center (NSWC) Crane Division reporting resting with the owning installation commander.

i. Other Display Equipment. Per reference (f), display equipment is defined as old or obsolete military equipment that is not considered to warrant museum-level heritage significance, but is on display at military

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installations. Display equipment is not considered a heritage asset and will be accounted for as garrison personal property. Only Class VII military equipment that is excess to enterprise requirements or unserviceable beyond repair will be considered for retention as heritage assets or display equipment. MCICOM is the final approval authority for accepting material as display equipment. Unit requests will only be considered if the NMMC has denied adding the requested asset to their heritage asset collection.

10. Historical Archives and Special Collections

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 to ensure the following actions:

(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 not submitted as part of the command chronology, and items that have been determined by the CO to have historical value, should be offered for donation 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 descendants, 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, may 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

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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;

(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 (c) 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 events, programs and policy decisions adopted or implemented during the reporting period. This includes 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 reporting command, the status and readiness throughout the fiscal year period, and the command goals and accomplishments.

b. The command chronology is a detailed report to the CMC that covers significant events of 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 events 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, as such, 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 commanding officer or general/special staff department head as listed in Appendix A, Annex (1) and must be signed by all CO's 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 electronically in the established MCIEAST Command Chronology 2010 SharePoint site only. There are no longer paper copy requirements.

(2) Concept of Operations

(a) Only the cover letter will contain the unit heading in accordance with the example provided in Appendix A, Annex (2). Command chronologies not signed by the CO or a general and special staff department head will be considered incomplete and returned without action until signed. If a 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.

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

(c) Use of full dates and year listings are required on all entries.

(d) Use full rank, first name, middle initial, and last name to identify individuals throughout the chronology.

(e) All acronyms will be spelled out when used for the first time in the text. This applies to Section II only.

(f) No acronyms will be used in Sections I, III, or IV.

(g) All formats of any supporting/amplifying information are acceptable.

(h) A signed paper copy of chronologies will be submitted electronically, using Courier New font, 12 pitch, single-spaced typed with 1 inch margins on all sides in Microsoft Word format.

(i) Each commanding officer or General/Special Staff department head shall submit their command chronology electronically through the established Share Point system per reference (e). These electronic submissions will be completed no later than (NLT) 15 November annually.

b. Tasks

(1) Assistant Chief of Staff G-3/5, (AC/S, G-3/5) shall:

(a) Maintain cognizance for the annual MCIEAST-MCB 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 electronically to the Library of the Marine Corps annually by 31 December.

(2) General Staff. General staff department heads listed in Appendix A, Annex (1) are responsible for assembling subordinate sections' chronologies into the section's staff chronology as outlined in Appendix A, Annex (2) through (6) and shall submit the completed electronic version through the Share Point system NLT 15 November (annually).

(3) Special Staff. Special staff department heads listed in Appendix A, Annex (1) shall submit a completed electronic version through the command chronology Share Point system as outlined in Appendix A, Annex (2) through (6) NLT 15 November (annually).

(4) MCIEAST Subordinate Commanders. Those listed in Appendix A, Annex (1) shall submit a completed electronic version through the

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command chronology Share Point system as outlined in Appendix A, Annex (2) through (6) NLT 15 November (annually).

4. Coordinating Instructions. The Command Chronology format is provided in Appendix A, Annexes (3) through (6). Content requirements are provided in reference (a). Submission guidance is provided in reference (e) and should be used as a guide. Given the diverse activities of various commands, each may require different data or information to reflect their activity accurately and completely. All information in Sections II and III of the command chronology provided by the MCIEAST-MCB CAMLEJ General and Special Staff must be identified as MCB accomplishments or MCIEAST accomplishments. This requirement does not apply to other regional bases, stations, installations, and battalions as the re-designation 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 shall be prepared in the format shown in Appendix A, Annex (3).

b. Narrative Summary: The narrative summary shall be written by commanding officers or General/Special Staff department heads highlighting each of their significant accomplishments. It shall describe the approaches and techniques used to overcome any problems and objectives achieved during the period covered by the chronology. Specific emphasis will be given to recurring problems requiring attention of higher headquarters, and to any new endeavors that proved highly successful. The format is shown in Appendix A, Annex (4).

c. Sequential Listing Of Significant Events: A sequential listing in spread sheet format of significant events per the information required in Appendix A, Annex (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.

c. List Of Supporting Documents: Amplifying supporting documents shall be consolidated and submitted in a single scanned pdf format document

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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 examples in Appendix A, Annex (6):

- (1) Policy directives, standing operating procedures, orders, bulletins, and memoranda that effect annual significant events;
- (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, electronic copy of the command chronology signed personally by the commanding officer will be submitted through the appropriate electronic means to the Library of the Marine Corps, ATTN: Archives (CC), Gray Research Center, 2040 Broadway Street, Quantico, Virginia 22134-5107;

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, NLT 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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APPENDIX A

PREPARATION OF COMMAND CHRONOLOGIES

1. Purpose. This appendix contains instructions for submitting command chronologies including format guidance that will not be modified and examples of the four prescribed sections. It should be used as a guide, recognizing that the diverse activities of various commands may require different data or detailed information to be included to reflect accurately and completely the activity of the command. The following annexes are detailed:

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

Annex 2. Cover Letter. Format and Example for Cover Letters of the MCIEAST-MCB CAMLEJ Command Chronology.

Annex 3. ORGANIZATIONAL DATA. Format and Example for Section I of the MCIEAST-MCB CAMLEJ Command Chronology.

Annex 4. NARRATIVE SUMMARY. Example of Section II for the MCIEAST-MCB CAMLEJ Command Chronology.

Annex 5. SEQUENTIAL LISTING OF SIGNIFICANT EVENTS. Example of Section III for the MCIEAST-MCB CAMLEJ Command Chronology.

Annex 6. SUPPORTING DOCUMENTS. Example of Section IV for the MCIEAST-MCB CAMLEJ Command Chronology.

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Annex 1: List of Assistant Chiefs of Staff (AC/S), Special Staff, Bases/Stations/Installations, and Battalions Required to Submit Command Chronologies

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 Support Facility Blount Island
Commanding Officer, Headquarters and Support Battalion
Commanding Officer, Weapons Training Battalion

General Staff:

AC/S, G-1
AC/S, G-3/5
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 (MCCS)

Special Staff/Other Staff:

Command Chaplain
Command Inspector General
Director of Safety
Equal Opportunity Advisor
Deputy Equal Employment Opportunity Officer
Public Affairs Officer
Regional Contracting Officer
Staff Judge Advocate
Legal Service Support Section-East
Small Business Specialist
Security Manager

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Annex 2: Sample Format for Staff Cover Letter



UNITED STATES MARINE CORPS
UNIT HEADING

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 OF 1 OCTOBER 20XX - 30 SEPTEMBER
20XX

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

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

1. Per the references, the G-1 Command Chronology is provided as enclosure (1).
2. Point of contact is _____ at 451-XXXX.

I. M. MARINE

OCT 31 2017

Annex 2: Sample Format for Commanding Officer Cover Letter



UNITED STATES MARINE CORPS
UNIT HEADING

5750
Office Code
DD MMM YY

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

Subj: COMMAND CHRONOLOGY FOR THE PERIOD OF 1 OCTOBER 20XX - 30 SEPTEMBER
20XX

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

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

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

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

I. M. MARINE

Enclosure (1)

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Annex 3: Format for Section I of the Unit Command Chronology

SECTION I: ORGANIZATIONAL DATA

1. Unit Designation

- a. Reporting Unit Code.
- b. Table of Organization Number(s).

Period covered and location (include information such as "At sea enroute to _____", "in port at _____", etc.).

2. Personnel Information

- a. Commanding General (Commanding Officer): Use grade, first name, middle initial and last name to identify individuals throughout the command chronology. For all commanders and principal staff members, use inclusive dates for time covered by reporting periods.
- b. Assistant Commanding General (Executive Officer).
- c. Subordinate Commanders.
- d. Principal Staff Members.
- e. Staff Historian.
- f. Sergeant Major and/or senior enlisted.

Average monthly strength (personnel chargeable and on hand):

AVERAGE MONTHLY STRENGTH

	<u>USMC</u>	<u>USN</u>	<u>TOTAL</u>
	OFFICER	OFFICER	OFFICER
	ENLISTED	ENLISTED	ENLISTED

- Month-1
- Month-2
- Month-3
- Month-4
- Month-5
- Month-6

Equipment: List type and number of major items of equipment assigned, such as aircraft, tanks, artillery pieces, vehicles, as required in Marine Corps Bulletin 3000 (Marine Corps Automated Readiness Evaluation System (MARES) Equipment).

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Example of Section I of the Unit Command Chronology

SECTION I
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 (OIF) III; 30 July through to 31 December 2005: MCAGCC, 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 - 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

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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 - 7 July 202005

Captain Devin Smiley
8 July 202005 - 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

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- (10) Supply Officer:
 Second Lieutenant Michael D. Gilbert
 1 July 2005 - 12 December 2005

 First Lieutenant Michael D. Gilbert
 13 December 2005 - 31 December 2005
- (11) Maintenance Management Officer:
 First Lieutenant Matthew R. Pearce
 1 July 2005 - 31 December 2005
- (12) Motor Transport Officer:
 First Lieutenant Steve Cleary
 1 July 2005 - 31 December 2005
- (13) Communications Officer (S-6):
 First Lieutenant Stephen C. Bair
 1 July 2005 - 31 December 2005
- (14) Chaplain:
 Lieutenant Matthew S. Weems
 1 July 2005 - 31 December 2005
- (15) Battalion Medical Officer:
 Lieutenant Weilee Hu
 1 July 2005 - 31 December 2005
- (16) Battalion Surgeons:
 Lieutenant David E. Kvarnberg
 1 July 2005 - 16 September 2005

 Lieutenant Brock A. Andersen
 5 September 2005 - 31 December 2005

- e. Sergeant Major:
 Sergeant Major Harrison L. Tanksley
 1 July 2005 - 31 December 2005

4. AVERAGE MONTHLY STRENGTH:

	<u>USMC</u>			<u>USN</u>			<u>TOTAL</u>		
	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
January	7	23	89	0	0	0	7	23	89
February	7	23	89	0	0	0	7	23	89
March	7	24	89	0	0	0	7	24	89
April	7	26	90	0	0	0	7	26	90
May	7	27	93	0	0	0	7	27	93

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June	6	26	93	0	0	0	6	26	93
July	6	26	93	0	0	0	6	26	93
August	6	26	93	0	0	0	6	26	93
September	7	27	93	0	0	0	7	27	93
October	7	27	92	0	0	0	7	27	92
November	7	28	92	0	0	0	7	28	92
December	7	31	92	0	0	0	7	31	92

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

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Annex 4: Example of Section II of the Unit Command Chronology

SECTION II
NARRATIVE SUMMARYADMINISTRATION, ADJUTANT/LEGAL

During the period of 1 July to 31 December 2005 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 and Marine Corps 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. Courts Martial Convened: 0
 - a. General: 0
 - b. Special: 0
 - c. Summary: 0
6. Promotions:

The following promotions were effected:

Major	- 0
Captain	- 3

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Lieutenant (USN)	-	0
1stLieutenant	-	7
Staff Sergeant	-	4
Sergeant	-	5
Corporal	-	35
Lance Corporal	-	46
Private First Class	-	7
Total	-	103

7. Officers Joined: 28. Officers Dropped: 29. USMC Enlisted Joined: 54USMC Enlisted Dropped: 13USN Enlisted Joined: 2USN Enlisted Dropped: 4INTELLIGENCE

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.

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 Air Group (MAG) 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 and Marine Corps Achievement medals for Lance Corporal Waguespack, Corporal Dominguez, and Captain Bissonette.

The entire S-2 Section attended the Expeditionary Warfare Training Group Pacific (EWTG-PAC) Information Operations course given at Tactical Training Exercise Training Group (TTECG) in November. The section began working scenarios for the battalion training evolution at the Marine Corps Mountain Warfare Training Center (MWTC) in Bridgeport, California 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 and the platoon took the Marine Corps' Basic Skills Test. During this time period three hikes were conducted (6, 9, and 12 miles).

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

COMMAND, OPERATIONS, AND TRAINING

During the second half of 2004, 3d Battalion, 4th Marines 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 OIF - III.

After the relief in place and transfer of authority with 2d 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 2005.

During the last half of September, the Battalion focused on instilling the first part of its four tier training plan. The companies began reorganizing and settling into their new spaces. The Battalion sent several Marines to Division Schools for training in their Military Occupational Specialties (MOS) and Stability and Support Operations 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 (MOCS) 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 NBC section saw a change as Warrant Officer Frank Pater joined 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, weapons 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 section also began their planning for the Battalion MWTC winter package they

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will be conducting in Bridgeport, California, during the month of March. The Battalion went on holiday leave block from 20 December to 5 January.

Throughout the return from OIF-III, the S-3 section continued to send Marines to the rifle and pistol ranges, monitored the annual 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 that companies must complete prior to using that weapon system on a live-fire range. The S-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 MAG 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, California.

On November 2015, the Air Officer and the JTAC nominees traveled to Observation Post Left in the Quackenbush Training Area with 1st Battalion, 7th Marines for a Tactical Air Control Party (TACP) shoot. The JTACs were able to obtain a majority of their 100 level Training and Readiness 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 Left in the Quackenbush Training Area at MCAGCC Twenty-nine Palms, in conjunction with 7th Marine Regiment on 7 December. 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 (CAS). 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 3d Battalion, 4th Marines JTAC's completed their 100 level codes allowing them to be nominated for the TACP school.

Those that were trained learned how to call Suppression of Enemy Air Defense (SEAD) 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

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coordination between multiple support agencies was conducted in order to make the Battalion's redeployment seamless. The Logistics Section also coordinated the turnover of the Battalion's account to 2d Battalion, 7th Marines. 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 Taqaddum, 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 received 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 (T/E).

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 (TECOM) and MWTC 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, U.S. 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 MWTC in Bridgeport.

Supply

During the month of July 2005, Battalion Supply focused its efforts on the turnover of account M94407 to 2d Battalion, 7th Marines. This turnover consisted of actual physical turnover of end items as well the incorporation of the standing operation procedures for logistics and supply in theatre. A contract for two shower trailers at Entry Control Point 5 was built by 3d

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Battalion, 4th Marines 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 CMR turnover between the Responsible Officers from 3d Battalion, 4th Marines and 2d Battalion, 7th Marines.

During the month of August 2005, Battalion Supply arrived back in CONUS. The fiscal year 2006 budget was created and submitted up to Division via 7th Marine Regiment. 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 who deployed in support of OIF. 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 (TAP) 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 T/E 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 SFO 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 Physical Fitness Test. 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 Consolidated Memorandum Receipt (CMR) reconciliation took place from 19 October to 4 November, 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 TAD to MCB 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, which 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 MWTC Bridgeport for an

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initial planning conference. This conference was in preparation for the Battalion's MWTC exercise from February to March.

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 3043 field, while maintaining productivity. On 29 November, Battalion Supply conducted its semi-annual Combat Fitness Test. During the first two weeks of December, Battalion Supply sent six Marines to the rifle range for their annual qualification and EMP training.

A Division Redistribution Message was posted stating gear to be redistributed to 3d Battalion, 4th Marines with a NLT date of 16 December 2005. Supply has been working to facilitate the proper paperwork and gear pick up from units aboard both MCAGCC 29 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 HMMWV drivers.

Armory

During the month of July, the Battalion Armory focused on turnover with 2d Battalion, 7th Marines armory personnel. All requisite paperwork was prepared and reviewed, creating no discrepancies for the Battalion. In addition, there were no dead-lined 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 WIR packages, DRMO letters, Demilitarization Certificates and other paperwork needed in order to simplify the overall turnover of the Battalion.

Upon return to 29 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

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seamless training for the companies. During the month of November, the Armory facilitated the temp-loan of numerous weapons to MWTC. 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 (ACOGs) for testing purposes in extreme cold weather environments in Alaska. In the month of December, Marines 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.

Battalion Aid Station (BAS)

During the month of July, 3d Battalion, 4th Marines BAS turned over their BAS to 2d Battalion, 7th Marine Regiment. Controlled substances and narcotics were inventoried for accuracy, logged, and turned over to the Battalion. 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 BAS 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. 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

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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. HMI (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. The end of November brought a change in leadership in the BAS. HMC (FMF, AW) Wilson retired after 23 years of active service. HMC (FMF) Hendges then became the Senior Medical Department Representative. HMI (FMF) Richey, in addition to his duties as Independent Duty Corpsman, became the Leading Petty Officer.

With the cold season upon us, 1 December 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 RMT began preparing for giving the Warrior Transition and Return and Reunion briefs to the returning Marines and Sailors. RP2 Neely returned home with the ADVON on 7 July, to prepare for the RMT's redeployment to the States. The process of RIP with the Battalion RMT, LT Rob Wills and RP2 Hickman, began on 9 July. Chaplain Weems continued to provide support to the personnel of 3d Battalion, 4th Marines 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 personnel of 3d Battalion, 4th Marines.

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

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with leadership application and training for his future as a football coach and leader of young people.

On 28 September, 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 New York Casino in Las Vegas on 29 September.

During October, Chaplain Weems attended the Navy Birthday formation at the Naval Hospital on MCAGCC, Twenty-nine Palms. The RMT continued to attend weekly Chaplain's meetings. During the week of 16-22 October, the 3d Battalion, 4th Marines RMT was asked by CDR Smith, I Marine Expeditionary Force Headquarters Group, to provide ministry support to the Urban Warfare Training Command (UWTC) who lost a Marine.

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

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

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

On Tuesday, 29 November, the RMT coordinated with the Regimental RP to send 15 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.

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Annex 5: Example of Section III of the Unit Command Chronology

**SECTION III
SEQUENTIAL LISTING OF SIGNIFICANT EVENTS**

Month	BeginDate	EndMonth	EndDate	Event	Command
January	11		11	Disbursing agent sent to Norfolk, Virginia to perform systems check in preparation of 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
	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
					Disbursing Officer

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Annex 6: Example of Section IV of the Unit Command Chronology

Section IV: List of Supporting DocumentsTAB

- A. Article in MCNews on the Marine Corps Website dated 4 Jul 05 on 3/4 Independence Day in Fallujah, Iraq.
- B. Article in MCNews on the Marine Corps Website dated 15 Jul 05 on Marines' initiative in Fallujah, Iraq.
- C. Article in MCNews on the Marine Corps Website dated 20 Jul 05 on CAAT II's experiences in Fallujah, Iraq.
- D. Article in MCNews on the Marine Corps Website dated 31 Jul 05 on 3/4's completion of three tours in Iraq.
- E. Article in MCNews on the Marine Corps Website dated 7 Aug 05 on 3/4 Commanding Officer with success in Fallujah, Iraq.
- F. Article in MCNews on the Marine Corps Website dated 2 Sep 05 on 3/4 Corpsmen receiving Fleet Marine Force Warfare Device.
- G. Article in the "Observation Post" dated 29 Sept 05 on the Darkside football team versus 3d Battalion, 11th Marine Regiment.
- H. Article in the "Observation Post" dated 6 Oct 05 on the Darkside football team versus MCCES.
- I. Article in MCNews on the Marine Corps Website dated 2 Nov 05 on the Darkside football team versus 1st Tank, Battalion.
- J. Article in MCNews on the Marine Corps Website dated 4 Nov 05 on 3/4 Weapons Platoon 9-mile conditioning hike.
- K. Article in MCNews on the Marine Corps Website dated 16 Nov 05 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.

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APPENDIX B

NATIONAL MUSEUM OF THE MARINE CORPS PHONE LIST

ORGANIZATIONAL MAILBOX: history.division@usmcu.edu

MARINE CORPS HISTORY DIV: 703-432-4881

COMMEMORATIVE 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