

Inspectors General Checklist

MARINE CORPS HISTORICAL PROGRAM 5750

This checklist applies to all levels and types of commands.

Functional Area Sponsor:

Marine Corps History Division (HD) and National Museum of the Marine Corps (NMMC)

Subject Matter Experts:

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**Name of Command
Date**

**Inspector
Final Assessment
Discrepancies:**

Findings:

Revised: 28 March 2024

Overall Comments: [Place Here](#)

Subsection 1 - HISTORICAL PROGRAM (applies to battalion/squadron size or larger, bases, air stations, major commands, and MEF-level companies)

0101 Has the commander assigned a member of the unit by official letter to the position of Staff Historian? Has the official letter of appointment been maintained within the unit's Command Historical Summary File?
Reference: MCO 5750.1H, encl (1), chap 5 (pg 5-1, 5-2, and 5-3), para 1. Commander Responsibility and 2. Staff Historian, and 3. Command Historical Summary File b. (2) (g).

Result Comments

0102 Does the unit have, and maintain a Command Historical Summary File containing at a minimum:

- Copies of Lineage and Honors certificates
- Copy of streamer entitlement
- Copy of past five years of command chronologies
- Master copy of unit insignia and corresponding documentation/correspondence
- List of all property, facilities, or sites commemoratively named

Reference: MCO 5750.1H, encl (1), chap 5 (pgs 5-2 and 5-3)

Result Comments

0103 Are certificates of lineage and honors displayed in a prominent place, such as outside the command deck, within the unit's headquarters?

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Reference: MCO 5750.1H, encl (1), chap 2 (pg 2-8); MCO 4400.201 Vol 13, chap 12 (pgs 12-3 and 12-4)

Result Comments

0104 If unit rates streamers, are the streamers displayed on the organizational colors reflecting the honors listed on the official certificate of unit honors (unless the History Division authorized a deviation in writing)?

Reference: MCO 5750.1H, encl (1), chap 2 (pg 2-9); MCO 4400.201 Vol 13, chap 12 (pgs 12-3 and 12-4)

Result Comments

Subsection 2 - COMMAND CHRONOLOGIES (applies to battalion/squadron size or larger, bases, air stations, major commands, and MEF-level companies)

0201 Has the the unit submitted command chronologies submitted to the Archives Branch, Marine Corps History Division by the appropriate deadlines documented by receipt letters and/or emails from Archives Branch ? Command chronologies are due NLT 90 days after the end of the reporting period. For semiannual submissions, due dates are 30 June and 31 December. Annual submissions are due NLT 31 December.
Reference: MCO 5750.1H, encl (1), chap 5 (pgs 5-6 and 5-7); Annex 5 of App A (pg A-18); modified by MARADMIN 509/14

Result Comments

0202 Do command chronologies follow the proper sequence and format?
Command chronologies must include the following:
 Section I – Organizational Data to include Cover Page with CO Signature
 Section II – Narrative Summary
 Section III – Sequential Listing of Significant Events
 Section IV – Supporting Documents
Reference: MCO 5750.1H, encl (1), chap 5 (pgs 5-6 and 5-7); Annex 5 of App A (pg A-18); modified by MARADMIN 509/14

Result Comments

0203 Does the narrative summary of the command chronology cover activities, problems, and achievements of all elements of the command, even those that may be temporarily detached?
Reference: MCO 5750.1H, encl (1), chap 5 (pgs 5-6 and 5-7); Annex 5 of App A (pg A-18); modified by MARADMIN 509/14

Result Comments

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- 0204 Does Section IV supporting documents include the following mandatory documents:
- After-action reports, unit special reports, and unit peacetime exercise reports
 - Policy directives; standing operating procedure directives, unit orders, bulletins, and memoranda
 - Operation and administrative plans and letters of instruction
 - Journals, messages, and periodic reports of staff sections or subordinate units
 - General and special staff studies and estimates
 - Cruise books, terrain sketches, photographs, maps, copies of combat art, blueprints, and drawings
- Reference: MCO 5750.1H, encl (1), chap 5, (pgs 5-6 and 5-7); Annex 5 of App A (pg A-18); modified by MARADMIN 509/14

Result Comments

Subsection 3 - HERITAGE ASSETS OR HISTORIC UNIT PROPERTY

(Applies to all commands which hold and/or display materiel historical property including, but not limited to, Marine Corps or captured enemy weapons, uniforms, medals, flags, guidons, vehicles, equipment, and original artwork.)

- 0301 If the command possess materials which reasonably could be considered to be either Heritage Assets or Historical Unit Property, can the command show that it has correspondence with the Registrar, National Museum of the Marine Corps (NMMC) for assistance and/or has submitted a Request for Heritage Asset Determination to the NMMC for all materials which could be considered heritage assets? Does the unit have a signed letter from the NMMC stating that the museum has determined if the reported materials/items have been deemed to be Heritage Assets or Historical Unit Property?
- Reference: MCO 4400.201-V-3, par 040909

Result Comments

- 0302 Does the command conduct an annual inventory of all Heritage Assets on loan from the NMMC? Has the command maintained copies of the annual loan renewals issued by the NMMC for the loaned Heritage Assets?
- Reference: MCO 5750.1H, encl (1), chap 3, par 5(a) and 5(d)

Result Comments

- 0303 Are all Heritage Assets maintained in good condition? If not, has the command reported damage/poor condition to the NMMC and/or submitted a restoration/conservation plan?
- Reference: MCO 5750.1H, encl (1), chap 3, par 5(a) and 5(d)

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Result	Comments
0304	<p>If the command has recently restored/conserved a Heritage Asset, can it show that that the NMMC provided written approval of restoration/conservation plan prior to the restoration/conservation work being initiated? Reference: MCO 5750.1H, encl (1), chap 3, par 5(a) and 5(d)</p>
Result	Comments
0305	<p>Can the command produce copies of signed Limited Demilitarized Certificates for all stored or displayed firearms (Heritage Assets or Historic Unit Property)? Reference: MCO 5750.1H, encl (1), chap 3, par 5(a) and 5(d)</p>
Result	Comments
0306	<p>Has the historic unit property with ownership retained by the possessing command/activity, as established by an approval for request for historical property, been accounted for in Defense Property Accountability System (DPAS)? Has the historical small arms/light weapons with ownership retained by the possessing command/activity maintain the responsibility of reporting weapons to NSWC Crane Division? Has the possessing unit retained the weapons in the unit's Crane account and confirmed the weapons with an annual verification? Reference MCO 8300.1D, encl (1), par 5(d)</p>
Result	Comments
0307	<p>Has the command received final approval authority from Marine Corps Installations Command (MCICOM) for accepting a Heritage Asset on a conditional loan from the NMMC? Reference MCO 4400.201 vol 3, chap 4, par 040905, 040906, 040907, 040908</p>
Result	Comments
0308	<p>Has the command received final approval authority from MCICOM to display or dispose of non-Heritage Asset? Reference MCO 4400.201 vol 3, chap 4, par 040909</p>

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