
COMMAND CHRONOLOGY SUBMISSION REQUIREMENTS

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SUBJ/COMMAND CHRONOLOGY SUBMISSION REQUIREMENTS//

REF/A/DOC/MCO 5750.1H/13 FEB 09//

REF/B/DOC/SECNAV M-5210.1/23 SEP 19//

REF/C/DOC/MCO 5210.11F/07 APR 15//

REF/D/DOC/MARADMIN 509/14/07 OCT 14//

NARR/REF A IS THE MANUAL FOR THE MARINE CORPS HISTORICAL PROGRAM.

REF (B) IS THE DEPARTMENT OF THE NAVY RECORDS MANAGEMENT MANUAL. REF

(C) IS THE MARINE CORPS RECORDS MANAGEMENT PROGRAM ORDER. REF (D) IS

THE MARADMIN MODIFYING COMMAND CHRONOLOGY REPORTING PROCEDURES AND

TIMELINES. //

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GENTEXT/REMARKS/1. Purpose. This MARADMIN highlights command responsibilities for the completion of command chronologies and announces History Division (HD) support available to assist with those responsibilities.

2. Background.

2.a. Command chronologies are the single most important body of historical records created, collected, and maintained by the Marine Corps. Command chronologies are submitted by active and reserve Marine Corps units to provide a concise review of each unit's operational experiences and significant events, and include supporting documents detailing the activities of the unit on a continuing basis. Unit command chronologies are frequently requested in support of award submissions, as part of legal investigations, and to tell the Marine Corps story to Congress and the American public. They are used to support official research for HQMC, Marine units, and Marine veterans pursuing Department of Veterans Affairs claims. The information they contain informs force design decisions and is the basis for unit lineage and honors determinations. It is vital that these records provide references and documents concerning specific events that would support these purposes.

2.b. In 2014, reference (d) announced the development and testing of a Marine Corps Electronic Command Chronology Reporting System by the Archives Branch at the Library of the Marine Corps, however, this system was not implemented for use and command chronology submissions remain required for submission via email.

3. Actions.

3.a. Per Appendix A of reference (a), all Fleet Marine Force units down to the battalion/squadron level shall submit command chronologies on a semi-annual basis. All other commands, including all Marine Corps Reserve units, shall submit command chronologies on an annual basis.

3.a.1. Reference (d) established a fiscal year timeline for command

chronology submissions effective 1 OCT 2014. This timeline remains in effect.

3.a.2. Annual submissions covering the period from 1 October to 30 September are due no later than (NLT) 31 December each year.

3.a.3. Semi-annual submissions covering the period from 1 October to 31 March are due 30 June, and submissions covering the period from 1 April to 30 September are due NLT 31 December.

3.a.4. In special situations to include operational deployments for combat, units shall submit monthly command chronologies IAW reference (a).

3.a.5. Units shall submit their command chronologies as OCR PDF documents directly to HD by email to History.Division@usmcu.edu. These reports must contain the signature of the commanding officer. By Direction and Acting signatures are not permitted. Digital signatures are not permitted and will not be accepted. HD will verify that each report is complete and issue an email receipt once the report is accepted into the archive.

3.b. Unit commanders shall ensure a staff member is designated in writing to perform the additional duty of Staff Historian IAW reference (a).

3.c. HD has prepared a staff historian/command chronology support webpage containing details on command chronology preparation and submission as well as a sample. Link <https://www.usmcu.edu/Research/Marine-Corps-History-Division/Information-for-Units/Command-Chronology-Program/>

3.d. HD shall maintain a report of command chronology submissions to provide unit leaders with awareness on the status of their command chronologies. This report shall be updated monthly and posted on the command chronology support webpage.

3.e. The Inspectors General Checklist for the Marine Corps Historical Program, functional area 5750, is up to date and valid. Although the Marine Corps Historical Program is not designated as a Critical or Required Evaluation (CoRE) functional area under the Inspector General of the Marine Corps (IGMC) Inspections Program, commanders are encouraged to incorporate this functional area into their command inspection programs to ensure their units and subordinate commands are meeting the requirements of reference (a). The Marine Corps Historical Program functional area checklist can be found on the IGMC website at <https://www.igmc.marines.mil/DIVISIONS/INSPECTIONS-DIVISION/FUNCTIONAL-AREA-CHECKLISTS-FACS/>

4. This MARADMIN is applicable to the Marine Corps Total Force.

5. Release authorized by Brigadier General M. W. Tracy, President, Marine Corps University.//