Annex 5: Report Commands and Frequency of Reports

Task-organized units activated for a specific mission, exercise, or deployment of short duration will submit a single command chronology immediately upon completion of the activity for which they were established. If activated for more than six months, reports will also be submitted for regular reporting dates and upon completion of the mission. Units conducting operational deployments, engaged in combat operations, or in other special situations will submit command chronologies as required by chapter 5 (page 5-7) of this Manual.

ORGANIZATION	ANNUAL (1 Oct-30 Sep)	SEMIANNUAL (1 Oct-31 Mar) (1 Apr-30 Sep)
Fleet Marine Force		
Down to and including the battalion /squadron and separate company/battery level.		X
Task-organized units, such as MEU's, MEB's and MEF's, as well as temporarily task-organized units of battalion and squadron size or larger.		X
4th Marine Division	X	
4th Marine Aircraft Wing	X	
4th Marine Logistics Group	X	
Marine Corps Districts	X	
Marine Corps Combat Development Command	X	
Headquarters Battalion, Headquarters USMC	X	
Bases and Stations	X	
Marine Detachments	X	
Mobilization Training Units	X	
All other command organizations Marine Corps Embassy Security Command, Marine Cryptologic Support Battalion, Naval Security Group, Marine Air Training Support Group		X
Marine Corps Security Force Companies	X	
Marine Corps Reserve Units All units down to and including battalion/squadron and separate company/battery/detachment level. Includes units organic to a battalion or squadron if not geographically located at the headquarters of the parent command.	X	