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(e) MCO P5800.16A
(f) SECNAVINST 4001.2H
(g) DOD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997
(h) OPNAVINST 5030.4F
(i) MCO P5600.31G
(j) OPNAVINST 5030.12F
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(w) DOD 5105.21-M-1, "Department of Defense Sensitive Compartmented Information Administrative Security Manual," March 1995
(x) OPNAVINST 5530.13C
(y) OPNAVINST 13000.6
(z) OPNAVINST 5750.10J
(aa) MCO P1001R.1J
(ab) 5 U.S.C. 552
(ac) 5 U.S.C. 552a

Encl: (1) Marine Corps Historical Program Manual

Report Required: Command Chronology (Report Control Symbol MC-5750-06),
encl 1, chap 5, par 4e and app A.

1. Situation. This Manual sets forth revised policies, procedures, and standards governing the administration of the Marine Corps Historical Program; and delineates the responsibilities of the History Division, the National Museum of the Marine Corps, field commands, and the Archives and Special Collections Branch of the Library of the Marine Corps in the planning, conduct, and execution of this program.

2. Cancellation. MCO P5750.1G.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

3. Mission. To publish revised guidance and instruction for commanders, staff members, and individuals involved in the execution of the Marine Corps Historical Program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Manual completely replaces MCO P5750.1G and its changes, and provides revised instructions and requirements for the Marine Corps Historical Program.

(2) Concept of Operations. A comprehensive historical program provides the primary means of honoring tradition, building esprit, and transmitting the Marine Corps' heritage to Marines and the nation. The recording, preservation, and dissemination of the cumulative operational and institutional experience of the Marine Corps as well as unit and individual achievement are critical to this effort. Inherent is the commitment of our commanders, staff members, and individuals involved in the execution of this program to be sensitive to historically significant developments, to safeguard the history and traditions of the Corps, and to be well versed in the spirit and intent of this Manual.

b. Coordinating Instructions. Submit all recommendations concerning this Manual to the Commandant of the Marine Corps (HD) via the chain of command.

5. Administration and Logistics

a. This Manual is published electronically and can be accessed on-line via the Marine Corps website at <http://www.usmc.mil> <<http://www.usmc.mil>> or the Marine Corps Records, Reports, and Directives Management Section (ARDB) website at <https://portal.mceits.usmc.mil/sites/hqmcarrd/ardb/default.aspx>.

b. For commands without access to the Internet, hard copy and CD-ROM versions of Marine Corps directives can be obtained through the Marine Corps Publications Distribution System (MCPDS).

6. Command and Signal

a. Command. This Manual is applicable to the Marine Corps Total Force.

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



R. S. KRAMLICH
Director, Marine Corps Staff

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

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Chapter 1

Scope and Responsibility

1. General. This Manual fixes responsibilities and establishes policies for recording, preserving, and disseminating the cumulative operational and institutional experience of the Marine Corps. It also outlines procedures for documenting, preserving, and displaying Marine Corps 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. To conduct such an extensive evaluation, a systematic means of preserving historical records is needed. Toward that end, the Marine Corps has dedicated resources to amass, preserve, and use records and collections of historical value.

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

c. The responsibility for recording, preserving, and disseminating the cumulative operational and institutional experience of the Marine Corps rests with the History Division, the National Museum of the Marine Corps, and the Archives and Special Collections Branch of the Library of the Marine Corps.

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

4. Objectives. The objectives of the Marine Corps historical program are to:

a. Make the cumulative historical experience of the Marine Corps available for widespread study and exploitation.

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

c. Collect and preserve significant documents and records relating to the Marine Corps.

d. Give substance to tradition by identifying, collecting, maintaining, and exhibiting objects of lasting historical and sentimental value to the Marine Corps.

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

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

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

h. Encourage creative scholarship that promotes a deeper understanding of the historical role of the Marine Corps, both in the national 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 museum activities, and compliance with this Manual and other historical directives promulgated by Headquarters Marine Corps.

b. Command responsibilities are outlined in detail in chapter 5.

6. Individual Responsibility

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

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

7. Historical Records. Command chronologies and other official source data are assembled, retained, and properly archived at the Archives and Special Collections Branch, Library of the Marine Corps, until retired to appropriate Federal records centers of the National Archives and Records Administration, in order to provide:

a. source materials for historical analysis and transmission of the Marine Corps' heritage,

b. a permanent record of Marine Corps experience and achievement, and

c. resources for the evaluation of current plans, policies, and doctrine.

8. Collections. Tangible evidence of Marine Corps achievements are amassed as historical collections. At the History Division, the National Museum of the Marine Corps, or the Archives and Special Collections Branch, Library of the Marine Corps, they are identified as the official archives, personal papers and memorabilia, special collections, oral histories, visual materials, historical reference files, and collections of material objects ranging from combat aircraft to fine art and recruiting posters. These collections provide source material for:

a. written and graphic histories of the Marine Corps,

b. the study of the material history of the Corps,

c. the study of the personalities of the Corps and their relationship to events,

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d. both permanent and temporary exhibits intended to illustrate episodes and highlights of the history of the Corps, and

e. the study of the history of the development of both air and ground tactics, weapons, and equipment.

Chapter 2

History Division

1. Mission. To provide knowledge of the Marine Corps' past to ensure an understanding of its present and future for the Marine Corps and the American people by making its hard-earned experience and official history available for practical study and use; preserving a written, spoken, and visual record of its activities and traditions by collecting papers, articles, images, and interviews of lasting historical interest; and assisting in the Marine Corps' use of military history to aid in professional military education, training, and to provide background and precedents for decision-making.

2. Director of Marine Corps History. The Director of Marine Corps History is the Commandant of the Marine Corps' principal advisor for historical matters. As such, he conducts the operations of the Marine Corps History Division; supervises the operations of assigned field historical activities; and has cognizance over the general execution of the historical program throughout the Marine Corps.

a. Authority. The Director of Marine Corps History has specific authority to:

(1) establish liaison with other agencies, Government and civilian, foreign and domestic, in the furtherance of the objectives of the Marine Corps historical program;

(2) approve publication of all official historical works not requiring Commandant of the Marine Corps personal release;

(3) provide historical advisory service to public or private agencies, where appropriate;

(4) direct staff review of private individual, activity, or agency manuscripts, where appropriate;

(5) downgrade and declassify non-current Marine Corps information up to and including top secret (declassified information is made available for internal Marine Corps use and to qualified researchers and historians under the respective limitations of references (ab) and (ac); and

(6) accept appropriate gifts to the Marine Corps of personal property having historical significance subject to the authority granted and up to the value established in references (e) and (f).

b. Responsibilities. The Director of Marine Corps History will:

(1) Enforce standards for, issue guidelines on, and coordinate the execution of the historical program of the Marine Corps;

(2) Prepare the official history of the Marine Corps in peace and war for publication and distribution to Marine Corps activities, the Department of Defense, and the general public, making the historical experience of the Marine Corps available for practical study and exploitation;

- (3) Prepare works which provide historical perspective and precedents to be used in decision making for Marine Corps policies, plans, doctrines, and techniques, and to support professional military history education efforts;
- (4) Provide management oversight of the Marine Corps History Division;
- (5) Preserve a record of Marine Corps accomplishments by collecting printed and written documents, photographs, and oral histories of lasting historical and sentimental value to the Marine Corps;
- (6) Facilitate access for all personnel of the Marine Corps historical program to all sources necessary for their research;
- (7) Encourage study and research on historical subjects relevant to Marine Corps history in Joint and Service schools, universities, and research centers, and support undergraduate student internships, graduate fellowships, and research grants in Marine Corps history;
- (8) Ensure that historical works are presented in clear, reliable, and academically acceptable form;
- (9) Assist organizations in fostering esprit de corps by widening awareness of the traditions of the Marine Corps;
- (10) Determine eligibility of Marine Corps units for campaign and service streamers and unit awards and lineage and honors/certification;
- (11) Operate a historical reference service for division, official government, and public use;
- (12) Coordinate the support efforts of the Marine Corps Reserve augmentees to ensure that deployed historical personnel are properly trained and equipped; and
- (13) Maintain staff cognizance of this Manual and reference (g).

c. Staff Organization. The History Division staff organization, location, and hours are available on the division's website at <http://www.history.usmc.mil>.

3. Historical Activities

a. Organization. The History Division (HD) consists of the Histories Branch (HDH), Historical Reference Branch (HDR), Field History Branch (HDF), Oral History Branch (HDO), Editing and Design (HDE), and the Marine Corps University Press (MCUP).

b. Histories Branch. The Histories Branch prepares a variety of official historical publications ranging from pamphlets to case-bound, definitive histories, for distribution within the Marine Corps and other Federal agencies and to the general public. The preparation process includes research, writing, review, and editing. The branch also coordinates the Grants and Fellowships in Marine Corps History and the division Intern Programs.

(1) Definition. Marine Corps official historical publications are written works that provide an objective and thorough account of planning, operational, logistical, developmental, and/or administrative activities of a specific unit, event, conflict, or period in Marine Corps history. The material may be presented in narrative, documentary, or chronological form, or in some combination of these forms.

(2) Responsibilities

(a) With the exception of those major works requiring specific approval by the Commandant of the Marine Corps, the Director of Marine Corps History approves all official historical works for publication.

(b) The Director of Marine Corps History will keep the Commandant informed of the status of historical works approved for publication.

(3) Preparation. To ensure historical consistency and accuracy of professional writing standards, official historical publications will normally be prepared by the Histories Branch staff of the division. As a consequence, unit histories prepared in the field are not official publications of the U.S. Marine Corps, but are local publications of the organization concerned. Commanders desiring official status and approval for locally prepared historical manuscripts may submit their efforts to the Director of Marine Corps History for review. The History Division staff will review, edit, and, if appropriate, publish and distribute the work.

(4) Final Approval. Approval of all manuscripts to be published or co-published by the History Division is dependent on the formal review process prescribed by the Chief Historian. During this review, manuscripts will be judged by rigorous historical and literary standards. The results of the review, to include an evaluation of any required revisions, will be submitted by the Chief Historian to the Director of Marine Corps History, who has final publication approval authority.

(5) Publication. Official historical publications are published in accordance with reference (i) and may be disseminated in printed or electronic formats.

(6) Distribution

(a) Official historical publications are distributed in accordance with reference (i), which contains detailed instructions on allowances and distribution control of publications. Distribution normally will be made automatically down to company/battery level and be available for electronic access. Additional or replacement copies can be obtained electronically, or in hard copy, if available, using the Marine Corps Publication Distribution System.

(b) Official historical publications reproduced by the History Division will be distributed to major private, public, and government libraries at their request. When printed by the U.S. Government Printing Office, official historical publications are distributed to designated depository libraries and are usually available for purchase by the general public from that agency.

(c) The Marine Corps Historical Publications Catalog lists all division publications, both currently available and out-of-print, as well as requisition information, and is posted on the division's website at <http://www.history.usmc.mil>.

(7) Deactivation. Marine Corps organizations deactivated or no longer requiring official historical publications will obtain disposition instructions from the Director of Marine Corps History (HDE).

c. Historical Reference Branch

(1) Responsibilities. The Historical Reference Branch provides historical research and reference services for Headquarters U.S. Marine Corps, the Department of the Navy, the Department of Defense, Marine Corps University, Marine Corps units, other military services, Government agencies, and the general public using library, archives, oral histories, and reference collections. In addition, advisory and review services are available, when determined appropriate. In providing services, members of the History Division are governed by the spirit and intent of the reference (ab), reference (ac), and appropriate Marine Corps orders.

(2) Reference and Information Service

(a) A variety of reference, research, and information services are available. History Division staff historians:

1. provide historical research and furnish brief studies, reports, chronologies, and bibliographies in response to official inquiries or in anticipation of reference requirements;

2. furnish information, research assistance (e.g., guidance in locating information), and copies of documents and images in response to unofficial inquiries; and

3. direct official and unofficial inquiries for historical data to the appropriate agencies and offices.

(b) Available services are limited by regulations regarding the sensitivity of historical materials and by the number of assigned historians. Because of the large volume of requests and limited staff, reference support will be provided in the following priority order:

1. official requests from Congress, Freedom of Information actions, Marine Corps commands, other Government agencies;

2. support for division writers, and other division projects, and for exhibits at the National Museum of the Marine Corps;

3. serious outside researchers; researchers, writers, and faculty of Marine Corps University and other military schools;

4. active duty Marines, including students of the Marine Corps University, pursuing individual research;

5. retired and former Marines; and

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6. other general information requests.

(c) More than 1,100 cubic feet of reference files and more than 230 years of Marine Corps experience and lessons learned are represented in the History Division's research resources. The Historical Reference Branch's working files, consisting of biographical, geographical, subject, unit and photographic files, are critical to providing the reference and research services for the Marine Corps. The working files, muster rolls, unit diaries, casualty cards and lineal lists are open and available to all researchers.

(d) The Marine Corps History Division maintains a growing website at <http://www.history.usmc.mil>, as an additional resource on Marine Corps history for both official and public use. The site offers a variety of historical information and images in numerous areas, including Who's Who in Marine Corps history, Frequently Requested, History Division publications, Customs and Traditions, as well as information on contacting the division for further information. The website is an excellent starting point for research into Marine Corps history, and includes links to many other useful historical websites.

(3) Advisory Service. The Director of Marine Corps History will provide historical advisory service to public or private agencies when it appears to be in the best interest of the Marine Corps.

(4) Biographical Program

(a) Objective. Biographical files of noteworthy Marines are acquired, updated, and permanently retained by the History Division (HDR) for purposes of research and reference. These files include official photographs and biographies, supplemented by newspaper clippings, reports, copies of letters and official correspondence, and award citations.

(b) Implementation

1. All officers promoted to the grade of colonel are required to submit current biographical data and photographs to the Director of Marine Corps History (HDR). This data is permanently retained as the core of the biographical file.

2. Biographical data files for active duty and Reserve general officers that are retained by the Division of Public Affairs (CMC (PA)) until such individuals retire are to be forwarded to the Director of Marine Corps History (HDR) for permanent retention.

(5) 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 unusual historical, archeological, or cultural value are to be nominated to the National Register of Historic Places and must be protected and preserved. The Environmental Policy Act of 1969 reinforces these same objectives by requiring that all work projects be evaluated to determine their potential impact on property of historical or cultural significance. If it is determined that historically significant property is present within the

command, the property must be nominated to the National Register. The History Division (HDR) maintains files on those Marine Corps facilities that are listed on the National Register of Historic Sites.

(b) Action. Commanding generals and commanding officers responsible for real properties will establish comprehensive historic sites programs and accomplish the following actions.

1. Establish liaison with the appropriate State Historic Preservation Officer.
2. Survey physical property to identify holdings with historical, architectural, or cultural significance.
3. Nominate properties, if appropriate, for inclusion in the National Register.
4. Safeguard and preserve resources as required by law.

(6) Commemorative Naming Program

(a) Objective. The History Division has staff responsibility for the naming of Marine Corps buildings, facilities, streets, parks, sites, and other property. This responsibility is carried out under the Commemorative Naming Program, in accordance with guidelines promulgated in reference (j) and this Manual. The purpose of the program is to recognize and pay tribute to distinguished and heroic deceased Marines.

(b) Basic Policies

1. Property will be named for individuals highly regarded within the Marine Corps and local communities. Names of deceased Marines, or members of other military organizations who died in service with Marine Corps units, will be considered for use first; however, names of others who made outstanding contributions of a lasting nature, either to the Marine Corps or to the welfare of Marines, may also be considered.

2. Once named, the name of a facility or property will not be changed unless the original name becomes manifestly inappropriate.

(c) Nominations

1. Commanders who have occasion to name property will contact the Director of Marine Corps History (HDR) in writing to begin the name selection process. Requests by "tenant" commands/activities must be forwarded through both the "host" chain of command and the originators chain of command for endorsement. The commander has the option of recommending candidate names or requesting recommendations from the historic files. The Historical Reference Branch maintains files that list all properties known to have been named for Marines; these files also contain the names of deceased Marines who, by virtue of long and distinguished careers or exceptional heroism, are considered uniquely qualified as candidates for the Commemorative Naming Program. If the commander opts to recommend names for the site, each recommendation must be accompanied by explanatory and biographical data.

2. Once the candidate's name(s) is selected and researched, it will be submitted by the Director of Marine History to the Commandant of the Marine Corps for final approval.

(d) Disclosure/Public Announcement. No public disclosure of any nomination will be made before the Commandant of the Marine Corps has approved the recommendation. To avoid potential embarrassment or disappointment, commands 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 decision, the requesting command will make every reasonable effort to contact the next of kin or descendants to obtain concurrence and to invite their participation in the dedication ceremony.

(f) Reporting. Commanders are required to furnish the following information to the Director of Marine Corps History (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 still photographs, motion picture/video coverage, brochures, correspondence, and newspaper clippings concerning the ceremony.

(7) Unit Lineage and Honors Program

(a) Objective. The objective of the Unit Lineage and Honors Program is to record the history of service of Marine Corps units of the operating forces which have been issued Type III, Class 1 honors, and are of battalion/squadron size and larger, through certificates of lineage and the authentication of battle honors and awards.

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

(c) Lineage

1. General

a. The purpose of the unit lineage program is to provide accurate and concise administrative histories of Marine Corps units.

b. Units desiring to be added to the schedule of units requesting updated certificates must submit a written request from the

Commanding Officer/Commanding General to the Director of Marine Corps History (HDR). A sample letter is available on the History Division website at <http://www.history.usmc.mil>.

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

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

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

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

2. Determination/Authentication of Lineage

a. Authentication of unit honors hinges on lineage; thus, certificates of lineage must be accurate. Until 1965, the most reliable source of unit historical information were unit diaries (formerly muster rolls); consequently, these records were the primary source for lineage authentication until the implementation of the command chronology program. Since 1965, the chronologies have proved to be more reliable as source documents, along with other supporting materials, in historical analysis.

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

c. 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, redesignation of a unit may mean the perpetuation of the unit under a different numerical or functional designation and may not necessarily mean the continuation of a unit's lineage. Evaluation and recognition of unit lineage depends, in each case, on historical analysis.

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

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

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

3. Certificate of Lineage. Eligible color-bearing Marine Corps units of the operating forces will receive certificates of lineage reflecting the following.

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a. Date and place of activation, as shown on the unit diary, muster roll, command chronology, or other official Marine Corps order.

b. Redesignations, deactivations, or reactivations.

c. Change of assignments.

d. Participation in campaigns/expeditions.

e. Significant administrative reorganizations involving change of mission.

f. Major relocations.

g. Other pertinent information.

4. Conservation of Lineage. The impact on lineage must be carefully considered before activating, deactivating, redesignating, or reassigning a unit. Every effort must be made to preserve tradition and retain linkage to predecessor units.

(d) Honors

1. Certificate of Unit Honors

a. All eligible color-bearing Marine Corps units of the operating forces will be provided certificates of unit honors reflecting the following.

(1) Unit decorations with actions and dates earned.

(2) Campaign and Service awards.

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

2. Streamers

a. 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 (q).

b. 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 the Director of Marine Corps History (HDR).

c. Reference (q) establishes criteria for entitlement to and requisition of streamers. All requisitions for streamers must be authenticated by the Director of Marine Corps History (HDR) prior to being submitted to the appropriate supply source.

(8) Unit Insignia. Many Marine Corps units and activities, particularly in aviation, have adopted distinctive insignia which are painted on equipment and buildings and worn unofficially by unit members as a

unifying symbol. Such insignia often become well-known and play a significant role in building unit identity, tradition, and esprit.

(a) Policy

1. Reference (h) 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 Manual, Marine Corps units will forward requests for insignia approval via the chain-of-command including the Director of Marine Corps History (HDR) as a via addressee.

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

(b) Notification. Units or activities not affected by reference (h) are not required to obtain the approval of the Marine Corps History Division prior to adopting or altering insignia. These units are required, however, to notify the Director of Marine Corps History (HDR) of the action and to provide a clear and detailed drawing or photograph of the insignia. It is also suggested that the unit or activity obtain local commanding general approval for the adoption of the new insignia.

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

d. Field History Branch

(1) Mission. The Field History Branch assists the History Division in preserving the written, spoken, visual, and material record of Marine Corps activities by deploying trained Reserve historians with Marine units on operations and exercises.

(2) Responsibilities. The Field History Branch accomplishes its mission through a variety of tasks.

(a) Collect. The Field History Branch deploys mobilized Reserve historians with Marine Corps operational forces and joint service command to collect oral history interviews following significant events in combat or on training exercises. In addition to oral history interviews, field historians collect paper and electronic situation reports, operations orders, after action reports, maps, briefs, and similar documents of historical importance in addition to creating a photographic record. Field historians may also collect artifacts for the National Museum of the Marine Corps. These artifacts may include enemy equipment, battle-damaged equipment, and uniform items from significant individuals. Field historians may also be deployed to collect oral histories and other historically-relevant material during significant Marine Corps events such as veteran's reunions, unit activation/deactivation, and high-level personal and unit award ceremonies. While the primary duty for the command chronology rests with the unit

commander and his staff, field historians may assist in the preparation of command chronologies and the writing of unit awards if it does not interfere with their primary collection effort.

(b) Process. Upon return from deployment, field historians will collate and catalogue interviews, documents, photographs, and artifacts for submission to the History Division, the National Museum of the Marine Corps, and/or the Archives and Special Collections Branch, Library of the Marine Corps.

(c) Prepare. Field historians, as directed by the Director of Marine Corps History will prepare a variety of historical products (written, oral, artistic, audio, or graphic). In addition, combat artists from the National Museum of the Marine Corps, as directed by the Curator of Art, may assist the History Division in the use of combat art in historical products and in editing and design of division publications. Non-mobilized drilling reservists are assigned either individual projects, or are tasked to assist with other History Division projects as needed.

(3) Organization. The Field History Branch is composed of three components: the Individual Manpower Augmentee (IMA) Detachment and Mobilization Training Unit (MTU) DC-7 and MTU FL-7. The operational sponsor for these units is the History Division. Administrative support is provided for the units by the Director, Marine Corps Reserve Support Center, in accordance with paragraphs 8104.2 and 10003 of reference (aa).

(a) IMA Detachment. The IMA Detachment is a cadre of trained field historians that provide individuals for deployment on operations and exercises. Upon mobilization, these Marines will either deploy to the theater of operations and execute the duties outlined above or assist the Histories, Oral History, and Historical Reference Branches with projects as directed by the Director of Marine Corps History.

(b) MTU DC-7 (Historical). The MTU (Historical) DC-7 augments the IMA Detachment for deployments and History Division projects as directed by the Director of Marine Corps History. When mobilized, members will deploy as field historians alongside IMA members.

(c) MTU FL-7. The MTU FL-7 exposes the American public to the history of the United State Marine Corps and teaches Marine Corps history, customs, traditions, and courtesies to Marines. The unit provides and supports a traveling exhibit of Marine Corps decorations, service and campaign medals, qualification badges, shoulder patches, and insignia dating back to the Civil War. The detachment also displays historical exhibits at veterans and fraternal organizations, junior ROTC program classes, patriotic functions, veterans' reunions and other appropriate venues.

(4) Internal Relationships

(a) Histories Branch. Field historians may work on written historical products upon return from deployment or may be mobilized to work on a specific written product for the Histories Branch instead of deploying. Non-mobilized Marines may also be tasked with primary authorship or with assisting in research or production of historical products to be completed during weekend drills or annual training.

(b) Oral History Branch. Prior to deployment, the Oral History Branch provides guidance to field historians on conducting and processing oral history interviews. Upon return from an operation or exercise, field historians will turn over their oral histories to the Oral History Branch for further processing, possible transcription, and cataloging.

(c) Historical Reference Branch. Deploying field historians may be asked by the Historical Reference Branch to collect specific information for preservation. A returning field historian will provide the Historical Reference Branch with a list of all documents and photographs collected for possible inclusion in History Division's reference collection.

(5) External Relationships. Prior to deployment, field historians will meet with representatives from the Archives and Special Collections Branch, Library of the Marine Corps, and the National Museum of the Marine Corps to discuss collection needs. A constant dialogue is to be maintained between deployed Marines and each component of the Marine Corps historical program to ensure priority collection needs are met and historians are collecting relevant material. In certain circumstances, field historians may deploy with combat artists from the National Museum of the Marine Corps as part of a comprehensive collection effort.

e. Oral History Branch

(1) Definition. In a general sense, oral history is spoken history; that is interviews of eyewitness impressions and personal experiences of historical importance. The Marine Corps Oral History Program, however, takes a broader view of what constitutes oral history and includes recorded presentations, briefings, debriefings, speeches, and similar "spoken history." Oral history is important. In many cases, written records of historic events are either meager or nonexistent; fortunately, unofficial reports, studies, and articles in professional and service publications are available to partially amplify and supplement these official records. In the same way, recorded spoken recollections of those who have had a significant part in key events have great value, as these accounts fill voids in history. Under the oral history program, interviews are recorded and collected to document major events and important personalities. Of highest importance are interviews among the operating forces, conducted on-scene or following significant operations, deployments, exercises, and maneuvers. Presentations, briefings, debriefings, and speeches are also recorded; and end-of-tour interviews are obtained in the field. In addition, in-depth memoir-style or issue-oriented interviews are conducted with distinguished retired Marines; once transcribed, they provide a significant research source.

(2) Objective. The objective of the Oral History Program is to obtain, process, preserve and use personal narratives of noteworthy professional experiences and observations of historic value from active duty and retired Marines for future use as reference source material and for historical edification of Marines and the general public.

(3) Implementation

(a) The History Division will:

1. obtain historical interviews from the operating forces when such units are involved in historically significant events;

2. obtain historical interviews with prominent retired Marines whose reminiscences of long years of active duty provide useful information for the cumulative record of Marine Corps experience and achievement;
3. monitor assignments to joint or coalition billets, attaché duty, embassy duty, and other special assignments, and arrange debriefing interviews at the end of the tour, when possible;
4. conduct or arrange for end-of-tour interviews with officers scheduled to be reassigned from selected key command and staff billets;
5. obtain interviews from Marine veterans as appropriate to supplement and document Marine Corps history;
6. conduct ad hoc or issue oriented interviews with active duty and retired Marines to support current and planned writing projects;
7. promote and support the Marine Corps and Marine Corps history by featuring oral history in official and unofficial publications and through web based productions;
8. process and arrange oral history interviews to best facilitate their use by researchers in anticipation of transfer to the Archives and Special Collections Branch, Library of the Marine Corps;
9. coordinate with the Archives and Special Collections Branch, Library of the Marine Corps, once oral history interviews and collateral materials have been transferred, to ensure that the oral history collection is properly maintained and protected; and
10. maintain oral history files within the History Division in formats that are retrievable by future software, hardware, and operating systems to ensure the longevity of the collected data.

(b) All Marine units, organizations, and Marine Corps bases and air stations required to submit command chronologies are also encouraged to establish oral history programs. Other commands are encouraged to establish such programs where practicable. Commands that participate in the oral history program should:

1. Select and train personnel, preferably with historical awareness, to conduct oral history interviews. These individuals should familiarize themselves with the proper use of digital recording equipment and techniques of conducting oral history interviews and preparing them for submission to the Director of Marine Corps History (HDO). Guidance is provided at the History Division's website, <http://www.history.usmc.mil>, under the oral history link. Contact the Director of Marine Corps History (HDO) for additional guidance and assistance.

2. Interview senior commanders, staff officers, and other key individuals who participate in, or direct, one or more of the following types of activities.

(a) Combat, combat support, and combat service support.

- (b) Contingency deployments.
 - (c) Major exercises and maneuvers.
 - (d) Important staff planning or decision making.
 - (e) Institution of new programs and procedures or development of new doctrine.
 - (f) Development of new equipment and weapons.
 - (g) Significant civic action projects.
 - (h) Unusual assignments or missions.
 - (i) Significant/newsworthy events.
3. Interview commanders of significant operational commands to include at the minimum, commanders of Marine Expeditionary Forces, divisions, and wings upon the end of their tours.
4. Record significant speeches, briefings, presentations and critiques.
5. In compliance with Marine Corps History Division oral history guidelines (found on division's website <http://www.history.usmc.mil>) forward recorded materials and associated documents (summaries, transcripts, amplifying documents and photos) to the Director of Marine Corps History (HDO). When appropriate, command chronologies should list oral history interviews conducted by the command and what aspect of the unit's activities they pertain to.

(4) Accessibility of Recorded Materials

(a) Recorded material accessioned into the Marine Corps Oral History Collection will be retained and administered by the Archives and Special Collections Branch, Library of the Marine Corps. Oral histories will be made available to researchers based on procedures established by the Archives and Special Collections Branch.

(b) Oral history material retained in the History Division will be made available to researchers on a case by case basis in accordance with security regulations, and any restrictions imposed by the interviewee.

f. Editing and Design. The senior editor and staff prepare manuscripts for publication by providing traditional editorial checks for spelling, punctuation, and uniform styles; overall clarity of expression; and adherence to Division and Marine Corps policy, and by producing the design and layout of the publication. The section also produces illustrative materials, especially maps, graphs, and charts for historical texts. It also is the editorial office for *Fortitudine*, the Marine Corps historical program's bulletin.

g. Marine Corps University Press. The Marine Corps University Press serves as the publishing arm and imprint for academic manuscripts and the scholarly journal of the Marine Corps University.

Chapter 3

National Museum of the Marine Corps

1. Mission. The mission of the National Museum of the Marine Corps (NMMC) is to:

a. Preserve and exhibit the material history of the U.S. Marine Corps; honor the commitment, accomplishments, and sacrifices of Marines; and provide the public with a readily accessible platform for the exploration of Marine Corps history. The Museum collects and provides responsible stewardship for objects related to the history of the Marine Corps and delineated in the Museum's collecting plans; interprets the history of the Marine Corps through public exhibitions at or sponsored by the Museum, collections-based publications, and other public programming venues; conducts collections-based research and shares the results of that research; and develops educational materials and conducts educational programs for educators, students, and families to increase their awareness of the history of the Marine Corps.

b. Support recruitment, training, education, and retention of Marines by informing and inspiring visitors through exhibitions and other public programs; by providing a backdrop for recruitment initiatives and an understanding of what it takes to "make a Marine;" by hosting classes for the Training and Education Command; and by providing opportunities for continuing education and milestone ceremonies for individual Marines and Marine Corps organizations.

c. Provide the Commandant of the Marine Corps with professional expertise and advice on the art and material history of the Marine Corps, to include collections stewardship responsibilities for the contents of the Commandant's House; Marine Barracks, Washington, DC; display areas assigned to the Marine Corps at the Pentagon; and the Marine Band Library, Washington, DC.

d. Generally advise other Marine Corps organizations on how to mount historical displays and care for material related to the history of those organizations, which falls outside the boundaries described in the Museum's collecting plans.

e. Share the wealth of the NMMC collection through lending artifacts to others who demonstrate the ability to provide responsible temporary stewardship for them.

2. Definition. A Department of the Navy museum is defined as an educational institution organized on a permanent basis, with a professional staff, which owns or utilizes tangible objects; cares for, supports, and conducts research on these objects; and exhibits them to the public on a regular basis. Refer to reference (a) for additional definitions, standards, and guidance.

3. Director, National Museum of the Marine Corps. The National Museum of the Marine Corps is part of the organizational structure of Marine Corps University (MCU), Training and Education Command, Marine Corps Combat Development Command, Marine Corps Base, Quantico. Its director reports to the President of the University, and the strategic plan of the Museum supports the overall goals of MCU.

a. The Marine Corps' museum system is decentralized. Other commands may establish command museums as per chapter 3, paragraph 7 of this Manual. The National Museum's director provides policy, guidance, and cohesion for the larger community of Marine Corps museums.

b. The Director, NMMC, accepts appropriate gifts to the Marine Corps of personal property having historical significance subject to the authority granted and up to the value established in references (e) and (f).

4. Organization. The NMMC provides for, at a minimum, the following organizational functions: overall leadership in the office of the director; operations responsibility through an active duty Marine Corps officer (major or above); communications and outreach; curatorial responsibilities; collections management and accountability for artifacts; collection preservation; public exhibitions; formal and family education; and visitor services.

a. Location. The NMMC staff operates from several locations at Marine Corps Base Quantico, to include the primary public facility at 18900 Jefferson Davis Highway, Triangle, VA 22172-1938; Building 2014, and others. Collections are additionally maintained in several other buildings at Quantico. The primary public facility is free and open every day except 25 December, 0900-1700, and contains permanent and rotating exhibit galleries dedicated to the history of the Marine Corps, which are immersive in nature and which utilize icon artifacts from the historic collections.

b. Staff Organization. The National Museum's staff organization and contact information is available on the National Museums' website at <http://www.usmcmuseum.org>.

5. Services. The Museum provides a variety of services.

a. Collections. The Museum collects objects, which come to be known as artifacts or collections, in several broad categories: ordnance and ground vehicles, aviation, uniforms and heraldry, and art. A collecting plan ensures that the Museum collects only those objects required to responsibly document the history of the Marine Corps. Curators may respond to inquiries and provide information on objects in the collections, to include provenance, dimensions, and descriptions. To initiate an inquiry about a specific object in the collection or about a general area of collecting, or to inquire about donating an object to the Museum, contact the Chief, Curatorial Services Division, NMMC. Personal papers, photographs, maps, and other archival materials are the responsibility of the Archives and Special Collections Branch, Library of the Marine Corps, as per chapter 4 of this Manual.

b. Exhibitions. Many organizations throughout the various 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. In some instances, when funding is provided by others, the Museum may provide oversight and guidance for exhibitions at other locations, to include managing exhibit contractors. The Director, NMMC, is responsible for certain exhibitions at the Pentagon and elsewhere, as directed by the Commandant through MCU. At bases where there is a command museum, general advice may also be obtained through the director of that command museum. To initiate an inquiry about assistance with an exhibition, contact the Chief, Exhibition Services Division, NMMC.

c. Collections Management and Information. The Museum maintains legal records and registration files on its collections which document ownership, transfer, copyright, condition, and location, among other things. From these records, various statistics can be derived. The Museum may provide information on how to establish and maintain such accountable records and will provide data required for formal audits and investigations associated with the collections. The Museum provides information on museums and objects as part of the annual collections of data related to Heritage Assets and the Crane Report. The NMMC maintains automated collections information on a software system specified by the Department of the Navy. To initiate an inquiry about collections statistics or records, contact the Chief, Collections Management Division, NMMC.

d. Artifact Loans. The Museum may lend artifacts and works of art from its collections to museums and other organizations for the purpose of exhibition or research for a finite period, usually not to exceed five years. To determine if the Museum owns an artifact or work of art that will contribute to the borrower's exhibit theme or research project, the borrower should discuss their needs with the appropriate NMMC curator. If objects are available for loan, a prospective borrower must qualify for the loan by providing detailed information about the organization in a facilities report (adopted from the American Association of Museums Standard Facilities Report). From this information, NMMC assesses the organization's ability to care for, protect, and display the objects being borrowed. To initiate an inquiry about borrowing an artifact, contact the Chief, Curatorial Services Division, NMMC. If objects are available for loan, the borrower will be referred to the Chief, Collections Management Division, NMMC, who will provide the potential borrower with a facilities report to complete and, if approved for the loan, prepare a formal loan agreement. The borrower agrees to cover all costs associated with a loan, which may include shipping, handling, conservation, insurance, matting and framing, and periodic inspections. Borrowers may not initiate any treatment, restoration, or conservation of an object belonging to NMMC without prior notification and approval from applicable NMMC curatorial and restoration staff. The borrower will not, in turn, lend any objects borrowed from NMMC to a third party.

e. Art Collection. The art collection exists primarily for the purposes of public exhibition and research. Artwork exhibited in offices is subject to recall at any time for the purposes of public exhibition, conservation, or preservation. Requests to borrow original works of art for official offices in the National Capitol Region and aboard bases throughout the Marine Corps must be submitted via the President, Marine Corps University. Requests for original art will be limited to the immediate office areas of three- and four-star generals, admirals, or their civilian equivalents. The 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 their susceptibility to permanent ultraviolet damage, original works on paper will not be lent for display in offices. Loans will be made for a finite period, be covered by a loan agreement, and may be handled and relocated only by NMMC staff, unless otherwise approved by the curator in writing. If the requested works require conservation, framing, or other services, NMMC may request funding from the borrower for these services. For other office areas, the art curator may recommend high quality "salon" prints. Such framed prints may be available as follows.

(1) From NMMC's limited stock of existing prints.

(2) 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.

(3) From NMMC, with funding provided by the requestor so that a copy can be printed, framed, and shipped.

f. Official Oil Portraits. The art curator works with the Commandant's staff, contracting officers, agents, and the artist to assist with the identification of and contracting with portraitists.

g. Combat Art Program. The art curator is responsible to recruit, train, equip, and supply combat artists from the active duty, reserve, and civilian communities. Potential combat artists should submit a portfolio, which consists of 20 recent works that clearly demonstrate the candidate's ability to draw and paint from life. Portfolios shall be reviewed by a panel, facilitated by the art curator and attended by respected artists and curators. Candidates shall also submit an artist's statement and three references from leaders who can attest to their ability to be self-motivated and operate safely as an independent artist in combat conditions. The art curator has operational control of artists; the History Division, through its IMA Detachment, facilitates deployment of artists to the field.

h. Educational Programming. The Museum may provide support to educators, students, and families seeking educational programming, such as curriculum resource materials, family learning activities, classroom programs, home-schooling support, teaching materials, group school visits, and other activities. To initiate an inquiry about educational programming, contact the Chief, Education, NMMC.

i. Collections Care. The Museum preserves its collections with the goal of maintaining the artifacts' integrity and originality. Museum staff advocates collections care techniques that are the least invasive in nature, if possible, to achieve the requirements of the responsible curator. 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. For an inquiry about large-object restoration, contact the Chief, Restoration Services, NMMC.

j. Special Events, VIP Tours, Revenue-Generation, and Fund-Raising. The Marine Corps Heritage Foundation has oversight for ceremonies, special events, tours for visiting dignitaries, fund-raising, and operations such as food service and retail sales. The Foundation, in turn, supports the historical programs of the Marine Corps. To initiate an inquiry about one of these services, contact the Vice President, Museum Operations, Marine Corps Heritage Foundation; or the Special Events Coordinator, Marine Corps Heritage Foundation.

6. Collections. The Museum collects artifacts that support its mission. The NMMC acquires objects primarily through gifts and transfers and infrequently through purchases, which are facilitated by the Marine Corps Heritage Foundation on behalf of the Museum. Only rarely does the Museum trade with another organization for an object, and it does not maintain an inventory of excess material for "trading stock." Objects are collected not

for a single exhibition or for a finite period of time. Museums pledge to care for their collections in perpetuity. Along with this pledge, NMMC must necessarily maintain the resources required to deliver perpetual care: trained staff, sufficient square footage of environmentally controlled storage space, materials and equipment, and information technology infrastructure, among other things. Therefore, NMMC is selective in what it collects and uses the resources of the Marine Corps wisely. Curators determine collecting plans which assist the Museum in making informed decisions about what it will and will not collect within a prescribed collecting field. Generally, museum objects are not physically used and accessed as they were during their utilitarian service: museum aircraft are not flown, their cockpits are not made accessible to the public, and all their systems are made inert; weapons systems are rendered inoperable when displayed; uniforms are not worn; ground vehicles are not driven. Rare exceptions to this rule that may facilitate the transportation of an artifact, an educational initiative, or an exhibition may be made only by the director and in accordance with Marine Corps regulations.

a. Additions. Marine Corps organizations are required to report objects with potential historical significance to the Chief, Collections Management, in accordance with paragraph 5007 of reference (d). Chief, Collections Management, will bring any reported objects to the attention of the curatorial staff, which will make recommendations to the director as to whether the Museum should accession them. NMMC may relinquish the objects to the command or accession them and then place them on loan to the reporting command. Consult reference (d) for details on how to report such objects. Report privately held items of historical significance that may warrant being added to the collection to the Chief, Curatorial Services Division, NMMC. Provide a written description of the item, its condition, location, copyright if applicable, and history, as well as information on who owns it. The NMMC collects objects in current use or in development by the Marine Corps. Commands are encouraged to assist the Museum in identifying objects significant to the Marine Corps for consideration and acquisition by NMMC.

b. Equipment Used or Acquired in War Zones. Through its Collection Committee, the Museum will identify in advance the general types of items from a particular war zone that may be of interest as permanent acquisitions for the collection. Combat historians in the field will assist the Museum with locating specific objects that may fit these areas of interest. Field commanders will also be in unique situations whereby they may identify objects of significance that may qualify for retention in the historic collections, and NMMC encourages them to report such objects to the Museum. Such items may include personal belongings, battle-damaged equipment, and other battlefield objects, belonging to the enemy or to Marines, which are unique to the engagement. Such items will still be subject to the scrutiny of the Collections Committee and the approval of the director. Individuals or organizations with information regarding potential artifacts for the Museum should contact the Chief, Curatorial Services Division, who will consult with the appropriate curators and the Chief, Collections Management Division. Any materials approved for acquisition will be tracked by the Chief, Collections Management Division, to ensure their timely arrival and accountability; if the identified equipment of interest cannot be delivered within one year, the Museum may notify the originating office that it is no longer interested in receiving it. NMMC does not account for, nor does it require, reporting of captured weapons used for training purposes only.

c. Aviation Assets. NMMC is the principle guardian of and authority on historical Marine Corps aircraft, associated hardware, and other aviation-related material. Museum curators will identify and acquire historically significant Marine Corps aviation assets in conjunction with the Naval Aviation community. The Museum will work through the Chief of Naval Operations Strikeboard/Workload Conference to identify specific assets and their disposition in cooperation with the National Museum of Naval Aviation, the Naval Supply Systems Command, and the Naval Air Systems Command per references (y) and (z).

d. Standard Sample Uniforms. The Museum maintains an extensive collection of uniform and personal equipment "proofs" of design. For every uniform modification or new personal equipment system created, the Marine Corps files a copy of these items or specific component with the NMMC. This collection is maintained for internal and external research only. These artifacts may not be lent to other organizations.

7. Command Museums. Major posts and stations may establish command museums for the purposes of collecting artifacts related to the command's mission that are not required for the National Collection held by NMMC, mounting exhibitions related to the history of the command and the Marine Corps, contributing to the professional education and esprit de corps of Marines, and contributing to the public's understanding of and appreciation for the Marine Corps. Command museums shall be open regular hours and be available to the population served by the command, to include the general public, as appropriate. Each command museum must generate a unique mission statement, which includes reference to the installation the museum serves. Each command museum must be largely funded by the sponsoring command; the authority to do so is provided in the Department of the Navy Financial Management Policy Manual, to include labor and operations and maintenance expenses. Supplementary funding may be provided by a non-profit foundation or friends' organization, grants, or other means that meet the approval of the Marine Corps.

a. Collections. A command museum's collecting strength will be objects directly related to the command, its specialty missions and personnel, and the region. A collecting plan that outlines what the museum collects in support of its mission statement will be on record. A collections committee will be in place to recommend all accession and deaccession transactions to the commander. No single staff member should have sole authority to collect or deaccession any item, and individuals outside the professional staff should not initiate any collecting activities. Command museums may collect artifacts not required by or included in the collecting plans of the NMMC. Command museums may not collect in competition with the National Museum.

b. Collections Management. Command museums must professionally document and account for their collections using the best practices of the museum profession and utilize the automated collections information system specified by the Department of the Navy. Objects are normally accessioned and data entered into the system within 60 days of approval to accession the artifact; action to approve or reject an item for the collection should be delivered within 120 days of receipt of the item from the donor. Command museums shall be independently responsive to requests for information about their collections from NMMC, auditors, and other formal requesting agents. Command museums maintain legal records and registration files on its collections, which document ownership, transfer, copyright, condition, and location, among other things. Command museums maintain their collections in environmentally

controlled storage and exhibition spaces using professional storage and exhibition techniques and materials to ensure that they are preserved for future generations of museum visitors, students, and researchers.

c. Physical Plant. Command museums should have at least 1,500 square feet of dedicated floor space for exhibitions and at least 3,000 square feet co-located for offices, collection storage and treatment, registration files, library, researcher space, and public/staff amenities. The ratio of exhibit to support areas should be maintained at 2:1. Other desirable spaces may include a museum store, classrooms, exhibit workshops, and artifact restoration workshops or conservation laboratory. Spaces dedicated to collections, whether on exhibit or in storage, should be secure and environmentally stable, not subject to sharp seasonal or diurnal shifts in temperature and humidity. Light levels should be limited to provide protection for the collections but be adequate for exhibition and collections care tasks. The museum must have an approved fire protection system, an integrated pest management service in place, and meet all standards for visitor accessibility, to include visitors with special needs.

d. Exhibitions. Command museums may create their own exhibitions, borrow or create traveling exhibitions, and borrow artifacts from others to enrich their exhibitions. Exhibitions should rely on primary and secondary historical resources and demonstrate historical accuracy. Exhibitions should be presented in a fashion that meets the needs of all visitors, including those with special needs. Galleries shall be kept clean and orderly. The NMMC will make its collections available to a command museum as a preferred borrower, working with the command museum staff to identify artifacts and extending the period of the loan but following all qualifying standards associated with the loan program.

e. Education. Command museums are encouraged to work with educators, student groups, and families to extend the value of their collections and exhibitions to groups outside the confines of the bases and stations on which the museums are located. The command museum should support the training program of the command as determined by the host commander.

f. Staffing and Training. Each command museum should hire a core complement of permanent staff who qualify for their positions as museum professionals as outlined within the appropriate Office of Personnel Management (OPM) standards for those series. At a minimum, the following occupational specialties should be reflected among the staff: curator (OPM series 1015), registrar (OPM series 1001), exhibit specialist (OPM series 1010), and educator (OPM series 1072). The total size of the staff should be directly related to the size and complexity of its collection, breadth and sophistication of its exhibition and educational programs, and attendance levels.

(1) Director/Curator. One senior museum professional, usually a curator, should serve as director if the command museum does not have a separate and dedicated billet for director. It is recommended that the director be a GS-12 or -13 or equivalent levels, depending on the size, complexity, and range of managerial responsibilities assigned to the position. The director/curator should be on the staff of the commander or have ready access to the commander and chief of staff, as well as to the leadership of any private foundation or council that supports the museum. The director/curator plans museum activities in support of the commander's mission. The director/curator will exercise responsibility within broad

guidelines inherent in the billet and maintain close liaison with the staff historian(s) of the command and tenant/subordinate units. As the professional advisor to the commander, the director/curator is available for consultation on all matters relating to professional operation of the museum, including recommendations on all policy matters and the acquisition, disposition, and use of the collection. The director/curator may also serve as a source of advice on the preservation of monuments and historic sites but does not usually exercise direct responsibility for them.

(2) Other Staff Positions. It is recommended that senior staff assigned curatorial, registrar, exhibition, and education responsibilities be hired at the GS-9/11/12 or equivalent levels. Assistants, technicians, and entry level personnel should be hired at the GS-5/7 or equivalent levels. Other areas of staffing may include restoration/museum specialists, conservators, archivists, administrative budget assistants, and special events/outreach coordinators.

(3) Training. Continuing annual professional education opportunities should be made available to all staff. Attendance at an annual museum conference or other training opportunity is highly recommended, as is membership in professional organizations, such as the American Association of Museums. An adequate professional library of museum reference works should be maintained.

g. NMMC Support. NMMC staff may provide expertise and review of the command museums' programs, at their request, as well as guidance on standards, policies, and procedures. This support may include but is not limited to exhibition design and script review, education program content review, restoration guidelines review and progress inspections, and collections management records review and assistance with the collections information system. If this support requires travel on the part of the NMMC staff, NMMC may request assistance from the command museum for all or part of the travel expenses but will make every attempt to provide support at no cost when funding levels allow. The NMMC will centrally fund the annual contract for the software required for the collections information system, providing the number of seats needed at each location, with hardware and infrastructure at each site usually being the responsibility of the command museums. The NMMC will host at least one training opportunity annually at Quantico to which command museum staff are invited; if funding is available, NMMC will provide invitational travel for one staff member of each command museum to travel to NMMC annually. The NMMC Director or an appointed designee will visit each command museum at least annually, and senior representatives of NMMC will attend major events at command museums, as funding is available.

h. Implementation. Commanders of installations, organizations, or activities are authorized to establish and maintain command museums, with approval of the Commandant of the Marine Corps, upon the recommendation of the Director, NMMC. The organization commander or activity head must first request approval from the installation commander before initiating action to establish a museum.

(1) Application. Within 30 days of receiving approval from the installation commander, the following package of information about the proposed command museum must be provided to the Director, NMMC.

(a) Name of museum.

- (b) Sponsoring agency.
- (c) Location.
- (d) Mission.
- (e) Strategic plan that addresses at least the next five years.
- (f) Type, size, location, and condition, to include environmental controls, of building(s), room(s), or area(s) to be used.
- (g) Collecting plan and other information about the collection that will support the museum's mission.
- (h) Source and level of Federal and private financial support, to include a line item budget for year one, staffing plan, and general budget forecast for the first five years.
- (i) Attendance forecast and hours of operation.
- (j) Opening date.
- (k) Level of initial and ongoing support required from NMMC.
- (l) Description of technical support required of others and feasibility of obtaining that support.
- (m) Overview of initial public programs, to include exhibitions.
- (n) Information on the use and management of volunteers.

(2) Assessment of Initial Application. Within 90 days, the Director, NMMC, will recommend to the Commandant of the Marine Corps that the applicant be accepted, or rejected, as a provisional command museum. The director will form a team of three museum professionals to meet with the applicant to review the plans for the museum and the proposed site, with expenses for the site visit to be shared. The director must list specific reasons for denial, along with recommendations as to how the applicant can mitigate deficiencies. An applicant can reapply within 90 days to address problem areas or provide supplemental information.

(3) Realizing Full Command Museum Status. Provisional museums have three years in which to fully develop their organization. They must fully address the goals and standards addressed above in paragraphs 7a - 7f of this chapter (collections, collections management, physical plant, exhibitions, education, and staffing/training). When the provisional museum believes that it has fully met all the expectations of a full command museum, the director/curator should submit an information package with the following information, along with any supplemental materials that will assist the Director, NMMC, in the assessment process.

- (a) Name of museum.
- (b) Sponsoring agency.
- (c) Charter, mission statement.

- (d) Location, hours of operation, and attendance data.
 - (e) Report on steps taken since initial application to achieve full command museum status.
 - (f) Strategic plan that addresses at least the next five years with tactical objectives for the next fiscal year.
 - (g) Approved budget that supports the strategic plan and tactical objectives, with information on funding sources.
 - (h) Collections. Collecting plan, collections committee standing operating procedures (SOPs), and report on collecting activity to date.
 - (i) Collections management. Collections management policy, to include examples of all forms used to document the acquisitions process; one sample object registration file; summary reports of data input on the mandated collections information system software; and minutes of all collections committee meetings.
 - (j) Physical plant. Description of buildings, rooms, or areas used in support of the museum, to include square feet, how used, utility plant data, description of security measures, condition assessment, evidence of stable environmental controls, integrated pest management plan, evidence of meeting accessibility standards, light level data for areas housing or exhibiting collections, and information about the facility's emergency response systems.
 - (k) Exhibitions. Description of current exhibitions and those planned for the future and addressed in the strategic plan and an assessment of how those exhibitions have met the commander's expectations.
 - (l) Education. Report on educational activities that have taken place to date and a general discussion of future plans.
 - (m) Staffing and Training. Staff list, to include billet, name of incumbent, grade, general duties assigned to billet, list of training accomplished to date, and information on membership in professional organizations.
 - (n) Description of support delivered by private organizations, if any.
 - (o) Assessment of assistance rendered by NMMC and information on levels of support needed for the future.
- (4) Assessment of Final Application. Within 90 days, the Director, NMM, will recommend to the Commandant of the Marine Corps that the applicant be accepted, or rejected, as a full command museum. The Director will form a team of three museum professionals to meet with the applicant to review the provisional museum's progress and conduct an inspection of the museum's facilities, with expenses for the site visit to be shared. The director must list specific reasons for denial, along with recommendations as to how the applicant can mitigate deficiencies. An applicant can reapply within one year to address problem areas or provide supplemental information and will have a total of six years to achieve full command museum status. If after six years, it cannot do so successfully, the provisional museum will be known

as an historical display in support of the sponsoring command. The provisional museum who is certified as a full command museum will receive a certificate attesting to its high standards as a Marine Corps museum, which will be signed by the Commandant or designee.

(5) Recertification. Each command museum will be subject to recertification once every 10 years or at the request of the Director, NMMC. The director will form a team of three museum professionals to meet with the staff of the command museum, reviewing the museum's progress at maintaining a high level of standards, and conducting an inspection of the museum's facilities, with expenses for the site visit to be shared. One year prior to the recertification process, the director will notify the command museum of specific preparation requirements. A schedule for inspecting those museums already certified will be issued by the Director, in consultation with the command museums.

(6) Closing a Command Museum. The sponsoring command may elect to close a command museum for the following reasons: the command has been disestablished or otherwise reorganized or redefined so that it cannot support the museum; there is insufficient funding to support the museum and maintain high standards; or a disaster has rendered the museum in such a state of disrepair that it cannot be reopened or salvaged. If a commander wishes to permanently or temporarily close a museum, the Director, NMMC, will assist the command to establish a closure plan that provides for proper disposition of collections and records.

8. Technical Oversight and Waiver Authority. The NMMC is responsible for technical oversight and waiver authority for all purchases by NMMC for goods and services that are uniquely Museum-related in order to maximize interoperability, standardization, and supportability through the Marine Corps museum system. The NMMC must authorize all NMMC purchase orders for goods and services that are uniquely related to the museum field, which includes but is not limited to exhibit graphics and way-finding signage, exhibit fixtures and furniture, exhibit design and production services, multi-media systems for museum exhibits, conservation and preservation/restoration services, supplies, and materials, custom matting and framing, and professional scanning and photography of artwork and artifacts.

13 Feb 2009

Chapter 4

Archives and Special Collections BranchLibrary of the Marine Corps

1. Mission. The Archives and Special Collections Branch, Library of the Marine Corps, collects, organizes, describes, provides access to, and manages the complete lifecycle of record copies of Marine Corps materials specified in reference (b) in accordance with National Archives and Records Administration guidelines. The Archives and Special Collections Branch is a key component of the larger Library of the Marine Corps, which houses valuable secondary sources and electronic databases for the study of Marine Corps history. The library's staff organization, hours, and available resources and services are accessible on the Library of the Marine Corps' website at <http://www.mcu.usmc.mil/MCRCweb>. The responsibilities of the Archives and Special Collections Branch are as follows.

a. Collect, organize, describe, manage, and provide access to record copies of:

- (1) Marine Corps After Action/Combat After Action Reports;
- (2) Marine Corps Unit Command Chronologies;
- (3) Marine Corps Special Reports;
- (4) Marine Corps Peacetime Exercise Reports;
- (5) Annual Summary of Headquarters Marine Corps Staff Activities;
- (6) Local Activity or Office Histories;
- (7) Posts and Stations Newspapers;
- (8) Marine Corps Field Interviews;
- (9) Marine Corps Lectures;
- (10) Record Copies of Studies and Correspondence; and
- (11) Selected record and non-record copies of valuable Marine Corps operational and administrative records, in a variety of digital and non-digital formats, including but not limited to official publications, studies and reports, oral histories, and Marine Corps University curriculum files.
- (12) Special collections including, 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 Commandants of the Marine Corps; 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. Ensure all official Marine Corps records are managed and accessed in accordance with references (b), (c), and (p), and Freedom of Information Act, Privacy Act, and other laws and regulations governing public access to official government records.

c. Provide archival reference and research support in locating resources within and outside of the branch's collections for Marine Corps Professional Military Education and research undertaken by military personnel and civilian researchers.

d. Respond to Freedom of Information Act requests for information from official Marine Corps documents held by the Archives and Special Collections Branch in accordance with established Department of Navy and Marine Corps regulations and guidelines.

e. Provide background and precedence from official Marine Corps documents held by the Archives and Special Collections Branch regarding the development of military plans, policies, doctrine, tactics and techniques.

f. Provide guidance, support and instructional programs regarding the care and use of archival materials.

g. Coordinate the reporting of historical archival materials within the Department of the Navy Historical Assets Program.

h. Coordinate with Director of Marine Corps History and Navy Declassification Program Manager on policies and activities involving downgrading and declassification of Marine Corps records held by the Archives and Special Collections Branch.

2. Collections

a. General

(1) The Archives and Special Collections Branch serves as the repository for the collections of official Marine Corps records submitted in accordance with reference (b) and all command chronologies. Documents prepared in connection with historical and related functions and reflecting the administrative history of the Marine Corps are accessioned into this branch to ensure their availability for reference and research.

(2) The single most important body of historical records created, collected, and maintained by the Marine Corps are the command chronologies. The command chronology is submitted by each Marine Corps command, both Active and Reserve, and provides a concise review of the operational experiences of the command on a continuing basis. Further information on command chronologies is provided in chapter 5 and Appendix A of this Manual.

(3) Archival records are transferred through the Marine Corps Records Manager (CMC/ARDB) in accordance with the specific Standard Subject Identification Code (SSIC) in reference (b). Records of permanent value as deemed by the SSICs in reference (b) are eventually transferred to the National Archives and Records Administration; temporary records are disposed of in accordance with the disposition instructions outlined in the SSIC.

(4) Headquarters staff agencies and offices at Marine Corps Combat Development Command and Marine Corps Systems Command are reminded of their

responsibility for the transfer of official records through the Marine Corps Records Manager (CMC/ARDB) per references (b) and (p). Similarly, Headquarters staff agencies should refer to reference (o) for guidance on the submission of their annual summary of activities.

b. Personal Papers Program. The objective of the Marine Corps Personal Papers Program is to acquire, preserve, and regularize, and exploit personal papers related to the history of the Corps, and thereby to provide present and future students of Marine Corps history with an invaluable source of personal insight into events of the past. Personal papers include both manuscripts and personal copies of historical material. Manuscripts are papers that have a common source; are formed by or around an individual, a family, or a corporate entity; or are devoted to a single theme. In this context, manuscripts may be digital or typescripts, originals may be handwritten or copies of letters, memoranda, diaries, accounts, logbooks, drafts, etc., including associated printed materials. Collections may also include unofficial photographs and historic maps.

c. Donations to the Collection

(1) Marine Corps Records Outside the Scope of Reference (b). Commanders and unit historians before discarding unit records should offer them to the Archives and Special Collections Branch. Orders, standard operating procedures, staff studies and briefings, tables of organization and equipment, unit publications, photographs, film, video, newsletters, e-mail traffic that were not submitted as part of the command chronology are items that have historical value and should be donated to the branch in accordance with the appropriate SSIC of reference (b).

(2) Personal Papers. Appropriate papers and other memorabilia are solicited from active and retired Marines, their families and descendents, and other valid sources that give evidence of the individual's history, career, activities, personal development and relationships while on active or reserve duty, and track research, study, and writing by the individual on Marine Corps doctrine, operations, or history and/or other topics relevant to the Marine Corps. 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, will be accepted. All donors must sign a Deed of Gift formally transferring their donated items to the Archives and Special Collections Branch of the Library of the Marine Corps. The branch reserves the right to refuse donations that do not meet their collection policy. Examples of materials that could be donated are:

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

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

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

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

(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 (b)) and correspondence relating to membership and participation in military or other professional and social associations, clubs and societies, especially Marine Corps unit associations.

Chapter 5

Command Historical Programs

1. Command Responsibility. This chapter outlines the responsibilities of commanders for the collection and preservation of material required to document Marine Corps activities for historical purposes. Fulfilling these responsibilities requires command historical programs that include: assigning staff historians, 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 the establishment of command museums, historical holdings, or determination of historical properties, as defined and discussed in chapters 3 and 4 of this Manual. Commanders may be assisted in the discharge of all historical program responsibilities by a staff historian occupying either a T/O billet or assigned as an additional duty. In either case, the staff historian must be informed of existing and projected command plans and, in return, the staff historian must advise the commander and the staff about command historical responsibilities.

2. Staff Historian. The following requirement and recommendations are made with respect to the assignment of staff historians, with full appreciation of the inviolability of command prerogatives, in the interests of facilitating smoothly functioning command history programs.

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

b. General Duties. General duties of the staff historian are as follows.

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

(2) Augment historic reports and documents by personal observation and interviews.

(3) Prepare historical reports.

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

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

(6) 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.

(7) Ensure historical records are maintained in accordance with references (b) and (p).

(8) Other appropriate historical duties.

c. Detailed Responsibilities. The staff historian assists the commander by collecting pertinent records and information (in paper and electronic formats), and by writing historical reports and studies that describe accurately the unit's operational, logistic, and administrative activities.

(1) The staff historian 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 history. Baseline criteria are consistent objectivity, painstaking evaluation, and a deep respect for accuracy of all accounts.

(2) Historical data provides the key to understanding lessons of the past, to evaluation of present experiences, and to effective planning for the future. The staff historian 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 should be able to perform research and to answer historical questions for the command. The staff historian is also the principle point of contact for History Division (HDR) historians conducting research into the unit's Lineage and Honors, streamers, and other matters. The staff historian 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 references (b) and (p).

(4) The staff historian should routinely supplement official unit historical reports with recorded personal observations and interviews. Such supplementary information may either be forwarded with the basic report or submitted at a later date.

3. Command Historical Summary File

a. Objective. All Marine Corps commands, to the battalion/squadron and separate company/battery level including bases and stations, required to submit a command chronology shall maintain a command historical summary file; all other organizations are encouraged to maintain similar files as an institutional memory for immediate use. This file should contain information pertinent to the development and updating of organizational histories. As working papers, the summary files are exempt from normal policies concerning the retirement and destruction of records. Although the summary files may provide excellent reference source material for preparation of public affairs releases, the file itself should be maintained separately from public affairs files and remain available as a command tool.

b. Implementation

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

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

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

(c) copies of past command chronologies (should be retained for as long as feasible, but for not less than 5 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 (if available), complete with captions that denote dates, places and functions, and full names of individuals involved;

(d) photographs of former commanding officers and other important members of the command, complete with captions that detail the dates of office, the full name and grade of the person, and the full title of the command;

(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);

(g) 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; and

(h) significant press clippings concerning the unit from local military or civilian newspapers or magazines.

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

4. Command Chronology

a. Objective. The command chronology is a documented report to the Commandant of the Marine Corps covering the significant events of designated Marine Corps organizations. It is retained on behalf of the Commandant of the Marine Corps in the Archives and Special Collections Branch, Library of the Marine Corps. It includes basic material for use by the staff agencies of Headquarters Marine Corps and by field organizations. It provides the reporting command with a periodic summation of its experiences that might be useful for future planning and for the orientation of new personnel. The command chronology is the basic historical record of the character and experience of each Marine Corps organization. Unit histories, lineages, streamer entitlement, and numerous manpower, logistics, and mission-related reports can be developed through reference to this record. Command chronologies are permanent records and, as such, will eventually be retired to the National Archives and Records Administration (paper or digital copies are to be retained by the Archives and Special Collections Branch, Library of the Marine Corps). As these reports are often the only lasting official record of a command's activities, it is imperative that they be complete, informative, legible, and representative of the professionalism and precision that have traditionally characterized the Marine Corps. To ensure the command chronology truly reflects the command, it must receive the personal attention of the commander and must be signed by the commander rather than "By direction." Command chronologies not signed by commanding officers will be considered incomplete until the commander or acting commander has signed.

b. Scope

(1) The command chronology will provide a concise review of the experiences of the command for the period covered. The objective is to ensure that the report covers all elements of the command, even those that may be temporarily detached. Occasional duplication of reporting that may result is far preferable to occurrences of unreported activity.

(2) Each command chronology must reflect the specific missions and tasks assigned to the command, the status and readiness throughout the period, and the command goals and accomplishments. The command chronology should be written with future readers in mind, some of whom will be unfamiliar with the personnel, equipment, and mission associated with the command. All acronyms will be written out when used for the first time in the text; complete names, to include first name, middle initial and last name, will be used.

(3) All significant programs and policy decisions adopted or implemented during the reporting period should be fully defined. Changes in facilities, acquisition of new equipment, tests of equipment or doctrine, contributions to the evolution of doctrine, and problem areas should also be included in the report.

(4) The command chronology must be presented in sufficient detail to convey the unique and distinctive qualities of the command during the period covered.

c. Format. Format and detailed instructions for the preparation of command chronologies are contained in Appendix A. The form and content of chronologies may vary somewhat with the functions of the reporting organization. Each chronology, however, will include the four standard sections discussed below.

(1) A standard first page, containing organizational data prepared in the format shown in Annex 1 of Appendix A.

(2) A narrative summary written from the commander's viewpoint, highlighting the most significant accomplishments of the unit and discussing the approaches and techniques used to overcome problems. Emphasis should be given to recurring problems.

(3) A sequential listing of significant events in the format shown in Annex 3 of Appendix A, especially as they relate to:

(a) Combat operations/actions with specific dates.

(b) Activation, deactivation, and redesignation of units within the organization, and the specific dates such events took place.

(c) Changes of operational and administrative control, and relocations, including specific dates (primarily organizations of the operating forces).

(d) Alerts, deployments, and landing/training exercises (primarily organizations of the operating forces).

(e) Significant command and staff actions.

(f) Command relations with other military organizations within the immediate area (e.g., area coordination relationships, significant joint and/or combined agreements) (primarily organizations of the operating forces).

(g) Modifications to plant and facilities (primarily non-operating force organizations).

(h) Ceremonies and awards.

(i) Civic action and community relations highlights.

(4) The fourth section of the command chronology is made up of supporting documents, as illustrated in Annex 4 of Appendix A. Documents will be included whenever needed for clarity and completeness, or to preclude lengthy writing. Both the narrative section and the sequential listing of significant events can be amplified by documents. Cross-referencing should be accomplished throughout these sections (e.g., by inserting such phrases as "See Letter of Instruction and After Action Report, Items #6 and #7 in Section IV"). At a minimum, complete documentation (i.e., a complete Section IV) must be included with the original copy, and with the copy that becomes a part of the unit's historical summary file. Widely circulated documents known to be available may be referenced in copies of the chronology that are intended for intervening echelons. Electronic documents and records, even those never designed for printing should be included as part of the supporting documentation. Documents of the following types must be included.

(a) After action reports, unit special reports, and unit peacetime exercise reports.

(b) Policy directives; standing operating procedure directives, unit orders, bulletins, and memoranda.

- (c) Operation and administrative plans and letters of instruction.
- (d) Journals, messages, and periodic reports of staff sections or subordinate units, including important e-mail traffic.
- (e) Aviation combat reports.
- (f) General and special staff studies and estimates.
- (g) Cruise books, terrain sketches, photographs, maps, copies of combat art, blueprints, and drawings. These must be identified or captioned fully and dated.
- (h) Field oral history interviews, copies of unit/commander's web pages and/or web logs, and web based or e-mail newsletters.
- (i) Other documents of historical significance.

d. Clearance and Limitation Designations. All Marine Corps histories are written as unclassified documents. Classification severely limits the use that can be made of the information contained in command chronologies, both from an access and historical point of view. Accordingly, command chronologies will not be classified unless absolutely essential based on the content of the submission.

(1) If a command chronology must be classified, reference (m) (Information Security Program) and reference (n), (Personnel Security Program) will be carefully followed in assigning the most appropriate clearance level, Top Secret, Secret, or Confidential. No other terms, such as "For Official Use Only" (FOUO) or "Secret Sensitive" (SS) shall be used to identify classified national security information. The FOUO and SS designations severely limits the use that can be made of the information contained in the command chronology and should only be used when they protect specific information as detailed under the Department of the Navy Freedom of Information Program. In addition, the level of classification must be designated at each paragraph, origin of classification shown, and clear declassification instructions provided. The notation Originating Agency's Determination Required (OADR) will not be used, unless the need is clearly documented in an accompanying letter and exact procedures for resolving later declassification requirements established and included in the letter.

(2) Reference (w) provides instructions for designation and handling of Sensitive Compartmentalized Information (SCI) records, and will be followed by all commands holding or acquiring SCI material having historic significance. The Commandant of the Marine Corps (INT) exercises staff cognizance over SCI material at the Headquarters Marine Corps level.

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

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

by 31 March and 30 September for semiannual submissions, in accordance with Annex 5 of Appendix A.

(2) For classified command chronologies, a hard copy and digital copy must be mailed by 31 March for annual submissions and by 31 March and 30 September for semiannual submissions to Commander, MCB Security Manager (B054), ATTN: CMCC, Room 310, 3300 Russell Road, Quantico, VA 22134-5129.

(3) Failure of the commanding officer to sign the original document renders the document incomplete, and the submission will be returned for signature. If the commanding officer is not available for signature, the report may be signed by the acting commanding officer, but an explanation of the non-availability of the commanding officer must also accompany the command chronology.

(4) Temporary commands activated for specific exercises or operations, will submit command chronologies at the conclusion of their period of activation. However, if a command remains activated longer than 6 months, it should submit chronologies for the normal reporting periods in addition to its final report upon deactivation.

(5) Command chronologies that cover less than a normal period shall be submitted to reach the Archives and Special Collections Branch, Library of the Marine Corps, no later than 90 days after the completion of the special assignment or the unit's deactivation.

(6) In time of operational deployment, combat, or other special situations, command chronologies are required by the 15th of each month, covering the activities of the preceding month. In each case where monthly submissions are required, the affected command will be notified by message. When the operational deployment/special situation has ended and the unit has returned to its home base, it will revert to semiannual reporting.

(7) Commands will ensure that subordinate units required to submit command chronologies do so 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. Parent commands required to submit command chronologies on a semiannual basis will not delay the forwarding of command chronologies of subordinate units required to submit them on a monthly basis. For purposes of this paragraph, parent commands within the operating forces are considered to be regiments, aircraft groups, divisions, brigades, aircraft wings, logistics groups, Marine Corps Force headquarters, and such Marine Air Ground Task Force (MAGTF) organizations as Marine Expeditionary Units (MEU), Marine Expeditionary Brigades (MEB), and Marine Expeditionary Forces (MEF). When a command is part of a task-organized unit, its command chronology will cover the period of operational control by the task-organized unit. Chronologies from MEU and MEB headquarters will cover all periods of activation, whether or not subordinate units are actually assigned for operational control during all or part of those periods.

(8) Smaller units not included above, when deployed from their normal duty stations for other than routine reasons (e.g., ground and air units repositioned within the operating forces for increased readiness), will submit separate chronologies upon completion of those deployments, to be forwarded with the chronologies of their parent organization (e.g., VMFA-531,

returning from an LHA compatibility flight testing deployment, submits a separate chronology covering the period TAD to 2d Marine Aircraft Wing).

(9) The 4th Marine Division, 4th Marine Aircraft Wing, and 4th Marine Logistics Group inspector-instructor staffs will submit command chronologies separate from their Reserve unit counterparts, whose reports will be appended as though they had come from subordinate commands.

(10) Commanders will take the initiative in submitting to Archives and Special Collections Branch, Library of the Marine Corps, timely reports of unusual activities, involving either units or individuals. Special action reports, after action reports, and post exercise reports are examples of documents that often have historic value. These should either be forwarded individually or incorporated in Part IV of the chronology.

f. The Archives and Special Collections Branch, Library of the Marine Corps, will acknowledge receipt of command chronologies in writing within two (2) weeks of receipt.

5. Support of Marine Corps Historical Program. All Marine Corps commands are expected to be sensitive to historically significant developments, to safeguard the history and traditions of the Corps, and to support existing historical programs. All commands required to submit command chronologies are encouraged to support, whenever practicable, the specific historical programs discussed below.

a. Oral History

(1) See chapter 2 of this Manual.

(2) While field commands may occasionally be called upon as a matter of economy to conduct specific interviews required by the Commandant of the Marine Corps, their primary contribution to the program will come through submitting recordings of briefings, presentations, or speeches, and through the timely interview of commanders and staff officers who participate in significant combat operations, in training or in tests of equipment or doctrine, or in other programs having marked impact upon the command.

(3) Oral histories submitted to the Director of Marine Corps History (HDO) must comply with the procedures and format outlined in chapter 2 of this Manual and provided on the History Division's website at <http://www.history.usmc.mil>.

(4) Command chronologies may make reference to oral interviews previously submitted, covering particular aspects of the unit's activities.

b. Commemorative Naming Program

(1) See chapter 2 of this Manual.

(2) Streets, buildings, facilities, parks, and other sites on Marine Corps installations are named in honor of Marines (and other service members who served with them) who died in the service of their country, or whose heroic actions or distinguished careers constitute outstanding contributions to the nation and our Corps. Commands are expected to initiate naming actions when suitable occasions arise, and will maintain in their historic

summary files a complete record of all local properties that have been given commemorative names.

c. Historic Sites Program

(1) See chapter 2 of this Manual.

(2) All commands must be aware of this program and will participate as appropriate in the identification and safeguarding of historic sites.

d. Acquisition of Historical Objects

(1) See chapters 3 and 4 of this Manual.

(2) Commands should be alert to discover historical material: artifacts, art, graphic or printed material, or manuscripts. These may be found either within the command or in the hands of private individuals. Commands are required to report these objects to the National Museum of the Marine Corps for possible accession or for solicitation if in private hands.

(3) Retirement of official records having historical value will be carried out in accordance with current editions of reference (b), (Navy Records Management Manual) and reference (p), (Marine Corps Records Management Program).

e. Support for the Art Program. See chapter 3 of this Manual.

f. Command Museums Program. See chapter 3 of this Manual.

6. Unit Insignia. See chapter 2 of this Manual.

APPENDIX A

PREPARATION OF COMMAND CHRONOLOGIES

1. Purpose. This appendix contains instructions for submitting command chronologies including format guidance and examples of the four prescribed sections. It should be used as a guide, recognizing that the diverse activities or various commands may require different data or detailed information to be included, to reflect accurately and completely the activity of the command.

Annex 1. ORGANIZATIONAL DATA

Format and Example for Section I of the Unit Command Chronology

Annex 2. NARRATIVE SUMMARY

Example of Section II of the Unit Command Chronology

Annex 3. SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

Example of Section III of the Unit Command Chronology

Annex 4. SUPPORTING DOCUMENTS

Example of Section IV of the Unit Command Chronology

Annex 5. REPORTING COMMANDS AND FREQUENCY OF REPORTS

Annex 1: 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 ENLISTED	OFFICER ENLISTED	OFFICER 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).

Example of Section I of the Unit Command Chronology

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

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

2. PERIOD COVERED AND LOCATION: 1 July through 29 July 2005: Iraq and Kuwait in support of Operation Iraqi Freedom III (OIF-III); 30 July through 31 December 2005: MCAGCC, Twenty-Nine Palms, California.

3. PERSONNEL INFORMATION

a. Commanding Officer

Lieutenant Colonel Andrew R. Kennedy
1 July 05 - 31 December 05

b. Executive Officer

Major Phillip M. Zeman
1 July 05 - 31 December 05

c. Subordinate Commanders:

(1) India Company:

Captain Randal M. Walsh
1 July 05 - 30 September 05

Second Lieutenant Joseph A. Officer
1 October - 11 December 05

First Lieutenant Joseph A. Officer
12 December 05 - 31 December 05

(2) Kilo Company:

Captain Joseph M. Turgeon
1 July 05 - 31 December 05

(3) Lima Company:

Captain Anthonol L. Neely
1 July 05 - 16 August 05

Captain Jason M. West
17 August 05 - 31 December 05

(4) H & S Company:

Captain Patryck J. Durham
1 July 05 - 31 December 05

(5) Weapons Company:

Captain Sean K. Butler
1 July 05 - 31 December 05

d. Principal Staff:

(1) Adjutant (S-1):

Second Lieutenant James E. Peoples
1 July 05 - 31 December 05

(2) Intelligence Officer (S-2):

Captain Michael J. Bissonette
1 July 05 - 31 December 05

- (3) Operations Officer (S-3):
Major Shannon L. Johnson
1 July 05 - 31 December 05
- (4) Assistant Operations Officer (S-3A):
Captain Jason M. West
1 July 05 - 16 August 05

First Lieutenant Andrew C. Lee
17 August 05 - 31 December 05
- (5) Battalion Gunner:
Chief Warrant Officer 2 John D. Whiting
1 July 05 - 31 December 05
- (6) Air Officer:
Captain Stephen J. Nagel
1 July 05 - 07 July 05

Captain Devin Smiley
8 July 05- 15 August 05

Capt John W. Gilmore, Jr.
16 August 05 - 31 December 05
- (7) Forward Air Controllers:
Captain John W. Gilmore, Jr.
1 July 05 - 31 December 05

Captain Devin A. Smiley
1 July 05 - 15 August 05
- (8) Logistics Officer (S-4):
Captain Devin Mullen
1 July 05 - 31 December 05
- (9) Assistant Logistics Officer:
First Lieutenant Matthew R. Pearce
1 July 05 - 31 December 05
- (10) Supply Officer:
Second Lieutenant Michael D. Gilbert
1 July 05 - 12 December 05

First Lieutenant Michael D. Gilbert
13 December 05 - 31 December 05
- (11) Maintenance Management Officer:
First Lieutenant Matthew R. Pearce
1 July 05 - 31 December 05
- (12) Motor Transport Officer:
First Lieutenant Steve Cleary
1 July 05 - 31 December 05

(13) Communications Officer (S-6):
First Lieutenant Stephen C. Bair
1 July 05 - 31 December 05

(14) Chaplain:
Lieutenant Matthew S. Weems
1 July 05 - 31 December 05

(15) Battalion Medical Officer:
Lieutenant Weilee Hu
1 July 05 - 31 December 05

(16) Battalion Surgeons:
Lieutenant David E. Kvarnberg
1 July 05 - 16 September 05

Lieutenant Brock A. Andersen
5 September 05 - 31 December 05

e. Sergeant Major:
Sergeant Major Harrison L. Tanksley
1 July 05 - 31 December 05

4. AVERAGE MONTHLY STRENGTH

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

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

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>AUTH</u>	<u>POSS</u>
A2167	RADIO SET, AN/VRC-88A	8	1
A2168	RADIO SET, AN/VRC-89A	2	3
A2169	AN/VRC-90A	2	0

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>AUTH</u>	<u>POSS</u>
A2505	SWITCHBRD TELE, SB3614	1	0
A8100	AN/RADIO CONTROL UNIT	17	0
	COMMUNICATIONS SUB TOTAL	140	74

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>AUTH</u>	<u>POSS</u>
B1291	LTWT DECON UNIT	3	0
	NBC SUB TOTAL	3	0

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>AUTH</u>	<u>POSS</u>
B0730	MEP-16B	2	0
D1001	TRK AMB HMMWV, M997	2	2
D1002	TRK AMB HMMWV, M1035	2	2
D1125	TRK TOW HMMWV M1045/46	8	6
D1158	TRK CARGO HMMWV M998/1038	32	24
D1159	TRK HMG HMMWV M1043/44	11	7
	MOTOR TRANSPORT SUB TOTAL	57	41

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>AUTH</u>	<u>POSS</u>
E0180	CIRCLE, AIMING M2A2	4	6
E0207	JAVELIN	8	8
E0330	TOW NIGHT SIGHT AN/UAS-12	8	7
E0915	MK 153 SMAW	18	12
E0935	TOW LAUNCHER M220E4	8	8
E0980	M2 50 CAL MG	6	7
E0989	M240G 7.62MM MG	29	21
E0994	MK19 40MM MG	11	12
E1045	MULE AN/PAQ-3	2	2
E1065	M224 60MM MORTAR	9	9
E1095	M252 81MM MORTAR	8	14
E1159	NIGHT VIS SIGHT CREW SERV	18	18
E1460	M40A1 7.62MM SNIPER RIFLE	8	8
E1475	SASR 50 CAL SNIPER RIFLE	2	2
E1911	AN/TSM-152 TEST SET	2	0
E1912	FIELD TEST SET, TOW	2	0
	ORDINANCE SUB TOTAL	143	134
	BATTALION TOTAL	343	249

Annex 2: Example of Section II of the Unit Command Chronology

SECTION II: NARRATIVE SUMMARY

ADMINISTRATION, ADJUTANT/LEGAL

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

6. Promotions

The following promotions were effected:

Major	-	0
Captain	-	3
Lieutenant (USN)	-	0
1stLieutenant	-	7
Staff Sergeant	-	4
Sergeant	-	5
Corporal	-	35
Lance Corporal		46
Private First Class	-	7
Total	-	103

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

INTELLIGENCE

October was the first full month of training for the S2 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 MEF command post exercise at Camp Pendleton.

Lance Corporal Derrick Waguespack was transferred to 3rd Bn 11th Marines to serve as Intelligence Chief. Corporal Benjamin Earhart reenlisted and was transferred to 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 shop attended the EWTG-PAC Information Operations course given at TTECG in November. The section began working scenarios for the battalion training evolution at the Marine Corps Mountain Warfare Training Center 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. Additionally, the platoon took the Marine Corps' Basic Skills Test. This time period also included three hikes (6, 9 and 12 miles) in length.

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

COMMAND, OPERATIONS, AND TRAINING

During the second half of 2005, 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 Fallujah, Iraq, the battalion redeployed to MCAGCC, Twentynine Palms, CA, in July 2005. The Battalion began its post-deployment briefs during the first two weeks in August followed by much needed block leave from 15 August through 16 September.

The last half of September, the Battalion focused on instilling the first part of its four tier training plan. The companies began reorganizing and settling in to their new spaces. The Battalion sent several Marines to

Division Schools for training in their Military Occupational Specialties (MOS) and SASO specific training.

October brought about the beginning of the Battalion's conditioning hikes with a 7.3-mile hike. Companies also held uniform inspections for their Marines. Several Marines went down to the Mission Oriented Combat Shooting (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 the Darkside as the newly assigned NBC officer.

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

In December, the Battalion executed the Small Unit Leader Development Course. The course was designed to teach the future and current Fire Team Leaders in the Battalion several important individual training standards and collective training standards in order to make them more proficient small unit leaders. The course included demanding physical training that was competition based. All events, communication, weaponeering and fire and movement evaluations were tallied for score and the lead fire team was recognized as the most proficient unit. The three-week course trained the Marines to master all weapons and communications equipment organic to the fire team and fire and movement. The rest of the Battalion completed a rigorous 12-mile hike through MCAGCC. Two of the S-3 clerks completed their Combat Life Saver Course just prior to the holiday leave block. The Battalion and Operations Shop also began their planning for the Battalion Mountain Warfare Training Center winter package they will be conducting in Bridgeport, California, during the month of March. The Battalion went on holiday block leave from 20 December to 5 January.

Throughout the return from OIF III, the S-3 shop continued to send Marines to the rifle and pistol ranges, monitored the annual PFT and Marine Corps Common Skills test. The Battalion Gunner and S-3A continued to screen company weekly training plans and training packages to ensure companies were following the intent of the Battalion training objectives. They also developed and set the Battalion standards for weapons certifications companies must complete prior to using that weapon system on a live-fire range. The three shop screened over twenty-five 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. Capt Stephen J. Nagel returned to Marine Aircraft Group 16 and Capt Devin Smiley returned to Marine Aircraft Group 39. Capt 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 15, the Air Officer and the JTAC nominees traveled to OP Left in the Quackenbush Training Area with 1/7 for a TACP shoot. The JTACs were able to obtain a majority of their 100 level T&R codes. Second

Lieutenant O'Brien was able to complete all 100 series codes and be nominated for TACP School.

The Battalion held a TACP shoot on OP Left in the Quackenbush Training Area at MCAGCC Twentynine Palms, in conjunction with 7th Marine Regiment on December 7th. The Air Shop was able to train the JTAC nominees and Army Operation Detachment Alpha soldiers on the proper use of nine-lines and Marine Corps close air support (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 3/4 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 coordination between multiple support agencies was conducted 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 8 short tons of equipment back to CONUS. The S-4 Section ensured that the Battalion flowed through each weigh station from Al Taqqaddum, Iraq, to Camp Victory, Kuwait, to the continental United States as smoothly as possible.

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

Towards the end of September, the S-4 Section began the initial stages of receiving its gear set. Increments of weapons systems, vehicles, tools, etc. were receipted for from HQ 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, to get the Battalion's equipment. Additionally, 1st Marine Division issued a gear redistribution message to move the Battalion closer to possessing an infantry battalion's T/E.

Marines who have completed 4 years of service are approaching their EAS 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 Bridgeport in order to facilitate their training evolutions.

The Battalion's facilities have taken a greater priority within the Regiment due to one of the barracks the Battalion utilizes being less than a year old. There was a visit from Brigadier General Flock, from Headquarters Marine Corps, Installations and Logistics, in December, in order to inspect the condition of the barracks. The Logistics Section continued to prepare for training at the Marine Corps Mountain Warfare Training Center 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 (2/7). This turnover consisted of actual physical turnover of end items as well as the incorporation of the standard operation procedures for logistics and supply in theatre. A contract for two shower trailers at Entry Control Point 5 was built by 3d Battalion, 4th Marines (3/4) Supply, and approved by Division G-8 Cell. A thorough turnover of all open contracts was conducted between the Supply Officers of both the incoming and outgoing battalions. A wall-to-wall inventory of the Battalion Supply Warehouse was conducted as well as a thorough CMR turnover between the Responsible Officers from 3/4 and 2/7.

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 Operation Iraqi Freedom. The Supply Officer attended and completed the Government Commercial Purchase Card (GCPC) training class at Camp Pendleton in order to become an Approving Official for the Battalion's credit card purchases. In addition, the Training Allowance Pool (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 (15) HP 1320s printers via PR Builder to replace printers that remained behind after OIF III.

The Supply Section completed a Company 6 mile hump, a Battalion 7.3 mile hump and a section monitored PFT. The supply officer attended the GCPC Approving Official Course at Camp Pendleton to approve Battalion purchases made with the GCPC credit card. A CMR reconciliation took place from October 19th to November 4th, during which discrepancies were noted and reconciliation between the MAL and CMRs was conducted.

During the month of November, supply continued to execute the budget and receipt for T/E assets entering the account. \$1.5 million dollars in SL-3 deficiencies were placed on order to ensure full functionality of the Battalion's critical end items.

Two Supply Marines were sent TAD to MCB Camp Pendleton to attend the Government Commercial Purchase Card (GCPC) program in order to be credit card holders for the Battalion. The current fiscal year 2006 continuing

resolution from Congress came to an end on 18 November 2005, this slowed Battalion spending for roughly one week.

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

A new 3043 entered the Battalion on the 28th of November. The Marine has been splitting duties as the DASF Clerk. This has allowed the section to continue cross training Marines within the 3043 field, while maintaining productivity. On November 29th 2005, Battalion Supply conducted its semi-annual PFT. During the first two weeks of December, Battalion Supply sent six Marines to the rifle range for their annual qualification 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-T 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 2/7. In addition, there were no deadlined items at the time of turnover, creating virtually no issues for turnover.

After the Battalion Armory's turnover was complete, personnel assisted the companies with their CMRs and their turnover by providing 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 seamless training for the companies. During the month of November, the Armory facilitated the temp-loan of numerous weapons to Mountain Warfare Training Center (MWTC) Bridgeport, CA. The Battalion Armory loaned (2) 81MM mortars, (2) M2 .50 CAL machine guns, (2) M249 SAWs, (2) M240G machine guns,

(2) M-16A4 service rifles, and (2) 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 2/7. The BAS then prepared for the Battalion's transition out of Iraq via Al Taqaddum, to Camp Victory in Kuwait. Upon their return in late July from successful combat operations, the BAS began scheduled block leave with the rest of the Battalion. A large number of Sailors from the 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 September 16, 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, 9mm familiarization, heat/cold injuries, healthy eating habits, and suicide awareness and supply classes among others. Four corpsmen attended a first line leadership course at Camp Pendleton. Two corpsmen attended a hearing conservation course in efforts to facilitate our hearing conservation program. Additionally, several corpsmen have re-certified their Basic Life certification, which is a requirement for all health care providers.

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

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

CHAPLAIN

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

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

During the process of transporting the Battalion from Camp Mercury to Al Taqaddum, Chaplain Weems offered up prayers of blessing and protection to God over each convoy carrying the men of the "Darkside." On July 26, 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 August 17, the "Darkside" went on block leave through 16 September.

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

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

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

On Friday, October 21, Chaplain Weems participated in the Battalion's first conditioning hump (6mile). October 24-26, 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.

With November came the Marine Corps Birthday Ball and the beginning of the holiday season. Chaplain Weems was on duty as the base Duty Chaplain from November 1-8. Chaplain Weems responded to 5 duty calls beyond his normal responsibilities, one being pastoral care to a family in the loss of

their 3 month old son. Chaplain Weems gave the invocation at the 230th Marine Corps Birthday Ball at the Tropicana Casino in Las Vegas, NV.

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

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

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

Annex 3: Example of Section III of the Unit Command Chronology

SECTION III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

JULY

25 Jul 05 RIP complete with 2/7
30 Jul 05 Battalion returns to CONUS

AUGUST

15 Aug 05 Post deployment leave block begins

SEPTEMBER

16 Sep 05 Post Deployment Leave ends
29 Sep 05 Officer Mess Night at New York, New York Casino in
Las Vegas, NV

OCTOBER

8-10 Oct 05 Columbus Day 72
21 Oct 05 Battalion 7.3-mile hike
24-28 Oct 05 EWTGPAC TACP support with 81's Platoon

NOVEMBER

11 Nov 05 Birthday Ball at Tropicana Casino in Las Vegas,
NV
15 Nov 05 TACP shoot in Quackenbush with 1/7
18 Nov 05 Battalion 9-mile hike
23-28 Nov 05 Thanksgiving 96
28 Nov 05 Tactical Small Unit Leaders Course begins

DECEMBER

7 Dec 05 TACP shoot in Quackenbush with 7th Regimental
Air Officer and ODA
12-16 Dec 05 EWTGPAC TACP support with 81's Platoon
21 Dec 05 TSULC
20 Dec 05- Battalion Holiday Leave Block
5 Jan 06

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

Section IV: List of Supporting Documents

TAB

- 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 Sept 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 Tanks.
- 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.

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.

<u>ORGANIZATION</u>	(1 Jan-31 Dec) <u>ANNUAL</u>	(1 Jul-31 Dec) <u>SEMIANNUAL</u>
Fleet Marine Force		
Down to and including the battalion /squadron and separate company/battery level.		X
Task-organized units, such as MEUs, MEBs and MEFs, 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		X
Marine Corps Embassy Security Command, Marine Cryptologic Support Battalion, Naval Security Group, Marine Air Training Support Group		
Marine Corps Security Force Companies	X	
Marine Corps Reserve Units	X	
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.		

Appendix B

Command Historical Program Inspection Checklist

1. A staff historian is appointed or a specific individual is assigned in writing to assist the commander in fulfilling responsibilities to the Marine Corps historical program (applicable for all units down to and including battalion/squadron and separate company/battery level; this also includes units organic to a battalion or squadron if not geographically located at the headquarters of the parent command). Reference: Chapter 5 of this Manual.
2. The unit's historical summary file is being properly maintained. Reference: Chapter 5 of this Manual.
3. Certificates of lineage and honors are displayed in a prominent place and the streamers displayed on the organizational colors reflect these honors. References: Chapter 2 of this Manual and reference (q).
4. The national flag, organization colors, or streamers are in satisfactory material condition. Reference: Reference (q).
5. Command chronologies are being submitted in the correct format and in a timely manner. References: Chapter 5 and Appendix A of this Manual.
6. The narrative summary of the command chronology gives a meaningful picture of the command's activities, problems, and achievements. References: Chapter 5 and Annex 2, Appendix A, of this Manual.
7. The original of the command chronology which must be personally signed by the commanding officer is being forwarded via the chain of command. Reference: Chapter 5 of this Manual.
8. Reports of subordinate units required to submit command chronologies, are being collected and forwarded with the parent unit's report. Reference: Chapter 5 of this Manual.
9. The command, regiment/group and base/air station, has satisfactorily contributed to the Marine Corps Oral History Program. References: Chapters 2 and 5 of this Manual.
10. The command, having cognizance over real property, has maintained a list of commemoratively named sites and facilities and discharged its duties under the historic sites program. References: Chapters 2 and 5 of this Manual.
11. The command is aware of provisions requiring reporting of historical objects to the National Museum of the Marine Corps and has reported to the National Museum of the Marine Corps any historically significant items in its possession. Reference: Chapter 3 of this Manual.
12. The unit has responded to the National Museum of the Marine Corps requests for inventory of Marine Corps art. (This question applies only to units having custody of Marine Corps works of art). References: Chapter 3 of this Manual.
13. The command may maintain a museum or historical display which has been registered with or certified by the National Museum of the Marine Corps and adheres to the proper guidelines. Reference: Chapter 3 of this Manual.