



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12

1ST MARINE AIRCRAFT WING, MARFORPAC

UNIT 37150

FPO AP 96603-7161

GruO 5750.1M

S-3

NOV 17 1999

GROUP ORDER 5750.1M

From: Commanding Officer

To: Distribution List

Subj: COMMAND HISTORICAL PROGRAM

Ref: (a) MCO P5750.1G

(b) FMFPacO 5750.8F

(c) WgO 5750.1J

Report Required: Command Chronology (Report Symbol MC-5750-06),
Paragraph 4.b(1)

1. Purpose. To publish information and guidance concerning the Command Historical Program.

2. Cancellation. GruO 5750.1L

3. Background. The Command Historical Program is a program which records the significant events and experiences of Marine Corps organizations in the permanent historical record. In addition to providing basic research material, the program provides a periodic summation of the command experiences that should be useful in future planning. References (a) through (c) provide guidance concerning the Marine Corps, MARFORPAC and Wing Historical Programs, respectively.

4. Information. The Command Historical Program encompasses the following areas:

a. Assignment of Staff Historian. An officer shall be assigned in writing as the Staff Historian at the group and squadron levels. His duties shall include the preparation and submission of the Command Chronology, managing the historical summary files and advising the commander on historical matters. The Staff Historian shall be under the staff cognizance of the Operations Officer.

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b. Command Chronology

(1) The Command Chronology shall be submitted in accordance with the format specified in reference (a). An original and two copies of the chronology shall be submitted to this Headquarters (Attn: S-3) on the date specified by the Group S-3 following the end of the reporting period. The MAG-12 Command Chronology shall be submitted to the Commanding General, 1st Marine Aircraft Wing (Attn: G-3) as directed by the 1st Marine Aircraft Wing. Report Symbol MC-5750-06 shall be assigned to this report.

(2) Units from other commands joining or transferring out of MAG-12 shall submit their Command Chronologies semi-annually commencing with their first day under the operational control of the 1st MAW and ending with their last day assigned to 1st MAW. The final chronology must be submitted prior to detachment from 1st MAW.

(3) Per reference (b), monthly Command Chronologies shall be submitted by each unit when in combat.

(4) Commanders/Officers-in-Charge should submit special reports describing unusual activities of units or individuals considered to be of timely interest and historical value.

(5) Supporting documents and reference material which will assist in the understanding of events described in the report should be submitted as part of the chronology. Paragraph 1005 of reference (a) refers.

(6) Particular care must be taken to ensure that copies of Command Chronologies are legible. The reports shall be typed in the appropriate format specified in reference (a). Dot matrix printers are not authorized for typing Command Chronologies. Legible reproduced copies shall be submitted with the original Command Chronology. Message format is not acceptable unless directed. Command Chronologies, supporting documents and photographs must be clear and legible to permit microfilming at Headquarters, U.S. Marine Corps. Reproduced copies of newspaper pictures and photographs are seldom clear enough to reproduce on microfilm. Additional original pictures should be obtained and used in preparing copies of the Command Chronology.

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c. Historical Summary Files. The Staff Historian of each squadron shall maintain a Command Historical Summary File as outlined in paragraph 6002 of reference (a). The use of a card locator file is recommended in those cases where documentation by virtue of its classification, size or limited availability, cannot be retained in the Historical Summary File. Every effort shall be made to record on film, those operations, exercises, changes of command and other events that are of historical interest. Photographs, negatives and 35mm slides shall be retained and catalogued. Of particular interest are photographs of personnel and aircraft in action.

d. Inspections. Appendix E of reference (a) provides guidance to assist Staff Historians in preparing for inspections.

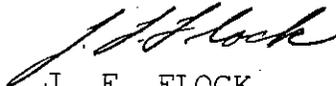
5. Classification. Classification of Command Chronologies shall be in accordance with the guidance contained in the current edition of OPNAVISNT 5510.30A.

6. Action

a. Executive and Special Staff Officers. Submit input for the Group Command Chronology as required by the Staff Historian.

b. Group Staff Historian. Manage the Marine Aircraft Group 12 Historical Program per references (a) through (c) and this order.

c. Commanding Officers and Officers-in-Charge. Submit Command Chronologies per references (a) through (c) and this order.


J. F. FLOCK

DISTRIBUTION: A

