



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5750.1M  
TRNG  
27 Feb 14

AIR STATION ORDER 5750.1M

From: Commanding Officer  
To: Distribution List

Subj: COMMAND CHRONOLOGY

Ref: (a) MCO 5750.1H  
(b) MCIEAST-MCB CamLejo 5750.1A

Encl: (1) Directorate Reporting Functions

1. Situation. This Order establishes the provisions of references (a) and (b) for the administration of the Marine Corps Air Station (MCAS), Cherry Point Command Chronology.

2. Cancellation. ASO 5750.1L

3. Mission. To publish revised guidance and instructions for Commanders, staff members, and individuals involved in the execution of the MCAS Cherry Point Command Chronology.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order provides revised instructions and requirements for the Command Chronology. It contains significant changes and should be reviewed in its entirety.

(2) Concept of Operations. The Command Chronology will provide a concise review of the highlights in the experiences and events of this Air Station that are considered to be of significance to higher authority. The enclosure identifies Directorate specific reporting functions.

b. Coordinating Instructions

(1) The Command Chronology covers the period of 1 January to 31 December. It contains 4 distinct sections:

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

Section I: Organizational Data  
Section II: Narrative Summary  
Section III: Sequential Listing of Significant Events  
Section IV: Supporting Documentation

Each section will be uploaded to the respective folder in the MCAS Cherry Point SharePoint website located at:  
<https://cherrypoint.mcieast.usmc.mil/sites/chpt/Operations/OperationsDirectorate/StationCC/default.aspx>

(2) The Command Historian will upload the current year documents to SharePoint by 31 January. Directorates will then submit updates to these documents following the schedule below:

<u>Section</u>	<u>Changes</u>	<u>Final Due Date</u>
I:	As changes occur	5 Jan
II:	Quarterly	5 Jan
III:	Last day of month	5 Jan
IV:	Last day of month	5 Jan

If a due date for data submission falls on a weekend or holiday, the submission will be due the following business day. The MCAS Cherry Point Training Support Department will load Command Chronology Templates for each Directorate onto SharePoint. Directorates will update these templates throughout the year in accordance with the submission schedule above. Directorates shall not use a prior year version of the Command Chronology as the formats have changed significantly. To update Sections I & II, simply check out the document in SharePoint, update the information and check it back in to the SharePoint site. While updating information, **do not modify the format**. Section III data must be updated monthly so the Command can use this information to update the MCIEAST site monthly. Supporting documents which will comprise Section IV will be scanned and uploaded to the Section IV SharePoint site. Originals will be folded to 8-1/2" x 11" and hand delivered to Room 129 of the Jerry Marvel Building 4335. **Do not place enclosure markings on supporting documents.**

(3) The following Directorates/offices are tasked with preparing sections I through IV according to the above timeline via SharePoint: Chaplain, Comptroller, Community Plans and Liaison, Facilities, JPAO, Legal Services Support Team, Operations, Manpower, Marine Corps Community Services, Safety, Security and Emergency Services, Supply, and Telecommunications and Information Systems Directorate. The enclosure details all specific Directorate reporting functions.

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(4) In addition to the Directorates listed in the enclosure, the Commanders of Headquarters and Headquarters Squadron (H&HS) and Marine Transport Squadron One (VMR-1) will each submit a separate Command Chronology, per reference (a). These chronologies will be attached to the Air Station Command Chronology as appendices.

(5) The Command Historian will maintain all recorded interviews, presentations, briefings, etc. per paragraphs 3005 and 9004.1 and Appendix B of reference (a), to be made a part of the oral historical program.

(6) Directorates/staff offices tasked with submitting Command Chronologies must appoint a Staff Historian. It is imperative that respective Directorate Staff Historians are aware of this appointment and understand their responsibilities.

#### 5. Administration and Logistics

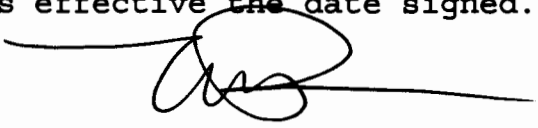
a. The Command Chronology will be submitted according to the time line above for annual submission covering the period of 1 January to 31 December.

b. Recommendations concerning the contents of this Order may be forwarded to the Director of Operations via the appropriate chain-of-command.

#### 6. Command and Signal

a. Command. This Order is applicable to all Air Station Directorates and subordinate Commands.

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



T. M. PEHRSON  
Executive Officer

DISTRIBUTION:  
Air Station Directorates  
CO, H&HS  
CO, VMR-1

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DIRECTORATE REPORTING FUNCTIONS

1. Manpower Directorate (MPR). The Director, MPR will report numbers of Marines, Sailors, Soldiers, Airmen, and Civilians (to include appropriated fund (APF) and Non-Appropriated Fund Instrumentality (NAFI)) on board strength per month. The Director, MPR will also select for upload into the chronology significant Air Station Orders and/or other documents considered to be historical in nature; report the status of awards and promotions for military personnel and civilians; report the number of workers' compensation claims and recovery efforts if warranted.
2. Joint Public Affairs Office (JPAO). The Director, JPAO will upload all Windsocks. The Director, JPAO will upload articles deemed historically significant from local newspapers.
3. Facilities Directorate (FAC). The Director, FAC will upload all modifications to plants and facilities to include estimates, sketches, blueprints, and maps of buildings deemed historically significant. The Director, FAC will report on work requests submitted and completed during the reporting period and on any significant studies and reports (e.g. the Water Quality Report, etc.)
4. Operations Directorate (OPS). The Director, Operations will report on all historically significant operational issues, statistics, and plans as related to Airfield Operations, Mission Assurance, Range Management, Training, and the Air Show.
5. Marine Corps Community Services (MCCS). The Director, MCCS will report on all programs under their purview available to service members/spouses. The Director, MCCS will also report on all special programs/events.
6. Supply Directorate (SUP). The Director, SUP will report on all contracting efforts with statistics and on purchase card efforts and statistics.
7. Telecommunication Information Systems Directorate (TISD). The Director, TISD will report on all executed improvements to MCAS Cherry Point, tenant organizations, and outlying airfields telephone and information technology communications architecture and infrastructure. The Director, TISD will also report on all other TISD historical issues as required.

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8. Comptroller Directorate (COMPT). The Director, COMPT will report on all financial matters for the Command, the impact of any continued resolution, the results of audits, and statistics regarding the Travel Card Program, Continuous Process Improvement initiatives and Program Budget Advisory Committee issues.
9. Station Inspector (INSP). The Director, INSP will report on all congressional inquiries, hotline complaints, and equal opportunity statistics for the Command.
10. Legal Services Support Team (LSST). The Staff Judge Advocate will report on all legal issues and associated statistics.
11. Chaplain (CHAP). The Station Chaplain will report on all religious items/programs of significance to the Command including programs like the holiday basket and other such programs.
12. Security and Emergency Services (SES). The Director, SES will report all statistics as pertains to crime, firefighting/ fire prevention strategies, emergency calls, accidents, and licenses/suspensions.
13. Safety and Standardization Directorate (SS). The Director, SS will report a summary of mishaps, accidents (to include cost), number of lost days/light duty days, and the number of inspections conducted.
14. Community Plans and Liaison Office (CPLO). The Director, CPLO will report on all pertinent civic actions and community relations highlights.