



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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ASO 5750.1N
OPS

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AIR STATION ORDER 5750.1N

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: COMMAND CHRONOLOGY

Ref: (a) MCO 5750.1H
(b) MCIEAST-MCB CamLejO 5750.1B
(c) MARADMIN 509/14
(d) MCBul 3000

Encl: (1) Directorate Reporting Functions
(2) Command Chronology Completion Guidance

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

2. Cancellation. ASO 5750.1M

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 Air Station Order replaces ASO 5750.1M, and provides revised instructions and requirements for the MCAS Cherry Point Command Chronology.

(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. Enclosure (1) identifies directorate specific reporting functions. Enclosure (2) provides amplifying guidance for completing directorate submissions.

b. Coordinating Instructions

(1) The Command Chronology is captured on a fiscal year basis, and covers the period of 1 October to 30 September. It contains four distinct sections:

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

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

Each section will be uploaded to its respective area on the MCAS Cherry Point SharePoint website located at:
<https://eis.usmc.mil/sites/chpt/Operations/CCStation/Pages/default.aspx>

Submissions will follow the schedule below:

Section:	Changes:	Due Date:
I:	As changes occur	Immediately
II:	Quarterly	Last day of the Quarter
III:	Monthly	Last day of the Month
IV:	Monthly	Last day of the Month

If the due date falls on a weekend or holiday, the submission will be due the following business day. Each Directorate will have current year documents loaded to SharePoint. Updates must be made to this document in accordance with the timeline above. Directorates shall not use a prior year version of the Command Chronology. To update Sections I & II, simply check-out the document, 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 Air Station Historian can use this information to update the MCIEAST site monthly. Section IV supporting documents will be scanned and uploaded to the Section IV folder on the SharePoint site. Originals will be folded to 8.5" x 11" and hand delivered to Room 129 of the Jerry Marvel Building 4335. Do not place enclosure markings on supporting documents.

(2) All Directorates are tasked with preparing Command Chronologies in accordance with the above timeline via SharePoint. Enclosure (1) details directorate reporting functions. Enclosure (2) provides guidance for completing a Command Chronology.

(3) In addition to the directorates listed in enclosure (1), the following commanders will each submit a separate Command Chronology in accordance with references (a) through (d). These chronologies will be integrated into the Air Station Command Chronology by the Air Station Historian.

(a) Headquarters and Headquarters Squadron (H&HS).

(4) The Air Station Historian will maintain all recorded interviews, presentations, briefings, etc. in accordance with reference (a), to be made a part of the oral historical program.

(5) Directorates tasked with submitting Command Chronology inputs must appoint a Staff Historian in writing, and notify the Air Station Historian at the time of the appointment.

(6) H&HS S-4 will report Marine Corps Reportable Ground Equipment to the Air Station Historian in accordance with reference (d).

5. Administration and Logistics

a. The Command Chronology will be submitted according to the timeline in paragraph 4b.(1) for fiscal year submission covering the period of 1 October to 30 September.

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 Marine Corps Air Station Cherry Point and its subordinate commands.

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



T. W. FERRY

DIRECTORATE REPORTING FUNCTIONS

1. Manpower Directorate (MPWR). 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. MPR will also select for upload into the chronology significant Air Station Orders and/or other documents considered to be historical in nature. MPR will report status on awards/promotions for both military members and civilians. MPR will report the number of workers' compensation claims and recovery efforts if warranted.
2. Joint Public Affairs Office (JPAO). JPAO will upload articles deemed historically significant from local newspapers.
3. Facilities (FAC). FAC will upload all modifications to plants and facilities. FAC will include estimates, sketches, blueprints, and maps of buildings deemed historically significant. FAC will report on work requests submitted and completed during the reporting period, and upload and report on any significant studies and reports like the water quality report, etc.
4. Operations Directorate (OPS). Operations will upload and 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). MCCS will report on all programs under their purview available to service members, spouses, and other authorized personnel. MCCS will also upload and report on all special programs/events, and major modifications to plants and facilities.
6. Logistics Services Directorate (LOGS). LOGS will report significant operational issues, statistics, and plans related to aviation and ground fuels; mess hall operations; repairable aviation shipping containers; free issue hazardous materials; ammunition and explosives; furniture, fixtures and equipment and command support equipment; personal property and passenger transportation services; garrison property accountability services; customer service support; coordination of local material delivery services; and motor transportation support.
7. Telecommunication Information Systems Directorate (TISD). TISD will report Abbreviated System Decision Paper (ASDP) waiver information, improvements to existing communication assets and facilities and other historical issues as required.
8. Comptroller Directorate (COMPT). 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 (PBAC) issues.
9. Station Inspector (INSP). The INSP will report on all congressional inquiries, hotline complaints, and equal opportunity statistics for the Command.

10. Chaplain (CHAP). The CHAP will report on all religious items/programs of significance to the Command including programs like the holiday basket and other such programs.
11. Security and Emergency Services (SES). SES will report all statistics as it pertains to crime, firefighting & prevention strategies, emergency calls, accidents, and licenses/suspensions.
12. Safety and Standardization Directorate (SFTY). SFTY will report a summary of mishaps, accidents (to include cost), number of lost days/light duty days, and the number of inspections conducted.
13. Community Plans and Liaison Office (CPLO). The CPLO will report on all pertinent civic actions and community relations highlights.
14. H&HS S-4. H&HS S-4 will report Readiness Reportable Ground Equipment aboard the Air Station in accordance with reference (d). Tenant commands will report their assets separately within their Command Chronologies.

GUIDANCE FOR COMPLETING A COMMAND CHRONOLOGY

1. Section I. A standard first page, containing organizational data prepared in the proper format. Each Directorate has a Section I document located on the Command Chronology SharePoint site, which must be updated as changes occur.

2. Section II. A narrative summary is 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.
 - a. Section II should capture what is most important for your directorate during the reporting period. It should not be a verbatim repeat of section III.
 - b. Abbreviations must be spelled out.
 - c. Indent each paragraph two spaces.
 - d. Place two spaces between sentences.
 - e. Section II is to be updated quarterly on the Command Chronology SharePoint site.

3. Section III. Section III is a sequential listing of significant events, especially as they relate to:
 - a. Combat operations/actions with specific dates.
 - b. Activation, deactivation, and re-designation 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.
 - j. The following guidance shall be considered.

- (1) Abbreviations must be spelled out.
- (2) Make single event entries per line only - multiple events captured as one entry is not authorized.
- (3) Consolidation of multiple events for an entire month made as one entry is not authorized.
- (4) Ceremony and Award entries should be unit specific.
- (5) To eliminate duplication of effort, it is not necessary for each directorate to capture individual awards such as promotions and personal awards. Manpower reports all individual awards and promotions for the Air Station.
- (6) Unit board results (NCO of the Qtr, Chef of the Qtr, etc.) may be captured.
- (7) TAD, PCS, new join, in-bound, or out-bound status for individuals may be captured. Unit specific movements, such as "VMR-1 returned from joint operation mission VADER" must be captured.
- (8) Change of Command, and Post and Relief events must be captured.
- (9) Turnover of personnel identified in the Directorate's Section I must be captured.
- (10) Each Directorate shall review enclosure (1) for minimum reporting requirements.
- (11) Section III must be updated monthly on the Command chronology SharePoint site.

4. Section IV. The fourth section of the command chronology is made up of supporting documents. 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 Section IV 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"). 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 memorandas.

(1) Major changes to policies or procedures that result in best practices must be captured.

- 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.
- d. 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 logs, and web based or e-mail newsletters.
- i. All official documentation (citation at the minimum) in connection with a unit award must be included in Section IV - presentation photos are encouraged.
- j. Other documents of historical significance.
- k. Section IV must be updated monthly.