UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5750.3D
PAO

28 NOV 2011

AIR STATION ORDER 5750.3D

From: Commanding Officer
To: Distribution List

Subj: COMMAND HISTORICAL PROGRAM

Ref: (a) MCO P5750.1H

Encl: (1) Command Chronology Example

1. <u>Purpose</u>. To establish the Command Historical Program as required by reference (a).

2. <u>Cancellation</u>. ASO 5750.3C.

3. <u>Information</u>. The Command Historical Program is designated to provide the Commandant of the Marine Corps (CMC) with the documentation, preservation, and exploitation of Marine Corps history, material objects, memorabilia, and personal papers of lasting historical and sentimental value to the Marine Corps.

4. <u>Background</u>. Reference (a) outlines the objectives, responsibilities, and procedures for the accumulation and preservation of material required to record the cumulative and institutional experience of Marine Corps activities. The specific programs of the Command Historical Program include:

    a. <u>Command Historical Summary File</u>. Each organization is required to submit a command chronology and is also required by reference (a) to maintain a command historical summary file. This file comprises a major source of information which will assist the command in the development and maintenance of organizational histories. It should contain, but not be limited to, the following:

        (1) Chronological list and photographs of Marine Corps Air Station (MCAS) Beaufort Commanding Officers (CO).

        (2) Streamer entitlement.

        (3) Details, with appropriate references and enclosures, of all of MCAS Beaufort's participation/cooperation with the local civilian community.

        (4) Copies of certificates of lineage and honors.

        (5) Copies of past command chronologies.

        (6) Photographs of historical significance of facilities, personnel, events, and equipment.

        (7) Other file materials as deemed appropriate by the CO, MCAS

Beaufort and the Air Station Historical Officer, Public Affairs Officer (PAO).

b. <u>Command Chronology</u>. The command chronology is a documented report to the CMC detailing the significant events of designated Marine organizations. It provides a concise, periodic summation of experiences that this command considers to be of special significance to higher authority. The command chronology should contain, but not be limited to the following.

(1) Specific missions and tasks assigned to the command.

(2) The status and readiness of the command throughout the period.

(3) Command goals and accomplishments.

(4) Discussion of all significant programs and policy decisions adopted or implemented.

(5) Changes in facilities, acquisition of new equipment, texts of new doctrine, contribution to the evolution of doctrine, and problem areas encountered.

(6) Command relations with other military organizations within the geographical area.

(7) Ceremonies.

(8) Civic action and community relations highlights.

5. <u>Action</u>

a. <u>Command Historical Summary File</u>

(1) The Air Station Historical Officer will store and maintain all pertinent information for the Historical Summary File and will assimilate all data into a manageable form.

(2) The Air Station Historical Officer will ensure that these file materials are maintained separately from any public affairs files.

b. <u>Command Chronology</u>

(1) The following departments will submit relevant information for the annual command chronology with enclosure (1) as a guide: Headquarters and Headquarters Squadron, S-1, S-3, S-4, S-6, Business Performance Office, Station Inspector, Marine Corps Community Service, Chaplain, Human Resources Office, Comptroller, Law Center, Provost Marshal, Supply, Equal Employment Opportunity, Director Safety and Standardization and Public Affairs. All departments and special staff sections are to submit their command chronologies to the PAO by six January of each year.

(2) <u>Air Station Historical Officer</u>

(a) Construct the annual command chronology in accordance with

the guidelines and instructions set forth in appendix A of references (a).

(b) Submit format of the command chronology in doubles spaced rough to the CO, Marine Corps Air Station (MCAS) Beaufort, for comment/concurrence by 16 January annually.

(c) Forward the original, signed copy of the command chronology via Marine Corps Installations East to reach the CMC (HDH-4) by 31 January annually. Report Symbol MC-5750-06 is assigned to this report

(3) Adjutant. Provide administrative assistance to the Air Station Historical Officer in the preparation of the command chronology.

c. Oral Historical Programs. The Air Station Historical Officer will maintain the MCAS Beaufort Oral History Program and will be guided in the performance of these duties as contained in reference (a).
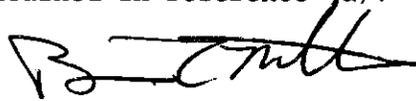
B. C. MURTHA

DISTRIBUTION: A

Example 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).

2. **PERIOD COVERED and LOCATION** (include information such as "At sea enroute to _____", "in port at_____", etc.).

3. **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.

4. **AVERAGE MONTHLY STRENGTH** (personnel chargeable and on hand)

AVERAGE MONTHLY STRENGTH

	USMC			USN			TOTAL		
	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
Month-1									
Month-2									
Month-3									
Month-4									
Month-5									
Month-6									

Enclosure (1)

Month-7
Month-8
Month-9
Month-10
Month-11
Month-12

5. <u>EQUIPMENT</u>

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 for Section I of the Unit Command Chronology

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

    a. Reporting Unit Code: M13230

    b. Table of Organization Number: 1037F

2. PERIOD COVERED AND LOCATION

    a. 1 July through 29 July 2005: Iraq and Kuwait in support
of Operation Iraqi Freedom III

    b. 30 July through to 31 December 2005: MCAGCC, Twenty-
Nine Palms, California

3. PERSONNEL INFORMATION

    a. Commanding Officer

        Lieutenant Colonel Andrew R. Kennedy
        1 July 2005 - 31 December 2005

    b. Executive Officer

        Major Phillip M. Zeman
        1 July 2005 - 31 December 2005

    c. Subordinate Commanders

        (1) India Company

        Captain Randal M. Walsh
        1 July 2005 - 30 September 2005

        Second Lieutenant Joseph A. Officer
        1 October 2005- 11 December 2005

        First Lieutenant Joseph A. Officer
        12 December 2005 - 31 December 2005

        (2) Kilo Company

        Captain Joseph M. Turgeon
        1 July 2005 - 31 December 2005

1 July 2005 - 31 December 2005

    (13) <u>Communications Officer (S-6)</u>

        First Lieutenant Stephen C. Bair
        1 July 2005 - 31 December 2005

    (14) <u>Chaplain</u>

        Lieutenant Matthew S. Weems
        1 July 2005 - 31 December 2005

    (15) <u>Battalion Medical Officer</u>

        Lieutenant Weilee Hu
        1 July 2005 - 31 December 2005

    (16) <u>Battalion Surgeons</u>

        Lieutenant David E. Kvarnberg
        1 July 2005 - 16 September 2005

        Lieutenant Brock A. Andersen
        5 September 2005 - 31 December 2005

  e. <u>Sergeant Major</u>

      Sergeant Major Harrison L. Tanksley
      1 July 2005 - 31 December 2005

4. <u>AVERAGE MONTHLY STRENGTH</u>

	USMC			USN			TOTAL		
	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
Jul	36	822	0	3	62	0	39	884	0
Aug	36	828	0	3	62	0	39	890	0
Sep	31	820	0	3	62	0	34	882	0
Oct	31	764	0	3	62	0	34	826	0
Nov	33	764	0	3	62	0	36	826	0
Dec	33	934	0	3	62	0	36	996	0

5. EQUIPMENT

Marine Corps Ground Equipment Resource Reporting (MCGERR) Reportable Equipment:

TAMCN	NOMENCLATURE	AUTH	POSS
A1530	AN/PPN-19(V)	2	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
TAMCN	NOMENCLATURE	AUTH	POSS
A2167	RADIO SET, AN/VRC-88A	8	1
A2168	RADIO SET, AN/VRC-89A	2	3
A2169	AN/VRC-90A	2	0

ENCLOSURE (1)

Example for Section II of the Unit Command Chronology

SECTION II: NARRATIVE SUMMARY

ADMINISTRATION, ADJUTANT/LEGAL

During the period of 1 July to 31 December 2004 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

    a. Bronze Star: 2

    b. Navy Commendation Medal: 2

    c. Navy and Marine Corps Achievement Medal w/"V": 5

    d. 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 ACTIONS: 2

5. COURT MARTIAL CONVENED

    a. General: 0

    b. Special: 0

    c. Summary: 0

6. PROMOTIONS

The following promotions were effected:

Major   - 1
Captain   - 3
Lieutenant (USN) - 1
1st Lieutenant - 7
Staff Sergeant - 4
Sergeant   - 5
Corporal   - 35
Lance Corporal - 46
Private First Class - 7
Total   -109

7. OFFICERS

a. USMC Officers Joined: 5   USMC Officers Dropped: 1

b. USN Officers Joined: 2   USN Officers Dropped: 1

8. ENLISTED

a. USMC Enlisted Joined: 54   USMC Enlisted Dropped: 13

b. USN Enlisted Joined: 2   USN Enlisted Dropped: 4

INTELLIGENCE

October was the first full month of training for the S-2 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 Depart 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

ENCLOSURE (1)

for Lance Corporal Bailey and Navy 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 2004, 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 the 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 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.

AIR SHOP

The return from deployment started with a personnel change in the Air Shop. Captain Stephen J. Nagel returned to Marine Air Group 16 and Captain Devin Smiley returned to Marine Air

Example for Section III of the Unit Command Chronology

SECTION III

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

JULY
15   RIP complete with 2/7
30   Battalion returns to CONUS

AUGUST
1   Post deployment leave block begins

SEPTEMBER
1   Post Deployment Leave ends

OCTOBER
1-15   JTAC Primer Course
8-10   Columbus Day 72
21   Battalion 7.3 mile hike
24-28   EWTGPAC TACP support with 81's Platoon

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

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

ENCLOSURE (1)