OPNAVINST 5750.12K
DNS-H
21 May 2012

OPNAV INSTRUCTION 5750.12K

From: Chief of Naval Operations

Subj: ANNUAL COMMAND OPERATIONS REPORT

Ref: (a) OPNAVINST 5750.4D
       (b) 44 U.S.C. Chapter 31
       (c) SECNAV M-5210.1 of January 2012
       (d) SECNAVINST 5210.16
       (e) CNO Washington DC, 281412Z FEB 03 (NAVADMIN 054/03)
       (f) CNO Washington DC, 182220Z MAR 03 (NAVADMIN 067/03)
       (g) CNO Washington DC, 252230Z APR 03 (NAVADMIN 100/03)
       (h) SECNAVINST 5211.5E
       (i) SECNAV M-5510.36 of June 2006

Encl: (1) Command Operations Report (COR) Template
       (2) Preparing a Fleet Command COR Template
       (3) Preparing a Ship Command COR Template
       (4) Preparing a Aviation Command COR Template
       (5) Preparing a Shore Command COR Template

1. Purpose. To revise established policy per reference (a), and task all U.S. Navy commands (afloat and ashore, including all task forces, groups and units) with ensuring that critical records (including electronic records and other forms of media) concerning command organization, equipment, personnel and operations are collected and preserved.

2. Cancellation. OPNAVINST 5750.12J.

3. Background

    a. Requirements for Navy records preservation are formally established and implemented by references (b) through (d). The Command Operations Report (formerly known as the Command History Report) is the only overall record of a command's operations and achievements that is permanently retained. These records are maintained by the Naval History and Heritage Command (NAVHISTHERITAGECOM), indexed, and made accessible to authorized users.

    b. The Command Operations Report provides the raw material
upon which future analysis of naval operations or individual
unit operations will be based. The report shall present a
reliable and complete account of the primary activities of a
command. To be useful it must be substantive and contain
sufficient data to create a comprehensive overall history of the
unit. Acronyms, technical jargon, and exercise and operation
names must be explicitly defined and adequately explained for
future clarity.

    c. The Command Operations Report replaces both the annual
Command History Report and recently established war diary
requirements for all fleet and shore commands. Enclosure (1)
captures required data from these reports, eliminating the need
for two separate submissions as previously required under
references (e) through (g).

        (1) The annual Command Operations Report documents the
administrative and operational history of every Navy command.
Although immediate superiors in command (ISICs) should request
copies of a subordinate command's submission for their own
records, a direct report to the NAVHISTHERITAGECOM is required
of every distinct Navy command listed in OPNAVNOTE 5400,
Standard Navy Distribution List (SNDL), parts 1 and 2.
Detachments will file chronology and narrative summaries for
inclusion with their ISICs Command Operations Report.

        (2) The Command Operations Report also meets enduring
Navy requirements for collecting operational documentation for
analytical and historical purposes per references (e) through
(g). Reference (e) directed the establishment of task force
history with the mission of documenting the Navy's operations
and planning in connection with the global war on terrorism.
Reference (f) further defined the collection of records to
include potential combat operations in Iraq, and reference (g)
provided requirements for documenting the activities of those
commands supporting Operation Iraqi Freedom.

    d. Privacy-protected information such as Social Security
numbers, home addresses, or home telephone numbers will not be
included. Requirements governing the management of private
information established by reference (h) apply.

e. Classification of the Command Operations Report will be sufficient to fully capture command activities and operations. Normally, this will not be higher than secret. However, submissions will document top secret and sensitive compartmented information (SCI) as required via appropriately classified supplements. Supplements should be submitted separately from materials classified secret and below. Specific instructions for submission of materials of different classification levels are contained in enclosure (1) and on the NAVHISTHERITAGECOM Web site at http://www.history.navy.mil. Under all circumstances, classified submissions must be properly marked, wrapped and transmitted per reference (i) and other applicable directives.

4. Action

a. All Navy commands and activities listed in the SNDL, parts 1 and 2, as well as all task forces, groups and units, are required to submit a Command Operations Report, enclosure (1), no later than 1 March to report the activities of the command for the preceding calendar year.

b. Commands engaged in deployments extending from 1 calendar year to the next are authorized to delay submission of the annual Command Operations Report until 30 days after return from deployment.

(1) Commands electing to delay submission due to deployment schedule shall notify the NAVHISTHERITAGECOM by 1 March of their intention and provide an estimated submission date.

(2) Notification may be by naval message, by letter, or by e-mail (preferred). The NAVHISTHERITAGECOM's plain language address (PLA) for message traffic is:

NAVHISTHERITAGECOM WASHINGTON DC. All commands should use office code "AR" for operational archives. Letters should be addressed per sub-paragraph 4f below. E-mail notifications should be sent to the following address: archives@navy.mil.

(3) Delayed submissions must cover the entire time period elapsed since the last report, to ensure continuity and full coverage of command activities.

c. Commands will receive prompt messages to complete the Command Operations Report on a quarterly basis. Commands that do not submit a Command Operations Report for the previous fiscal year to NAVHISTHERITAGECOM by 1 September will be reported as delinquent to Director, Navy Staff.

d. Crews engaged in the Sea Swap Program, ships with multiple crews assigned simultaneously (blue and gold crews of ballistic missile submarines, littoral combat ship crews, etc.), or those crews otherwise assigned to operate a vessel other than their own on a temporary basis shall adhere to the following guidelines:

(1) When multiple crews are assigned simultaneously to the same vessel an annual submission is required of each crew, describing command operations while afloat and ashore.

(2) When a crew is assigned to multiple vessels during the course of a year on a temporary or rotating basis, the annual Command Operations Report shall include each vessel for the period it was manned by the crew. Under such circumstances, commanding officers should keep in mind that the goal of the Command Operations Reports is to build an accurate and complete record of naval operations. Any questions regarding compliance with this instruction should be addressed to the office listed in sub-paragraph 4l below and in enclosure (1).

e. The format of the Command Operations Reports is provided as enclosure (1). All commands should see the appropriate enclosure for detailed instructions on compiling and formatting their Command Operations Report.

f. All Command Operations Reports shall be personally reviewed, signed and forwarded by the commander, commanding officer, or officer in charge of the command or organization. It is highly recommended that the operations department (N3) be the responsible agency for compiling the Command Operations Report. A 'pass down' binder of all previous Command Operations Reports as well as useful documents, such as 'Battle E' submissions, are also highly recommended. Commands are also encouraged to review past examples of proper reports via the Command Operations Report Web page on the NAVHISTHERITAGECOM Web site at http://www.history.navy.mil.

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     g.   Electronic submission is preferred. File names should
use the following format: "Ship Name_Year_Report_Name." The
electronic version of the Command Operations Report format can
be accessed via the NAVHISTHERITAGECOM Web site at
http://www.history.navy.mil. Guidelines for electronic
submission are provided in the enclosure and on the Web site.

     h.   Attachments too large or not suitable for transmission
via e-mail shall be submitted via any approved commercial
courier. Do not send them via U.S. mail due to irradiation of
mail in the Washington, D.C. area that results in the
destruction of compact disk, read-only memory (CD-ROMs). Use
commercial couriers such as United Parcel Service (UPS) or
Federal Express (FEDEX) and send to the following address:

     Naval History and Heritage Command
     Attention: Operational Archives
     805 Kidder Breese Street, SE
     Washington Navy Yard, DC 20374-5060

     i. Non-electronic submissions must be accompanied by a cover
letter clearly identifying the submission and all enclosures.
CD-ROMs are preferred for submission of large electronic files.
The cover letter should state what types and versions of
software are required to open electronic enclosures.

     j.   Include the full name of the command, a command point of
contact (POC), and clearly indicate the time period covered by
the report in the cover letter or e-mail for all submissions
(both electronic and paper). The POC should be knowledgeable of
the contents of the report and be able to answer questions and
assist the NAVHISTHERITAGECOM as appropriate.

     k.   Commands scheduled for decommissioning, disestablishment
or deactivation shall ensure a Command Operations Report is
submitted covering events from the start of the year through the
date of decommissioning, disestablishment or deactivation.

     l.   Questions concerning the completion or submission of
enclosure (1) should be directed to the following
NAVHISTHERITAGECOM office:

     Navy Archives e-mail: archives@navy.mil or 202-433-
     3224/3170; Defense Switched Network (DSN) 94-433-3224/3170.

5. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (c).

6. <u>Report</u>. Per Secretary of the Navy Manual 5214.1 of December 2005, the report symbol OPNAV 5750-1 is assigned to the reporting requirements contained in paragraph 4a.

                                   J. M. BIRD
                                   Vice Admiral, U.S. Navy
                                   Director, Navy Staff

<u>Distribution</u>:
Electronic only, via Department of the Navy Issuances Web site
http://doni.daps.dla.mil/

COMMAND OPERATIONS REPORT (COR) TEMPLATE

This report is required by commands listed in SNDL parts 1 and 2 and all operational task forces, groups and units temporarily established to meet operational requirements.

The report format is divided into six sections: command data, commander's assessment, chronology and narrative, supporting reports, published documents, and photographs. Required information is identified in specific sections of the form. See instructions appendices for assistance in compiling and on submitting this form and any attachments.

Electronic documents should be in a Microsoft Office format (Word, Excel, Power Point, or Access), Hypertext Markup Language (HTML), Portable Document Format (PDF), Joint Photographic Experts Group (JPG), Graphic Interchange Format (GIF) or plain text. Documents in electronic format are to be submitted via e-mail or on CD-ROM as explained at the end of this form. It is unnecessary to convert non-electronic documents to electronic format. List any enclosures that are not electronic and submit in hardcopy in the same manner as a CD-ROM. Photographs submitted electronically should be in JPG, Tagged Image Format File (TIFF) or GIF format.

1. Command Data. (Boxes will expand as information is typed):

    a. Name of your command or organization:

    b. Unit identification code, per the SNDL:

    c. Name and rank of commander, commanding officer or officer in charge:

    d. Last/first/middle initial:

    e. Rank:

    f. Date assumed command (date format YYYY-MM-DD):

    g. Mission, command employment or area of operations:

    h. Permanent location (homeport for deployable units):

    i. Immediate superior in command:

    j. Operational superior in command:

    k. Administrative superior in command:

    l. Identify your assigned task force, group or unit name(s) and mission(s). Include operation plan(s) and or named operations you participated in during task force assignment (if applicable):

    m. Name(s) of forces, commands, ships, squadrons or units assigned or under your operational control (if applicable):

    n. Type and number of aircraft assigned and tail codes, if applicable:

    o. Commands, detachments or units deployed on board or stationed aboard as tenant activities (as applicable):

    p. Number of personnel assigned:

    q. Officers, enlisted, or civilian:

    r. Command point of contact (required entry, complete in full):

        (1) Name (rank, first name, middle initial, last name):

        (2) Job title or office code:

        (3) E-mail (both classified and unclassified, if available):

        (4) Phone number(s):

        (5) Command mailing address:

2. <u>Commander Assessment</u>

3. <u>Chronology Narrative</u>

4. <u>Supporting Reports</u>. (Refer to specific guide for ship, shore, aviation or fleet command)

5. <u>Published Documents</u>

6. <u>Photographs</u>

7. <u>Submission</u>

   a. Submit this Command Operations Report as follows:

   Via e-mail, to e-mail address: archives@navy.mil

   b. Place any attachments too large for transmission via e-mail on CD-ROM and send by an approved commercial courier, such as FEDEX or UPS. Check CDs for readability before submission to guard against corruption. Forward paper records included as attachments in the same manner. Do not forward Command Operations Reports via U.S. mail, as all mail addressed to the NAVHISTHERITAGECOM is irradiated and will result in destruction of discs and damage to paper enclosures. Address all shipments to:

   Naval History and Heritage Command
   Attention: (Ships History/Aviation History/Operational
   Archives)*
   805 Kidder Breese Street, SE
   Washington Navy Yard, DC 20374-5060

   c. Forward Command Operations Report enclosures containing top secret via courier to:

   405130-BA 33
   NHC/AR Washington, DC

   d. Forward Command Operations Report enclosures containing SCI via courier to:

   449354-BA 31
   Office of Naval Intelligence (ONI)/Suitland, MD

   e. The inner wrapper should read: ONI Historian, ONI-ODB extension 2975

Telephone numbers for the ONI Historian are DSN 659-4488/5901, Commercial (301) 669-4488/5901.

    f. The attention line should read "Ships History" for all ships; "Aviation History" for all air and or aviation commands; and "Operational Archives" for all other commands. The e-mail and telephone numbers for the Operational Archives are: archives@navy.mil
COM 202-433-3224/3170,
DSN 94-433-3224/3170.

    g. Submit confidential and secret Command Operations Reports electronically via Secret Internet Protocol Router Network (SIPR-net) e-mail to: archives@navy.smil.mil.

PREPARING A FLEET COMMAND COR TEMPLATE

1. Read OPNAVINST 5750.12K carefully. If you have any questions regarding the interpretation of this instruction, contact the NAVHISTHERITAGECOM at COMM: (202) 433-3224/3170 or DSN: 288-3224/3170.

2. Follow the Command Operations Report template, section by section, line by line.

3. Amplifying information for each section is as follows:

    a. Command Data. This section simply requires concrete facts about your command. Ensure that you include any units assigned to you or under your operational control, as well as units deployed or stationed on board as tenant activities.

    b. Commander's Assessment. This section is to be filled in by the commanding officer of your command. Be frank in your assessment of your command's ability to complete its mission. Include a discussion about notable achievements as well as challenges you encountered throughout the calendar year. It is as important, if not more so, to know how you faced into difficulties as it is to understand how you succeeded.

    c. Chronology. The chronology should include information about significant operations or exercises conducted by your command; training evolutions initiated or completed; changes of command; major programs instituted which are related to your command's mission; combat or combat-support actions; deployments; port visits; changes to command composition; and unit awards received.

    d. Narrative. The narrative should amplify information included in the chronology. It does not need to be a comprehensive discussion of your command's activities, and should include references to supporting reports in order to convey more in-depth information.

    e. Supporting Reports. Reports enclosed under this section should amplify information discussed in the chronology and narrative. Do not summarize the contents of supporting

documentation in the body of the chronology and narrative; let these reports do the talking for you. Examples of supporting reports include, but are not limited to:

    (1) Deployment reports

    (2) Intelligence summaries

    (3) Training materials

    (4) Situation reports

    (5) Operational reports

    (6) Operational orders

    (7) Operations plans

    (8) Battle damage assessments

    (9) Casualty reports

    (10) Reports of major training exercises

    (11) After action reports.

Note: Any report that discusses how your command completed its mission, what challenges it faced, and how these challenges were or were not overcome is appropriate for inclusion as a supporting report. In order to more easily compile supporting reports, be sure to accumulate them throughout the course of the calendar year as they are created.

    f. Published Documents. Records created by your command intended for either the general public or all command personnel should be included as published documents. Examples of published documents include, but are not limited to:

    (1) Welcome aboard materials

    (2) Change of command materials

    (3) Cruise books or year books

        (4) Command newsletters

        (5) Command Web sites

Note: Include the Uniform Resource Locator (URL) of the
homepage of your command's Web site in this section (ex:
http://www.history.navy.mil for the NAVHISTHERITAGECOM). Ensure
that any documents included in the Published Documents section
were actually published to command personnel or the general
public; unpublished documents, including photographs, are not
intended for inclusion in your Command Operations Report.

     g. Photographs. At minimum, include a photograph of your
commanding officer and executive officer. Do NOT include
photographs of non-operational activities if they have not
already been published in a Published Document included above.

4. All Command Operations Reports submitted by fleet commands
shall be submitted to the Archives Branch, History and Archives
Division, Naval History and Heritage Command on an annual basis.
These reports are due by 1 March every year unless your command
is deployed between the end of the calendar year and 1 March of
the next calendar year. If your command is deployed during that
period, ensure that your Command Operations Report is submitted
no later than 30 days after the end of your deployment.

PREPARING A SHIP COMMAND COR TEMPLATE

1. Read OPNAVINST 5750.12K carefully. If you have any questions regarding the interpretation of this instruction, contact the NAVHISTHERITAGECOM at COMM: (202) 433-3224/3170 or DSN: 288-3224/3170.

2. Follow the Command Operations Report expanding template, section by section, line by line.

3. Amplifying information for each section is as follows:

    a. <u>Command Data</u>. Requires facts about your ship. Ensure that you include any units assigned or under your operational control, as well as units deployed or stationed on board.

    b. <u>Commanding Officer's Assessment</u>. Relates the ship's role in national defense and should highlight any general and specific lessons learned. The assessment should contain the commanding officer's candid commentary, insights and reflections on the unit's activities, significant issues concerning training, operations and mission accomplishment during the reporting period. Describe circumstances and sequence of events leading to major decisions and results of those decisions. Include accounts of contributions of specific individuals on board in mission accomplishment. For ships engaged in or directly supporting combat, significant wartime or peacetime operations (i.e., named operations, non-combat evacuations, disaster relief or other humanitarian operations, etc.) or major exercises, give particular attention to the commanding officer's estimate of the situation, records of discussions, and decisions and results of those decisions. For a ship returning from deployment or participating in a single operation this can normally be a single assessment. For higher-echelon commands or units engaged in multiple operations, a separate assessment for each operation in addition to an overall assessment may be appropriate.

    c. <u>Chronology</u>. The chronology is the most critical portion of the Command Operations Report and is absolutely vital for later historical research and veterans' claims verification. The chronology must include specific key dates (rendered as day/month/year) relating to movements (specifically arrivals and departures for port visits); local operations and training;

exercises and operations (define acronyms and purpose of exercise or operation); installation of new weapons systems or changes; alterations to ship; class A or B mishap; unit awards received; reserve augmentation; and other significant operational or administrative events.

     d. <u>Narrative</u>. The narrative should amplify the chronology (including objectives and results of exercises and operations, the commanding officer's evaluation of exercise and operations, etc.). Entries may refer to an enclosure without additional description <u>IF</u> the enclosure sufficiently details the incident or event. For all other entries, give the full date or period (rendered in day/month/year fashion) and provide a brief narrative. Include ALL significant events during the reporting period.

     e. <u>Supporting Reports</u>. Supporting reports are those reports required by other instructions that provide significant data about the ship during the calendar year. These reports may be submitted "as is," eliminating duplication of material already contained in reports prepared in response to other instructions and requirements. Examples include battle efficiency, safety and other award submissions; major staff or command studies; and end of cruise reports, briefs of books. For ships engaged in or directly supporting combat, significant wartime and peacetime operations (named operations, non-combat evacuation operations, disaster relief or other humanitarian work, etc.) or major exercises, enclosures may include, but are not limited to:

          (1) Situation reports

          (2) Intentions messages

          (3) Operational reports

          (4) Operations orders and or deployment orders

          (5) Operational plans

          (6) Personal for messages

          (7) After action reports

(8) Significant electronic message traffic (outgoing/e-mail/chat)

(9) Battle damage assessments

(10) Casualty reports

(11) End-of-cruse and deployment reports

(12) Intelligence summaries

(13) Major exercise reports

Note: Any report that discusses how your ship completed her mission, what challenges were faced, and how these challenges were or were not overcome is appropriate for inclusion as a supporting report. To more easily compile supporting reports, accumulate them throughout the course of the calendar year as they are created.

   f. Published Documents. Records created by your command intended for either the general public or all command personnel should be included as Published Documents. Examples include, but are not limited to:

(1) Welcome aboard materials

(2) Change of command materials

(3) Cruise books or year books

(4) Command newsletters

(5) Command Web sites

Note: Include the URL of the homepage of your ship's Web site in this section (ex: http://www.history.navy.mil for the NAVHISTHERITAGECOM).

   g. Photographs. At minimum, include a DATED photograph of your ship, as well as commanding officer and executive officer. Also include any photographs covering operational strikes,

battle damage (especially sustained by own ship, aircraft, facilities or equipment), or other relevant photographs relating to combat or deployment operations.

4. List below the items submitted, indicating the classification of each. Electronic reports should be in a Microsoft Office format (Word, Excel, Power Point, or Access), HTML, PDF, JPG, GIF, or plain text. It is unnecessary to convert non-electronic documents to electronic format. Submit electronic documents via e-mail or on CD-ROM as explained at the end of this form. Enclosures that do not exist in electronic format should be listed below and submitted in hard copy in the same manner as a CD-ROM.

5. All Command Operations Reports submitted by fleet commands shall be submitted to the Archives Branch, History and Archives Division, Naval History and Heritage Command on an annual basis. These reports are due by 1 March every year unless your command is deployed between the end of the calendar year and 1 March of the next calendar year. If your ship is deployed during that period, ensure that your Command Operations Report is submitted no later than 30 days after the end of your deployment.

PREPARING AN AVIATION COMMAND COR TEMPLATE

1. Read OPNAVINST 5750.12K carefully. If you have any questions regarding the interpretation of this instruction, contact the NAVHISTHERITAGECOM at COMM: (202) 433-3224/3170 or DSN: 288-3224/3170.

2. Follow the Command Operations Report template, section by section, line by line.

3. Amplifying information for each section is as follows:

    a. <u>Command Data</u>. This section simply requires concrete facts about your command. Ensure that you include any units assigned to you or under your operational control, as well as units deployed or stationed on board as tenant activities. Indicate type and number of aircraft assigned and tail codes if applicable.

    b. <u>Commander's Assessment</u>. This section is to be filled in by the commanding officer of your command. Be frank in your assessment of your command's ability to complete its mission. Include a discussion about notable achievements as well as challenges you encountered throughout the calendar year. It is as important, if not more so, to know how you faced into difficulties as it is to understand how you succeeded.

    c. <u>Chronology</u>. The chronology should include information about significant operations or exercises conducted by your command; training evolutions initiated or completed; changes of command; major programs instituted which are related to your command's mission; combat or combat-support actions; deployments; port visits; changes to command composition; and unit awards received.

    d. <u>Narrative</u>. The narrative should amplify information included in the chronology. It does not need to be a comprehensive discussion of your command's activities, and should include references to supporting reports in order to convey more in-depth information.

    e. <u>Supporting Reports</u>. Reports enclosed under this section should amplify information discussed in the chronology and narrative. Do not summarize the contents of supporting

documentation in the body of the chronology and narrative; let these reports do the talking for you. Examples of supporting reports include, but are not limited to:

       (1) Deployment reports

       (2) Intelligence summaries

       (3) Training materials

       (4) Situation reports

       (5) Operational reports

       (6) Operational orders

       (7) Operations plans

       (8) Battle damage assessments

       (9) Casualty reports

       (10) Reports of major training exercises

       (11) After action reports

       (12) Battle E nominations

       (13) Flight schedules during hostile actions

Note: Any report that discusses how your command completed its mission, what challenges it faced, and how these challenges were or were not overcome is appropriate for inclusion as a supporting report. In order to more easily compile supporting reports, be sure to accumulate them throughout the course of the calendar year as they are created.

   f. Published Documents. Records created by your command intended for either the general public or all command personnel should be included as published documents. Examples of published documents include, but are not limited to:

       (1) Welcome aboard materials

(2) Change of command materials

(3) Cruise books or year books

(4) Command newsletters

(5) Command Web sites

Note: Include the URL of the homepage of your command's Web site in this section (ex: http://www.history.navy.mil for the NAVHISTHERITAGECOM). Ensure that any documents included in the Published Documents section were actually published to command personnel or the general public; unpublished documents, including photographs, are not intended for inclusion in your Command Operations Report.

    g. <u>Photographs</u>. At minimum, include a photograph of your commanding officer and executive officer. Do NOT include photographs of non-operational activities if they have not already been published in a Published Document included above. Include a photograph for all types of aircraft employed.

4. All Command Operations Reports submitted by aviation commands shall be submitted to the Archives Branch, History and Archives Division, Naval History and Heritage Command on an annual basis. These reports are due by 1 March every year unless your command is deployed between the end of the calendar year and 1 March of the next calendar year. If your command is deployed during that period, ensure that your Command Operations Report is submitted no later than 30 days after the end of your deployment.

PREPARING A SHORE COMMAND COR TEMPLATE

1. Read OPNAVINST 5750.12K carefully. If you have any questions regarding the interpretation of this instruction, contact the NAVHISTHERITAGECOM at COMM: (202) 433-3224/3170 or DSN: 288-3224/3170.

2. Follow the Command Operations Report template, section by section, line by line.

3. Amplifying information for each section is as follows:

    a. Command Data. This section simply requires concrete facts about your command. Ensure that you include any units assigned to you or under your operational control, as well as units deployed or stationed on board as tenant activities.

    b. Commander's Assessment. This section is to be filled in by the commanding officer of your command. Be frank in your assessment of your command's ability to complete its mission. Include a discussion about notable achievements as well as challenges you encountered throughout the calendar year. It is as important, if not more so, to know how you faced into difficulties as it is to understand how you succeeded.

    c. Chronology. The chronology should include information about significant operations or exercises conducted by your command; training evolutions initiated or completed; major physical changes to facilities; major programs instituted which are related to your command's mission; and significant mishaps or damages sustained to facilities.

    d. Narrative. The narrative should amplify information included in the chronology. It does not need to be a comprehensive discussion of your command's activities, and should include references to supporting reports in order to convey more in-depth information.

    e. Supporting Reports. Reports enclosed under this section should amplify information discussed in the Chronology and narrative. Do not summarize the contents of supporting documentation in the body of the chronology and narrative; let these reports do the talking for you. Examples of supporting reports include, but are not limited to:

(1) Organizational charts

(2) Office or telephone directories

(3) Training materials

(4) Situation Reports

(5) Operational Reports

(6) Operational Orders

(8) Operations Plans

(9) Damage Assessments

f. <u>Casualty Reports</u>. Any report that discusses how your command completed its mission, what challenges it faced, and how these challenges were or were not overcome is appropriate for inclusion as a supporting report. In order to more easily compile supporting reports, be sure to accumulate them throughout the course of the calendar year as they are created.

g. <u>Published Documents</u>. Records created by your command intended for either the general public or all command personnel should be included as Published Documents. Examples of published documents include, but are not limited to:

(1) Welcome aboard materials

(2) Change of command materials

(3) Cruise books or year books

(4) Command newsletters

(5) Command Web sites

Note: Include the URL of the homepage of your command's Web site in this section (ex: http://www.history.navy.mil for the NAVHISTHERITAGECOM). Ensure that any documents included in the Published Documents section were actually published to command

personnel or the general public; unpublished documents, including photographs, are not intended for inclusion in your Command Operations Report.

    h. <u>Photographs</u>. At minimum, include a photograph of your commanding officer and executive officer. If available, include a photograph of your installation. Do not include photographs of non-operational activities if they have not already been published in a Published Document included above.

4. All Command Operations Reports submitted by shore commands shall be submitted to the Archives Branch, History and Archives Division, Naval History and Heritage Command on an annual basis. These reports are due by 1 March every year.