



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 5750.3

G-3

MAR 31 2010

WING ORDER 5750.3

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING HISTORICAL PROGRAM

Ref: (a) MCO 5750.1H
(b) SECNAV M-5510.36

Encl: (1) Sample Command Chronology Format

REPORT REQUIRED: COMMAND CHRONOLOGY (REPORT SYMBOL
2D MAW 5750-1-01)

1. Situation. This order sets forth revised policies, procedures, and standards governing the administration of the 2d Marine Aircraft Wing (2d MAW) Historical Program; and delineates the responsibilities of the Historical Officer/Staff Noncommissioned Officer (SNCO).

2. Cancellation. WgO 5750.1G and WgO 5750.2E.

3. Mission. To publish revised guidance and instruction for commanders, staff members, and individuals involved in the execution of the 2d MAW Historical Program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order provides revised instructions and requirements for the 2d MAW Historical Program.

(2) Concept of Operations. A comprehensive historical program provides the primary means of honoring tradition, building esprit, and transmitting the Marine Corps' heritage to Marines and the nation. The recording, preservation, and

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dissemination of the cumulative operational and institutional experience of the Marine Corps as well as unit and individual achievements are critical to this effort. Inherent is the commitment of our commanders, staff members, and individuals involved in the execution of this program to be sensitive to historically significant developments, to safeguard the history and traditions of the Corps, and to be well versed in the spirit and intent of this order.

(3) Command Responsibility. The responsibilities of the commanders for the collection and preservation of material required to document Marine Corps activities for historical purposes. Fulfilling these responsibilities requires command historical programs that include: assigning staff historians, maintaining unit historical summary files, preparing and submitting command chronologies, accounting for Marine Corps historical properties, and supporting specific aspects of the Marine Corps historical program. Commanders shall assign a Staff Historian who will maintain the program for the unit.

(4) Staff Historian. The following requirement and recommendations are made with respect to the assignment of staff historian(s), with full appreciation of the inviolability of command prerogatives, in the interests of facilitating smoothly functioning command history programs.

(a) Assignment. Each unit required to submit a command chronology will designate, in writing, a staff member to perform an additional duty as staff historian. Ideally, primary duties of the designated staff member should be such that the staff historian is involved in or can observe key command activities. The past practice of assigning historian duties to the Public Affairs Officer has not usually been beneficial to either the historical or the public affairs programs. Where units are smaller than group or squadron size, a SNCO may be designated staff historian.

(b) General Duties. General duties of the staff historian are as follows:

1. Create historical files and records, to include an active program to identify and preserve basic records of the history of the unit.

2. Prepare historical reports.

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3. Promote general awareness of the unit's historical achievements.

4. Act as responsible officer for all Marine Corps historical properties held by the command, unless this responsibility has been otherwise assigned.

5. Manage the following command programs: unit lineage and honors, commemorative naming, historic sites, and oral history. A command museum program or a historical holding program may also be assigned, where appropriate.

6. Ensure historical records are maintained in accordance with reference (a).

(c) Detailed Responsibilities. The staff historian assists the commander by collecting pertinent records and information (in paper and electronic formats), and by writing historical reports and studies that describe accurately the unit's operational, logistic, and administrative activities.

1. The staff historian collects, analyzes, and organizes reports and documents, augmenting them with information obtained from interviews, staff meetings, and other sources to build a record of the unit history. Baseline criteria are consistent objectivity, painstaking evaluation, and a deep respect for accuracy of all accounts.

2. Historical data provides the key to understanding lessons of the past, to evaluation of present experiences, and to effective planning for the future. The staff historian should keep in mind that historical materials have immediate and long range uses within the unit, as well as (potentially) other Marine Corps organizations.

3. The staff historian should be able to perform research and to answer historical questions for the command. The staff historian is also the principle point of contact for History Reference Division (HDR) historians conducting research into the unit's Lineage and Honors, streamers, and other matters.

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(5) Command Historical Summary File

(a) Objective. All 2d MAW units required to submit a command chronology shall maintain a command historical summary file. This file should contain information pertinent to the development and updating of organizational histories. As working papers, the summary files are exempt from normal policies concerning the retirement and destruction of records. Although the summary files may provide excellent reference source material for preparation of public affairs releases, the file itself should be maintained separately from public affairs files and remain available as a command tool.

(b) Implementation

1. At a minimum, the command historical summary file should include:

a. Copies of certificates of lineage and honors (if the unit is a Type III, Class 1 color-bearing unit);

b. Copy of streamer entitlement (if the unit is a Type III, Class 1 color-bearing unit);

c. Copies of past command chronologies (should be retained for as long as feasible, but for not less than five years);

d. The master copy of the unit insignia and all related correspondence, to include background information, drawings or photographs, and the histories of any insignia or special identifying devices adopted by the unit (if an insignia has been adopted); and

e. Lists of all properties, facilities, or sites named in commemoration (for commands administering real property).

2. Optional materials for the command historical summary file may include:

a. Copies of appropriate command-generated press releases;

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b. Copies of the official unit history (if one has been published) and extracts from other published works covering the history of the unit;

c. Unit photographs of historical interest (if available), complete with captions that denote dates, places and functions, and full names of individuals involved;

d. Photographs of former commanding officers and other important members of the command, complete with captions that detail the dates of office, the full name and grade of the person, and the full title of the command;

e. Cruise books or other unit-oriented publications;

f. Copies of oral history interviews conducted by the unit and submitted to the Director of Marine Corps History, Oral History Branch (HDO);

g. a list of all former commanding officers (if the unit is a Type III, Class 1 color-bearing unit of battalion/squadron size or above) and other important members of the command, complete with information that details the dates of office, the full name and grade of the person, and the full title of position held; and

h. Significant press clippings concerning the unit from local military or civilian newspapers or magazines.

3. The command historical summary file is considered a "permanent" file and should be retained by the command. If retention becomes a physical burden, a letter requesting disposition instructions on specific items should be sent to the Director of Marine Corps History, Historical Reference Branch (HDR) via the chain of command.

(6) Command Chronology

(a) Objective. The command chronology is a documented report to the Commandant of the Marine Corps covering the significant events of designated Marine Corps organizations. It is retained on behalf of the Commandant of the Marine Corps in the Archives and Special Collections Branch, Library of the Marine Corps. It includes basic material for use by the staff

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agencies of Headquarters Marine Corps and by field organizations. It provides the reporting command with a periodic summation of its experiences that might be useful for future planning and for the orientation of new personnel. The command chronology is the basic historical record of the character and experience of each Marine Corps organization. Unit histories, lineages, streamer entitlement, and numerous manpower, logistics, and mission-related reports can be developed through reference to this record. Command chronologies are permanent records and, as such, will eventually be retired to the National Archives and Records Administration. The reports are a lasting official record of a command's activities, and as such will be complete, informative, and legible. The Commanding Officer will be the signatory of each submission.

(b) Scope

1. The command chronology will provide a concise review of the experiences of the command for the period covered. The objective is to ensure that the report covers all elements of the command, even those that may be temporarily detached.

2. Each command chronology must reflect the specific missions and tasks assigned to the command, the status and readiness throughout the period, and the command goals and accomplishments. All acronyms will be written out when used for the first time in the text; complete names, to include first name, middle initial and last name, will be used.

3. All significant programs and policy decisions adopted or implemented during the reporting period should be fully defined. Changes in facilities, acquisition of new equipment, tests of equipment or doctrine, contributions to the evolution of doctrine, and problem areas should also be included in the report.

4. The command chronology must be presented in sufficient detail to convey the unique and distinctive qualities of the command during the period covered.

(c) Format. Format and detailed instructions for the preparation of command chronologies are contained in Appendix A of reference (a). Each chronology, will include at a minimum, the four standard sections discussed below.

1. A standard first page, containing organizational data prepared in the format shown in Annex 1 of Appendix A.

2. A narrative summary written from the commander's viewpoint in the format shown in Annex 2 of Appendix A, 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.

3. A sequential listing of significant events in the format shown in Annex 3 of Appendix A, 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.

d. Alerts, deployments, and landing/training exercises.

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).

g. Ceremonies and awards.

h. Civic action and community relations highlights.

4. The fourth section of the command chronology is made up of supporting documents, as illustrated in Annex 4 of Appendix A. 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 documents. Cross-referencing should be accomplished throughout these sections (e.g., by inserting

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such phrases as "See Letter of Instruction and After Action Report, Items #6 and #7 in Section IV"). At a minimum, complete documentation (i.e., a complete Section IV) must be included with the original copy, and with the copy that becomes a part of the unit's historical summary file. 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 memoranda.

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.

f. 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. Other documents of historical significance.

(d) Clearance and Limitation Designations. All Marine Corps histories are written as unclassified documents. Command chronologies will not be classified unless absolutely essential based on the content of the submission.

1. If a command chronology must be classified, reference (b) will be carefully followed in assigning the most

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appropriate clearance level. No other terms, such as "For Official Use Only" (FOUO) or "Secret Sensitive" (SS) shall be used to identify classified national security information. In addition, the level of classification must be designated at each paragraph, origin of classification shown, and clear declassification instructions provided. The notation Originating Agency's Determination Required will not be used, unless the need is clearly documented in an accompanying letter and exact procedures for resolving later declassification requirements established and included in the letter.

(e) Action Required (Report Symbol 2d MAW-5750-1-01)

1. Each group will consolidate Command Chronologies submitted by subordinate units and forward under a single endorsement to the Assistant Chief of Staff (AC/S), G-3 (Attn: Staff Historian). General and Special Staff sections will also forward their input to the AC/S, G-3 (Attn: Staff Historian). All Command Chronologies due dates will be published via separate correspondence.

2. Failure of the commanding officer to sign the original document renders the document incomplete, and the submission will be returned for signature. If the commanding officer is not available for signature, the report may be signed by the acting commanding officer, but an explanation of the non-availability of the commanding officer must also accompany the command chronology.

3. Temporary commands activated for specific exercises or operations, will submit command chronologies at the conclusion of their period of activation. However, if a command remains activated longer than 6 months, it should submit chronologies for the normal reporting periods in addition to its final report upon deactivation.

4. Command chronologies that cover less than a normal period shall be submitted to this Headquarters not later than 45 days after completion of the special assignment or the unit's deactivation.

5. In time of operational deployment, combat, or other special situations, command chronologies are required by the 15th of each month, covering the activities of the preceding month. In each case where monthly submissions are required, the affected command will be notified by message.

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When the operational deployment/special situation has ended and the unit has returned to its home base, it will revert to semiannual reporting.

6. Commands will ensure that subordinate units required to submit command chronologies do so in accordance with the instructions provided in this order. Parent commands will include the command chronologies of subordinate units in the complete report of their own activities. Parent commands required to submit command chronologies on a semiannual basis will not delay the forwarding of command chronologies of subordinate units required to submit them on a monthly basis.

(7) Support of Marine Corps Historical Program. All Groups and Squadrons are expected to be sensitive to historically significant developments, to safeguard the history and traditions of the Corps, and to support existing historical programs. All commands required to submit command chronologies are encouraged to support, whenever practicable, the specific historical programs discussed below.

(a) Oral History

1. When applicable 2d MAW units shall render an oral history however; a written history is required when combat or training exercises are completed.

2. Oral histories submitted to the Director of Marine Corps History, Oral History Branch (HDQ) must comply with the procedures and format outlined in chapter 2 of reference (a) and provided on the History Division's website at <http://www.history.usmc.mil>.

3. Command chronologies may make reference to oral interviews previously submitted, covering particular aspects of the unit's activities.

(b) Commemorative Naming Program

1. See chapter 2 of reference (a).

2. Streets, buildings, facilities, parks, and other sites on Marine Corps installations are named in honor of Marines (and other service members who served with them) that

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died in the service of their country, or whose heroic actions or distinguished careers constitute outstanding contributions to the nation and our Corps. Commands are expected to initiate naming actions when suitable occasions arise, and will maintain in their historic summary files a complete record of all local properties that have been given commemorative names.

(c) Historic Sites Program

1. See chapter 2 of reference (a).

2. All commands must be aware of this program and will participate as appropriate in the identification and safeguarding of historic sites.

(d) Acquisition of Historical Objects

1. See chapters 3 and 4 of reference (a).

2. Commands should be alert to discover historical material: artifacts, art, graphic or printed material, or manuscripts. These may be found either within the command or in the hands of private individuals. Commands are required to report these objects to the National Museum of the Marine Corps for possible accession or for solicitation if in private hands.

(e) Support for the Art Program. See chapter 3 of reference (a).

(f) Command Museums Program. See chapter 3 of reference (a).

(8) Unit Insignia. See chapter 2 of reference (a).

b. Coordinating Instructions. Submit all recommendations concerning this order to the 2d MAW Historical Officer via the chain of command.

5. Administration and Logistics. This order is published electronically and can be accessed via the 2d MAW website at <http://www.marines.mil/unit/2ndMAW/Pages/2ndMawAdjutant/WingOrders.aspx>.

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6. Command and Signal

a. Command. This order is applicable to all units assigned or attached to 2d MAW.

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


R. W. REGAN
Chief of Staff

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UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

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From: Commanding General, 2d Marine Aircraft Wing
To: Commandant of the Marine Corps (HDH-4)
Via: (1) Commanding General, II Marine Expeditionary Force
(2) Commander, U.S. Marine Corps Forces Command

Subj: COMMAND CHRONOLOGY FOR 1 JULY - 31 DECEMBER 2009

Ref: (a) MCO P5750.1H

Encl: (1) Marine Wing Headquarters Squadron-2 Chronology
(2) Marine Aircraft Group-14 Command Chronology
(3) Marine Aircraft Group-26 Command Chronology
(4) Marine Wing Support Group-27 Command Chronology
(5) Marine Air Control Group-28 Command Chronology
(6) Marine Aircraft Group-29 Command Chronology
(7) Marine Aircraft Group-31 Command Chronology

1. Per the reference, enclosures (1) through (7) are submitted.

I. M. COMMANDING

Enclosure (1)

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COMMAND CHRONOLOGY

1 July 2010 - 31 December 2010

Section 1..... ORGANIZATIONAL DATA

Section 2..... NARRATIVE SUMMARY

Section 3..... SEQUENTIAL LISTING OF
SIGNIFICANT EVENTS

Section 4..... SUPPORTING DOCUMENTS

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SECTION 1

ORGANIZATIONAL DATA

1. 2d Marine Aircraft Wing
 - a. RUC:
 - b. T/O:
2. Period covered and location:
3. Personnel Information:
 - a. Commanding General
 - b. Assistant Wing Commander
 - c. Subordinate Commanders
 - (1) MWHS-2
 - (2) MAG-14
 - (3) MAG-26
 - (4) MWSG-27
 - (5) MACG-28
 - (6) MAG-29
 - (7) MAG-31
 - d. Principal Staff Members:
 - (1) Chief of Staff
 - (2) AC/S, G-1
 - (3) Adjutant
 - (4) AC/S, G-2
 - (5) AC/S, G-3

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- (6) Staff Historian
- (7) AC/S, G-4
- (8) AC/S, G-6
- (9) AC/S, ALD
- (10) Joint Public Affairs
- (11) Sergeant Major

4. Average Monthly Strength:

USMC chargeable strength by month:

	JUL	AUG	SEP	OCT	NOV	DEC
Officer						
Enlisted						

Average Strength:

USMC Officers:	Enlisted:
Navy Officers:	Enlisted:

5. Separations approval by a General Courts-Martial Convening Authority (CG, 2d MAW) or by CMC:

- Pregnancy:
- Early Release to further education:
- Hardship/Dependency:
- Transfer FMCR/Retirement:
- Total:

6. Equipment:

Fixed Wing(FW)	ASN	Rotary Wing(RW)	ASN
AV-8B		AH-1W	
TAV-8B		CH-53E	
EA-6B		UN-1N	
F/A-18A++		MV-22	
F/A-18A+			
F/A-18C			
F/A-18D			
KC-130J			

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7. Flight hours and sorties:

Month	Fixed Wing	Rotary Wing	Tiltrotor
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			

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SECTION 2

NARRATIVE SUMMARY

PERSONNEL AND ADMINISTRATION

Awards

LEGION OF MERIT:
MERITORIOUS SERVICE MEDAL:
NAVY/MARINE CORPS COMMENDATION MEDAL:
NAVY/MARINE CORPS ACHIEVEMENT MEDAL:
CERTIFICATE OF COMMENDATION:
LETTER OF APPRECIATION:
LETTER OF CONTINUITY:
TOTAL:

Career Retention

Intelligence

Embarkation and Logistics

Communication, Electronics, and Information Systems

Aviation Logistics Department

Director of Safety and Standardization

Wing Inspector

Joint Law Center

Comptroller

Chaplain

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SECTION 3

SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

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SECTION 4
SUPPORTING DOCUMENTS