



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

Canc: May 05

MCBBul 5750

B 03

6 May 04

MARINE CORPS BASE BULLETIN 5750

From: Commander

To: Distribution List

Subj: MCB, QUANTICO COMMAND CHRONOLOGY

Ref: (a) MCO P5750.1G

(b) MCBO 5750.1

Encl: (1) Command Chronology Submission Schedule

(2) Command Chronology Submission Procedures

(3) MCB, Quantico Command Chronology Elements

1. Purpose. To publish instructions for the quarterly submission of MCB, Quantico command chronology information.
2. Background. Per reference (a), the Commandant of the Marine Corps requires all Marine Corps organizations to submit an annual command chronology. The references provide guidance and instructions for the preparation and submission of these historical records.
3. Discussion. Historically, MCB, Quantico staff, subordinate commands, and tenant activities have submitted annual command chronology information at the end of the calendar year. The magnitude of the task and the length of time between events occurring at the start of the calendar year and when compilation of the report routinely begins are adversely affecting timely submission of the Base command chronology and its completeness and accuracy. To address these deficiencies command chronology information will be developed throughout the year and submitted quarterly for the C/S's review. Enclosure (1) provides a complete schedule for command chronology submissions. Appendix A of reference (a) and enclosure (2) provide guidance and instructions on format and procedures for accomplishing the quarterly reporting requirement. Enclosure (3) identifies the command and staff chronologies that comprise the MCB, Quantico Command Chronology.

6 May 05

4. Action

a. Commanding Officers and Division Directors

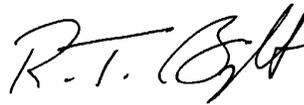
(1) Compile annual command chronology information throughout the calendar year.

(2) Submit a quarterly report of significant events and organizational data to the AC/S G-3 no later than 10 working days after the end of each quarter.

(3) Forward requests for an extension of time for quarterly report submission, if necessary, to the C/S via the AC/S G-3 no later than 5 calendar days after the end of each quarter.

b. Assistant Chief of Staff, G-3. Consolidate and forward the quarterly command chronology submissions to the C/S no later than 20 working days after the end of each quarter.

5. Points of Contact. The current MCB, Quantico points of contact for implementation of this policy are: Capt W. J. Matory (Staff Secretary) at 703-784-5900 and Capt E. F. Nitzsche (G-3 Action Officer) at 703-784-3773.



R. T. BRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

COMMAND CHRONOLOGY SUBMISSION SCHEDULE

<u>DATE</u>	<u>ACTION</u>
7 Jul 04	Submission extension requests due to C/S
14 Jul 04	Command and staff 1 st and 2 nd Qtr (Jan-Jun) submissions due to G-3
28 Jul 04	Consolidated 1 st and 2 nd Qtr Command Chronology due to C/S
11 Aug 04	Revised submissions (if required) due to G-3
7 Sep 04	Submission extension requests due to C/S
14 Sep 04	Command and staff 3 rd Qtr (Jul-Sep) submissions due to G-3
28 Sep 04	Consolidated 3 rd Qtr Command Chronology due to C/S
12 Oct 04	Revised submissions (if required) due to G-3
7 Jan 05	Submission extension requests due to C/S
14 Jan 05	Command and staff 4 th Qtr (Oct-Dec) submissions with final Narrative Summary and supporting documents for the entire year due to G-3
28 Jan 05	MCB, Quantico Command Chronology (final draft) due to C/S
11 Feb 05	Revised submissions (if required) due to G-3
25 Feb 05	Final MCB, Quantico Command Chronology due to C/S

COMMAND CHRONOLOGY SUBMISSION PROCEDURES

1. MCB, Quantico commands and divisions identified in enclosure (3) will provide their respective quarterly command chronology submissions to the AC/S G-3 by electronically posting the information to the U: drive using the following path:

/U/Command Chronology/(Jan) (Apr) (Jul) (Oct)/(The name of your organization)

2. An example of the correct format is located in each folder under the January folder. Refer to the AC/S G-3 as the example file.

3. MCO P5750.1 provides the proper format for the Organizational Data enclosure and the Significant Events enclosure.

4. The Narrative Summary will be in bullet format for the 1st, 2nd, and 3rd Quarter submissions; it will be in narrative format in the 4th Quarter submission. Supporting documents will merely be cited in the 1st, 2nd, and 3rd Quarter submissions; the documents will actually be provided with the 4th Quarter submission.

5. The 4th Quarter submission must also include the cover letter signed by the staff principal/commander.

MCB, QUANTICO COMMAND CHRONOLOGY ELEMENTS

1. The following command and staff chronologies comprise the MCB, Quantico Command Chronology:

- a. G-1 Chronology
- b. G-3 Chronology
- c. G-4 Chronology
- d. G-5 Chronology
- e. G-6 Chronology
- f. Headquarters & Service Battalion Chronology
- g. Security Battalion Chronology
- h. Command Chaplain Chronology
- i. Comptroller Chronology
- j. Counsel Chronology
- k. Marine Corps Community Services Division Chronology
- l. Public Affairs Office Chronology
- m. Safety Division Chronology
- n. Staff Judge Advocate Chronology
- o. Naval Dental Clinic Chronology
- p. Inspector Chronology
- q. Reserve Support Unit Chronology
- r. Naval Medical Clinic Chronology
- s. Marine Corps Marathon Chronology
- t. Regional Contracting Office Chronology
- u. Business Performance Office Chronology