



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5750.12J
DNS-H
Mar 14 2005

OPNAV INSTRUCTION 5750.12J

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: ANNUAL COMMAND OPERATIONS REPORT
Ref: (a) OPNAVINST 5750.4D, Navy Historical Programs
(b) 44 U.S.C. Chapter 31, Records Management by Federal Agencies
(c) SECNAVINST 5212.5D, Navy and Marine Corps Records Disposition Manual
(d) SECNAVINST 5214.2B, Department of the Navy (DON) Information Requirements (Reports) Management Program
(e) CNO Washington DC, 281412Z FEB 03, Establishment of Task Force History
(f) CNO Washington DC, 182220Z MAR 03, Capturing Our Operational History
(g) CNO Washington DC, 252230Z APR 03, Operation Iraqi Freedom Commanders, Commanding Officer's War Diary
(h) SECNAVINST 5211.5D, Department of the Navy Privacy Act (PA) Program
(i) SECNAVINST 5510.36, Information Security
Encl: (1) Command Operations Report Format

1. Purpose. To revise established policy in accordance with 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 5750.12H.

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

Enclosure (1)

Report) is the only overall record of a command's operations and achievements that is permanently retained. These records are maintained by the Naval Historical Center, 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) may request copies of a subordinate command's submission, a direct report to the Naval Historical Center is required of every distinct Navy command listed in the Standard Navy Distribution List (SNDL), Parts 1 and 2.

(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 the enclosure and on the Naval Historical Center website at <http://www.history.navy.mil>. Under all circumstances, classified submissions must be properly marked, wrapped and transmitted in accordance with reference (i) and other applicable directives.

4. Action

a. All Navy commands and activities listed in the Standard Navy Distribution List (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 March 1st to report the activities of the command for the preceding calendar year.

b. Commands engaged in deployments extending from one 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 Naval Historical Center by March 1st of their intention and provide an estimated submission date.

(2) Notification may be by naval message, by letter, or by e-mail (preferred). The Naval Historical Center's Plain Language Address (PLA) for message traffic is: NAVHISTCEN WASHINGTON DC. Ships and submarines should use office code "SH" for Ships History following the PLA. Aviation commands should use office code "AVH" for Aviation History, and all others should use office code "AR" for Operational Archives. Letters

should be addressed with appropriate attention line per sub-paragraph 4.f below. E-mail notifications should be sent to one of the following addresses, as appropriate, shiphistory@navy.mil, aviationhistory@navy.mil, or 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. Crews engaged in the Sea Swap program, ships with two crews assigned simultaneously (Blue and Gold crews of Ballistic Missile Submarines), or those crews otherwise assigned to operate a vessel other than their own on a temporary basis shall adhere to the following guidelines:

(1) If a crew swap is executed as a one-time event designed to permanently exchange the crews of two vessels, then passdown information to complete the annual Command Operations Report will be provided by the crew being relieved to its successor for inclusion in the annual report submitted for that vessel in accordance with sub-paragraph 4b above.

(2) When two crews are assigned simultaneously to the same vessel, as with Blue and Gold crews of Ballistic Missile Submarines, then an annual submission is required of each crew, describing command operations while afloat and ashore. The Commanding Officer of the crew currently deployed when the report is due has the option to delay submission per sub-paragraph 4b above.

(3) 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. For example, the entire crew of TEMPEST is deployed to 5th Fleet AOR to operate CYCLONE for three months during the year, the Command Operations Report submitted by the Commanding Officer of TEMPEST will include information on operations while manning CYCLONE, in addition to activities while in TEMPEST. Under such circumstances, commanding officers should keep in mind that the goal of 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 appropriate office listed in the contact information provided in sub-paragraph 4i below and in enclosure (1).

d. 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.

e. Electronic submission is preferred. The electronic version of the Command Operations Report format can be accessed via the Naval Historical Center website at <http://www.history.navy.mil>. Guidelines for electronic submission are provided in the enclosure and on the website.

f. 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 CD-ROMs. Use commercial couriers such as United Parcel Service (UPS) or Federal Express (FEDEX) and send to the following address:

Naval Historical Center
Attn: (Ships History/Aviation History/Operational Archives)
805 Kidder Breesse Street, SE
Washington Navy Yard, DC 20374-5060

The attention line should be Ships History for all ships and submarines. It should be Aviation History for all squadrons, wings, carriers, carrier strike groups, aviation type commanders, and all other aviation activities including air stations and facilities. The attention line should read Operational Archives for all others. 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.

g. Include the full name of the command, a command point of contact, 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

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contents of the report and be able to answer questions and assist the Naval Historical Center as appropriate.

h. 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.

i. Questions concerning the completion or submission of enclosure (1) should be directed to the following Naval Historical Center offices:

Ships History Branch, DSN 288-6802, Commercial (202) 433-6802, e-mail: shiphistory@navy.mil

Aviation History Branch, DSN 288-2321, Commercial (202) 433-2321, e-mail: aviationhistory@navy.mil

Operational Archives Branch, DSN 288-3224, Commercial (202) 433-3224, e-mail: archives@navy.mil

5. Report. Per reference (d), the report symbol OPNAV 5750-1 is assigned to the reporting requirements contained in paragraph 4a.

A. T. CHURCH III
Vice Admiral, U.S. Navy
Director, Navy Staff

Distribution:
Electronic only, via Navy Directives Website
<http://ned.s/daps.kla.mil/>

OPNAV Report Symbol 5750-1
Command Serial Number:
Date Submitted:

Classification (when filled in):

Command Operations Report

This report is **required** by commands listed in **SNDL Parts 1 & 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. Instructions on submitting this form and the required attachments are at the end.

1. Command Data

Name of your Command or Organization:

Unit Identification Code (UIC), per the SNDL:

Name and Rank of Commander/Commanding Officer/Officer in Charge:

Last: First: M.I.: Rank:

Date Assumed Command (date format YYYY-MM-DD):

Mission/Command Employment/Area of Operations:

Permanent Location (Home Port for deployable units):

Immediate Superior In Command:

Operational:

Administrative:

Identify your assigned Task Force/Group/Unit name(s) and mission(s). Include OPLAN(s) and or named operations you participated in during Task Force assignment (if applicable):

Name(s) of Forces, Commands, Ships, Squadrons or Units assigned or under your operational control (if applicable):

Type and number of Aircraft Assigned and Tail Codes, if applicable:

Commands, Detachments or Units deployed on board or stationed aboard as tenant activities (as applicable):

Number of Personnel Assigned:

Officers: Enlisted: Civilian:

Command Point of Contact (required entry, complete in full):

Name (Rank, First Name, Middle Initial, Last Name):

Job Title/Office Code:

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

Phone number(s):

Command Mailing Address:

2. Commander's Assessment

The Commander's Assessment briefly tells the story of the command's role in national defense and should highlight any general and specific lessons-learned. It should contain the commander's commentary, insights and reflections on the unit's activities. Attention should be directed to significant issues impacting training, operations and mission accomplishment during the reporting period. Descriptions of circumstances and sequence of events leading to major command decisions and results of those decisions are particularly desired. Also desired are accounts of specific contributions of individuals in the command to mission accomplishment. For units engaged in or directly supporting combat, significant wartime or peacetime operations (named operations, non-combat evacuation operations, disaster relief or other humanitarian operations, etc.) or major exercises, particular attention should be given to the commander's estimate of the situation, records of discussions and decisions, descriptions of circumstances and sequence of events leading to operational decisions and results of those decisions. For a unit returning from deployment or participating in a single operation this can normally be a single assessment. For higher-echelon commands or units engaging in multiple operations, a separate assessment for each operation in addition to an overall assessment may be appropriate.

3. Chronology and Narrative

Chronology should include dates of movements; local operations and training; exercises and operations (define acronyms and purpose of exercise or operation); installation of new weapons

systems or changes; major physical changes to facilities, ship or aircraft; Class A or B mishaps; port visits; unit awards received; reserve augmentation; and other significant operational or administrative events.

The short narrative should amplify chronology entries (such as objectives and results of exercises/operations; commander's evaluation of exercises/operations, etc). Entries may refer to an enclosure of this report without additional description if the enclosure sufficiently reports the incident/event. For all other entries, give the date or period in YYYY-MM-DD format and provide a brief narrative. All significant events during the reporting period are to be included.

4. Supporting Reports

Supporting Reports are those reports required by other instructions that provide significant data about the command during the calendar year. These reports may be submitted "as is," eliminating the need to duplicate information for this report that is 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 or briefs. For units engaged in or directly supporting combat, significant wartime or peacetime operations (named operations, non-combat evacuation operations, disaster relief or other humanitarian operations, etc.) or major exercises, enclosures may include, but are not limited to:

- a. Situation Reports
- b. Intentions Messages
- c. Operational Reports
- d. Operations Orders/Deployment Orders
- e. Operational Plans
- f. Personal For Messages
- g. After Action Reports
- h. Significant Electronic Message Traffic (outgoing/e-mail/chat)
- i. Battle Damage Assessments
- j. Casualty Reports
- k. End-of-Cruise/Deployment Reports
- l. Intelligence Summaries
- m. Major Exercise Reports

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 reports 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 hardcopy in the same manner as a CD-ROM.

5. Published Documents

List below the published documents being submitted in either electronic or paper format, indicating the classification of each item. Documents to be submitted include cruise books, change of command programs, commissioning/decommissioning brochures, establishment/disestablishment/deactivation brochures, copy of command's web site, news releases, biography of commander, welcome aboard brochures, newspaper articles, command studies, statistical data, etc.

Electronic documents should be in a Microsoft Office format (Word, Excel, Power Point, or Access), HTML, PDF, JPG, 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.

6. Photographs

List below official photographs and any other command-generated media being submitted in either electronic or paper format. Photographs to be submitted include: official photo of commanding officer; recent photo of ship, aircraft, or facility; and photos of historic events associated with the command. Photographs submitted electronically should be in JPG, TIFF or GIF format. It is unnecessary to convert non-electronic documents to electronic format. Photographs in electronic format are to be submitted via e-mail or on CD-ROM as explained below. Enclosures that do not exist in electronic format should be listed below and submitted in the same manner as the CD-ROM. Also include any photographs covering operational strikes, battle damage (especially that sustained by own ship, aircraft, facilities or equipment), or other relevant photos relating to combat or deployment operations.

Submit this Command Operations Report as follows:

Via e-mail, to one of the three e-mail addresses:

- All air/aviation commands: aviationhistory@navy.mil
- All ships: shiphistory@navy.mil
- All other commands: archives@navy.mil

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 Naval Historical Center is irradiated and will result in destruction of discs and damage to paper enclosures.** Address all shipments to:

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Naval Historical Center
(Attn: Ships History/Aviation History/Operational Archives) *
805 Kidder Breese Street SE
Washington Navy Yard, DC 20374-5060

Submit **Confidential and Secret** Command Operations Reports electronically via SIPR-net e-mail to one of the three e-mail addresses:

All air/aviation commands: aviationhistory@cno.navy.smil.mil
All ships: shiphistory@cno.navy.smil.mil
All other commands: archives@cno.navy.smil.mil

Place any **classified** 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 classified paper records included as attachments in the same manner. **Do not send attachments to the Command Operations Report via U.S. mail, as all mail addressed to the Naval Historical Center is irradiated and will result in destruction of discs and damage to paper enclosures.** Ensure all items are properly marked and wrapped. Address all shipments to:

Naval Historical Center
(Attn: Ships History/Aviation History/Operational Archives) *
805 Kidder Breese Street SE
Washington Navy Yard, DC 20374-5060

Forward Command Operations Report enclosures containing **Top Secret** via courier to:

405130-BA 33
NHC/AR Washington, DC

Forward Command Operations Report enclosures containing **Sensitive Compartmented Information (SCI)** via courier to:

449354-BA 31
ONI/Suitland, MD

The inner wrapper should read: ONI Historian, ONI-ODB EXT 2975

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

* The attention line should read **Ships History** for all ships, **Aviation History** for all air/aviation commands, and **Operational Archives** for all other commands. Telephone numbers for these branches are as follows: Ships History Branch, DSN 288-6802, Commercial (202) 433-6802; Aviation History Branch, DSN 288-2321, Commercial (202) 433-2321; Operational Archives Branch, DSN 288-3224, Commercial (202) 433-3224.