



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

BO 5750.2F

135

12 May 98

BASE ORDER 5750.2F

From: Commanding General
To: Distribution List

Subj: BASE HISTORICAL PROGRAM

Ref: (a) MCO 5750.1G

Encl: (1) Guidelines for Annual Command Chronology
(2) Command Chronology Format
(3) Command Submission Requirements for the Command Chronology
(4) Specific Assignments for the Command Chronology
(5) Command Chronology Organization

1. Purpose. To publish guidance for the administration of the Base Historical Program.
2. Cancellation. BO 5750.2E.
3. Information. The Base Inspector, as the Base Historian, is responsible for the collection and preservation of material required to document Marine Corps Logistics Base, Albany activities for historical purposes. The Base Historical Program includes maintaining unit historical summary files, preparing and submitting command chronologies, maintaining Base lineage and honors, managing the commemorative naming program, historic sites, and the oral history program per the reference.
4. Summary of Revision. This Order was updated to incorporate necessary changes.
5. Definitions
 - a. The historical summary files is a permanent file of information which will provide institutional memory and will be of value in the development of organizational histories. It consists of such items as photographs of historical interest, press clippings, and sites named in commemoration.
 - b. The Oral History Program consists of interviews concerning noteworthy professional observations, recordings of briefings, presentations or speeches, and through the timely interview of commanders and staff officers who participate in significant operations, in training or in test of equipment or doctrine, or in other programs having marked impact upon the Command.

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c. The Annual Command Chronology is a permanent official record of the Command's activities. It is submitted annually to Commandant of the Marine Corps (HDS-4) with a copy maintained by the Base Historian.

6. Action

a. Deputy Commander; Chief of Staff; Comptroller; Centers/ Departments/Division Directors; Special Staff Officers; and Commanding Officer, Headquarters Battalion

(1) Per the reference, submit appropriate input for the Annual Command Chronology to the Base Inspector as shown in enclosures (1) through (5) by 20 January each year. The content of the chronologies will vary with the function of the reporting organization, but each will include all the appropriate items listed in the enclosures. All information recorded will be in detailed narrative forms, remembering that this information is for historical purposes.

(2) Per appendix (B) of the reference, constantly screen and recommend individuals who may have valuable information to be recorded as part of the Oral History Program. Submit the name of any such individual to the Public Affairs Office.

b. Base Inspector. Per the reference, administer the Base Historical Program, consolidate input provided, and produce the Annual Command Chronology for submission to the Commandant of the Marine Corps (HDS-4).

c. Public Affairs Officer. Per the reference, establish and maintain, on a continual basis, a Base Oral History Program and a file of all editions of the "Emblem".

7. Applicability. This Order is applicable to the Blount Island Command.


L. P. COLE
Chief of Staff

DISTRIBUTION: E

GUIDELINES FOR ANNUAL COMMAND CHRONOLOGY

1. Purpose. To publish guidance for the completion the Annual Command Chronology for Marine Corps Logistics Base, Albany, Georgia.
2. Background. The Base Inspector, as the Base Historian, is responsible for the collection and preservation of material required to document the activities of MARCORLOGBASE, Albany, Georgia for historical purposes. Per reference (a), the Base Historical Program includes, but is not limited to, maintaining unit historical summary files, consolidating and submitting command chronologies, and ensuring the Oral History Program is maintained.
3. Definitions
 - a. The Annual Command Chronology is a permanent official record of the Command's structure and activities. It is submitted annually to Headquarters Marine Corps with a copy maintained by the Command Historian.
 - b. The Oral History Program and Historical Summary File consist of interviews concerning noteworthy professional observations, recordings of briefings, presentations or speeches. Also included are transcripts of timely interviews of commanding and staff officers who participate in significant operations or training, in test of equipment or doctrine, or in other programs having marked impact upon the Command.
4. Action
 - a. The primary organizations will coordinate and consolidate unit's input and submit their annual chronology to the Base Inspector by 20 January each year. The content of the chronologies will vary with the function of the reporting organization, but each will include all the appropriate items listed in enclosures (2) and (4). All information recorded will be in detailed narrative form, remembering that this information is for historical purposes. Enclosure (5) is presented to give an understanding of how the Annual Command Chronology will be formatted.
 - b. Per appendix (B) of reference (a), screen and recommend individuals who may have valuable information to be recorded as part of the Oral History Program. Submit the name of any such individuals to the Public Affairs Office.
 - c. Base Inspector. Administer the Base Historical Program in accordance with the references. Consolidate input provide, and produce the Annual Command Chronology for submission to the Commandant of the Marine Corps (HDS-4).

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d. Public Affairs Officer. Establish and maintain on a continual basis, a Command Oral History Program and a file of all editions of the "Emblem".

5. Coordinating Instructions

a. Those primary organizations listed are responsible to coordinate and consolidate subordinate organization's chronology inputs, ensuring appropriate disk merges are accomplished to create a single file covering their respective areas of responsibility.

Ex: Logistics Operations Department (G300) *Primary Organization*

Logistics Operations Office (G310)	Sub Org
Liaison Office (G311)	"
Admin/Training Office (G312)	"
Contingency Operations Office (G313)	"
Contingency Planning Office (G314)	"
Performance Assessment Branch (G316)	"
Readiness Branch (G317)	"
Maintenance Data Analysis Office (G318)	"
HQMC Sec Assistance Liaison Office (G319)	"
Maintenance Division (G320)	"
Business Branch (G321)	"
Maintenance Workload Branch (G322)	"
Engineering Branch (G323)	"
Storage and Distribution Division (G330)	"
Plans and Operations Branch (G331)	"
Supply Support Branch (G332)	"
Information Support Division (G340)	"
Logistics Data Systems Branch (G341)	"
Mat/Financial Mgmt Systems Branch (G342)	"

b. Plan of Action and Milestones

(1) MTG w/Primary Organization Directors	9 Dec
(2) Initial submission from primary organizations	20 Jan
(3) Rough Draft Staffing	2 Feb
(4) Final Draft Staffing	15 Feb
(5) CG/COS Review	23 Feb
(6) Submit to Headquarters Marine Corps	2 Mar

ENCLOSURE (1)

COMMAND CHRONOLOGY FORMAT

Organizational Data

Title, names, and inclusive dates of Commanders, Directors (Department/Center), Branch/Office Heads, principle staff officers, and significant billet personnel. (Per ALMAR 046/97, use first name/middle initial with last name.)

Example:

Office of the Inspector

LtCol Edward E. Fielder
Maj William C. Pfaender

01 Jan-08 Jun
09 June-31 Dec

Narrative Summary

Highlight the most significant accomplishments of the reporting Commanders, Departments, Centers and Special Staff Officers, written from the Commanding General's perspective. Include new projects, project completion's, major organizational changes and significant conferences. This information will be compiled by the Base Historian and will form the overall Commanders Summary. Primary organizations listed in enclosure (1) are required to prepare this overall narrative summary for their respective areas of responsibility. It is optional whether or not to include narrative summaries of individual subordinate organizations.

Sequential Listing of Significant Events

Example:

Date or
Inclusive Dates

Narrative Summary of Event

Supporting Documents

Both the narrative summary and the sequential listing of significant events can be amplified by documents. Examples are operation orders, point papers, pictures or newspaper articles. Two copies should be submitted to the Base Historian for inclusion in the Annual Base Chronology and historical files.

ENCLOSURE (2)

COMMAND SUBMISSION REQUIREMENTS FOR
THE COMMAND CHRONOLOGY

Command Special Staff

Office of the Comptroller (Code 40)
Office of the Counsel (Code 813)
Staff Judge Advocate (Code 120)/Dual Hatted as Base Staff Judge
Advocate
Public Affairs Officer (Code 130)/Dual Hatted as Base Public Affairs
Officer
Base Inspector (Code 135)/Dual Hatted as Base Inspector/Command-Base
Historian
Senior Chaplain (Code 150)/Dual Hatted as Base Chaplain
Business Opportunity Center (Code 155)

Command General Staff for Logistics Operations

Manpower Department (G-1)
Logistics Operations Department (G-3)
Installations and Logistics Department (G-4)
Plans, Projects, and Analysis Department (G-5)
Communications and Information Technology Department (G-6)
Contracts Department (Code 89)

Command Mission Organizations

Mobile Equipment/Ordnance Center (Code 830)
Communications-Electronics/Missile Center (Code 840)
Logistics Data Management Center (Code 850)
Fleet Support Center, Albany (Code 870)
Maintenance Center, Albany (Code 880)
Blount Island Command (Code 90)

Base Operations

Commanding Officer, Headquarters Battalion (Code 200)
Base Adjutant (Code 112)
Office of the Provost Marshal (Code 160)
Installations and Logistics Division (I&L)
Director, Morale, Welfare and Recreation (MWR)
Director, Family Service Center (Code 170)
Band Officer (Code 125)
Human Resources Office (Code 350)

ENCLOSURE (3)

SPECIFIC ASSIGNMENTS FOR THE COMMAND CHRONOLOGY

G-1 Manpower

1. Summary of Reorganization, T/O Changes, activations, deactivations, and redesignations, including the specific dates such action took place.
2. Current Organizational chart, along with previous organizational chart if changes were made during the period covered.
3. Significant inter-service support agreements within the immediate area.

Installations and Logistics Division. Modifications to plant facilities

Human Resources Office

1. Civilian Strength Data
2. Training Data

Headquarters Battalion

1. Disciplinary Actions
2. Training Data
3. Community Relations
4. Military Strength data by month

Public Affairs Officer. Community Relations Summary

Chaplain

1. Religious Programs Summary
2. Community Relations Summary

Safety Manager

1. Training Data
2. Safety Statistics

ENCLOSURE (4)

COMMAND CHRONOLOGY ORGANIZATION

- I Commanding General Marine Corps Logistics Base Summary
- II Contents
- III Organizational Data
- IV Chapter One: LOGISTICS OPERATIONS
 - Deputy Commander
 - Office of the Comptroller (Code 40)
 - Manpower Department (G-1)
 - Logistics Operations Department (G-3)
 - Installations and Logistics Department (G-4)
 - Plans, Projects, and Analysis Department (G-5)
 - Communications and Information Technology Department (G-6)
 - Contracts Department (Code 89)
 - Business Opportunity Center (Code 155)
- V Chapter Two: MISSION ORGANIZATIONS
 - Mobile Equipment/Ordnance Center (Code 830)
 - Communications - Electronics/Missile Center (Code 840)
 - Logistics Data Management Center (Code 850)
 - Fleet Support Center, Albany (Code 870)
 - Maintenance Center, Albany (Code 880)
 - Blount Island Command (Code 90)
- VI Chapter Three: HEADQUARTERS BATTALION
- VII Chapter Four: BASE OPERATIONS
 - Office of the Counsel (Code 813)
 - Base Adjutant (Code 112)
 - Staff Judge Advocate (Code 120)
 - Band Officer (Code 125)
 - Public Affairs Officer (Code 130)
 - Office of the Inspector (Code 135)
 - Office of the Chaplain (Code 150)
 - Office of the Provost Marshal (Code 160)
 - Director, Family Service Center (Code 170)
 - Director, Installations and Logistics Division (I&L)
 - Director, Morale, Welfare and Recreation (MWR)
 - Director, Human Resources Office (350)
- VIII Chapter Five: BLOUNT ISLAND COMMAND

ENCLOSURE (5)

Appendix

COMMAND CHRONOLOGY ORGANIZATION

- A. Organizational Chart
- B. MARCORLOGBASE, Albany Supporting Documents

I	Commanding General Marine Corps Logistics Base Summary
II	Contents
III	Organizational Data
IV	Chapter One: LOGISTICS OPERATIONS
	Deputy Commander
	Office of the Comptroller (Code 40)
	Manpower Department (G-1)
	Logistics Operations Department (G-3)
	Installations and Logistics Department (G-4)
	Plans, Projects, and Analysis Department (G-5)
	Communications and Information Technology Department (G-6)
	Contract Department (Code 89)
	Business Opportunity Center (Code 125)
V	Chapter Two: MISSION ORGANIZATIONS
	Mobile Equipment/Ordnance Center (Code 830)
	Communications - Electronics/Missile Center (Code 840)
	Logistics Data Management Center (Code 850)
	Fleet Support Center, Albany (Code 870)
	Maintenance Center, Albany (Code 880)
	Blount Island Command (Code 90)
VI	Chapter Three: HEADQUARTERS BATTALION
VII	Chapter Four: BASE OPERATIONS
	Office of the Counsel (Code 813)
	Base Adjutant (Code 113)
	Staff Judge Advocate (Code 120)
	Band Officer (Code 125)
	Public Affairs Officer (Code 130)
	Office of the Inspector (Code 135)
	Office of the Chaplain (Code 150)
	Office of the Provost Marshal (Code 160)
	Director, Family Service Center (Code 170)
	Director, Installations and Logistics Division (I&L)
	Director, Morale, Welfare and Recreation (MWR)
	Director, Human Resources Office (350)
VIII	Chapter Five: BLOUNT ISLAND COMMAND

ENCLOSURE (5)