THIS IS A DRAFT—IF THE LISTED ITEMS IN SECTIONS 4 AND/OR 5 DO NOT MEET YOUR NEEDS, CHANGE THEM TO WHAT WILL.

**FEEL FREE TO SEND YOUR CHANGES TO THE COR TEAM FOR INCLUSION IN THE NEXT VERSION**

**OPNAVINST 5750.12K CH-1**

**DNS-H**

### Rev. Jan 2024

**OPNAV Report Symbol 5750-1**

**Command Serial Number:**

**Date Submitted:**

**Classification**:

# **Command Operations Report: SHORE Template**

This report is **REQUIRED** by all Navy commands echelon 2 or below and all operational Task Forces, Groups and Units temporarily established to meet operational requirements.

The Naval History and Heritage Command (NHHC) collects, organizes, and preserves Command Operations Reports (CORs). CORs of all classification levels, whether they are unclassified, classified or a combination of both shall be submitted, if applicable. NHHC defers to original classification and general need-to-know; however, as CORs are official permanent records, access is restricted and is only available to the public via the FOIA process. CORs utilization includes responding to official Requests for Information (RFIs) from SECNAV, CNO, OPNAV, the Fleet at large, Congress, and other official entities, as well as production of future operational and acquisitions legacy products. It is important to note, CORs are a primary source document used daily by the Veteran’s Administration (VA) to substantiate veteran claims.

The classification level of information shall not be the sole submission-determining factor. If information strengthens the reporting of the command's annual operations, it shall be included in the command's COR. Please follow the instructions for classified materials listed under Submission Instructions.

In order to reduce duplication of effort, if any of the following items in Section 4 are generated throughout the year for submission to service organizations, Congress, Numbered Fleets and Higher Headquarters, or like entities, those submissions may be substituted. If you have a question regarding the inclusion of these products contact NHHC personnel at NHHC\_COR@navy(.smil).mil or 202-433-9873.

To use this form as a template, delete the guidance within each section and type in your material.Complete all sections. Provide a numbered list of all supporting documents included as attachments within each section. See OPNAVINST 5750.12L and/or contact NHHC\_COR@navy(.smil).mil for assistance in compiling and submitting this form and any attachments.

Electronically submit one full version of the COR (preferred method). Electronic documents should be in a Microsoft Office format (Word, Excel, Power Point, or Access), PDF and JPEG formats preferred. Submit attachments via e-mail per the Submission Instructions at the end of this form. List any enclosures that are not electronic and submit in hardcopy per OPNAVINST 5112.6F.

## 1. Command Data

Name of your Command or Organization: **(**Include both full command name and short forms)

Unit Identification Code (UIC): (If your command has multiple UICs ex: subordinate commands) list each UIC with its applicable command name.

Name, rank, and contact information of Commander/Commanding Officer/Officer in Charge/Director:

Last: First: M.I.: Rank:

Email: Phone:

Date Assumed Command (date format is 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).**

Name(s) of additional Forces, Commands, Ships, Squadrons or Units assigned or under your operational control not included in the submission of this COR (if applicable):

Type and number of Aircraft/Ships Assigned and Tail Codes/Hull Numbers, if applicable:

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

Command Point of Contact:

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/Director Assessment and Intent

Provide a copy of the Commander/Director’s Intent, strategic plans, and/or visions. Including top 3 challenges and the efforts completed to mitigate said challenges. EOY summations, status reports, etc.

## 3. Chronology

The Chronology is a list of milestones organized by date between January 1st and December 31st of the prior year. Chronological items include all major milestones including but not limited to: Congressional testimony, budget items, development or sustaining of systems, maintenance – INSURV reports and exams, areas of acquisitions, deployments, mishaps, changes of command, shakedown operations, operational exercises and evolutions, certifications, VIP visits, CIV-MIL activities, key leader engagements, and awards.

The Required Documents listed in section 4 shall supplement the chronology and provide primary sources for reference.

## 4. Required Documents

Required Documents provide additional information for milestones listed in the Chronology.

Message traffic shall be included in Required Documents as applicable.

Administrative:

* Alpha Roster of personnel (military and civilian) assigned to the command between January 1 and December 31 of the prior year
* Quarterly organizational leadership charts name and rank (annual if no changes)
* Assaults and suicides: civilian and military; work place related; **STATISTICS ONLY**
	+ Apply guidance for reporting criteria of each category
* Personnel Casualty reports (PCRs): civilian and military; work place related
	+ Apply guidance for reporting criteria of each category
* Disciplinary reports: Captain Masts’ and above; **STATISTICS ONLY**
* Casualty reports (CASREPs)
	+ All types
* Award nomination packages and awards: command level only

Operations

* Major Milestones
	+ Developmental –by system
	+ Sustainment –by system
	+ Modernization –by system
	+ Budget – by system
		- Technical budget
		- Future development
	+ Partnerships
* Congressional testimony
* Quarterly and EOY briefings
	+ Operational
	+ Budget
	+ Status of systems
* Fielding of new systems
* Mishap reports (MISREPS)
* Operational orders
* Shakedown and testing after action reports

Safety

* Hazard reports (HAZREPS)
* Investigation reports

Maintenance

* INSURV and Certification exams and reports

## 5. Published Documents

Published Documents are the records created by the command. Please submit a selection that best represents the command and the work done.

* Strategic Plans
* Mission/Vision
* Commanding Staff biographies
* EOY messages, summations, reports
* Change of command materials
* Welcome aboard materials
* News articles (provide the article, not the web link)
* Unit Newsletters
* Unit Plans of the Week
* Glossary of terms/abbreviations

## 6. Photographs

All photographs submitted must have identifying information to include names, dates, locations, and events. Submit photographs at 600 DPI or higher, in TIFF or JPEG formats only.

* Commanding officer/Director
* Executive officer/Deputy Director
* Senior enlisted leader
* Entire command
* Sailors at work
* PAO photos representative of significant events

**Submission Instructions**

Submit only one full version of the Report (electronic submission preferred). Clearly label all submissions with the classification and any applicable caveats. Submit this report at the highest classification level necessary to fully and completely describe your command’s activities during the calendar year.

**Unclassified CORs**

The preferred submission method for UNCLASSIFIED (UNCLAS) material is a digital submission via email to NHHC\_HAD\_COR@us.navy.mil . Any UNCLAS attachments too large for transmission via e-mail may be zipped or sent through DoD Safe Use the following format for Report file names: “(Classification) UIC\_CommandAcronym\_YYYY\_COR,” for example: (U) 61938\_NOSC\_Tulsa\_2018\_COR, also use this format in the subject line of your email.

**Do not** forward CORs via US mail. USPS irradiates mail addressed to NHHC, which results in destruction of discs and damage to paper enclosures. The preferred method for shipment is FedEx or UPS.

Address all UNCLAS shipments to:

 Naval History and Heritage Command

Attn: COR Program
805 Kidder Breese Street, SE
Washington Navy Yard, DC 20374-5060

**Classified CORs**

The preferred submission method for CLASSIFIED (CLAS) material CONFIDENTIAL or SECRET is a digital submission via email to NHHC\_COR@navy.smil.mil. Submissions too large for one email may be sent in multiple emails, through IntelDocs or a zipped attachment. Use the following format for file names: “(Classification)UIC\_CommandAcronym\_YYYY\_COR”, for example: (S) 61938 NOSC Tulsa 2018 COR, also use this format in the subject line of your email.

Do not forward CORs via US mail. USPS irradiates all mail addressed to NHHC which results in destruction of discs and damage to paper enclosures. If sending by commercial courier, the preference is FedEx or UPS. Properly labelled and double wrapped all packages per contents overall classification guidelines..

Address for all CONFIDENTIAL and SECRET material:

 Naval History and Heritage Command

Attn: COR Program

805 Kidder Breese Street, SE

Washington Navy Yard, DC 20374-5060

 The inner wrapper should read:

 COR Program

 B57, Room 301/13

TOP SECRET (TS) or SENSITIVE COMPARTMENTED INFORMATION (SCI) material cam be submitted as part of your COR. Please email the COR Program at NHHC\_COR@navy.smil.mil to discuss submission requirements.

**For questions concerning the completion or submission of CORs, contact NHHC personnel at NHHC\_COR@navy(.smil).mil or 202-433-9873.**