**OPNAVINST 5750.12K CH-1**

**DNS-H**

**9 June 2014**

**OPNAV Report Symbol 5750-1**

**Command Serial Number:**

**Date Submitted:**

**Classification**:

# **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 Naval History and Heritage Command (NHHC) collects, organizes, preserves, and makes Command Operations Reports (CORs) available for reference and research. CORs not only serve as an annual report, they represent a snapshot in history of your command and may be used in the future by individuals such as naval personnel, historians, and benefits managers.

The classification level of information should not be the determining factor of its inclusion. If the information strengthens the report for the command's annual operations, then it should be included in the command's COR. Please follow the instructions for classified materials listed under Submission Instructions.

**To use this form as a template, delete the guidance within each section and type in your material.** All sections must be completed. Provide a numbered list of all supporting documents included as attachments within each section. See OPNAVINST 5750.12K CH-1 and/or contact NHHC\_COR@navy(.smil).mil for assistance in compiling and submitting this form and any attachments. Submission instructions contained in this form are current and correct.

It is only necessary to submit one full version of the COR. Electronic submission is highly preferred. Electronic documents should be in a Microsoft Office format (Word, Excel, Power Point, or Access), PDF, TIFF (preferred), JPEG, or plain text. Attachments in electronic format are to be submitted via e-mail or on a CD as explained at the end of this form. List any enclosures that are not electronic and submit them in hardcopy in the same manner as a CD.

## 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 (e.g. ships with multiple crews assigned) list each UIC with its applicable command.)**

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

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). Include OPLAN(s) and/or named operations you participated in during Task Force assignment (if applicable):

Name(s) of Commands, Squadrons or Units assigned or under your operational control included in the submission of this COR (if applicable):

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):

Number of Personnel Assigned:

Officers: Enlisted: Civilian:

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’s Assessment

This is written by the commander. The assessment of the command’s ability to complete its mission should be frank. Include a discussion about notable achievements as well as challenges encountered and how/if they were overcome. This section should discuss how the command fared during difficult events, how they succeeded, and what can be done to increase success and stability in the future. For higher echelon commands, it may be more appropriate to have assessments for each operation in addition to an overall assessment. If there was a change of command during the reporting year, the former commander should also include a commentary.

## 3. Chronology

Include a list of dates important to the command. These dates can be for a range of things like promotions (including name and rank), deployments, port visits, mishaps, changes of command, operations, exercises (training or otherwise), Funeral Honors Details, VIP visits, conferences, awards received, training, volunteering, and certifications. Occasionally training and certifications are performed multiple times before they are successful; if this is the case for your command, include dates for each and discuss this in the Narrative. Attach documents in Supporting Reports for reference as necessary.

 **Narrative**

The Narrative should amplify information included in the Chronology. For example, if Naval Gunfire Support is recorded in the Chronology, provide types and amount of ordnance deployed, the mission results, and reloading logistical effort in the Narrative. Include detail such as miles steamed, awards earned by the command and individuals, and personnel and materiel casualty information such as brief descriptions of accidents, assaults, suicides, hazardous material incidents, and disciplinary reports. Attach documents in Supporting Reports for reference as necessary.

## 4. Supporting Reports

Reports enclosed under this section should amplify information discussed in the Chronology and Narrative. Any report that discusses how the command completed its mission, what challenges it faced, and how these challenges were or were not overcome is appropriate for inclusion. In order to more easily compile supporting reports, it helps to accumulate them as they are created throughout the course of the calendar year.

Use a numbered list in this section with descriptive information for each item. Examples of Supporting Reports include, but are not limited to, the following items:

* Quarterly organizational charts with name and rank (annual if no changes)
* Lessons learned
* After action reports
* Casualty/Mishap reports
* Medical reports
* Hazard reports
* Disciplinary reports
* Battle damage assessments
* Post-deployment briefs
* Battle “E” nominations and awards
* Base maps as applicable
* Deployment reports
* Mid-deployment briefs
* Intelligence summaries
* Situation reports
* Operational reports
* Operational orders
* Operations plans
* Flight schedules during hostile actions
* Safety investigation reports
* INSURV reports
* Important meeting notes
* Training materials
* Reports of major training exercises
* Bravo Zulus
* Certification/Exam reports (like Operational Reactor Safeguard Examinations)
* Maintenance reports

## 5. Published Documents

Records created by the command intended for either the general public or all command personnel should be included as Published Documents. **At a minimum,** biographies of the command triad must be included. When submitting newsletters and Plan of the Week materials, please submit a selection that best represents the command’s COR year.

Use a numbered list in this section with descriptive information for each item. Examples of published documents include, but are not limited to:

* Commanding officer biography
* Executive officer biography
* Senior enlisted leader biography
* Change of command materials
* Welcome aboard materials
* News articles
* Installation guides
* Command website screenshots
* Cruise books or year books
* Command newsletters

## 6. Photographs

All photographs submitted must have identifying information to include names, dates, locations, and events. **At a minimum,** photographs of the command triad must be included. The only non-operational photographs that should be included in a COR are published photographs. If the photographs are included in the Published Documents section, they do not need to also be included in the Photographs section. If possible, please submit photographs at 600 DPI or higher. Only TIFF or JPEG formats are accepted for photograph submissions.

Use a numbered list in this section with descriptive information for each item. Examples of photographs include, but are not limited to:

* Commanding officer
* Executive officer
* Senior enlisted leader
* Entire command
* Battle damage
* Command members at work
* Planes or ships within the command
* Projects in progress or completed
* Safety issues
* Exercise

**Submission Instructions**

Submit only one full version of the Report. NHHC does not need both electronic and hardcopy versions. Clearly label all submissions with the classification and any applicable caveats. Submit this report at the highest classification level necessary to completely describe your command’s activities during the calendar year.

**Unclassified CORs**

The preferred submission method for UNCLASSIFIED (UNCLAS) material is via email to NHHC\_COR@navy.mil. Any UNCLAS attachments too large for transmission via e-mail may be mailed on CD. Use the following format for Report file names: “UIC\_CommandAcronym\_YYYY\_COR”, for example: 61938\_NOSC\_Tulsa\_2018\_COR.

After the commander writes the Commander’s Assessment, they can either send the email themselves or be CCed on the submission email; this will count for their sign off. There is no need to print a born digital version, sign it, scan it, and then email it. The commander can also digitally sign the COR with PDF software.

If submitting via email, please use the following subject line naming convention when submitting CORs: UIC\_CommandAcronym\_YYYY\_COR.

Prior to submitting via CD, review the CD(s). Check that all attachments are functional, uncorrupted, and NOT password protected. Clearly label the CD with the command name, UIC, and an UNCLAS label.

Do not forward CORs via US mail. All USPS mail addressed to NHHC is irradiated, which results in destruction of discs and damage to paper enclosures. Use a commercial courier, like 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 that is CONFIDENTIAL or SECRET is via email to NHHC\_COR@navy.smil.mil. Submissions too large for one email may be sent in multiple emails, through IntelDocs or mailed on a CD. Use the following format for file names: “UIC\_CommandAcronym\_YYYY\_COR”, for example: 61938\_NOSC\_Tulsa\_2018\_COR.

After the commander writes the Commander’s Assessment, they can either send the email themselves or be CCed on the submission email; this will count as their sign off. There is no need to print a born digital version, sign it, scan it, and then email it. Per command preference, the commander can also digitally sign the COR with PDF software.

If submitting via email, please use the following subject line naming convention when submitting CORs: as UIC\_CommandAcronym\_YYYY\_COR.

Prior to submitting via CD, review the CD(s). Check that all attachments are functional, uncorrupted, and NOT password protected. Clearly label the CD with the command name, UIC, submission year, and classification.

Do not forward CORs via US mail. All USPS mail addressed to NHHC is irradiated, which results in destruction of discs and damage to paper enclosures. Use a commercial courier, like FedEx or UPS. Ensure all classified packages are properly labelled and double wrapped.

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

Prior to submitting TOP SECRET (TS) or SECRET COMPARTMENTED INFORMATION (SCI) material, please notify the COR Program at NHHC\_COR@navy.smil.mil.

Forward CORs or enclosures containing TS material via courier using this address:

449558 BA43

HKD126 DC6 BA 32C

Naval History and Heritage Command

The inner wrapper should read:

 COR Program

 B57, Room 301/13

Forward CORs or enclosures containing SCI material via courier using this address:

 HKD 106

 449354 BA 31

 ONI Suitland

The inner wrapper should read:

ONI Historian (N42)

X2975

Please contact the ONI Historian with SCI submission questions via telephone at DSN 659-2975 or Commercial (301) 669-2975.

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