

TIPS FOR PREPARING COMMAND OPERATIONS REPORTS

- 1) Read the current OPNAVINST 5750.12K for Command Operations Reports carefully. Follow the Command Operations Report Fillable Form provided on the NHHC website or the template in OPNAVINST5750.12K, section by section, line by line. If you have any questions regarding the interpretation of this instruction, contact the Naval History and Heritage Command at COMM: (202) 433-3224 or DSN: 288-3224.
- 2) The Command Operations Report (COR) should be completed for calendar years, not fiscal years.
- 3) While writing this report, keep in mind the main people who will use it: veterans who want to learn more about their tours of duty by verifying duty locations or awards received, families who want to learn more about their relatives who served, Department of Veterans Affairs representatives helping with claims, and historians writing official publications and guides. Please avoid jargon and explain acronyms so that the command's history is understandable by everyone.
- 4) Amplifying information for each section is as follows:
 - A) Command Data: This section simply requires concrete facts about the command. Please include all units assigned to the command or under its operational control, as well as units deployed or stationed on board as tenant activities.
 - B) Commander's Assessment: This is written by the Commanding Officer. 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 overcome. This section can demonstrate 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 have assessments for each operation and an overall assessment.
 - C) Chronology: Please include dated information about significant operations and exercises conducted by the command; training initiated and/or completed; changes of command; major programs instituted which are related to the command's mission; combat or combat-support actions; class A and B mishaps; deployments; port visits; changes to command composition; and awards received. Attach documents in Supporting Reports for reference as necessary.
 - D) Narrative: The Narrative should amplify information included in the Chronology. For example, in the Chronology list a Naval Gunfire Support Mission or TLAM strike, then in the Narrative, provide types and amount of ordnance deployed, the mission results, and reloading logistical effort. Things especially useful to veterans – that are often excluded from deck logs – are personnel and materiel casualty information, and brief descriptions of fires, accidents, personal assaults, suicides, hazardous material, and disciplinary reports. Including statistics such as number of miles steamed and awards earned – both unit and personal – are some of the things families enjoy learning about their relatives. Attach documents in Supporting Reports for reference as necessary.

- E) Supporting Reports: Reports enclosed under this section should amplify information discussed in the Chronology and Narrative. Do not lengthily summarize the contents of supporting documentation in the body of the Chronology and Narrative; let these reports explain themselves.

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 as a Supporting Report. In order to more easily compile supporting reports, be sure to accumulate them throughout the course of the calendar year as they are created.

Examples of Supporting Reports include, but are not limited to, the following items:

- Deployment reports
- Intelligence summaries
- Training materials
- Situation reports
- Operational reports
- Operational orders
- Operations plans
- Meeting notes
- Battle damage assessments
- Casualty/Mishap reports
- Disciplinary reports
- Medical reports
- INSURV reports
- After action reports
- Bravo Zulus
- Battle Effectiveness nominations and awards
- Flight schedules during hostile actions
- Reports of major training exercises

- F) Published Documents: Records created by the command intended for either the general public or all command personnel should be included as Published Documents. Examples of published documents include, but are not limited to:

- Welcome Aboard materials
- Change of Command materials
- Cruise Books or Year Books
- Command newsletters
- Command websites
- News articles
- Biographies of the Commanding Officer, Executive Officer, and Command Master Chief

Ensure that all documents included in the Published Documents section were actually promulgated to command personnel or the general public. Unpublished documents, including photographs, are not intended for inclusion in CORs.

- G) Photographs: At a minimum, include dated photographs of the Commanding Officer, Executive Officer, and Command Master Chief, and planes or ships within the command. The only non-operational photographs that should be included in a COR are published photographs. If those photographs are included in the Published Documents section, they do not need to also be included in the Photographs section.

- 5) Submit CORs on an annual basis to the Archives Branch, Naval History and Heritage Command. Reports are due by 1 March every year unless the command is deployed between the end of the calendar year and 1 March of the next calendar year. If the command is deployed during that period, ensure that the COR is submitted no later than 30 days after the end of deployment.
- 6) CORs may be submitted through electronic submission or mail. Include a cover letter identifying the submission and all enclosures.
 - A) Electronic submission is preferred. The email address NHHC_COR@navy.mil was created specifically for COR collection. Please name the document with the following format: "Unit or Command Name_Year_File_Name". The year should have four digits (i.e., 2019 instead of 19).

Unclassified submissions may be made through NHHC_COR@navy.mil or archives@navy.mil. Classified submissions up to secret may be sent via Secret Internet Protocol Router Network (SIPR-net) to NHHC_COR@navy.smil.mil or archives@navy.smil.mil.

- B) Attachments too large for email can be sent on CD or printed out via commercial courier. Do not use the U.S. Postal Service, as mail is irradiated and the CD will be wiped of memory. Mail may be sent to the following address:

Naval History and Heritage Command
Attention: Ships History/Aviation History/Operational Archives
805 Kidder Breese Street, SE
Washington Navy Yard, DC 20374-5060

- C) CORs containing top secret or SCI should be forwarded via courier. The inner wrapper should read: ONI Historian, ONI-ODB extension 275.
 - i. CORs containing top secret material should be forwarded via courier to:
405130-BA 33
NHC/AR Washington, DC
 - ii. CORs containing SCI material should be forwarded via courier to:
449354-BA 31
Office of Naval Intelligence (ONI) / Suitland, MD
- 6) With any questions regarding the writing or sending of CORs, please contact the Histories and Archives Division via email at NHHC_COR@navy.mil. With research questions for CORs, please contact archives@navy.mil.