

OPNAVINST 5750.12J
14 Mar 2005

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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: **USS WASP (LHD 1)**

Unit Identification Code (UIC), per the SNDL: **21560**

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

Last: **Miller** First: **Todd** M.I.: **R** Rank: **Capt**

Date Assumed Command (date format YYYY-MM-DD): **2005-02-07**

Mission/Command Employment/Area of Operations: **USS WASP (LHD 1) is a multi-purpose amphibious assault ship whose primary mission is to embark, deploy, support and land elements of a Marine Landing Force in amphibious assault operations by helicopter, landing craft, amphibious vehicles, V/STOL or any combination of these methods. USS WASP has a secondary mission of sea control.**

Permanent Location (Home Port for deployable units): **Norfolk, Va**

Immediate Superior In Command:

Operational: **COMSECONDFLT (UIC 08961)**
VADM Mark P. Fitzgerald, USN (Oct – 31 Dec)
COMPHIBGRU TWO (UIC 55333)

RADM Reubin B. Bookert, USN (1 Jan – 18 Nov)
RADM Garry E. Hall, USN (18 Nov – 31 Dec)

Administrative: COMNAVSURFLANT NORFOLK VA (UIC 53824)
RADM Michael P. Etnyre, USN (1 Jan – 4 Feb)
RADM Michael P. Nowakowski, USN (4 Feb – 31 Dec)
COMPHIBGRU TWO (UIC 55333)
RADM Reubin B. Bookert, USN (1 Jan – 18 Nov)
RADM Garry E. Hall, USN (18 Nov – 31 Dec)

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): **N/A**

Name(s) of Forces, Commands, Ships, Squadrons or Units assigned or under your operational control (if applicable): **None**

Type and number of Aircraft Assigned and Tail Codes, if applicable: **None**

Commands, Detachments or Units deployed on board or stationed aboard as tenant activities (as applicable): **None**

Number of Personnel Assigned:

Officers: 73 Enlisted: 1048 Civilian: 2

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

Name (Rank, First Name, Middle Initial, Last Name): MCC [REDACTED]
Job Title/Office Code: PAO
E-mail (both classified and unclassified, if available): [REDACTED]
Phone number(s): (757) 445-4936
Command Mailing Address: USS WASP (LHD 1), FPO AE 09556-1660

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.

WASP's main focus during 2005 was to become Surge-ready as soon as possible to support missions as assigned in support of the Global War on Terrorism. After completing a two month shipyard availability in February 2005, WASP became Surge-ready within sixty days (a first for large deck amphibious ships.) WASP also prepared for operations and support as a Disaster relief ship, ready to assist United States citizens or foreign countries as tasked. Additionally, WASP played a key role in the operational testing and wind envelope expansion testing of the V-22 OSPREY aircraft, contributing to Fleet wide instruction revisions and guidelines. At the closing of the year, WASP aggressively prepared for it's newest mission as COMSECONDFLT flagship, hosting VADM Fitzgerald and his staff.

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.

CHRONOLOGY

January 2005

**CMAV NORSHIPCO

01-31 Moored portside pier 10 berth 6 Norfolk Naval Station
25 U.S. and Columbian Directors of Naval Intelligence Tour
PATTG Audit

February 2005

CMAV NORSHIPCO

**Flight Deck Resurfacing

01-23 Moored portside pier 10 berth 6 Norfolk Naval Station
04 Commander Pacific Fleet Visit (1)
07 Change of Command
09 Commander Fleet Forces Command Foreign Liaison Officer Tour (7)
12 Sea Cadets Tour (30)
23 Transit and moored pier 1 Norfolk Shipco
24-28 Moored stbdside pier 1 Norfolk Shipco

March 2005

**Flight Deck Resurfacing

14-18 Air Traffic Control Symposium – Corpus Christi, TX
01-31 Moored stbdside pier 1 Norfolk Shipco

April 2005

01-24 Moored pier 1 Norfolk Shipco
11-22 AATCC Team Training
24-26 VACAPES
26-30 Moored stbdside pier 10 berth 6 Norfolk Naval Station

May 2005

1-31 Moored stbdside pier 10 berth 6 Norfolk Naval Station
10 Air Command and Staff College Tour
11 NATO Naval Forces Sensor and Weapon Accuracy Check Sites
(FORACS) Tour (30)
11 NATO Infrastructure Conference Tour (40)
17 SAREX
18-20 CART II Completed
19 Aviation Readiness Qualification (ARQ)

June 2005

** Amphibious Specialty Training Phase I (AST 1) Begins (20 June)

***Type Training VACAPES

01-09 Moored stbdside pier 10 berth 6 Norfolk Naval Station
07 COND 1Alpha pierside for LCU Stern Gate Marriage
09-10 Lynnhaven Anchor and VACAPES. Precision Anchorage using STBD anchor.
11-12 Moored pier 10 berth 6 Norfolk Naval Station
12-13 VACAPES
12-13 QA – Rotary Wing, MOB-S-13-SF (less fixed wing)
14 RAS with USNS John Lenthal.
14 Precision Approach Landing Certification
14-17 VACAPES
17-20 Moored pier 10 berth 6 Norfolk Naval Station
20 Precision Anchorage using PORT anchor.
20 COND 1Alpha at anchor for LCAC Day/Night operations to include Emergency
Recovery
20 Lynnhaven Anchorage
21-23 VACAPES
21 Precision Anchorage using PORT anchor
22 Leaders at Sea Visit (5)-- GUEST LIST
1. Mr. Roger Vandenberg: Co-president Venture Capital (Barrington, RI)
2. Mr. Ed Kelly: Co-president Venture Capital (Barrington, RI)
3. Mr. Lee Handford: Owner for Lee A. Handford, Atty at Law
4. Ms. Patricia Valenzuela: Senior Corporate Marketing Rep for NFCU
5. Mr. Wayne Truxillo: Regional Marketing Manager for NFCU
23-30 Moored portside pier 12 berth 5 Norfolk Naval
27 MWR Summer Fest Celebrity Tour -- WASP was host to a group of distinguished
visitors on Monday, June 27, 2005, from 1400 to 1530. The tour was a chance to
familiarize these celebrities, including NASCAR Hall of Fame driver Bobby Allison, NFL
Hall of Fame player Anthony Munoz and Chef Paul Prudhomme, with a large-deck
amphibious ship as well as give them an opportunity to meet and talk with WASP Sailors
27 German AF General Staff Col Tour (37)

- 30 World Affairs Council Chairman Circle Tour (12)
- 30 W. European Union Defense Committee Tour (30)

July 2005

***Type Training VACAPES

- 01-27 Moored pier 12 berth 5 Norfolk Naval Station
- 01 Belgian Military Defense College (55)
- 15 Transition of Service Records and Personnel to PSD Afloat
- 22 Updated WASP Pilot Controller Handbook
- 18-22 Final Evaluation Phase (FEP)
- 23 Asian/Middle East Navies (110)
- 26 National Defense University International Fellows Program (58)
- 27 Royal Marines Young Officers Course (52)
- 27-31 Enroute Rockland Maine
- 28-31 Deck Landing Qualifications (DLQ's) with HSC-26/28
- 29 RAS with USNS Laramie (T-AO-203) Station 3 & 7. 200K DFM

August 2005

- 01-07 Rockland Maine Anchor
- 02-07 Lobsterfest Rockland Maine: More than 10,000 visited ship during general visitation tours from 3 – 6 Aug, Lobsterfest Volunteers and Staff (50) on 5 August
- 02 Precision Anchorage using STBD anchor Rockland Maine
- 07-09 Transit to NOB
- 08 RAS USNS Laramie (T-AO-203) Station 3, 5 & 7 Night UNREP, 385K DFM and 12 Pallets
- 09 Precision Anchorage using PORT anchor
- 09-31 Moored portside pier 9 berth 2 Norfolk Naval Station
- 12 TADTAR Budget finalized
- 15 OPTESTED FAS 1 by spanning across pier to simulate FAS of USNS Kanawha (T-AO-196)
- 17 Naval Academy Faculty Tour (20)
- 23 LST Reunion Tour (85)

September 2005

** Begin CMAV 5A4 (23 Sep)

- 01-30 Moored pier 9 berth 2 Norfolk Naval Station
- 06 C5RA Completion
- 12-15 DLQ's with 160 SOAR
- 15-19 Supply Management Assessment (SMA)
- 20-23 Well Deck Lighting Certification
- 20 OPTESTED FAS 1 by spanning across pier to simulate FAS of USNS Kanawha (T-AO-196)
- 24 Defense Intelligence Agency Tour (25)
- 28 Georgia Employer Support for the Guard and Reserves Tour (45)

October 2005

** Amphibious Specialty Training Phase I (AST 1) Ends (13 Oct)

***End CMAV 5A4 (7 Oct)

- 01-11 Moored per 9 berth 2 Norfolk Naval Station

- 11-19 Onslow Bay
- 13-20 AV-8 Flight Deck Certification
- 14-18 QA – Fixed Wing, MOB-S-13-SF (completed)
- 15 Precision Anchorage using PORT anchor
- 15 Successful completion of nighttime MOB
- 17-19 COND 1Alpha for LCAC Operations ISO NAVSEA Well Deck Lighting
- 18 Rapid ballast demonstration (last outstanding item for Well Deck Cert
- 19 RAS USNS Laramie
- 20 Family Day Cruise (600)
- 20 Anchor on Lynn haven and moored portside pier 10 berth 6
- 20-23 Hurricane: Moved over 225 pallets of emergency supplies onboard in two days in support of HADR (Hurricane Assistance, Disaster Relief)
- 20-31 Moored stbdside pier 10 berth 6
- 24-25 Supply Management Inspection (SMI)
- 24-28 Supply Management Inspection (SMI)
- 27 Presidential Management Interns Tour (15)

November 2005

- 01-15 Moored portside pier 10 berth 6 Norfolk Naval Station
- 05 Sea Cadets Tour (50)
- 07-10 3M Certification
- 14 Well Deck Certification
- 15-17 VACAPES
- 17 RAS USS James E. Williams(FAS 1)
- 17 RAS with USNS Laramie (T-AO-203) Station 3 & 7, 240K DFM
- 17-21 VACAPES
- 21-30 Moored stbdside pier 10 berth 6 Norfolk Naval Station
- 29 - COMPHIBGRU Two Tour (3)

December 2005

***Type Training VACAPES

- 01-06 Moored pier 10 berth 6 Norfolk Naval Station
- 06-09 VACAPES
- 09 RAS with USNS Laramie (T-AO-203) Station 3 & 7, 240K DFM
- 9-31 Moored pier 10 berth 6 Norfolk Naval Station

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.

NARRATIVE

January 2005

During 2005, WASP continued to fulfill its critical national security mission, preparing for a possible surge or other contingency operations, while maintaining its complex

systems, programs, and capabilities. WASP also served as the Navy's example to the nation and the world at large, acting as the test platform for new weapons systems and exhibiting the flexibility of her design. Hosting innumerable tours and official visits, WASP played a critical role in educating national and international representatives about the LHD's place in U.S. Naval planning. The year was also characterized by a change in mission, from surge ready for the Global War on Terror (GWOT), to a Homeland Defense and Humanitarian relief platform. However, many WASP Sailors deployed in other capacities as individual augmentees to help fight the GWOT.

However, the highest priority for the year was maintaining readiness and ship's material condition. During January 2005, Aviation Intermediate Maintenance Department (AIMD) reworked 57 pieces of support equipment and material handling equipment assets at Norfolk Naval Shipyard(NNSY), CNAL crash crane/ salvage yard and PWC Norfolk (LP-20, LP-26) at a savings of more than \$200,000. AIMD's efforts directly contributed to the successful completion of the Aviation Readiness Qualification as well as the Aviation Certification (AVCERT) Inspections. Additionally, WASP load tested and certified all Material Handling Equipment forklifts ensuring continuous movement of stores, cargo and ammunition at a cost savings of more than \$12,000. Engineering conducted switchboard cleaning of major switchboards and Load Centers. Other efforts included variable Speed Drive Fire Pump Installation for # 5 and # 6 fire pumps, an overhaul on 3SG and 3S-4S/5S bus tie breakers, a repair to # 1 HPAC drain solenoid and aft main condensate suction MOV.

Air Department, after the 2004 deployment and a MV-22 Test period, successfully completed its Pre-Availability Tech Assist (PATA) Visit with COMNAVSURFLANT.

February 2005

WASP's Executive Officer (XO) during the 2004 ESG-2 deployment, CAPT Todd R. Miller, USN, relieved CAPT James Wise, USN, as Commanding Officer on February 7, 2005. Shortly after the change of command, WASP traveled to NORSHIPCO in Norfolk, VA, for required maintenance, ending a period of almost two years of continuous operations.

AIMD began coordination on a three-month installation of the ProTrack Huntron troubleshooting test set and the NALCOMIS O-I level server in February. These components were designed to assist and link AIMD and deployed squadrons, facilitating better customer support and reduced component repair times. AIMD also implemented the COMNAVAIRFOR 4790.2 instruction standardizing processes within the Navy and Marine Corps maintenance environments, resulting in greatly enhanced mission readiness and aircraft availability for ESG air wings.

March 2005

In March, WASP's Calibration Laboratory coordinated the Systems Calibration (SYSCAL) MARMC on-site team visit. The team completed over 959 installed items, ensuring critical systems are calibrated prior to scheduled light-off. Additionally, during this evolution the calibration team identified and corrected 1781 discrepancies in

Calibration MEASURE database.

Engineering also utilized the yard period to maximum advantage. The department hosted an ATG visit conducted for Underway Demonstration (UD) preps, began depot availability, started the 18-month boiler inspection for #1 and #2 boilers, and rewound the aft main circulation pump. Also, the Number 2 vertical package conveyor was overhauled and engineering conducted emergent repairs to the aft IC vent motor. Other items included:

- 79K reefer modification install
- Cableway inspection
- Mechanically cleaned #2 evaporator
- Overhauled 1A, 1B, 1C, 2A, 2B, and 2C Low Pressure Air Compressors
- Replaced NR6 and NR7 Deballast Air Compressors
- Conducted repairs to major Combat Systems MBT cabling
- Repaired # 2 converter fan motors

April 2005

In April, WASP concluded depot availability at NORSHIPCO and Engineering continued to ready the ship for possible operations. NAVSESS conducted a SSTG governor groom, and other items included:

- Number 8 fire fighting pump turbine bearing and seal
- Overhauled 2A and 2B Forced Draft blower
- Rebuilt NR 13 Hot Water Heater
- Overhauled Number 2 EDG fuel pumps and nozzles
- Replaced NR 2 EDG Bellows assembly
- Replaced/Repaired Number 1 EDG Turbo from casualty
- Repaired NR 1 Cargo Weapons Elevator Door

While the ship was in overhaul, Air Department personnel performed preservation on 100,000 square feet of island superstructure to save \$325,000 in government funding. V-1 Division personnel coordinated and scheduled the resurfacing of 14,000 square feet of failing non-skid on the flight deck. They assured the accomplishment of a quality job in a record breaking time of one month after leaving the yards. Air Department also finished its Pre-Aviation Readiness Qualification and Pre-Aviation Certification inspections during this time period. WASP's Well Deck was improved through the installation of L.E.D. (Green Light) lighting system.

May 2005

By mid-May the ship was able to achieve CART-II certification. However, WASP received notification that it would likely serve as the successor to LHD-7 IWO JIMA as the Commander Second Fleet Flag ship.

WASP's Engineering Department groomed a DC Console and an AFFF System. The department also removed tunnel covers on #2 Main Engine, replaced fwd and aft LPAC Dehydrators, overhauled the RHIB and LCPL, and replaced the STBD anchor windlass HPU.

Air Department completed its Aviation Readiness Qualification inspection two weeks ahead of schedule with outstanding results. The department also successfully achieved its Aviation Certification. The completion of these inspections allowed WASP to gain her Rotary Wing Certification and achieve "surge-ready" status less than 60 days after its maintenance availability.

WASP conducted numerous wet well operations utilizing both conventional and non-conventional landing craft in support of Amphibious Specialty Training Phase One and Well Deck Certification.

June 2005

In June, WASP was hand-picked by COMNAVSURFLANT to manage the extensive rework on two A/S32A-31A Aircraft Tow Tractors, a depot-level repair. AIMD completed the project 30 days ahead of schedule with a cost avoidance of \$65,000. These two assets are destined to be the initial support equipment on the next generation Amphibious Dock Landing ships LPD-17 and LPD-18.

WASP also completed several major certifications to demonstrate "surge readiness." Air Department conducted aviation certification, an AFFF shoot, and a countermeasure washdown on the flight deck. Engineering Department conducted its Underway Demonstration, scoring in the top five percent. Deck Department also began its well deck certification.

July 2005

The final phase of WASP's "surge ready" testing was completed in July with the successful completion of the Final Evaluation Phase (FEP) testing.

In July, in a joint effort with SPAWAR technical branch, WASP's AIMD Department installed the NALCOMIS AT "I" Server System. This upgrade of ship's hardware and software systems facilitated WASP's ability to fully support V-22 Osprey operations during future deployments. AIMD also reconciled its NALCOMIS database with WASP's Supply Department inventory, which resulted in the identification of over 500 items due for maintenance inspection and purging of over 537 obsolete items. The team effort between AIMD and Supply departments directly contributed to outstanding grades received in the subsequent Supply Management Inspection.

In late July, WASP began transit to Rockland, Maine in order to participate in Rockland's annual Lobsterfest festivities.

From a maintenance perspective, July marked a number of improvements including: Ships self serve laundry overhauled (20 new washers / 20 new dryers installed), Oily Waste system groomed /testing conducted, changed oil seal steam admission valve 1B main feed pump (MFP), and the steering groomed. Additionally, the the NR 4 A/C Compressor and controller were overhauled and repairs conducted on #1 main engine dehumidifier.

The ship also conducted the Final Evaluation Problem (FEP).

August 2005

In August, WASP's AIMD Department performed a Depot Level repair on the 1764AS100-2 Aircraft Crash Handling and Salvage Crane. WASP was the first Naval Aviation activity to change the main drive axle on the Crash Crane, permitting successful AV-8 flight deck certification. Later the 1764AS100-2 Aircraft Handling and Salvage Crane was temp-loaned to the LHA 3 USS NASSAU for the critical underway period prior to deployment. The Department also conducted a 3M baseline assessment (scored as a certification due to high score), opened and cleaned out aft main condenser, replaced RHIB hydraulic lines and rewired LCPL.

September 2005

Maintenance for the month included 2A Main Feed Pump (MFP) pipe replacement and C2F space security and cipher lock installs.

October 2005

In support of relief efforts for Hurricane WILMA, the ship received and moved over 225 pallets of emergency supplies onboard in two days in support of HADR (Hurricane Assistance, Disaster Relief)

AIMD Conducted depot level repairs to 4 secondary drainage eductors and repaired 5 Steam Atomization Drain Valves. The Department also conducted repairs to forward shore power breakers / switchboard.

November 2005

WASP received official correspondence was certifying the well dock in November 2005, following a successful demonstration of "Rapid Ballast and De-ballast" evolution.

Maintenace included:

- Steam smothering piping replacement
- Pop Tested 34 ballast tank relief valves
- Ballasting Certification conducted
 - #2 main Engine tunnel covers overhauled
 - #2 main engine LP turbine oil leaks repaired
 - #1 Evaporator Condensate Pump overhauled
 - Distillate pump mechanical seal replaced
 - Groom Hanger Bay Heaters for winter
 - Complete Port Side Port SWBD

Air Department maintained a proficient Flight Deck Team with several shorter training periods. This included joint operations with MH-47E's from the Army's 160th SOAR unit. The Department also successfully completed a Rotary Wing Re-Certification and Fixed Wing Certification. The Fixed Wing Certification included a trip to New River, NC for Harrier Phase II training.

In November 2005, WASP participated in final phase testing for the V-22 OSPREY aircraft. The crew helped complete over 36.0 hours of tilt-rotor operations, including 10

nighttime hours and 195 landings in support of wind envelope expansion, dynamic interface testing, and flight deck heating validation. This test period also allowed WASP to become the first L-class ship to officially receive Afloat Training Group's Tilt-Rotor Certification.

December 2005

WASP prepared for its new mission as flagship for C2F readying crew and spaces for support Flag infrastructure and personnel.

Maintenance for the month included rebuilding 2A CHT macerator pump and installed 4 Fire Main 4 valves. Work was also performed on Hydro #2 Boiler and Hydro #1 evaporator. 2A / 2B fuel oil service pump mechanical seal replaced. Additionally, repairs were performed on NR 1, 2, 3, 4, and 5, 6 Compressor Melt Units and Pulper

Air Department continued to maintain its proficiency with a brief deck landing qualification period for CH-46's and CH-53's. For the year The Aviation Training Team conducted over 40 flight deck and hangar bay drill scenarios, emphasizing flight deck and hangar bay safety, air traffic control procedures, and aircraft firefighting procedures. More than 230 vertical replenishment evolutions, three medevacs, and five VIP personnel transfers were safely accomplished. Flight deck personnel safely conducted more than 80 aircraft moves. Hangar bay personnel conducted more than 12 aircraft moves and more than 80 elevator evolutions without any major incidents. V-3 Division completed the rehabilitation of 36 division spaces and over 50,000 square feet of hangar bay bulkhead to save over \$250,000 in contractor costs. V-3 also hosted ten official ceremonies and over 1,500 guests in the Hangar Bay. V-4 fueling teams issued more than 40,000 gallons of JP-5 and conducted 3,247 quality assurance samples for water, sediment, and proper flashpoint.

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.

NONE

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.

Attached Files

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.

Attached Files

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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Washington Navy Yard, DC 20374-5060

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All ships: shiphistory@nhc.navy.smil.mil
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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:

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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:

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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.