



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 5750.1M
OPS

18 APR 2025

AIR STATION ORDER 5750.1M

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: COMMAND CHRONOLOGY

Ref: (a) MCO 5750.1H
(b) MCIEAST-MCB CAMLEJO 5750.1B Ch 1
(c) MCBul 3000

Encl: (1) Preparation of the Command Chronology

1. Situation. This Order establishes the provisions of the references for reporting the annual Command Chronology, for the period of 1 October through 30 September, for Marine Corps Air Station (MCAS) New River and Headquarters and Headquarters Squadron (H&HS).

2. Cancellation. Air Station Order 5750.1L.

3. Mission

a. To provide guidance and instruction for commanders and staff members, and individuals involved with Command Chronology execution and the Marine Corps Historical Program.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Command Chronology provides a concise review of the highlights and experiences considered to be of significance to higher authority of the Marine Corps. The Command Chronology must be presented in sufficient detail to convey the unique and distinctive qualities of the command during the period covered.

(2) Concept of Operations. The Command Chronology is a documented report to the Commandant of the Marine Corps covering the significant events of Marine Corps organizations. It provides this command with a periodic summation of its experiences useful in future planning and is often the only lasting official record of a command's activities. Therefore, it is imperative it be complete, informative, legible, and representative of the professionalism and precision that characterize the Marine Corps.

b. Tasks

(1) CO, H&HS

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(a) Maintain cognizance for the annual H&HS Command Chronology compilation.

(b) Prepare and submit appropriate input for the fiscal year (FY) Command Chronology on a quarterly basis for the period of 1 October through 30 September via Microsoft Teams or SharePoint, utilizing the references and enclosure (1).

(c) The Command Chronology must be signed by the CO, H&HS rather than "By direction," per reference (a).

(2) Station Directorates. Station Directorates shall maintain cognizance for the annual Command Chronology compilation and prepare and submit appropriate input for the FY Command Chronology on a quarterly basis for the period of 1 October through 30 September via Microsoft Teams or SharePoint, utilizing the references and enclosure (1).

(3) Command Historical Officer

(a) Maintain cognizance for the annual command and H&HS Command Chronology compilation and ensure the chronologies submitted meet the requirements of the references.

(b) Compile all Station Directorate and H&HS submissions into a single source document and submit to Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) G-3/5 and to the Archives Branch, Marine Corps History Division.

(c) Maintain the unclassified original, record copy of the Command Chronology and confirmation of receipt as part of the Historical Summary Files.

c. Coordinating Instructions

(1) MCAS New River Command Chronology Teams site:
https://usmc.sharepoint-mil.us/teams/Command_Chronology/Shared%20Documents/Forms/AllItems.aspx?csf=1&web=1&e=8HikY8&CID=8b3553c0%2Ddc25%2D4c79%2D8c2a%2D3b6f6e7eff2c&FolderCTID=0x012000B0DF0419D645754888E8BB48E6290913&id=%2Fteams%2FCommand%5FChronology%2FShared%20Documents%2FGeneral%2FFY25%5FCommand%5FChronology

(2) MCAS New River Command Chronology SharePoint site:
https://usmc.sharepoint-mil.us/teams/command_chronology.

5. Administration and Logistics

a. Submit all recommendations concerning this Order to Station Plans and Operations (S-3).

b. The Command Chronology must be signed by the CO, MCAS New River rather than "By direction," per reference (a).

c. The Command Historical Officer will submit the annual Command Chronology electronically, quarterly, by the deadline established by

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reference (b), on the MCIEAST G-3/5 Command Chronology SharePoint site at https://usmc.sharepoint-mil.us/sites/MCIEAST_G3_G5_CC.

d. The Command Historical Officer will submit the annual Command Chronology electronically, by the deadline established by reference (b), to the Archives Branch, Marine Corps History Division at history.division@usmcu.edu and MCU_5750@usmcu.edu via the Department of Defense Secure Access File Exchange at <https://safe.apps.mil>.

(1) The naming convention for the Command Chronology consists of three parts: Command Chronology, unit name, and date. For example, Command Chronology, MCAS New River, DDMMYYYY.

(2) The Archives Branch, Marine Corps History Division will acknowledge receipt of the Command Chronologies within two weeks of receipt. The receipt will be maintained with the Command Chronology as part of the Historical Summary Files.

6. Command and Signal

a. Command. This Order is applicable to all MCAS New River directorates and H&HS.

b. Signal. This Order is effective the date signed.



G. W. BURNETT

DISTRIBUTION: A

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Preparation of the Command Chronology

1. Components and Format. Format, content requirements, and detailed instructions for the preparation of the chronology, including the four prescribed sections, are provided in reference (a) and this enclosure. These instructions should be used as a guide; however, the form and content of the chronologies may vary with the functions of the reporting organization. The four prescribed sections of the Command Chronology are:

- a. Section I. Organizational data.
- b. Section II. Narrative summary.
- c. Section III. Sequential listing of significant events.
- d. Section IV. Supporting documents.

2. Cover Letter. The cover letter is structured as standard correspondence on Station and H&HS letterhead, as depicted in Figures 1-1 and 1-2.

a. The original Command Chronology, for MCAS New River and H&HS, must be personally signed by the respective CO and forwarded to the Command Historical Officer for submission.

b. Reports of subordinate units required to submit Command Chronologies must be personally signed by the subordinate unit CO and forwarded with the parent unit's report.

c. If the CO, MCAS New River and CO, H&HS do not sign the original document, the document will be rendered incomplete, and the submission will be returned for signature.

d. If the CO, MCAS New River and CO, H&HS are not available for signature, the Command Chronology may be signed by the acting CO; however, an explanation of the non-availability of the CO must accompany the Command Chronology.

3. Section I: Organizational Data. Section I includes basic organization data, such as the official unit designation, time period covered, geographic location, personnel information, average personnel strength, and a table of organization (T/O) of equipment for both equipment and personnel, utilizing the references.

a. Unit designation includes the reporting unit code and T/O number.

b. The period covered is 1 October through 30 September.

c. Use rank/grade, first name, middle initial, and last name to identify individuals throughout the Command Chronology. For all commanders and principal staff members, use inclusive dates for time covered by reporting periods.

d. The average monthly strength contains the personnel chargeable and on hand.

e. List type and number of major items of equipment assigned; such as aircraft, tanks, fire trucks, and vehicles as required by reference (c).

4. Section II: Narrative Summary. Section II is written from the Commander's viewpoint, highlighting the most significant accomplishments of the department and squadron. It shall describe the approaches and techniques used to overcome problems and achieved objectives during the period covered. Emphasis should be given to recurring problems. The narrative summary is to be written in paragraph format; this is not the department's mission statement.

5. Section III: Sequential Listing of Significant Events. Section III includes a sequential listing of significant events; 1 October through 30 September, especially as they relate to the below:

a. Activation, deactivation, and redesignation of units or departments within the organization with specific dates.

b. Combat operations/actions with specific dates.

c. Changes of operational and administrative control and relocations with specific dates.

d. Significant command and staff actions.

e. Ceremonies and awards.

f. Alerts, deployments, and exercises.

g. Modifications to plant and facilities.

h. Command relations and area coordination relations with other military organizations within the immediate area.

i. Civic action and community relations highlights.

6. Section IV: List of Supporting Documents. Supporting documents will be included whenever needed for clarity and completeness, or to preclude lengthy writing. Both the narrative summary and sequential listing of significant events can be amplified by supporting documents. Cross-referencing should be accomplished throughout these sections by inserting "see items A through D in Section IV". Electronic documents and records of the following types must be included:

a. Standing operating procedures, directives, orders, bulletins, and memoranda affecting annual significant events.

b. Operational and administrative plans, letters of instruction, after action reports, and post exercise reports.

c. Command and special staff studies with estimates.

d. Awards.

e. Biographies and command photographs.

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- f. Ceremony programs and brochures.
- g. Command and squadron history and insignias.
- h. Facility background and history.
- i. Photographs, maps, blueprints, and drawings.
- j. Commemoratively named streets and buildings.
- k. Newspaper and magazine articles and newsletters.
- l. Other historically significant documents.

7. Formatting Guidelines

- a. The cover letter is structured as standard correspondence.
- b. Do not place enclosure markings or page numbers on the Command Chronology.
- c. Use of full dates and year listings are required on all entries.
- d. Use full rank, first name, middle initial, and last name to identify individuals throughout the chronology.
- e. All acronyms will be spelled out when used for the first time in the text. This applies to Section II only.
- f. No acronyms used in Sections I, III, or IV.
- g. Submit supporting documentation in a Portable Document Format (PDF).

8. Submission Timelines. Compiled quarterly Command Chronology submissions are due to the Historical Officer within 10 working days after the end of the period established.

- a. First Quarter. 1 October through 31 December.
- b. Second Quarter. 1 October through 31 March.
- c. Third Quarter. 1 October through 30 June.
- d. Fourth Quarter. 1 October through 30 September.

MCAS New River Command Letterhead

5757
OPS
DD Mon YYYY

From: Commanding Officer, Marine Corps Air Station New River
To: Commanding General, Marine Corps Installations East-Marine Corps
Base, Camp Lejeune (Attn: G-3/5)

Subj: COMMAND CHRONOLOGY FOR THE PERIOD OF 1 OCTOBER YYYY THROUGH 30
SEPTEMBER YYYY

Ref: (a) MCO 5750.1H
(b) MCIEAST-MCB CAMLEJO 5750.1B Ch 1
(c) ASO 5750.1M

Encl: (1) Marine Corps Air Station New River Command Chronology

1. Per the references, the Marine Corps Air Station New River Command
Chronology is provided as enclosure (1).

2. Point of contact is Rank First M. Last at (910) 449-####.

I. M. COMMANDER

Copy to:
Historical Officer
File

Figure 1-1.-- Sample MCAS New River Command Chronology Cover Letter

MCAS New River H&HS Command Letterhead

5757
OPS
DD Mon YYYY

From: Commanding Officer, Headquarters and Headquarters Squadron, Marine
Corps Air Station New River

To: Commanding Officer, Marine Corps Air Station New River

Subj: COMMAND CHRONOLOGY FOR THE PERIOD OF 1 OCTOBER YYYY THROUGH 30
SEPTEMBER YYYY

Ref: (a) MCO 5750.1H
(b) MCIEAST-MCB CAMLEJO 5750.1B Ch 1
(c) ASO 5750.1M

Encl: (1) Headquarters and Headquarters Squadron, Marine Corps Air Station
New River Command Chronology

1. Per the references, the Headquarters and Headquarters Squadron, Marine
Corps Air Station New River Command Chronology is provided as enclosure (1).
2. Point of contact is Rank First M. Last at (910) 449-####.

I. M. COMMANDER

Copy to:
Historical Officer
File

Figure 1-2.-- Sample H&HS Command Chronology Cover Letter

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SECTION I
ORGANIZATIONAL DATA

1. Unit Designation

- a. Reporting Unit Code: 02021.
- b. Table of Organization Number: 8341.

2. Period Covered and Location. 1 October YYYY through 30 September YYYY,
at Marine Corps Air Station New River, Jacksonville, North Carolina 28545.

3. Personnel Information

- a. Commanding Officer, Marine Corps Air Station New River
Rank First M. Last
1 October YYYY - DD Month YYYY

Rank First M. Last
DD Month YYYY - 30 September YYYY

- b. Executive Officer, Marine Corps Air Station New River
Rank First M. Last
1 October YYYY - DD Month YYYY

Rank First M. Last
DD Month YYYY - 30 September YYYY

- c. Subordinate Commanders:

- (1) Commanding Officer, Headquarters and Headquarters Squadron:
Rank First M. Last
1 October YYYY - DD Month YYYY

Rank First M. Last
DD Month YYYY - 30 September YYYY

- (2) Executive Officer, Headquarters and Headquarters Squadron:
Rank First M. Last
1 October YYYY - DD Month YYYY

Rank First M. Last
DD Month YYYY - 30 September YYYY

- (3) Sergeant Major, Headquarters and Headquarters Squadron:
Rank First M. Last
1 October YYYY - DD Month YYYY

Rank First M. Last
DD Month YYYY - 30 September YYYY

Figure 1-3.-- Command Chronology Section I Format

SECTION I
ORGANIZATIONAL DATA

d. Principal Staff:

- (1) Adjutant:
Rank First M. Last
DD Month YYYY - DD Month YYYY
- (2) S-1 Officer:
General Schedule # First M. Last
DD Month YYYY - DD Month YYYY
- (3) Deputy Security Manager:
General Schedule # First M. Last
DD Month YYYY - DD Month YYYY
- (4) Operations Officer:
Rank First M. Last
DD Month YYYY - DD Month YYYY
- (5) Deputy Operations Officer:
General Schedule # First M. Last
DD Month YYYY - DD Month YYYY
- (6) Airfield Operations Officer:
Rank First M. Last
DD Month YYYY - DD Month YYYY
- (7) S-4 Officer:
General Schedule # First M. Last
DD Month YYYY - DD Month YYYY
- (8) S-6 Officer:
Rank First M. Last
DD Month YYYY - DD Month YYYY
- (9) Comptroller:
Rank First M. Last
DD Month YYYY - DD Month YYYY
- (10) Staff Judge Advocate:
Rank First M. Last
DD Month YYYY - DD Month YYYY
- (11) Command Chaplain:
Rank First M. Last
DD Month YYYY - DD Month YYYY
- (12) Supply Officer:
General Schedule # First M. Last
DD Month YYYY - DD Month YYYY

Figure 1-3.-- Command Chronology Section I Format Continued

SECTION I
ORGANIZATIONAL DATA

(13) Director of Installation and Environment Department:

Rank First M. Last

DD Month YYYY - DD Month YYYY

(14) Director of Safety:

General Schedule # First M. Last

DD Month YYYY - DD Month YYYY

(15) Director of Innovation and Readiness:

General Schedule # First M. Last

DD Month YYYY - DD Month YYYY

e. Sergeant Major, Marine Corps Air Station New River:

Rank First M. Last

1 October YYYY - DD Month YYYY

Rank First M. Last

DD Month YYYY - 30 September YYYY

f. Command Historical Officer:

General Schedule # First M. Last

DD Month YYYY - DD Month YYYY

4. Average Monthly Strength

	USMC			USN			TOTALS		
	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
October									
November									
December									
January									
February									
March									
April									
May									
June									
July									
August									
September									

5. Equipment

TAMCN

D00417K

NOMENCLATURE

Truck, Firefighting, P19R

AUTHORIZED

4

POSSESS

4

Figure 1-3.-- Command Chronology Section I Format Continued

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SECTION II
NARRATIVE SUMMARY

MARINE CORPS AIR STATION NEW RIVER

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

Marine Corps Air Station (MCAS) New River provides aviation support, force protection infrastructure, and community services to promote the readiness, sustainment, and quality of life (QOL) for II Marine Expeditionary Force (MEF) and other military forces, tenant commands, personnel, and their families.

MCAS New River is a Marine Corps aviation installation providing essential support services to all units and personnel aboard the Station. MCAS New River is a critical non-deployable national defense aviation asset that is a force projection platform, supporting the basing, training, sustainment, mobilization, deployment, embarkation, redeployment, reconstitution, and force protection of the operating force. MCAS New River conducts the command and staff actions required to accomplish its assigned mission to provide Marine Corps operating forces the highest possible levels of service and support to help maintain the warfighting readiness of the Marine Corps.

The Commanding Officer, MCAS New River reports to the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ). Headquarters and Headquarters Squadron (H&HS) is subordinate to the CO, MCAS New River.

HEADQUARTERS AND HEADQUARTERS SQUADRON

H&HS, MCAS New River provides general administration, training, welfare, morale, and discipline of assigned personnel. Additionally, H&HS is responsible for the operations of two UC-12 Huron aircraft, flown in support of (ISO) Operational Support Airlift operations. During the reporting period, the squadron continued to execute Joint Operational Support Airlift Center (JOSAC) support requests and provide personnel to support the Special Purpose Marine Air Ground Task Force-Crisis Response-Africa (SPMAGTF-CR-AF). Additionally, H&HS provided direct support for Weapons and Tactics Instructor (WTI) course, Integrated Training Exercise, Marine Corps Combat Conditioning Exercise, and RAVEN Exercise.

1. Operations and Training. Narrative summary.

a. Flight Operations. Summary.

- (1) JOSAC hours flown: #.
- (2) Training hours flown: #.
- (3) Support hours flown: #.
- (4) Flight hours flown: #.

Figure 1-4.-- Command Chronology Section II Format

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SECTION II
NARRATIVE SUMMARY

b. Training. H&HS supported and coordinated Professional Military Education (PME), Physical Fitness Test (PFT), Combat Fitness Test (CFT), Marine Corps Common Skills, Marine Corps Martial Arts Program (MCMAP), Chemical, Biological, Pistol and Rifle qualifications.

- (1) PFTs conducted: #.
- (2) Number of Marines completing PFT: #.
- (3) CFTs conducted: #.
- (4) Number of Marines completing CFT: #.
- (5) MCMAP classes: #.
- (6) Number of Marines MCMAP qualified: #.
- (7) Number of Marines swim qualified: #.
- (8) Rifle qualifications conducted: #.
- (9) Number of Marines rifle qualified: #.
- (10) Pistol qualifications conducted: #.
- (11) Number of Marines pistol qualified: #.

2. Personnel and Administration. Summary.

a. Promotions. Summary.

- (1) List Ranks: #.
- (2) List Ranks: #.

b. Awards. Summarize; see items _ through _ in Section IV. Include award documentation in Section IV Supporting Documents to include certificate, summary of action (SOA), and citation.

- (1) Meritorious Service Medals: #.
 - (a) Rank First M. Last.
 - (b) Rank First M. Last.
- (2) Navy and Marine Corps Commendation Medals: #.
 - (a) Rank First M. Last.
 - (b) Rank First M. Last.

Figure 1-4.-- Command Chronology Section II Format Continued

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SECTION II
NARRATIVE SUMMARY

#. (3) Navy and Marine Corps Achievement Medals issued by the CO, H&HS:

(a) Rank First M. Last.

(b) Rank First M. Last.

(4) Award: #

(5) Award: #

c. Retirements. Summary.

(1) Rank First M. Last.

(2) Rank First M. Last.

d. Legal. Summary.

(1) Non-Judicial Punishment: #.

(2) Judge Advocate General Manual Investigations: #.

(3) Administrative Separations: #.

(4) Courts-Martial: #.

e. Career Planner. Summary.

(1) Re-enlistments: #.

(2) Career planning interviews: #.

ADJUTANT SECTION

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

1. Awards. Summarize; see items _ through _ in Section IV. Include award documentation in Section IV Supporting Documents to include certificate, SOA, and citation.

a. Meritorious Service Medals approved by MCIEAST:

(1) Rank First M. Last.

(2) Rank First M. Last.

Figure 1-4.-- Command Chronology Section II Format Continued

SECTION II
NARRATIVE SUMMARY

- b. Navy and Marine Corps Commendation Medals: #.
 - (1) Rank First M. Last.
 - (2) Rank First M. Last.
 - c. Navy and Marine Corps Achievement Medals: #.
 - (1) Rank First M. Last.
 - (2) Rank First M. Last.
 - d. Certificates of Commendation: #.
 - (1) Rank First M. Last.
 - (2) Rank First M. Last.
 - f. Commendation for Meritorious Civilian Service: #.
 - (1) Mr. First M. Last.
 - (2) Mrs. First M. Last.
 - g. Certificates of Appreciation: #.
 - h. Letters of Appreciation: #.
 - i. Personal Awards: #.
2. Air Station Orders (ASOs), Policies, and Correspondence. Summary; see items _ through _ in Section IV.
3. Packages. Summary; see items _ through _ in Section IV.
- a. List special program or award package: #.
 - b. List special program or award package: #.

STATION S-1

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

- 1. Training. Summary.
- 2. Defense Enrollment Eligibility Reporting System (DEERS). Summary.

Figure 1-4.-- Command Chronology Section II Format Continued

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SECTION II
NARRATIVE SUMMARY

SECURITY MANAGEMENT OFFICE

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

1. Personnel Security. Summary.
2. Information Security. Summary.
3. Industry Security. Summary.
4. Physical Security (PS). Summary.
5. Inspections. Summary.

STATION PLANS AND OPERATIONS DIVISION (S-3)

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

1. Planning and Operations. Summary.
2. Emergency Management Program. Summary.
3. Mission Assurance Program (MAP). Summary.
4. Command and H&HS Historical Officer. Summary; see items _ through _ in Section IV.
 - a.
 - b.
5. AOPS Department. Narrative summary.
 - a. AOPS Statistics
 - (1) Airfield hours: #.
 - (2) Extended airfield hours (included above): #.
 - (3) Prior Permission Required issued: #.
 - (4) DD-175 DoD flight plans: #.
 - (5) DD-1801 DoD flight plans: #.
 - (6) Stereo route flight plans: #.

Figure 1-4.-- Command Chronology Section II Format Continued

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SECTION II
NARRATIVE SUMMARY

(7) Instrument Flight Rules (IFR) arrival messages: #.

(8) IFR departure messages: #.

(9) Visual Flight Rules (VFR) arrival messages: #

(10) VFR departure messages: #.

(11) VIPs supported: #.

b. VIPs. Notable VIPs supported include:

(1) Title, Rank First M. Last.

(2) Title, Rank First M. Last.

c. Airfield Enhancements. Summary.

6. ARFF. Narrative summary.

a. Training/Education. Summary.

Title of course	#
Title of course	#
Title of course	#
Title of course	#
Title of course	#
Title of course	#

b. Responses. Summary.

	In-flight Emergencies	Fuel Spills	Medical Evacuations	Mutual Aid
October YYYY	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January YYYY	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
Total	0	0	0	0

Figure 1-4.-- Command Chronology Section II Format Continued

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SECTION II
NARRATIVE SUMMARY

7. ATC Division

- a. Training, Readiness, and Special Events. Summary.
- b. ATC Operations. ATC conducted the following operations:
 - (1) Control Tower Operations: #.
 - (2) Approach Control Operations: #.
 - (a) IFR: #.
 - (b) VRF: #.
 - (3) Radar Approaches: #.

8. ATCM Division. ATCM maintains, repairs, and supports assigned Naval ATC, Air NAVAIDS and Landing Systems (NAALS), subsystems, and equipment including meteorological systems.

a. Reported Maintenance Hours. The following were documented in the Naval Information Warfare Center (NIWC) Atlantic Maintenance Data Acquisition Tool.

- (1) Corrective maintenance: # hours.
- (2) Planned maintenance: # hours.
- (3) Certification and training: # hours.

b. Systems Flight Inspection and Certification. The following inspections and certifications were completed IAW FAA and NIWC requirements.

- (1) AN/FPN-63(V) ground inspections: #.
- (2) AN/GPN-30 ground inspections: #.
- (3) AN/URN-25 ground inspections: #.
- (4) Air-to-ground radio certifications: #.
- (5) L-880L Precision Approach Path Indicator certifications: #.
- (6) FAA flight inspections: #.

c. Maintenance Courses. The following resident maintenance courses were completed by civilian and military technicians.

- (1) Name of maintenance course: #.
- (2) Name of maintenance course: #.

Figure 1-4.-- Command Chronology Section II Format Continued

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SECTION II
NARRATIVE SUMMARY

d. Certifications and Qualifications. The following certifications and qualifications were awarded to civilian and military technicians by the assigned ATCM Officer.

(1) Type of certification or qualification: #.

(2) Type of certification or qualification: #.

e. Projects. Summary.

f. Administration. Summary.

9. Fuels Division. The Fuels Division provided uninterrupted Jet Propellant 5 (JP-5) fuel support for tenant and visiting aircraft during the reporting period:

JP-5 Received	Defuel reclaimed	
	Defense Fuel Support Point received	
	Total received	
JP-5 Issued	Rapid jet	
	Mobile refuelers	
	Total	
Aircraft Serviced	Rapid jet	
	Mobile refuelers	
	Mobile defuels	
	Total	
MOGAS	Issued	
	Received	
	Vehicles serviced	

a. Capabilities. Summary.

b. JP-5 Fuel Testing. Summary.

c. Accounting. Processed # transactions.

d. Platoon.

10. METOC Division. Narrative summary.

a. Support

(1) Weather observations: #.

(2) Terminal Aerodrome forecasts: #.

Figure 1-4.-- Command Chronology Section II Format Continued

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SECTION II
NARRATIVE SUMMARY

- (3) DD-175-1 flight weather briefings: #.
- (4) Local weather warnings: #.
- (5) Astronomical/Tidal/Climatological products: #.
- (6) Horizontal weather depiction products: #.
- (7) Telephonic briefs: #.
- (8) Radio briefs: #.
- (9) Hurricanes/destructive weather operations for MCAS New River, MCB CAMLEJ, and MCAS Cherry Point areas: #.

b. Training

Title of course	#
Title of course	#

S-4 DEPARTMENT

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

- 1. Station Ordnance. Summary.
- 2. Buildings and Grounds. Summary.
- 3. Billeting. Summary.
- 4. Food Services. Summary.
- 5. Supply. Summary.

a. Purchasing Section. Summary.

- (1) Contracts: # contracts totaling \$.
- (2) GCPC: # transactions totaling \$.
- (3) Requisitions: # requisitions totaling \$.
- (4) ServMart: # transactions totaling over \$.
- (5) Fuel: # transactions totaling \$.

b. Warehouse Section. Summary.

Figure 1-4.-- Command Chronology Section II Format Continued

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SECTION II
NARRATIVE SUMMARY

- c. Garrison Property Section. Summary.
- d. Organic Property Section. Summary.
- 6. Maintenance Management Officer (MMO). Summary.
- 7. Motor Transport Division. Summary.
- 8. Logistics. Summary.

S-6 DEPARTMENT

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

- 1. Station S-6 Department. Summary.
- 2. Ground Electronic Maintenance Section. Summary.
- 3. Administration Section. Summary.

INNOVATION AND READINESS DEPARTMENT

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

- 1. Innovation and Readiness (I&R). Summary.
 - a. Barracks. Summary.
 - b. Electronic Correspondence Routing Initiative. Summary.
 - c. Virtual In/Out Processing. Summary.
- 2. Installation Capability Assessment Tool (ICAT). Summary.
- 3. Common Output Levels of Service (COLS). Summary.
- 4. Support Agreements. Summary.
- 5. Continuous Process Improvement (CPI). Summary.

COMPTROLLER DEPARTMENT

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

Figure 1-4.-- Command Chronology Section II Format Continued

18 APR 2025

SECTION II
NARRATIVE SUMMARY

1. Comptroller Department. Summary.
 - a. Summary.
 - b. Significant funded requirements included:
 - (1) Name or title of contract: \$.
 - (2) Name or title of contract: \$.
 - c. Government Travel Charge Card (GTCC) Program. Summary.
2. Resource Evaluation and Analysis (REA) Section. Summary.
3. Lead Defense Travel Administration (DTA)/Defense Travel System (DTS) Tier II Helpdesk. Summary.

INSTALLATION AND ENVIRONMENTAL (I&E) DEPARTMENT

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

1. Planning Division. Summary.
 - a. Projects Completed in FY##

<u>PROJECT #</u>	<u>PROJECT TITLE</u>	<u>COST</u>
Project Number	Name of project	\$
Project Number	Name of project	\$
 - b. Awarded Projects Under Construction

<u>PROJECT #</u>	<u>PROJECT TITLE</u>	<u>COST</u>
Project Number	Name of project	\$
Project Number	Name of project	\$
 - c. Military Construction. Summary.

<u>PROJECT #</u>	<u>PROJECT TITLE</u>	<u>COST</u>
Project Number	Name of project	\$
Project Number	Name of project	\$

2. Operations Division
 - a. Facilities Maintenance Support. Summary.

Figure 1-4.-- Command Chronology Section II Format Continued

18 APR 2025

SECTION II
NARRATIVE SUMMARY

- b. Minor Projects. Summary.
- 3. Compliance/Quality Assurance Division. Summary.
 - a. Natural Resources. Summary.
 - b. Hazardous Waste (HW). Summary.
 - c. Comprehensive Environmental Training and Education Program.
Summary.
 - d. Environmental Compliance. Summary.
 - e. Environmental Outreach. Summary.
 - f. Consolidated Hazardous Materials Reutilization and Inventory
Management Program (CHRIMP) Center. Summary.
 - g. Installation Geospatial Information and Services (IGI&S). Summary.

SAFETY DEPARTMENT

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

- 1. Safety Program. Summary.
 - a. Policy and Leadership. Summary.
 - b. Risk Management (RM). Summary.
 - c. Safety Assurance. Summary.
 - d. Safety Promotion and Training. Summary.
 - (1) Occupational Safety and Health (OSH). Summary.
 - (2) RM. Summary.
 - (3) Councils and Committees. Summary.
- 2. Explosives Safety. Summary.

STAFF JUDGE ADVOCATE

Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.

Figure 1-4.-- Command Chronology Section II Format Continued

SECTION II NARRATIVE SUMMARY	
1.	<u>Civil Law Section.</u> Summary.
2.	<u>Claims and Investigations.</u> Summary.
3.	<u>Legal Administration.</u> Summary.
4.	<u>Military Justice.</u> Summary.
5.	<u>Vacant Personnel.</u> Summary.
<u>CHAPLAIN DEPARTMENT</u>	
<p>Narrative summary, highlighting significant accomplishments of the department, discussing the approaches and techniques used to overcome problems, and emphasizing recurring problems.</p>	
1.	<u>Special Events and Programs.</u> Summary.
2.	<u>Donations.</u> Summary.
3.	<u>Religious Offering Fund (ROF).</u> Summary.

Figure 1-4.-- Command Chronology Section II Format Continued

SECTION III SEQUENTIAL LISTING OF SIGNIFICANT EVENTS						
Year	Month	Begin Date	End Month	End Date	Event	Command
YYYY	Enter Month	Day	Enter Month	Day	Input event description.	MCAS New River
YYYY	Month	Day			Do not put end month or end date if event is on one day.	MCAS New River
YYYY	Month	Day		Day	Do not put end month if event is within the same month.	MCAS New River
YYYY	Month	Day	Month	Day	Enter month, begin date, end month, and end date if event spans over several months.	MCAS New River

Figure 1-5.-- Command Chronology Section III Format

18 APR 2025

SECTION IV
LIST OF SUPPORTING DOCUMENTS

- A. Commanding Officer, Headquarters and Headquarters Squadron, Command Philosophy dated DD Month YYYY.
- B. Commanding Officer, Headquarters and Headquarters Squadron, Safety Policy Statement dated DD Month YYYY.
- C. Commanding Officer, Headquarters and Headquarters Squadron, Sexual Assault Policy Statement dated DD Month YYYY.
- D. Marine Corps Air Station New River Change of Command and Retirement ceremony in honor of Rank First M. Last program dated DD Month YYYY.
- E. Commanding Officer, Marine Corps Air Station New River, Rank First M. Last biography and command photograph.
- F. Commanding Officer, Marine Corps Air Station New River, Command Philosophy dated DD Month YYYY.
- G. Commanding Officer, Marine Corps Air Station New River, Safety Policy Statement dated DD Month YYYY.
- H. Commanding Officer, Marine Corps Air Station New River, Sexual Assault Policy Statement dated DD Month YYYY.
- I. Station Sergeant Major Relief and Appointment Ceremony for Rank First M. Last and Rank First M. Last program dated DD Month YYYY.
- J. Meritorious Service Medal Certificate, Citation, and Summary of Action for Rank First M. Last dated DD Month YYYY.
- K. Navy and Marine Corps Commendation Medal Certificate, Citation, and Summary of Action for Rank First M. Last dated DD Month YYYY.
- L. Navy and Marine Corps Achievement Medal Certificate for Rank First M. Last dated DD Month YYYY.
- M. Certificate of Commendation for Rank First M. Last dated DD Month YYYY.
- N. Commanding Officer's Policy Letter #-YY: Commander's Critical Information Requirements Reporting and Notification Procedures dated DD Month YYYY.
- O. MOU/MOA Number: Memorandum of Agreement Between Marine Corps Air Station New River, Marine Aircraft Group 26, Marine Aircraft Group 29, and Marine Wing Support Squadron 272 for the Marine Corps Air Station New River Aircraft Memorial Display dated DD Month YYYY.
- P. Letter of Instruction #-YY: Letter of Instruction for the title of event on DD Month YYYY dated DD Month YYYY.
- Q. Department of the Navy Office of the Chief of Naval Operations Approval Naval Aviation Insignia dated DD Month YYYY.
- R. Action Brief Grand Opening Ribbon-Cutting Ceremony for Location or Event on DD Month YYYY dated DD Month YYYY.
- S. Commemorative naming historical summary file for Rank First M. Last.
- T. M62573-210805-0001: National Museum of the Marine Corps Heritage Asset Loan Agreement dated DD Month YYYY.
- U. M62573-210824-0001: National Naval Aviation Museum Loan Program 2021-2026 Loan Renewal dated DD Month YYYY.
- V. Name of Resource article "Title of Article" dated DD Month YYYY.
- W. Title of Photographs on DD Month YYYY photographs.
- X. Transmittal of Mission Statement and Executive Summary Marine Corps Air Station New River dated DD Month YYYY.

Figure 1-6.-- Command Chronology Section IV Format Continued