OPNAVINST 5750.12L
DNS-H
26 Mar 2021

OPNAV INSTRUCTION 5750.12L

From: Chief of Naval Operations

Subj: ANNUAL COMMAND OPERATIONS REPORT

Ref: (a) OPNAVINST 5750.4E
        (b) SECNAV M-5210.1
        (c) 44 U.S.C. Chapter 31
        (d) SECNAVINST 5510.36B
        (e) SECNAVINST 5211.5F
        (f) SECNAVINST 3070.2A

1. Purpose. To revise established policy per reference (a) and provide instruction for the effective writing and proper submission of a Command Operations Report (COR). Significant changes to this instruction were made to clarify that all Navy echelon 2 and below commands are required to submit CORs, what information to include and how to properly submit.

2. Cancellation. OPNAVINST 5750.12K CH-1.

3. Background.

    a. Requirements for the preservation of Navy records are formally established and implemented per references (b) and (c). The COR is the only complete record of a command's operations, mission execution and accomplishments that is permanently retained for historical purpose. CORs are maintained by the Naval History and Heritage Command (NHHC), indexed and made accessible to authorized users for 50 years until they are transferred to the National Archives and Records Administration (NARA) for permanent retention.

    b. CORs are detailed descriptions of the key activities, decisions, and events during the reporting period from Navy commands. They are essential for maintaining a proper record of important organizational information. Documents like Battle "E" submissions, casualty reports, and post-deployment briefs must be included so they are always accessible for future research and reference.

    c. The purpose of the COR program is to:

        (1) Collect, organize, preserve and make available for research an official record of the activities and operations of the Navy, especially Navy command actions related to crisis response, contingency operations and armed conflicts.

(2) Serve as an official record available to the public that combines operational, administrative and personnel information of a Navy command necessary to accurately reflect the command's history.

(3) Provide the raw material upon which future analysis of broader Navy operations and individual command operations can be based. They are critical sources for official studies, development of morale and pride in the Navy, response to veterans' inquiries about awards and deployments and provide historical information needed by the fleet.

4. Responsibilities.

a. All Navy echelon 2 commands and below with a Unit Identification Code (UIC) must submit their own COR annually to NHHC. Immediate Superior in Commands (ISIC) may not submit on behalf of subordinate commands unless the subordinate commands are composed of 25 members or less. If one command has two UICs to represent their sea and shore, student and staff or transient and staff activities, they may submit one combined report. Commands should work as partners with NHHC to ensure their command's activities and legacy are preserved and accessible for future generations.

b. It is the responsibility of a unit commander, commanding officer or officer in charge to review and submit the command report to NHHC and the ISIC annually. ISICs will retain copies of their subordinate commands' reports.

c. Echelon 2 commands will ensure all subordinate commands are in compliance with this instruction.

d. Prospective Commanding Officer and Prospective Executive Officer schools will provide COR training with support from NHHC and the Navy Combat Documentation Unit (NCDU).

e. NHHC will develop, update and implement policies affecting creation, collection, organization, storage and access of CORs.

f. NCDU will provide periodic support on behalf of NHHC to Navy commands by embarking teams of fleet historians.

5. Submission Procedures.

a. All Navy echelon 2 commands and below, and their associated entities assigned a UIC, to include all task forces, groups, units and detachments, will submit their own report no later than 1 March each year to NHHC and provide a copy to their ISIC. The report will cover the activities of the command for the preceding calendar year, ensuring no gaps in coverage from last report for continuity purposes.

b.   All questions and submissions regarding CORs must be sent from an official Department of Defense (DoD) e-mail address or other official DoD electronic messaging account.

c.   Prior to sending the report, the NHHC web site must be reviewed for any updates to the submission instructions. Specific instructions for submission of materials with different classification levels, a downloadable template with section-by-section guidance and examples from previous years are available at: https://www.history.navy.mil/about-us/instructions-and-forms/submit-a-command-operations-report.html.

d.   Classified material must be included if applicable to command operations. Classification of the report must be sufficient to completely capture command activities and should most often be at the Secret level. However, submissions can include Top Secret and Sensitive Compartmented Information via appropriately classified supplements submitted separately. All classified submissions must be properly transmitted and protected per reference (d).

e.   Reference (e) establishes the requirements governing management of Personally Identifiable Information (PII). Social Security Numbers, home addresses and home telephone numbers will not be included in CORs. However, it is necessary to include titles, ranks and names to fully explain a unit's history. Questions regarding reports from government officials and members of the public are answered within the limits of security and policy restrictions. Information will be redacted as necessary.

f.   All CORs may be subject to Freedom of Information Act review and potential release. NHHC will review for classified, PII and controlled unclassified information prior to release. Note that any unclassified information in a report may also require operations security consideration, per reference (f).

g.   All CORs must be personally reviewed for completeness and accuracy by the Commander, Commanding Officer or Officer in Charge prior to submission.

h.   Per reference (b), commands are required to retain a copy of their COR for 10 years. Maintaining a pass down binder of previous reports is recommended.

i.   If a COR will be delayed, commands will notify their ISIC and NHHC no later than 1 February by e-mail (preferred) or via naval message, provide the reason for the delay and provide the anticipated submission date.

(1) Send e-mail notifications to: NHHC_COR@navy.mil (unclassified) or NHHC_COR@navy.smil.mil (classified) or call (202) 433-9873 for any COR questions.

(2) For naval message, the plain language address for NHHC is: NHHC WASHINGTON DC (use office code "AR" for archives).

j.   Commands should retain the request to delay for reference purposes. Upon approval, delayed submissions will only cover command activities for the preceding calendar year. Reports must maintain continuity and cannot overlap or have gaps in coverage.

k.   Crews in rotational programs like blue, gold and green crews, littoral combat ship crews or crews assigned to operate a ship on a temporary basis will adhere to subparagraphs (1) and (2):

(1) Separate COR submissions are required from each crew. The report will include all applicable UICs and notation on which code belongs to which crew or ship. An example of this is the Blue Crew (UIC 35957) with USS Florida (SSGN 728) (UIC 21038).

(2) When a crew is assigned to multiple vessels during the course of a year, the COR will include each vessel for the period it was manned by the crew. This method helps fulfill the goal of these reports, which is to build a complete record of Navy operations.

l.   Pre-commissioning units will submit a COR. Commands scheduled for decommissioning or disestablishment will submit a COR that covers their activities up until the decommissioning or disestablishment date.

m. In the unique circumstance that a Navy UIC is transferred to a joint agency and no longer falls within Navy reporting authority, the unit is required to submit a complete report from the Senior Naval Officer.

n. Commands will receive reminder messages about command operation report submissions in January, May and October. Commands that fail to submit a report by 1 March will be reported delinquent to their ISICs by 15 March and to Chief of Naval Operations by 1 April.
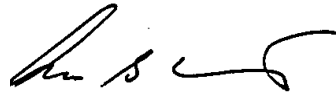
6. Records Management.

a.   Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b.   For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, NHHC, Histories and Archives Division will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, DoD, Secretary of the Navy, Navy policy

and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVISNT 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Information Management Control. Reporting requirement contained in subparagraph 4a is assigned OPNAV RCS 5757-1.

A. S. HAEUPTLE
Director, Navy Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, https://www.secnav.navy.mil/doni/default.aspx.