



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

USNAINST 5750.1D
23/Archivist

09 SEP 2004

USNA INSTRUCTION 5750.1D

From: Superintendent

Subj: COMMAND HISTORY OF THE U.S. NAVAL ACADEMY (USNA)

Ref: (a) OPNAVINST 5750.12H

Encl: (1) List of documents necessary for annual USNA Command History

1. Purpose. To revise the list of documents, reports, and publications necessary for preparing the annual Command History of the USNA.

2. Cancellation. USNA Instruction 5750.1C

3. Background

a. Reference (a) requires that detailed histories of all naval commands afloat and ashore be submitted annually to the Director of Naval History to maintain a proper record of the Navy's experience and to assure the achievements of individual commands are preserved. These histories are invaluable sources for current official studies, development of morale and pride in the Navy, answering public queries, and providing data for the writing of naval history in the future.

b. Command histories must be thorough, accurate, and detailed. Accordingly, all pertinent data regarding the Command organization, administration, personnel, curriculum, activities, policy statements, and admissions as well as articles, radio or television programs relating to the Command, booklets used for staff or public orientation, monthly or annual reports, programs of important ceremonies, and other material that will contribute to a command history must be accumulated systematically and routinely. This material is essential not only for sources of information but also, in many cases, for use as annexes to document the history.

4. Responsibilities. The Archivist has been assigned the responsibility of preparing the annual Command History of the USNA.

5. Action. All addressees will forward to the Archivist copies of documents, photographs, and publications emanating from their offices, as listed in but not restricted to enclosure (1) or as otherwise specified for inclusion in the annual Command History of the Naval Academy. Current material in particular must be forwarded on a regular and continuing basis so that appraisal and abstracting of information as well as writing the Command History can proceed expeditiously.

A handwritten signature in black ink, appearing to read "T. D. Rains".

T. D. RAINS
Deputy/Chief of Staff

Distribution:
AA

09 SEP 2004

LIST OF DOCUMENTS NECESSARY FOR ANNUAL USNA COMMAND HISTORY

<u>Item</u>	<u>Office</u>	<u>No. of Copies</u>
Report of Proceedings—Conference of Superintendents	Supt	5
Brigade Bulletin	Comdt	1
USNA Weekly Schedule of Events	Comdt	5
COMDTMIDN Instructions and Notices	Comdt	5
Special Orders; Midshipmen Organization, Color Competition	Comdt	5
Command History Section on Brigade of Midshipmen	Comdt	1*
Academic Dean Notices, Instructions, and Published Memoranda	AcDean	5
Command History Section on Academic Program	AssocDean AcAf	1*
Command History Section on Faculty & Staff	AssocDean Faculty	1*
Command History Section on Computer Services	Dir, ITSD	1*
Command History Section on Multimedia Support Services	Dir, MSC	1*
Command History Section on Faculty Research and Trident Scholar Program	Dir of Res&Schlrshp	1*
Command History Section on Academic Advisory Board	Secy/Ac AdvBd	1*
Command History Section on Board of Visitors	Secy/Bd of Vis	1*
Command History Section on Command Religious Program	Sr Chaplain	1*
Superintendent's Statement to the Board of Visitors	Secy/Bd of Vis	5
Report of the Board of Visitors to USNA	Secy/Bd of Vis	5
Command History Section on Academic Board	Dean of Admissions	1*
Profile of each Plebe Class	Registrar	5
Monthly Notice of Separation of Midshipmen	Registrar	1
Command History Section on Admissions/Candidate Guidance	CandGuid	1*
Annual USNA Catalog	PAO	5
Annual History of Engineering & Weapons Division/Departments	Dir, E&W	5
Annual Report of Forensic Activities	Dir, H&SS	5
Parents' Weekend Program	Dir, H&SS	5
Annual History of Humanities & Social Sciences Division/Departments	Dir, H&SS	5
Command History Section on History Symposium	Dir, H&SS	1*
Annual History of Math & Science Division/Departments	Dir, M&S	5
Command History Section on Midshipman Graduate Study	Dir, M&S	1*
Annual History of Professional Development Division/Departments	Dir, ProDev	5
Command History Section on Professional Development/Summer Program	Dir, ProDev	1*
Minutes of the Faculty Senate	Secy/FacSenate	5
Annual Report of Library	Librarian	5
Command History Section on Library	Librarian	1*
Command History Section on Museum	DirMuseum	1*
Command History Section on Administration	Dep/Chief of Staff	1*
Report of Meetings of Superintendent's Leadership Team	Dep/Chief of Staff	5
Command History Section on Athletics	Dir, NAAA Sports Info	1*
All Promulgations—Instructions, Notices, Superintendent's Letters to Midshipmen and Parents, etc.	Admin Ofc	5
Command History Section on Community Relations	PAO	1*
All Press Releases	PAO	5
Special Ceremonies Programs	PAO	5
Parade Programs	PAO	5

Enclosure (1)

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<u>Item</u>	<u>Office</u>	<u>No. of Copies</u>
Speeches given by key officials of USNA and Distinguished Visitors	PAO	5
Photographs & Biographies of Superintendent, Commandant, Academic Dean & Provost	PAO	5
Commissioning Week Programs	PAO	5
Command History Section on Facilities	PWO	1*
NAFAC Program	Dir, NAFAC	5
Command History Section on Human Goals/EEO	DEEOO	5
Statistical Data Book	Comptroller	5
Command History Section on Supply Department/Midshipmen Supply Department	Supply Dept	1
Registrar's letter providing information about each Plebe Class	Registrar	5

*Five copies required of annexes included with Command History Section submitted.

Enclosure (1)