



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5750.1E

Archivist

11 Jul 18

USNA INSTRUCTION 5750.1E

From: Superintendent, U.S. Naval Academy

Subj: COMMAND OPERATIONS REPORT

Ref: (a) OPNAVINST 5750.12K

Encl: (1) Required Submissions and Responsibilities for the Command Operations Report

1. Purpose. To revise the list of documents, reports, and publications necessary for preparing the annual Command Operations Report (COR) of the U.S. Naval Academy (USNA).

2. Cancellation. USNAINST 5750.1D

3. Summary of Changes. This instruction has been updated throughout and should be reviewed in its entirety.

3. Background

a. Reference (a) requires that detailed CORs 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 reports 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. The USNA COR must be thorough, accurate, and detailed. Accordingly, all pertinent data regarding the Command organization, administration, personnel, curriculum, activities, policy statements, 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 in the COR.

4. Responsibilities. The Archivist has been assigned the responsibility of compiling and preparing the annual COR of USNA. Responsibilities for individual reports and annexes are assigned in enclosure (1).

5. Action

a. The offices listed in enclosure (1) will submit reports to the Archivist annually, no later than 31 July. Reports will capture information for the previous academic year, from July 1 to June 30.

b. 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 USNA COR. 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 COR can proceed expeditiously.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information Management/Approved%20Record% 20Schedules/ Forms/ AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information%20Management/Approved%20Record%20Schedules/Forms/AllItems.aspx). For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA Records Manager or the DON/AA DRMD program office.

7. Review and Effective Date. The Archivist will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.



G. E. LANG, JR.
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via <https://www.usna.edu/AdminSupport/Inst/>

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Required Submissions and Responsibilities for the Command Operations Report

<u>Section of Report</u>	<u>Office Responsible</u>
The Board of Visitors	Superintendent
The Academic Board	Admissions
Class of 1963 Center for Academic Excellence	Director, Academic Center
The Academic Program	Associate Dean for Academic Affairs
The Brigade of Midshipmen	Commandant
Trident Scholar Program	Associate Director of Midshipman Research
Bowman Scholar Program	Associate Director of Midshipman Research
Midshipman Graduate Study	Director, Graduate Education
Athletics	NAAA Sports Information Director
Religious Activities	Senior Chaplain
Finance and Administration	Deputy for Finance
Faculty and Staff	Vice Academic Dean
Faculty Enhancement Center	Director, Teaching and Learning
Teaching and Learning	Director, Teaching and Learning
Academic Assessment	Associate Dean for Planning and Assessment
Faculty Research	Director, Research and Scholarship
Admissions	Admissions
Office of Institutional Research, Planning and Assessment	Director, Institutional Research
Nimitz Library	Library Director
Museum	Museum Director
Multimedia Support Center	AcDean
Naval Academy Business Services Division (NABSD)	NABSD
Public Affairs Office (PAO)	PAO

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AnnexesOffice Responsible

Board of Visitors letter to the President	Superintendent
Calendar for Academic Year	Associate Dean for Academic Affairs
Summaries of registration in all courses	Associate Dean for Academic Affairs
Record of Accountability	Associate Dean for Academic Affairs
Summary of Midshipman Academic Performance	Associate Dean for Academic Affairs
Distribution of Majors	Associate Dean for Academic Affairs
Course Validations	Associate Dean for Academic Affairs
Special Academic Achievements	Associate Dean for Academic Affairs
Exchange and Study Abroad Programs	Associate Dean for Academic Affairs
Instructions and Notices Concerning the Academic Program	Associate Dean for Academic Affairs
Prizes & Awards Ceremony program	AcDean
Annual History of the Division of Engineering and Weapons (E&W)	E&W
Annual History of the Division of Humanities and Social Sciences (HUM/SS)	HUM/SS
Annual History of the Division of Mathematics and Sciences	Math and Science
Annual History of the Division of Professional Development (PRODEV)	PRODEV
Annual History of the Division of Leadership Education and Development (LEAD)	LEAD
ACDEANNOTE 1531 Trident Scholars for AY	Associate Director of Midshipman Research
Trident Scholar Banquet and Presentation Program	Associate Director of Midshipman Research
ACDEANNOTE 1531 Trident Scholar Committee Announcement and Solicitation of Applications from Midshipmen	Associate Director of Midshipman Research
ACDEANNOTE 1531 Trident Scholars Approval	Associate Director of Midshipman Research
ACDEANNOTE 1531 Bowman Scholar Program Committee Announcement	Associate Director of Midshipman Research
ACDEANNOTE 1531 Bowman Scholars for AY	Associate Director of Midshipman Research
Midshipmen Pursuing Graduate Education	Director, Graduate Education
Athletic Season in Review	NAAA Sports Information Director
Announcement of Faculty Promotions	AcDean
PAO Social Media Internal Communications	PAO