

NDCSWINST 5750.1D
02PER
04 March 1996

NAVDENCEN SOUTHWEST INSTRUCTION 5750.1D

Subj: COMMAND HISTORY

Ref: (a) OPNAVINST 5750.12

Encl: (1) General Guidelines to Follow in Providing Quarterly Input for the
Command History

1. Purpose. To provide information and instructions for the Command History.
2. Cancellation. NAVDENCENS DIEGOINST 5750.1C.
3. Background. Reference (a) requires by 1 March each year detailed histories from all Naval Commands afloat and ashore in order to maintain a proper record of the Navy's experience and to assure that the achievements of individual commands are preserved.
4. Information. General guidelines to follow in selecting items of interest are outlined in enclosure (1).
5. Historian. The Command History is under the cognizance of the Command Public Affairs Officer designated as the Command Historian.
6. Action. All input must be typed clearly and concisely with a minimum of abbreviation (R) and/or technical jargon. All submissions (including any photographs, articles, publications, etc.) are to be submitted NLT one week after each calendar month to the Personnel Administration Department. Forward all input via disk or e-mail attachment. Negative reports required.

R. C. MELENDEZ

Dist:
List I, Case 1, 3

GENERAL GUIDELINES TO FOLLOW IN PROVIDING QUARTERLY INPUT FOR THE
COMMAND HISTORY

FOR THE PERIOD ENDING _____.

1. Activation / deactivation / redesignation of commands, units, organizational changes or modifications of significance.

Examples: Branch clinic new title changes; host command closings affecting your clinic, entire clinic move, “reorganization”, creation of HSO’s etc.

2. Policy changes impacting mission, personnel, organization or funding of the dental corps.

Examples: New host command policy/procedures affecting your clinic; new policy changes instituted by your clinic; developments in planning stages for construction, renovations, etc.

3. Research and development projects.

Example: Personnel conducting or completing dental research. Publications with dates articles published, list title(s), authors or organization responsible.

4. Notable accomplishments or “firsts” (personal or clinic.)

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5. Movement of Mobile Dental Units and support of Special Projects.

6. Participation in major DoD or Navy sponsored conferences and meetings concerning dental issues. List title, date, location, and sponsor.

7. DoD or formal Naval training received or given including graduate education programs, FMF training, graduations awards from ACP's, number of participants. Include training your clinic conducted to other tenant commands.

8. Participation in community affairs relating to the Command.

Examples: Saturday Scholars, special Olympics, parade participation, city clean-up, volunteer works, booths set-up on commercial or military events, humanitarian missions, relief operations to disasters (hurricane Hugo), San Francisco earthquake), unique dental programs designed to improve productivity or service, etc.

9. Agreements reached with other commands/agencies.

Examples: New or updates to memorandums of understanding; self-help projects, etc.

10. Flag Officer selections, promotions retirements, major accidents involving loss of life or equipment.

11. Inspections: Command and Host Base, Safety, etc.

12. Special ceremonies involving celebrities, change of command, retirements – list the full name (s) and ranks of both officers concerned.

13. Key personnel changes other than commands; such as Fleet dental officers, dental officer of the Marine Corps, Naval Dental School Director. Include full names, titles, and ranks.

14. Distinguished visitors (full name and rank / titles) and nature of visits. (Flag officers, government officials, etc.)

15. Logistic support or other significant support provided to fleet.

16. Significant or major awards, citations, commendations presented to military or civilian personnel, and/or the clinic/command. (Who, purpose, description of award authority, full name and rank of all involved, date, where.)

17. List construction projects in process, conversions, modifications, replacement or acquisition of major equipment (autoclave, X-ray), renovations to equipment and spaces completed during year.

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18. Dental productivity/milestones achieved, involvement of Reserve personnel at your clinic; how impacted your mission.

19. Press releases (local base and/or city, forward all articles.)

