



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER
503 ROBERT GRANT AVENUE
SILVER SPRING, MARYLAND 20910-7500

IN REPLY REFER TO:

NAVMEDRSHCENINST 5750
OOR
19 Sep 02

NAVMEDRSHCEN INSTRUCTION 5750

From: Commanding Officer, Naval Medical Research Center

Subj: COMMAND HISTORY REPORTS AND HISTORICAL PROGRAMS

Ref: (a) OPNAV 5750.12G
(b) 28 June 2002 Email of Ms. Ariana Jacob, Naval
Historical Center

Encl: (1) Sample Command History Template

1. Purpose. To establish policies and procedures for the Command History and the development of historical programs for the Naval Medical Research Center (NMRC) and its Echelon 4 Commands.

2. Background. Per reference (a), each Naval fleet operational and shore activity is required to submit an annual Command History to higher authority, namely the Naval Historical Center (NAVHISTCEN). The Command History documents the development of the mission, identity, organizational structure, metrics, milestones, opportunities, accomplishments, and challenges of each activity in a given year.

3. Scope. Requirements of this instruction are applicable to all NMRC and Echelon 4 investigators, directorates and departments. Except where specifically directed below, Echelon 4 Commands will adapt the provisions herein for local implementation and issue the same in a local activity instruction.

4. Responsibility. The Office of Research Administration (ORA) is responsible for the execution of NMRC Command History and all NMRC Historical Programs and should provide assistance to Echelon 4 commands. ORA will serve as educational resource for NMRC's Echelon 4 Commands.

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5. Policies and Procedures.

a. Reference (a) details parameters for the preparation of Command Histories for shore activities. NMRC and Echelon 4 adapt and utilize the preparation found in enclosure (2) of reference (a) to prepare reports. Clarification regarding the usage of these categories can be obtained from ORA. Enclosure (1) of this instruction will serve as a general guide for development of local history reports.

b. For NMRC and Echelon 4 Commands, ORA will coordinate and direct all efforts for the preparation, approval, and submission to NAVHISTCEN of the annual command history. NMRC Echelon 4 Commands will designate one representative to be responsible on the local level for the activity's of the command history and to serve as principal point of contact for NMRC.

c. As permissible under reference (a), beginning in FY03 the NMRC Command History will be based upon the fiscal year. Echelon 4 Commands should use the fiscal year as their reporting cycle. Per reference (b), the submission deadline for all NMRC command histories is 01 March. Extensions, however, are subject to NAVHISTCEN approval.

d. Echelon 4 Commands will submit Annual command histories directly to NAVHISTCEN. One copy must be sent to NMRC for Research Archives.

e. Each activity is strongly encouraged to develop broad and diverse programs and resources for historical enrichment. To assist, ORA is appointed as NMRC Historian and Archivist for these efforts. Echelon 4 activities are to appoint offices or individuals to meet similar needs and goals. ORA will assist Echelon 4 Commands with the development of historical enrichment programs.

6. Action. This policy is effective immediately beginning 30 September 2002.


R. B. OBERST

Distribution:
List(s) A, B, C and D

**Command History
FYXXXX**

Naval Medical Research Center

GENERAL INFORMATION

Name: Naval Medical Research Center

Short Name: NAVMEDRSCHCEN

UIC:

Address: Naval Medical Research Center
503 Robert Grant Avenue
Silver Spring, Maryland 20910-7500

Command Tel#: (301) 319-7400

Command DSN: 285-7400

Command FAX: (301) 319-7410

PART I: HISTORICAL NARRATIVE SUMMARY

A. Historical Background

B. Command Mission, Capabilities, and Vision

C. Command Leadership

Commanding Officer

Executive Officer

D. Command General Organization:

Directorates:

Administration Directorate

Research Services Directorate

Combat Casualty Care Directorate

Infectious Diseases Directorate

Bone Marrow Research Directorate

Biological Defense Research Directorate

Resource Management Directorate

Special Assistants:

Command Master Chief

Comptroller

Legal Officer

Career Counselor

Command Evaluator

Safety Officer

Research Ethics Counselor

Command Detachment:

Naval Medical Research Center Detachment, Lima, Peru

Echelon 4 Subordinate Commands:

Naval Dental Research Institute, Great Lakes, IL

Naval Medical Research Unit Two, Jakarta, Indonesia

Naval Medical Research Unit Three, Cairo, Egypt

**Detailed Organizational Mission and Milestones
Summaries:**

By Directorate/Department

PART II: COMMAND WIDE SPECIAL METRICS

A. Facilities Summary

B. Personnel Summary

- Officers
- Enlisted
- Civilians
- IPA Appointees
- Grants Personnel
- Contractors

C. Financial Resource Summary

D. Total Research Budget

E. Command-Wide Milestones

F. Command-Wide Awards and Honors

G. Individual Awards Summary

H. Echelon 4 Support and Oversight Activities Summary

I. Command Challenges and Horizons

PART III: APPENDICES AND SUPPLEMENTS

Appendix 1: Commanding Officer Biography

Appendix 2: Command Organizational Chart

Appendix 3: Command Directory

Appendix 4: FYXXXX Project Profile and Portfolio Year Book