DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

IN REPLY REFER TO:
COMTRAWINGONEINST 5750.1E
Code 00

COMTRAWING ONE INSTRUCTION 5750.1E

From: Commander, Training Air Wing ONE

Subj: TRAINING AIR WING ONE (TW-1) ANNUAL COMMAND OPERATIONS REPORT

Ref: (a) SECNAVINST 5210.8D
(b) OPNAVINST 5750.12J

1. Purpose. To set forth requirements for submitting background and historical information used in establishing and keeping current the TW-1 Annual Command Operations Report (formerly "Command History").

2. Cancellation. COMTRAWINGONEINST 5750.1D.

3. Background. Reference (a) requires each command to submit an annual report of its operations to the Director of Naval History. Reference (b) authorizes commands to retain certain records having continuing local reference or historical value. Command Operations Reports are intended to provide materials upon which a reliable future analysis or history of unit operations can be based. To this end, Command Operations Reports need to contain sufficient substance and data.

4. Action

a. Commanding Officers shall submit information on significant historical events which occurred during the previous quarter in which the Wing participated, or was directly or indirectly responsible, to TW-1 no later than the 10th day of the following quarter.

b. The TW-1 Operations Officer collects quarterly input, combines, and routes Command Operations Report info to the TW-1 Administrative Officer for administrative processing and CTW-1 approval.

5. Report Content. Information submitted shall be unclassified. Quarterly reports are used to compile the annual report and should cover all activities of historical interest. Emphasis should be placed on operations, projects, and events that contribute to the overall mission of TW-1. Information should be in brief narrative form and include the following, along with other facts deemed necessary by Commanding Officer, Department Head, or Special Assistants:

a. Inputs should include a chronological summary of operations, highlighting significant events. All major events should be included with specific dates.

b. In addition, significant statistical data which should be made part of Navy's permanent records will be included, such as:

(1) Number of aircraft hours flown

(2) Number and type of aircraft on board

(3) Major construction projects in progress or completed

(4) Important new equipment

(5) Major equipment casualties

(6) Major training (e. g., simulator usage, number of students graduated, or and other large-scale training program that significantly contributes to mission accomplishment).

(7) Other statistical data which reflects fulfillment of mission-essential functions (e. g., reenlistment statistical data).

c. Any change in mission or function since last reporting period.

d. Recognition of major accomplishment by higher commands (awards, letters, plaques, etc.)

e. New programs.

f. Accounts of unusual or significant events, including visits by dignitaries, VIP's, etc.

g. Copies of citations or congratulatory messages.

h. Personnel data (receipts, transfers, discharges, retirements, etc.) is not desired unless such information is of special significance.

6. Records. The TW-1 Administrative Department shall submit the annual Command Operations report to the Director of Naval History (Aviation History) no later than 1 March each year. Attachments too large or not suitable for transmission via email will be submitted via any approved commercial carrier. A Command Operations Report master file will be maintained in the TW-1 administrative department.

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