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SUBJ//SUBMITTING MANDATORY COMMAND OPERATIONS REPORT (COR) FOR CY 2024

REF/A/DOC/OPNAVINST 5750.12L/26MAR2021//

AMPN/REF (A) IS CNO INSTRUCTION ON ANNUAL COMMAND OPERATIONS REPORTS//

RMKS/1. Per reference (a), all Echelon II and below commands (afloat and ashore, including all task forces, groups, and units) shall submit an annual Command Operations Report (COR) for their unit, or ensure a COR is submitted on their unit's behalf.

a. If the command has fewer than 50 personnel (to include military, civilian, and contractor), the command can either submit their own COR or the Immediate Superior in Command (ISIC) can submit on their behalf.

b. CORs should be submitted electronically to Naval History and Heritage Command (NHHC). For any files too large to attach to an email, utilize DoD Secure Access File Exchange (SAFE) to submit unclassified supporting documents or ARMY Research Laboratory (ARL) Safe for classified documents.

2. ISICs are expected to ensure their subordinate commands are in compliance with the submission requirements.

3. CORs are the only permanent record to document the activities and actions of the US Navy. They are used extensively by Veteran Affairs personnel researching claims by Navy veterans. They are also used by OPNAV, the rest of DoD, and Congress to address operational and policy inquiries.

4. Per SSIC 5000-5, CORs cover a command's operations for calendar year. Completed CORs have the following Due Dates. Due dates have been extended. Extensions will be granted upon request.

- a. Echelon 2: 15 June 2025
- b. Echelon 3: 31 May 2025
- c. Echelon 4-6: 15 May 2025

5. Classification Guidance

a. The COR must be classified at the level necessary to completely describe the respective commands' operations and actions over the last calendar year.

b. Unclassified CORs should be submitted to NHHC-HAD-COR(at)US.NAVY.MIL.

c. CORs classified no higher than the secret level should be sent to NNHC\_COR(at)navy.smil.mil. Reach out to same address for reports classified higher than secret for submission instructions.

6. All unsubmitted CORs from previous years should be included in the current COR submission. They can be included with the current COR or submitted as a separate document, whatever is easier for the command.

7. Best Practice Recommendations:

a. Do NOT print and scan to save a Word document as a PDF. Select File-Save As-select file type as PDF. If this does not work, submit the word document.

b. All supporting reports and published documents submitted as part of the COR can be included in the primary COR document. ALL photographs included in the COR should also be submitted as separate JPEG files for digital preservation of those images. JPEGS should be at least 300 DPI.

c. The command's operational staff will work with the assigned COR action officer to write the COR and compile supporting reports and published documents.

d. Commands should keep a folder throughout the year to save supporting documentation they would like to submit with their COR.

As the best supporting documents are already created throughout the year, this will make it easier for the COR to be compiled each year.

e. Contact NNHC\_COR(at)navy.smil.mil for instructions on submitting supporting reports and published documents. Do NOT send a link to a classified SharePoint, COR staff do not have access to those pages.

f. Per Reference (a), a COR contains documentation of significant events; such as milestones, highlights, failures, anything that influenced operations, and events of historical importance. See the COR template for a full list of recommended supporting reports and published documents.

8. Reference (a), a template with guidance, and FAQs are available on the NNHC's COR website: [www.history.navy.mil/about-us/instructions-and-forms/submit-a-command-operations-report.html](http://www.history.navy.mil/about-us/instructions-and-forms/submit-a-command-operations-report.html)

9. Additional resources are available on the NNHC Collaboration at Sea webpage, which can be found under the training tab.

10. If questions about COR preparation and submission are not answered on the NNHC COR websites, please direct questions to NNHC-H AD-COR(at)US.NAVY.MIL.

11. Released by VADM M. E. Boyle, Director, Navy Staff.//

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