CLASSIFICATION: UNCLASSIFIED/
ROUTINE
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PASS TO OFFICE CODES:
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SUBJ/SUBMITTING MANDATORY COMMAND OPERATIONS REPORT (COR) FOR CY 2025

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 49 personnel or less (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 NHHC. For any files too
large to attach to an email utilize DOD Safe to submit unclassified
supporting documents or 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 VA personnel researching claims
by Navy veterans. They are also used by OPNAV, the rest of DOW, 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:
     a. Echelon 2: 15 May 2026
     b. Echelon 3: 15 April 2026
     c. Echelon 4-6: 15 March 2026

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
NHHC_COR(at)navy.smil.mil.

d. For submissions classified higher than secret, reach out to NHHC_COR(at)navy.smil.mil for submission instructions.

6. Decommissioning or Disestablishing Commands
    a. All Commands that are decommissioning or disestablishing in CY 2026 must also submit a CY 2026 COR covering the command's operations and actions in CY 2026 to be submitted at time of decommissioning / disestablishing. Contact NHHC-HAD-COR(at)US.NAVY.MIL for more information and to coordinate a submission date for the CY 2026 COR.
    b. For donation of other records and items of historic value, information is available on NHHC's website. https://www.history.navy.mil/about-us/services-and-policies/decommissioning-and-disestablishing.html.

7. 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.

8. 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 NHHC_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.

9. Reference (a); a template with guidance; and FAQs are available on the NHHC's COR website. https://www.history.navy.mil/about-us/instructions-and-forms/submit-a-command-operations-report.html.

10. Additional resources are available on the NHHC Collaboration at Sea webpage; which can be found under the training tab.

11. If questions about COR preparation and submission are not answered on the NHHC COR websites, please direct questions to NHHC-HAD-COR(at)US.NAVY.MIL.

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

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CLASSIFICATION: UNCLASSIFIED/