



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

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From: Commanding General
To: Distribution List

Subj: MANUAL FOR THE DEPOT HISTORICAL PROGRAM

Ref: (a) MCO P5750.1G (NOTAL)

Encl: (1) LOCATOR SHEET

Report Required: Command Chronology (Report Symbol MC-5750-06),
paragraph 3000

1. Purpose. To set forth policies and procedures for the administration of the Depot's Historical Program.
2. Cancellation. Depot Order 5750.4D.
3. Information. This Manual delineates the objectives, policies, responsibilities, and procedures for the planning and conduct of a historical program at the Marine Corps Recruit Depot, San Diego, California. It is published for the instruction and guidance of commanders, the Depot staff, and individuals involved in the execution of the program.
4. Summary of Revision. This manual now concentrates on the written and oral portion of the Depot's Historical Program. The Command Museum is mentioned briefly but is covered thoroughly in DepO 5750.7A.
5. Recommendation. Recommendations concerning the contents of the Manual for the Depot Historical Program are invited. Such recommendations will be forwarded to the Assistant Chief of Staff, G-2/3 via the appropriate chain of command.
6. Certification. Reviewed and approved this date.


J. M. GUERIN
Chief of Staff

DISTRIBUTION: I

MANUAL FOR THE DEPOT HISTORICAL PROGRAM

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ENCLOSURE (1)

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CHAPTER 1

SCOPE AND RESPONSIBILITY

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CHAPTER 1

SCOPE AND RESPONSIBILITY

1000. GENERAL. This manual fixes responsibilities and establishes policies for recording the cumulative operational and institutional experience of the Marine Corps Recruit Depot (MCRD), San Diego, California.

1001. BACKGROUND

1. The importance of maintaining a historical record of the Depot cannot be over-stated. A systematic means of collecting, screening, and preserving historical records is required in order to depict tangible evidence of unit and individual achievement. These achievements in turn should complement written history by fostering high standards of military virtue.

2. The Depot's historical program further requires a comprehensive program that honors tradition and builds esprit throughout the display of awards, battle honors, historical flags, and other objects of historical sentimental significance.

1002. MARINE HISTORY IN SAN DIEGO, CA. Military history of the Marine Corps in San Diego starts in 1846, when a group of Marines from the Sloop of War, Cyane raised the first U.S. flag over Old Town. Since then, the Marines have been an integral part of Southern California. Marine units from San Diego have helped shape the course of history in the far corners of the world.

1003. OBJECTIVES. The objectives of the MCRD Historical Program are to:

1. Make the cumulative historical experience of MCRD, San Diego, California available for widespread study and exploitation.

2. Foster an appreciation of military history as an element of recruit training, the professional education of permanent personnel, and as an important ingredient in staff planning, command judgements, and decisions.

3. Enhance esprit de corps through wide dissemination of Marine Corps history and traditions.

4. Collect and preserve significant documents and records relating to the Marine Corps and MCRD, San Diego, California.

5. Give substance to tradition by identifying, collecting, maintaining, and exhibiting objects of lasting historical and

sentimental value to the Marine Corps and MCRD, San Diego, California.

6. Encourage creative scholarship that promotes a deeper understanding of the historical role of MCRD, San Diego, California, both in the development of Marine Corps organization and in the training of recruits.

1004. HISTORICAL RECORDS. Designated unit reports from MCRD, San Diego, California submitted, as directed by the Commandant of the Marine Corps, will be assembled with records from other sources and retained at the Command Museum (until retired to appropriate Federal Records Centers), in order to:

1. Provide a permanent record of Marine Corps experience and achievement.
2. Provide source material for historical accounts, reports, and associated documents.
3. Provide source material for the evaluation of current plans, policies, and doctrine.

1005. COLLECTIONS. Historical collections provide tangible evidence of Marine Corps achievement. The MCRD, San Diego Command Museum encompasses a library, archives (official records), personal papers and memorabilia, oral histories, and references to recruiting posters. These collections also:

1. Provide source material for both written and graphic histories of the Marine Corps.
2. Provide source material for the study of the material history of the Marine Corps and its relationship to events.
3. Provide material for permanent and temporary exhibits to illustrate episodes and highlights of the history of the Marine Corps.
4. Provide source material for the study of the development of tactics, weapons, and equipment, both air and ground.

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CHAPTER 2

AUTHORITY AND GENERAL RESPONSIBILITIES

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CHAPTER 2

AUTHORITY AND GENERAL RESPONSIBILITIES

2000. GENERAL. This chapter assigns and delineates authority and general responsibilities for the conduct of the MCRD, San Diego Historical Program.

2001. COMMAND RESPONSIBILITY

1. A unit's command historical program is the responsibility of the Commanding General. Discharge of this responsibility includes the planning, programming, and execution of military history programs, support of museum activities, and compliance with all historical directives promulgated by Headquarters, U. S. Marine Corps.

2. The Commanding General may be assisted in the discharge of all historical program responsibilities by either a staff historian occupying a T/O billet or by a staff officer assigned the additional duty of staff historian. In either case, the staff historian must be informed of existing and projected plans of the command. The staff historian in turn must advise the commander and the staff about the historical responsibilities of the command.

2002. ASSISTANT CHIEF OF STAFF, G-2/3. The AC/S, G-2/3, serves as the primary officer exercising staff cognizance over the historical program and all museum functions.

2003. DIRECTOR/CURATOR MCRD, SAN DIEGO COMMAND MUSEUM. The Director/Curator of the Museum is directly responsible to the AC/S, G-2/3. His primary duties involve the professional management of the museum and research facilities, as well as the collection, identification, preservation, research and exhibition of artifacts. Additionally, the Director establishes liaison with other agencies, government and civilian, foreign and domestic, in furtherance of the objectives of both the Marine Corps and the MCRD, San Diego Historical Programs.

2004. INDIVIDUAL RESPONSIBILITY

1. All Marines are expected to have a clear understanding of the basic events that have shaped the military heritage of the United States and, in particular, the United States Marine Corps.

2. Officers and noncommissioned officers are encouraged to broaden their professional knowledge through individual effort, and to study military history as a professional rewarding activity.

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COMMAND CHRONOLOGY

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CHAPTER 3

COMMAND CHRONOLOGY

3000. GENERAL

1. The Command Chronology is a documented report to CMC of the significant events occurring at Marine Corps Recruit Depot, San Diego.
2. It includes basic material for use by staff agencies of Headquarters Marine Corps and provides the Depot with a periodic summation of its experiences useful in future planning and orientation of new personnel.
3. The Command Chronology is the basic historical record of the character and experiences of each Marine Corps organization.
4. Unit histories, lineages, streamer entitlement, and numerous manpower, logistics, and mission related reports are developed by reference to this record.
5. Command Chronologies are permanent records and, as such, will eventually be retired to the National Archives of the United States where they will be accessible to all researchers throughout the country.
6. As these reports are often the only lasting official record of a command's activities, it is important that they be complete, informative, legible, and representative of the professionalism and precision which have traditionally characterized the Marine Corps.
7. In order to ensure that Command Chronologies truly reflect the thrust of the command, they must receive the personal attention of the commander and will be signed by him/her rather than by direction.
8. The reporting period is 1 January to 31 December.

3001. SCOPE

1. The Command Chronology will provide a concise review of the experience of the command.
2. Each Command Chronology must reflect the specific missions and tasks assigned the command, the status and readiness of the command throughout the period, and its goals and accomplishments.
3. All significant program and policy decisions adapted or implemented should be discussed. Changes in facilities, acquisition of new equipment, tests of equipment, doctrine,

contribution to the evolution of doctrine, and problem areas should be covered.

4. Sufficient detail must be included to convey the unique and distinctive qualities of the command during the period covered.

3002. FORMAT. The content of Command Chronologies may vary somewhat with the functions of the reporting organizations, but each Command Chronology will include the four standard sections discussed below:

1. A standard first section containing organizational data prepared in the format contained in section I of appendix A.
2. The second section contains a narrative summary written from the commander's viewpoint, highlighting the most significant accomplishments of the unit. It discusses the approaches and techniques used to overcome problems and achieve unit objectives during the period covered by the report. Emphasis should be given to recurring problems. (See section II of appendix A.)
3. The third section is a sequential listing of significant events in the format shown in section III of appendix A, especially as they relate to:

- a. Activations, deactivations, and redesignation of units within each organization and the specific dates such events took place.

- b. Significant command and staff actions.

- c. Command relations with other military organizations within the immediate area (i.e., area coordination relationships, significant interservice support agreements, etc).

- d. Modifications to plant and facilities.

- e. Ceremonies.

- f. Civic action and community relations highlights.

4. The fourth section is made up of supporting documents. (See section IV of appendix A.) Documents will be included whenever necessary for clarity, completeness, or the elimination of lengthy writing. Both the narrative section and the chronology of significant events can be amplified by the documents included here. Cross-referencing should be accomplished throughout those sections by inserting phrases such as "See Letter of Instruction and After Action Report, Items #6 and #7 in Section IV." At a minimum, completed documentation (i.e., a complete section IV) must be included with the original copy and with the copy which becomes a

part of the unit's historical summary file. Documents of the following types should be considered for inclusion:

- a. Policy directives, standing operational procedure directives, unit orders, bulletins, and memoranda.
- b. Operations and administrative plans, letters of instruction, and after action reports.
- c. Journals, messages, and periodic reports of staff sections and subordinate units.
- d. General and special staff studies and estimates.
- e. Sketches, photographs, maps, copies of combat art, blueprints, and drawings must be identified or captioned fully and dated.
- f. Other documents of historical significance, including oral history interviews.

5. The quality of original Command Chronologies is of particular importance in view of their purpose and disposition. When feasible, original documents, as opposed to copies, should be submitted to ensure that microfilm images are clean and legible. Most methods of field duplication fail to reproduce the clear, sharp images desired for microfilm recording and should not be used, except in cases where submission of such copies is unavoidable, as in the documentation portion of certain reports. In no case should the organizational data, narrative, and chronology portions of the report be of less than original typewritten quality. News clippings from military publications should be included in this section.

3003. ACTION REQUIRED

1. The original copy of the Command Chronology, signed personally by the Commanding Officer or General Staff Officer will be submitted via the chain of command to reach this Headquarters (AC/S, G-2/3) by 31 January annually.
2. The AC/S, G-2/3 will exercise overall coordination of the Command Chronology Program and prepare and submit the Depot Command Chronology in accordance with this Manual.

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CHAPTER 4

ORAL HISTORY

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CHAPTER 4

ORAL HISTORY PROGRAM

4000. GENERAL. The Depot has established a program to obtain narratives of noteworthy professional experiences and observations from Marine Corps personnel. This program is designed to develop and preserve taped transcripts of interviews for future historical purposes. Through this program, many remarkable and historic events will be preserved for future use in compiling a complete, comprehensive Marine Corps history.

4001. SCOPE

1. Personal narratives concerning noteworthy professional experiences and observations from active duty, reserve, and retired Marines should be obtained.
2. Marines who have participated in significant military and civic events and who have had noteworthy professional experiences should be encouraged to participate in the Oral History Program.
3. Taped presentations, briefings, debriefings, speeches and similar "spoken history" are included.
4. The taped transcripts will be preserved at Headquarters, U. S. Marine Corps for future use and source material for the writing of official Marine Corps histories.
5. The Oral History Program will be made available as a research collection, a body of oral history.

4002. ACTION REQUIRED

1. The AC/S, G-2/3 will:
 - a. Exercise general staff cognizance over the subject program.
 - b. On receipt of interview requests, screen requests for approval and determine the priority of each request.
 - c. Brief each interviewee to determine the classification of the information to be presented utilizing Chapter 6 of OPNAVINST 5510.1H.
 - d. Review all completed tapes of interviews to determine compliance with paragraph 3005 of MCO P5750.1G and the desirability of duplication for use locally as training aids.

e. Forward completed tapes of interviews along with required documentation to the Commandant of the Marine Corps (Code HDH-3). Tapes containing classified information will be marked in accordance with Chapter 9 of OPNAVINST 5510.1H.

f. Maintain continuous liaison with Marine Corps Historical Branch (Code HDH-3), Headquarters, U. S. Marine Corps to ensure a Viable Oral History Program.

2. Commanding Officers will:

a. Ensure that a letter requesting an oral history interview is forwarded to this Headquarters (AC/S, G-2/3) on all personnel able to contribute to the subject program. Criteria for such interviews is outlined in paragraph 4003 below.

b. Encourage members of their organization to participate in the subject program.

3. The Public Affairs Officer will provide a representative from the Public Affairs Office to assist with the interview, as appropriate.

4. The Director/Curator of the Command Museum will catalogue and store tapes of all interviews conducted. Interviews classified "CONFIDENTIAL" or higher will be entered into the Depot Classified Material Control System.

5. The Director of the Training and Audiovisual Support Center (TAVSC) will:

a. Budget for, purchase, and store blank recording tapes for use in the Oral History Program.

b. Reproduce and store duplicate tapes of all interviews conducted. Interviews classified "CONFIDENTIAL" or higher will be entered into the Depot Classified Material Control System.

6. The Depot Security Manager will store all tapes classified "CONFIDENTIAL" or higher in the Depot Classified Material Control System.

4003. PLANNING GUIDELINES FOR THE CONDUCT OF ORAL HISTORY INTERVIEWS

1. The criteria for oral history interviews are:

a. Marines who have been assigned to either joint or combined staffs, attache duty, or special/unusual missions or assignments, or who have been observers of/participants in major exercises where Marine Corps doctrine is developed, tested, or refined.

b. Marines who have participated in major military exercises and maneuvers and/or contingency deployments in either combat, combat support, or combat service support.

c. Personnel who have participated in or directed significant civic action projects or who participated in or observed significant newsworthy events.

d. Marines who are nearing retirement and whose reminiscence of long years of active duty would provide useful information for the cumulative record of Marine Corps experiences and achievements.

e. Personnel who can appropriately comment on support, development, and training organizations emphasizing significant events to the accomplishment of the respective mission. Specific attention should be made to existing program progress, institution of new programs or procedures, important policy decisions made or implemented, experimentation with equipment, development of new doctrine, and data on changes in plant and facilities.

2. Interview requests will contain the following information:

a. Name, grade, social security number, and parent organization of interviewee.

b. Organization, billet assignment, and inclusive dates of the period to be covered during the oral history interview.

c. Brief summary of the intended contents of the oral history interview.

d. The name of an officer senior to the Marine to be interviewed that can review the completed tape for authenticity. Include the present address of the named officer, if known.

4004. ACCESSIBILITY OF RECORDED MATERIALS

1. Recorded material accessioned into the oral history collection will be retained at the Marine Corps Historical Center in the Washington Navy Yard, Washington, D. C., and will be made available to researchers in accordance with security regulations, and any restrictions imposed by interviewees.

2. Queries concerning the Oral History Program should be addressed to the AC/S, G-2/3.

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APPENDIX A

PREPARATION OF COMMAND CHRONOLOGIES

1. This appendix contains format and examples of the four sections of a Command Chronology. This appendix should be used as a guide, recognizing that the diverse activities of the various commands and sections located aboard the Depot may require different data or detailed information be included, as to reflect accurately and completely the activities of that command or section.

Section I. Organizational Data.

Section II. Narrative Summary.

Section III. Sequential Listing of Significant Events.

Section IV. Supporting Documents.

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APPENDIX A

SECTION I: ORGANIZATIONAL DATA

1. Unit Designation

- a. Reporting Unit Code:
- b. Table of Organization Number(s):
- c. Period covered:

2. Personnel Information

- a. Commanding General (i.e., Commanding Officer, Director, etc.) See Note 1
- b. Deputy Commanding General
- c. Subordinate Commanders
- d. Principal Staff Members
- e. Staff Historian
- f. Senior Enlisted

3. Average Monthly Strength

	<u>USMC</u>	<u>USN</u>
	<u>Officer</u> <u>Enlisted</u>	<u>Officer</u> <u>Enlisted</u>

January

February

March

etc.

etc.

December

4. Equipment. List all equipment that is required to perform the unit's mission but is not available, and all equipment acquired during this period. Only major end items should be addressed or none.

Note 1: Use Grade, First Name, Middle Initial, and Last Name with inclusive dates listed below. (See Example)

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Example:

Commanding Officer

Col John M. Marine
(1 Jul-15 Jul 84)

Col Joe M. Adams
(16 Jul-31 Dec 84)

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APPENDIX A

SECTION II: NARRATIVE SUMMARY

1. Command, Operations, and Training. This section will contain the narrative of what the organization has been involved in during the reporting period. Achievements, problems, major exercises, tests, and training should be reflected in narrative and statistical form.

2. Personnel and Administration. This section reflects any manning difficulties or requirements that have surfaced during the reporting period. Major accomplishments in personnel matters should be reflected in narrative and statistical form.

a. Promotions: Number of personnel promoted during this period.

b. Officers Joined

<u>GRADE</u>	<u>NUMBER</u>	<u>MOS</u>
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c. Officers Dropped

<u>Grade</u>	<u>Number</u>	<u>MOS</u>	<u>Reason</u>
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d. Enlisted Joined List total number

e. Enlisted Dropped List total number

f. USN Joined List total enlisted number

g. USN Dropped List total enlisted number

h. Average Noneffectives Express in a percentage

3. Legal Action. Numerical totals in the following categories should be reported:

<u>Permanent Personnel</u>	<u>Recruits</u>	<u>Grad Holds</u>
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General Courts-Martial
Special Courts-Martial
Summary Courts-Martial
Nonjudicial Punishment
JAG Manual Investigations

4. Awards. Numerical totals of all awards presented during the period (i.e., NAMs, NCMs, Meritorious Masts).

5. Medical. Any major problems or accomplishments concerning medical should be reflected here.

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6. Logistics/Supply. In this section, all problems or accomplishments dealing with logistics or supply will be mentioned in narrative form. Any reorganizations, plant modifications, major construction, and major fiscal expenditures are considered appropriate for this section.

7. Civic Action. Any dealings with the community should be mentioned in narrative form. Marine participation in public events, support for community projects, open houses, public demonstrations, public assistance, and public performances by Marine musical or drill units should be included.

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APPENDIX A

SECTION III: SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

1. This section lists, in chronological order, any significant events that occurred within the unit during the reporting period. Although not required, each event should be supported with documentation. Example:

- 2 Jan - 6 Feb 1991 Visit by Captain Chung and MSgt Kim (ROKMC) to observe recruit training. They were in the International Military Education and Training program, a program for Foreign Military Trainees.
- 7 - 11 Jan 1991 80 civilian educators and civic leaders from the Lansing/Twin Cities areas visited the Depot for a Recruiting Station command visit. (Items 1 and 2)
- 7 - 11 Jan 1991 Five television representatives from Twin Cities, Minn. visited the Depot along with RS Lansing/Twin Cities for media support. (Item 3)
- 7 - 18 Jan 1991 The 1991 Depot Competition-in-Arms Program (DCIAP) was postponed due to the Gulf Crisis.

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APPENDIX A

SECTION IV: SUPPORTING DOCUMENTS

1. This section contains the various documents which support the significant event section. The documents should be labeled as "Item" and should be sequenced "1", "2", "3", etc. Newspapers should be referred to as indicated in the example. Photos should be originals and not copies. Any document that has previously been sent to Headquarters Marine Corps should be referred to, but not included.

EXAMPLE:

ITEM 1 Excerpt, CHEVRON, 11 Jan 91,
"MCRD Welcomes Command
Visitors"

ITEM 2 Excerpt, CHEVRON, 11 JAN 91,
"Working and playing hard helps
R.S Lansing be the Corps' Top
recruiting station in 1990"

ITEM 3 Excerpt, CHEVRON, 11 JAN 91,
"Education and strong family
ties build good base for Twin
Cities recruiters to work with"

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APPENDIX B

INSTRUCTIONS FOR THE ORAL HISTORY PROGRAM

A. GENERAL INSTRUCTIONS

1. Funding for required materials and equipment necessary is the responsibility of the Command. Recording equipment may be added to the Command's Table of Authorized Material and/or obtained from the supporting TAVSC designated in the current edition of MCO P5290.1, Marine Corps Training and Audio-Visual Support Manual.

2. It is desirable to have oral history interviews and other historically significant presentations recorded on good quality cassette tape recorders using either C-60 or C-90 tape cassettes. Interviews can also be recorded at 3-3/4 or 7-1/2 inches per second on reel-to-reel machines using either 5-inch or 7-inch reels of tape, but cassettes are preferred. Videotaped interviews are acceptable.

3. Before beginning an interview or other recording session, the operator should be thoroughly familiar with how the tape recorder operates. If the recorder is battery operated, fresh batteries should be used.

4. Recorded materials should be submitted expeditiously, directly to the Commandant of the Marine Corps (Code HDH-3). The outside of the package should be marked "Magnetic Tape Do Not X-Ray." Although tapes may be cited in Command Chronologies and used to supplement those written historical records, they should be submitted separately as soon as the interview is completed.

5. All recorded materials submitted to the Commandant of the Marine Corps (Code HDH-3) will be accompanied by a documentation sheet containing the following information:

- a. Subject and date of recording.
- b. Name, grade/rank, social security number of interviewee (if appropriate).
- c. Name, grade/rank, social security number of interviewer (if appropriate).
- d. Security classification.
- e. Synopsis of matters covered in the recording, to include dates of events described or discussed.
- f. Running time of interview.

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6. Copies of tapes may be reproduced for retention and use by the interviewing agency. Reels of tape or tape cassettes should be stored in their original cartons, on edge, individually on shelves. To prevent distortion, tape should not be wound excessively taut or unevenly. Ideally, magnetic tape should be stored at room temperature (60-80 degrees F.) with relative humidity controlled between 40 to 60 percent.

B. GUIDELINES FOR CONDUCTING INTERVIEWS

1. The Oral History Program can employ, with good results, the basic techniques used by journalists. The historian, like the newspaperman, should be concerned with the "who, what, when, where, and how" of a matter. To acquire the answers to these and other valuable questions, and to make the interview as meaningful as possible, both the interviewer and interviewee should be prepared to explore fully every area of the interview topic.

2. Speed in securing interviews is important, since the oral historian must seek the complete story while the personnel involved are still available and the facts are still clear in their minds. The interviewer should avoid asking questions for which answers are readily available in reports, orders, and other sources, unless it becomes necessary to determine the interviewee's understanding of an order, to check on the veracity of a statement, etc.

3. Regardless of the number of interviews on a single tape or the number of tapes used for a single interview, each interview and each additional tape must begin with the following:

- a. Name of interviewee.
- b. Name of interviewer.
- c. Date and place of interview.
- d. Subject and classification of interview.

4. When more than one tape is anticipated or actually used for a single interview, the interviewer will state at the beginning of each tape: "This is tape _____ of an interview with _____."

5. Personnel assigned to conduct an oral history interview must keep abreast of the activities of the unit whose personnel they will interview, whether in a combat situation or in garrison. The good interviewer develops a sixth sense for the right questions and, if properly prepared, can draw out the interviewee, and conduct a worthwhile interview.

6. It is not always necessary to prepare a complete list of questions beforehand, but the good interviewer will have a checklist or an outline of the matters to be discussed in an interview. These may be prepared during a pre-interview discussion

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with the interviewee and others, or derived from the study of pertinent documents and records.

7. The outline and checklist may be a good guide for the conduct of the interview, but the successful interviewer is sensitive to those occasions when the interviewee's response to a question calls for deeper probing, and a more complete examination of the matter than that being discussed.

8. A great number of Marine Corp related topics may be discussed in the course of a taped historical interview session. Interview sessions will, out of necessity, be limited in scope and time. The interviewer should make every possible effort to cover fully the topic under discussion. If it appears that a point is not clear, the interviewer should not hesitate to ask questions which would result in clarification. Although an interview in essence is a dialogue, the interviewer should act more like a moderator than a participant.

9. A helpful publication for the conduct of oral history interviews is A DO-IT YOURSELF ORAL HISTORY PRIMER, which incorporates much of the foregoing discussion and some additional guidance. Copies of the primer may be obtained from the Commandant of the Marine Corps (Code HDH-3).

