

Army Regulation 870-5

Historical Activities

**Military History:
Responsibilities,
Policies, and
Procedures**

**Headquarters
Department of the Army
Washington, DC
21 September 2007**

UNCLASSIFIED

SUMMARY of CHANGE

AR 870-5

Military History: Responsibilities, Policies, and Procedures

This major revision, dated 21 September 2007--

- o Requires historical data from reporting agencies within the Army Secretariat be submitted to the Center of Military History for the Annual Department of the Army Historical Summary not later than 120 days after the end of the fiscal year being reported (para 1-4a).
- o Eliminates the requirement for offices in the Army Secretariat to prepare annual histories (para 1-4a).
- o Eliminates the requirement for program executive officers and program/project managers to provide copies of annual histories to historical offices of subordinate commands in U.S. Army Materiel Command (para 1-4a).
- o Realigns staff supervision of the Chief of Military History and the Center of Military History under the Administrative Assistant to the Secretary of the Army (para 1-4d).
- o Streamlines the delineation of tasks and responsibilities of the Chief of Military History (para 1-4f).
- o Summarizes the responsibilities of the Chief Historian (para 1-4g).
- o Eliminates the requirement for Annual Historian's Activities Reports (para 1-4h).
- o Defines the scope of historical program activities for the U.S. Army Training and Doctrine Command (para 1-4n).
- o Defines the scope of historical program activities for the U.S. Army Reserve Command (para 1-4o).
- o Eliminates the requirement for a Center of Military History Five-Year Historical Plan and redefines the scope of the Army Strategic Historical Plan (para 2-2a).
- o Eliminates the Annual Historical Supplement (para 4-5a).
- o Standardizes terminology, requiring all command historians to submit an Annual Command History (para 4-5c).
- o Requires command historians in Army Reserve organizations from the brigade level and above to prepare Annual Command Histories and submit these documents to the Army Reserve Command Historian (para 4-5c).
- o Requires that a copy of every Annual Command History by a reporting command be provided to the respective branch/school history office (para 4-5d).

- o Eliminates reporting requirements for the Command Historical Publications Program (para 4-6b).
- o Redefines the organization and functions of historians and historical offices in military operations (para 4-7).
- o Summarizes training requirements and responsibilities for military history detachments and teams (para 4-7e).
- o Clarifies the scope of inspection criteria in the Certification Program for the review of Army history offices (para 4-8).
- o Cites the Conference of Army Historians as a critical professional development activity for Army historians (para 4-10).
- o Encourages the use of information technology for Army history programs (para 4-11).
- o Eliminates detailed and technical matters concerning Army museums, artifacts, and art, and refers users to AR 870-20 for such matters (chap 7).
- o Provides a sample format for Command Reports (app C).
- o Eliminates the Chief Curator Advisory Council (throughout).

Historical Activities

Military History: Responsibilities, Policies, and Procedures

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation prescribes Department of the Army policy concerning the conduct of Armywide historical activities.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within

the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix F).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army, ATTN: SAAA-SO, 130 Army Pentagon, Washington, DC 20310–0130.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Director, U. S. Army Center of Military History, ATTN: DAMH-ZA, 103 Third Avenue, Building 35, Fort McNair, DC 20319–5058.

Committee Continuance Approval.

The Department of the Army Committee Management Officer concurs in the establishment and/or continuance of the committee(s) outlined herein, in accordance with AR 15-1, Committee Management. The AR 15-1 requires the proponent to justify establishing/continuing its committee(s), coordinate draft publications, and coordinate changes in committee status with the Department of the Army Committee Management Office, ATTN: SAAA-RP, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202-3926. Further, if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation outlines the general responsibilities, policies, and procedures for the preparation and use of military history in the Army.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. Army Secretariat. All Heads of Staff in the Secretariat, the principal officials, program executive officers (PEOs), and program/project/product managers (PMs), to include Secretariat field operating agencies (FOAs) and staff support agencies (SSAs) reporting to the Secretariat, will—

- (1) Use military history in decision making.
- (2) Ensure that historical records and appropriate source materials affecting Army history are collected and retired for future use and reference.
- (3) Contribute to the Department of the Army Historical Summary (DAHSUM) as required. The DAHSUM is a historical overview of significant Army events, decisions, and activities. Each reporting office will submit electronic information papers and electronic copies of important documents summarizing key events, changes to organization, personnel, significant staff actions, and activities of that staff element to the Center of Military History, DAMH–HDS, not later than 120 days after the end of the fiscal year. The DAHSUM is a valuable aid for the Army in keeping the historical record at the Department of the Army level and comprises an important collection of facts, actions, and precedents to help staff officers in their future duties.

(4) Recommend historical projects for inclusion in the Annual Army Historical Program (AHP) Report and submit historical reports, papers, and related material to the U.S. Army Center of Military History (CMH) for review and comment prior to publication.

b. Assistant Secretary of the Army for Manpower and Reserve Affairs. The Assistant Secretary of the Army for Manpower and Reserve Affairs will exercise oversight responsibility for the AHP.

c. Assistant Secretary of the Army for Acquisition, Logistics, and Technology. The Assistant Secretary of the Army for Acquisition, Logistics, and Technology will ensure coverage of the research, development, and acquisition of major systems at the PEO and PM levels are included in the DAHSUM.

d. Administrative Assistant to the Secretary of the Army. The Administrative Assistant to the Secretary of the Army will exercise general staff supervision over the Chief of Military History for all historical matters.

e. Army Staff. All principals and agency heads the Army Staff (ARSTAF) and ARSTAF agencies, to include ARSTAF field operating agencies (FOAs) and staff support agencies will—

- (1) Use military history in decision making.
- (2) Ensure that historical records and appropriate source materials affecting Army history are collected and retired for future use and reference.
- (3) Staff with the Chief of Military History all regulations having an impact on historical programs.
- (4) Contribute to the DAHSUM as required.
- (5) Recommend historical projects for inclusion in the Annual AHP Report and submit historical reports, papers, and related material to the Center of Military History for review and approval prior to publication.

f. Chief of Military History/Director, Center of Military History. The Chief of Military History will—

(1) Serve as the principal advisor to the Secretary of the Army and the Chief of Staff, Army, for all historical matters. The Chief of Military History is the Director, U.S. Army Center of Military History, which is a field operating agency under the Chief of Staff, with general staff supervision provided by the Administrative Assistant to the Secretary of the Army. The Chief of Military History represents the Army on historical matters and is authorized direct communication with the Secretary of the Army; the Chief of Staff; Headquarters, Department of the Army (HQDA) principal officials and their staffs; HQDA FOAs and SSAs; Army Commands (ACOMs); Army Service Component Commands (ASCCs); Direct Reporting Units (DRUs); and other Army organizations.

(2) Manage the AHP, which includes the following:

(a) Developing policies and establishing standards for Army history and associated historical activities, to include Army museums.

(b) Preparing the official history of the U.S. Army in peace and war, to include research and writing about contemporary military operations.

- (c) Developing and publishing strategic and long-range plans for the AHP, and an Annual AHP Report.
 - (d) Providing historical perspective and support to the Secretary of the Army, the Chief of Staff of the Army, HQDA principals and their staffs, HQDA FOAs, SSAs, and other Army organizations.
 - (e) Serving as the organizational proponent for military history detachments and the personnel proponent for military historians and Army civilians serving in the General Schedule (GS)–170, GS–1015, and GS–1016 classification series. Review and evaluate the professional historical credentials and qualification of all candidates for senior command historian positions at Army commands.
 - (f) Directing a comprehensive program of international Army-to-Army military history contacts and, as directed, representing the Chief of Staff in international military history matters.
 - (g) Assisting public and private agencies and individuals, commensurate with available resources.
 - (h) Developing collections of historical source materials dealing with the Army and related activities, including policies for, promotion and coordination of Army oral history programs and oral history interviews.
 - (i) Determining and publishing the lineage and honors of specified Army units.
 - (j) Funding the reprinting of those Center titles required in large numbers on a regular basis for classroom instruction in Army Schools and educational programs.
 - (k) Promoting the study and teaching of military history through a range of educational events, commensurate with existing resources.
 - (l) Determining the official designation of Army units and maintaining a record of unit status changes.
- g. The Chief Historian.* The Chief Historian will—
- (1) Serve as the senior professional historian at the Center of Military History and the principal historical advisor to the Chief of Military History.
 - (2) Ensure that all publications produced by the Center of Military History are of sufficient quality to become official history of the U.S. Army.
 - (3) Provide guidance and oversight Armywide of the Army historians' career field and establish a hierarchy of career progression, professional standards, and required levels of experience to structure and maintain the career field within the Army.
 - (4) Serve as the principal representative of the Secretary of the Army on the Department of the Army Historical Advisory Committee (DAHAC).
 - (5) Generate an Annual AHP Report.
- h. Army Commands, Army Service Component Commands, and Direct Reporting Units.* ACOM, ASCC, and DRU commanders will—
- (1) Prepare and use military history in accordance with this regulation and the AHP.
 - (2) Establish military history offices down to the Army division and tables of distribution and allowances (TDA) major subordinate command levels and staff them with professional historians or historical officers who will be responsible for implementing all provisions in this paragraph.
 - (3) Prepare Annual Command Histories in accordance with chapter 4 and appendix B of this publication and historical monographs as prescribed in the Annual AHP Report.
 - (4) Recommend historical projects for inclusion in the Annual AHP Report and develop command historical publications plans in accordance with chapters 2, 3, and 4 of this publication.
 - (5) Develop and maintain historical research collections of documentary materials relevant to the command.
 - (6) Coordinate with command records managers to ensure the collection, use, and disposition of documents of historical significance to the command.
 - (7) Submit their supplementary and implementing historical regulations and other historical instructions to the Chief of Military History for review and approval prior to publication.
 - (8) Ensure the application of military history to professional/leader development. At service schools, verify the teaching of military history as part of the programmed curriculum, including battle analyses, historical simulations, and staff rides, technologically enhanced as appropriate, and are part of professional development programs. These activities are training, for which training funds should be used.
 - (9) Provide staff supervision of Army museums and museum activities within the command.
 - (10) Prepare command reports as directed in chapter 4 of this publication.
 - (11) Coordinate Army art activities within the command, in accordance with AR 870–20.
 - (12) Plan for appropriate transition of the command's history assets in time of war or changed readiness status (see chaps 5, 6, and 7).
 - (13) Review and evaluate the professional historical credentials and qualification of all candidates for command historian positions at major subordinate commands in coordination with the Chief of Military History.
- i. Historical Projects Review Panel.* The Historical Projects Review Panel (HPRP) will review all specified history and museum projects that support the strategic plan. The panel is chaired by the Chief Historian.
- j. Installation and community commanders.* Installation and community commanders will—

(1) Identify historically significant artifacts, archival material, and works of art and protect that material from deterioration, damage, destruction, or loss, in accordance with AR 870–20.

(2) Provide a permanent full-time staff, sufficient resources to sustain the operation, and a permanent facility or specifically designated area suitable for the exhibition, accountability, and preservation of historical artifacts for authorized museums under their command in accordance with AR 870–20.

k. Military History Coordinating Committee.

(1) The Military History Coordinating Committee (MHCC) will advise the Chief of Military History/Director, Center for Military History on the overall management and operation of the AHP for the benefit of all Department of the Army personnel. The committee meets at least semi-annually at the discretion of the Chief of Military History/Director, Center for Military History, who is also the chair.

(2) The committee includes eight other permanent members—

(a) Chief Historian, Center of Military History.

(b) Chief Historian, U.S. Army Training and Doctrine Command (TRADOC).

(c) Director, U.S. Army Combat Studies Institute.

(d) Director, U.S. Army Heritage and Education Center (AHEC).

(e) Professor and Head, Department of History, U.S. Military Academy.

(f) Professor and Head/Director, Department of Military History, U.S. Army Command and General Staff College.

(g) Command Historian, U.S. Army Forces Command (FORSCOM).

(h) Command Historian, U.S. Army Reserve Command (USARC).

(3) The Chief of Military History/Director, Center of Military History may appoint *ad hoc* members to serve for specified periods of time on the Military History Coordinating Committee based upon operational necessity or changing organizational structures.

l. Army Historians Council. The council consists of command historians from ACOMs, ASCCs, the National Guard Bureau, and DRUs. The Army Historians Council will—

(1) Advise the Chief of Military History on policies, responsibilities, plans, and procedures of the Army's field history program.

(2) Consist of the Chief of Field Programs and Historical Services Division, Center of Military History (DAMH-FP), and command historians who represent each ACOM, ASCC, and DRU, and is chaired by the Chief Historian.

(3) Meet at least annually or at the discretion of the Chief of Military History.

m. Department of the Army Historical Advisory Committee (DAHAC). The DAHAC will—

(1) Advise the Secretary of the Army, the Chief of Staff, and the Chief of Military History on such matters as—

(a) Conformity of the Army's historical work and methods with professional standards.

(b) Cooperation among the civilian historical community, military historians, and the military profession in advancing the purposes of the AHP.

(c) Responsibility of the Chief of Military History to further the study of and interest in military history in military and civilian schools, and throughout the history community.

(2) Ensure the committee consists of the following:

(a) Representatives from the—

1. Dean of Academic Affairs, U.S. Military Academy.

2. Deputy Commandant, U.S. Army War College.

3. Commandant, U.S. Army Command and General Staff College.

4. Deputy Commanding General/Chief of Staff, U.S. Army Training and Doctrine Command.

(b) A member from one other ACOM, ASCC, or DRU appointed by the Chief of Military History on a rotating basis.

(c) Other Federal members at the discretion of the Chief of Military History.

(d) Archivist of the Army.

(e) An equal number of non-federal civilian members representing the historical community and appointed by the Secretary of the Army under the provisions of AR 15–1, chapter 2. One of these civilian members will serve as the DAHAC chairperson.

n. U.S. Army Training and Doctrine Command (TRADOC) Military History Program. The TRADOC Military History Program Manager will—

(1) Ensure the TRADOC Chief Historian serves jointly as the TRADOC Commanding General's senior advisor on and overall executive agent for military history, public history, and their use in the command; provide general oversight and staff supervision to the TRADOC Military History Program; develop and publish historical policies, regulations, standards, and strategic plans; advise senior leaders on the application of military history to the profession of arms; incorporate programmed military history and heritage instruction into TRADOC schools' programs of instruction; and

provide historical perspective and support to decision-making, military problem-solving, training, doctrine development, and materiel research and development. The TRADOC Deputy Commanding General, Chief of Staff is the proponent for military history and public history in TRADOC. The Chief Historian will manage and supervise the TRADOC Military History Office, which is aligned and serves as Special Staff in the command's headquarters. The office executes two primary programmatic functions. As an Army Management Headquarters Activity, it performs overall program management for the use of military history and public history in all TRADOC schools, commands, and functions, including establishing policy, providing guidance, and monitoring compliance with standards. The office also functions as the Headquarters, TRADOC staff support for military history and public history.

(2) Ensure the U.S. Army Heritage and Education Center (AHEC) at Carlisle, PA, an activity of the Army War College, educates a broad audience on the heritage of the Army by acquiring, preserving, and making available historical records, materials, and artifacts. Through its mission the AHEC educates the Army and the public on the central role of the Army in the growth, development, and protection of the Nation and its way of life. Furthermore, the AHEC supports the U.S. Army War College (USAWC) education, research, publication, and strategic communication missions through its public programs, historical holdings, and preservation practices. The AHEC staff, with the assistance of new technologies, makes its substantial bibliographic and reference resources available to public and private researchers and supports military history education throughout the Army. Staff members teach military history at the War College, supervise students' special study projects, prepare historical case studies, and conduct battlefield staff rides. The AHEC consists of the Directorate of Operations and four subordinate directorates: the U.S. Army Military History Institute, the Army Heritage Museum, the Collections Management Directorate, and the Visitors and Education Services.

(a) *Director, Military History Institute.* The Director, Military History Institute will maintain a historical collection to facilitate and encourage the official and unofficial use and study of military history; administer classified and unclassified historical documents and photographs Armywide; acquire military history related holdings; administer and oversee the Army's central repository for non-record copies of historical materials. Holdings include books, manuals, periodicals, manuscripts, reports, diaries, personal papers and correspondence, documents, photographs, audiovisual materials, and other non-record materials; solicit military service information through veterans' surveys, as well as, administer the Senior Officer Oral History, Division Command Lessons Learned, and Senior Leader Debriefing Programs, which preserve the experience and the comments of the Army's senior military leaders (see chapter 8).

(b) *Director, Army Heritage Museum.* The Director, Army Heritage Museum will exercise oversight for the curation of the dimensional materials in the AHEC collection; oversee the development and fabrication of exhibits and interpretation of Army material culture for the Center; educate military and the public through visual and gallery presentations.

(c) *Director, Collections Management Directorate.* The Director, Collections Management Directorate will exercise oversight for the acquisition and conservation of all material holdings of the AHEC; administer the Current Operations Collection Project, which acquires dimensional and record material relating to ongoing operations in the field.

(d) *Director, Visitor and Education Services Directorate.* The Director, Visitor and Education Services Directorate will administer public programs including the Perspectives in Military History lecture series, Brooks Kleber Memorial Reading series, school education programs (K-12, college and post graduate) and interpretive history events.

(3) Ensure the U.S. Combat Studies Institute (CSI), a major subordinate organization of the Combined Arms Center (CAC) at Fort Leavenworth, KS provides a wide range of military historical and educational support to CAC, TRADOC, and the Army. The Director, CSI will—

(a) Conduct research on historical topics pertinent to doctrinal and operational concerns of the Army and publish the results in a variety of formats.

(b) Research, write, and publish book-length, contemporary military histories of U.S. Army operations.

(c) Improve the quality of instruction in military history throughout the TRADOC school system by assessing and revising military history training support packages (TSPs), conducting "train the trainer" courses for military history instructors, and serving as the proponent for the Military History Instructional Courses (MHIC).

(d) Conduct live and virtual battlefield staff rides for TRADOC organizations and the Army at large, and serve as the TRADOC agent for information and assistance with battlefield staff rides.

(e) Conduct an oral history program that targets Command and General Staff College (CGSC) students and faculty, and Combined Arms Center visitors with recent operational experience.

(f) Exercise oversight responsibility for the Combined Arms Center command history program and the Frontier Army Museum.

o. Ensure the U.S. Army Reserve Command (USARC) Historian manages and oversees military history instruction and training for Active and Reserve Component military history detachments, unit historians, and military history teams that are mobilized, in a training status or assigned/attached to Army/Joint organizations to support historical activities and operations.

Chapter 2 Army Historical Program

2-1. General

a. Scope. The AHP includes all historical activities within the active Army, the Army National Guard of the United States, and the U.S. Army Reserve. The mission of the AHP is to preserve, critically interpret, disseminate, and teach military history; provide historical advice; and stimulate historical mindedness within the Army and throughout the nation. The use of military history includes—

- (1) Preserving the institutional memory of the Army.
- (2) Writing the official history of the Army in peace and war.
- (3) Providing historical support in decision making.
- (4) Providing military history instruction in the education of all DA personnel.
- (5) Supporting leadership and professional development.
- (6) Enhancing unit pride and esprit de corps.
- (7) Supporting public and command information activities.

b. Objective. The vision, or goal, of the AHP is a fully integrated and properly resourced network of professionals who are serving soldiers and supporting decision making Armywide by exploiting advanced technologies to provide relevant, timely historical products and services throughout the Army.

2-2. Program management

The Chief of Military History manages the AHP through a series of interrelated plans and reports.

a. Army Strategic Historical Plan. The Chief of Military History is responsible for providing the focus of military history activities Armywide. To this end, the Chief of Military History is charged with the development and review of strategic plans for the AHP. The strategic plan charts the general direction of the historical program within the Army and provides the basis for the actions outlined in the Annual AHP Report.

b. Army Historical Program Report. This program report encompasses the specific historical activities of the Center of Military History and major Army commands and agencies. The AHP Report, published annually by the Center of Military History, delineates the major elements of the AHP. CMH historical activities, to include specific projects and missions, are included along with historical projects and activities from the ACOMs, ASCCs, DRUs, and the Army element of the National Guard.

2-3. Visiting professors and scholars

To stimulate research and writing in military history, both in the Army and the academic community at large, the Center of Military History sponsors a series of programs for visiting professors and scholars within available resources.

a. The Visiting Professor Program. The Chief of Military History may select a distinguished scholar to serve for 2 years at the Center of Military History to study a mutually agreed upon topic.

b. The Visiting Military Scholar Program. The Chief of Military History may appoint a distinguished military officer for a 1-year period to research and write on a mutually agreed upon topic.

c. The International Scholar Program. The Chief of Military History may designate a distinguished international scholar, military or civilian, for a 1-year appointment to the staff of the Center of Military History to perform research and writing on a topic of mutual interest to the scholar and the center.

d. The Historian-in-Residence Program. The Chief of Military History may select a civilian or military historian from the field commands for a professional development assignment to the Center of Military History for a 1-year period or to the Department of History, U.S. Military Academy, for an academic year. Candidates will apply through their commands and submit a proposal for a research and writing project in U.S. Army history and their curriculum vitae by 1 January each year.

e. The Army Command Research Fellow Program. The Center of Military History may award annually research fellowships to Army Command civilian or military historians to cover expenses associated with research on projects dealing with the history of the U.S. Army. These projects can be Command-sponsored, cooperative Army Command-Center of Military History efforts, or individual research projects. Proposals will be submitted to the Chief of Military History by 1 July of each year and awarded by 1 October.

f. Other professorship programs. The U.S. Military Academy, the U.S. Army Command and General Staff College, and the U.S. Army Heritage and Education Center individually administer visiting professorships in military history designed to enrich the teaching and study of military history at each institution. More specifically, the goal of the professorship is to impart knowledge and perspective to each of the military institutions. The selected professors should possess broad experience and expertise in the field of military history.

2-4. Dissertation Year Fellowships

a. General. The Center of Military History offers as many as three fellowships each fiscal year to support scholarly research and writing among qualified civilian graduate students preparing dissertations having to do with the history of

land warfare, and especially the U.S. Army. The fellowships carry a \$10,000 stipend and permit access to the center's facilities and technical expertise. Fellows are required to visit the center at the beginning and end of their fellowships. The first visit is to provide orientation to CMH and its resources. During the second visit, fellows are required to report on their work during the previous year.

b. Information and applications.

(1) Applicants must be citizens of the United States, not on active duty with any of the armed forces or the U.S. Coast Guard at the time of the beginning of the fellowship (start of the federal fiscal year). They must have completed all requirements for the Ph.D. except for the dissertation. The most competitive research projects will be those that best advance knowledge of the history of land warfare. Final selection will be made by a committee of Center historians under the direction of the Chief Historian and approved by the Director, Center of Military History.

(2) To apply, contact the CMH Web site at www.cmhonline.hqda.army.mil /or write to the U.S. Army Center of Military History, Attn: Executive Secretary, Dissertation Fellowship Committee, 103 Third Avenue, Fort McNair, DC 20319-5058. As evidence of their ability and of the promise of their research, applicants will submit: official transcripts, graduate and undergraduate; a plan of the proposed research (dissertation prospectus); a letter of recommendation from the dissertation adviser; two other letters of recommendation from persons well acquainted with the applicant's ability and the merit of the project; and a writing sample of 20-25 pages. Subject to available resources, the Center's Histories Division sponsors two fellows each year; when a candidate seems suitable, the Museum Division also sponsors a fellow. Applications must be postmarked no later than 15 January (see CMH Web site for a list of recent recipients).

Chapter 3

Historical Publications

3-1. Publication program description

a. The Chief of Military History is the proponent for Army historical doctrinal and training publications. (See AR 25-30, para 1-18)

b. The AHP includes two categories of publications: Army historical publications (distributed Armywide) and command historical publications (which tend to have a narrower distribution). These publications range from large, extensively documented volumes of history categorized by major series, to monographs, specialized studies, commemorative publications, and collections of art, maps, or documents.

c. Historical publications may be disseminated in printed and electronic formats. References to distribution in this chapter relate specifically to stock items such as printed materials and CD-ROMs.

d. All original projects scheduled to be published by the Center of Military History will be included in the AHP Report, which is published by the Center of Military History at the beginning of each fiscal year.

e. The size and design of all historical publications, whether published Armywide or within a command, will directly reflect the intended audience, use, and expected life. Prior to publication, all manuscripts will be reviewed by the proponent to ensure that they are objective, well organized, and well written. Manuscripts being prepared for Armywide distribution should conform to the editorial style of the Center of Military History.

3-2. Preparation and final approval

a. Army historical products for Armywide distribution are usually prepared by the Center of Military History. All CMH funded historical research, writing, and publication projects will be approved and managed through the Historical Projects Development Process under the overall direction of the Chief of Military History. The Army Commands and units outside CMH organizations will submit projects to the Center of Military History for review and evaluation if funding or publications support is requested from CMH. Approved projects will be included in the Annual AHP Report.

b. In the case of a manuscript to be published or co-published by the Center of Military History, final approval for publication is dependent on the formal review process prescribed by the Chief of Military History. During this review, manuscripts will be judged by rigorous historical and literary standards. The results of the review, to include an evaluation of any required further revisions, will be submitted in a memorandum by the Chief Historian to the Chief of Military History, who has final publication approval authority.

c. Historical projects of specific relevance to an individual command or HQDA organization may be prepared and published within that command or HQDA organization using its own resources.

d. HQDA organizations without historians may submit a request for preparation of a historical manuscript through the Administrative Assistant to the Secretary of the Army or the Director of the Army Staff to the Chief of Military History. The request should include a justification and a desired completion date. The Chief of Military History can refer requests to Army command historical offices for preparation. Manuscripts prepared in this way by Army

command historical offices will be submitted to the Center of Military History for review and approval before being submitted to the HQDA organization.

3-3. Distribution

a. The Center of Military History publications are distributed throughout the Army to addressees with a recognized need for historical publications. The Center also distributes copies of some of these publications to book reviewers and selected subject specialists and to other government agencies. The Center of Military History will also coordinate with the Government Printing Office (Superintendent of Documents) to encourage the public sale of selected publications.

b. All Center of Military History publications listed in DA Pamphlet (DA PAM) 25-30 may be requisitioned from the Army Publishing Directorate (JDHS-PAL) by authorized account holders.

3-4. Center of Military History reprints

The Center of Military History monitors stocks of its publications in the Distribution Operations Facility of the U.S. Army Publishing Directorate. The Chief of Military History will reprint publications based on documented Army needs and a 5-year stock. Army schools that use particular center publications on a regular basis will report their anticipated requirements to the U.S. Army Center of Military History (DAMH-PD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, by 1 June each year for the following fiscal year.

3-5. Disposition of Army historical publications

Army organizations inactivated, discontinued, or no longer requiring Center of Military History publications will obtain disposition instructions from the U.S. Army Center of Military History (DAMH-PD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

Chapter 4

Field Programs and Army History Offices

4-1. Military history functions at all Army command levels

Field programs cover those military history functions and activities performed by all Army Commands, Army Service Component Commands, Direct Reporting Units (DRUs), the National Guard Bureau, and their subordinate elements. The commanders of these organizations will ensure that field history functions and activities as outlined in this chapter receive adequate support at their subordinate commands, organizations, units, schools, centers, and installations.

4-2. Staff relationships

As the advisor to the commander on Army historical programs and activities, the historian will have direct access to the commander. To ensure this direct access, the historian will serve either on the personal or special staff of the commander or at the principal staff level of a command, agency, or activity. Placement of the historian in the command group also ensures full historical coverage of the command elements.

4-3. Organization of Army history offices

a. Army Command, Army Service Component Command, and Direct Reporting Unit commanders and the chief of the National Guard Bureau will establish history offices at these headquarters and their TDA major subordinate commands to direct the command's historical program and activities and perform the historical functions listed in paragraph 4-4, below. Organizational alignment will be in accordance with Field Manual (FM) 100-22, chapter 2, where applicable.

b. A history office will consist of a command historian, one or more additional professional Army historians, and appropriate support personnel, such as archivists or curators. When historical functions are performed by an Army uniformed officer, the duty will be assigned to an officer who has the skill identifier (SI) 5X (historian), and has a comprehensive knowledge of the organization's missions, functions, and activities.

c. At the Army corps and division level (at the division and brigade level for the Army Reserve), either a SI 5X officer or a civilian professional historian (General Schedule (GS) 0170 series) will be assigned duties as division/brigade historian and be responsible for performing all historical duties, including the use of the history of the division and its assigned units in professional and leader development activities, and morale and esprit functions. To be adequately trained to perform their assigned duties, all Army historians for tactical units, will complete applicable criteria outlined in the Army Training Requirements and Resources System (ATRRS), to include the ATRRS 300-BCHQ: Basic Combat Historian Qualification Course.

d. For modified table of organization and equipment (MTOE) organizations, civilian historians will be carried on the unit's TDA authorization documents and be assigned as a special staff element responsible directly to the commander

of the MTOE organization for accomplishing Army and command historical activities. Placement of the historian in the command group ensures full historical coverage of all command elements.

4-4. Functions of Army history offices

Typical functions of military history offices include the following:

a. Provide institutional memory through accurate and timely historical information, well-researched studies and analyses, and historical perspective and insight to support the commander and staff in military problem-solving and decision making.

b. Establish command historical programs that include research and writing of publications of historical significance to the command, creating documentary collections, conducting oral history interviews, and presenting military history education and professional development activities for assigned personnel.

c. Prepare historical manuscripts for Armywide publication. Planned projects will be submitted to the Chief of Military History for review, approval, and publication as part of the Historical Projects Development Process (HPDP). Approved projects will be included in the Annual AHP Report that is published by the Center of Military History.

d. Exercise staff supervision over subordinate unit and organizational history programs and activities, including biennial staff assistance visits to subordinate command history offices and review and evaluation of the professional historical credentials and qualifications of all candidates for command historian positions in major subordinate commands.

e. Prepare the command's annual history. (See para 4-5.)

f. Establish and maintain historical research collections. (See para 4-9.)

g. Respond to historical inquiries from the command, other Army and Defense Department units and organizations, veteran organizations, and the general public.

h. Review and evaluate annual histories and historical work of historical offices in subordinate commands.

i. Perform instructional/teaching duties in military history when assigned to a service school, as required.

j. Support professional/leader development, including, at a minimum, establishing and conducting a staff ride program and coordinating military history education activities. At service schools, teach military history as part of the programmed curriculum, including battle analyses, historical simulations, and staff rides, technologically enhanced as appropriate. These activities are training, for which training funds will be used.

k. Maintain liaison with other Army and government historical offices and historians and historical organizations, including travel to centers of historical activity. In overseas commands, maintain liaison with counterpart host nation government and military officials.

l. Prepare, conduct, and preserve oral history interviews with the commander and key active duty and retired military and civilian staff officers, including End-of-Tour interviews and other interviews as appropriate or directed. Military history offices will forward completed interviews directly to the U.S. Army Center of Military History (DAMH-HDS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058 (see chap 8.).

m. During combat/contingency operations, deploy with the unit to coordinate with and assist the command's records managers to ensure documents designated as permanent are preserved and retired per AR 25-400-2.

n. Support local or national military history commemorative events as a means to "tell the Army story" historically to the public at large as part of a command's community outreach efforts.

4-5. Annual Command History (RCS CSHIS-6(R4))

a. The Annual Command History is a written account of the operations and activities of an Army organization, installation, or school. It is an objective record of the preparing organization's performance for the previous year and serves as its institutional memory and guide for future operations. The commander uses the command's annual history to add historical perspective to the decision-making process. It is a primary source of background facts in support of the staff and is used to orient new commanders and personnel on the organization's mission, recent activities, accomplishments, and issues. Annual histories can be security classified or unclassified; appendix B covers the procedures for properly marking and safeguarding classified material per AR 380-5. Histories should be written at the security classification level appropriate to cover fully the complete actions of the subject command.

b. The Annual Command History will consist of an integrated narrative and analytical account of the historically significant developments and events that took place in the command during the previous year. This will be footnoted and based on original documentation collected by the Command Historian's Office. A compilation of the most significant documents that are cited or support the narrative will accompany three copies of the history—one for the command history files; one for the Army Heritage and Education Center, Carlisle Barracks, PA; and one for the Center of Military History.

c. Preparers will use as a guide the format for annual histories in appendix B of this regulation. The following organizations prepare the Annual Command History:

(1) ACOMs, ASCCs, DRUs, and the National Guard Bureau and their next subordinate commands, agencies, schools, and installations.

(2) The MTOE organizations of the Active Army, Army Reserve, and Army National Guard when in Federal

service: armies, commands at corps level and above, corps, combat divisions, logistical or support commands, non-divisional armored and infantry brigades, ranger and armored cavalry regiments, and Special Forces groups.

(3) U.S. Army Reserve organizations down through brigade level will complete an annual history whether in or out of Federal service.

d. Coordination instructions are as follows:

(1) The Annual Command History covers the preceding fiscal year, or the tenure of organization commander, unless otherwise specified and will be submitted no later than 12 months after the end of the reporting period. Army Commands, Army Service Component Commands, and Direct Reporting Units will determine the reporting deadlines for annual history submissions from their subordinate commands.

(2) Preparers will submit one copy of the Annual Command History to the U.S. Army Center of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058; one copy directly to the U.S. Army Heritage and Education Center, 950 Soldiers Drive, Carlisle Barracks, PA 17013-5021; and one copy to the respective branch/school history office, through normal administrative channels in accordance with this regulation and command directives.

(3) Army Commands, Army Service Component Commands, and Direct Reporting Units will review and evaluate annual histories submitted by subordinate elements for timeliness and conformity with accepted professional standards and this regulation. Annual histories not meeting these guidelines will be returned for revision and resubmission within 4 months.

(4) The Center of Military History will do a periodic review of Army Commands', Army Service Component Commands', and Direct Reporting Units' annual histories. Annual histories not meeting accepted professional standards or the requirements of this regulation will be returned for revision and resubmission within 4 months.

(5) Subject to the written approval of the Chief of Military History, Army Commands, Army Service Component Commands, Direct Reporting Units, and the National Guard Bureau may adopt a modified format for themselves and their subordinate commands. They will fully outline the modified format that it wishes to adopt and provide a detailed justification for the change. This request will be forwarded through channels to the U.S. Army Center of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, for review and approval. A wide variety of modified format annual histories are possible, including multiple-year histories, calendar year rather than fiscal year coverage, and annotated chronologies with statistical appendices and supporting documents in addition to a short narrative account.

(6) Consolidated Annual Command Histories may be prepared at installations where more than one organization has the same commander.

e. Final annual histories are as follows:

(1) Each Army TOE unit or TDA organization that is inactivated, disbanded, or discontinued is required to submit a final annual history within 6 months of termination providing particular coverage of the process of reduction and the disposition of its records.

(2) Preparation of final annual histories is a command responsibility.

(3) Commanders are responsible for ensuring that the resources required to complete final annual histories are identified during the inactivation planning process and made available. Commanders at the next higher echelon are responsible for ensuring compliance.

4-6. Command historical publications programs and plans

a. Each ACOM, ASCC, DRU, and the National Guard Bureau will establish and maintain a Command Historical Publications Program for all research and writing projects currently underway in their history office and in its subordinate elements that are either intended for distribution within the command (command historical publications) or Armywide as co-publications with the Center of Military History.

b. Based on this program, each ACOM, ASCC, DRU, and the National Guard Bureau will establish an Annual Command Historical Publications Plan that separately groups its Army and command historical publications. The Command Historical Publications Plan will be updated annually and may be submitted to the Center of Military History for inclusion in the Annual AHP Report.

c. The ACOMs, ASCCs, DRUs, and the National Guard Bureau will forward a copy of all command historical publications and special historical studies to the U.S. Army Military History Institute, Carlisle Barracks, PA 17013, for placement into their collection.

4-7. Military operations

a. Historical support. Historical support is required at all levels of wartime military operations to gather information and documentation for use in the official history of battles, campaigns, and other deployed operations of the Army. Historical support is provided by a theater historian, the theater historical staff, subordinate command historians and historical officers, and assigned or attached military history detachments/military history teams.

b. Organization.

(1) *Theater headquarters.* In joint and combined operations, a theater historian from the same service as the theater/

task force combatant commander may be designated as a special staff officer in accordance with Joint Chiefs of Staff (JCS) directives. If the operation is conducted by the Army and the combatant commander is an Army general officer, the Chief of Military History will coordinate the appointment of an Army officer as theater historian for these operations

(2) *Army headquarters.* In other cases involving an Army command, the Chief of Military History will coordinate with the Army component commander for the appointment of an Army component command historian.

(3) *Military history teams and detachments.* A Military History Team-A (MHT-A) customarily is comprised of two senior noncommissioned officers who would augment a historical staff within a headquarters. For large operations, a Military History Team-B (MHT-B), consisting of an O-5 and O-6, may be assigned to form the nucleus of the theater historical effort. The colonel (O-6), SI 5X, commander of the MHT-B, will also serve as the command historian on the theater commander's staff and directly control at least one MHD and one or more MHT-A elements. Department of the Army current rules of allocation state that a military history detachment (MHD) (TOE 20-17) and/or military history team (TOE 20517) will be assigned or attached to each theater Army command, Army component command, corps, and division during combat operations. In instances where there are insufficient numbers of MHDs, the detachments may be pooled at various levels of command and allocated to ensure comprehensive historical coverage of current operations.

(4) *Organization/Unit historians.* For contingency planning purposes, Army Commands, Army Service Component Commands, Direct Reporting Units, and the National Guard Bureau will code an appropriate staff position SI 5X. In theaters where U.S. Army forward deployed forces are supported by civilian-staffed history offices, the members of these offices should be declared "mission essential" and employed as the theater historian directs. Deploying MTOE organizations will appoint unit command historians, unit historians, or historical officers down to the brigade or separate battalion level of command and ensure that all adequately trained historical personnel are deployed with their parent organizations in a timely manner. All appointed historians will complete the applicable elements of the Army Training Requirements and Resources System (ATRRS).

(5) *Center of Military History employees, active duty 5X officers, and Reserve Component augmentees.* The Chief of Military History will identify CMH employees, active duty 5X officers, and Reserve Component augmentees to constitute a military history element for use in accomplishing special projects and missions during combat and contingency operations.

c. Functions. The primary mission of the theater historian, historians, historical officers, and assigned MHDs/MHTs is to ensure that records of engagements and battles are preserved for use in writing the official history of the campaign and other educational and doctrinal products. To provide such coverage they will perform the following functions:

(1) Collect documents, maps, photographs, video and audio recordings, artifacts, and other material necessary for the historical record. This may include the war diary, operations orders, briefings, memorandums, letters, overlays, staff duty journals, organization charts, and personnel rosters.

(2) Conduct after-action interviews and special projects for subjects not treated in regular reports and documents.

(3) When no longer needed locally for research and/or references, forward materials produced or collected to the U.S. Army Center of Military History (DAMH-FPR), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, for processing and evaluation. DAMH-FPR will forward all oral history materials to the oral history activity (DAMH-HDS).

(4) Collect specific information for projects being undertaken by higher historical offices when tasked to do so through command channels.

(5) Prepare monographs on selected operations, battles, activities, or problems. Military history detachments are not intended to accomplish major writing assignments, but may be tasked to provide limited technical support to historians or historical officers of the commands to which they are assigned or attached.

(6) Advise and assist the commander and the command's record managers to ensure proper records management regarding documents designated as permanent per AR 25-400-2 (daily journals, plans, files, and so forth).

(7) Assist in the planning and preparation of historical reports, including the Command Report.

(8) Prepare short studies of immediate use to the command to provide insights concerning special tactics, techniques, and improvisations being used on the battlefield.

(9) Prepare and assemble historical material to aid the briefing and training of new personnel of the supported unit.

(10) Establish a research collection to provide supported units with historical information relating to their current operations.

(11) Coordinate with and, if tasked, exercise operational control over the Army artist team and the Army artifact collection team regarding collection of visual and artifact documentation of historical events per AR 870-20.

d. Command Report (RCS CSHIS-11).

(1) *Purpose.* The Command Report provides a timely, thorough, and accurate record of significant combat and contingency operations. The report consists of historical information, brief analysis, and insights into specific operations.

(2) *Preparation.* In combat and contingency operations, the Chief of Military History may initiate reporting procedures in coordination with the major headquarters involved. On mobilization or notification of an emergency or

contingency situation, Army commanders of contingency forces will prepare the Command Report in accordance with the format, guidance, distribution, and standards contained herein. An example of the format to follow for Command Reports is attached in appendix C. Command Reports are a command responsibility and may be prepared down to brigade/regiment/group level. Commanders will ensure that those historical records and source materials used in preparing the Command Report, including journals and journal files, are retired in accordance with appropriate regulations.

(3) *Submission.* The report will be narrative in form and cover specific operations or activities as directed by the theater commander and historian in coordination with the Chief of Military History. A copy of the Command Report, with enclosed documents, will be forwarded to the U.S. Army Center of Military History (DAMH-FPR), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. A copy of the Command Report (less documentary enclosures) will be forwarded to the Center for Army Lessons Learned, Attn: ATZL-CTL, U.S. Army Combined Arms Command, Fort Leavenworth, KS 66027-7000, for incorporation into the Army Lessons Learned System. A copy of the report, with enclosures, also will be sent to the branch/school history office, if appropriate and applicable. All classified material must be properly marked and safeguarded per AR 380-5.

e. Military History Detachment (MHD), Military History Team (MHT) and Unit Historian Training.

(1) *Responsibilities.* The Chief of Military History is the HQDA proponent and has doctrinal oversight for Army military history training. CMH will be the final certifying authority for all MHD training. U.S. Army Forces Command (FORSCOM) has coordinating oversight to ensure full training participation of National Guard MHDs. The U.S. Army Reserve Command (USARC) has responsibility for conducting MHD/MHT and unit historian training. As the executive agent for such training, USARC administers the applicable elements of the Army Training Requirements and Resources System (ATRRS). The training will be battle-focused and use METL-based standards as outlined in the appropriate Army manuals. USARC develops training cycles and schedules with the Chief of Military History and FORSCOM prior to implementation. All personnel in MHDs and MHTs will complete the course prior to mobilization and deployment. Unit historians will complete the course prior to deployment in order to be adequately trained.

(2) *Training Cycle and Strategy.* While in peacetime status, Army Reserve and Army National Guard MHDs/MHTs follow a 3-year cycle of training in addition to the common task training they perform as part of their Active, Reserve, or Guard training cycles. This cycle of training can be adjusted to meet the Army's force generation requirements or wartime needs. The Army Reserve Historian will develop first- and second-year training cycles consistent with ARTEP-based standards and tactics, techniques, and procedures (TTPs). These efforts will be based on current doctrine and requirements and will be progressive and sequential.

(a) The first year of training for both MHTs and MHDs will focus on MHD ARTEP's tasks.

(b) The second year of training will consist of a Combat Training Center (CTC) rotation at which the MHD will be evaluated on its ability to perform other designated fundamental tasks.

(c) The third year of training will normally consist of a deployment in support of current operations or on a major training exercise if available. During wartime, this cycle may be adjusted as necessary to support deployments.

(3) *Mobilization training.* USARC will conduct orientation training programs, as appropriate, for MHDs and unit historians and historical officers designated to augment deployed headquarters and will coordinate with FORSCOM G-3/G-7 for the training of any additional MHDs created during the mobilization process.

4-8. Certification program

a. The Chief of Military History will conduct certification inspections of all ACOMs, ASCCs, DRUs, and the National Guard Bureau history offices, on a periodic or as needed basis, to review compliance with the provisions and requirements of this regulation. The Chief of Military History will furnish a written assessment of the command's history program to the commander of the inspected history office that addresses the following:

(1) Manning and selection of professional staff personnel.

(2) Location within the staff and access to the commander.

(3) Historical publications produced by the history office (quantity and professional quality).

(4) Annual histories produced by the history office (completeness and in compliance with this regulation).

(5) Research collection (available documents and reference works to accomplish assigned missions).

(6) Historical services performed (for example, military history instruction/classes, staff rides, and historical studies).

(7) Professional development activities, to include participation in training and various educational colloquia.

(8) Resourcing of the historical program, to include funding, personnel, equipment, office space, and training opportunities.

b. ACOM, ASCC, and DRU command historians will conduct certification visits to subordinate command history offices in accordance with criteria outlined in paragraph 4-8a above.

c. Staff assistance visits also can be conducted as needed.

4-9. Historical research collections

a. ACOMs, ASCCs, DRUs, and the National Guard Bureau and subordinate commands with full-time professional historians or archivists will establish and maintain command historical research collections adequate to serve as the

institutional memory of the organization. The collection provides the basis for original research and preparation of the command's narrative history, adds historical perspective to the decision making process, supports leadership development programs, facilitates transitions in command, and supports on-going operations of the Army.

b. Historians and archivists will coordinate with staff division chiefs, action/project officers, and other key personnel to ensure that documents, oral interviews, visual images, and other source materials pertaining to historically significant developments and events that took place in the command are placed in the historical research collection. They will establish working relationships with organization or installation records managers, librarians, and museum curators during the selection of materials for the collection to ensure that all source materials are available to the command. Historians and archivists will coordinate with museum personnel to differentiate between historical documents held by museums in support of their collections (as defined in AR 870–20) and documents held in historical research collections.

c. Access to Army records and historical research collections by official researchers will be in accordance with AR 25–55 and AR 380–5. Access by unofficial researchers will be in accordance with AR 25–400–2, in addition to the aforementioned regulations. Historical research collections are not required to be open to unofficial researchers on a regular basis.

d. Army historical research collections preserve a portion of the material culture of the United States in accordance with Federal law. These materials belong to the people of the United States, and are used to interpret the Army's history and heritage for the purpose of military training, education, and research. These holdings foster morale and esprit de corps, inform the American people about the Army's service to the nation, and support current Army operations.

e. Historical research collections must conform to those requirements in this regulation pertaining to the accountability, security, and preservation/conservation of historical materials.

f. The U.S. Army Military History Institute (USAMHI) will provide staff assistance visits, upon request. Commanders responsible for historical research collections should seek advice and assistance from local repositories and activities and from the USAMHI to improve control, accountability, conservation, preservation of and access to historical materials.

g. As the Army's central repository for archival holdings, the USAMHI will maintain a central inventory/finding aid for archival material held by Army history program activities.

h. Accountability will be maintained for historical research collections:

(1) The preservation of materials that are of historical significance to the U.S. Army and to the American people is required by law (Sections 431–433 and 470, Title 16, United States Code (USC); 44 USC, Chapter 31; and Department of Defense Directive 5015.2, as amended). Care will be taken, therefore, to prevent the loss, damage, or destruction of historical materials and historical research collections.

(2) The command historian is the primary local responsible officer for historical materials and historical research collections including archival materials. If a command historian is not present, a responsible individual will be appointed, in writing, by the commander as custodian of the historical research collection(s).

i. The deterioration of materials in historical research collections will be minimized through the use of proper preservation and conservation practices according to preservation, industry, or archival standards.

(1) Archival materials must be maintained in a stable environment.

(2) Contact Director, USAMHI, for information and staff assistance concerning the provisions of this paragraph.

4–10. Conference of Army Historians

The key training and professional development activity for all Army historians is the biennial Conference of Army Historians (CAH). All Army historians are expected to attend, and their commands are encouraged to send other personnel engaged in historical activities to this conference. This is a critical professional development activity.

4–11. Information technology in Army history programs

a. Role of information technology. The integration of information technology within the AHP is necessary to remain viable and relevant. As more and more information in Army organizations are electronically generated, and as paper collections deteriorate, it is essential historians become proficient in the collection, conversion, and manipulation of data, using the most appropriate tools available. Information technology (IT) used to support Army history programs will adhere to the policies set forth in AR 25–1.

b. Role of the Center of Military History.

(1) Provides guidance, oversight, support (where possible), and coordination for the use of information technology in the AHP.

(2) Maintains a public Web site (www.army.mil/cmh) to establish a global forum for the distribution of historical information and products to inform the public and to educate and professionally develop the soldiers, civilians, and leadership of the U.S. Army.

(3) Maintains a knowledge community on the Army Knowledge Online (AKO) intranet site as a digital forum for the AHP to conduct its business.

(4) Operates a digitization program that is designed to digitally preserve and electronically disseminate Army record materials for use in the Army historical community. Digitally preserved documents must be in formats that conform to DOD and Army records management standards (AR 25-400-2).

(5) Provides a centralized coordination site to record all ongoing digitization efforts within the AHP.

(6) Develops electronic tools to assist in the collection, manipulation, and use of digital data gathered by military history detachments or field historians, or materials digitized by the Center or other historical offices within the Army historical community.

c. Role of Army history offices and command history programs.

(1) All AHP Web sites and postings will adhere to established Federal, Department of Defense, and Department of the Army policies and regulations that govern the operation of public Web sites.

(2) The Chief of Military History will provide assistance, where possible, in posting historical materials for the Army history community to the Center's public Web site (www.army.mil/cmh), when a local command or higher headquarters Web site is not available. Requests for support should be directed to the U.S. Army Center of Military History (DAMH-FPW), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058 or via email to CMHOnline@hqda.army.mil.

(3) In order to avoid duplication of effort, the Chief of Military History will maintain a centralized listing of all digitization projects currently underway or in the planning process within the AHP. The compiled listing will be made available through the Army History Knowledge Community on AKO. Army history offices conducting digitization projects will submit descriptions of their projects for inclusion to the U.S. Army Center of Military History (DAMH-FPW), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058 or via email to CMHOnline@hqda.army.mil.

(4) Each command within the AHP will determine the most appropriate and advantageous method for exploiting technology to enhance their programs. It is recognized that resources will vary from headquarters to headquarters; however, all possible avenues to leverage technology to the benefit of the AHP will be attempted. Typical applications of technology in the AHP include the following:

(a) Establishment of a public Web site as part of the command or headquarters Web site, at least offering the history of the command.

(b) Conversion of hard copy historical research collections to an electronic, searchable format.

(c) Development of databases to catalog, search, and retrieve electronic holdings.

Chapter 5 Lineage and Honors

5-1. Lineage requirements

a. The lineage of an organization establishes the continuity of the unit despite various changes in designation or status, thereby certifying its entitlement to honors, as well as heraldic items, organizational historical property, organizational history files, and other tangible assets. Each lineage entry is supported by substantial proof, normally documentary in nature. Arbitrary establishment of historical continuity between old and new units will be avoided.

b. The Center of Military History will—

(1) Determine and publish the lineage and honors of active MTOE organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations). The Center of Military History will also—

(a) Furnish the official Lineage and Honors Certificate directly to the unit commander. Higher headquarters, museums, and other organizations may request copies of the official certificate from the unit commander.

(b) Prepare Lineage and Honors Certificates for armored cavalry regiments, regiments assigned to training divisions, and regiments allotted to the Army National Guard at the regimental level.

(c) Prepare Lineage and Honors Certificates for Special Forces units at the group and regimental level.

(d) Determine lineage and honors in instances where TOE unit designations are given to training units or other Table of Distribution and Allowances (TDA) organizations on a one-time basis for each such unit, tracing the organization's TOE history.

(e) Furnish historical background information to other TDA organizations in lieu of Lineage and Honors Certificates, when available, provided such requests include the organizations' unit identification codes (UICs).

(2) Certify entitlement to honors for active MTOE organizations and entitlement to unit decorations for TDA organizations authorized a distinguishing flag. (See AR 840-10.)

c. The Institute of Heraldry, U.S. Army will ensure that coats of arms and distinctive unit insignia for MTOE organizations are based on their official lineage and honors.

d. Commanders of MTOE organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) will—

(1) Submit all requests for Lineage and Honors Certificates in writing to the U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

(2) Display the official Lineage and Honors Certificate in an appropriate, conspicuous place within the unit area. On inactivation, disbandment, or receipt of a new certificate, the old certificate will be destroyed.

(3) Place a copy of the Lineage and Honors Certificate in the unit's organizational history file for permanent retention. (See para 6-8, below.)

(4) Ensure that the honors displayed on the organizational color, distinguishing flag, or guidon reflect those listed on the organization's Lineage and Honors Certificate. (See para 5-4, below.)

5-2. Lineage principles

a. AR 220-5 governs how organizations are designated and how their status may be changed. Based on the organization's factual history, the lineage of an organization is determined in accordance with AR 220-5 and the lineage principles contained in this paragraph.

b. The designation of an organization, whether numerical, lettered, or named, will not of itself establish a lineal relationship with a former organization of the same designation.

c. The lineage of a color-bearing organization resides in the headquarters element.

d. All organic elements of a color-bearing organization share in its lineage.

e. The removal of organic elements will not change the previous lineage of a color-bearing organization.

f. When an organic element is removed from a color-bearing organization, the lineage of the element transfers with it.

g. The date of Federal recognition generally determines the date of organization of an Army National Guard unit. In the absence of a firm date of Federal recognition, the date of organization will be determined by the Center of Military History.

h. Army National Guard organizations draw their personnel from fixed locations or geographic areas, and their lineages are linked historically with the personnel from those locations or areas. Therefore, lineages of National Guard units will not be transferred out of local recruiting areas except when the organizations are in active Federal or State service or when they change station with their personnel. (See National Guard Regulation 10-1.)

i. In instances where geographic continuity of an Army National Guard organization includes a period of time as a TDA unit, that fact will be included in the lineage of the unit.

j. Inactivation, re-designation, reorganization, consolidation, or conversion of a unit will not break its chain of historical continuity.

k. A former Active Army or Army Reserve organization that has been disbanded may be reconstituted by the Secretary of the Army. The basis of the official link between the disbanded organization and the reconstituted unit is the Secretary's clearly expressed intent to perpetuate the disbanded organization.

l. A former Army National Guard organization that has had its Federal recognition withdrawn may be reconstituted by the Secretary of the Army. The state or territory must request this action at the time the unit is being organized, showing its clear intent to perpetuate the former organization, thus creating an official link between the disbanded unit and the reconstituted organization. The reconstituted unit must be in the same geographical area as the previous organization, as provided in paragraph 5-2*h* above.

m. A lineage, once published, will not be changed except insofar as it was based on error of fact.

5-3. Honors and their passage

a. Campaign participation credit is awarded to an organization in compliance with the criteria stated in AR 600-8-22, paragraph 7-18.

b. War service credit may be awarded to an organization as specified in AR 600-8-22, appendix B. Such credit is not authorized for organizations that have been awarded campaign participation credit for the same theater or area of operations during the same war or conflict.

c. The decorations of an organization consist of those awarded to it under AR 600-8-22, chapter 7, sections III and V.

d. Campaign participation credit or war service credit that accrues to a color-bearing organization includes—

(1) Credit earned by two or more of its guidon-bearing elements before 1898.

(2) Credit earned by one-third or more (at least two) of its guidon-bearing elements after 1897.

e. The U.S. unit decorations earned by one-third or more (at least two) of the guidon-bearing elements of a color-bearing organization accrue to the color-bearing organization.

f. Foreign decorations earned by guidon-bearing elements of an organization do not accrue to the color-bearing organization.

g. The honors earned by an organization pass to the direct descendants of that organization.

h. The honors of a color-bearing organization reside in the headquarters element of the organization.

i. The honors of a color-bearing organization will not be changed by the removal of its organic elements.

j. The honors of an organic element removed from a color-bearing organization transfer with it, but will not be adopted by any other color-bearing organization to which it may transfer.

k. An organization is entitled to the honors of any organization it has incorporated through consolidation.

l. When a former military organization is reconstituted, it is entitled to the honors it held at the time it was disbanded.

m. In exceptional circumstances, the Secretary of the Army may grant to an active organization the honors of an inactive or disbanded organization to be held as a challenge and a trust. The endowment of such honors will not in itself establish a lineal connection between the two organizations.

n. The Center of Military History will determine the honors of each newly formed Combat Arms Regimental System (CARS) or U.S. Army Regimental System (USARS) regiment at the time of its organization under CARS or USARS on the basis of the preceding sections of this paragraph. After the regiment has been organized under CARS or USARS, the parent regiment will accrue honors per the following principles:

(1) Honors, with the exception of decorations awarded by foreign governments, campaign participation credit accrued under the provisions of paragraph *d*(2), above, and U.S. decorations accrued under the provisions of paragraph *e* above, earned by an organization immediately subordinate to the parent regiment accrue to both the parent regiment and the subordinate organization. This rule applies whether the subordinate organization is a color-bearing or guidon-bearing organization.

(2) Foreign decorations awarded to an organization subordinate to a parent regiment and campaign participation credit accrued by such a subordinate organization under the provisions of paragraph *d*(2), above, do not accrue to the parent regiment.

(3) Honors accruing to an organization subordinate to a parent regiment as a result of consolidation with another organization do not accrue to the parent regiment.

o. An honor, once determined, will not be withdrawn or altered except insofar as it was based on errors of fact.

5-4. Display of honors

a. U.S. Army organizations will display honors as directed in AR 600-8-22, paragraph 7-29. Only those honors authorized by the Secretary of the Army will be displayed by organizations while in Federal service.

b. A color-bearing organization of a non-CARS or USARS regiment will display its honors only on the color of the organization's headquarters.

c. A guidon-bearing element of a non-CARS or USARS regiment color-bearing organization will display only the honors awarded to it that are not displayed by the color-bearing organization of which it is an element.

d. The following rules apply to the display of honors by elements of CARS or USARS regiments:

(1) Honors earned or accrued by a regiment before its placement under CARS or USARS will be displayed on the color of the parent regiment and on the colors of all its color-bearing elements.

(2) Honors that accrue to a regiment after it is placed under CARS or USARS will be displayed by the parent regiment and the earning elements only.

(3) Foreign decorations will be displayed by the earning elements only.

(4) Streamers representing honors earned by a color-bearing element of a CARS or USARS regiment, except those listed in subparagraphs (5) and (6), below, will bear a distinctive earned honor device as referenced in AR 600-8-22, paragraph 7-28. The earned honors of these color-bearing elements will be indicated by asterisks on their Lineage and Honors Certificates.

(5) Color-bearing elements of Army Reserve training and exercise regiments, and regiments allotted to the Army National Guard, will display all regimental honors as well as any additional honors they earned without earned honor devices.

(6) Squadrons of armored cavalry regiments are not authorized streamers representing honors for their colors.

(7) A guidon-bearing element of a color-bearing organization subordinate to a CARS or USARS regiment will display honors as directed in the provisions of paragraph *c* above.

(8) A guidon-bearing element immediately subordinate to a CARS or USARS regiment will display only the honors earned by that element.

e. For certain unit decorations, emblems are authorized for wear on the uniform. Criteria for the wear of such emblems are stated in AR 670-1, chapter 29.

Chapter 6 Organizational History Program

6-1. The role of organizational history

a. Organizational history is the institutional memory of a military organization. It should be used to increase individual morale and organizational esprit, as well as public pride and respect for Army organizations.

b. Commanders of MTOE organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) will establish and maintain an organizational history program. A guide entitled *Organizational History* is available on request from the U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058; or through the CMH Web site at <http://www.army.mil/cmh>.

6-2. Unit day

a. Commanders of MTOE organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) may select a date to be designated as their organization's Unit Day. This date should be the date of a significant event in the history of the organization. Because the constitution of a new MTOE unit on the rolls of the Army in an inactive status is solely an administrative action, that date should not be selected, nor should the date of the unit's original activation necessarily be selected if there are more significant events in its history. Commanders of elements of CARS or USARS regiments will coordinate their selection and agree upon a single date to be celebrated by the entire regiment as its Unit Day.

b. Send applications for approval of Unit Day, accompanied by the rationale for their selection, to the U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. The Center of Military History will provide each organization designated in paragraph a above with a certificate, suitable for framing, that attests to its approved Unit Day.

c. Each organization should observe its Unit Day as a training holiday and commemorate its history in ceremonies that stress unit lineage, honors, heritage, and traditions, as well as personal accomplishments of former and current unit members. The Unit Day program may also feature such activities as parades, concerts, sports, and other competitive events.

6-3. Special designations

a. The purpose of special designations is to enhance the morale and esprit of an organization by directly associating it with some person, place, thing, event, or function having particular significance to the unit.

b. The two types of special designations are—

(1) A traditional designation—one used by an organization continuously for the last 30 years or more.

(2) A distinctive designation—one used by an organization for less than 30 years or one with which an organization wishes to be associated.

c. On request of the commander of an MTOE organization authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations, unless authorized under paragraph e, below), the Center of Military History may authorize the organization to use a special designation. The designation will appear in parentheses following the official designation, except on colors, flags, or guidons. Address applications for approval of special designations to the U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, and include the rationale for the selection. Accompany requests for traditional designations with supporting evidence, such as newspaper clippings, unit letterhead, and so forth. On approval, the center will furnish the unit with a certificate, suitable for framing, attesting to the special designation.

d. Only one special designation will be approved for any color-bearing, flag-bearing, or separate guidon-bearing organization, except as provided in paragraph e, below. Once a special designation has been approved for an organization, no other organization may be authorized use of the same designation unless it submits valid evidence of having used that special designation continuously for the last 30 years or more. Commanders of elements of CARS or USARS regiments must agree upon a single special designation for their regiment before the designation will be approved.

e. An organic element of a color-bearing organization that submits valid evidence of having used a special designation continuously for the last 50 years or more will be authorized a traditional designation without regard to any special designation approved for its parent organization.

6-4. Unit decoration certificates

Certificates attesting to the award of U.S. Army unit decorations may be available on request from the Military Awards Branch, U.S. Army Human Resources Command (AHRC-PDO-PA), 2461 Eisenhower Avenue, Alexandria, VA 22332-0471.

6-5. Unit histories

a. Commanders of MTOE organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) may prepare unit histories and keep them up to date with periodic supplements or annual histories. (See chap 4.) Detailed guidance on the research and writing of unit histories is available from the Center of Military History.

b. Research and writing will be conducted as follows:

(1) Unit histories should reflect the official lineage and honors determined by the Center of Military History. Unit

histories are unified narrative accounts of the activities of the organization of importance to the unit and to the Army. Sources should be identified, and key documents should be appended to supplement the text.

(2) U.S. Army organizations have available to them a variety of official historical publications that may be useful in the preparation of a unit history, including volumes, monographs, and reports on general Army history and on specific periods, areas, and subjects. These publications provide the context into which a particular unit's history can be placed. *Publications of the U.S. Army Center of Military History* (CMH Pub 105-2) lists works published by this agency, including the Army Lineage Series. (See DA Pam 25-30 for ordering information.)

c. Publication of unit histories by a U.S. Army organization may be financed by non-appropriated funds under AR 215-1, if a personal copy is furnished to all unit members. Commanders of Army commands, Army Service Component Commands, and Direct Reporting Units may authorize appropriated funds for the publication of unit histories when reference copies are needed by staff elements within the headquarters, subordinate elements, or higher headquarters to conduct official business. Appropriated funds may not be used to publish unit histories for personal use. A copy of each unit history will be forwarded upon publication to the U.S. Army Military History Institute, Carlisle Barracks, PA 17013-5008, and the respective branch/history office.

6-6. Organizational history file (file number 870-5a, AR 25-400-2)

a. *Purpose.* So that each commander may have documentary evidence of his or her organization's history, heritage, traditions, and right to organizational historical artifacts, organizations will retain copies of significant documents, photographs, and other items. Commanders of MTOE organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) will establish and maintain an organizational history file, store that file when the unit is unable to care for it, and retrieve it from storage when it is possible to resume care. Commanders of color-bearing organizations will include information concerning their organic elements in their organizational history files.

b. *Content of an organizational history file.*

(1) Organizational history files will include—

- (a) Statements of primary and secondary missions.
- (b) Periodic summaries of unit activities and achievements.
- (c) A listing or documentation of significant unit events.

(2) When applicable, organizational history files should include—

- (a) Copies of Lineage and Honors Certificates.
- (b) Unit histories.
- (c) Annual histories.
- (d) Data on organizational flags, coats of arms, and insignia.
- (e) Certificates and citations for unit decorations.
- (f) Newspaper and magazine clippings, with sources and dates.
- (g) Unframed photographs, pictures, certificates, letters, and programs, identified with dates, names, places, events, and other relevant information. Electronic media (video/audio tapes, CDs, and so forth) should be similarly identified.
- (h) Full names of commanders and dates of assumption of command.
- (i) Copies of letters and orders relating to activation, inactivation, re-designation, reorganizations, and other changes in status. (See AR 220-5.) For Army National Guard and Army Reserve units, documents concerning entry into and release from active Federal or military service should be included.

c. *Storage of files.*

(1) Commanders of MTOE organizations required to maintain organizational history files are responsible for shipping those files to storage when the units are inactivated, disbanded, or reduced to zero strength, while in a combat zone, or when otherwise unable to care for them. Such files, as specified in paragraph b above, will be forwarded to the Historical Clearinghouse Branch (DAMH-MDH), 7 Frankford Avenue, Building 201, Anniston Army Depot, Anniston, Alabama 36201-4199. Depending on space availability, these files will be stored physically at the CMH Historical Clearinghouse Branch or at the U.S. Army Military History Institute.

(2) Commanders of reactivated units or active units with stored organizational history files will address their requests for return of those files to the Historical Clearinghouse Branch (DAMH-MDH), 7 Frankford Avenue, Building 201, Anniston Army Depot, Anniston, Alabama 36201-4199.

Chapter 7 Museums, Historical Artifacts, and Army Art

7-1. Organization and operation of Army museums and museum activities

a. Users should consult AR 870-20 as the primary reference concerning Army historical collections, museums, and accountability of historical artifacts and art.

b. Army historical collections, museums, and museum activities will be organizationally aligned where they will be most effective as training, educational, and research institutions.

7-2. Army museums, historical artifacts, and art

a. No organization, historical collection, or uncertified Army museum may acquire historical artifacts or art through donations, transfer, loan, or purchase without the written approval of the Center of Military History. Requests to acquire historical artifacts or art will be submitted to the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. Procedures for accepting conditional gifts and loans of historical artifacts and art to Army activities are prescribed in AR 870-20.

b. Historical artifacts and art held in custody by any Army agency or organization, including those held overseas, are part of the Army Historical Collection and will be accounted for, cataloged, preserved, transferred, and disposed of in accordance with AR 870-20. The preservation of objects that are of historical significance to the U.S. Army and to the American people is required by law (Sections 431-433 and 470, 16, U.S. Code, as amended). Extreme care, therefore, must be taken to prevent the loss, damage, or destruction of historical artifacts or artwork.

c. The supervising director or curator of an Army museum or historical collection is the primary local responsible officer for historical artifacts and works of art. If no museum exists, an accountable officer will be appointed, in writing, by the commander as historical property custodian.

7-3. Museum Certification Program

The Army Museum Certification Program is designed to ensure that all Army museums meet and maintain the minimum requisite standards of the profession and Army regulations. Accordingly, every 5 years each Army museum will receive a certification inspection. Further guidance concerning the Army Museum Certification Program is described in AR 870-20.

7-4. The Army Artist Program

a. The Army Artist Program is sponsored by the Center of Military History. Specific functions of this program follow:

(1) The Center of Military History will establish criteria and standards for artwork to be produced; provide funding support for travel expenses, per diem, and art supplies; select soldier-artists to participate in the program; arrange overseas transportation of soldier participants; monitor the program; and assume custody of the finished artwork.

(2) Army artists may be attached singly or in groups to military history detachments for field exercises and for contingency and combat operations. Detachment commanders will be responsible for guidance to art program teams on historical coverage required. The detachment will be responsible for all support arrangements involving deployments.

b. Members and alternates for artist teams and portfolios will be selected by the Center of Military History from applications submitted by qualified military personnel and civilian experts who are recommended and eligible for release to this special assignment. A selection committee of five persons, appointed by the Chief of Military History, will consist of the Army Art Curator, two military field artists, and two museum or art curators. Appointments will be for a period of two years.

7-5. Preservation and conservation of historical artifacts and art

a. The deterioration of historical artifacts and works of art will be minimized through the use of proper preservation and conservation practices according to prescribed museum standards. Conservation encompasses actions taken that preserve or prolongs the life of museum objects. Conservation is an action that minimizes the chemical and physical deterioration of objects. Preservation or preventive conservation typically prevents further deterioration by stabilizing the environment and controlling the causes of deterioration to discourage damage or destruction of objects. Procedures for the preservation and conservation of Army historical artifacts and art are prescribed in AR 870-20.

b. Under no circumstances will historical artifacts be used consumptively. Commands and organizations wishing to utilize representations of historical materiel in a parade, living history demonstration, or other comparable activity must use reproduction items. The local Army museum should be able to provide suitable references to consult, of the command and organization may send inquiries to the Center of Military History (DAMH-MDC), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

7-6. Custody and storage of organizational historical artifacts and art

a. Entitlement to organizational historical property will be determined by the Center of Military History.

b. Organizational historical artifacts or art for regiments organized under the U.S. Army Regimental System will be held in custody at the designated regimental headquarters or, if no headquarters has been established, by the lowest numbered battalion in the continental United States.

c. On inactivation of a unit having custody of organizational historical artifacts and art, the commander will request, in writing, disposition instructions from the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. The center will respond with an authorizing document number and specific disposition instructions.

d. Organizations wishing to recover their historical artifacts from storage may submit a request to the Center of Military History (DAMH–MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319–5058.

7–7. Storage of flags, colors, streamers, and associated items

a. The responsibility for the storage, care, and accountability for historical and retired United States flags, distinguishing flags, streamers, companion-sized U.S. flags, organizational colors, guidons, and associated materials is delegated to the Center of Military History in compliance with Section 4565, Title 10, U.S. Code.

b. United States flags, distinguishing flags, streamers, companion-sized U.S. flags, organizational colors, guidons, and associated material from inactivating MTOE units will be reported to the Center of Military History (DAMH–MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319–5058, for disposition instructions. Items must be reported at least 90 days in advance of inactivation or discontinuance with a copy of the inactivating or discontinuing order included.

c. The Center of Military History will provide disposition instructions to the organization.

(1) Flags, colors, guidons, streamers, and associated material brought into Federal service by an Army National Guard unit of a State may be returned to that State at the request of the Governor.

(2) Flags, colors, guidons, streamers, and associated material may, at the request of the Governor, be returned to the State that furnished the majority of the personnel to the unit, in cases of interstate organizations.

d. The title to colors, standards, and guidons of Army organizations remains with the United States in accordance with Section 4565, Title 10, U.S. Code.

(1) The donation of colors, standards, and guidons is prohibited.

(2) The donation of national flags, foreign flags, pennants, and streamers may only be for use that will not bring reproach on the United States Army.

e. Flags, colors, guidons, streamers, and associated items retained for historical purposes will be designated as historical property and will be accounted for in accordance with AR 870–20.

f. Commanders of reactivated units authorized to receive flags, colors, and guidons previously used by their organization may request them from the Center of Military History (DAMH–MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319–5058.

g. Certified Army museums may request historic flags, colors, guidons, and associated materials for public exhibition from the Center of Military History.

Chapter 8 Oral History

8–1. The role of oral history

a. Oral history activities, an integral part of the AHP, focus on persons, events, and topics of historical interest to the Army. They are conducted to obtain historical information that may not otherwise be recorded. Oral history materials are official Army records.

b. The Chief of Military History—

(1) Provides oversight, policy, and guidance for oral history.

(2) Determines and publishes specific standards for oral history programs and materials.

(3) Establishes standards for training programs in oral history techniques.

(4) Publishes selected interviews and oral history monographs.

(5) Maintains an index of U.S. Army interviews and a collection of transcripts.

(6) Ensures that oral history materials are preserved and selected products are distributed commensurate with mission requirements.

(7) Directs the collection and disposition of wartime and field operational interviews and the establishment of a uniform cataloging system.

c. Before recording an interview, the interviewer will inform all participants of the option to execute an access agreement, DA Form 7273 (Access Agreement for Oral History Materials). This form is available on the Army Electronic Library CD–ROM and the Army Publishing Directorate Web site. Access agreements clarify literary rights and protect the Army’s ability to use the contents of interviews. Access agreements may not be used to block third-party access to oral histories.

d. DA Form 7273 is the approved DA form for access agreements. A representative of the agency conducting the interview (preferably the interviewer) will accept the DA Form 7273 on behalf of the Army and store the document with the oral history.

e. Detailed guidance on Army oral history methods and procedures are contained in a CMH publication entitled

Oral History: Techniques and Procedures, which is available from the Center of Military History (DAMH-HDS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, or on the CMH Web site (www.army.mil/cmh).

8-2. Oral history in the U.S. Army

a. Oral history activities conducted by U.S. Army units, agencies, and museums will be in accordance with this regulation. Organizations (except military history detachments—see paragraph *b(4)*, below) conducting oral history interviews will ensure that interviews are transcribed commensurate with mission and classification requirements, maintain original tapes and transcripts and all types of associated media, and provide copies of transcripts to the Center of Military History (DAMH-HDS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058; the U.S. Army Center for Army Lessons Learned, Fort Leavenworth, KS 66027; and the U.S. Army Military History Institute, 950 Soldiers Drive, Carlisle Barracks, PA 17013-5021. Organizations will furnish standard information as specified in appendix D of this regulation at least twice each year when forwarding oral history materials.

b. Army organizations conducting oral history programs use several types of interviews.

(1) The exit interview, conducted near the end of a person's tour of duty, centers on the experiences of a commander, project leader, program director, staff officer, or other key individual in a particular assignment.

(2) The biographical interview normally covers the career of an individual.

(3) The subject interview concentrates on a single event, such as a battle, or focuses on a specific topic, such as the development of a particular weapons system or the formulation of a specific policy, strategy, or program.

(4) The after-action interview or combat after-action interview (CAAI) is normally conducted by military history detachments or official historians during wartime or associated military operations, and military exercises as part of their mission to collect and preserve historical documentation on U.S. Army operations. The after-action interview is conducted as soon as possible following an event. A copy of each CAAI should be provided to the appropriate branch historian.

8-3. Army oral history programs

a. *End-of-Tour Interview Program*. The End-of-Tour Interview Program consists of exit interviews with the senior officials of the Secretariat and ARSTAF; Army Command commanders; commanders of Army specified commands and Army components of unified commands; commandants and deputy commandants of the U.S. Army Training and Doctrine Command schools and the Army Medical Department Center and School; corps and division commanders; and commanders of theater and corps support commands. The executive agent for the End-of-Tour Interview Program is the Chief of Military History, who determines specific interview responsibilities and requirements for the program. Current requirements are listed in appendix E. End-of-tour (EOT) interviews should incorporate as appropriate but not limited to, the core questions found in the *U.S. Army Guide to Oral History*, which is available on the CMH Web site (www.army.mil/cmh).

(1) A full-time historian or historical officer will conduct all EOT interviews.

(2) The interviewing office will ensure that EOT interviews are transcribed and distributed in accordance with paragraph 8-2a above. Each agency will inform the interviewee of the intended disposition of the final transcript prior to the interview. For EOT interviews, this disposition includes providing the incoming commander a copy of the final transcript. The procedures for access agreements as stated in paragraph 8-1c above will be followed.

b. *Oral history coverage of military operations*. The Chief of Military History will coordinate a comprehensive oral history program to ensure that wartime and operational interviews are conducted in a timely manner. Official historians will conduct wartime and operational oral histories while important details are still vivid and send interview tapes and transcripts (originals or duplicates) to the Center of Military History (DAMH-HDS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. Official historians and MHDs remain responsible for editing their interview transcripts and obtaining access agreements from the persons they interview. As resources permit, CMH will transcribe interview tapes sent directly to DAMH-HDS, Fort McNair, DC 20319-5058, by official historians in the theater. Detailed guidance for conducting after-action interviews, the preparation of combat after-action reports (CAARs), and the disposition of interviews are in *Oral History: Techniques and Procedures*.

c. *U.S. Army Military History Institute (MHI) oral history programs*. The U.S. Army Military History Institute, as part of AHEC, manages two oral history programs: Division Command Lessons Learned (DCLL) and Senior Officers Oral History Program (SOOHP). Under DCLL, which is part of the EOT program, MHI interviews serving division commanders about their tenure as commanders. Under SOOHP, AWC students interview retired senior Army leaders.

d. *Other programs*. Current and ongoing oral history programs not described above will continue to be executed in accordance with the provisions of this regulation. Users may find helpful the CMH publication, *Oral History: Techniques and Procedures* when preparing for and conducting oral history interviews.

e. *Army Combat Studies Institute*. The U.S. Army Combat Studies Institute, as part of the Combined Arms Center at Fort Leavenworth, KS conducts the Operational Leadership Experience (OLE) oral history program. This program collects and preserves the first hand experiences of students and faculty, as well as selected visitors, of the Command and General Staff College. The OLE collection of interviews is available to researchers via the Internet.

Appendix A References

Section I Required Publications

AR 25-30

The Army Integrated Publishing and Printing Program. (Cited in para 3-1*a*.)

AR 215-1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 6-7*c*.)

AR 220-5

Designation, Classification, and Change in Status of Units. (Cited in paras 5-2*a*, 6-8*b*(2)(*i*).)

AR 600-8-22

Military Awards. (Cited in paras 5-3*a*, 5-3*b*, 5-3*c*, 5-4*a*, 5-4*d*(4).)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia (Cited in para 5-4*e*.)

AR 840-10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates (Cited in para 5-1*b*(2).)

AR 870-20

Museums, Historical Artifacts and Art (Cited in para 7-1.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation.

AR 11-33

Army Lessons Learned Program (ALLP): System Development and Application

AR 15-1

Boards, Commissions, and Committees: Committee Management

AR 25-1

Army Knowledge Management and Information Technology

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 25-400-2

Army Records Information Management System (ARIMS)

AR 40-226

Annual Historical Report - AMEDD Activities (RCS MED-41 (R4))

AR 380-5

Department of the Army Information Security Program

AR 600-3

The Army Personnel Proponent System

AR 600-82

The U.S. Army Regimental System

CMH publication

Oral History: Techniques and Procedures. (Copies may be obtained from the U.S. Army Center of Military History (DAMH-PD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.)

DA PAM 25-30

Consolidated Index of Army Publications and Blank Forms

DODD 5015.2

DOD Records Management Program

NGR 10-1

Organization and Federal Recognition of Army National Guard Units

10 USC 4565

Colors, Standards, and Guidons of Demobilized Organizations; Disposition

16 USC 431-33, 470

National Monument Act

44 USC, Chapter 31

Records Management by Federal Agencies

RCS CSHIS-6 (R4)

Annual History

RCS CSHIS-11

Command Report

Section III**Prescribed Forms**

Unless otherwise indicated, DA Forms are available on the APD Web site (www.apd.army.mil).

DA Form 7273

Access Agreement for Oral History Material. (Prescribed in para 8-1c.)

Section IV**Referenced Forms****DA Form 11-2-R**

Management Control Evaluation Certification Statement.

Appendix B**Instructions for the Preparation of the Annual History (RCS CSHIS-6(R4))****B-1. Coverage**

Choosing topics to be included in the annual history is a continuing process for the historian or historical officer. He or she should keep a file during the reporting year on major events and activities and use it as an aid in writing the annual history. The history should be clear, concise, and complete and report all items of historical significance to the command. It should emphasize those events that had a major impact on the policy, organization, and functions of the command, agency, or activity covered. Giving equal coverage to both major and minor matters dilutes the importance of the major ones. Routine activities should be treated only when necessary to provide background and explanation, set patterns, and illustrate trends or management techniques. Specifically, the annual history will include—

- a.* Description and explanation of major organizational, mission, and function changes.
- b.* Organizational charts and rosters of key personnel for assigned and attached units for the reporting command and subordinate organizations.
- c.* Impact of resources (personnel and funds) on mission accomplishment.
- d.* Input and output of branch/service school courses (school annual histories).
- e.* Background and reasons for major policy decisions.

f. Relationships with higher headquarters and next subordinate commands, including impact of decisions made by higher authority.

B-2. Classification

Annual histories are usually unclassified; however, they may include items with a security classification of SECRET-NOFORN. Commands may apply higher classification levels to annual histories with the approval of the Chief of Military History (DAMH-FPF). Limited distribution will be used when material needing added security safeguards is included. If desired and appropriate, commands may place classified material in a separate supplement so that the unclassified portion of the history may receive wider distribution. All classified material must be properly marked and safeguarded per AR 380-5.

B-3. Sources and citations

Each citation of a source should be identified in a footnote or endnote by originator, date, subject and file number, if appropriate, and location. Examples of source documents are—

- a.* Official correspondence and memorandums of record.
- b.* Electronic messages.
- c.* Journals and journal files.
- d.* Minutes of conferences and meetings.
- e.* Annual histories from previous years.
- f.* In-progress reviews and other periodic reports.
- g.* Interoffice memorandums.
- h.* Agency directives and orders.
- i.* Fact sheets and briefings.
- j.* Newspapers, periodicals, and journal articles.
- k.* Oral history interviews.

B-4. Format

a. Cover. Annual histories will include covers heavier than standard bond paper and be bound along the left margin or otherwise fastened to allow the pages to be turned easily. The title, name of the reporting organization, and period covered will be included on the cover.

b. Title page. The title page is the first page following the cover and will include, in addition to the information cited above, the assigned requirements control symbol and the author's name and title.

c. Commander's summary. Annual histories will include a commander's summary following the title page. These remarks should summarize significant developments, events, activities, readiness, and trends in the command during the previous year. The preface or foreword, if used, follows the commander's summary.

d. Table of contents. A table of contents is required for all annual histories and follows the preface or foreword. It shows major headings, sub-headings, and page numbers. An index is required for Annual Command Histories. A list of tables and a list of illustrations follow the table of contents if more than five of either is included.

e. Chapters. Roman numerals are used to number chapters, which cover functional areas. Typical chapter titles include the following:

- (1) Mission and Organization.
- (2) Plans.
- (3) Force Structure.
- (4) Intelligence.
- (5) Current Operations.
- (6) Financial Management and Fiscal Controls. Analysis should include the effects of funding upon readiness, realistic training, safety, and so forth, if appropriate.
- (7) Resource Management.
- (8) Information Management.
- (9) Personnel Management and Strength. Include organization's opening and closing strengths by officer, warrant officer, and enlisted personnel in terms of authorized, assigned, and deployable strengths.
- (10) Training and Exercises. Include examples of training shortcomings as well as achievements, major exercises, results or ARTEPS.
- (11) Logistics. Cover chronic shortages of supply items, unsatisfactory maintenance experience with certain items of equipment, maintenance backlogs, and effects on readiness.
- (12) Base and Host Nation Support.
- (13) Force Modernization.
- (14) Welfare, Recreation, and Morale. Include significant on- and off-post activities, such as community action programs, Unit Days, adventure training, and news items in local newspapers.

f. Documentation. Reference footnotes or endnotes are required in Annual Command Histories. Include organizational charts and rosters of commanders and key personnel (with dates of assignment to the command) in all annual histories. The inclusion of other important documents is encouraged, but not required. Do not include routine documents or complete oral history transcripts.

g. Glossary. A list of words and acronyms and their explanations will be placed at the back of the annual history.

Appendix C

Command Report (Sample Format)

C-1. Sample Format

The following outline (fig C-1) is only a recommended format for Command Reports. Users, however, should attempt to address the tasks that are cited below.

(CLASSIFICATION)

Issuing Headquarters

Place of Issue

Date

Command Report No. _____

Period Covered: (Date/Time) to (Date/Time)

References: OPLAN/OPORD #

Map Sheets

Narrative Summary

1. **Background.** A concise narrative summary of the more important events preceding the period to be covered in the command report. It will include both friendly and enemy action that determined the situation existing at the beginning of the reporting period.

2. **Task Organization.** Can be descriptive. The detailed organization should be in the attachments.

a. Friendly task organization

(1) Unit (Numerical Designation)

(2) Type (Infantry, Armor, Field Artillery, etc.)

(3) Command relationship other than assigned (direct support, general support, attached, etc.)

(4) Location (Grid)

(5) Commander

(6) Combat effectiveness (Commander's Journal)

b. Summary of tactical operations

(1) Enemy situation

(2) Missions

(a) Missions from higher headquarters

(b) Restated missions

(c) Unit commander's intent

3. **Chronology of Events.**

a. Orders issued

b. Orders received from higher headquarters

c. Unit reports received

d. Movements begun, movements completed

e. Enemy contacts

f. Changes in task organization

g. Events particular to individual Battlefield Operating Systems (BOS)

h. Listing of Friendly casualties.

4. **Commander's Comments.** Commander should personally write or approve the contents of this paragraph. The unit historian will frequently provide proposed comments to the commander. It is his opportunity to describe the operation from the command perspective. The commander should discuss reasons for success

Figure C-1. Command Report

or failure. The commander may comment on equipment, personnel, training limitations, or other significant issues. The commander may also point out certain individuals who merit recognition.

5. Lessons Learned. Lessons learned should be arranged by Battlefield Operating Systems (BOS) and discussed in the following format:

- a. Observation (should indicate if the comment applies to doctrine, training, organization, materiel, or leadership).
- b. Discussion
- c. Lessons Learned
- d. Recommended Action
- e. Comments
- f. BOS
 - (1) Intelligence
 - (2) Maneuver
 - (3) Mobility/Counter-mobility/Survivability
 - (4) Fire Support
 - (5) Air Defense
 - (6) Command and Control
 - (7) Combat Service Support

6. Documentation. Attach the following supporting documentation to the command report if available. List them in the following order:

- a. Unit-generated information
 - (1) Operation orders and plans; intelligence summaries
 - (2) Unit journals. Each staff section at division and higher headquarters keeps its own journal. These should be separated by section and then arranged chronologically. Attached to each journal should be the referenced reports, received and sent fragmentary orders, spot reports, etc.
 - (3) Official maps, overlays, and charts
 - (4) Briefing slides and associated scripts, if available. Paper copies of all available slides used to brief unit command group and visitors.
 - (5) Electromagnetic media. Computer tapes and disks used by the unit during combat operations. Hard disk data should be downloaded onto CD/DVD.
 - (6) Audiovisual tapes. Official cassettes, such as those obtained from gun cameras, remotely piloted vehicles, public affairs teams, combat camera teams, etc.
- b. Other official documents
 - (1) Interviews and statements from participants
 - (2) Captured enemy maps or documents
 - (3) Other documents that contribute to understanding the unit's operation

NAME, RANK, DUTY POSITION, AND UNIT OF PREPARER.

NAME, RANK, DUTY POSITION, AND UNIT OF APPROVING OFFICIAL
(USUALLY UNIT CHIEF OF STAFF)

Figure C-1. Command Report—Continued

(CLASSIFICATION)

Command Report distribution

- a. Next higher commander
- b. CMH.
- c. CALL.
- d. MHI.
- e. Others as required.

Figure C-1. Command Report—Continued

C-2. Reporting agencies and commands

The Command Report may be prepared for any organization or agency and at any command level. Although customarily prepared by the assigned or attached historian of the reporting command or agency, the Command Report also may be done by a designated staff officer within the reporting organization. The Command Report will not serve as a replacement for the organization's Annual Command History.

Appendix D
Interview Report

D-1. Interview package

The following information will be reported for each interview and forwarded to the U.S. Army Center of Military History (DAMH-HDS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058:

- a. Full name and position of interviewee.
- b. Interviewee's organization.
- c. Name and organization of interviewer.
- d. Date(s) of interview.
- e. Type of interview (exit, biographical, subject, and after-action).
- f. Access (open, restricted, closed).
- g. Classification.
- h. Interview synopsis and outline of subjects covered in the interview.
- i. Length of interview (in minutes).
- j. Whether the interview has been transcribed and, if so, the length of the transcript.
- k. If an access agreement has been executed.
- l. If the interview is DA required end-of-tour; see chapter 8.

D-2. Interview distribution

Furnish copies to—

- a. U.S. Army Center of Military History.
- b. Center for Army Lessons Learned.
- c. U.S. Army Military History Institute.
- d. Others as required.

Appendix E
Specific Requirements for the End-of-Tour Interview Program

E-1. End-of-Tour Interviews

Following is table identifies individuals by position title to be interviewed and the organizational responsibility for conducting each end-of-tour interview for those individuals.

Army Secretariat	Center of Military History
Chief of Staff, Vice Chief of Staff, Director of the Army Staff	Center of Military History
HQDA Principal Officials (political appointees, general officers, members of the SES)	Center of Military History
Chief, National Guard Bureau	National Guard Bureau*
Director, Army National Guard	National Guard Bureau
Chief of Engineers	USACE Office of History
Commanders of Army Commands, Army Service Component Commands, and Direct Reporting Units	Command historians
Corps commanders	Corps historians
Active Army division commanders	Military History Institute**
Active Army theater and corps support command commanders	ACOM/Corps Historians***
School commandants and deputy commandants	TRADOC****

Notes:

- ¹ The Center of Military History will ensure that coordination is effected to execute EOT interviews with Army general officers on special assignments.
- ² * When the chief of the National Guard Bureau is an Army officer.
- ³ ** The U.S. Army War College interviewer, under MHI supervision, must coordinate division interviews through the office of the appropriate corps command historian.
- ⁴ *** Command/Branch historians will execute this program, with senior historians conducting theater level support command interviews, while corps historians conduct corps support command interviews.
- ⁵ **** The AMEDD historian will interview the U.S. Army Medical Department (AMEDD) Center and School Commandant and Deputy Commandant. The U.S. Army Special Operations historian will interview the JFK Special Warfare School Commandant and Deputy Commandant.

E-2. Other end-of-tour interviews

Historians and historical officers should be alert to conducting end-of-tour interviews for principal staff officers within an organization, senior civilians, and major subordinate commanders and deputies in order to provide a broad historical perspective of current events and operations.

Appendix F Management Control Evaluation Checklist

F-1. Function

This checklist covers the administration of military history in the Army.

F-2. Purpose

The purpose of this checklist is to assist Assessable Unit Managers and Management Control Administrators (MCAs) in evaluating the key management controls outlined below. It is not intended to cover all controls.

F-3. Instructions

Answers must be based on the actual testing of key management controls (for example, documents analysis, direct observations, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated annually. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). A copy of this form is located at the back of this regulation.

F-4. Test questions

- a. Has the organization applied military history to leader development (para 1-4h(8))?
- b. Has the organization planned for appropriate transition of its history assets to a contingency or increased readiness status (para 1-4h(12))?
- c. Does the organization have a command history office that is adequately staffed to accomplish its assigned mission (para 4-3a)?
- d. Has the organization submitted the Annual Command History (paras 4-5c(1) through (3))?

- e.* Does the organization have a Command Historical Publications Program (para 4-6)?
- f.* Has the organization established and maintained a command historical research collection program (para 4-9a)?
- g.* Has the unit established an organizational history program (para 6-1b)?
- h.* Has the organization conducted oral history interviews in accordance with paras 8-2 and 8-3?

F-5. Supersession

This checklist replaces any checklist previously published.

F-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to: Commander, U.S. Army Center of Military History (DAMH-ZAX), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058

Glossary

Section I Abbreviations

ACOM

Army Command

AHEC

U.S. Army Heritage and Education Center

AHP

Army Historical Program

AKO

Army Knowledge Online

AMEDD

Army Medical Department

AR

Army regulation

ARIMS

Army records information management system

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ARSTAF

Army Staff

ARTEP

Army Training and Evaluation Program

ASCC

Army Service Component Command

ASI

Additional Skill Identifier

ATRRS

Army Training Requirements and Resources System

AWC

U.S. Army War College

BOS

Battlefield operating system

CAAI

Combat after-action interview

CAAR

Combat after-action report

CAC

U.S. Army Combined Arms Command

CAH

Conference of Army Historians

CALL

Center for Army Lessons Learned

CARS

Combat Arms Regimental System

CD

Compact disc

CD-ROM

Compact disc-read only memory

CGSC

U.S. Army Command and General Staff College

CMH

U.S. Army Center of Military History

CSI

U.S. Army Combat Studies Institute

DA

Department of the Army

DAHAC

Department of the Army Historical Advisory Committee

DAHSUM

Department of the Army Historical Summary

DCLL

Division Command Lessons Learned

DMH, CGSC

Department of Military History, Command and General Staff College

DOD

Department of Defense

DRU

Direct Reporting Unit

DVD

Digital versatile disc

EOT

End of tour

ETC

Et cetera

FM

Field Manual

FOA

Field Operating Agency

FORSCOM

U.S. Army Forces Command

GS

General Schedule

GWOT

Global War on Terrorism

HPDP

Historical Projects Development Process

HPRP

Historical Projects Review Panel

HQDA

Headquarters, Department of the Army

JCS

Joint Chiefs of Staff

JFK

John Fitzgerald Kennedy

MCA

Management control administrators

METL

Mission Essential Tasks List

MHD

Military history detachment

MHHC

Military History Coordinating Committee

MHI

U.S. Army Military History Institute

MHIC

Military History Instructional Course

MHT

Military History Team

MTOE

Modification table of organization and equipment

NOFORN

Not releasable to foreign nationals

NSPS

National Security Personnel System

OLE

Operational leadership experience

OPLAN

Operational plan

OPORD

Operational order

PEO

Program executive officer

Ph.D

Doctor of Philosophy

PM

Program/Project/Product Manager

Pub

Publication

RCS

Requirement control symbol

SES

Senior Executive Service

SI

Skill identifier

SOOHP

Senior Officers Oral History Program

SSA

Staff support agency

TDA

Table of distribution and allowances

TOE

Table of organization and equipment

TRADOC

U.S. Army Training and Doctrine Command

TSP

Training Support Package

UIC

Unit identification code

USACAC

U.S. Army Combined Arms Command

USACGSC

U.S. Army Command and General Staff College

USACMH

U.S. Army Center of Military History

USACSI

U.S. Army Combat Studies Institute

USAFORSCOM

U.S. Army Forces Command

USAHEC

U.S. Army Heritage and Education Center

USAMHI

U.S. Army Military History Institute

USATRADO

U.S. Army Training and Doctrine Command

USAWC

U.S. Army War College

USARC

U.S. Army Reserve Command

USARS

U.S. Army Regimental System

Section II**Terms****Accountable Officer**

A DOD commissioned or warrant officer; civilian employee in the pay grade of GS-07 or equivalent or higher; DOD enlisted person in the pay grade of E-5 or higher when appointed by the commander or head of an HQDA agency; or foreign national in the pay grade of GS-07 or equivalent or higher when designated by the commander.

Army Art

Original art objects owned or controlled by the Department of the Army, including paintings, watercolors, drawings, prints, cartoons, sculpture, sketches, and miscellaneous visual art forms depicting military activities or expressing the artist's reaction to combat or other military experience.

Army Historical Collection

The entire historical collection under the control of the Chief of Military History, to include historical artifacts in the custody of installations, units, or agencies. The Army Historical Collection forms a part of the national historical collection.

Army Staff

Principals and their staffs and FOAs reporting to and supporting the Chief of Staff, Army.

Certification Inspection

The process by which both Army history offices and Army museums are peer-reviewed for compliance with applicable professional standards, regulatory requirements, and legal mandates as prescribed in AR 870-5 and AR 870-20.

Certified Army History Office

Indicates that the inspected history office adheres at least to the minimum professional, regulatory, and legal thresholds for Army history offices as prescribed in this AR.

Certified Army Museum

An appropriated fund entity that is a permanent historical activity possessing a historical collection housed in a building or a part thereof, specifically designated for the exclusive use of the museum, which is open to military and civilian visitors at regularly scheduled hours and is in the care of a professional staff that performs curatorial and related historical duties full time. It meets the requirements as specified in AR 870-20.

Combat Arms Regimental System (CARS)

The concept under which combat arms (infantry, artillery, armor, and cavalry, except armored cavalry regiments) were organized between 1957 and their reorganization under the U.S. Army Regimental System (USARS). (See USARS, below.)

Combat and Contingency Operations

Those activities caused by combat, civil disturbance, natural disaster, or other emergency or special activities, as well as by associated support operations.

Director or Curator

The civilian chief of an Army museum responsible for all phases of museum operations. The director is the accountable custodian for the artifacts and supervises one or more other staff members of lesser grade.

Historian

An individual, either military or civilian, who has received specialized academic training and occupies a military history position specified by a table of distribution and allowances (TDA), table of organization and equipment (TOE), or modification table of organization and equipment (MTOE).

Historical Artifacts

Historically significant items that have been designated historical artifacts by the Chief of Military History, an installation commander, or the commander of a military organization. Such objects also may not have been so designated but, because of their age or obvious historical significance, are inherently historical artifacts.

Historical Collection

The assortment of historical artifacts in the custody of a particular organization, installation, or agency and accountable by an Army museum or museum activity.

Historical Officer

An individual who is responsible for military history activities in addition to other duties. This person should be a military officer with the specialty identifier 5X (historian) or can be a civilian.

Historical Projects Development Process

The process used to review and approve historical and museum projects of the AHP for inclusion in the Annual AHP.

Historical Projects Review Panel

Chaired by the Chief Historian, the Historical Projects Review Panel reviews all historical and museum projects recommended for inclusion in the Historical Projects Development Process. The HPRP recommends historical projects to the AHP Committee for decision.

Historical Research Collection

Consists of historically significant documents (non-artifact and other media) from a specific organization, including the following: annual histories, special studies, monographs, reports, manuscripts, organizational charts and directories, messages, correspondence, interview tapes and transcripts, maps and overlays, and electronic records. The collection serves as the institutional memory of an organization, provides a basis for original research and preparation of narrative history and for bringing historical perspective to bear on the organization's planning and decision making processes, and supports leadership development programs.

Honors

Unit decorations and credit for campaign participation and war service that have been bestowed by a competent authority upon an organization.

HQDA

Headquarters, Department of the Army, consisting of the Secretary of the Army; Army Secretariat; Chief of Staff, Army; and Army Staff and their FOAs.

Lineage

The line of descent of an MTOE unit from its origin, stated in terms of events that have changed its status.

Military History

A record of military and related activities in peace and war, including history written by official Army organizations. In this regulation, military history is used in both general and official contexts.

Modification Table of Organization and Equipment (MTOE)

A document that prescribes the modification of a basic table of organization and equipment (TOE) necessary to adapt it to the needs of a specific unit or type of unit.

Museum Activity

An appropriated fund entity that does not meet the minimum requisite standards of a certified Army museum, but holds a historical collection, has a full-time staff, and is open to the public at regular hours.

Oral History

Oral history is an integral part of the AHP. It involves interviewing participants or experts in a particular subject or issue and preserving their judgments and recollections. Oral history materials—sound and video recordings, transcribed interviews, interview notes and memoranda—supplement but do not replace, official written records. Oral history materials contain information not normally preserved in official documents. They are compiled for reference purposes and are not considered official Army records.

Organic Element

A unit that is an integral part of a larger organization, for example, a lettered company of a battalion, as prescribed in the MTOE.

Organizational Historical Property

Historical property of unique significance to and belonging to a particular Army organization.

Organizational History File

Historical documents, photographs, and other items of significance to and belonging to a particular Army organization. (See AR 25–400–2.)

Parent Regiment

An administrative entity organized under the Combat Arms Regimental System (CARS) or the U.S. Army Regimental System (USARS) to perpetuate the history of the elements of the organization.

Special Designation

An authorized nickname granted to a military organization. A special designation is not to be confused with a motto, which is part of a unit's heraldic items. (See AR 840–10.)

Table of Distribution and Allowances (TDA)

A document that prescribes the organizational structure and the personnel and equipment authorization and requirements of a military unit to perform a specific mission for which there is no appropriate TOE.

Table of Organization and Equipment (TOE)

A document that prescribes the official designation, normal mission, organizational structure, and personnel and equipment requirements for a military unit and is the basis for an authorization document.

Unit

Any military organization whose structure is prescribed by a competent military authority and which has its own UIC.

Unit Identification Code (UIC)

A six-character symbol identifying each unit in the Army.

U.S. Army Regimental System (USARS)

See AR 600–82, The U.S. Army Regimental System. In this regulation, the term applies only to the following combat arms regiments: Air Defense Artillery, Armor, Aviation, Cavalry, Field Artillery, Infantry, Rangers, and Special Forces.

Section III**Special Abbreviations and Terms**

This section contains no entries.

UNCLASSIFIED

PIN 077186-000