

**Army Regulation 870-5**

**Historical Activities**

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

**Headquarters  
Department of the Army  
Washington, DC  
29 January 1999**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 870-5

Military History: Responsibilities, Policies, and Procedures

This revision--

- o Establishes the Army Historical Strategic Planning Committee (para 1-4h), the Chief Curator Advisory Council (para 1-4m), and the Historical Projects Review Panel (para 2-2d).
- o Includes all elements of the Army Historical Program in the planning and management process (para 2-2).
- o Specifies and standardizes in plans the collection of historical material and information (chap 3).
- o Includes responsibility for properly classifying information (paras 4-6 and 4-8).
- o Includes environments of war and military operations other than war (para 4-8).
- o Includes revised policy for historical collection or museum acquisition of Federally owned property (chap 7).
- o Provides policy exception authority for the consumptive use or alteration of artifacts (para 7-8f).

Historical Activities

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

elements of the Regular Army, Army National Guard, and Army Reserve, including civil works functions in the Corps of Engineers.

**Proponent and exception authority.**

The proponent of this regulation is the Director of the Army Staff. The Director of the Army Staff has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Director of the Army Staff may delegate this authority, in writing, to a division chief in the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated.

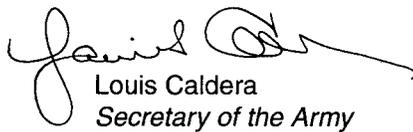
**Supplementation.** Supplementation of this regulation and establishment of command and local forms, unless specified in this regulation, are prohibited without prior approval

from the U.S. Army Center of Military History, Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

**Suggested Improvements.** Users are invited to send comments and suggested improvements regarding this regulation on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) through the chain of command to the U.S. Army Center of Military History (DAMH-ZB), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

**Committee Continuance Approval.** The Department of the Army Committee Management Officer concurs in the continuance of the Army Historical Strategic Planning Committee and approves the Military History Coordinating Committee established by Army Regulation 870-5.

**Distribution.** This publication is distributed in accordance with the requirements of Initial Distribution Number (IDN) 093874, intended for command levels C, D, and E for the Active Army, the Army National Guard of the U.S., and the U.S. Army Reserve.



Louis Caldera  
Secretary of the Army

**History.** This is a revision of previously published policy. Because this publication has been extensively updated, the changed portions have not been highlighted.

**Summary.** This regulation prescribes Department of the Army policy concerning the conduct of Army-wide historical activities.

**Applicability.** This regulation applies to all

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## 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 are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a. Army Secretariat.* All offices 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 decisionmaking.  
(2) Assist in the collection and retirement of historical records and source materials.

(3) Prepare Annual Histories (Requirement Control Symbol (RCS) CSHIS-6[R4]). (See app B for writing guidance.) Appendix C lists those offices within the Secretariat, except PEOs and PMs, that are required to submit Annual Histories. The histories will be prepared on a fiscal-year basis and submitted not later than 6 months after the reporting period. Three copies will be forwarded to the U.S. Army Center of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, one of which will be permanently retained by the Military History Institute. Those PEOs and PMs reporting to the Assistant Secretary of the Army for Research, Development, and Acquisition will provide two additional copies each to—

(a) The historical office of the major subordinate command of U.S. Army Materiel Command (AMC) dealing with the applicable weapons system.

(b) The AMC Historical Office: U.S. Army Materiel Command (AMCHO), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

(4) Contribute to the Department of the Army Historical Summary (DAHSUM) as required. The DAHSUM, a historical overview of significant events and activities in the Army during the fiscal year, is a separate requirement from Annual Histories.

(5) Recommend historical projects for inclusion in the Annual Army Historical Program Report and submit historical manuscripts to the U.S. Army Center of Military History (CMH) for review and comment prior to publication.

*b. The Assistant Secretary of the Army for Manpower and Reserve Affairs.* The Assistant Secretary of the Army for Manpower and Reserve Affairs has general oversight responsibility within the Army Secretariat for historical matters.

*c. The Assistant Secretary of the Army for Research, Development, and Acquisition.* The Assistant Secretary of the Army for Research, Development, and Acquisition will ensure historical coverage of the development of major systems at the PEO and PM levels.

*d. Director of the Army Staff.* The Director of the Army Staff (ARSTAF) has general staff supervision over the Chief of Military History for all historical matters.

*e. Army Staff and ARSTAF agencies, to include ARSTAF FOAs and SSAs.* All principals and agency heads will—

(1) Use military history in decisionmaking.  
(2) Assist in the collection and retirement of historical records and source materials.

(3) Staff with the Chief of Military History all regulations having an impact on historical programs.

(4) Prepare Annual Histories (RCS CSHIS-6[R4]). (See app B for writing guidance.) The histories are prepared on a fiscal-year basis and submitted not later than 6 months after the reporting

period. Three copies will be forwarded to the U.S. Army Center of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, one of which will be permanently retained by the Military History Institute. Appendix C lists those ARSTAF agencies and their FOAs and SSAs required to submit Annual Histories.

(5) Contribute to the DAHSUM as directed.

(6) Recommend historical projects for inclusion in the Annual Army Historical Program Report and submit historical manuscripts to the Center of Military History for review and approval prior to publication.

(7) Prepare Command Reports as directed in chapter 4.

*f. Chief of Military History.*

(1) The Chief of Military History manages the Army Historical Program and is 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 Commander, 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 Director of the Army Staff. 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, major Army commands (MACOMs), and other Army organizations.

(2) As the principal advisor to the Secretary of the Army and the Chief of Staff, Army, for historical matters, the Chief of Military History—

(a) Enforces standards for, issues guidelines on, and coordinates the execution of Army historical matters.

(b) Prepares the official history of the U.S. Army in peace and war.

(c) Oversees and directs the implementation of the Army Historical Program (AHP) and CMH strategic plans.

(d) Develops and executes the Army Historical Program, to include the Army Five-Year Historical Plans and the annual Army Historical Program Report.

(e) Provides historical perspective and support to the Secretary of the Army, the Chief of Staff of the Army, HQDA principals and their staffs, HQDA FOAs and SSAs, MACOMs, and other Army organizations.

(f) Prepares historical works to be used in decisionmaking for Army policy, plans, and doctrine and to support military history education efforts.

(g) Provides overall direction for military history education and the Army Historical Program.

(h) Provides staff supervision over Army history field operations, including doctrinal and organizational proponentcy for military history detachments. (See chap 4.)

(i) Directs a comprehensive program of international army-to-army military history contacts and, as directed, represents the Chief of Staff in international military history matters.

(j) Issues a quarterly bulletin for the professional development of Army historians.

(k) Prepares and publishes the DAHSUM.

(l) Prepares Annual Histories (RCS CSHIS-6[R4]).

(m) Determines and publishes the lineage and honors of specified Army units. (See chap 5.)

(n) Determines the official designation of Army units and maintains historical data cards recording changes in status of Army units. (See AR 220-5.)

(o) Ensures accountability of all Army historical artifacts, provides staff supervision of the Army museum system, provides guidance for Army artifacts and Army activities, manages the Army museum certification program, and advises commanders on museum matters, per AR 870-20.

(p) Provides guidance for Army art activities and manages the Army Art Central Collection, per AR 870-20.

(q) Manages and coordinates a reprinting program that—

1. Ensures a sufficient stockage level of all center publications to meet Army requirements.

2. Facilitates the co-reprinting by the Army schools of those center titles required in large numbers on a regular basis for classroom instruction. (See chap 3.)

(r) Establishes policy for, promotes, and coordinates Army oral history programs, including conduct of selected oral history interviews. (See chap 8.)

(s) Promotes the study and teaching of military history.

(t) Assists public and private agencies and individuals, commensurate with available resources.

(u) Develops collections of historical source materials dealing with the Army and related activities.

(v) Serves as the proponent for uniformed and civilian historians and curators, including review and evaluation of the professional historical credentials and qualifications of all candidates for command historian positions at major Army commands (MACOMs) and at major subordinate commands where such an evaluation system does not already exist. (See AR 600-3.)

g. *Major Army commands.* The MACOM commanders will—

(1) Prepare and use military history in accordance with this regulation and the Army Historical Program.

(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 Histories per chapter 4 and appendix C and historical monographs as prescribed in the annual Army Historical Program Report.

(4) Recommend historical projects for inclusion in the annual Army Historical Program Report and develop command historical publications plans in accordance with chapters 2, 3, and 4.

(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, supplements to AR 870-5, and instructions to the Chief of Military History for review and approval prior to publication.

(8) Ensure that military history is applied to leader development. At Service schools, historical examples are integrated into classes, and battle analyses and staff rides are part of the curriculum; in units and organizations, staff rides, battle analyses, and book study groups (for example) are part of professional development programs. These activities are considered training, for which training funds may be used.

(9) Provide staff supervision of Army museums and historical holdings within the command.

(10) Prepare Command Reports as directed in chapter 4.

(11) Coordinate Army art activities within the command, in accordance with AR 870-20, paragraph 1-4c.

(12) Prepare the Historian's Activities Report as directed in chapter 4.

(13) Plan for appropriate transition of their MACOM's history assets to a war or increased readiness status.

(14) Review and evaluate the professional historical credentials and qualification of all candidates for command historian positions at major subordinate commands.

h. *Army Historical Strategic Planning Committee.*

(1) The purpose of the Army Historical Strategic Planning Committee (AHSPC) is—

(a) To review the approved Strategic Plans for both the Army Historical Program and the Center of Military History,

(b) Develop Five-Year Historical Plans for both documents based on their respective action plans, and

(c) Monitor the execution of those Five-Year Historical Plans.

(2) The Chief of Military History chairs the AHSPC, and the members meet annually, representing all elements of the Army Historical Program, and serve at the request of the Chief of Military

History. The committee is assisted in its work by a permanent working staff at the center.

i. *Historical Projects Review Panel.* The purpose of the Historical Projects Review Panel (HPRP) is to review all specific history and museum projects that support the Five-Year Historical Plans through the Historical Projects Development Process (HPDP) (see chap 2, para 2-2d). Chaired by the Chief Historian, the HPRP reviews and evaluates all projects supporting the Army's Strategic and Five-Year Plans, making recommendations to the Army Historical Strategic Planning Committee. The panel is assisted in its work by a permanent working staff at the center, and its members meet annually and are drawn from the senior history professionals of the Army by the Chief of Military History.

j. *Installation and community commanders.* Installation and community commanders will—

(1) Identify historically significant artifacts and works of art and protect that material from deterioration, damage, destruction, or loss, per AR 870-20, paragraph 1-4e.

(2) Notify, through channels, the U.S. Army Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, of all artifacts and works of art on their installations, per AR 870-20, paragraph 1-4e.

(3) If a museum is authorized, provide, per AR 870-20, chapter 3, as follows:

(a) A permanent facility or specifically designated area suitable for the exhibition, accountability, and preservation of historical artifacts.

(b) A permanent full-time staff and other resources commensurate with the facility's assigned mission and tasks.

k. *Military History Coordinating Committee.*

(1) The purpose of the Military History Coordinating Committee (MHHC) is to coordinate an Army-wide military history education program for instruction of uniformed personnel. The committee, including the Chief Historian, meets at the discretion of the Chief of Military History, who is also the chair.

(2) The committee includes four additional members:

(a) Chief Historian, Training and Doctrine Command (TRADOC).

(b) Director, U.S. Army Combat Studies Institute. The Combat Studies Institute is a department-level activity within the U.S. Army Command and General Staff College. Its missions are to research historical topics pertinent to doctrinal concerns of the Army and publish the results in a variety of formats, and to teach military history at the Command and General Staff College. The institute also serves as the TRADOC agent for information and assistance with battlefield staff rides, and is the proponent for the Reserve Officers Training Corps Military History Institute Preparation (MHIP) course.

(c) Director, U.S. Army Military History Institute (MHI). The institute is assigned to the U.S. Army War College and maintains a historical collection to facilitate and encourage the official and unofficial use and study of military history. The MHI acquires military history related holdings and serves as 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, tapes, and other non-record materials. The institute solicits military service information through veterans' surveys and the administration of the Senior Officer Oral History Program, which preserves the experience and the comments of the Army's senior military leaders (see chap 8). The MHI staff, with the assistance of new technologies, makes the institute's 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.

(d) Professor and Head, Department of History, U.S. Military Academy. The academy curriculum requires cadets to complete 2 years of history. Members of the History Department teach college-level military history courses to cadets at the Academy and prepare

instructional materials, including published works, in military history for both the Academy and the Army at large.

*l. MACOM Historians Council.* The council—

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

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

(3) Meets at least annually or at the call of the Chief of Military History.

*m. Chief Curator Advisory Council.*

(1) Advises the Chief Curator on policies, procedures, responsibilities, and plans for the Army's museum system.

(2) Consists of senior-level curators from the Army Museum System selected by the Chief Curator.

(3) Meets at least annually or as required by the Chief Curator.

*n. Department of the Army Historical Advisory Committee (DAHAC).*

(1) The committee advises 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) Effective cooperation among the civilian historical community, military historians, and the military profession in advancing the purposes of the Army Historical Program.

(c) The 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) The committee consists of the following:

(a) Representatives from the—

1. U.S. Military Academy,
2. U.S. Army War College,
3. U.S. Army Command and General Staff College, and
4. U.S. Army Training and Doctrine Command.

(b) A member from one other MACOM on a rotating basis.

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

(d) Archivist of the Army.

(e) Civilian members representing the historical community and appointed by the Secretary of the Army under the provisions of AR 15-1, chapter 3. One of these civilian members will serve as the DAHAC chairperson.

## Chapter 2 Army Historical Program

### 2-1. General

*a.* The Army Historical Program includes all historical activities within the active Army, the Army National Guard of the U.S., and the Army Reserve. The purpose of the Army Historical Program is to serve the Army and the nation by ensuring the complete and appropriate use of military historical experience relevant to professional issues. The mission of the Army Historical Program is to preserve, critically interpret, disseminate, and teach military history; provide historical advice; and stimulate historical mindedness with the Army 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 decisionmaking.
- (4) Providing military history instruction in the education and training of soldiers.
- (5) Supporting leadership and professional development.
- (6) Enhancing unit pride and esprit de corps.
- (7) Supporting public and command information activities.

*b.* The vision, or goal, of the Army Historical Program is a fully integrated and properly resourced network of professionals who are

serving soldiers and supporting decisionmaking Army-wide 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 Army Historical Program through a series of interrelated plans and reports.

*a. Army Strategic Historical Plans.* The Chief of Military History is responsible for providing the focus of military history activities Army-wide. To this end, the Chief of Military History is charged with the development and review of strategic plans for the Army Historical Program and for the Center of Military History through the Army Historical Strategic Planning Committee. The strategic plans chart the general direction of both the center and the historical program within the Service and provide the basis for the action plans of the respective Five-Year Historical Plans.

*b. Army Five-Year Historical Plans.* The Chief of Military History is responsible for the Five-Year Historical Plans of the Army Historical Program and the Center of Military History. These working plans reflect the vision and philosophy of the strategic historical plans and will be monitored annually and reviewed every 5 years by the Army Historical Strategic Planning Committee. Refined by specific guidance from the Secretary of the Army or the Chief of Staff of the Army, these plans will be general to be broadly applicable but specific enough to be directive in nature. The plans, in concert with this regulation, will provide the basis for developing mission requirements for the Center of Military History and for field historical programs. This plans will provide the focus, direction, and vision for the future of military history in the Army.

*c. Army Historical Program Report.* This program encompasses the specific historical activities of the Center of Military History and major Army commands and agencies based on the Army Five-Year Historical Plans. The Army Historical Program Reports, published annually by the Center of Military History, delineate the major elements of the program. Historical activities, to include specific projects and missions, become part of the Army Historical Program after approval by the Historical Projects Review Panel and approval by the Army Historical Strategic Planning Committee. In addition, the Army Secretariat and the Army Staff assign certain tasks; the Chief of Military History, acting in his or her capacity as the designated advisor to the Chief of Staff on historical matters, formulates others that are approved by the Department of the Army and completed by the Center of Military History or assigned to major Army commands or agencies.

*d. Historical Projects Development Process.* This process is used to develop specific history and museum projects to support the Five-Year Historical Plans of the Army Historical Program and the Center of Military History. Projects are submitted to the Historical Projects Review Panel for review and analysis, and then forwarded with recommendations to the Army Historical Strategic Planning Committee for approval. Existing projects are monitored by the Chief of Military History, the AHSPC, and the Department of the Army Historical Advisory Committee through the annual Army Historical Program Report.

*e. Historian's Activities Report (RCS CSHIS-9[R1]).* See chapter 4.

*f. Command Historical Publications Plan.* See chapters 3 and 4.

### 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.

*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 MACOM Historian-in-Residence Program.* The Chief of Military History may select a civilian or military historian from the MACOMs 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 MACOMs 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 MACOM Research Fellow Program.* The Center of Military History may award annually Research Fellowships to MACOM 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 MACOM-sponsored, cooperative MACOM-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. The U.S. Military Academy, the U.S. Army Command and General Staff College, and the U.S. Army War College.* The U.S. Military Academy, the U.S. Army Command and General Staff College, and the Military History Institute of the U.S. Army War College 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 up to four fellowships each academic year to support scholarly research and writing among qualified civilian graduate students preparing dissertations in the history of land warfare, especially the history of the U.S. Army. The fellowships carry a \$9,000 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 fellowship period. On the second visit, each fellow is required to present a report on his or her work in progress.

*b. Information and applications.* Detailed information concerning applications, eligibility requirements, evaluation, and selection is available from the U.S. Army Center of Military History (DAMH-ZC), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

#### **2-5. Military history writing competition**

*a.* The purpose of the CMH military history writing competition is to recognize military history skills and a sense of historical-mindedness in young officers and noncommissioned officers.

*b.* The Center of Military History conducts an army-wide annual military history writing contest and awards cash prizes and certificates of achievement to soldiers in the field and to students attending officer advanced courses and the Sergeants Major Academy who write the best military history essays. The number of awards, amounts of the prizes, length of papers, and themes for the essays will be determined by the Chief of Military History and announced at the beginning of each calendar year.

*c.* Essays must be submitted to the U.S. Army Center of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, by the end of each calendar year. Judging will be accomplished by a panel of historians from the Center of Military History based on the following criteria:

- (1) Relevance to current Army issues.
- (2) Usefulness to current Army leaders (insights, lessons learned, and so forth).
- (3) Originality.
- (4) Writing effectiveness-completeness, unity, order, and coherence.

*d.* The Chief of Military History will notify winners in writing.

## **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 1-14.)

*b.* The Army Historical Program includes two categories of publications: Army historical publications (distributed Army-wide) and command historical publications. (See para 4-7 below.) They range from large, extensively documented volumes of history, to monographs that often focus on a single issue or aspect of a larger subject, to collections of art or documents, to studies of a modest size.

*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 Five-Year Historical Plans and in the Army Historical Program Report, which is staffed and 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 Army-wide 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 Army-wide distribution should conform to the editorial style of the Center of Military History.

### **3-2. Publication planning approval**

Inclusion of a historical project in the Five-Year Historical Plans, the Army Historical Program Report, or in a command-level annual Command Historical Publications Plan constitutes publication planning approval.

### **3-3. Preparation and final approval**

*a.* Army historical products for Army-wide distribution are usually prepared by the Center of Military History. All CMH 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 through the Army Historical Strategic Planning Committee and the Historical Projects Review Panel. The MACOMs and Headquarters, Department of the Army (HQDA), organizations will submit projects to the Center of Military History for review and evaluation by the HPRP. Projects recommended by the HPRP and approved by the AHSPC will be included in the appropriate Five-Year Historical Plan and in the annual Army Historical Program 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 MACOM or HQDA organization may be prepared and published within that MACOM or HQDA organization.

*d.* Those 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 MACOMs for preparation. Manuscripts prepared in this way by MACOM historical

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

### 3-4. 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. It distributes clinical medical histories in coordination with the Office of The Surgeon General. 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 U.S. Army Publishing Agency (JDHQS-V-PAL) by authorized account holders. The Center of Military History will also publish and disseminate CMH Publication (Pub) 105-2, *Publications of the United States Army Center of Military History*, as least once every 2 years. As historical doctrinal and training literature, Center of Military History publications do not require reimbursement when used for valid educational, training, and professional development purposes. Coordination with the U.S. Army Center of Military History (DAMH-PS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, is required prior to requisitioning more than 25 copies of any one title.

### 3-5. 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 Agency. 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-PS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, by 1 June each year for the following fiscal year.

### 3-6. Disposition

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-PS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

## Chapter 4 Field Programs and Operations

### 4-1. Military history functions at the MACOM and subordinate level

Field programs and operations cover those military history functions and activities performed by MACOMs and their subordinate elements. The MACOM commanders 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 requires direct access to the commander. To ensure this direct access, the historian serves 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

a. The MACOM commanders will establish history offices at MACOM headquarters and their 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 should consist of a command historian, one or more additional professional Army historians, and appropriate support personnel. 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), per AR 611-101, chapter 5, and has a comprehensive knowledge of the organization's missions, functions, and activities.

c. At the Army division level, either a SI 5X officer or a civilian professional historian (General Schedule (GS) -170 series) will be assigned duties as division 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, morale and esprit functions, and orientation of new arrivals.

d. For modification table of organization and equipment (MTOE) organizations, civilian historians will be carried on the installation's or community's personnel 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. The Army historian or historical officer should be assigned to the command group and be under the administrative supervision of the chief of staff. Placement of the historian in the command group ensures full historical coverage of all command elements.

e. As a special staff officer, the command historian maintains the institutional memory of the command and ensures the use of historical information, insights, and perspective in the decisionmaking process and in other functions and programs. The command historian uses military history to strengthen training, support leader development, promote morale and esprit de corps, and foster historical-mindedness among all members of the command.

### 4-4. Functions

Typical functions of military history offices include the following:

a. Provide well-researched studies and analyses, accurate historical information, institutional memory, historical perspective and input to "lessons learned" to support the commander and staff in problem-solving and decisionmaking.

b. Establish command historical programs to include monographs, doctrinal and special studies, histories, documentary collections, oral history interviews, and studies on topics and events of historical significance to the command and/or the U.S. Army. Publication projects that will be limited to distribution within the command will be listed in the Command Historical Publications Plan.

c. Prepare historical manuscripts for Army-wide publication. These projects will be included in the Army Five-Year Historical Plans and in the Army Historical Program Report published annually and submitted to the Chief of Military History for review, approval, and publication. (See para 4-7.)

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 4-6.)

f. Establish and maintain historical research collections per paragraph 4-10.

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

j. Support leader development (see Military Qualification Standards) including, at a minimum, establishing and managing a staff

ride program and supervising military history education activities. At service schools, historical examples are integrated into classes, battle analyses are studied, and staff rides are conducted. In units, staff rides are critical to officer and noncommissioned officer professional development programs. Other activities such as military book study groups and guest speakers are encouraged. Staff rides and other military history activities are considered training and may be supported by training funds.

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-O), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. (See chap 8.)

m. During combat/contingency operations, coordinate with and assist the command's records managers to ensure documents designated as permanent are preserved and retired per AR 25-400-2 (see para 4-8).

#### **4-5. Historian's Activities Report (RCS CSHIS-9[R1])**

a. The Historian's Activities Report is used to inform the Chief of Military History of the activities, progress, and problems of subordinate commands. The Chief of Military History uses it to advise the Secretary of the Army and the Chief of Staff on historical matters within the MACOMs.

b. MACOM historical offices will submit the report semi-annually to the U.S. Army Chief of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, by 30 September for the January-June reporting period and 31 March for the July-December reporting period. The MACOMs will establish internal reporting requirements for submissions by subordinate commands.

c. The report will consist of a memorandum and will include—

(1) The current authorized and actual strength and grades of both military and civilian personnel employed full time in historical work. Personnel will be listed by position, grade, title, and name.

(2) A list of major historical projects in progress, including those internal works assigned in the Command Historical Publications Plan, as well as those assigned in the applicable Army Historical Plans.

(3) A summary of major problems facing the historical office and actions being taken to resolve them.

(4) A list of staff rides performed, including purpose, date, location, number of attendees, and after-action report (if any).

(5) A list of oral history interviews conducted during the period and an updated status of on-going interviews, along with copies of the interview reports for those interviews completed during the period. DAMH-FPF will provide a complete copy of the list, updated status, and all of all completed interviews to DAMH-HDS-O. (See app D.)

(6) A summary of major staff support actions undertaken for either the MACOM commander, his or her staff, or subordinate commands.

#### **4-6. Annual History (RCS CSHIS-6[R4])**

a. *General.* The Annual 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 decisionmaking 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 are normally unclassified; appendix B covers the procedures for properly marking and safeguarding classified material per AR 380-5. There are two types of Annual History products: the Annual Command History and the Annual Historical Summary.

(1) The Annual Command History is a narrative account of the historically significant developments and events that took place in the command during the previous year. The Annual Command History contains analyses of the topics included and is prepared by a full-time professional historian assigned to the command.

(2) The Annual Historical Summary is a descriptive record of the historically significant developments and events that took place within the command during the previous year. It does not normally contain analyses of the topics included and is prepared by a historical officer as an additional duty in organizations that do not have an assigned historian.

b. *Preparers.* Preparers will use as a guide the format for Annual Histories in appendix B of this regulation and DA PAM 870-2, chapter 5. The following organizations prepare the Annual Command History and the Annual Historical Summary:

(1) The MACOMs and their next subordinate commands, agencies, schools, and installations.

(2) The MTOE organizations of the Regular Army, Army Reserve, and Army National Guard when in Federal service: armies, commands at corps level and above, corps, combat divisions, non-divisional armored and infantry brigades, ranger and armored cavalry regiments, and Special Forces groups.

c. *Coordination instructions.*

(1) The Annual History covers the preceding fiscal year unless otherwise specified and will be submitted no later than 12 months after the end of the reporting period. The MACOMs will determine the reporting deadlines for Annual History submissions from their subordinate commands.

(2) Preparers will submit one copy of their Annual Histories to the U.S. Army Center of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, and one copy directly to the U.S. Army Military History Institute, Carlisle Barracks, PA 17013-5008, through normal administrative channels in accordance with this regulation and MACOM directives.

(3) The MACOMs 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 6 months. The MACOMs will forward one copy of reviews of subordinate command Annual Histories to the U.S. Army Center of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

(4) The Center of Military History will review MACOM Annual Histories. Annual Histories not meeting accepted professional standards or the requirements of this regulation will be returned for revision and resubmission within 6 months.

(5) Subject to the written approval of the Chief of Military History, MACOMs may adopt a modified format for themselves and their subordinate commands. The MACOM 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 histories may be prepared at installations where more than one organization has the same commander.

d. *Final Annual Histories.*

(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.

#### 4-7. Command historical publications programs and plans

a. Each MACOM will establish and maintain a Command Historical Publications Program for all research and writing projects currently underway in the MACOM history office and in its subordinate elements that are either intended for distribution within the command (command historical publications) or Army-wide as co-publications with the Center of Military History.

b. Based on this program, each MACOM will establish an Annual Command Historical Publications Plan that separately groups its Army and command historical publications. Within each grouping, projects will be listed individually, according to preparing organization, command publication project number (by command, year, and number), author(s), title, brief statement of the subject, requesting office (if any), projected completion date, resources (dollars and man-hours/months/years) already expended on or programmed for the project for the coming year and for completion, and whether on contract. The Command Historical Publications Plan will be updated annually and submitted to the U. S. Army Chief of Military History (DAMH-FPF), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, by 1 April for coordination and inclusion in the annual Army Historical Program Report that is published by 1 October each year.

c. Special studies and staff support projects that require a substantial commitment of resources and are not intended for publication will be listed separately in the command's Historian Activities Report but not in the Annual Command Historical Publications Plan.

d. The MACOMs will forward a copy of all command historical publications and special historical studies to the U.S. Army Military History Institute, Carlisle Barracks, PA, for placement into their collection.

#### 4-8. War and military operations other than war

a. *Use of historical coverage of wartime operations and military operations other than war (MOOTW).* Historical support and services are required at all levels of operation to gather information and documentation for use in the official history of battles, campaigns, and other deployed operations of the Army. Historical support and services are provided by a theater historian, the theater historical staff, subordinate command historians and historical officers, and assigned or attached military history detachments.

##### b. *Organization.*

(1) In joint and combined operations, a theater historian from the same Service as the theater/task force Commander in Chief (CINC) may be designated as a special staff officer in accordance with Joint Chiefs of Staff (JCS) publications. If the operation is conducted by the Army and the CINC is an Army general, the Chief of Military History may coordinate the appointment of an Army officer as theater historian for wartime and MOOTW; in other cases the Chief of Military History will coordinate with the Army Component Commander for the appointment of an Army Component Command Historian. For large operations, this officer will be a colonel (06), SI 5X, whose primary assignment is on the commander's staff. For contingency planning purposes, MACOMs 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. The Chief of Military History will ensure that the history of Army participation in the operation is recorded.

(2) Deploying MTOE organizations with command historians, historians, or historical officers will ensure that all adequately

trained historical personnel are deployed with their parent organizations in a timely manner.

(3) Department of the Army directives state that a military history detachment (MHD) (TOE 20-17) will be assigned or attached to each theater Army command, Army component command, corps, division, separate combined arms brigade, armored cavalry regiment, and logistical or support command. In instances where there are insufficient numbers of MHDs, they may be pooled at theater level and allocated to ensure comprehensive historical coverage of current operations.

(4) The Chief of Military History will identify CMH employees 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 is to ensure that records of engagements and battles are preserved for use in writing the official history of the campaign. To provide such coverage they will perform the following functions:

(1) Collect documents, maps, photographs, video and audio recordings, artifacts, and other historical material that might not be preserved through the records retirement process.

(2) Conduct after-action interviews and special projects for subjects not treated in regular reports and documents. (See chap 8.)

(3) When no longer needed locally for research and/or references, forward materials produced or collected through the theater historian 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-O).

(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) Assist the command's Wartime Lessons Learned Program (WALLP) observers/analysts per AR 11-33, appendix B.

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

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

(12) Coordinate with and, if tasked, exercise operational control over Combat Camera (COMCAM) detachments regarding visual information documentation of historical events in accordance with AR 25-1, chapter 7, and Department of Defense Instruction (DODI) 5040.4.

(13) 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 will initiate reporting procedures in coordination with the Chief of Staff, Deputy Chief of Staff for Operations and Plans, the senior Army commander, and with the theater, task force,

or MACOM headquarters involved. On mobilization or notification of an emergency or contingency situation, Army commanders of contingency forces will prepare the Command Report per the format, guidance, distribution, and standards directed by the Chief of Military History. 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 (less documentary enclosures) will be forwarded to the Center for Army Lessons Learned, Fort Leavenworth, KS 66027, for incorporation into the Army Lessons Learned System. All classified material must be properly marked and safeguarded per AR 380-5.

*e. MHD training.*

(1) *Training cycle.* U.S. Army Forces Command (FORSCOM) has the primary responsibility for training MHDs and will coordinate training cycles and schedules with the Chief of Military History prior to implementation. FORSCOM will plan and conduct training to ensure that MHD personnel are trained individually and as a unit to the proficiency necessary to operate independently in a combat situation, as well as perform assigned historical missions. While in peacetime status, Army Reserve and Army National Guard MHDs 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. FORSCOM will conduct and the Chief of Military History will supervise, the Total Army MHD Training Course, which will be held once each year for one week. MHDs must attend this training once every 3 years, with more frequent attendance being authorized in special cases such as high unit turnover. The course will provide Army Training and Evaluation Program (ARTEP)-directed training, allow the MHDs to update historical techniques and exchange information, and provide the basis for FORSCOM and the Chief of Military History to evaluate the readiness of each unit for operational deployment. During the other years of the cycle, Reserve Component MHDs perform missions with units or offices selected by the FORSCOM Historian.

(2) *Mobilization training.* The Chief of Military History will conduct orientation training programs, as appropriate, for historical officers designated to augment deployed headquarters and will coordinate with FORSCOM for the training of any additional MHDs created during the mobilization process.

#### **4-9. Certification program**

*a.* The Chief of Military History will conduct certification visits to all MACOM history offices, on a 2-year cycle, to review compliance with the provisions and requirements of this regulation. The Chief of Military History will furnish a written commentary on the MACOM history program to the Director of the Army Staff and the MACOM commander that includes the following:

- (1) Manning and selection of professional staff personnel.
- (2) Location within the staff and access to the commander.
- (3) Historical publications.
- (4) Annual Histories.
- (5) Research collection.
- (6) Historical services performed.
- (7) Professional development activities.
- (8) Resourcing of the historical program, to include funding, personnel, equipment, office space, and training opportunities.

*b.* MACOM command historians will conduct biennial certification visits to subordinate command history offices in accordance with criteria outlined in paragraph *a* above.

#### **4-10. Historical research collections**

*a.* MACOMs and other 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 a basis for original research and preparation of the command's narrative history, adds historical perspective to the decisionmaking process, and supports leadership development programs.

*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 documents 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 official themes.

*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.

## **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 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) Make 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 (NGR) 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, redesignation, reorganization, consolidation, or conversion of a unit will not break its chain of historical continuity.

*k.* A former Regular 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 *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 prescribed by 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.

### 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, 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. Total Army Personnel Command (TAPC–PDO–PA), 2461 Eisenhower Avenue, Alexandria, VA 22332–0471.

### 6–5. Organizational historical property

See chapter 7 and AR 870–20.

### 6–6. Annual History

See chapter 4.

### 6–7. 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.)

*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) A pamphlet entitled Organizational History, available from the U.S. Army Center of Military History (DAMH–FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319–5058, provides

detailed guidance on preparing a unit history. It includes instructions on researching the unit's retired records.

(3) Historical data cards recording changes in status of U.S. Army units may be available from the U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

(4) Bibliographies of published histories of U.S. Army units are prepared by the Center of Military History. Requests should be addressed to the U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

(5) 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 105-2) lists works published by this agency, including the Army Lineage Series. (See AR 25-30, chap 12, and DA Pamphlet (PAM) 25-30 for ordering information.)

c. Publication of unit histories by a U.S. Army organization may be financed by nonappropriated funds under AR 215-1, if a personal copy is furnished to all unit members. The MACOM commanders 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.

#### **6-8. 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, its traditions, and its 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) Citations for unit decorations.

(f) Newspaper and magazine clippings, with sources and dates.

(g) Unframed photographs, pictures, certificates, letters, and programs, which should be identified with dates, names, places, events, and other relevant information.

(h) Names and social security numbers of commanders and dates of assumption of command.

(i) Copies of historical data cards.

(j) Copies of letters and orders relating to activation, inactivation, redesignation, 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 U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. These files will be stored physically 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 U.S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

## **Chapter 7 Museums, Historical Artifacts, and Army Art**

### **7-1. Organization, operation, and funding of Army museums, artifacts, and art activities**

a. This chapter governs the acquisition, accountability, preservation, disposition, and use of Army historical artifacts and art. It also outlines the support of Army museums and the Army Certification Program. Users should consult AR 870-20 for details concerning Army museums, historical artifacts and art.

b. Army museums and museum activities will be organizationally aligned where they will be most effective as training, educational, and research institutions. In most cases, the museum will be a division under the Director of Plans, Training, Mobilization and Security (DPTMS) or other appropriate training directorate.

c. Commanders of organizations with Army museums will transmit all procedural and policy matters, such as those concerning establishment, closure, funding, missions, and resources, through command channels to the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. Museum technical matters, such as those concerning the designation, identification, registration, cataloging, exhibit, accountability, loan, transfer, utilization, conservation, and preservation of historical artifacts and art may be sent directly to the Center of Military History.

d. Additional funds and personnel are authorized for Army museums and museum activities but not in lieu of appropriated funding or salaried professional staff. Other funding may include non-appropriated funds or gifts from private organizations, which might be earned through a museum gift shop, special events, or public donation. All military personnel detailed to a museum or museum activity must have a position description. Volunteers are authorized in accordance with section 1588, title 10, U.S. Code.

e. Further guidance concerning support for Army museums is contained in AR 870-20, paragraph 3-8.

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

a. Installation and organization commanders are authorized to establish Army museums and collections of historical artifacts to support military training, education, research, and development. A commander who acquires or assembles an historical collection entails an obligation under the law not only for himself or herself but for his or her successors as well, to preserve and interpret the collection in the interest of history, the Army, and the American people. Commanders are encouraged to have Army museums add historical artifacts and art to their collections in order to preserve the material culture of the Army and thus enhance the military educational and operational value of museums. In doing so, however, commanders are responsible for ensuring that these facilities and collections are maintained in a professional manner as directed in public law and Army regulations.

b. The procedures for the establishment of an Army museum are prescribed in AR 870-20, paragraph 3-4. All Army historical artifacts and art will be cataloged, preserved, and accounted for in

accordance with AR 870–20, chapter 2, including organizational historical property in the custody of specific units.

c. Commanders will report to the Center of Military History, through installation museum directors, those objects or works of art that have been designated as being significant, or report the items directly to the Center of Military History if no museum exists on the installation. Procedures for the acquisition of historical artifacts and art are prescribed in AR 870–20, paragraph 2–5.

(1) The Chief of Military History will delegate in writing authority to accept historical artifacts, without limit as to value, to the Chief Curator. The Chief Curator may further delegate in writing to the director of a certified Army museum authority to acquire historical artifacts through gifts, issue, or loan. This authority may be revoked at any time, if justified in writing. Certified Army museums with delegated authority to collect may acquire historical artifacts with appropriated funds, non-appropriated funds, or private organization funds. The purchase of any single item using appropriated funds in excess of \$5,000 requires the approval of the Center of Military History. Items acquired by the museum from non-appropriated funds or from private organizations will document the transaction on a DA Form 5572–R (Gift Agreement). The procedures for the acquisition of historical artifacts are prescribed in AR 870–20, paragraph 2–5.

(2) Certified museums with delegated authority to collect may accept unconditional gifts of historical artifacts through the artifact responsible officer (ARO) who is the hand receipt holder for the museum collection. The Center of Military History will delegate in writing the ARO who will serve in this capacity in accordance with AR 870–20, paragraph 2–2.

(3) 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 on a case-by-case basis.

(4) Requests to acquire historical artifacts or art may 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, paragraph 2–5.

(5) Historical artifacts and art may be transferred between Army museums and historical collections with the approval of the Center of Military History.

d. Archaeological materials and specimens recovered from Army-controlled lands are the property of the United States Government.

(1) The installation commander will notify Headquarters, U.S. Army Corps of Engineers, Humphreys Engineer Center, 7701 Telegraph Road, Alexandria, VA 22315, concerning the existence of archaeological materials and specimens and request or recommend disposition instructions for the property.

(2) Materials and specimens recovered from Army-controlled lands during archaeological and paleontological explorations may be displayed and cared for in Army museums. However, no Army museum will be established for the primary purpose of displaying and caring for such materials nor shall established Army museums have as a primary function the display and care of such materials.

(3) Before any materials and specimens of this nature are allocated to the care of a non-Army agency or institution, they will be offered first to the local Army museum.

### **7–3. Museum Certification Program**

a. The Army Museum Certification Program is designed to ensure that all Army museums meet and maintain the requisite standards of the profession and Army regulations. Accordingly, every 5 years each army museum will receive a certification inspection that will address the following functional areas:

- (1) Governing authority
- (2) Personnel.
- (3) Funding.
- (4) Facilities.
- (5) Physical security.
- (6) Collections management.

- (7) Conservation.
- (8) Exhibitions.
- (9) Programs and services.
- (10) Administration.

b. A team of museum professionals appointed by the Chief Curator, Center of Military History, will conduct the certification inspection. After completing an on-site inspection and reviewing various museum documents, the team will prepare a written report that is reviewed by a panel, which recommends to the Chief of Military History whether or not the museum should be certified.

(1) If a museum passes its certification inspection, it customarily receives notification within 3 months and a certificate signed by the Secretary of the Army and the Chief of Military History.

(2) A museum that fails its certification inspection is given 18 months to correct its deficiencies before being re-inspected. The Chief of Military History may redesignate a museum as a museum activity or may close it after a second consecutive failure to receive certification.

c. Further guidance concerning the Army Museum Certification Program is described in AR 870–20, paragraph 3–18.

### **7–4. Army Art Central Collection**

a. The Army Art Central Collection consists primarily of original art works depicting Army activities from training to combat. The Chief Curator is responsible for establishing criteria for acceptance of artwork into the Army Art Central Collection and for the administration, acquisition, registration, cataloging, preservation, conservation, use, inventory, security, and management of all works of art in the collection.

b. Foreign art work captured or otherwise acquired by the United States Army will be reported to the Center of Military History (DAMH–MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319–5058, so that its legal status may be determined. Foreign artwork captured or otherwise determined to be owned by the United States Army will be accessioned into the Army Art Central Collection.

### **7–5. The Army Artist Program**

a. The Army Artist Program is sponsored by the Center of Military History in coordination with Army arts and crafts directors. Specific functions of this program follow:

(1) The Center of Military History will establish criteria and standards for artwork to be produced; provide funds 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 administrative guidance of art program teams in regard to historical coverage required. The detachment will be responsible for arranging billeting, transportation, clearances, and local assignments, and so on, for the artists.

b. The Commander, U.S. Army Community and Family Support Center, will coordinate the operation of the Army Artist Program. The USACFSC will publicize the program, assist with recruitment and selection, and process applications. This service may include guidance and assistance to units, field operating agencies, and other activities stationed within the geographical limits of their area.

c. Post arts and crafts directors, under the general supervision of the Community Recreation Branch will provide guidance to the Army Art Program at the installation level, including publicity and assistance to participants. They will also assist in obtaining, evaluating, and recommending prospective soldier applicants and advise on submission of applications.

d. The Chief of Public Affairs and public affairs officers at commands and installations will provide appropriate support to the Army Artist Program.

e. Members and alternates for artist teams will be selected by the Center of Military History from applications submitted by qualified

military personnel who are recommended and eligible for release to this special assignment. A selection committee will select team members. Alternates will also be selected in case artists are not able to complete their assignments.

#### **7-6. Loan of art from the Army Art Central Collection**

*a.* Selected works of art in the Army Art Central Collection are for use in packaged or special exhibits. Public and private organizations can borrow works as provided for in AR 870-20, paragraph 4-1.

*b.* Requests for loan of Army art will be submitted to the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

*c.* To ensure maximum availability of works for packaged or special exhibits, works for long-term display are limited to the immediate office area of lieutenant generals or the civilian equivalent and higher. No art will be lent to individuals for their private use. Use of reproductions in art displays in Government offices is strongly encouraged.

*d.* Artwork will be lent for a period not to exceed 2 years.

*e.* Artwork will be inventoried in accordance with the requirements of the DA Form 5573-R (Loan Agreement) or, if not otherwise stated, in November of each year, and a report of the inventory will be submitted directly to the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

*f.* Borrowers will display artwork and provide protection from deterioration, damage, destruction or loss while in their custody. They will ensure safe and prompt return shipment to the address designated by the Center of Military History.

*g.* Reports of the loss, destruction, or damage of Army art lent from the Army Art Central Collection to agencies other than Federal Government agencies will be made in accordance with the provisions of the loan agreement.

#### **7-7. Accountability**

*a.* 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, chapter 2. 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, title 16, U.S. Code, as amended). Extreme care, therefore, must be taken to prevent the loss, damage, or destruction of historical artifacts or artwork.

*b.* 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, a responsible individual will be appointed, in writing, by the commander as historical property custodian.

*c.* The Army Museum Information System (AMIS) is established as the central accounting and management program for Army historical artifacts and art. AMIS is administered by the Center of Military History and consists of the Universal Site Artifact Management System (USAMS), and the Central Site Artifact Management System (CSAMS). USAMS is a computer software application used by Army museums and historical collections to register and catalog objects, manage collections, and provide a variety of standard forms and reports. CSAMS is a computer software application used by the Center of Military History to centrally manage the Army Historical Collection and provide a variety of reports on the status of artifacts within these Collections.

*d.* Accountability of historical artifacts and works of art will be established within 24 hours of receipt by a temporary receipt form, a DA Form 3161 (Request for Issue or Turn-in), or other type of appropriate inventory. A bound written register will be maintained. All items will be fully registered in USAMS within 5 working days of receipt. All items received as gifts from a non-Government source will be registered. Extensions may be requested from the Center of Military History in cases of large collections received at

one time. Each historical artifact or work of art retained will be catalogued in USAMS within 30 days. The USAMS record will be transmitted electronically or by disk to the central site computer. The completed USAMS registration and catalog constitute the primary property record of all historical artifacts and art; therefore, accuracy, consistency, and thoroughness are required.

*e.* Historical activities and organizations without access to the Army Museum Information System will—

(1) Establish accountability of historical artifacts and works of art within 24 hours of receipt by a temporary receipt form, a DA Form 3161, or other type of appropriate inventory.

(2) Establish and maintain a source-of-acquisition file for all historical artifacts and art.

(3) Establish and maintain a bound written register in which all historical artifacts and works of art are recorded within 5 working days of receipt. All items, historical or not, received as gifts from a non-Government source will be registered.

(4) Catalog historical artifacts and works of art within 30 days on DA Form 2609 (Historical Property Catalog). This form is available on the Army Electronic Library CD-ROM and the USAPA website. The activity will retain the DA Form 2609 as a property record and will send a copy to the Center of Military History. The record will be accurate, consistent, and thorough.

*f.* All historical artifacts and works of art held by an Army museum or historical collection, including items on loan for longer than 1 year, will be registered and cataloged in accordance with this regulation.

*g.* A historical property jacket will be maintained for each artifact and work of art, including conservation reports, as appropriate. Included in the property jacket will be all supporting documentation including title and transfer documents, correspondence, photographs, and research material, as appropriate. Every effort will be made to document artifacts that do not have adequate documentation concerning provenance or ownership.

*h.* A photocopy or digital image of all historical artifacts and art will be taken in order to identify the object properly in the event of loss or theft and to record its description and condition. Photographs may be a high quality black and white print, color print, color slide, photo copy, or digital image. Prints will be stored in the property jacket. Slides and digital images will be appropriately stored and accessible. Photographic negatives will be stored separately and the negative number will be recorded in the catalog portion of USAMS or on the DA Form 2609.

*i.* Written documentation of Center of Military History approval will be maintained for the acquisition of any historical artifacts and art received while in a non-certified status.

*j.* The Chief of Military History must approve the loan of all Army historical artifacts and art to other Government or non-Government agencies.

*k.* All museums and historical collections will conduct a biennial inventory of their artifacts and art in the odd-numbered calendar years and send a statement that the inventory has been completed, together with an explanation of any shortages or damages, to the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. The Army Art Central Collection will be inventoried annually.

#### **7-8. 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 prolong the life of museum objects. Preservation or preventive conservation is actions taken that prevent further deterioration by stabilizing the environment and controlling the causes of deterioration. Procedures for the preservation and conservation of Army historical artifacts and art are prescribed in AR 870-20, paragraph 2-22.

*b.* Historical artifacts and works of art must be maintained in a stable environment.

(1) Temperature will be maintained at 68 degrees Fahrenheit (F) (within a range of plus or minus 5 degrees).

(2) Relative humidity will be maintained at 50 percent (within a range of plus or minus 5 percent).

(3) Temperature and relative humidity should be maintained within the acceptable range on a 24-hour basis, with no more than a 5 degree and a 5 percent variation from the established norm. The environment in which artifacts are maintained should be free from repeated daily and seasonal fluctuations of the exterior weather conditions. Temperature and humidity will be monitored and recorded daily.

c. The maximum acceptable visible light levels for objects on display are 50 lux (5 foot candles) for highly sensitive objects (silk, watercolors, paper artifacts); 150 lux (15 foot candles) for sensitive objects (oil paintings, leather, horn, wood that is painted, stained or varnished, plastics, metals that are painted or varnished); 300 lux (30 foot candles) for insensitive objects (metal, glass, ceramics).

(1) Historical objects and works of art on exhibit will be illuminated according to the sensitivity of the materials from which they are made.

(2) The acceptable ultra-violet (U-V) light level for historical artifacts and works of art on display will be less than 75 microwatts per lumen. Filters will be used to control U-V radiation.

(3) Historical artifacts and works of art will be stored in total darkness as far as practical.

d. Historical artifacts and works of art will be maintained in a pest (insect and animal) free environment. The environment will also be free from microorganism (mold and fungus) and other similar agents of deterioration. The environment will also be free from plants and other pest attracting agents.

(1) All incoming artifacts and art will be inspected for infestation prior to storage or exhibition.

(2) If an infestation is discovered, isolate all affected items. Monitor the exhibition and collection areas for further infestations. Implement pest/microorganism/mold control procedures as needed in compliance with appropriate safety requirements. Record infestations and methods of control.

e. Collection storage and exhibition areas will be maintained free of dust and particulate matter and other gas pollutants.

(1) All materials or supplies and equipment used to exhibit, store, house, or pack historical artifacts and works of art will be constructed of materials that are deemed to be museum-safe, thus limiting the potential for deterioration by gas pollutants.

(2) All historical artifacts and works of art will be handled in such a way as to preclude mechanical damage of any type.

f. Historical artifacts, no matter how sound their condition appears to be, will no longer serve their original function and will not suffer fair wear and tear through consumptive use. Therefore historical clothing will not be worn, historical aircraft will not be flown, historical vehicles will not be operated, and historical weapons will not be fired.

(1) Historical integrity of an artifact is essential to the preservation of the material culture of the Army. This integrity will not be compromised by alteration in any form to include demilitarization.

(2) An exception to policy on the consumptive use or the alteration of an artifact may be granted by the CMH. Requests will be submitted in writing on a case-by-case basis with clear justification for the action.

g. Questions concerning conservation standards or the availability of materials and supplies may be sent to the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

#### **7-9. Disposition of historical artifacts and art**

a. No historical artifact or art acquired by an Army agency will be deaccessioned, transferred, loaned, or otherwise disposed of without the written approval of the Chief of Military History. Requests may be sent through command channels to the Center of Military History (DAMH-MD), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

b. Instructions concerning the deaccessioning, transfer, loan and disposal of historical artifacts and art are in AR 870-20, chapter 2.

#### **7-10. 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. Historical artifacts or 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, stored, and disposed of in accordance with AR 870-20, paragraph 2-4.

c. 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 (CONUS).

d. Artifacts or art held at the regimental headquarters may be lent for exhibit to subordinate units of the regiment. Loans will be documented on a DA Form 3161, and the subordinate unit will appoint a point of contact for accountability purposes.

e. 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.

f. 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.

#### **7-11. 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 men to the unit, in cases of interstate organizations.

d. The title to colors, standards and guidons of Army organizations remains with the United States per section 4565, title 10, U.S. Code. Therefore—

(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.

h. The Chief of Military History may disapprove any request for items if a review indicates that the items will not be preserved or accounted for or that the use of the items would not be in the best interest of the Army.

## 7-12. War and military operations other than war

The CMH will assemble and deploy in a timely fashion military and/or civilian personnel (to include contractor personnel) for artifact recovery during each combat operation and military operations other than war (MOOTW), including joint and multinational operations in which the Army is a part. The number and type of personnel required will vary depending upon the size and scope of the operation, however, at a minimum there will be a senior historical property coordinator at theater staff level and one or more two-person processing teams as required. Team members are authorized to participate in joint artifact recovery teams and will cooperate with multinational and allied recovery efforts. Mission and responsibilities will be in accordance with AR 870-20, paragraph 4-4.

## Chapter 8 Oral History

### 8-1. The role of oral history

a. Oral history activities, an integral part of the Army Historical Program, 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 compiled primarily for use within the Army and are not considered 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 requirement to execute an access agreement, DA Form 7273-R (Access Agreement for Oral History Materials). A copy of this form is located at the back of this regulation. This form is also available on the Army Electronic Library CD-ROM and the USAPA website. Access agreements govern the availability of interviews to third parties and clarify literary rights. Interviewers are responsible for contacting their local judge advocate general or records manager for the latest information concerning the relationship between access agreements and the Freedom of Information Act. Oral history materials having access agreements that are transferred to another agency will be handled in accordance with the prescribed access restrictions.

d. DA Form 7273-R 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-R on behalf of the Army and store the document with the oral history. The wording of DA Form 7273-R has been approved by HQDA, TJAG.

e. Detailed guidance on interview techniques and the transcription process are contained in a CMH publication entitled *Oral History: Techniques and Procedures*, available from the Center of

Military History (DAMH-HDS-O), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, or on the CMH Home Page ([HTTP://WWW.ARMY.MIL/CMH-PG/](http://WWW.ARMY.MIL/CMH-PG/)).

### 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 provide copies of transcripts to the Center of Military History (DAMH-HDS-O), 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, Carlisle Barracks, PA 17013-5008. Organizations will furnish standard information as specified in appendix D at least twice each year with their semi-annual report or 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, operations other than war, 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.

### 8-3. Army oral history programs

a. *End-of-Tour Interview Program.* The End-of-Tour Interview Program consists of exit interviews with the principal officials of the Secretariat and ARSTAF; MACOM 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 will incorporate but will not be limited to, the core question list found in *Oral History: Techniques and Procedures*.

(1) The interviewee's office will designate a point of contact (POC) within that office to assist the corresponding Army historical office in the preparation for and conduct of the interview. The POC will be responsible for coordinating administrative details for the interviewee. This includes collecting relevant data, assisting in the formulation of appropriate questions to supplement the "core questions," and assisting with the interview itself. If the interviewee has a designated historian or historical officer, all EOT interviews will be coordinated with that individual.

(2) The interviewing office will ensure that EOT interviews are transcribed and distributed in accordance with paragraph 8-2a. 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 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-O), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058. CMH will catalog and maintain wartime and operational interview collections to support the preparation of official histories. After official histories are written, CMH will send transcribed copies of oral histories to the MHI. As resources permit, CMH will transcribe interview tapes sent directly to DAMH-HDS-O, 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*. Official historians and MHDs remain responsible for editing their interview transcripts and obtaining access agreements from the persons they interview.

*c. MHI oral history programs.* The U.S. Army Military History Institute 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, Army War College (AWC) students interview 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 and the CMH publication, *Oral History: Techniques and Procedures*.

## Appendix A References

### Section I Required Publications

#### AR 25-30

The Army Integrated Publishing and Printing Program. (Cited in paras 3-1*b*, 3-1*c*, 3-3*c*, 3-4*b*, and 6-7*b*(5).)

#### AR 220-5

Designation, Classification, and Change in Status of Units. (Cited in paras 1-4*f*(2)(*m*), 5-2*a* and 6-8*b*(2)(*j*).)

#### AR 600-3

The Army Personnel Proponent System. (Cited in para 1-2*e*(2)(*w*).)

#### AR 600-8-22

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

#### AR 840-10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates. (Cited in paras 5-1*b*(2), 5-4*d*(6), and glossary.)

#### AR 870-20

Museums, Historical Artifacts and Art

#### Oral History: Techniques and Procedures

(Cited in paras 8-1*d*, 8-3*a*, 8-3*b*, and 8-3*c*.) (Copies may be obtained from the U.S. Army Center of Military History (DAMH-HDS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058, and Home Page (WWW.ARMY.MIL/CMH-PG).)

#### Organizational History

(Cited in paras 6-1*b* and 6-7*b*(2).) (Copies may be obtained from the U. S. Army Center of Military History (DAMH-FPO), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.)

### 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 5-3

Installation Management and Organization

#### AR 11-33

Army Lessons Learned Program: System Development and Application

#### AR 15-1

Boards, Commissions, and Committees: Committee Management

#### AR 25-1

The Army Information Resources Management Program

#### AR 25-55

The Department of the Army Freedom of Information Act Program

#### AR 25-400-2

The Modern Army Recordkeeping System (MARKS)

#### AR 40-226

Annual Historian Report - AMEDD Activities (RCS MED-41)

#### AR 215-1

Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities

#### AR 215-2

Nonappropriated Fund Accounting Policy and Reporting Procedures

#### AR 380-5

Department of the Army Information Security Program

#### AR 600-82

The U.S. Army Regimental System

#### AR 611-101

Commissioned Officer Classification System

#### AR 670-1

Wear and Appearance of Army Uniforms and Insignia

#### CMH 105-2

Publications of the U.S. Army Center of Military History. (Copies may be obtained from the U.S. Army Center of Military History (DAMH-PS), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.)

#### DA PAM 25-30

Consolidated Index of Army Publications and Blank Forms

#### DODI 5040.4

Joint Combat Camera (COMCAM) Operations

#### DOD 5200.1-R

Information Security Program Regulation

#### NGR 10-1

Organization and Federal Recognition of Army National Guard Units (Copies may be obtained from Camp Keyes (NGB-ADP), Building 34, Augusta, ME 04333-0032.)

#### 10 USC 1588

United States Code

#### RCS CSHIS-6(R4)

Annual History

#### RCS CSHIS-9(R1)

Historians Activities Report

#### RCS CSHIS-11

Command Report

### Section III Prescribed Forms

#### DA Form 2609

Historical Property Catalog. (Prescribed in paras 7-7*e*(4) and 7-7*h*.)

#### DA Form 7273-R

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

### Section IV Referenced Forms

#### DA Form 11-2-R

Management Control Evaluation Certification Statement

#### DA Form 3161

Request for Issue or Turn-In

#### DA Form 5572-R

Proffer of Gift Agreement

## 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.
- 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 in a above, the

assigned requirements control symbol and the author's name and title. The information will be displayed as follows:

---

SECOND UNITED STATES ARMY

ANNUAL HISTORICAL SUMMARY

(RCS CHIS-6[R4])

1 OCTOBER 1988 - 30 SEPTEMBER 1989

Captain Jonathan Smoot

Historical Officer

---

**Figure B-1. Sample title page**

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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. Historical officers are encouraged to include indexes for Annual Historical Summaries. A list of tables and a list of illustrations follow the table of contents if more than five of either are 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; they are optional for Annual Historical Summaries. Place footnotes at the bottom of each page (preferable) or place endnotes at the end of each chapter or section. 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. If carefully selected and explained, such documents can be a valuable addition to the history and prevent a lengthy discussion

in the text. Do not include routine documents or complete oral history transcripts. Oral history materials, which may be cited in the footnotes, should be submitted to DAMH–HDS. Source documents are referred to in footnotes or endnotes in accordance with the format in any standard dictionary or style manual.

*g. Glossary.* A list of words and acronyms and their explanations will be placed at the back of the Annual History.

## **Appendix C Organizations in Headquarters, Department of the Army, Required to Submit Annual Histories (RCS CSHIS–6[R4])**

Headquarters, Department of the Army, organizations required to submit Annual Histories follow (fig C–1):

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Office of the Under Secretary of the Army (SAUS)  
Office of the Administrative Assistant to the Secretary of the Army (SAAA)  
Office of the Chief of Legislative Liaison (SALL)  
Office of the Chief of Public Affairs (SAPA)  
Office of the Assistant Secretary of the Army (Civil Works) (SACW)  
Office of the General Counsel (SAGC)  
Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (SAMR)  
Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (SAFM)  
Office of the Assistant Secretary of the Army (Installations, Logistics, and Environment) (SAILE)  
Office of the Assistant Secretary of the Army (Research, Development, Acquisition) (SARDA)  
Office of the Deputy Under Secretary of the Army for International Affairs (SAUS(IA))  
Office of the Deputy Under Secretary of the Army for Operations Research (SAUS(OR))  
Office of The Inspector General (SAIG)  
Office of The Auditor General (SAAA)  
Office of the Director of Information Systems for Command, Control, Communications, and Computers (SAIS-ZA)  
Office of the Chief of Staff, Army (DACS-DMZ)  
Office of the Deputy Chief of Staff for Operations and Plans (DAMO–ZXA)  
Office of the Deputy Chief of Staff for Personnel (DAPE–ZXM)  
Office of the Deputy Chief of Staff for Logistics (DALO–ZXA)  
Office of the Deputy Chief of Staff for Intelligence (DAMI–PB)  
Office of the Chief of Engineers (DAEN-ZC)  
Office of The Surgeon General (DASG–HCO–S)  
Office of the Chief of Chaplains (DACH–IMP)  
Office of The Judge Advocate General (DAJA–ZX)  
Office of the Chief, National Guard Bureau (NGB–PAI–H)  
Office, Chief of Army Reserve (DAAR–PA)

**Figure C-1. Organizations in Headquarters, Department of the Army, required to submit histories (RCS CSHIS–6[R4])**

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## **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-ac-tion).
- 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.* Whether an access agreement has been executed.
- l.* Whether interview is DA required end of tour; see chapter 8.

### **D–2. Interview distribution**

Furnish copies to—

- a.* CMH.
- b.* CALL.
- c.* MHI.
- d.* Others as required.

### **D–3. Oral history guide**

Request to include or not include this interview in the CMH guide to oral histories.

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

Table E–1 identifies End-of-Tour Interview Program participants.

**Table E-1**  
**Interview responsibility**

Position	Responsibility
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	Center of Military History
Chief, National Guard Bureau	National Guard Bureau
Chief of Engineers	Office of the Chief of Engineers
MACOM commanders	MACOM historians
Corps commanders	Corps historians
Regular Army division commanders	Military History Institute*
Regular Army theater and corps support command commanders	MACOM/Corps Historians**
School commandants and deputy commandants	TRADOC***

**Notes:**

The Center of Military History will ensure that coordination is effected to execute EOT interviews with Army general officers on special assignments.  
 \*The U.S. Army War College interviewer, under MHI supervision, must coordinate division interviews through the office of the appropriate corps command historian.  
 \*\*MACOM and corps historians will execute this program, with MACOM historians conducting theater level support command interviews, while corps historians conduct corps support command interviews.  
 \*\*\*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.

**Appendix F**  
**Addresses and Office Symbols**

**F-1. U.S. Army History Office addresses**

For a detailed listing of all U.S. Army history offices, refer to CMH's U.S. Army Historical Directory. To obtain a copy, send your request to Commander, U.S. Army Center of Military History (DAMH-ZCB), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.

**F-2. CMH addresses**

- a. *CMH*: Commander, U.S. Army Center of Military History (office symbol), Building 35, 103 Third Avenue, Fort McNair, DC 20319-5058.
- b. *Collections Branch, Museum Division*: Commander, U.S. Army Center of Military History (DAMH-MDC), 1099 14th Street NW, Washington, DC 20005-3402.
- c. *U.S. Army Historical Clearinghouse, Museum Division*: Commander, U.S. Army Center of Military History (DAMH-MDH), 7 Frankford Avenue, Anniston, AL 36201-4199.

**F-3. CMH office symbols**

- a. Chief of Military History .....DAMH-ZA
- b. Deputy Chief of Military History .....DAMH-ZB
- c. Chief Historian .....DAMH-ZC
- d. Operations .....DAMH-ZX
  - (1) Supply .....DAMH-ZXL
  - (2) Personnel .....DAMH-ZXP
  - (3) Resource Management .....DAMH-ZXR
  - (4) Security .....DAMH-ZXS
- e. Field Programs and Historical Services Division DAMH-FP
  - (1) Field and International .....DAMH-FPF
  - (2) Organizational History .....DAMH-FPO
  - (3) Historical Resources .....DAMH-FPR
- f. Histories Division .....DAMH-HD
  - (1) Histories .....DAMH-HDH
  - (2) Historical Support .....DAMH-HDS
- g. Museum Division .....DAMH-MD
  - (1) Collections .....DAMH-MDC
  - (2) Clearing House Activity .....DAMH-MDH
  - (3) Museum Programs .....DAMH-MDM
- h. Production Services .....DAMH-PS
  - (1) Editorial .....DAMH-PSE

(2) Graphics .....DAMH-PSG

**Appendix G**  
**Management Control Evaluation Checklist**

**G-1. Function**

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

**G-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.

**G-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.

**G-4. Test questions**

- a. Has the organization applied military history to leader development (para 1-4f(8))?
- b. Has the organization planned for appropriate transition of its history assets to a contingency or increased readiness status (para 1-4f(13))?
- c. Does the organization have a command history office (para 4-3a)?
- d. Has the organization submitted the semi-annual Historian's Activities Report (para 4-5b)?
- e. Has the organization submitted the Annual Command History or Annual Historical Summary (paras 4-6c(1) through (3))?
- f. Does the organization have a Command Historical Publications Program (para 4-7a)?
- g. Has the organization established and maintained a command historical research collection program (para 4-10a)?
- h. Has the unit established an organizational history program (para 6-1b)?
- i. Has the organization conducted oral history interviews in accordance with paragraphs 8-2 and 8-3?

**G-5. Supersession**

This checklist replaces any checklist previously published.

**G-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

#### AHP

Army Historical Program

#### AHSPC

Army Historical Strategic Planning Committee

#### AMC

U.S. Army Materiel Command

#### AMIS

Army Museum Information System

#### ARNG

Army National Guard

#### ARO

artifact responsible officer

#### ARSTAF

Army Staff

#### ARTEP

Army Training and Evaluation Program

#### AWC

U.S. Army War College

#### CAAI

combat after-action interview

#### CAAR

combat after-action report

#### CALL

U.S. Army Center for Lessons Learned

#### CARS

Combat Arms Regimental System

#### CINC

Commander in Chief

#### CMH

U.S. Army Center of Military History

#### COMCAM

Combat Camera

#### CONUS

continental United States

#### CSAMS

Central Site Artifact Management System

#### 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

#### DOD

Department of Defense

#### EOT

End of tour

#### DPTMS

Director of Plans, Training, Mobilization, and Security

#### FOA

Field Operating Agency

#### FORSCOM

U.S. Army Forces Command

#### GS

General Schedule

#### HPDP

Historical Projects Development Process

#### HPRP

Historical Projects Review Panel

#### HQDA

Headquarters, Department of the Army

#### JCS

Joint Chiefs of Staff

#### MACOM

Major Army Command

#### MHD

military history detachment

#### MHE

Military History Element

#### MHHC

Military History Coordinating Committee

#### MHI

U.S. Army Military History Institute

#### MHIP

Military History Institute Preparation

#### MOOTW

military operations other than war

#### MTOE

modification table of organization and equipment

#### MWR

Morale, Welfare, and Recreation

#### NARA

National Archives and Records Administration

#### NGR

National Guard regulation

#### OMA

Operations and maintenance, Army

#### PEO

program executive officer

#### PM

program, project, or product manager

#### POC

point of contact

#### RCS

requirement control symbol

#### SI

Skill identifier

#### SOOHP

Senior Officers Oral History Program

#### SSA

staff support agency

#### TDA

table of distribution and allowances

#### TDY

temporary duty

#### TOE

table of organization and equipment

#### TRADOC

U.S. Army Training and Doctrine Command

#### UIC

unit identification code

#### USACFSC

U.S. Army Community and Family Support Center

#### USAMS

Universal Site Artifact Management System

#### USAR

U.S. Army Reserve

#### USARS

U.S. Army Regimental System

#### VI

Visual Information

#### WALLP

Wartime Lessons Learned Program

### Section II Terms

#### Accession

One or more objects received from one source on one date. It also may signify the recording of those objects in order to establish accountability for historical artifacts.

#### 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 MACOM or major support command 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 MACOM or major support command 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 Art Central Collection**

Art in the immediate custody of the Chief of Military History and over which the Chief of Military History exercises direct control.

### **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 Historical Program committee**

The senior Army Historical Program Committee (AHPC) chaired by the Chief of Military History that reviews and approves the Army Five-Year Plan and annual Army historical Program report. Representatives of HQDA, the MACOMs, and the DAHAC form the AHPC.

### **Army Long-Range Planning Guidance**

A biennial document providing continuity in planning over a 30-year period to guide the Army into the 21st century. Central to its purpose is the disciplined management of change. It describes the environment within which the Army of the future must be prepared to operate and the capabilities required to support national security objectives.

### **Army Museum Information System**

A computerized system of maintaining accountability for Army artifacts.

### **Army Museum Art Collection**

Art in the immediate custody of any Army museum or historical holding of the Army Museum System.

### **Army Museum System**

All museums and historical holdings that are within the U.S. Army and under the staff supervision of the Chief of Military History.

### **Army Staff**

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

### **CAPSTONE**

The operational alignment of Army Reserve and Army National Guard units with their wartime unit assignments and by contingency plans.

### **Certification**

Indicates that the museum adheres to at least the minimum professional standards for Army museums as prescribed in AR 870-20.

### **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.

### **Deaccession**

The transaction involving disposal (transfer, salvage, loss, and so forth) of one or more artifacts from a collection to a single recipient at one time.

### **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 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 historical holding.

### **Historical Holding**

A historical collection not meeting all minimum professional standards for an Army museum. A historical holding however, must meet all requirements of AR 870-20 in regard to the care and accountability of artifacts.

### **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 additional specialty identifier (ASI) 5X (historian), per AR 611-101, or can be a civilian.

### **Historical Projects Development Process (HPDP)**

The process used to review and approve historical and museum projects of the Army Historical Program for inclusion in the Army Five-Year Plan and annual Army Historical Program.

### **Historical Projects Review Panel (HPRP)**

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 Army Historical Program Committee for decision.

### **Historical Research Collection**

Consists of historically significant documents 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.

### **Historically Significant Properties**

Artifacts and other articles of significance not specifically designated as historical artifacts.

a. Historically significant items include, but are not limited to, weapons, military equipment, articles of clothing and personal equipment, flags, works of art, unit and individual decorations, and campaign streamers. They also include other objects, except official records, that constitute relics or evidence of battle experience or other military activity of local or national significance to the U.S. or foreign armed forces.

b. A property may have historical significance because it is associated with an important person, event, or place; because of traditional association with a military organization; or because it is a representative example of military equipment.

c. Reproductions, models, and dioramas may be considered historically significant properties, but normally they are not. (See AR 870-20, para 2-4.)

d. Athletic trophies, prizes, and other items of transitory significance or of morale or sentimental value but not pertinent to the history or traditions of the owning agency, of the U. S. or foreign armed forces, or of military history in general are not generally considered to have historical significance within the meaning of this regulation.

#### **Historical Property Jacket**

A file folder that contains documentation of any kind pertaining to a cataloged artifact.

#### **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.

#### **Military Operations Other Than War**

Encompasses the use of military capabilities across the range of military operations short of war. These military actions can be applied to complement any combination of the other instruments of national power and occur before, during, and after war. Also called MOOTW.

#### **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.

#### **Oral History**

Oral history is an integral part of the Army historical program. 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.

#### **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.

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**MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT**

For use of this form, see AR 11-2; the proponent agency is ASA(FM).

1. REGULATION NUMBER

2. DATE OF REGULATION

3. ASSESSABLE UNIT

4. FUNCTION

5. METHOD OF EVALUATION *(Check one)*

a. CHECKLIST

b. ALTERNATIVE METHOD *(Indicate method)*

APPENDIX *(Enter appropriate letter)*

6. EVALUATION CONDUCTED BY

a. NAME *(Last, First, MI)*

b. DATE OF EVALUATION

7. REMARKS *(Continue on reverse or use additional sheets of plain paper)*

8. CERTIFICATION

I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions *(if any)* are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.

a. ASSESSABLE UNIT MANAGER

(1) Typed Name and Title

b. DATE CERTIFIED

(2) Signature



**ACCESS AGREEMENT FOR ORAL HISTORY MATERIALS**

For use of this form see AR 870-5; the proponent agency is U.S. Army Center of Military History

FROM	TO <i>(Include title of agency head)</i>
------	--

1. I, \_\_\_\_\_ participated in an oral history conducted by

\_\_\_\_\_ of the  
*(Name of interviewer)*

\_\_\_\_\_ of  
*(Name of agency)*

on the following date(s): \_\_\_\_\_

2. I understand that the tape(s) and the transcript resulting from this oral history will belong to the U.S. Government to be used in any manner deemed in the best interests of the U.S. Army, as determined by the Chief of Military History or his representative. I also understand that subject to security classification restrictions I will be given an opportunity to edit the resulting transcript in order to clarify and expand my original thoughts. The Army will provide me with a copy of the edited transcript for my own use subject to classification restrictions.

3. I hereby expressly and voluntarily relinquish all rights and interests in the tape(s) and transcript to the U.S. Army with only the following caveat: *(Please initial one)*

\_\_\_\_\_ NONE \_\_\_\_\_ OTHER

\_\_\_\_\_  
\_\_\_\_\_

I understand that the tapes and transcripts resulting from this oral history may be subject to the Freedom of Information Act, and therefore, may be releasable to the public contrary to my wishes. I further understand that, within the limits of the law, the U.S. Army will attempt to honor the restrictions I have requested to be placed on these materials.

NAME OF INTERVIEWEE	DATE
ACCEPTED ON BEHALF OF THE U.S. ARMY BY	DATE



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Policies and procedures enable the workforce to clearly understand individual and team responsibilities, thus saving time and resources. Everyone is working off the same page; employees can get the "official" word on how they should go about their tasks quickly and easily. Clearly written policies and procedures allow managers to exercise control by exception rather than "micro-manage" their staff. They send a "We Care!" message. "The company wants us to be successful at our jobs." Clearly written policies and procedures provide legal protection. Juries apply the "common person" standard. If w