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Effective 8 August 2024

Historical Activities

Military History: Responsibilities, Policies, and Procedures

By Order of the Secretary of the Army:

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Official:


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History. This publication is an expedited revision. The portions affected by this expedited revision are listed in the summary of change.

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

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

Proponent and exception authority. The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix F).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief of Military History, U.S. Army Center of Military History, (ATMH–ZA), 102 Fourth Avenue, Building 35, Collins Hall, Washington, DC 20319–5060.

Committee management approval. AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Special Programs Directorate at usarmy.pentagon.hqda-hsa.mbx.committee-management@army.mil. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 870–5, dated 16 September 2021.

SUMMARY of CHANGE

AR 870–5

Military History: Responsibilities, Policies, and Procedures

This expedited revision, dated 8 July 2024—

- Changes Career Program 61 to the current designation, Functional Community 61 (para 1–4*d*(1)(*d*)).
- Updates the listing of ex-officio members for the Department of the Army Historical Advisory Subcommittee and the total of nine non-federal civilian members (para 1–4*d*(4)(*d*)).
- Adds paragraphs on the Colonel Charles Young Fellowship and contract historians (paras 2–3*i* and *j*).
- Replaces the A625 Field/Unit Historian Distance Learning Course with the newly fielded Unit Historical Officer Fundamentals Distance Learning Course as the baseline course of instruction for all unit historical officers (para 4–3*b*(4)).
- Updates the details of the Army Reserve and Army National Guard Military History Detachment 5-year training cycle to reflect the Regionally Aligned Readiness and Modernization Model (para 4–3*c*(4)(*a*)).
- Updates the 2nd year (“Ready” year) Regular Army Military History Detachment Training cycle to include a scheduled culminating training event such as a warfighter exercise or overseas deployment training for validation (para 4–3*c*(4)(*b*)).
- Updates the criteria for earning Skill Identifier 5X (Historian) to reflect 18 credit hours in history courses plus completion of A625 Field/Unit Historian Distance Learning Course (which counts as 5.3 credits toward the total of 18 credits) (para 4–3*d*(2)).
- Adjusts the specified unit exceptions for requesting a Unit Day and updated Unit Day request procedures for units with an active regimental headquarters (para 4–10*a*).
- Updates the exceptions regarding types of units authorized a special designation (para 4–11*c*).
- Updates the conditions by which units with an active regimental headquarters may request a regimental special designation (para 4–11*g*).

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Summary of Change

Chapter 1

Introduction

1–1. Purpose

This regulation prescribes the responsibilities, policies, and procedures for the preservation, preparation, and use of the Army's history. Critical thinking skills fostered by historical perspective and an understanding of change over time should be a fundamental element of Army training, education, doctrine, esprit de corps, and decisionmaking. The Army's historical programs are also a critical part of establishing veterans' access to benefits and connecting the Army to American society.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

- a. *Army Secretariat and Army Staff*. Principal officials will—
 - (1) Use military history in decisionmaking, leader development, training, and education.
 - (2) Ensure that official records are collected, retained, and retired in accordance with AR 25–400–2.
 - (3) On an annual basis, submit a report on the activities of the organization to the U.S. Army Center of Military History (CMH) for use in the Department of the Army Historical Summary (DAHSUM). The DAHSUM serves as the annual command history of the Headquarters, Department of the Army (HQDA).
 - (4) Participate in the Army oral history program.
- b. *The Administrative Assistant to the Secretary of the Army*. The AASA will exercise oversight responsibility for the policy, procedures, and responsibilities prescribed in this regulation.
- c. *Chief, National Guard Bureau; Commanding General, U.S. Army Reserve Command; Commanding General, U.S. Army Forces Command; Commanding General, U.S. Army Materiel Command; and Commanding General, U.S. Army Futures Command*. The CNGB; CG, USARC; CG, FORSCOM; CG, USAMC; and CG, USAFC will coordinate historical program activities as described in this regulation with the CMH.
- d. *Commanding General, U.S. Army Training and Doctrine Command*. The CG, TRADOC will exercise oversight of the CMH.
 - (1) *Chief of Military History*. The Chief of Military History will—
 - (a) Serve as the principal advisor to the Secretary of the Army (SECARMY), Chief of Staff, Army (CSA), and TRADOC Commander for all Army Historical Program (AHP) matters.
 - (b) Represent the Army on historical matters and is authorized direct communication with the SECARMY; the CSA; and other Army elements.
 - (c) Coordinate the AHP as a special staff officer to the TRADOC Commander.
 - (d) Serve as the functional chief of Functional Community (FC)–61.
 - (e) Conduct initial Military History Detachment (MHD) training and certification and provide guidance on sustainment training to owning commands.
 - (2) *The Chief Historian*. The Chief Historian will—
 - (a) Serve as the senior professional historian at the CMH and the principal historical advisor to the Chief of Military History.
 - (b) Serve as final reviewer of all publications produced by the CMH.
 - (c) Serve as the principal representative of the SECARMY on the Department of the Army Historical Advisory Subcommittee (DAHAS).
 - (3) *Military History Coordinating Committee*.
 - (a) The MHCC will advise the Chief of Military History on the overall management and operation of the AHP for the benefit of all Department of the Army (DA) personnel. The committee meets annually at the discretion of the Chief of Military History, who is also the chair.

(b) The committee includes these other permanent members— 1. Chief Historian, CMH; 2. Chief Historian, TRADOC; 3. Director, U.S. Army Heritage and Education Center (USAHEC); 4. Professor and Head, Department of History, U.S. Military Academy; 5. Professor and Head/Director, Department of Military History, U.S. Army Command and General Staff College (DMH, CGSC); 6. Director, Army Museum Enterprise (AME); 7. Director, National Museum of the United States Army; 8. Command Historian, FORSCOM; 9. Command Historian, USARC; 10. Command Historian, U.S. Army Special Operations Command; 11. Command Historian, U.S. Army Medical Command; 12. Command Historian, U.S. Army Material Command; 13. Command Historian, U.S. Army Futures Command; 14. Command Historian, U.S. Army Corps of Engineers (USACE).

(c) The Chief of Military History may appoint ad hoc members to serve for specified periods of time on the MHCC based upon operational necessity or changing organizational structures. One rotating member will always come from an Army service component command (ASCC).

(4) *Department of the Army Historical Advisory Subcommittee.* A subcommittee of the Army Education Advisory Committee, the DAHAS will meet annually in conjunction with the MHCC. MHCC members may attend the DAHAS. The DAHAS will provide a report to the Army Education Advisory Committee and advise the Administrative Assistant to the SECARMY and the Chief of Military History on such matters as—

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

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

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

(d) The committee consists of— 1. Dean of the Academic Board, U.S. Military Academy; 2. Deputy Commandant, U.S. Army War College; 3. Deputy Commandant, CGSC; 4. Deputy Commanding General/Chief of Staff, TRADOC; 5. Deputy Administrative Assistant to the Secretary of the Army; 6. Chief Historian, CMH; 7. Nine non-federal civilian members representing the historical community and appointed by the SECARMY under the provisions of AR 15–1. One of these civilian members will serve as the DAHAS chairperson.

(5) *Director, Army University Press.* The Director, AUP, (a component of the U.S. Army Combined Arms Center), will—

(a) Maintain a staff ride program that supports live and virtual staff rides in support of TRADOC units and organizations and the Army at large.

(b) Maintain a historical publishing program that researches, writes, and publishes book-length works on doctrinal and operations topics of relevance to the Army.

(c) Maintain a historical films program that produces documentaries relevant to the Army's doctrinal concerns.

(d) Maintain a history instruction support program that improves the quality of instruction in military history throughout the TRADOC school system by assessing and revising military history training support packages, conducting “train the trainer” courses for military history instructors, serving as the proponent for the Military History Instructional Courses, and assessing history instruction.

e. Two through 4–Star Level Army commands. Two through 4–Star Level ACOMs will—

(1) Use military history in decisionmaking, leader development, training, and education.

(2) Establish command history offices (CHOs) and staff them with professional historians who will implement all provisions in this regulation. Coordinate hiring actions for command historians in accordance with the requirements of FC–61 as outlined in AR 690–950.

(3) Submit annual command histories in accordance with this regulation.

(4) Develop and maintain historical research collections relevant to the command.

f. Colonel to 1–Star Level Army commands. Colonel to 1–Star Level ACOMs will—

(1) Use military history in decisionmaking, leader development, training, and education.

(2) Ensure that historical records and artifacts are collected, retained, and retired for future use and reference.

(3) Assign a unit historical officer (UHO) to implement all provisions in this regulation.

(4) Collect operational and institutional data in accordance with ATP 1–20, and forward to the higher command's historical office for inclusion in the annual historical summary.

g. Director, U.S. Army Heritage and Education Center. The Director, USAHEC, a component of the U.S. Army War College will—

- (1) Maintain a repository for general officers (GOs) personal papers and operate an archive of unofficial Army records.
- (2) Maintain a repository for artifacts.
- (3) Support the AHP with archival expertise.
- (4) Provide timely reference service based on USAHEC archival holdings to support Army operations and decisionmaking.
- (5) Operate the Army's Artifact Conservation Center and support the AHP with conservation expertise.
- (6) Support the AHP with digitization of archival collections.
- (7) Operate the Army Heritage Museum.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2

Army Historical Program

2–1. General

- a. *Scope.* The AHP includes all historical activities within the Army. The mission of the AHP is to preserve, interpret, disseminate, and teach military history; provide historical advice; inspire the Army; and inform the nation. The AHP includes—
 - (1) Collecting, preserving, and making available the historical record of the Army.
 - (2) Researching, writing, and publishing the official history of the Army in peace and war.
 - (3) Providing historical support for decisionmaking.
 - (4) Providing military history education for all DA personnel.
 - (5) Supporting training, professional education, and leader development.
 - (6) Enhancing unit pride and esprit de corps.
 - (7) Informing the American public about the historical roles, missions, experience, and contributions of the Army.
 - (8) Developing policies and long-range plans and establishing standards for Army history.
 - (9) Developing policies and establishing standards for military history personnel (civilian and military, including historians, archivists, and museum personnel).
 - (10) Maintaining a comprehensive program of international Army-to-Army military history contacts.
 - (11) Maintaining oral history programs.
 - (12) Determining and publishing the lineage and honors of specified Army units.
 - (13) Encouraging the study of military history throughout the academic community.
 - (14) Promoting Army history through commemorative activities and educational events.
 - (15) Determining the official designation of Army units and maintaining a record of unit status changes.
- b. *Objective.* Provide relevant, timely historical products and services to the Army and the nation.

2–2. Program coordination

The AHP is executed by a decentralized structure consisting of the CMH and organizational historical programs guided by local mission requirements. All elements of the AHP collaborate to exchange information and expertise to achieve the objective of the AHP.

- a. The Chief of Military History, working with the MHCC, coordinates all of these efforts to achieve the objective of the AHP.
- b. The Chief of Military History is responsible for coordinating and publishing strategic and long-range plans for the AHP.
- c. FC– 61 facilitates education, training, and advancement throughout the AHP.
- d. The CMH conducts staff assistance visits as requested to provide local commanders an evaluation of their organizational history program.
- e. ACOMs conduct certification inspections of their subordinate history offices.

f. The DAHAS provides an important assessment of the effectiveness of the AHP.

2–3. Academic exchanges and opportunities

To stimulate research and writing in military history, both in the Army and the academic community at large, the CMH sponsors a series of programs.

a. *The Visiting Professor Program.* The Chief of Military History may select a distinguished scholar to serve for a period in the AHP to study a mutually agreed upon topic.

b. *The Visiting Military Scholar Program.* The Chief of Military History may arrange for qualified military officers to serve within the AHP 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 in the AHP to perform research and writing on a topic of mutual interest to the scholar and the center.

d. *The Historian-in-Residence Program.* Members of the AHP may conduct exchange tours with other elements based upon mutual agreement.

e. *Functional Community 61 research funding.* FC–61 may fund research for DA Civilian historians, archivists, and museum professionals on projects dealing with the history of the U.S. Army. These projects can be command-sponsored, cooperative ACOM–CMH efforts, or individual research projects. Proposals will be submitted to FC–61.

f. *Other professorship programs.* The U.S. Military Academy, the CGSC, and the U.S. Army War College administer visiting professorships in military history designed to enrich the teaching and study of military history. The goal of the professorship is to impart knowledge and perspective to each of the military institutions.

g. *Dissertation Year Fellowships.* The CMH offers as many as three fellowships each fiscal year to support scholarly research and writing by qualified civilian graduate students preparing dissertations having to do with the history of land warfare, and especially the U.S. Army.

(1) Fellowship recipients must be citizens of the United States, not on active duty with any of the armed forces or the U.S. Coast Guard. They must have completed all requirements for the Ph.D. except for the dissertation. Final selection will be made by a committee of Center historians under the direction of the Chief Historian and approved by the Chief of Military History.

(2) To apply, see the CMH website at <https://history.army.mil> or write to the U.S. Army Center of Military History, (Executive Secretary), Dissertation Fellowship Committee, 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319–5060. Applications must be submitted no later than 15 January (see CMH website for a list of requirements and recent recipients).

h. *Graduate research assistants.* The CMH may establish contracts with university graduate history programs to provide graduate students to work full-time at the CMH for 1 year. This fosters interest in the study of Army history at the schools and among graduate students. It also develops future candidates for civil service and contract positions in the AHP.

i. *Colonel Charles Young Fellowship.* This fellowship commemorates the service of Col. Charles Young to the nation and the Army. The CMH sponsors this fellowship with the objective of increasing diversity in its historian workforce and in the history it produces. The CMH may award multiple grants per year to fulfill this objective. Fellows work full-time at the CMH for 1 year, with the possibility of renewal for a second year.

j. *Contract historians.* The CMH may establish contracts with historians to work at the CMH full-time to research and write Army histories. This provides a surge option to supplement the CMH's book writing capacity, complimenting projects by the CMH's military and civil service historians. It also spreads expertise in Army history through the wider academic community.

2–4. Conference of Army historians

a. The Chief of Military History fosters the professional development of all Army historians, archivists, and museum specialists. An essential event in the training and professional development of these personnel is the biennial Conference of Army Historians (CAH). This forum provides an interface between the Chief of Military History and historians, archivists, and museum specialists from across the Army. The CAH provides a review and update of policies and establishes the AHP goals and objectives. It is explicitly supported by the Army Civilian Training Education and Development System as well as by FC–61.

b. Members of FC–61 are encouraged to attend this conference as often as their duties permit, and their commands are encouraged to send other personnel engaged in historical activities. It is a singular

opportunity essential to the professional development and growth of Army historians, archivists, and museum specialists. The CAH is appropriately related to the official duties of the attendee and demonstrably benefits the Army.

2–5. Information technology in the Army Historical Program

a. Role of information technology. The effective use of information technology (IT) is critical in facilitating the full range of AHP missions. All AHP websites and postings are managed in accordance with AR 25–1 guidelines and adhere to other established Federal, Department of Defense (DoD), and DA policies and regulations that govern the operation of public websites. Social media posts will follow Army publications and electronic media guidelines found in AR 360–1. AHP websites must address a range of organizational missions and requirements.

(1) The diverse array of AHP organizations necessitates IT tools for multiple missions, for example—

(a) Internal collaboration.

(b) Lower, parallel, and higher collaboration.

(c) Organization and description of metadata and digital content.

(d) Access to world audiences, especially the American public.

(2) Platforms to further AHP include access to the world wide web, Non-Classified Internet Protocol Router (NIPR), Secret Internet Protocol Router (SIPR), Battlefield Information Collection and Exploitation System (BICES) and Joint Worldwide Intelligence Communications System (JWICS). Exploitation of all platforms maximizes access to different audiences based on specific AHP command missions.

(3) Each command within the AHP will determine the most appropriate and advantageous method for exploiting technology to enhance their programs. Typical applications of technology in the AHP include the following:

(a) Establishment of a public website focused on history as part of the command or headquarters website.

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

(c) Development of digital platforms in accordance with professional best practices and standards to catalog, search, retrieve, and store electronic holdings.

(d) Insofar as technically feasible and permitted by Army IT policy, development of applications in a standardized way across NIPR, SIPR, BICES, and JWICS, in order to streamline training requirements and standardize the formatting of data.

(4) Each command within the AHP will create a digital preservation strategy and/or plan and will adhere to National Archives and Records Administration (NARA), Federal Agencies Digital Guidelines Initiative, DA policies, regulations, and guidance, to include records management standards (see AR 25–400–2). Additional guidance can be found in the IOS 14721. At a minimum the digital preservation plan should include an inventory of the records, decisions about file formats (what will be accepted, the stability of the formats), how the command plans on continuing to provide access to the records, naming conventions, any privacy issues, and the roles and responsibilities of personnel involved.

(5) Operational Security considerations are paramount in any public display of Army historical information.

b. Role of the U.S. Army Center of Military History.

(1) Provide guidance, oversight, support, and coordination for the use of IT in the AHP as it relates to historical materials, research capabilities and digital platforms to access historical materials. All major stakeholders will be involved in the development and/or implementation of digital platforms in accordance with information governance best practices and standards. Initial and periodic refresher technical training for IT system(s) developed for use by personnel assigned to the AHP is imperative to ensure successful operation.

(2) Maintain a public website (<https://history.army.mil>) to provide a knowledge community for the distribution of historical information and products to inform the public and to educate and professionally develop the Soldiers, Civilians, and leadership of the U.S. Army.

(3) Implement and operate the Army Historical Resources Online (AHRO–U) unclassified search system on NIPR and the Army Historical Resources Online-Classified (AHRO–C) search system on SIPR, which are designed to digitally preserve and electronically disseminate Army record materials collected by the CMH for use by the Army and U.S. Government historical community and authorized public users.

(4) To avoid duplication of effort and promote better awareness across the AHP, the CMH will maintain a centralized listing of all current or planned AHP digitization projects and online digital repositories. This listing will be made available on the CMH's website at <https://history.army.mil>. Army history offices conducting or planning digitization projects will submit descriptions of their projects for inclusion to the U.S. Army Center of Military History, 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319–5060.

Chapter 3

Historical Publications

3–1. Publication program description

- a. The Chief of Military History exercises proponentcy of Army historical publications. See AR 25–30.
- b. Army historical publications encompass a wide range of products, including in-depth, extensively documented official histories categorized by major event or conflict, monographs, specialized studies, commemorative publications, video, and collections of art, maps, or documents. The CMH publishes historical materials covering broad Army themes and topics. Other Army history offices produce historical publications in support of their command historical programs. These materials may be distributed across the Army, to other government agencies, and external organizations as well as the public.
- c. The size and design of all historical publications, regardless of how they are published, will directly reflect the intended audience, use, and expected life. Prior to publication, all manuscripts will be reviewed by the publishing organization for objectivity, organization, and readability. CMH-sponsored publications will conform to the editorial style of the CMH.

3–2. Preparation and final approval

- a. All CMH-funded historical research, writing, and publication projects will be approved and managed under the overall direction of the Chief Historian. Other Army organizations will submit projects to the CMH for review and evaluation only if funding or publications support is requested from the CMH.
- b. In the case of a manuscript to be published or co-published by the CMH, final approval for publication is dependent on the formal review process prescribed by the CMH. During this process, subject-matter experts will review manuscripts using 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 Executive Director, CMH, who has final publication approval authority.
- c. The Army Staff, the Army Secretariat, and direct reporting units (DRUs) without command historians may submit a request for preparation of a historical manuscript through the AASA or the Director of the Army Staff to the Chief of Military History. The request should include a justification and a desired completion date.

3–3. Distribution

- a. Historical publications may be disseminated in print or digital formats. All CMH publications are distributed throughout the Army to addressees with a recognized need for historical publications. The CMH also distributes copies of some of these publications to book reviewers and selected subject specialists and to other government agencies. The CMH will also coordinate with the Government Publishing Office (Superintendent of Documents) to encourage the public sale of selected publications.
- b. CMH publications may be requisitioned from USAMC's U.S. Army Print and Media Distribution Center, Media Distribution Division (MDD) by authorized account holders.

3–4. Reprints of U.S. Army historical publications

The CMH monitors stocks of its publications held by the MDD. The Chief of Military History will reprint publications based on documented Army needs and a 5-year stock. Army schools and commands that use particular CMH publications on a regular basis will report their anticipated requirements to the U.S. Army Center of Military History (ATMH–HDS), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319–5060, by 1 June each year for the following fiscal year. Individual commands will monitor stocks of their publications, and reprint based on their needs.

Chapter 4

Organizational History Operations

4–1. The role of organizational history

a. Organizational history is a command responsibility. It is a continuous process of identifying and preserving items that contribute to the growth and evolution of a unit's history. As a unit's institutional memory, organizational history should be relied upon to improve decisionmaking, plans, and operations. It can serve to increase individual and unit morale as well as organizational esprit de corps. It can also be used to build public pride in and respect for Army organizations—thus its significance transcends the tour of any one commander. It also helps to ensure that Army organizations collectively learn and grow from their past experiences.

b. Properly preserved records and artifacts can tell the unit's story well into the future—not only the story of the unit itself but also the service of its Soldiers. Organizational history not only captures a unit's past but aids in understanding its present and assists in preparing for the future. Paragraph 4–6*d* provides further guidance on the proper records, documents, and other items that may be retained in a unit's historical research collection.

c. Commanders of modified table of organization and equipment (MTOE) and table of distribution and allowances (TDA) organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) will establish and maintain an organizational history program.

4–2. Organizational history elements

Organizational history operations comprise a substantial and critical part of the AHP and are carried out by a combination of elements that include CHOs, UHOs, and MHDs. Commanders at all levels outside of HQDA will ensure that organizational history operations receive adequate support. As the advisor to the commander on the AHP and military history, organizational history elements must have direct access to the commander and key senior leadership. To ensure this direct access, the command historian or UHO will, in accordance with FM 6–0, serve either on the personal or special staff of the commander or at the principal staff level of a command, unit, agency, or activity. Integration of the organizational history elements within the senior staff also ensures full historical coverage of the command echelon.

4–3. History element composition, qualification, and training

a. *Command history offices.*

(1) The following list outlines the levels of command within each component that will have CHOs:

(a) Regular Army and Army National Guard of the United States: ACOMs, ASCCs, HQDA DRUs, Field Armies, corps, divisions, and separate GO commands will have a CHO. Army maneuver support centers, major subordinate organizations, and branches will have a CHO.

(b) U.S. Army Reserve: United States Army Reserve Command Headquarters, separate GO commands, and the four geographic readiness divisions will have a CHO.

(2) A CHO will consist of a command historian and based on the needs of the command, one or more additional professional historians and appropriate support personnel, such as archivists and museum personnel.

(3) For deployable commands, CHO positions must be identified as “Emergency Essential” and be coded with appropriate physical qualification standards so that they can deploy with their commands. Personnel in deployable CHO positions and some institutional Army CHO positions (as designated by the applicable command) must possess or become eligible to possess and then maintain a top secret-sensitive Compartmented information (TS–SCI) level security clearance not only to answer Army requirements, but also when assigned as a joint theater historian to fulfill historical requirements outlined in CJSCI 5320.01c. Regardless of institutional or operational force affiliation, CHO personnel will direct the command's historical program and activities, and perform the historical functions listed in paragraph 4–4. For MTOE organizations, DA Civilians will be carried on the unit's TDA authorization documents for accomplishing Army and command historical activities.

(4) Historians, archivists, and museum personnel will be either professionally trained DA Civilians or, in the absence of civilian billets, appointed commissioned officers possessing the Skill Identifier (SI) 5X (Historian) (see para 4–3*d* for SI 5X specifics). DA Civilians will be professionally qualified for their positions based on U.S. Office of Personnel Management regulations governing the series and grade and will be a

part of FC-61. Prior to any deployment, CHOs must report to the CMH for a week of Pre-Deployment Training. This training will include the latest updates in protocol (that is, collection plans and historical annexes) and the latest technologies being applied in theater (that is, Army Historical Research Online (AHRO)).

b. Unit historical officers.

(1) The following list outlines the levels of command within each component that will have UHOs:

(a) Regular Army and Army National Guard of the United States: brigades/groups/regiments and battalions will have a UHO.

(b) U.S. Army Reserve: four readiness divisions, three mission support commands, functional commands, separate commands, divisions, brigades/groups, and battalions will have a UHO.

(2) A UHO will be a commissioned officer, warrant officer, or a senior non-commissioned officer (E7 or above), who has a comprehensive knowledge of the organization's missions, functions, and activities. This will be an additional duty task for this officer and the officer will be placed on appointment orders signed by the unit commander. The UHO will direct the unit's historical program and activities, including the collection of operational and institutional data for inclusion in the higher command's annual history and deployment history reports as required. For further reference on what data to collect, refer to ATP 1-20. The UHO is also responsible for performing all historical duties, including the use of the unit's history in professional development activities, and morale and esprit de corps building functions.

(3) Whenever possible UHO duties will be assigned to an officer possessing the SI 5X (Historian). See paragraph 4-3d for specifics on SI 5X.

(4) At a minimum, all UHOs are required to receive certification training via the Unit Historical Officer Fundamentals Distance Learning Course offered via distance learning by the CMH. All UHOs interested in earning SI 5X (Historian) for officers or Project Development Skill Identifier (PDSI) H6B (Historian) for enlisted and warrant officers should seek to enroll in the A625 Field/Unit Historian Distance Learning Course offered in residence or via distance learning through CGSC. See paragraphs 4-3d and 4-3e for specifics on SI 5X and PDSI H6B.

c. Military History Detachments.

(1) MHDs are MTOE units provided as needed to commands deployed during combat, contingency, and emergency response operations for the purpose of collecting operational data. That data, primarily in the form of operational records and oral history interviews, comprises the raw source material that supports the writing of U.S. Army official histories. MHDs supplement and complement the work of forward deployed CHOs and UHOs by working in concert with them. Together, these elements optimize historical coverage of Army operations.

(2) MHDs are organized into A, B, and C teams.

(a) A-Team (1 x O-6, 1 x O-5): supervises MHD operations across a theater Army or Field Army/Corps (if either serves as the senior Army headquarters), conducts historical collection at the operational level and assumes the responsibility of the joint force historian as required in cases where the senior Army commander is the joint force commander.

(b) B-Team (1 x O-4, 1 x E-7, 1 x E-6): collects historical records, identifies potential artifacts, and conducts oral history interviews of pertinent personnel at all levels of command.

(c) C-Team (1 x E-7, 1 x E-5): augments and reinforces MHD A and B Teams.

(3) MHDs are composed of uniformed officers and non-commissioned officers who should be historically minded individuals; possess interviewing, briefing, and critical thinking skills; and the ability to obtain a TS-SCI clearance. Officers must obtain the SI 5X (Historian) (see paragraph 4-3d for the SI 5X requirements), have experience on corps and/or division level staff and complete the MHD Course (40 hours). Enlisted personnel must possess a 46-series military occupational specialty and successfully complete the MHD Course. E-7 and above also must successfully complete the Battle Staff Non-Commissioned Officer Course in order to obtain the Additional Skill Identifier 2S (Battle Staff Operations).

(4) The Chief of Military History is the HQDA proponent, has doctrinal oversight, and will be the final certifying authority for all (Regular Army, Army National Guard and Army Reserve) MHD training to include the assignment of qualified observer controllers during major training exercises (that is, war-fighter/overseas deployment training (ODT)) prior to deployment for validation purposes. The CG, USARC has responsibility for providing logistical and administrative support for MHD training. The CG, USARC develops training cycles and schedules with the Chief of Military History.

(a) *Army Reserve and National Guard training cycle strategy.* Army Reserve MHDs will follow a 5-year training cycle in accordance with the Regionally Aligned Readiness and Modernization Model. This

training cycle will guide the operational utilization of MHDs and enable them to provide a flexible and trained capability for directed historical operations. This will ensure that the Army collects and retains necessary historical materials to support the research and writing of its official history. The historian will be acquainted with Army-based standards, tactics, techniques, and procedures associated with capturing military history. The training cycle's focus will be doctrine based and the requirements will be both progressive and sequential as follows: 1-The first year focuses on the completion of individual tasks, readiness, modernization, and leader development. At a minimum, the first year of training MHD soldiers will complete the MHD Course which consists of 40 hours of classroom instruction and is offered via Army Training Requirements and Resources System (ATRRS). Soldiers will maximize professional military education and emphasize medical and dental readiness. Senior non-commissioned officers assigned to an MHD will complete the Battle Staff Non-Commissioned Officers Course as soon as practicable. 2-The second year focuses collective tasks, readiness, and leader development. The MHD Course which consists of 40 hours of classroom instruction and is offered via ATRRS is again available to Soldiers who did not complete the course in Year 1. Soldiers will maximize professional military education and emphasize medical and dental readiness. Senior non-commissioned officers assigned to an MHD will complete the Battle Staff Non-Commissioned Officers Course as soon as practicable. 3-The third year of training will consist of a utilization tour in support of Regular Army Corps/Division or the CMH lead annual training equivalent exercise focusing on detachment collective tasks, in which the participating MHD will be evaluated in its culminating training event (CTE) on its ability to perform its mission essential task list (METL) and other designated fundamental tasks. The CMH will determine appropriate exercises. 4-The fourth year of training will consist of a scheduled CTE such as warfighter exercise (WFX) or ODT for validation. The participating MHD will be evaluated on its ability to perform its METL and other designated fundamental tasks. The CMH will determine appropriate exercises. As requirements arise, this cycle may be adjusted to support a deployment to a contingency operation in progress. 5-The fifth year focuses on Post-Alert, Pre-Mobilization Training. Upon alert notification and prior to mobilization, MHDs will conduct orientation and training as directed. MHDs, CHOs, and individual augmentees must report to the CMH for a week of Pre-Deployment Training. This training will include the latest updates in protocol (that is, collection plans and historical annexes) and the latest technologies being applied in theater Army Historical Resources Online-Classified (AHRO-C).

(b) *Regular Army Training Cycle Strategy.* Regular Army MHDs will follow a 3-year training cycle that will provide a flexible and trained capability and will guide the operational utilization of MHDs. This will ensure that the Army collects necessary historical records and artifacts to support the upkeep of the Army's institutional memory and the output of the AHP. MHD personnel will become acquainted with Army standards, tactics, techniques, and procedures associated with capturing military history. The training cycle's focus will be doctrine based and the requirements will be both progressive and sequential as follows: 1-*Prepare.* The first year focuses on the completion of individual tasks. At a minimum, the first year of training MHD soldiers will complete the MHD Course which consists of 40 hours of classroom instruction and is offered via ATRRS. Senior non-commissioned officers assigned to an MHD will complete the Battle Staff Non-Commissioned Officers Course as soon as practicable. 2-*Ready.* The second year of training will consist of a scheduled CTE such as a WFX or ODT for validation in which the participating MHD will be evaluated on its ability to perform its METL and other designated fundamental tasks. The CMH will determine appropriate exercises. 3-*Mission.* The third year of training will consist of a deployment in support of either a current named operation or a major training exercise (that is, warfighter/ODT), if available. As requirements arise, this cycle may be adjusted to support a deployment to a contingency operation in progress. 4-*Post-Alert, Pre-Mobilization Training.* Upon alert notification and prior to mobilization, MHDs will conduct orientation and training as directed. MHDs and individual augmentees must report to the CMH for a week of Pre-Deployment Training. This training will include the latest updates in protocol (that is, collection plans and historical annexes) and the latest technologies being applied in theater (that is, AHRO).

d. *Additional Skill Identifier 5X (Historian).* The CMH is the proponent and approving authority for the designation of SI 5X. SI 5X can be awarded to commissioned officers through any one of the following methods:

(1) Earning a graduate degree in History. One can earn SI 5X by earning a graduate degree (M.A. or PhD) in History from a fully accredited graduate school. Fully accredited means the school/program has received accreditation from a regional body, such as New England Association of Schools or the Middle States Commission on Higher Education. One should be able to find this information on a university's website, request it from the program administrator, or via the U.S. Department of Education's database of

accredited post-secondary institutions and programs which keeps records of all accredited institutions across the country. Earning a Master of Military Arts and Science in History from CGSC, completion of the Art of War Scholar program at CGSC, or graduation from the School of Advanced Military Studies at CGSC will also meet the requirements for SI 5X.

(2) Completion of Course A625: "The Army Field and Unit Historian," offered in residence or via distance learning from CGSC and possession of at least 18 undergraduate or graduate level History credit hours from a fully accredited college or university (a 625 distance learning course counts as 5.3 credit hours toward that total). Personnel serving in any ACOM historian position must obtain SI 5X by this method or by possession of a graduate degree in History from a fully accredited college or university.

(3) Completion of the MHD Course offered by the CMH and possession of at least 18 undergraduate or graduate History credit hours from a fully accredited college or university. Personnel serving as officers in charge (OICs) of MHDs must obtain SI 5X by this method or by possession of a graduate degree in History from a fully accredited college or university.

e. *Project Development Skill Identifier H6B (Historian)*. Subject to CMH certification, a path exists for enlisted personnel and warrant officers to attain the (H6B) PDSI upon completion of the M.A. or PhD in History or at least 18 undergraduate or graduate credit hours of History from an accredited college or university and completion of either the MHD Course or Course A625, offered by CGSC.

4-4. Functions

a. *Command history offices at home station*. Commanders must ensure that CHOs, led by their command historian, accomplish all of the following core and essential historical tasks:

(1) Prepare the annual command history (see paragraph 4-7).

(2) Prepare, conduct, and preserve oral history interviews with the commander and key staff officers, including end of tour (EOT) interviews and other interviews as appropriate or directed. CHOs will forward completed interviews, as resources and classification levels permit, directly to the U.S. Army Center of Military History (ATMH-FP), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319-5060 and provide one hard and one digital copy to USAHEC (Collection Management), 950 Soldiers Drive, Carlisle, PA 17013.

(3) Establish command historical research collections to preserve the institutional memory of the command and to provide the raw material for researched studies.

(4) Provide historical perspective, insight, and support to the commander and staff in military problem-solving and decisionmaking.

(5) Support professional/leader development, including, where appropriate, establishing and conducting a staff ride program and coordinating military history education activities. These activities are training for which training funds will be used. For more information on staff rides, see CMH Publication 70-21, or staff ride resources at <https://history.army.mil> and <https://www.armyupress.army.mil/educational-services/staff-ride-team-offerings/>.

(6) At service schools, teach military history as part of the programmed curriculum, including battle analyses and staff rides. These activities are training for which training funds will be used.

(7) Exercise oversight of operational CHO programs and activities through periodic staff assistance visits to subordinate units. Staff assistance visits will include the review and evaluation of annual histories, oral histories, document collection and archiving, and professional development programs. ACOMs, ASCCs, and DRUs also have the authority to inspect and certify their subordinate field history offices.

(8) Exercise staff supervision over subordinate historians or UHOs and assigned or attached MHDs or other Army or joint elements that perform history operations within the command.

(9) Maintain liaison with historians from higher headquarters, adjacent units, and subordinate headquarters and with joint force historians and other service historians, to include multi-national forces historians.

(10) Respond to historical inquiries from ACOMs, Defense Department offices, Veterans organizations, and the general public.

b. *Unit historical officers at home station*. Commanders must ensure that UHOs accomplish all of the following core and essential historical tasks in a garrison environment:

(1) Contribute operational and institutional data to the higher command's annual history report (see paragraphs 4-6d(1) and 4-6d(2), and ATP 1-20).

(2) Prepare, conduct, and preserve oral history interviews with the commander and key staff officers, including EOT interviews and other interviews as appropriate or directed. CHOs will forward completed

interviews, as resources and classification levels permit, directly to the U.S. Army Center of Military History (ATMH–FP), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319–5060 and provide one hard and one digital copy to USAHEC (Collection Management), 950 Soldiers Drive, Carlisle, PA 17013.

(3) Establish command historical research collections to preserve the institutional memory of the command and to provide the raw material for research studies.

(4) Provide historical perspective, insight, and support to the commander and staff in military problem-solving and decisionmaking.

(5) Support professional/leader development, including, where appropriate, establishing and conducting a staff ride program and coordinating military history education activities. These activities are training for which training funds will be used.

c. Military History Detachments at home station. All Regular Army and Army Reserve commanders responsible for the training and readiness of MHDs will ensure MHDs perform the following core and essential tasks in a garrison environment as additional preparation for upcoming deployments:

(1) Collect documents of designated units within their respective component commands that are returning from a deployment to aid their respective CHOs and UHOs in constructing annual history and command (deployment) reports.

(2) Conduct oral history interviews of key leaders within their respective component commands to capture their experiences and aid their respective CHOs and UHOs in constructing annual history and command (deployment) reports.

(3) In addition to completing Army mandatory training requirements, command maintenance, and common task training, provide professional development opportunities to units in their respective component commands in the form of staff rides or historical presentations.

(4) Once MHDs enter the training cycle outlined in paragraph 4–3c(4), that cycle and its associated training events and requirements will take precedence over all other activities.

d. Command history offices in contingency operations. CHOs of deployable headquarters are required to deploy forward with their units. Commanders must ensure that CHOs led by their command historian in a deployed environment accomplish all of the following core and essential tasks:

(1) Collect and maintain documents, maps, photographs, video and audio recordings, artifacts, and other material necessary for the command or unit organizational historical file (see paragraph 4–6d).

(2) Conduct oral history interviews with senior leaders at regular and logical intervals. Transcribe the most important interviews, and conduct after-action interviews as required.

(3) Prepare the command report, which documents the history of the unit while it is deployed (see appendix C).

(4) Maintain the command historical research collection to preserve the institutional memory of the command and provide raw material for researched studies and for operational planning.

(5) Prepare short studies for the command to provide insight on special tactics, techniques, and procedures used during current or past operations.

(6) Prepare and assemble historical material to aid with operational planning.

(7) Conduct collection planning for field history operations.

(8) Prepare and conduct leader development briefings to heighten historical awareness and demonstrate history's influence on the current and future operations of the command.

(9) During deployed combat, contingency, and/or emergency relief operations, deploy with the unit to provide essential history functions listed and coordinate with and advise the command's records managers to ensure documents (to include email correspondence) designated as permanent records are preserved and retired in accordance with AR 25–400–2.

(10) Exercise staff supervision over subordinate historians or UHOs and assigned or attached MHDs or other Army or joint elements that perform history operations in the commands' areas of responsibility.

(11) Maintain liaison with historians from higher headquarters, adjacent units, and subordinate headquarters and with joint force historians and other service historians, to include multi-national forces historians.

e. Unit historical officers in contingency operations. UHOs on deployment perform many of the same functions as listed for UHOs at home station. When deployed, UHOs focus on collection of operational and institutional records in coordination with MHDs and the higher command's historical office.

f. Military History Detachments in contingency operations. MHDs are expected to carry out the following tasks when deployed:

- (1) Collecting historical documents related to operations or actions.
- (2) Photographing personnel, locations, terrain, and activities of Army units.
- (3) Conducting, recording, and transcribing oral history interviews.
- (4) Developing military history support and collection plans.
- (5) Writing historical summaries and developing annotated chronologies of selected actions and operations (see ATP 1–20 and appendix D).
- (6) Coordinating MHD activities with supported and adjacent commands and units.
- (7) Advising on the collection and retention of artifacts.
- (8) Advising commanders and their staffs on the employment of MHDs and military history operations as a whole, including the assistance of CHOs and UHOs, to help better inform operational planning.

4–5. Deployed history organization

a. Organizational structure.

(1) *Combatant command.* Most history operations now support joint and combined military operations. In joint and combined operations, the combatant command (CCMD) historian is the senior joint historian with overall staff responsibility for developing historical policy and plans for the CCMD and executing joint historical operations within the CCMD's area of responsibility. The CCMD historian does not deploy forward into the area of responsibility but serves as a special staff officer on the CCMD staff reporting to the CCMD chief of staff.

(2) *Combined Joint task force.* The operational arm of the CCMD is typically the combined Joint task force (CJTF). The service providing the bulk of the CJTF headquarters typically provides its own historians to cover the command echelon. The CCMD historian may request support from the CMH when no historian is provided for the CJTF. The Chief of Military History will coordinate to provide this capability from the AHP.

(3) *Theater/Army service component command historian.* The Theater Army/ASCC historian is the senior Army historian in the joint operations area and oversees staff supervision of Army history operations. This historian serves as a special staff officer and reports to the ASCC chief of staff. In other cases requiring augmentation or replacement, the Chief of Military History will coordinate with the Army component commander for the appointment of an Army component command historian and associated historical assets.

(4) *Military History Detachments.* MHDs are provided to supplement the collection capabilities of deployed command historians and UHOs during military operations. Commanders desiring the support of an MHD must submit a request for forces through FORSCOM to the appropriate geographic CCMD to the Joint Staff for approval. MHD mobilization and deployment decisions are made by the owning Army component (FORSCOM, USARC, or National Guard Bureau (NGB)) Deputy Chief of Staff, G–3 with input from their respective headquarters CHO and the CMH Field Programs Directorate.

b. Coordination between echelons. Synchronization of deployed history operations requires an ongoing dialogue from the senior theater historian upward to the CCMD historian and downward to all subordinate historians and UHOs and direct lateral communication with the most senior MHD officer supporting the theater command. The senior MHD officer will communicate with any lower echelon MHDs.

4–6. Historical research collection

a. Contents. A historical research collection consists of copies of documents and multi-media that a command considers historically significant, or that support the operations the command expects to encounter. The collection provides the basis for original research and preparation of the annual command history, adds historical perspective to the decision-making process, supports leadership development programs, facilitates transitions in command, and supports ongoing operations. Historical research collections are also used to interpret the Army's history and heritage for the purpose of military training, education, and research. These holdings foster morale and esprit de corps and inform the American people about the Army's service to the nation.

b. Historical research collection. The establishment and maintenance of a historical research collection is the responsibility of commanders of MTOE and TDA organizations authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations). A unit's historical research collection forms the foundation on which its organizational history program is built. It should contain material that will be meaningful and informative to present and future members of the organization.

The commanders of color-bearing organizations will also include information concerning their subordinate organic elements in their historical research collections.

c. Objective. A historical research collection provides a commander with documentary evidence of the organization's history, heritage, and traditions. The commander or a designated representative should continuously collect and organize contemporary material for inclusion in the collection. A historical research collection should be maintained in both physical and electronic formats.

d. Organizational history file. The unit organizational history file is a distinct subset of the unit's historical research collection. The organizational history file consists of the elements of the historical research collection that will be placed in storage upon the unit's inactivation in order to be returned to the unit upon its reactivation (see para 4–6f for additional information). The intent of the organizational history file is to provide a newly activating unit with the historical materials necessary to quickly implement a robust organizational history program. All units required to maintain a historical research collection in accordance with paragraph 4–6b will also maintain an organizational history file as part of their historical research collection. A unit's organizational history file will include, as applicable—

- (1) Statements of primary and secondary missions.
- (2) Command or unit chronologies that contain summaries of unit operations, activities, and significant events.
- (3) Unit histories.
- (4) Command and annual history reports and any other reports or publications produced by the command or unit.
- (5) Deployment/redeployment orders and rosters of deployed personnel (with personally identifiable information removed).
- (6) Copies of letters and orders relating to activation, inactivation, re-designation, 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 will be included.
- (7) Information on organizational flags, coats of arms, and insignia.
- (8) Copies of most recent DA Form 7775 (Lineage and Honors Certificate)/DA Form 7775–1 (Lineage and Honors Certificate (Continuation Sheet)) or Statement of Service.
- (9) Certificates and citations (unframed) for unit decorations.
- (10) Clippings of newspaper and magazine articles, public affairs releases and so forth, describing/highlighting unit activities to include sources and dates.
- (11) Unframed photographs, pictures, certificates, letters, and programs, identified with dates, names, places, events, and other relevant information. Electronic media (video/audio tapes, compact discs, and so forth) should be similarly identified.
- (12) Full names of commanders and inclusive dates of command.
- (13) Full names of unit command sergeants major or first sergeants, and inclusive dates of responsibility.
- (14) Any other documents or materials directly related to the unit's history that are deemed historically significant by the unit commander or their representative.

e. Non-organizational history files. Items that could be included in a historical research collection, but would not be considered part of the unit's organizational history file, include material related to general history of the Army, the history of the unit's branch, the history of posts at which the unit has been stationed, the history of subordinate units or higher headquarters, or any historical information or documents not directly related to the history of the specific unit to which the organizational history file belongs.

f. Collecting materials. CHOs, UHOs, and archivists will coordinate with staff division chiefs, action/project officers, and other key personnel to ensure that copies of 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 organizational or installation records managers, librarians, and museum curators during the selection of materials for the collection to ensure that all source materials are available to the command. Historians and archivists will coordinate with museum personnel to differentiate between historical documents held by museums in support of their collections and documents held in historical research collections.

g. Research access. Access to historical research collections by unofficial researchers will be in accordance with AR 25–400–2, in addition to the aforementioned regulations. While historical research collections are not required to be open to unofficial researchers on a regular basis, the Army's intent is to maximize availability.

h. Staff assistance visits. The USAHEC will provide staff assistance visits, upon request. Commanders responsible for historical research collections should seek advice and assistance from local repositories and activities and from the USAHEC to improve control of, preservation of, and access to historical materials.

i. Records repositories. All permanent official records are eventually retired to NARA. USAHEC serves as the Army's repository for all unofficial historical records. The Defense Imagery Management Operations Center is the official repository for all DoD created visual imagery. Commanders and commandants may retain unofficial/non-record copy historical documents to support ongoing history operations and activities. Official records are defined as the digital or hardcopy original of any document that is collected and maintained by the unit records manager (usually in G-1 or G-6 Section for archiving and eventual retiring to NARA).

j. Records preservation. The preservation of records that are of historical significance to the U.S. Army and to the American people is required by law in accordance with Title 44 United States Code, Chapter 31 (44 USC Chapter 31), DoDD 5015.2, EO 13287, 1906 Antiquities Act, 54 USC 320101 through 320303; 1935 Historic Preservation Act; 1966 National Historic Preservation Act, 54 USC 300101, and what follows; and 10 USC 2572. Personnel will exercise due diligence to prevent the loss, damage, or destruction of historical records and historical research collections. Personnel will alert the proper entities should loss, damage, or destruction of historical records or research collections occur.

k. Conservation. Proper preservation practices will minimize the deterioration of materials in historical research collections. The Army's sole conservation capability resides in the CMH and USAHEC. USAHEC operates the Conservation Center of Excellence. Please contact the CMH or USAHEC staff for assistance on conservation issues. See glossary and GTA 41-01-002 for more detailed definitions.

l. Storage of files.

(1) Storage of and access to Army historical research collections will be in accordance with AR 25-55, AR 380-5, and Section 10, Part 1234, Title 36, Code of Federal Regulations (36 CFR 1234.10).

(2) Commanders of organizations required to maintain historical research collections are responsible for shipping their organizational history files to storage when units are inactivated, disbanded, discontinued, reduced to zero strength, or when otherwise unable to care for them. Such files, as specified in paragraph 4-6d, will be forwarded to the Director U.S. Army Heritage and Education Center, 950 Soldiers Drive, Carlisle, PA 17013.

(3) Reactivating 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 (ATMH-FPO), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319-5060.

4-7. Annual command history

a. The annual command history is a written account of the operations and activities of an Army organization, installation, or school. It is an objective record of the organization's operations for the previous year and serves as its institutional memory. It is a primary source of background facts in support of the staff and may be used to orient new commanders and personnel on the organization's mission, recent activities, accomplishments, and issues. Histories should be written at the security classification level appropriate to fully cover the complete actions of the command. The following organizations prepare the annual command history:

(1) ACOMs, ASCCs, DRUs, and USARC (1) and their next subordinate commands, agencies, schools, and installations.

(2) The MTOE or TDA organizations of the Regular Army and Army Reserve commands at corps level and above, divisions, other GO level commands, sustainment commands, brigades or equivalent commands, regiments, and groups.

b. The annual command history consists of a detailed narrative of the historically significant developments and events that took place in the command during the previous year. This should be based on original documentation collected by the CHOs/UHOs. ACOMs will send one copy of their history along with the most significant supporting documents cited in it to the CMH and another to the United States, and maintain one copy in their command history files. At a minimum, the annual command history produced by a UHO will consist of a detailed chronology of the significant events of the command during the previous year. Lower echelon commands will distribute their histories to their respective unit historical files and the next higher history office (CHO/UHO), or as directed by the owning higher headquarters (division

level and higher). Preparers should use as a guide the format for annual histories in appendix B of this regulation.

c. Coordinating instructions are as follows:

(1) The annual command history covers the preceding fiscal year, unless otherwise specified. ACOMs, ASCCs, and DRUs will determine the reporting deadlines for annual history submissions from their subordinate commands.

(2) ACOMs, ASCCs, and DRUs will review and evaluate annual histories submitted by subordinate elements for timeliness and conformity with accepted professional standards and this regulation.

(3) Consolidated annual command histories should be prepared where more than one organization has the same commander.

(4) Each Army table of organization and equipment (TOE) unit or TDA organization that is inactivated, disbanded, or discontinued is required to submit a final annual history prior to termination providing particular coverage of the process of reduction. Preparation of final annual histories is a command responsibility. 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.

4–8. Comprehensive unit history

a. *Unit histories.* 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 para 4–7). Detailed guidance on the research and writing of unit histories is available from the CMH.

b. *Research and writing.*

(1) Unit histories should reflect the official lineage and honors determined by the CMH.

(2) Unit histories may encompass the organization's entire existence or a certain period of time. Sources should be identified, and key documents should be appended to supplement the text.

(3) 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. These publications provide the context into which a particular unit's history can be placed. The CMH publication catalog can be accessed at <https://history.army.mil/catalog>.

c. *Publication.* Publication of unit histories by a U.S. Army organization may be financed by non-appropriated funds under AR 215–1 if a personal copy is furnished to all unit members. Commanders of ACOMs, ASCCs, and DRUs 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 CMH, USAHEC, and the appropriate branch history office.

4–9. Command historical publications

a. Each ACOM, ASCC, and DRU commander; the CG, USARC; and the CNGB may establish and maintain a Command Historical Publications Program for research and writing projects in their history of office and their subordinate elements that are intended for distribution within the command (command historical publications), Armywide, or external audiences.

b. The ACOM, ASCC, and DRU commander; the CG, USARC; and the CNGB will forward a non-record copy of all command historical publications and special historical studies to the U.S. Army Center of Military History, 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319–5060 and to the U.S. Army Heritage and Education Center, 950 Soldiers Drive, Carlisle, PA 17013.

4–10. Unit Day

a. Commanders of MTOE organizations authorized an organizational color, distinguishing flag, or guidon (except battalions/squadrons of regiments that have an active regimental headquarters (that is, 2d Cavalry Regiment and 75th Ranger Regiment) or lettered companies of battalions) and TDA units with AA-level type unit identification codes (UICs) may select a date to be designated as their organization's Unit Day. This 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. If Combat Arms Regimental System (CARS) or U.S. Army Regimental System (USARS) regiments desire a regimental Unit Day, commanders of all active elements of the regiment 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 a Unit Day, accompanied by the rationale for its selection, to the U.S. Army Center of Military History, (ATMH-FPO), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319-5060. The CMH will provide each organization designated in paragraph 4-1a with a certificate, suitable for framing, that attests to its approved Unit Day. The certificate should be displayed in an appropriate, conspicuous place within the unit area.

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

4-11. Unit special designations

a. A special designation is a unit nickname selected for use by a MTOE unit or a TDA organization. The purpose is to enhance the morale and esprit de corps 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—a word or phrase used by an organization continuously for the last 30 years or more. “The Old Guard” used by the 3d Infantry Regiment is a well-known example.

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

c. Approval of a unit’s special designation is the responsibility of the CMH. Units eligible for a special designation are MTOE/TDA organizations authorized an organizational color, distinguishing flag, or guidon (except battalions/squadrons of regiments that have an active regimental headquarters (that is, 2d Cavalry Regiment and 75th Ranger Regiment) or lettered companies of battalions, unless authorized under paragraph 4-11h).

d. For approval the commander/director of such organizations submits a memorandum through their chain of command to the U.S. Army Center of Military History, (ATMH-FPO), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319-5060. The request must include a rationale for the selection and may be accompanied by supporting evidence such as newspaper clippings, photographs, and applicable extracts from available unit histories, unit letterhead, and so forth. In addition, the selection should be drawn from the unit’s heritage, be in good taste, and reflect positively on the unit, its Soldiers, and the Army.

e. For approved MTOE units, the special designation will appear in parentheses following a unit’s official designation on the DA Form 7775/DA Form 7775-1 and unit letterhead. It will not appear on colors, flags, or guidons.

f. For approved MTOE and TDA units, the CMH will furnish a certificate acknowledging the unit’s special designation signed by the Chief of Military History and suitable for framing. The certificate should be displayed in an appropriate, conspicuous place within the unit area.

g. Only one special designation will be approved for any color-bearing, flag-bearing, or separate guidon-bearing organization, except as provided in paragraph 4-11h. Once a special designation has been approved for an organization, no other organization (MTOE/TDA) may be authorized official use of the same designation unless it submits valid evidence of having used that special designation continuously for the last 30 years or more. If CARS or USARS regiments desire a regimental special designation, commanders of all active elements in the regiment will coordinate their selection and agree upon a single special designation for their regiment before the designation will be approved.

h. 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.

i. Special designations are separate and distinct from unit mottoes and call signs. For additional information regarding mottoes units can contact The Institute of Heraldry, 9325 Gunston Road, Fort Belvoir, Virginia 22060-5579. Call signs are locally determined and are not officially recorded above the local level.

4–12. Unit decoration certificates

Certificates attesting to the award of U.S. Army unit decorations may be requested from the U.S. Army Human Resources Command, Awards, and Decorations Branch, (AHRC–PDP–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5408.

4–13. Staff Assistance Visit Program

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

- (1) Manning and selection of professional staff personnel.
- (2) Location within the staff and access to the commander.
- (3) Historical publications produced by the history office (quantity and professional quality).
- (4) Annual histories produced by the history office (completeness and in compliance with this regulation).
- (5) Research collection (available documents and reference works to accomplish assigned missions).
- (6) Historical services performed (for example, military history instruction/classes, staff rides, and historical studies).
- (7) Lineage and honors recordkeeping and displays.
- (8) Professional development activities to include funding and training opportunities.
- (9) Resourcing of the historical program, to include funding, personnel, equipment, office space, and training opportunities.

b. ACOM, ASCC, and DRU command historians will conduct staff assistance visits on subordinate CHOs in accordance with criteria outlined in paragraph 4–13a. These elements also have the authority to conduct certification inspections of their subordinate CHOs and with all UHOs at division, brigade, and battalion levels.

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 (see AR 840–10), organizational historical property (see paras 6–2 and 6–6), organizational history files (see para 4–6d), and other tangible assets. By authority of the SECARMY, the CMH is the sole authority for establishing and maintaining the lineages of Army organizations. Each lineage entry is supported by substantial proof, normally documentary in nature. Arbitrary establishment of historical continuity between old and new units is prohibited.

b. The CMH 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 CMH will also—

(a) Furnish the official DA Form 7775/DA Form 7775–1 directly to the unit commander. Higher headquarters, museums, and other organizations may request copies of the official certificate from the unit commander.

(b) Prepare DA Forms 7775/DA Forms 7775–1 for armored cavalry regiments, cavalry regiments, regiments assigned to training divisions, and regiments allotted to the Army National Guard at the regimental level.

(c) Prepare DA Forms 7775/DA Forms 7775–1 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 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 DA Forms 7775/DA Forms 7775–1, when available, provided such requests include the organizations' UICs.

(2) Certify entitlement to honors for active MTOE organizations and, where possible, entitlement to honors for TDA organizations authorized a distinguishing flag. See AR 840–10: Award of new honors is governed by AR 600–8–22.

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

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

(1) Submit all (Regular Army and Army Reserve MTOE organizations) requests for DA Form 7775/DA Form 7775–1 in writing to the U.S. Army Center of Military History, (ATMH–FPO), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319–5060. Units will route requests through chain of command where applicable.

(2) Submit (Army National Guard MTOE organizations) requests for DA Form 7775/DA Form 7775–1 through the NGB to the CMH.

(3) Display the official DA Form 7775/DA Form 7775–1 in an appropriate, conspicuous place within the unit area. Upon inactivation, disbandment, or receipt of a new certificate, the old certificate will be destroyed.

(4) Place a copy of the DA Form 7775/DA Form 7775–1 in the unit's organizational history file for permanent retention (see para 4–6d).

(5) Ensure that the honors displayed on the organizational color, distinguishing flag, or guidon reflect those listed on the organization's DA Form 7775/DA Form 7775–1 (see para 5–4).

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 or similar designation.

c. The lineage of a color-bearing organization resides in the headquarters element. The organizational continuity of an Army National Guard unit will be determined by the continuity of an active headquarters element. Reorganization of a headquarters element as an organic element of a color-bearing or standard-bearing organization will not in and of itself break the lineal continuity of an organization, provided a headquarters element remains active within the organization.

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 transferred from a color-bearing organization, the lineage of that element transfers with it.

g. The date of Federal recognition determines the date of organization of an Army National Guard unit. In the absence of a firm date of Federal recognition, or in cases where a unit organized prior to the statutory requirement for federal recognition, the date of organization will be determined by the CMH using official documents whenever possible (see para 5–1a).

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

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

j. Inactivation, 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 SECARMY. The basis of the official link between the disbanded organization and the reconstituted unit is the SECARMY's clearly expressed intent to perpetuate the disbanded organization.

l. A former Army National Guard organization that has had its federal recognition withdrawn due to federally mandated changes in the force structure may be reconstituted by the SECARMY.

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.
- b. War service credit may be awarded to an organization as specified in AR 600–8–22. 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.
- 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. The CMH will determine the honors of each newly formed CARS or USARS regiment at the time of its organization under CARS or USARS on the basis of the preceding sections of this paragraph. For the purposes of this regulation, the term applies to the following combat arms regiments: Air Defense Artillery, Armored, Aviation, Cavalry, Field Artillery, Infantry, Rangers, and Special Forces. After the regiment has been organized under CARS or USARS, the parent regiment will accrue honors in accordance with the following principles:
 - (1) Honors, with the exception of decorations awarded by foreign governments, campaign participation credit accrued under the provisions of paragraph 5–3d(2), and U.S. decorations accrued under the provisions of paragraph 5–3e, 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 5–3d(2), 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.
- n. Entitlement to an honor, once determined, will not be withdrawn or altered except upon determination by the CMH that 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. Only those honors authorized by the SECARMY will be displayed by organizations while in Federal service.
- b. A color-bearing organization that is not an element of a CARS or USARS regiment will display its honors only on the color of the organization's headquarters.
- c. An organic guidon-bearing element of a 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. After 2007, any U.S. unit award independently earned by a battalion's organic guidon-bearing elements (but less than one third) will not be considered a duplication of a similar battalion (squadron) honor and may be displayed on the appropriate company (troop or battery) guidon.
- e. 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, on the colors of all its color-bearing elements, and on the guidons of any guidon-bearing elements immediately subordinate to the regiment.

(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, or a guidon-bearing element immediately subordinate to, a CARS or USARS regiment, except those listed in subparagraphs 5–4e(5) and 5–4e(6), will bear a distinctive earned honor device as referenced in AR 600–8–22. The earned honors of these color-bearing and guidon-bearing elements will be indicated by asterisks on their DA Forms 7775/DA Forms 7775–1.

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

(6) Organic squadrons of armored cavalry regiments and squadrons of fixed tactical cavalry regiments are not authorized streamers representing honors for their colors.

(7) A guidon-bearing element organic to a color-bearing organization subordinate to a CARS or USARS regiment will display honors as directed in the provisions of paragraph 5–4c.

f. 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 6

Army Museum Enterprise and Army Artifact Collection

6–1. Organization and operation of Army museums and museum activities

a. The AME is a network of museums, training support facilities, historical artifact collections, and museum support centers that perform education, training, research and development, conservation and preservation, and public outreach for the Army. Army museums are appropriated fund entities organized on a permanent basis that use a professional staff. Army museums possess and manage historical artifacts and art, exhibit artifacts, and educate Soldiers and visitors on a regular basis, and meet the requirements of AR 870–20. Training support facilities meet all the standards of Army museums but have the primary mission of training and education of Soldiers using material culture.

b. Users should consult AR 870–20 as the primary reference concerning the AME, Army historical collections, museums, and accountability of historical artifacts and art. AME activities will be organized in accordance with AR 870–20.

c. Museum professionals and Army historians should collaborate regularly to enhance the execution of unit historical programs and the conduct of training and education at Army schools. Some possible areas of collaboration include but are not limited to the following:

(1) Creating historical displays for unit headquarters and other garrison areas.

(2) Unit and Army history commemoration events.

(3) Museum tours for professional development activities like the preliminary study phase of staff rides.

(4) Utilize museums as venues for new personnel orientations, promotions, changes of command, and re-enlistments.

6–2. Acquisition and accountability of historical artifacts and art

a. The acquisition of historical artifacts or Army art is governed by procedures established in AR 870–20.

b. Historical artifacts and art held in custody by any Army agency or organization, including those held overseas, are part of the Army Historical Collection and will be accounted for, cataloged, preserved, transferred, and disposed of in accordance with AR 870–20.

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

d. Historical artifacts or art for regiments organized under the USARS will be held in the custody at the designed regimental headquarters, or if no headquarters has been established, by the lowest numbered battalion, squadron, company, troop, or battery.

6-3. Museum inspection programs

The AME activities will be inspected in accordance with AR 870-20.

6-4. The Army Artist Program

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

(1) The CMH will establish criteria and standards for artwork to be produced.

(2) Army artists may be attached singly to MHDs for field exercises and for contingency and combat operations. Detachment OICs will be responsible for guidance to art program teams on historical coverage required.

b. Members and alternates for artist teams will be selected by the CMH from applications submitted by qualified military personnel and civilian experts.

6-5. Preservation and conservation of historical artifacts and art

a. The deterioration of historical artifacts and works of art will be minimized through the use of proper preservation and conservation practices according to prescribed museum standards.

b. Conservation encompasses actions taken that preserve or prolongs the life of museum objects. Conservation is an action that minimizes the chemical and physical deterioration of objects.

c. Preservation or preventive conservation typically prevents further deterioration by stabilizing the environment and controlling the causes of deterioration to discourage damage or destruction of objects.

d. Procedures for the preservation and conservation of Army historical artifacts and art are prescribed in AR 870-20.

e. Artifacts will not be used for their original function, unless the Executive Director, CMH grants a consumptive use waiver.

f. Commands and organizations wishing to utilize Army artifacts in a parade, living history demonstration, or other comparable activity must obtain a waiver from the Chief of Military History or use reproduction or original non-artifact items. For resources in obtaining reproduction items, contact your local Army museum or the CMH (ATMH-MDC), Historical Materiel Division-Property Branch, via CMH Answers: usarmy.mcnair.cmh.mbx.answers@army.mil.

6-6. Disposition of historical property for inactivating units

On inactivation of a unit having custody of organizational historical artifacts and art, the commander will request, in writing, disposition instructions from the CMH (ATMH-MDC), Historical Materiel Division-Property Branch, via CMH Answers: usarmy.mcnair.cmh.mbx.answers@army.mil. The center will respond with specific disposition instructions. The CMH will only retain those assets that are classified as artifacts and will not retain other property in storage.

6-7. Storage of flags, colors, streamers, and associated items

a. The responsibility for the storage, care, and accountability for historical and retired U.S. flags, distinguishing flags, streamers, companion-sized U.S. flags, organizational colors, guidons, and associated materials is delegated to the CMH in compliance with 10 USC 7565.

b. U.S. flags, distinguishing flags, streamers, companion-sized U.S. flags, organizational colors, guidons, and associated material from inactivating MTOE units will be reported to the CMH (ATMH-MDC), Historical Materiel Division-Property Branch, via CMH Answers: usarmy.mcnair.cmh.mbx.answers@army.mil 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. For disposition instructions, see AR 840-10. The CMH will only retain those assets that are classified as artifacts and will not retain other property in storage.

6-8. Army Museum Enterprise archival holdings

Archival materials (documents, photographs, films, audio, and videotapes) maintained for research and reference purposes will be administered in accordance with AR 25-1, AR 25-400-2, or AR 870-20. Classified documents will be safeguarded in compliance with AR 380-5.

Chapter 7

Oral History

7-1. Oral history in the U.S. Army

a. Oral history activities are an integral part of the AHP and focus on persons, events, and topics of historical interest to the Army. Oral history interviews obtain historical information that may not otherwise be recorded or preserved for posterity. Oral history materials, including the recordings of interviews, are official Army historical materials and should be preserved.

b. Oral history is a method of gathering and preserving historical information through the recording of oral testimony with participants in past events to capture unique perspectives and individual knowledge about specific subjects. Examples of such subjects might be an individual's role and experiences in a combat operation or an individual's duties, actions, and observations based on tenure in a staff position in a major headquarters.

(1) Oral history interviews and oral history projects do not "develop or contribute to generalizable knowledge," therefore, they do not constitute "research" as defined by the Common Rule (45 CFR 46, (see part 102)) and overseen by the Office for Human Research Protections, U.S. Department of Health & Human Services. As a consequence, U.S. Army oral history interviews and projects are excluded from Institutional Review Board review.

(2) The Chief of Military History delegates to the senior Army historian in the CHO of ACOMs, ASCCs, or DRUs the authority to determine whether an interview constitutes an oral history (see para 7-2b(2)).

c. Oral history encompasses several types of interviews.

(1) The exit interview, which is conducted near the end of a person's tour of duty and focuses on the experiences of that individual in a particular assignment.

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

(3) The subject interview, which concentrates on a single event or topic, such as a battle or the formulation of a policy.

(4) The after-action interview, which is normally conducted by MHDs or official historians about recent military operations or exercises as part of their mission to collect and preserve historical documentation on U.S. Army operations in the field.

(5) Any of the listed interviews may be iterative in nature, requiring multiple sessions to cover lengthy and complex topics.

7-2. Responsibilities

a. The Chief of Military History—

(1) Is the proponent for oral history in the Army and, as such, provides policy guidance, advice, and support for U.S. Army oral history programs, policies, and procedures.

(2) Determines whether interviews conducted by Army historians, civilian and military, constitute oral histories (see para 7-1b(1)).

(3) Recommends standards for oral history programs and materials.

(4) Conducts training programs in oral history techniques.

(5) Publishes selected interviews and oral history anthologies and monographs.

(6) Assures accountability and preservation of oral history materials held by the offices and organizations in the AHP.

(7) Facilitates the collection and disposition of wartime and field operational interviews. The Chief of Military History will ensure that such interviews are conducted in a timely manner while important details are still vivid.

b. CHOs and UHOs will—

(1) Include an oral history program as part of their command historical programs.

(2) Develop standard operating procedures to assure collection, preservation, and disposition of oral histories.

(3) Collect and preserve wartime and field operational oral history interviews in accordance with mission requirements.

(4) Use the U.S. Army Guide to Oral History, available on the CMH website at <https://history.army.mil/>, as a reference in designing the oral history component of their command historical plans.

c. All organizations, including MHDs, conducting oral history interviews should (subject to mission requirements)—

(1) Complete an access agreement before beginning an interview. The interviewer will inform the interviewee(s) of the requirement to execute DA Form 7273 (Access Agreement for Oral History Materials), which is the approved DA form for access agreements. This form is available on the Army Publishing Directorate website. Access agreements clarify literary rights, establish informed consent by participants, and protect the Army's ability to use the contents of interviews. Access agreements may not be used to block third-party access to oral histories, and interviewers should inform interviewees that the interview should be considered "on the record." A representative of the agency conducting the interview (preferably the interviewer) will accept the DA Form 7273 on behalf of the Army and store the document with the oral history.

(2) Ask the following questions at the beginning of an interview so that the questions and the answers are recorded:

(a) "Are you sitting for this interview voluntarily?"

(b) "Do you have any objections to this interview being used by Army historians or outside researchers, provided that you are quoted or represented accurately?"

(c) "Do you understand that you may choose not to answer questions and that you may stop this interview at any time?"

(3) Ensure that interviews are transcribed commensurate with program, mission, and classification requirements and retain original recordings and the ability to utilize them.

(4) Deployed MHDs and deployed historians should provide the CMH with copies of transcripts and digital recordings to the U.S. Army Center of Military History, (ATMH-FP), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319-5060; and the U.S. Army Heritage and Education Center, 950 Soldiers Drive, Carlisle Barracks, PA 17013-5021.

d. For detailed guidance on Army oral history methods and procedures refer to the U.S. Army Guide to Oral History, which is available from the U.S. Army Center of Military History, (ATMH-FP), 102 Fourth Avenue, Building 35 Collins Hall, Fort McNair, DC 20319-5060, or on the CMH website (<https://history.army.mil>).

7-3. Army oral history programs

a. *End of tour Interview Program.* The EOT Interview Program consists of exit interviews with the senior officials of the Secretariat and Army Staff; commanders of ACOMs, ASCCs, and DRUs; commandants and deputy commandants of TRADOC schools and the U.S. Army Medical Center of Excellence; corps and division commanders; commanders of theater and corps support commands; and any individual whose experience in a specific position or assignment is historically noteworthy. Current requirements are listed in appendix E.

(1) The CMH is the responsible agency for the EOT Interview Program and determines specific interview responsibilities and requirements for the program.

(2) EOT program interviews should incorporate the core questions found in the U.S. Army Guide to Oral History, which is available on the CMH website (www.history.army.mil).

(3) A U.S. Army historian will conduct all EOT interviews. The interviewing office will ensure that EOT interviews are transcribed and distributed in accordance with paragraphs 7-2c(3) and 7-2c(4). The interviewing office will inform the interviewee of the intended disposition of the final transcript prior to the interview. For EOT interviews, disposition should include providing the incoming commander a copy of the final transcript or other derived product.

b. *U.S. Army Heritage and Education Center oral history programs.* USAHEC manages two oral history programs: the Senior Officers Oral History Program (SOOHP) and the Division Command Lessons Learned (DCLL) Program. Through the SOOHP, historians from USAHEC interview retired senior Army leaders about their lives and military careers. Under DCLL, USAHEC historians interview serving division commanders about their tenures as commanders.

c. *U.S. Military Academy Center for Oral History.* The Department of History at the U.S. Military Academy runs the Center for Oral History recording, preserving, and presenting the stories of Soldiers, statesmen, and others who have influenced the profession of arms. This creates new primary source material and inspires, educates, and develops cadets while enhancing the public's understanding of the experience of the Soldier.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, Department of the Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>.

AR 25–1

Army Information Technology (Cited in para 2–5a.)

AR 25–30

Army Publishing Program (Cited on title page.)

AR 25–400–2

Army Records Management Program (Cited in para 1–4a(2).)

AR 600–8–22

Military Awards (Cited in para 5–1b(2).)

AR 690–950

Career Program Management (Cited in para 1–4e(2).)

AR 840–10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates (Cited in para 5–1a.)

AR 870–20

Army Museum Enterprise and Army Artifact Collection (Cited in para 6–1a.)

Section II

Prescribed Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>.

DA Form 7273

Access Agreement for Oral History Materials (Prescribed in para 7–2c(1).)

DA Form 7775

Lineage and Honors Certificate (Prescribed in para 4–6d(8).)

DA Form 7775–1

Lineage and Honors Certificate (Continuation Sheet) (Prescribed in para 4–6d(8).)

Appendix B

Instructions for the Preparation of the Annual History

B–1. Coverage

Choosing topics to be included in the annual history is a continuing process for the CHO or UHO. The history should be clear and concise and report all items of major historical significance to the command. It should emphasize those events that had a major impact on the policy, organization, and functions of the command. 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 should include—

- a. Description and explanation of major organizational, mission, and function changes.
- b. Organizational charts and rosters of key personnel for assigned and attached units for the reporting command and subordinate organizations.
- c. Impact of resources (personnel and funds) on mission accomplishment.
- d. Input and output of branch/service school courses (school annual histories).
- e. Background and reasons for major policy decisions.
- f. Relationships with higher headquarters and next subordinate commands, including impact of decisions made by higher authority.

B–2. Classification

Annual histories are usually unclassified; however, they may include items with a security classification up to the appropriate level. 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 in accordance with AR 380–5.

B–3. Format

- a. *Cover*. Annual histories will include covers with title, name of the reporting organization, and period covered.
- b. *Title page*. The title page is the first page following the cover and may include, in addition to the information cited, the assigned requirements control symbol and the author's name and title.
- c. *Commander's summary*. Annual histories may 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 may be included for annual command histories.
- e. *Organization*. Organization is by staff sections and/or subordinate units. Typical information included is—
 - (1) Mission and organization.
 - (2) Key personnel. Include photographs of key personnel. These should include, but are not limited to, senior commissioned officers, senior warrant officers, and senior noncommissioned officers.
 - (3) Significant events.
 - (4) Glossary of terms.
 - (5) Supporting documents.
- f. *Documentation*. 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 organizational documents is encouraged, but not required.

Appendix C

Command Report (Sample Format)

C–1. Sample Format

The following outline (fig C–1) is only a recommended format for command reports. Users, however, should attempt to address the tasks that are cited.

(CLASSIFICATION)

Issuing Headquarters

Place of Issue

Date Command Report No.

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

References: OPLAN/OPORD #

Map Sheets

Narrative Summary

1. Background. A concise narrative summary of the more important events preceding the period to be covered in the command report. It will include both friendly and enemy action that determined the situation existing at the beginning of the reporting period.
2. Task Organization. Can be descriptive. The detailed organization should be in the attachments.
 - a. Friendly task organization
 - (1) Unit (Numerical Designation)
 - (2) Type (Infantry, Armor, Field Artillery, and so forth)
 - (3) Command relationship other than assigned (direct support, general support, attached, and so forth)
 - (4) Location (Grid)
 - (5) Commander
 - (6) Combat effectiveness (Commander's Journal)
 - b. Summary of tactical operations
 - (1) Enemy situation
 - (2) Missions
 - (a) Missions from higher headquarters
 - (b) Restated missions
 - (c) Unit commander's intent
3. Chronology of Events.
 - a. Orders issued
 - b. Orders received from higher headquarters
 - c. Unit reports received
 - d. Movements begun, movements completed
 - e. Enemy contacts
 - f. Changes in task organization
 - g. Events particular to individual warfighting functions
 - h. Listing of Friendly casualties

Figure C-1. Command Report

4. Commander's Comments. Commander should personally write or approve the contents of this paragraph. The unit historian will frequently provide proposed comments to the commander. It is their opportunity to describe the operation from the command perspective. The commander should discuss reasons for success or failure. The commander may comment on equipment, personnel, training limitations, or other significant issues. The commander may also point out certain individuals who merit recognition.
5. Lessons Learned. Lessons learned should be arranged by warfighting functions and discussed in the following format:
 - a. Observation (should indicate if the comment applies to doctrine, training, organization, materiel, or leadership).
 - b. Discussion
 - c. Lessons Learned
 - d. Recommended Action
 - e. Comments
 - f. Warfighting Functions
 - (1) Mission Command
 - (2) Movement and Maneuver
 - (3) Intelligence
 - (4) Fires
 - (5) Sustainment
 - (6) Protection
6. Documentation. Attach the following supporting documentation to the command report if available. List them in the following order:
 - a. Unit-generated information
 - (1) Operation orders and plans; intelligence summaries
 - (2) Unit journals. Each staff section at division and higher headquarters keeps its own journal. These should be separated by section and then arranged chronologically. Attached to each journal should be the referenced reports, received and sent fragmentary orders, spot reports, and so forth.
 - (3) Official maps, overlays, and charts
 - (4) Briefing slides and associated scripts, if available. Paper copies of all available slides used to brief unit command group and visitors.
 - (5) Electromagnetic media. Computer tapes and disks used by the unit during combat operations. Hard disk data should be downloaded onto CD/DVD.
 - (6) Audiovisual tapes. Official cassettes, such as those obtained from gun cameras, remotely piloted vehicles, public affairs teams, combat camera teams, and so forth.
 - b. Other official documents
 - (1) Interviews and statements from participants
 - (2) Captured enemy maps or documents
 - (3) Other documents that contribute to understanding the unit's operation

Figure C-1. Command Report-Continued

NAME, RANK, DUTY POSITION, AND UNIT OF PREPARER

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

.

(CLASSIFICATION)

Command Report distribution

- a. Next higher commander
- b. CMH (Center of Military History)
- c. CALL (Center for Army Lesson Learned)
- d. MHI (Military History Institute)
- e. Others as required.

Figure C-1. Command Report-Continued

C-2. Reporting agencies and commands

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

Appendix D

Interview Report

D–1. Interview package

The following information should be reported for each interview:

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

D–2. Interview distribution

Furnish copies upon request to—

- a.* U.S. Army Center of Military History (ATMH–FP), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319–5058.
- b.* Center for Army Lessons Learned, Building 50, 10 Meade Avenue, Fort Leavenworth, KS 66027.
- c.* U.S. Army Heritage and Education Center, 950 Soldiers Drive, Carlisle, PA 17013–5021.
- d.* Others as required.

Appendix E

Specific Requirements for the End of Tour Interview Program

E-1. End of tour interviews

Table E-1 identifies both positions for which incumbents should be interviewed for the EOT Interview Program and the organization responsible for conducting the interview.

Table E-1 Interview Responsibility	
Title/Position	Responsibility¹
Army Secretariat ²	CMH
Chief of Staff, Vice Chief of Staff, Director of the Army Staff	CMH
HQDA principal officials (political appointees, GOs, members of the senior executive service)	CMH
CNGB	NGB ³
Director, Army National Guard	NGB
Chief, Army Reserve	Army Reserve historian
Chief of Engineers	USACE Office of History
Commanders and Deputy Commanders of ACOMs, ASCCs, and DRUs	Command historians ⁴
Commandants and Deputy Commandants of Army Schools and Centers	School/Center historians ⁵
Corps Commanders	Corps historians
Army Theater and Expeditionary Sustainment Command	ACOM/Corps historians
Division Commanders	FORSCOM historians ⁶

¹The CMH will ensure that coordination is effected to execute EOT interviews with Army GOs on special assignments.

²The USACE History Office will interview the Assistant Secretary of the Army (Civil Works).

³When the CNGB is an Army officer.

⁴Command historians will execute this program, with senior historians conducting theater level support command interviews and corps historians conducting corps support command interviews.

⁵Exclusive of DCLL (see para 7-3b).

E-2. Other end of tour interviews

Historians and historical officers should interview principal staff officers within an organization, senior civilians, and major subordinate commanders and deputies to provide a broad historical perspective of current events and operations.

Appendix F

Management Control Evaluation Checklist

F-1. Function

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

F-2. Purpose

The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key management controls outlined below. It is not intended to cover all controls.

F-3. Instructions

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

F-4. Management control questions

a. The following management control questions apply to 2 through 4-Star Army Level Commands:

- (1) Does the organization have a CHO that is adequately staffed to accomplish its assigned mission (paras 4-2 and 4-3a)?
- (2) Has the organization applied military history to leader development (paras 1-4f and 1-4g)?
- (3) Has the organization submitted the annual command history (paras 4-7a, 4-7b, and 4-7c)?
- (4) Has the organization established and maintained a command historical research collection program (para 4-6b)?
- (5) Has the unit established an organizational history program (paras 4-1c and 4-8)?
- (6) Has the organization conducted oral history interviews in accordance with paragraphs 7-2b and 7-3a?

b. The following management control questions apply to Colonel through 1-Star Army Level Commands:

- (1) Does the organization have a UHO with an appointment order signed by the unit commander stating this will be an additional duty task (paras 4-2 and 4-3b)?
- (2) Has the organization applied military history to leader development (paras 1-4f and 1-4g)?
- (3) Has the organization submitted the annual command history (paras 4-7a, 4-7b, and 4-7c)?
- (4) Has the organization established and maintained a command historical research collection program (para 4-6b)?
- (5) Has the unit established an organizational history program (paras 4-1c and 4-8)?
- (6) Has the organization conducted oral history interviews in accordance with paragraphs 7-2b and 7-3a?

c. The following management control questions apply to deployable 2 through 4-Star Army Level Commands: Has the organization planned for appropriate transition of its history assets to a contingency or increased readiness status (para 1-4g(5))?

F-5. Supersession

This evaluation replaces the evaluation for the administration of military history in the Army previously published in AR 870-5, dated 16 September 2021.

F-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to: Chief of Military History, U.S. Army Center of Military History (ATMH-ZA), 102 Fourth Avenue, Building 35, Collins Hall, Fort McNair, DC 20319-5060.

Glossary of Terms

Accountable officer

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

Archivist

An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context.

Army art

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

Army historical collection

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

Army Staff

Principals and their staffs and forward operating agencies (FOAs) reporting to and supporting the CSA.

Army University Press

Replaces Combat Studies Institute.

Certification inspection

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

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.

Combat Arms Regimental System

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 Reserve. See USARS term.

Conservation

Attempts to preserve records in their original format, or treatment and repair of individual items to slow decay or restore them to a usable state.

Department of the Army Historical Summary

The DAHSUM serves as the annual command history of HQDA. It is a historical overview of significant Army events, decisions, and activities.

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.

Headquarters, Department of the Army

HQDA; consisting of the SECARMY; Army Secretariat; CSA; and Army Staff and their FOAs.

Historian

An individual, either military or civilian, who has received specialized academic training and occupies a military history position specified by a TDA, TOE, or MTOE.

Historical artifacts

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

Historical collection

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

Historical officer

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

Historical research collection

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

Honors

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

Lineage

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

Military history

An objective, accurate, descriptive, and interpretive record of all activities of the Armed Forces in peace and war, including history written by official Army organizations. In this regulation, military history is used in both general and official contexts.

Modified table of organization and equipment

A document that prescribes the modified basic TOE necessary to adapt it to the needs of a specific unit or type of unit.

Museum activity

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

Oral history

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

Organic element

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

Organizational historical property

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

Organizational history file

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

Parent regiment

An administrative entity organized under the CARS or the USARS to perpetuate the history of the elements of the organization.

Preservation

Activities which prolong the usable life of archival records. Preservation activities are designed to minimize the physical and chemical deterioration of records and to prevent the loss of informational content.

Records

For purposes of this regulation, records include all documents that are either official or unofficial, unless otherwise specified.

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

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

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.

U.S. Army Regimental System

See AR 670–1. 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.

Unit

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

Unit historical officer

Uniformed officers or civilians assigned as unit historians as an additional duty designated by the unit commander.

Unit identification code

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

Warfighting functions

Replaces Battlefield Operating Systems.

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