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**HISTORICAL ACTIVITIES
MILITARY HISTORY
RESPONSIBILITIES, POLICIES, AND
PROCEDURES**

ARMY REGULATIONS }
 No. 870-5 }

HEADQUARTERS,
 DEPARTMENT OF THE ARMY
 WASHINGTON 25, D.C., 12 October 1962

HISTORICAL ACTIVITIES

MILITARY HISTORY—RESPONSIBILITIES, POLICIES, AND PROCEDURES

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*These regulations supersede AR 220-305, 18 March 1949, including C 1, 19 December 1956; AR 220-306, 13 November 1958; AR 220-345, 18 October 1954; AR 335-81, 23 August 1960; AR 743-22, 29 March 1962; AR 870-45, 22 July 1958; SR 600-730-5, 31 March 1954, including C 2, 30 September 1954; SR 870-10-1, 18 June 1952, including RCSCSHIS 3(R1); and DA Memo 345-3, 26 January 1955.

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SECTION I

GENERAL

1. Purpose and scope. These regulations set forth the general responsibilities, policies, and procedures concerned with the preparation and use of military history, and the specific objectives, policies, and responsibilities for the planning and conduct of the Army Historical Program and associated command historical programs.

2. Definitions. *a.* "Military history" is an objective, accurate, descriptive, and interpretive record of all activities of armed forces in peace and war. From its study lessons relevant to current and future situations may be drawn.

b. The "Army Historical Program" is the scheme of administrative action devised for attaining, through the preparation and use of military history, specified objectives of the Department of the Army.

c. A "Command Historical Program" is that plan of all organizations subordinate to Headquarters, Department of the Army, for attaining objectives as assigned by the "Army Historical Program" and implementing directives, and objectives conceived by local commanders as necessary and appropriate in discharging the responsibilities assigned by these regulations.

d. An "Army historian" is a professionally qualified historian, either military or civilian, who occupies a position specified by a table of distribution or a table of organization for the discharge of military history responsibilities.

e. An "Army historical officer" is an individual,

either military or civilian, who is assigned responsibilities for military history activities, in addition to other duties.

f. A "staff historian" is either an Army historian, or an Army historical officer, who has been assigned staff responsibilities for military history activities on the staff of a commander.

g. A "staff historical office" is a staff section established by a table of distribution or a table of organization within the headquarters of a command to assist the commander in the discharge of his military history responsibilities.

3. Objectives. *a.* To achieve within the Army a generally accepted realization that military history is a basic source of knowledge for the solution of problems and the attainment of advances in the theory and practice of military science.

b. To utilize military history continuously, regularly, and fully in all Army activities so as to achieve—

- (1) Doctrine appropriate to the demands of modern war.
- (2) Training and professional proficiency.
- (3) The highest degree of individual and organizational morale and esprit.

c. To inform other elements of Government, and American people, about the Army's past.

4. Application. These regulations apply to all commands, activities, installations, and organizations of the active Army and Army Reserve, and the National Guard when in active Federal service.

SECTION II

AUTHORITY AND GENERAL RESPONSIBILITIES

5. General. This section assigns only general responsibilities for the preparation and use of military history, and is supplemented by the sections which follow and outline the specific responsibilities applying to designated personnel, commands, and agencies.

a. Command responsibility. The conduct of military history programs is a command responsibility. Discharge of this responsibility includes planning, programming, and executing military history programs and insuring compliance with regulations, historical directives, and Department of the Army policies.

b. Staff responsibility. The commander is assisted in the discharge of his military history responsibilities by the staff historian on his staff. The staff historian must be informed of existing and projected plans and policies of the command, and he in turn must keep the commander and rest of the staff informed about the military historical responsibilities of the command, both for preparation and for use of military history.

c. Individual responsibility.

- (1) Individual leaders, commissioned and noncommissioned, are responsible for broadening their professional knowledge and skills through individual effort or participation in formalized educational programs and are encouraged to pursue the study of military history as a professionally rewarding activity.
- (2) Because of the public trust placed in them, all individual military and civilian members of the Army are responsible for having a clear understanding of the basic events which have shaped the military heritage of the United States and the organizations to which they are assigned.

6. Secretary of the Army. In conducting the affairs of the Department of the Army, the Secretary of the Army insures the successful pursuit of a historical program which meets Army requirements for military history.

7. Under Secretary of the Army. Acting for the Secretary of the Army, the Under Secretary of the Army exercises direction and supervision

over all matters pertaining to the formulation, execution, and review of Army policies, plans, and programs concerning military history.

8. Historical Advisory Committee. The Committee consists of five military members, representing the military school system, and six civilian members appointed by the Secretary of the Army, representing the historical profession of the Nation. The following installations provide the military members of the Committee: the U.S. Army War College, the Industrial College of the Armed Forces, the U.S. Command and General Staff College, the U.S. Military Academy, and the U.S. Continental Army Command. The civilian members, one of whom is the chairman, serve for 5-year terms. The Historical Advisory Committee advises the Secretary of the Army and the Chief of Military History on such matters as the conformity of the Army's historical work and methods with professional standards, effective cooperation between the historical and military professions in advancing the purposes of the Army Historical Program, and the responsibility of the Chief of Military History to further the study of and interest in military history in both civilian and military schools.

9. Chief of Staff. The Chief of Staff is responsible to the Secretary of the Army for the preparation and implementation of the Army Historical Program.

10. Deputy Chief of Staff for Military Operations. Under the direction of the Chief of Staff, the Deputy Chief of Staff for Military Operations exercises general staff supervision over the activities of the Chief of Military History, and is responsible for the preparation of an annual historical summary of the operations of his office (sec. X).

11. Chief of Military History. Under the general staff supervision of the Deputy Chief of Staff for Military Operations, the Chief of Military History provides information on Army historical matters for the Secretary of the Army, the Chief of Staff, other members of the Army staff, subordinate Army commands, and other Government departments and agencies (including the

President, the Congress, the Secretary of Defense, etc.); formulates, executes, and reviews the Army Historical Program; coordinates and supervises all Army historical matters, including historical properties; prepares and publishes histories of the Army; provides historical background and precedent for the development of military plans, policies, doctrine, and techniques; and provides historical material and assistance to, and maintains liaison with, public and private agencies and individuals to stimulate interest and study in the field of military history.

12. Department of the Army staff agencies. Heads of all Department of the Army staff agencies are responsible for—

a. Encouraging their subordinates to use published historical information and experiences to the maximum extent in preparing staff actions, developing plans and doctrine when applicable, and reading for self-improvement (sec. III).

b. Maintaining in their offices copies of the publications listed in Department of the Army circulars of the 870-series which are appropriate to their activities.

c. Preparing an annual historical summary of the operations of their offices (sec. X).

d. In addition to the foregoing, The Surgeon General and the Chief of Engineers, as heads of agencies with operating responsibilities, are responsible for insuring the maximum use of military history in planning and executing the functions of their agencies and for preparing historical publications and historical monographs and studies (secs. V and VI).

13. ZI army commands. *a.* Commanders at all echelons are responsible for—

- (1) The preparation and use of military history as prescribed by these regulations and the Army Historical Program.
- (2) Insuring that all historical publications listed in Department of the Army circulars of the 870-series which are authorized their commands (sec. V) are made available to personnel of their commands.
- (3) Encouraging all leaders, commissioned and noncommissioned, to read, study, and

use the aforementioned historical publications.

b. The Commanding General, U.S. Continental Army Command, is responsible for insuring the maximum use of military history in the development of professional education and training of personnel in both troop units and service schools, for preparing historical monographs and studies (sec. VI), and for preparing an annual historical summary of the operations of his command (sec. X).

c. The Commanding General, U.S. Army Materiel Command, is responsible for insuring the maximum use of military history in planning and executing the functions of his command, for preparing historical monographs and studies (sec. VI), and for preparing an annual historical summary of the operations of his command (sec. X).

d. The Commanding General, U.S. Army Combat Developments Command, is responsible for insuring the maximum use of military history as guidance in developing changes to current doctrine and in formulating new doctrine, for preparing historical monographs and studies (sec. VI), and for preparation of an annual historical summary of the operations of his command (sec. X).

e. The Commanding General, U.S. Army Air Defense Command, is responsible for insuring the maximum use of military history in planning and executing the functions of his command, for preparing historical monographs and studies (sec. VI), and for preparation of an annual historical summary of the operations of his command (sec. X).

14. Oversea commands. *a.* The general responsibilities specified in paragraph 13*a*, are applicable to commanders at all echelons in oversea commands.

b. The commanders of the following listed commands are responsible for preparing historical monographs and studies (sec. VI) and for preparation of an annual historical summary of the operations of their commands (sec. X):

- (1) U.S. Army, Europe.
- (2) U.S. Army, Pacific.
- (3) U.S. Army, Alaska.
- (4) U.S. Army, Caribbean.

SECTION III

USE OF MILITARY HISTORY

15. General. A common understanding of the uses to which history will be put in the solution of military problems requires a general knowledge of the value of military history, its sources and forms.

a. The "value" of military history derives from the premise that knowledge is power, and from the nature of military history as a type of knowledge. A wealth of well-arranged knowledge is a prerequisite to the development of wisdom and educated guidance directed toward the solution of current and future problems.

b. The "sources" of military history are events in human experience. It is the facts surrounding these events which constitute the special type of knowledge required to support advances in the theory and practice of military science.

c. The "forms" of military history are quite diverse, ranging from raw facts to published historical narrative. The latter form possesses by far the greater utility to the average practitioner of military science.

16. Responsibilities. Regardless of the form of military history, its use is essential to the successful pursuit of a military career. Since most knowledge is gained through reading and study rather than through personal experience, military history is the best source of specialized knowledge available to the conscientious and responsible military professional. Accordingly each individual in the military profession is obligated to enlarge his body of military knowledge from military history, and consciously to seek a solution to the problems facing him through the use of military history.

17. Techniques of use. The Army recognizes four clearly distinguishable ways in which military history will be used in the major military activities discussed in paragraphs 18 through 22.

a. As a source of empirical data from which principles and procedures may be derived through the logical processes of induction and deduction.

b. As a substitute for personal experience that permits the vicarious development of familiarity with techniques and procedures requiring the highest skills.

c. As factual illustrations bridging the psychological gap between the real and the imagined, so as to stimulate individual interest and attention.

d. As a basis for establishing individual identification between the requirements of the present and the challenging deeds of the past, so as to establish new standards of thought and conduct transcending time, social position and personal inconvenience.

18. Development of doctrine. Doctrine is the expression of principles, policies, and concepts which are derived from experience or theory, and compiled and taught for guidance. The military professional must rely upon experience from the past and the present in determining through applied logic what should be done in the future. Accordingly, those who are responsible for the development of future military doctrine should employ, as appropriate, the findings of military history as background in the preparation of doctrine.

19. Plans and operations. The application of doctrinal principles to activities involving planning, programming, and operations will be based upon valid knowledge, and not upon any measure of intuition or desire to experiment. Where the knowledge available to planners and executives appears limited, the final planning efforts should include consideration of historical examples of similar situations.

20. Professional education and training. *a.* To supplement the knowledge of specialized military activities gained by personal experience or through formalized education, military professionals are expected to exploit Army historical publications in order to expand their store of military knowledge.

b. Historical examples will be carefully selected and liberally employed in military training in order to—

- (1) Assist in the visualization of abstract ideas, concepts, and principles.
- (2) Permit procedural comparisons reflecting varying degrees of success or failure.
- (3) Assist in understanding procedures, methods, and techniques.

(4) Provide group interest and motivation.

21. Morale and esprit. The ultimate goal in the development of troop morale and esprit is an "organizational" morale and esprit wherein each individual voluntarily subordinates self-interest to the objectives of the collective organization. Organizational history and associated activities will be used to picture the military organization as a subsisting entity with a heart and soul, a birth date, anniversaries, a home, ancestors, progeny, and successes and reverses so as to promote an individual identification with the organization which transcends time, social position, and personal inconvenience. The brave deeds and honorable service of the past will be established as the standards against which current and future performance will be measured.

22. Public and troop information. Military history is one of the most useful tools for public and troop information activities. By reflecting the glories, hardships, successes, and failures of our military, social, and cultural heritage, it is a source of pride and individual identification which can be used to achieve many Army goals. Accordingly, military history will be used, where appropriate in the following activities:

- a.* Displays and exhibits.
- b.* Military and civil celebrations.
- c.* Speeches.
- d.* News stories.
- e.* Radio and TV programs.

SECTION IV

ARMY HISTORICAL PROGRAM SYSTEM

23. General. *a.* The purpose of the Army Historical Program system is to provide an orderly means for supervising and controlling the preparation and use of military history in the attainment of Army objectives. The system consists of several interrelated components—a long-range historical plan, an Army fiscal year program, multiple command fiscal year programs, and parallel mobilization programs.

b. The Army Historical Program system does not duplicate the Army Control Program system, but rather is an ancillary system functioning in consonance with the latter to provide detailed guidance in a specialized area of activity to commands and agencies responsible for attaining Army fiscal year objectives.

c. The Chief of Military History is responsible for the functioning of the Army Historical Program system, and for preparation of the Army Long-Range Historical Plan, the Army Historical Program, and the Army Mobilization Historical Program. Commanders of organizations and agencies subordinate to the Department of the Army are responsible, as specified in paragraphs 26 and 27, for the preparation and implementation of command historical programs and command mobilization historical programs.

24. Army Long-Range Historical Plan. *a.* Army requirements for military history are projected over a 10-year period and formulated as objectives and policies into the Army Long-Range Historical Plan. The plan is revised annually and incorporated into a document which is published and distributed every 1 or 2 years, depending upon the significance of any changes made during revision.

b. The purpose of the Army Long-Range Historical Plan is to identify those future Army historical objectives which can be determined in the light of present circumstances and a reasonable prediction of Army requirements for the future. Thus the plan provides a basis for programmed continuity to Army historical activities, and serves as a guide to planners.

25. Army Historical Program. *a.* The Army Historical Program is the administrative tech-

nique for the management of the historical activities of the Army for the fiscal year period. The program specifies the objectives to be attained, the policies to be followed, and the budgetary matters to be considered. It serves as a means of task assignment, and provides a basis for implementing action, supervision, and progress measurement.

b. The program concerns itself with the nearest fiscal year period included in the Army Long-Range Historical Plan. It is revised annually and formulated in a program document which is published and distributed in sufficient time to provide guidance to subordinate commands and agencies in the preparation of command historical programs.

26. Command historical programs. *a.* A command historical program is the administrative technique for the management of the historical activities of a command for a fiscal year period. The term "command historical program" is primarily a generic term facilitating the management and discussion of matters concerning the preparation and use of military history, since command historical programs will be incorporated into and become a part of other regular programs of a command.

b. Where operating programs are required by AR 11-1, command historical programs will be included as an integral part of those programs. In those commands and agencies which are not required to prepare and implement operating programs, command historical programs will be incorporated into other routine programs of the command, i.e., the training program, the public and troop information program, the educational program, etc.

c. That part of a command's operating program or routine programs which constitutes its command historical program will consist of tasks assigned by the Army Historical Program and implementing directives, and objectives conceived by local commanders as necessary and appropriate in discharging the responsibilities assigned by these regulations.

27. Army Mobilization Historical Program. *a.* The Army Mobilization Historical Program is

the administrative technique for the management of historical activities during the mobilization period. It is concerned with the same time period as the Army Historical Program, which it will supersede in whole or in part if mobilization is directed.

b. Prior to the end of the mobilization period, a new Army Historical Program will be published to supersede the Army Mobilization Historical Program, upon termination of the mobilization period. The new program will be geared to the wartime historical requirements existing at that time.

c. Where commands, agencies, and installations are required by AR 120-5 to prepare command mobilization programs, such programs will make provision for discharging the responsibilities and tasks assigned in the Army Mobilization Historical Program.

28. Historical Program Advisory Committee.

a. In order to insure that the Army Long-Range Historical Plan and the Army Historical Program reflect a practical balance between user requirements and producer capabilities, the Chief of Military History is assisted in plan and program preparation by the Historical Program Advisory Committee, whose members represent both using and preparing agencies.

b. The Historical Program Advisory Committee consists of a chairman, a secretary, and three other members from the Office of the Chief of Military History, and one representative from each of the following: Office of the Deputy Chief of Staff for Operations; Office of the Deputy Chief of Staff for Personnel; U.S. Continental Army Command; U.S. Military Academy; U.S. Army War College; U.S. Army Command and General Staff College; U.S. Army Materiel Command; U.S. Army Combat Developments Command; and U.S. Army elements of major oversea commands when specifically designated.

c. The Historical Program Advisory Committee will meet at the call of the Chief of Military

History to evaluate and submit recommendations on proposed revisions of the Army Long-Range Historical Plan and Army Historical Program.

29. Historical directives. Since the documents discussed in paragraphs 24, 25, and 27 serve as planning guidance as well as directives, they are subject to change from the time of their publication until superseded. Accordingly, changes having general application will be made as change orders, with the same distribution as the document changed. Changes having only specific application will be made as letter directives addressed to the command or agency concerned.

30. Distribution. The Army Long-Range Historical Plan, the Army Historical Program, and the Army Mobilization Historical Program will be published and distributed during the month of November preceding the beginning of the target fiscal year. Distribution will be made to major commands and agencies subordinate to the Department of the Army in sufficient copies to insure at least one copy of the Army Long-Range Historical Plan document and the Army Mobilization Program document at installation level. Sufficient copies of the Army Historical Program document will be furnished to provide multiple copies at installation level for further distribution to each major TOE organization.

31. Execution and supervision. *a.* Execution of the Army Historical Program will be accomplished as prescribed therein, effective with the beginning of the target fiscal year. The Army Mobilization Historical Program is effective with the beginning of the target fiscal year, but will be executed only by specific direction, and then only in accordance with instructions issued at that time.

b. Supervision of execution will be continuous at all echelons. The Chief of Military History is responsible for overall Department of the Army supervision and will accomplish that function through the Historical Program Progress Report (sec. XIV) and a series of staff visits. A schedule of planned staff visits will be published at the beginning of each fiscal year.

SECTION V

HISTORICAL PUBLICATIONS

32. General. The Office of the Chief of Military History produces for the use of the Army and the general public a variety of historical works categorized as historical publications. This section establishes the policies, responsibilities, and procedures for the preparation, publication, and distribution of historical publications.

33. Definition. "Historical publications" are historical volumes constituting a systematically presented account of operational, logistical, or administrative events. Historical material contained therein may be presented in narrative, documentary, or pictorial form, or a combination of one or more of these forms. In some cases, when warranted by subject matter and interest, historical monographs and historical studies (sec. VI) may be redesignated as historical publications to be handled in accordance with the provisions of this section.

34. Responsibilities. The Chief of Military History is the final authority on matters concerning military history.

a. The Chief of Staff will approve each projected historical publication before work on it begins.

b. The Chief of Military History will submit proposed new historical publications for approval whenever warranted, and annually will furnish the Chief of Staff with a list of currently approved historical publications, together with recommendations for additions and deletions.

35. Preparation. Historical publications normally will be prepared in the Office of the Chief

of Military History. The preparation process will include research, writing, review, and editing. Historical publications will be prepared in accordance with professional standards prescribed by the Chief of Military History.

36. Publications. Historical publications will be published in accordance with the provisions of AR 310-1.

37. Distribution. *a.* Historical publications will be distributed within the Army in accordance with procedures acceptable to the Chief of Military History and The Adjutant General. Distribution will be down to battle group and separate battalion level, as appropriate from the standpoint of subject matter.

b. Unclassified historical publications will also be distributed to Government depository libraries, and will be sold to the public by the U.S. Government Printing Office.

38. Accounting. Historical publications will be accounted for in accordance with the provisions of AR 735-7600-1.

39. Disposition. When organizations are disbanded, discontinued, or otherwise are unable to care for and use Army historical publications, commanding officers thereof will turn in all excess historical publications to the nearest Army library. Army libraries receiving historical publications in this manner will request disposition instructions from the Chief of Military History, advising of the number of volumes by title.

SECTION VI

HISTORICAL MONOGRAPHS AND HISTORICAL STUDIES

40. General. This section establishes the policies, responsibilities and procedures for the preparation and distribution of historical monographs and historical studies.

41. Definitions. *a.* "Historical monographs" are detailed, systematically presented, historical works focused on a specific military subject.

b. "Historical studies" are systematically presented historical narratives on even more specific subjects, and are usually prepared in response to urgent unscheduled requirements of Army agencies.

42. Responsibilities. *a.* The Chief of Military History will approve each historical monograph before action to prepare it is initiated. He will also approve each historical study before action to prepare it is initiated, except in those cases where he is directed to undertake the study by the Deputy Chief of Staff for Military Operations or a higher authority.

b. Major subordinate commanders will propose to this headquarters historical monographs and historical studies for which they have a need.

c. Major subordinate commanders having assigned staff historians and the Chief of Military History will be responsible for the preparation of historical monographs and historical studies as assigned by the Army Historical Program, change orders pertaining thereto, or historical directives.

43. Preparation. *a.* Historical monographs and historical studies will be prepared in accordance with professional standards prescribed by the Chief of Military History.

b. The research, writing, and preliminary review functions involved in the preparation of historical monographs and historical studies will be performed by the staff, command, or agency as-

signed responsibility for preparation. The final review function involved in the preparation process will be performed by the Chief of Military History.

44. Publication. If warranted the Chief of Military History may determine that historical monographs and historical studies shall become Army historical publications to be handled in accordance with the provisions of section V.

45. Distribution. Historical monographs and historical studies will not be offered for sale, but after final review and approval by the Chief of Military History they may be reproduced.

a. Classified historical monographs will be given special distribution within the Army, in accordance with their subject matter. As required, unclassified historical monographs may be distributed to Army staffs, schools, and libraries, and selected public agencies.

b. Historical studies will be distributed to the requesting agency, and, if unclassified, to Army staffs, schools, and libraries, and selected public agencies, as required.

46. Accounting. *a.* Unclassified historical monographs and historical studies are considered expendable under the provisions of AR 310-1.

b. Classified historical monographs and historical studies will be accounted for in accordance with applicable security regulations.

47. Disposition. When organizations are disbanded, discontinued, or otherwise are unable to care for or use unclassified historical monographs and historical studies, commanding officers thereof will turn in all such excess monographs and studies to the nearest Army library, where they will be screened and retained or destroyed.

SECTION VII

ORGANIZATIONAL HISTORY

48. General. This section establishes the responsibilities, policies, and procedures for the use of organizational history in enhancing organizational morale and esprit, individual and group motivation and interest, and public pride and respect in organizations of the U.S. Army.

49. Definitions. *a.* "Organizational history" is the entire body of events concerned with a specific military organization, its participation as a part of, and its contribution to the objectives of the larger military forces to which it has belonged. These events may or may not be represented by tangible evidence such as a written narrative record, pictures, photographs, official records, historical properties, and the like.

b. "Unit history" is the written narrative record of the history of a specific military organization, and may be supplemented and supported by other tangible evidence of the events concerned with the organization.

c. "Organizational history file" is the administrative collection and inventory of all tangible evidence, except historical properties, concerned with the history of a specific military organization.

50. Responsibilities. Commanders of all organizations subordinate to Headquarters, Department of the Army, which are authorized an organizational color, distinguishing flag, or guidon (organic elements of color-bearing organizations are excepted) are responsible for—

a. Including in their command historical program, as a minimum, the objectives, policies, and projects concerned with the organizational history activities specified in paragraph 51.

b. Preparing a unit history and an annual supplement for their organization, or insuring that a satisfactory history of their organization has been prepared by an individual or agency outside of their organization. Organizations required to prepare an annual historical summary (sec. X) are not required to but may, at their own discretion, prepare a unit history.

c. Establishing and maintaining an organizational history file, properly retiring it in the event the organization is unable to care for it, and requesting it from storage when the organization is

again able to care for it (see AR 345-250). Organizations required to prepare an annual historical summary (sec. X) are not required to, but may at their own discretion, establish and maintain an organizational history file.

51. Organizational history activities. The objective of organizational history activities is to develop within each member of the Army a degree of self-esteem, unit pride, and sense of teamwork which subordinates self-interest to the organization's goals. To that end, organizational history activities must be a carefully planned effort tailored and balanced to meet the specific requirements of each organization. The following organizational history activities are considered essential to a successful command historical program:

a. Military history indoctrination. In order to acquaint Army personnel with the facts and events behind the military heritage and traditions of the U.S. Army and the organization to which they are assigned, a formal system of military history indoctrination is furnished as a guide for implementation at the following specified echelons. Deviations may be made at the discretion of the commander concerned to effect an improvement.

- (1) *U.S. Army and U.S. Air Force Recruiting Stations, recruiting main stations, and enlistment centers located in posts, camps, or other military installations.*
 - (a) *Emphasis.* National defense will be stressed.
 - (b) *Materials.* Displays of drawings, paintings, photographs, and posters depicting military events and scenes, and flags, uniforms, insignia, etc., may be used. The displays should serve to inculcate and promote pride in the service and should assist in developing attractive interiors designed to make a favorable impression on prospective enlistees.
- (2) *Reception stations.*
 - (a) *Emphasis.* History of the U.S. Army will be the main theme.
 - (b) *Materials.*
 1. A copy of the Soldier's Guide (FM

21-13) will be issued to each newly inducted or enlisted individual.

2. Short movies, such as "The Traditions and Heritage of the U.S. Army," and/or "Wearing the Uniform" will be shown.
 3. Posters, flags, pictures, and similar appropriate materials will be displayed.
- (3) *Training divisions and replacement training centers.*
- (a) *Emphasis.* During the indoctrination phase of basic combat training, emphasis will be placed on the development of pride in the Army through an understanding of the Army's achievements and traditions.
 - (b) *Materials.* Displays of paintings, photographs, or posters depicting military scenes or events, flags, and similar articles, should be used in support of this program in dayrooms, mess halls, visitors' reception rooms, and entrances to administrative buildings. Military histories, both official and popular, will be made available and prominently displayed in post libraries and information centers.
- (4) *Operational units.* Instruction of personnel in the achievements of the U.S. Army and in unit history will continue during all phases of training of operational units. All personnel will be acquainted with traditions, battle record, if any, and the accomplishments of the unit to which assigned, at least once annually. For films pertaining to specific military organizations, see DA Pam 108-1.

b. Military history exhibits. The formal system of military history indoctrination provides no more than an educational base which must be supplemented by a system of military history exhibits, both formal and informal, which are constantly before all personnel.

- (1) Installation and organizational museums are the most effective type of exhibit because they provide direct tangible evidence of the history and traditions of the unit, and can be pointed out to visitors with pride. Thus they serve as a focal point for the development of joint un-

derstanding between a military organization and the local community.

- (2) Simple military history exhibits consisting of pictures, posters, photographs, single trophies, notices, copies of maps and records, and the like are most effective when used as decoration or displayed where personnel spend appreciable time, such as mess halls, barracks, bulletin boards, and administrative buildings.
- (3) Colors, distinguishing flags, and guidons serve as excellent focal points around which exhibits can be arranged, using such items as certificates of lineage and honors, certificates of organizational decorations, military uniform pictures, photographs, portraits, and replicas of coats of arms.
- (4) Special occasions, such as Armed Forces Day, Army Day, and Unit Day, which are marked by celebrations, ceremonies, reviews, and public open house, afford excellent opportunities for the display of military history exhibits complementing and enhancing the character of the occasion.
- (5) Army historical exhibits available on loan from the Office of the Chief of Military History are suitable for display in libraries, service clubs, indoor athletic events, and administrative buildings.
- (6) Standard sets of 12 photographs of significant events in Army history dating from the Civil War are available on request from the U.S. Army Photographic Agency, Washington 25, D.C.
- (7) Thirteen colored posters of combat scenes from Army history are available through regular publications channels, and by purchase from the U.S. Government Printing Office, Washington 25, D.C. Posters are numbered 21-32, 21-37 through 21-48, and 21-73.

c. Selection and celebration of Unit Day. The commanders of military organizations authorized a distinguishing flag or color and separate organizations authorized a guidon will select a day which will be designated as Unit Day. This should be a day made noteworthy by some event in the history of the organization, not necessarily the day upon

which it was first organized. It will be observed as a holiday by that organization for the purpose of commemorating its history and traditions and engaging in such suitable ceremonies as the organization commander may prescribe. Addresses on the lineage and traditions of the organization, including accomplishments of its personnel, will be included. The day should be accompanied by music and other forms of entertainment. As far as practicable, on that day all military duty for the organization concerned, except the necessary guard and police, will be suspended; and, if it falls on a Saturday, Sunday, or holiday, either the day following or preceding may be observed as the official Unit Day. The day selected by each organization authorized a distinguishing flag or color and separate organizations authorized a guidon, and the historical significance thereof, will be reported officially to The Adjutant General, ATTN: AGAO-O, Department of the Army, Washington 25, D.C. The Chief of Military History will provide organizations with a certificate suitable for framing which attests to their approved Unit Day. Organizations may request a change in the date of their official Unit Day when warranted by an event of particular historical significance occurring subsequent to the original designation.

d. Organizational ceremonies. Ceremonies in honor of a military organization enhance its corporate character and should be conducted on all appropriate occasions, in addition to those following.

- (1) *Reading of citations.* So far as is practicable, a review will be held on each anniversary of the award of a citation or decoration which the organization has received. During the ceremony the citation will be read at escort to the color or distinguishing flag when such color or flag is a part of the ceremony.
- (2) *Initiation of recruits.* After recruits join an organization, and as soon as considered qualified as soldiers by their commanding officer, they will be formally presented to the organizational distinguishing flag, color, or guidon, whichever is the senior flag. The lineage, awards, battle honors, coat of arms, and organizational insignia of the command will be described and

the manner in which the recruits are expected to carry on the organization's traditions will be explained. At this formation the recruits will be presented with the organizational insignia and thereafter will be permitted to wear any authorized organizational decorations and emblems. Initiation of recruits may take place on a Unit Day or any other appropriate occasion.

e. Military history publications. Activities concerned with military history publications are twofold—acquisition of those historical publications of the Department of the Army authorized for distribution to the organization concerned (secs. II and V), and preparation and publication of historical publications deemed by the organization commander to be best suited for the requirements of his organization's command historical program.

- (1) Unit histories which are financed by appropriated or nonappropriated funds must be approved prior to publication by the appropriate Army public information representative when source material originates with Army agencies. Histories financed by nonappropriated funds are subject to the provisions of AR 230-5. United States Army Reserve funds are not available for publication of Reserve unit histories.
- (2) Commanders are encouraged to prepare and distribute booklets based on a military history theme. Commanders may encourage unit fund activities to participate in the cost of reproduction by mimeographing or printing, subject to the provisions of AR 230-5.
- (3) When historical material is not available to an organization for the preparation of booklets, the Chief of Military History, Department of the Army, will direct the organization to sources of its own history, or to basic sources, or will supply it with available historical information, upon request by the organization concerned. Priority will be given by the Chief of Military History to requests from organizations of regimental or separate battalion size in active service.

f. Military history in training.

- (1) Every effort should be made to utilize organizational history in discharging the training responsibilities specified in section II. In those instances where the organization has an extensive operational history, examples should be drawn from that history illustrating the manner in which principles and procedures were applied in the past to problems with which current training is concerned, i.e., night combat, motorized patrols, defense of a river line, attack of a fortified position, and the like.
- (2) Concurrent analysis and correlation of the organizational history with the training program for the purpose of identifying historical examples to be used in illustrating current instruction should not be limited to combat arms organizations only, but should be practiced by administrative and technical service organizations as well.

g. Historical memorial awards.

- (1) Organizations with a particularly outstanding history are authorized and encouraged to establish a historical memorial award in the name of a battle or campaign in which the organization participated, or in the name of an outstanding former member of the organization. The historical memorial award will be presented annually to that member of the current organization who best reflects those qualities of character and devotion to duty which were paramount in the action of the individual or on the occasion honored by the award.
- (2) Presentation of the award will be accompanied by an appropriate military ceremony in which the entire organization will participate, and will be supported by appropriate publicity. Applications for approval of historical memorial awards will be forwarded to the Office of the Chief of Military History and will contain the name of the person or event to be honored, a brief description of the action concerning the occasion, and the qualities of character and devotion to duty that were displayed.

- (3) Cost of trophies, plaques, certificates, or other devices representing the award which are given to the recipient of the honor may be met out of unit funds in accordance with the provisions of AR 230-5.
- (4) Only one award is authorized for each regiment of the Combat Arms Regimental System. Pending establishment of regimental headquarters, the commanding officer of the lowest active numbered or lettered unit of the regiment is responsible for coordinating all matters concerned with the selection and presentation of the award.

52. Preparation of unit histories. *a. General.*

Responsibilities for the preparation of unit histories are specified in paragraph 50b. Unit histories are not official publications of the Department of the Army, but rather are unofficial publications of the organization concerned. Procedures for securing clearance and for financing publication are outlined in paragraph 51e(1).

b. Source material. Although source material for the preparation of unit histories may come from many areas, the policies with respect to the two principal sources are listed below:

- (1) Official records of the Department of the Army are available for research in connection with the writing of unit histories. Conditions governing access to official records are prescribed in section XIII. Requests for information about the location and access to official Army records should be addressed to The Adjutant General, Department of the Army, Washington 25, D.C.
- (2) A bibliography of histories of American military organizations is maintained by Headquarters, Department of the Army. Requests for lists of military histories already prepared for specific military organizations should be addressed to the Chief of Military History, Department of the Army, Washington 25, D.C.

c. Preparation and review. Unit histories and annual supplements will be prepared generally in accordance with the provisions of DA Pam 20-200.

- (1) Inquiries relative to the preparation of unit histories, except those concerning

the location of and access to Army records, should be sent to the Chief of Military History, Department of the Army, Washington 25, D.C.

- (2) Organization commanders must insure that histories accurately reflect the lineage and honors officially determined by the Department of the Army as outlined in section VIII.
- (3) Unit histories are not subject to historical review or revision by the Department of the Army.
- (4) Annual supplements may be consolidated into a revised edition of the basic unit history at any time desired by organizational commanders.

d. Distribution. The distribution of unit histories (basic history or revised edition) and annual supplements is a responsibility of the preparing organization. In this connection Headquarters, Department of the Army, does not find it practicable to furnish lists of unit members, former members, or their next of kin, for use in distribution.

- (1) At the time of publication of a basic unit history, revised edition, or annual supplement, organizations of the active Army and Army Reserve will furnish the Chief of Military History three copies, without cost.
- (2) At the time of publication of a basic unit history, revised edition, or annual supplement, organizations of the Army National Guard in active Federal service will furnish the Chief of the National Guard Bureau with four copies, three of which will be forwarded to the Chief of Military History.
- (3) Annual supplements will be forwarded to reach the Office of the Chief of Military History not later than 31 March of the year following the calendar year covered.

53. Organizational history file. *a. General.*

In order that each commander may have for his use documentary evidence of his organization's history, its traditions, and its right to its organizational historical properties, provision has been made for organizations to retain copies of certain documents, photographs, and other items pertain-

ing to their history and traditions; for storage of these materials during periods of the owning organization's inability to care for them; and for their return to the owning organization when it is again able to care for them.

b. Responsibilities. General responsibilities for organizational history files are specified in paragraph 50c.

- (1) Commanders of organizations required to maintain organizational history files are responsible for selection of appropriate items for these files; for preparing and shipping these files for storage during periods of the organization's inability to care for them; and for requesting their return from storage to the owning organization. Commanders will address their requests for return of stored files to the Chief of Military History, Headquarters, Department of the Army, Washington 25, D.C., for verification of the organization's entitlement to those files. See AR 345-250.
- (2) Upon receipt of a commander's request for return of stored organizational history files, the Chief of Military History will prepare an up-to-date certificate of Lineage and Honors for the organization, if necessary. A copy of the certificate will be forwarded as verification of entitlement, together with the commander's request, to the proper records center of The Adjutant General's Office.
- (3) The Adjutant General has made provision for the storage of organizational history files during periods of the owning organization's inability to care for them. He will return these files to the owning organization upon receipt of verification of entitlement from the Chief of Military History.

c. Contents of files. Organizational history files will consist of, but not be limited to, unit histories and annual supplements; certificates of Lineage and Honors; data on organizational flags, coats-of-arms, and distinctive insignia (where applicable); citations for organizational decorations; newspaper, book, and magazine clippings; unframed photographs, pictures, certificates, and letters; programs or other data relating to his-

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torical ceremonies and organizational traditions; copies of letters and orders pertaining to activations, inactivations, redesignations, and reorganizations; and other documents of primary interest and value to, and directly connected with, the specific organization.

d. Preparation of files. Items for inclusion in

organizational history files will, so far as is practicable, be filed in numbered and labeled manila file folders. The first folder in the front of the file will contain a table of contents. Items which are not self-explanatory or identified by date, such as photographs, will be captioned to include the date of the event.

SECTION VIII

LINEAGE AND HONORS

54. General. This section establishes the responsibilities, policies, and procedures for determining and publishing the lineage and honors of military organizations, and for authorizing special organizational designations.

55. Definitions. *a.* The definitions of the terms pertaining to the designation and classification of units specified in AR 220-5 are applicable to the subject of lineage and honors.

b. "Lineage" is the line of descent of a military organization from its origin, stated in terms of the broad events which have changed its character or composition.

c. "Honors" are the awards which have been bestowed by competent authority upon a military organization as a corporate entity, and may consist of decorations, citations, and campaign participation of war service credit.

d. "Color bearing organizations" are those military organizations which are authorized an organizational color or distinguishing flag by the provisions of AR 840-10.

e. "Guidon bearing organizations" are those military organizations which are authorized a guidon by the provisions of AR 840-10. Guidon bearing organizations may exist separately, or they may be a component of a color bearing organization.

56. Responsibilities. *a.* The Chief of Military History is responsible for determination and publication of the lineage and honors of military organizations of the Army, and for approving applications for special organizational designations.

b. The Adjutant General is responsible that the design and approval of coats-of-arms and distinctive insignia for military organizations are based upon the lineage and honors of the organizations concerned.

57. Lineage principles. The following principles will be applied in determining the lineage of all military organizations:

a. Constituted military organizations are subsisting entities with a distinctive character of their own. The character of an organization derives from the experiences which determine its lineage. Only valid historical facts will be employed in the

determination of lineage. Arbitrary establishment of historical continuity not based on valid fact is prohibited.

b. Organizations are designated and their status changed from time to time as prescribed in AR 220-5 to accord with organizational requirements. The designation of an organization, either numerical, named, or lettered, will not in itself establish a lineal relationship with a former organization which might have had the same designation. The lineage of an organization will be determined by factual relationship of all substantive changes in status which it may have experienced.

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

d. Lineages will be determined only for color bearing organizations and for guidon bearing organizations not a subordinate element of a color bearing organization.

e. The lineage of a color bearing organization, when organized from independent smaller organizations, will consist of the lineages of all such smaller organizations.

f. The lineage of a color bearing organization will not be changed by the removal of component organizations.

g. The lineage of a component organization removed from a color bearing organization transfers with the organization removed.

h. The lineage of a color bearing organization formed by the subdivision of a larger color bearing organization will consist of the lineages of its component organizations, and any lineage of its own which it may have had as an organizational entity prior to the subdivision.

i. The lineage of a color bearing organization formed by the reduction in size of a larger color bearing organization will be the same as the lineage of the organization reduced in size. In the absence of orders to the contrary, elements of the larger organization will be absorbed by the new organization.

j. The lineage of a color bearing organization formed by the expansion of a guidon bearing, or smaller, organization will be the same as the lineage of the smaller organization. The lineages of new subordinate organizations, constituted at the time of expansion, will date from that instant with no prior relationship to the color bearing organization.

k. The lineage of a guidon bearing organization formed by the reduction in size of a color bearing organization will be the same as the lineage of the organization reduced in size. In the absence of orders to the contrary, guidon bearing elements of the color bearing organization will be consolidated to form the new guidon bearing organization.

l. The lineages of guidon bearing organizations formed by the expansion and division of a guidon bearing organization will be the same as the lineage of the organization expanded and divided.

m. The lineage of a color bearing organization is considered to reside in the headquarters element, if any.

n. A former military organization which has been disbanded may be reconstituted and placed on the rolls of the Army by the Secretary of the Army.

(1) The essence of the official lineal link between an active Army or Army Reserve organization thus placed on the rolls of the Army and a former organization which had been disbanded is the clear intent of such action to resurrect and perpetuate the latter organization.

(2) The essence of the official lineal link between an Army National Guard organization thus placed on the rolls of the Army and a former organization which had been disbanded is the clear intent of State action to resurrect and perpetuate the latter organization.

o. Since the lineage of Army National Guard organizations is historically linked with that of local geographical areas, such lineages will not be physically transferred out of local recruiting areas, except when Army National Guard organizations enter into Federal service, or when there is a physical change of station of a unit with its personnel.

p. For lineage purposes, the date of Federal recognition is considered to be the date of activa-

tion of an Army National Guard organization. In the absence of a date of Federal recognition, the date of activation or organization will be determined by the Chief of Military History from contemporary documents.

q. Since the lineage of Army Reserve organizations is historically linked with that of an Army area, such lineages will not be physically transferred out of the Army area, except when the organizations enter into active Federal service.

r. Lineage once determined and published will not be changed, unless it is clearly established that it has been based upon errors of fact.

58. Honors and their passage. *a.* The honors of a color bearing organization will consist of those honors awarded prior to 1898 to two or more of its guidon bearing organizations and those honors awarded after 1897 to one-third or more of its guidon bearing organizations.

b. The honors of a color bearing organization will not be changed by the removal of component organizations.

c. The honors of a component organization 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.

d. The honors of a component organization surviving the disbandment or dismemberment of a color bearing organization may be adopted by any other color bearing organization to which the component organization may be transferred, providing the criteria in *a* above are met.

e. The honors of a color bearing organization formed by the subdivision of a larger color bearing organization will be determined as specified in *a* above, unless the new color bearing organization existed as organizational entities prior to the subdivision.

f. The honors of a color bearing organization formed by the reduction in size of a larger color bearing organization will be the same as the honors of the organization reduced in size.

g. The honors of a color bearing organization formed by the expansion of a guidon bearing, or smaller, organization will be the same as the honors of the smaller organization. The new subordinate organizations, constituted at the time of expansion, will not receive any honors as a result of the expansion.

h. The honors of a guidon bearing organization formed by the reduction in size of a color bearing

organization will be the same as the honors of the organization reduced in size.

i. The honors of guidon bearing organizations formed by the expansion and division of a guidon bearing organization will be the same as the honors of the organization expanded and divided.

j. The honors of a color bearing organization reside in the custody of the headquarters element, if any.

k. When a former military organization is reconstituted by the Secretary of the Army, it is entitled to the honors it held at the time it was disbanded.

l. An honor, once determined, will not be withdrawn unless it is clearly established that it has been based on errors of fact.

59. Display of honors. Military organizations which are not a part of the Combat Arms Regimental System will display honors to which they are entitled in accordance with AR 672-5-1. Under no circumstances will an organization in Federal service display any honor not authorized by the Secretary of the Army.

60. Combat Arms Regimental System. The following procedures apply to the passage and display of honors in the case of organizations which are a part of the Combat Arms Regimental System:

a. Passage of honors.

- (1) Honors, other than decorations awarded by foreign governments, earned by an organization immediately subordinate to the parent regiment accrue to both the parent regiment and the subordinate organization, regardless of whether the latter is a color bearing or separate guidon bearing organization.
- (2) Foreign decorations awarded to an organization subordinate to a parent regiment do not accrue to the latter.
- (3) Honors awarded concurrently to a composite group of component (not separate) guidon bearing organizations of the same parent regiment will accrue to the parent regiment if the numerical strength of the composite group is equal to or greater than the strength of the smallest color bearing organization of the parent regiment.
- (4) Honors accruing to an organization sub-

ordinate to a parent regiment, as a result of consolidation with another organization, will not accrue to the parent regiment.

b. Display of honors.

- (1) Regimental honors determined at the time the parent regiment is organized will be displayed on the colors of both the regiment and regimental color bearing organizations.
- (2) Honors awarded subsequent to organization of the parent regiment will be displayed on the colors of the parent regiment and the colors of the earning organization only.
- (3) Streamers indicating awards to a subordinate organization of the parent regiment will bear a distinctive device as prescribed by AR 672-5-1.
- (4) Honors awarded to a guidon bearing organization, but not to the color bearing organization of which it is a component, will be displayed as silver bands or streamers on the organizational guidon where authorized by AR 672-5-1.
- (5) Symbols representing foreign awards will be displayed by the earning organization only.
- (6) In no instance will more than one symbol be displayed for a single honor. Under no circumstances will an organization in Federal service display any honor not authorized by the Secretary of the Army.

61. Special designations. In addition to the official designation prescribed in AR 220-5 for table of organization and equipment (TOE) organizations, such organizations may be authorized special designations to appear in parentheses following the official designation, except on colors, flags, or guidons.

a. Two types of special designations, as specified below, are authorized for the purpose of enhancing morale and esprit within a TOE organization by direct association of the organization with some person, place, thing, event, or function having particular significance in its corporate life.

- (1) A "*Traditional Designation*" is a special designation which has been associated with a TOE organization for 30 or more years.

- (2) A "*Distinctive Designation*" is a special designation with which a TOE organization desires to be associated.

b. A special designation will not be used by any organization unless specifically approved by the Department of the Army. Applications for the approval of a special designation should be addressed to the Chief of Military History, Headquarters, Department of the Army, Washington 25, D.C.

c. Only one traditional or distinctive designation will be approved for each regiment, separate battalion, separate company, or separate smaller TOE organization with an authorized strength of 50 or more persons. The commanding officer of the lowest numbered or lettered active component organization of each regiment within the Combat Arms Regimental System is responsible for coordinating the selection of a special designation for his regiment.

d. A component organization of a color bearing organization which submits sufficient valid evidence, prior to 1 July 1963, of having continuously used a special designation for a period of 30 or more years, will be authorized a traditional designation without regard for any special designation which may have been approved for its parent organization.

e. The same traditional designation may be authorized for more than one organization, although no more than one organization will be authorized a particular distinctive designation.

f. Traditional designations approved at the time these regulations are published will not be changed, but will be reconfirmed by issuance of a certificate as outlined in paragraph 62.

g. Approval of a special designation, in general, will be based upon the requirement that the proposed designation:

- (1) Is in consonance with generally accepted standards of good taste.
- (2) Does not reflect unfavorably on the Nation, the Armed Forces, or the organization concerned.
- (3) Is not in conflict with any law, regulation, or other legal bar to its use.
- (4) Is associated with some person, place, thing, event, or function having special significance to the organization.

62. Certification. a. The Office of the Chief of Military History will provide all active organizations of the active Army, Army Reserve, and National Guard with certificates suitable for framing which attest to—

- (1) Organizational lineage (Certificate of Lineage and Honors).
- (2) Traditional designation, when awarded (Certificate of Traditional Designation).
- (3) Distinctive designations, when awarded (Certificate of Distinctive Designation).

b. The Adjutant General will provide all active organizations of the active Army, Army Reserve, and National Guard with similar certificates attesting to the award of U.S. Army organizational decorations which they have been awarded.

SECTION IX

HISTORICAL PROPERTIES

63. General. This section establishes the responsibilities, policies, and procedures for the exploitation of the Army's rich military, social, and cultural heritage through the medium of historical properties.

64. Definitions. *a.* "Historical properties" are paintings, pictures, maps, diaries, flags, weapons, uniforms, trophies, athletic awards, relics, and all other objects except official records which have been determined to be significant evidence of the U.S. Army's military, social, or cultural heritage because of their age or association with historically significant persons, places, things, or events.

b. "Organizational historical properties" (formerly organizational trophies) are those historical properties which are especially significant to a particular military organization. Ownership of organizational historical properties transfers with lineage.

c. "War art items" are those historical properties depicting the moods, scenes, or actions of any phase of warfare, which have been fashioned through the medium of pictures, paintings, drawings, cartoons, or sculpture.

d. "Army historical collection" is the term applied to those items of historical property in which title is vested in either the U.S. Army or the Office of the Chief of Military History as organizational historical properties.

65. Responsibilities. *a.* The Chief of Military History is responsible for the control of all historical properties, to include their loan, transfer, and disposition; for staff supervision of all historical property activities, including museums; for the provision of technical advice concerning the maintenance, management, and use of historical properties; and for the preparation of periodic reports concerning the status of historical properties.

b. The Commanding General, U.S. Army Materiel Command, is responsible for the storage and care and preservation of organizational historical properties and items of the Army historical collection, when they are not in the custody of museums and organizations of the Army. Storage and care and preservation will be in accordance with technical requirements specified by the Chief of Military History.

c. Installation commanders.

(1) Those installation commanders who establish and operate installation museums are responsible for accounting, collection, maintenance, utilization, and disposition of historical properties in accordance with policies and procedures enunciated by the Department of the Army, including Army Regulations in the 735- and 711-series.

(2) All installation commanders are responsible for the identification and classification of historical properties at their installation, and for the maintenance of all organizational historical properties at their installation.

d. Organizational commanders who establish and operate organizational museums are responsible for collecting, accounting, utilization, and periodic inspection of the organizational historical properties of their organization, and for the prompt delivery to the appropriate installation commanders of those properties requiring maintenance. Responsibilities for historical property activities in the field are specified in section XII.

66. Identification and classification. Action to locate, identify, and classify historical properties from among the numerous property items existing throughout the Department of the Army will be continuous.

a. Installation commanders are authorized to classify historical properties, regardless of source, in accordance with the criteria established herein, and are encouraged to employ staff historical officers or museum curators for that task. Classifications action also will be taken on all items of proposed organizational historical property submitted by organizations stationed at their installations.

b. Installation personal property deemed by the installation commander to be significant evidence of the Army's military, social, or cultural heritage because of its association with historically significant persons, places, things, or events will be classified as historical property.

c. Those items of installation personal property determined to be obsolete, by the periodic surveys

required by AR 755-5, which the installation commander desires to retain in his installation museum will be classified as historical properties.

d. All personal property meeting the criteria in either *b* or *c* above (i.e., cannon balls, artillery shells, cannon, artillery, vehicles, uniforms, and other items used for decorative, display, or other similar purposes), which is not carried on installation property accounts or on the accounts of museums or organizations, and which has not previously been classified as such, will be classified as historical property.

e. When any personal property is classified as historical property, the installation commander will forward a request for disposition direct to the Chief of Military History. After coordination of disposition with the Commanding General, U.S. Army Materiel Command, the Chief of Military History will notify the installation commander of the required disposition action.

f. The Commanding General, U.S. Army Materiel Command, will keep the Chief of Military History advised of Army property items determined to be obsolete, so that sufficient stocks of items possessing historical significance can be retained for future historical use. The specific property items and quantities of each to be retained as Army historical properties will be determined by the Chief of Military History after coordination with the Commanding General, U.S. Army Materiel Command. Such property will be classified as historical property by the Chief of Military History and transferred to the Army historical collection.

67. Central catalog system. *a.* The Chief of Military History will maintain control of all historical properties through a central catalog system consisting of a file of standard catalog cards composed of one card for each item classified as a historical property. The central catalog system will serve as a basis for arranging temporary loans and permanent transfers between installation museums, for the direction of the collection effort through the Army Historical Program document, and for the development of traveling Army historical exhibits.

b. Instructions for the initiation of the central catalog system will be provided in the Army Historical Program document. Requests for disposition instructions for personal property classified

as historical property will be accompanied by a standard Historical Property Catalog card (DA Form 2609) prepared in duplicate.

68. Collection. *a.* Although collection of historical properties is a responsibility of commanders at all echelons, central direction will be provided the collection effort through the Army Historical Program document to insure that positive action is taken to eliminate shortages in the Army collection, without acquiring a mass of items which, although interesting, have little or no historical value. Acquisition of historical properties from sources outside the Department of the Army will be through gift or donation. The expenditure of appropriated funds for the acquisition of historical properties is permitted only when authorized by Headquarters, Department of the Army, and then only for the most cogent reasons.

b. The statutory provisions and procedures governing gifts or donations of property to the Department of the Army for the use of the United States are prescribed in AR 1-100. Gifts or donations of historical properties made to organizations of the Department of the Army (i.e., Office of the Chief of Military History and other installations and organizations) will be governed by the provisions of these regulations. For information regarding contributions or gifts to nonappropriated fund activities, see AR 230-5. Historical properties acquired by gift or donation will be classified as prescribed in paragraph 66.

c. Although not desired or encouraged, reasonable conditions may be attached to gifts or donations of historical properties to organizations of the Army. When requested, or where appropriate, the donor will be mentioned in captions or explanatory material attached to or associated with the property. Reasonable conditions are considered to be those similar to requiring incorporation of the property into a particular collection (e.g., the West Point Museum) or display of several properties as a set. No condition likely to hinder or interfere with the mission of any Army activity, installation, or organization will be accepted. The Chief of Military History will determine the acceptability of any questionable conditions.

69. Management. *a. Display.* When not in storage, historical properties will be displayed in

a manner best reflecting the military, cultural, and social heritage of the U.S. Army or some component part thereof. Every effort will be made, in accordance with guidance to be furnished from time to time by the Chief of Military History, to display historical properties in exhibits which offer a comprehensive presentation of some event or phase of U.S. Army history. Historical properties will not be displayed in any manner.—

- (1) For purposes of commercial advertising.
- (2) Conflicting with generally accepted standards of good taste.
- (3) Reflecting the U.S. Army, the Armed Forces, or the U.S. Government in an unfavorable or unfair light.

b. Storage. Historical properties to be stored by the U.S. Army Materiel Command, (pars. 65*b*, 70*a*, and 71*b* and *c*) will be processed and packed for shipment to storage as follows:

- (1) Each container will be plainly marked "Organizational Historical Properties" followed by the current designation of the unit, or "Historical Properties, Army Historical Collection," whichever is appropriate. Each item within a shipping container will be labeled or tagged with its identification. Identification will include item name (nomenclature) and catalog number.
- (2) Packing lists will be prepared listing items in each container by name and catalog number. One copy of the packing list will be placed in each container, one copy will be securely fastened to the outside of each container under a protective covering labeled "Packing List," one copy will be retained for the organization's record, and, in the case of organizational historical properties, one copy will be retained in the organizational history file.
- (3) Items to be shipped for storage will be provided minimum military packaging and packing in accordance with AR 700-15. Methods of packaging and packing are described in TM 38-230. Shipments will be addressed to:

Transportation Officer
 Defense General Supply Center
 Richmond, Va.
 M/F: Army Historical Property

c. Maintenance. Historical properties will be maintained in such physical condition as is necessary to retain their historical characteristics. Maintenance responsibilities are specified in paragraph 65. The Chief of Military History will, from time to time, prepare and distribute procedures for the maintenance and care of unique items of historical property. Special maintenance problems should be brought directly to the attention of the Office of the Chief of Military History by letter.

d. Accounting. The manner of accounting for historical properties will depend upon the ownership of each item of historical property as follows:

- (1) Historical properties whose title is vested in the Army will be accounted for as prescribed in AR 735-5.
- (2) Historical properties to which organizations of the Army have title will be accounted for as prescribed by the organization commander (*e* below).
- (3) Historical properties to which nonappropriated funds have title will be accounted for in accordance with the provisions of AR 230-21, in the case of unit funds; and AR 230-65, in the case of sundry funds.

e. Cataloging. A historical property catalog system will be maintained by all authorized museums and by all installations without museums which possess historical property. The catalog system will consist of one of the standard catalog cards mentioned in paragraph 67*b*, accomplished for each item of historical property in custody. The cataloging system may be used as the basis for the accounting system required by paragraph 69*d*(2).

70. Loans and transfers. *a.* Loans of historical properties between museums and the Army historical collection are authorized, subject to the approval of the Chief of Military History to whom requests for loans will be directed. Unless otherwise specified, loans will be for an indefinite period, but all historical properties must be returned to the owning organization upon the inactivation, disbandment, or discontinuance of the borrowing organization. Shipping costs will be paid by the borrowing organization.

b. Transfers of title to and/or accountability for historical properties between museums, and from museums to the Office of the Chief of Military

History, are authorized, subject to the approval of the Chief of Military History to whom requests for transfers will be directed. Transfers of title of historical properties from the Army historical collection to museums or installations normally will not be made.

c. Requests for loan or transfer will contain the catalog number assigned to the item, the reason for the action requested, and, in the case of a loan for other than an indefinite period, the duration of loan desired.

d. No modification of or alteration to an item of historical property on loan from another museum or the Army historical collection will be made without the express written permission of the organization in which title is vested.

7L. Custody and disposition. Organizational historical properties normally will be retained in the custody of the owning organization, and will not be transferred for use by other organizations or museums without the approval of the organization or installation commander, unless such action is determined by the Chief of Military History to be in the best interests of the Army. All requests for disposition of historical properties, including salvage and storage, will be directed to the Chief of Military History. Approval of requests will cite any requisite legal authorities.

a. Gifts. Requests for disposition of organizational historical properties by gift will contain the catalog number assigned to the item, the name of the agency or individual to whom the gift is proposed, and the reason for the gift.

b. Storage. Organizational historical properties belonging to an organization of the active Army or Army Reserve will be shipped to the Defense General Supply Center for storage (par. 69b) at Government expense—

- (1) At any time that such items are no longer required by the organization.
- (2) At time of inactivation or disbandment of the organization.
- (3) At time of discontinuance of the organization.

c. Shipment by National Guard units. An organization of the National Guard on active duty in the Federal service may ship organizational historical properties to the Defense General Supply Center for storage (par. 69b) at Government expense at any time it no longer requires them.

d. Reshipment from storage. When it is determined that utilization of organizational historical properties in storage would enhance the morale or welfare of personnel or the esprit de corps of the organization, reshipment from storage to the organization's assigned station is authorized at Government expense. Transportation charges for the shipment of organizational historical properties from or to storage will be borne by the installation to which the historical properties belong, or by the installation to which the owning organization is assigned. Requests for return of stored organizational historical properties will be directed to the Chief of Military History for verification of entitlement.

e. Loss, damage, or destruction. All instances of loss, damage, or destruction of historical property will be expeditiously investigated for the purpose of establishing responsibility. Because of the generally irreplaceable nature of historical property, every reasonable effort will be made to reduce loss, damage, or destruction to an absolute minimum. However, this characteristic of historical property should not be employed to avoid assessing pecuniary liability when such action is indicated and supported by evidence.

- (1) The provisions of AR 735-11 apply in the case of loss, damage, or destruction of historical properties, the title of which is vested in the Army.
- (2) The provisions of paragraphs 49 and 91, AR 735-11 are applicable in the case of loss, damage, or destruction of historical property, the title of which is vested in the Army, and which is on loan from the Office of the Chief of Military History.
- (3) An advance copy of each report of survey concerning historical property, the title of which is vested in the Army, will be forwarded to the Office of the Chief of Military History immediately upon completion of space 14 and/or 15 of DD Form 200. An authenticated copy of the report of survey will be forwarded to that office upon completion of final action in space 17. Copies of exhibits will be forwarded only upon specific request.
- (4) Investigations of instances of loss, damage, or destruction of historical property in which title is not vested in the

Army will be conducted in a manner similar in objective, if not form, to that specified in (2) above. The completed investigation will be forwarded for action deemed appropriate to the organization having title to the property. An information copy of the investigation will be forwarded to the Chief of Military History.

72. Combat Arms Regimental System. Custody of organizational historical properties belonging to organizations of the Combat Arms Regimental System will be determined as prescribed herein.

a. Pending establishment of regimental headquarters, the organizational historical properties of a reorganized active regiment will be shipped to and held in custody by the lowest numbered or lettered active organization of the regiment. Upon establishment of regimental headquarters these properties will, upon request of the regimental commander, be returned to that headquarters to become a part of a regimental display or to be loaned for safekeeping and display to subordinate battle groups, battalions, or squadrons according to the desires of the regimental commander.

b. When the battle group, battalion, squadron, or battery that has custody of the organizational historical properties of the regiment is inactivated or disbanded, those properties will be shipped to the then existing lowest numbered or lettered battle group, battalion, squadron, or battery. Subsequent activation or reactivation of a lower numbered or lettered battle group, battalion, squadron, or battery will not be a basis for transfer of the organizational historical properties to that lower numbered organization.

c. The commander of the organization having custody of the organizational historical properties of the regiment may retain full custody of these properties, or he may loan them for safekeeping and display to other active organizations of the regiment, as he chooses.

d. Organizational historical properties of subordinate elements of the parent regiment will be stored, pursuant to the provisions of paragraph 71*b*, when the organization is inactivated or disbanded, or when the properties are no longer required.

73. Army historical exhibits. The Chief of Military History will develop, maintain, and manage a series of historical exhibits reflecting the U.S. Army's military, social, and cultural heritage. A list of the exhibits and the conditions governing their loan and use will be published annually as a part of the Army Historical Program. Inquiries concerning Army historical exhibits should be addressed to the Chief of Military History, Headquarters, Department of the Army, Washington 25, D.C.

74. National Armed Forces Museum. *a.* Public Law 87-186 established in the Smithsonian Institution a National Armed Forces Museum Advisory Board to provide advice and assistance to the Regents of the Smithsonian Institution on matters concerned with the portrayal of the contributions which the Armed Forces of the United States have made to American society and culture.

b. It is the policy of the Department of the Army to provide the Regents of the Smithsonian Institution and the National Armed Forces Museum Advisory Board whatever assistance is necessary to insure that such National Armed Forces Museum as may be established reflects the full contributions of the U.S. Army to the military, historical, social, economic, and cultural heritage of the Nation.

c. In view of the aforementioned policy, it is the further policy of the Department of the Army to encourage the development of museums within the Department of the Army at the local or installation level.

75. Installation museums. *a.* Installation commanders are encouraged to establish and operate installation museums for the purpose of providing assigned personnel and the public with attractive exhibits of historical properties which depict the U.S. Army's contribution to the military, social, and cultural heritage of the local community, as well as the Nation.

b. In implementation of the foregoing, installation commanders are authorized to—

- (1) Utilize a suitable building that would not otherwise be used at their installation, and to consume reasonable utilities in support of the installation museum.
- (2) Employ a full-time civilian curator when the scope and size of the museum warrant such action.

- (3) Maintain the museum in a condition consonant with its purpose and the condition of other similar installation structures.

c. Installation commanders are additionally authorized to provide resources, when available, similar to those specified in *b* (1) and (3) above, for those tactical organizations of brigade or larger size which desire to establish an organizational museum.

d. Applications for the approval of installation museums should be forwarded through command channels to the Department of the Army, Attention: Chief of Military History, and should contain the following information:

- (1) Name of museum.
- (2) Location—address at installation.
- (3) Date established or to be established.
- (4) Number of buildings and amount of floor space in each.
- (5) Names of installation historical officer and museum curator.

76. Organizational museums. *a.* Commanders of tactical organizations are encouraged to establish organizational museums or trophy rooms for the purpose of providing assigned personnel with an attractive display of those organizational historical properties which depict the accomplishments and contributions of their organization to the military heritage of the U.S. Army and, where appropriate, to the social and cultural heritage of the Nation:

b. Tactical organizations of brigade or larger size are authorized the resources specified in paragraph 75*c*, when such resources are available.

77. Registered National Historical Landmarks. *a.* The National Park Service, as agent for the Department of the Interior, administers a program for a Registry of National Historic Landmarks designed to identify important segments of America's heritage and bring them to the attention of the American people. The program, authorized by the Historic Sites Act of 1935, directs "a survey of historic and archeologic

sites, buildings, and objects for the purpose of determining which possess exceptional value as commemorating or illustrating the history of the United States."

b. The Registry is the means through which the Federal Government recognizes sites classified as of exceptional value irrespective of ownership. Such sites are not units of the National Park System. The owner or legal custodian, however, may apply for a certificate attesting to the exceptional value of the site. Many Army installations and activities are eligible for this recognition and some have already been registered.

c. Eligibility of Army historic sites for recognition as Registered National Historic Landmarks is dependent upon the following:

- (1) That the site meet the classification of exceptional value under the provisions of the Historic Sites Act.
- (2) That the Army agree to preserve, so far as practicable and to the best of its ability, the historical integrity of the site or structure.
- (3) That the Army agree to use the property for purposes consistent with its historical character.
- (4) That the Army agree to an annual visit to the property by a representative of the National Park Service, as a basis for continuing landmark status.

d. Installation commanders who receive notice that a site at their installation has been classified as having exceptional significance and qualifies for Registered National Historic Landmark status, and who feel that the conditions specified in *c* above can be met, will advise Headquarters, Department of the Army, Attention: Chief of Military History. The Secretary of the Army will make application for a certificate and marker attesting to the Registered National Historic Landmark status of the site, and the installation commander will be advised of the arrangements for the presentation of the certificate and marker.

SECTION X
ANNUAL HISTORICAL SUMMARY
(Reports Control Symbol CSHIS-6(R2))

78. General. *a.* This section establishes the responsibilities, policies, and procedures for the preparation of annual historical summaries by specified Department of the Army staff agencies, major continental commands, and major oversea commands.

b. Annual historical summaries serve a twofold purpose—they provide a reference and research base for the preparation of official histories of the Army; they provide preparing agencies and commands with a current summary record of their activities to serve as a reference guide for current and future operations.

79. Responsibilities. *a.* Annual historical summaries will be prepared by the following staff agencies and commands. Summaries prepared by General Staff agencies may but are not required to include annexes covering operations of the Special Staff agencies for which they have supervisory responsibility.

- (1) Deputy Chief of Staff for Logistics.
- (2) Deputy Chief of Staff for Military Operations.
- (3) Deputy Chief of Staff for Personnel.
- (4) Comptroller of the Army.
- (5) Chief of Reserve Components.
- (6) Chief of Research and Development.
- (7) Assistant Chief of Staff for Intelligence.
- (8) Chief of Legislative Liaison
- (9) Chief of Information.
- (10) The Judge Advocate General.
- (11) The Chief of Engineers.
- (12) The Surgeon General.
- (13) U.S. Continental Army Command.
- (14) U.S. Army Materiel Command.
- (15) U.S. Army Electronics Command.
- (16) U.S. Army Missile Command.
- (17) U.S. Army Mobility Command.
- (18) U.S. Army Munitions Command.
- (19) U.S. Army Supply and Maintenance Command.
- (20) U.S. Army Test and Evaluation Command.

- (21) U.S. Army Weapons Command.
- (22) U.S. Army Combat Developments Command.
- (23) Combat Developments Experimentation Center.
- (24) U.S. Army Air Defense Command.
- (25) U.S. Army, Europe.
- (26) U.S. Army, Pacific.
- (27) U.S. Army, Alaska.
- (28) U.S. Army, Caribbean.

b. Each staff agency, except the Office of the Chief of Engineers and the Office of The Surgeon General, listed in *a* above will designate an Army historical officer to be responsible for the preparation of its annual historical summary and will keep the Chief of Military History currently informed of this designation. The annual summaries of the commands, the Office of the Chief of Engineers, and the Office of The Surgeon General will be prepared by Army historians.

a. Except with the specific approval of the Chief of Military History, this requirement will not be used to justify feeder reports from subordinate elements of preparing agencies and commands.

80. Preparation. *a.* The annual historical summary will be prepared in accordance with guidance contained in the appendix, and will consist of a concise narrative summary, or collection of brief monographs, dealing with events and developments that, in the opinion of the preparing agency, are of major historical importance. The narrative should concentrate on an objective analysis of these developments and events, the operating difficulties arising therefrom, and the underlying reasons for related administrative and policy decisions. Failures as well as successes will be reported. References will be made, by footnotes or otherwise, to letters, messages, memorandums, orders, minutes of conference, and other source material on which the summary is based.

b. Comprehensive coverage of routine developments and events is not required or desired. Pertinent data that have been summarized in other reports, particularly statistical data and informa-

tion pertaining to routine administration, should not be repeated in the summary. Reference will be made to reports containing such data where relevant.

c. All items of prime historical importance will be reported, regardless of security classification.

d. The annual historical summary will include a narrative account of any major organizational changes during the reporting period and the reasons why they were effected.

e. The annual historical summary will be organized and prepared in such a manner as to provide the preparing agency or command with a current summary record of its principal activities to serve as a reference guide for current and future operations and as a continuing source of orientation for personnel.

f. Necessary action will be taken by all preparing staff agencies and commands to insure the establishment and maintenance of accurate and adequate staff records pertaining to current operations, and to insure preservation of all records used in preparing annual historical summaries, in accordance with applicable records retirement regulations.

81. Assistance in preparation. The Chief of Military History will provide advice and assistance to historical officers in the preparing staff agencies and to Army historians in the commands to facilitate preparation of adequate summaries. Designated personnel from his office will be available for consultation and will make staff liaison visits for this purpose.

82. Frequency and submission. *a.* An annual historical summary will be prepared for each fiscal year period. The typewriter ribbon copy of the final draft will be forwarded directly or through command channels to the Chief of Military History not later than 120 days following the reporting period. The first annual historical summary to be prepared in accordance with these regulations will be the one for fiscal year 1963.

b. Those commands which constitute the Army element of a joint command, to which they are required to submit a similar historical summary prepared on a calendar year basis, will be permitted, on request, to prepare and submit the annual historical summary on that same basis, not later than 120 days after the end of the calendar year.

SECTION XI

GENERAL HISTORICAL SERVICE

83. General. This section establishes the responsibilities, policies, and procedures for providing general historical services which are not met by the historical works published by the Department of the Army.

84. Responsibilities. *a. General.* The Army Historical Program and the organizational structure for its implementation exist primarily to meet Army requirements for military history. However, other public and private agencies and the American people have a right to maximum historical information concerning the Army's contribution to the military, social, cultural, and political heritage of the Nation, consistent with the capabilities of Army historical personnel and the necessity to safeguard the national interest.

b. Specific. Commanders of organizations and activities with staff historical offices are responsible for providing elements of their command and the public such general historical services authorized in the paragraphs 85 through 89 as are within their capabilities. Requests or requirements for general historical services beyond the capabilities of their staff historical offices will be referred direct to the Chief of Military History.

85. Staff service. This service consists of those military activities relating to military history

which are concerned with providing information, planning, recommending courses of action, preparing directives, and supervising program execution.

86. Reference service. This service consists of directing inquiries to sources of historical information, both original material and secondary accounts (sec. XIII).

87. Information service. This service consists of providing specific historical information in response to inquiries. Where research activity is required, inquiries from private sources will be satisfied with reference rather than information service. Release of historical information will be in accordance with the provisions of AR 360-5.

88. Advisory service. Technical historical advisory service to public and private activities and agencies will be furnished by the Office of the Chief of Military History, when deemed by the Chief of Military History to be in the interest of the United States Army.

89. Review service. Professional historical review of manuscripts prepared by private individuals, activities, or agencies will not be undertaken, except when specifically authorized by the Chief of Military History.

SECTION XII

FIELD HISTORICAL OPERATIONS

90. General. *a.* This section establishes the responsibilities, policies, and procedures for the conduct of field historical operations.

b. "Field historical operations" are those additional historical activities generated by combat operations in oversea theaters (see paragraph 95 below).

91. Responsibilities. *a.* The conduct of field historical operations is a command responsibility.

b. In addition to the responsibilities specified in these regulations, the attention of appropriate commanders is directed to the provisions of AR 525-24.

92. Operational concept. *a.* The Command Report (AR 525-24) will serve as the basic historical summary of combat operations, supplemented as required by special studies, interviews, notes, journals, orders, plans, estimates, interrogations, sketches, maps, photographs, and historical properties.

b. Staff and operational historical assistance will be provided to oversea commanders engaged in combat operations in order to meet the additional requirements for field historical operations.

c. Military History Detachments will be employed to provide flexible staff and operational assistance required by field historical operations. Thus by attachment and detachment, staff and operational historical resources can be applied where most required.

93. Organization. *a.* Military History Detachments (TOE 20-17D) are employed both to provide a staff historical office to specified tactical organizations not having an organic staff section of that type and to supplement and provide flexibility to staff historical offices at higher echelons.

b. Normally, at least one detachment is allocated to the theater army, the theater army logistical command, the theater army replacement and train-

ing command, the theater army civil affairs command, the theater army air defense command, each army group, each field army, each army corps, and each division. Additional detachments may be allocated to the theater army to provide even greater flexibility in the management of special studies or other historical tasks.

94. Personnel. Each Military History Detachment consists of two persons; one a professionally trained officer historian, and the other an enlisted stenographer. The two are trained as a team to serve the commander of the organization to which attached, in both a staff and operational capacity, to include performance or supervision of the functions in paragraph 95.

95. Functions. The following listed functions constitute some of the major activities involved in field historical operations:

a. Preparation and maintenance of journals and journal files (AR 220-346).

b. Preparation of the Command Report (AR 525-24).

c. Conduct of personal interviews of commanders, staff officers, and other personnel.

d. Recording observations relative to weather, morale, fatigue, physical condition, etc.

e. Collection and forwarding of significant documents.

f. Collection, classification, marking, and reporting of historical properties. See paragraph 66*b* for classification criteria; see also paragraph 9*a*, AR 735-5, and paragraph 182, Manual for Courts-Martial.

g. Preparation of special historical monographs and historical studies.

h. Preparation of sketches.

i. Collection of photographs and maps.

96. Procedures. Field historical operations will be conducted in accordance with professional procedures specified by the Chief of Military History.

SECTION XIII

HISTORICAL RECORDS AND SOURCE MATERIAL

97. General. *a.* This section establishes the responsibilities, policies, and procedures for the use of official records of the Department of the Army for historical purposes.

b. The value and reliability of the historical works prepared by the Department of the Army depend upon a full knowledge of the information contained in the Department's records. Army historians will have access to official records pertinent to their official duties, subject to the restrictions outlined in these regulations, the provisions of regulations cited herein, and the provisions of regulations governing the safeguarding of defense information.

c. The provisions of AR 380-5 govern the copying, extracting from, or reproduction of classified documents. However, the taking of notes by Army historians for historical purposes from classified documents originating in Department of the Army Headquarters will not be interpreted as reproduction within the meaning of that regulation. Any notes taken for historical purposes will be handled in accordance with the provisions of AR 380-5.

98. Definition. Historical records and source material are defined as all records, manuscripts, diaries, interviews, publications, maps, photographs, and recorded and microcopied material.

99. Responsibilities. *a.* The Adjutant General is responsible for the formulation of policy and staff direction of records administration in the Department of the Army.

b. The Chief of Military History is responsible for designating those Army historians who may be granted access to special files, as outlined in paragraph 100, and for granting access to original manuscripts of Army staff historical offices for unofficial historical research.

c. Commanders with staff historical offices are responsible for forwarding all requests for access to original manuscripts of those offices for unofficial historical research to this headquarters for approval.

100. Official access. *a.* General policies and procedures for official access to Army records are specified in AR 345-20 and AR 345-230.

b. Except as provided in *c* through *f* below, and subject to the provisions of AR 380-5, com-

manders and staff officers will give staff historians all information needed for accurate, complete histories of Department of the Army activities. This information will include pertinent material of any date regardless of classification. Examples are memorandums for records, correspondence, staff studies, diaries, minutes, summaries of conferences, records of telephone calls, and oral statements. It is particularly important that key staff officers—division chiefs, directors, and deputy chiefs of staff—make basic data available to staff historians. Key staff officers should take necessary action to insure that information needed to meet historical program objectives is preserved in documentary form.

c. Official access by Army historians to the following special files is controlled and arranged with appropriate custodians by the Chief of Military History:

- (1) Intelligence files.
- (2) Counterintelligence files, when access is specifically directed by the Secretary of the Army.
- (3) Joint Chiefs of Staff files.
- (4) Combined Chiefs of Staff papers.
- (5) Other non-Army files requiring special permission for access.

d. Commanders whose historians desire access to the aforementioned special files will forward a request for access, containing the following information, to the Chief of Military History:

- (1) Name of historian.
- (2) Position held.
- (3) Project in which engaged.
- (4) Status of security clearance.
- (5) Date access desired.

e. Access will not be granted to officer personnel files maintained by The Adjutant General or to files of evidence obtained by the Office of The Inspector General from individuals on a confidential basis.

f. Personal correspondence of living officers not included in official records will not be consulted without the permission of the officer in each case.

101. Unofficial access. *a.* General policies and procedures governing unofficial access to Army

records for historical research are prescribed in AR 345-20 and AR 345-230.

b. Historical records of the U.S. Army's operations and the manner in which they were accomplished are public property, and, except when the nation's security may be jeopardized, the right of citizens to the full story is unquestioned. Beyond this, the major achievements credited to the U.S. Army are, in fact, accomplishments of the entire nation. The American public should find no unnecessary obstacle to access to the written record. The history of the U.S. Army now being prepared must, without reservation, tell the complete story of the U.S. Army's participation, fully documented with references to the records used. Preparation of the history does not constitute a reason or excuse for denying to the public immediate access to facts and records when they deal solely with operations of the U.S. Army and the nation's security is not involved.

c. Individuals requesting unofficial access to records in an Army staff historical office which are borrowed from a records depository or other official custodian will be referred to the appropriate custodian of the particular records.

d. Requests for unofficial access to original manuscripts of an Army staff historical office will be handled as specified in paragraph 99c.

102. Location. Noncurrent records which have been retired by operating agencies will be located

in one or more of the records centers listed in the appendix to AR 345-224.

103. Disposition. Certain records are created in the preparation of historical writing projects, some with only temporary and others with permanent value. When a subordinate commander is notified that a completed historical writing project prepared within his command has been forwarded by the Chief of Military History for printing, the following actions will be taken :

a. Official Army records used in preparation of the project will be returned to appropriate records centers.

b. The following records will be forwarded to the Office of the Chief of Military History :

- (1) The first completed typed draft of the manuscript.
- (2) Copies of any special research studies prepared to support the manuscript.
- (3) Any personal diaries, interviews, questionnaires, memoirs, and personal correspondence between the author and participants which the author may have used. "Privileged information" should be plainly marked.

c. Records listed in *b* above, which are retained by the Chief of Military History as permanent historical records, will be accessible for official and unofficial historical research in accordance with the provisions of paragraphs 100 and 101.

SECTION XIV
HISTORICAL PROGRAM PROGRESS REPORT
(Reports Control Symbol CSHIS-4(R2))

104. General. *a.* This section establishes the responsibilities, policies, and procedures for reporting quarterly progress of the Army Historical Program.

b. A Historical Program Progress Report will be prepared and submitted to Headquarters Department of the Army by commanders specified in paragraph 105. The report will reflect the progress attained at the end of fiscal year quarters in completing only those projects for which responsibility is assigned in the Army Historical Program.

c. Progress on projects established within commands subordinate to this headquarters to facilitate the attainment of other objectives established by the Army Historical Program will not be included in the report.

105. Responsibilities. The following commands and staff agencies, with operating responsibilities, will submit Historical Program Progress Reports:

- a.* The Chief of Engineers.
- b.* The Surgeon General.
- c.* U.S. Continental Army Command.
- d.* U.S. Army Materiel Command.
- e.* U.S. Army Electronics Command.
- f.* U.S. Army Missile Command.
- g.* U.S. Army Mobility Command.
- h.* U.S. Army Munitions Command.
- i.* U.S. Army Supply and Maintenance Command.
- j.* U.S. Army Test and Evaluation Command.

k. U.S. Army Weapons Command.

l. U.S. Army Combat Developments Command.

m. Combat Developments Experimentation Center.

n. U.S. Army Air Defense Command.

o. U.S. Army, Europe.

p. U.S. Army, Pacific.

q. U.S. Army, Alaska.

r. U.S. Army, Caribbean.

106. Preparation. *a.* The report will be prepared in typewritten narrative form, discussing each project in a separate subparagraph arranged in numerical order by project number and title. Project progress will be stated in simple terms indicating what has been completed by stage of planning, research, writing, or revision. Writing progress will be indicated by chapters or sections completed, and whether or not such completion is a first or final draft. Percentages will not be used to indicate progress.

b. Since the type of information desired in the report normally will be available to the headquarters of the commands concerned, feeder reports will not be established without the approval of Headquarters, Department of the Army.

107. Submission. Historical Program Progress Reports will be prepared as of the last day of March, June, September, and December and dispatched to Headquarters, Department of the Army, directly or through command channels not later than 15 workdays after the report date.

APPENDIX

GUIDE TO THE PREPARATION OF THE ANNUAL HISTORICAL SUMMARY

(Reports Control Symbol CSHIS-6(R2))

1. Purpose. This guide is provided to assist staff historians in preparing the annual historical summary of agencies designated in section X, AR 870-5, and to establish minimum standards of uniformity in the preparation of summaries.

2. General. *a.* The annual historical summary should be a unified narrative report of the activities of an agency as a whole or a collection of monographs covering topics selected as most important. It should not be a mere collection of feeder reports from the agency's divisions. However, staff agencies that are functionally organized may find it desirable to shape their summaries into chapters or sections corresponding to the division of functions among major subdivisions of the agency. If either this or the monographic approach is used, there should be an introduction summarizing significant organizational changes and major trends and developments that will provide a measure of unity to the entire summary.

b. The annual historical summary serves many purposes. It is an important source of information for historians writing definitive histories; it assists the agencies in orienting new officers; it provides action officers with background information on continuing problems; and it helps make the staff officer aware of the historical importance of his work.

3. Selection of developments and events. *a.* The developments and events selected for inclusion in the summary should be those of importance to the Army and the Nation and not those involving matters of routine administration and housekeeping.

b. Criteria must be established by which to identify major developments and events. Giving major and minor matters equal emphasis obscures the importance of major items and their effects.

c. The selection of topics is a continuing process for the staff historian preparing the summary. During the course of the year he should maintain a file covering the major events and developments in the agency's work. At the close of the reporting

period he will then have a working file of supporting documents dealing with major topics.

d. The security classification of defense information will not be a barrier to reporting significant developments and events. Guidance for handling the treatment of classified information is contained in AR 380-5. Whenever the summary is given wide distribution, the classified material may be appended as annexes and forwarded on a need to know basis.

4. Treatment of major developments and events. *a.* The summary should be clear, concise, and complete, with emphasis on the events and developments which have had a major impact on the policy, organization, and functions of the agency. It should be supported by such data and references as are necessary to make the account of these developments and events meaningful.

b. In treating the developments and events selected, the summary should be substantive in nature and deal objectively with the areas under consideration. It should include the background of and reasons for major policy decisions, courses of action considered as well as those taken, and, wherever possible, an analysis of results. The impact of decisions taken by higher authority and of pertinent legislation by Congress should be noted. The narrative should include as much interpretation as the writer is in a position to make. It should not be conceived as a defense of the actions taken by the reporting agency or of the Department of the Army.

5. Source material. *a. Citations.* An important part of the summary is the citation of sources of information. Citations should include the location as well as the identification of records. The work of the action officer and of stenographic personnel will be reduced if such information on the items under consideration is maintained during the year.

b. Sources of information.

- (1) Official correspondence and memorandums for the record.

- (2) Minutes of conferences.
- (3) Past annual historical summaries.
- (4) Other periodic reports of various types.
- (5) Interoffice memoranda.
- (6) Agency directives.
- (7) Public information releases.
- (8) Fact sheets and briefings prepared for visitors.
- (9) Newspaper, periodical, and survey journal reports.
- (10) Special studies conducted by the agency.
- (11) Results of inspection trips—observations recorded by personnel.
- (12) Reports or studies on projected plans and operations.
- (13) Personal interviews.

6. Format of the annual summary. *a.* The annual historical summary will be bound in a folder-type cover.

b. Either legal (8" x 13") or correspondence (8" x 10½") size paper may be used.

c. The title, Reports Control Symbol, submitting agency, and fiscal year covered will be placed on the cover as indicated in the following example:

ANNUAL HISTORICAL SUMMARY
(RCS CS HIS-6(R1))
OFFICE OF THE JUDGE ADVOCATE
GENERAL
1 July 1962 to 30 June 1963

d. Either pica or elite type is acceptable. Lines should be double spaced with 1½-inch left margin and 1-inch top, bottom, and right margins.

e. The same information as specified in *c* above will be placed on the title page.

f. In some instances a preface, foreword, or introductory remarks may be desirable. They will be titled as such and inserted before the table of contents.

g. The Summary will include a table of contents showing the major headings, subheadings, and appropriate page numbers.

h. A separate list of charts, graphs, and illustrations will be prepared.

i. If terms and abbreviations are used which are common to the submitting agency but unfamiliar to other personnel, a glossary of terms will be placed at the end of the report.

j. Footnotes may be placed at the bottom of the page with a typed line to separate them from the

text, interlinearly immediately following the statement to which they refer, or consolidated at the end of a chapter or section. An example of a footnote is shown on page 87 of DA Pam 20-200.

k. Chapter IV, DA Pam 20-200 offers many helpful suggestions in the preparation of a historical report. It is recommended that the contents of the chapter be read in conjunction with this appendix.

l. The inclusion of copies of important documents to supplement the text is desirable but optional. Such documents, if properly selected, can be a valuable adjunct to the summary and obviate the necessity for detailed discussion of some developments, actions, and events in the text of the summary. Copies of documents of a routine nature which do not serve to illustrate or amplify textual treatment of important policy decisions, events, or developments should not be included.

7. Some common deficiencies of annual historical summaries. *a. Lack of selected emphasis.* A shotgun report attempting to cover all the activities of the agency as well as the minutiae of normal administrative and operational routine places important and unimportant matters on the same level.

b. Lack of substance. In too many cases historical summaries make reference to decisions reached, papers prepared, memorandums or letters written, conferences held, and so forth, without indicating what the substance of these various actions was or how they related to the problems the agency was facing.

c. Omission of controversial issues. Whenever TOP SECRET or sensitive issues become involved, there is a pronounced tendency to sidestep reporting them. Paragraph 3 of this appendix is specific on those matters which are to be reported.

d. Inclusion of agency jargon. Uninhibited use of agency jargon, and of abbreviations without initial explanation by footnote or glossary, thwarts the reader and detracts from the clarity of the report.

e. Omission of documentary references. A report is not complete unless it is well referenced. The file number, title, and location of documents aid in further research efforts during the course of internal review by the submitting agency and in subsequent more detailed historical research.

AR 870-5

[AG 314.7 (18 Sep 62) OCMH]

By Order of the Secretary of the Army:

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for DA Regulations—Administration—A.

NG: State AG (8).

USAR: None.

AR 870-5 HISTORICAL ACTIVITIES: MILITARY HISTORY—RESPONSIBILITIES, POLICIES, AND PROCEDURES—1962