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**HISTORICAL ACTIVITIES**

**MILITARY HISTORY—RESPONSIBILITIES, POLICIES,  
AND PROCEDURES**



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**HEADQUARTERS, DEPARTMENT OF THE ARMY**

**AUGUST 1965**

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HEADQUARTERS  
 DEPARTMENT OF THE ARMY  
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**HISTORICAL ACTIVITIES**

**MILITARY HISTORY—RESPONSIBILITIES, POLICIES, AND PROCEDURES**

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## SECTION I

## GENERAL

**1. Purpose and scope.** This regulation sets 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 this regulation.

*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 responsi-

bilities 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 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 the American people, about the Army's past.

**4. Application.** This regulation applies 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

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**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 by 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 use of military history.

*c. Individual responsibility.*

- (1) Individual leaders, commissioned and non-commissioned, 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 Secre-

tary 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. Department of the Army Historical Advisory Committee.** The Committee, formerly known as the Historical Advisory Committee and established 19 May 1943, consists of five military members, representing the military school system, and six civilian members appointed by the Secretary of the Army under the provisions of AR 15-1 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. Army 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 Committee advises the Secretary of the Army, the Chief of Staff, 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. VIII).

**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, and the Secretary of Defense); formulates, executes, and reviews the Army Historical Program; coordinates and supervises all Army historical matters, including historical properties; prepares and publishes histories required by 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. VIII).

*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. VI and VII).

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

(1) The preparation and use of military history as prescribed by this regulation 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. VI) 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 (sec. VII), and for preparing an annual historical summary of the operations of his command (sec. VIII).

*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 (sec. VII), and for preparing an annual historical summary of the operations of his command (sec. VIII).

*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 (sec. VII), and for preparing an annual historical summary of the operations of his command (sec. VIII).

*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 (sec. VII), and for preparing an annual historical summary of the operations of his command (sec. VIII).

**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 (sec. VII) and for preparing an annual historical summary of the operations of their commands (sec. VIII).

- (1) U.S. Army, Europe.
- (2) U.S. Army, Pacific.
- (3) U.S. Army, Alaska.
- (4) U.S. Army Forces Southern Command.

## SECTION III

### USE OF MILITARY HISTORY

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**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.** *a.* 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.

*b.* Paragraphs 20 through 22 are not to be construed as indicating that Army historians or Army historical officers have responsibilities that include the educational and training, morale and esprit, and public and command information programs indicated. Such programs will continue to be conducted under other relevant Army regulations.

However, Army historians and Army historical officers should cooperate, as necessary and feasible, in the preparation of such programs.

**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 knowl-

edge 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 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. Organ-

izational history and associated activities will be used to picture the military organization as a subsisting entity with a heart and a 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 command information.** Military history is one of the most useful tools for public and command 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 television 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, and multiple command fiscal year programs.

*b.* The Army Historical Program system does not duplicate the Department of the Army Program system as described in the Army Program Manual, 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 the preparation of the Army Long-Range Historical Plan, and the Army 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 including appropriate modifications in the event of mobilization.

**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 technique 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. The various components of a command historical program may be consolidated into a single document.

*b.* Where command operating programs are required by the Army Program Manual, command historical programs will be included as an integral part of such command operating programs. In those commands and agencies which are not required to prepare and implement operating programs, command historical program will be incorporated into other routine programs of the command, e.g., the training program, the public and command information program, the educational program.

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 this regulation.

**27. Mobilization modifications.** a. The Army Historical Program will contain instructions for program modification in the event of any degree of mobilization. Specific modifications to the program will be made in accordance with instructions issued at the beginning of the mobilization period.

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

c. Where commands, agencies, and installations are required by AR 11-5 to prepare command mobilization programs, such programs will make provision for discharging the responsibilities and tasks assigned in the Army Historical Program as modified for mobilization.

**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 Military Operations; Office of the Deputy Chief of Staff for Personnel; Office of the Assistant Chief of Staff for Force Development; 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 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.** a. The Army Long-Range Historical Plan will be distributed periodically to the major commands.

b. The Army Historical Program will be distributed to major commands in November preceding the beginning of the target fiscal year. Sufficient copies will be provided to permit further distribution within major commands as determined by the command.

**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. V) 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 PROGRAM PROGRESS REPORT**  
**(Reports Control Symbol CSHIS-4(R2))**

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**32. 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 the Chief of Military History by commanders specified in paragraph 33. The report will reflect the progress attained at the end of the 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.

**33. 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 Combat Developments Command.
- f.* U.S. Army Air Defense Command.

*g.* U.S. Army, Europe.

*h.* U.S. Army, Pacific.

*i.* U.S. Army, Alaska.

*j.* U.S. Army Forces Southern Command.

**34. Preparation.** *a.* The report will be prepared in typewritten narrative form, discussing each project in a separate paragraph 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.

**35. Submission.** Historical Program Progress Reports will be prepared as of the last day of March, June, September, and December and dispatched to the Chief of Military History, Department of the Army, Washington, D. C. 20315, not later than 15 workdays after the report date.

## SECTION VI

### HISTORICAL PUBLICATIONS

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**36. 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.

**37. 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 (sec. VII) may be redesignated as historical publications to be handled in accordance with the provisions of this section.

**38. 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 its 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.

**39. Preparation.** Historical publications nor-

mally 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.

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

**41. 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 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.

**42. Accounting.** Historical publications will be accounted for in accordance with AR 735-7600-1.

**43. 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 VII

### HISTORICAL MONOGRAPHS

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

**45. Definition.** "Historical monographs" are detailed, systematically presented, historical works focused on specific military subjects.

**46. Responsibilities.** *a.* The Chief of Military History will approve a projected monograph before action to prepare it is initiated.

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

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

**47. Preparation.** *a.* Historical monographs will be prepared in accordance with professional historical standards established by the Chief of Military History.

*b.* The research, writing, and preliminary review functions involved in the preparation of historical monographs will be performed by the staff, command, or agency assigned responsibility for prepa-

ration. After intermediate review by higher headquarters as required, historical monographs will be transmitted to the Chief of Military History for final review.

**48. Publication.** If warranted, the Chief of Military History may determine that historical monographs shall become Army historical publications to be handled in accordance with the provisions of section VI.

**49. Distribution.** Historical monographs will not be offered for public sale. Distribution outside the preparing command or agency is authorized after review by the Chief of Military History.

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

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

**51. Disposition.** When organizations are disbanded, discontinued, or otherwise are unable to care for or use unclassified historical monographs, 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 VIII**  
**ANNUAL HISTORICAL SUMMARY**  
**(Reports Control Symbol CSHIS-6(R2))**

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**52. 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.

**53. 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 Research and Development.
- (6) Chief, Office of Reserve Components.
- (7) Assistant Chief of Staff for Force Development.
- (8) Assistant Chief of Staff for Intelligence.
- (9) Chief of Legislative Liaison.
- (10) The Chief of Engineers.
- (11) The Surgeon General.
- (12) The Judge Advocate General.
- (13) Chief of Information.
- (14) U.S. Continental Army Command.
- (15) U.S. Army Materiel Command.

- (16) U.S. Army Combat Developments Command.
- (17) U.S. Army Air Defense Command.
- (18) U.S. Army Strategic Communications Command.
- (19) U.S. Army Intelligence Command.
- (20) U.S. Army, Europe.
- (21) U.S. Army, Pacific.
- (22) U.S. Army, Alaska.
- (23) U.S. Army Forces Southern Command.
- (24) Military Traffic Management and Terminal Service.
- (25) U.S. Army Information and Data Systems Command.

*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.

*c.* Except with the specific approval of the Chief of Military History, this requirement will not be used to justify periodic reports (para 2e(10)(b), AR 335-15) from subordinate elements to preparing agencies and commands.

**54. Preparation.** *a.* The annual historical summary will be prepared in accordance with guidance contained in appendix I, 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 conferences, 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 information 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 therefor.

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.

g. Annual historical summaries need not cover those periods for which preparing commands are required to submit command reports under the provisions of AR 525-24.

**55. 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.

**56. Frequency and submission.** a. An annual historical summary will be prepared for each fiscal year period. Two copies of the summary including the ribbon copy when not reproduced, will be forwarded to the Chief of Military History not later than 150 days following the reporting period.

b. Those commands which constitute the U.S. Army subordinate command of a joint, unified, or combined 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 150 days after the end of the calendar year.

## SECTION IX

### ORGANIZATIONAL HISTORY

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**57. 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.

**58. 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.

**59. Responsibilities.** *a.* Commanders of all organizations subordinate to Headquarters, Department of the Army, which are authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) are responsible for including in their command historical program, as a minimum, the objectives, policies, and projects concerned with the organizational history activities specified in paragraph 60.

*b.* Commanders of the following Army organizations, except those required to report under AR 40-226, are responsible for the preparation of a unit history and an annual supplement for their organizations:

- (1) Separate TOE organizations down to and including the level of units carrying the

title company, troop, or battery as part of their official designations.

- (2) CONUS service and special schools and colleges.
- (3) Permanent installations included in the detailed portion of Annex III, Stationing Plan for Permanent Construction, D/A Installations Program; and those installations listed in Annex III under Permanent Installations, Alaska, Hawaii, and Caribbean. Installations classified as subposts in reference document are exempt.

*c.* Unit histories and annual supplements need not be prepared for those periods when an organization is required to prepare a command report under the provisions of AR 525-24.

*d.* Commanders of commands and agencies required to prepare a historical summary (sec. VIII); all T/D organizations other than those mentioned in *b*(2) and (3) above; and TOE units not included in *b*(1) above may prepare a unit history and an annual supplement.

*e.* Commanders of separate TOE organizations down to and including the level of units carrying the title company, troop, or battery as a part of their official designations are responsible for 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 345-210). T/D organizations may, but are not required to, establish and maintain an organizational history file.

**60. 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 goal. 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 installations.*

(a) *Emphasis.* National defense will be stressed.

(b) *Materials.* Displays of drawings, paintings, photographs, and posters depicting military events and scenes, flags, uniforms, and insignia, 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. Poster, 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 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 records, 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 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 understanding 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, mili-

tary 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 25 photographs of significant events in Army history dating from the Revolutionary War are available on request from the U.S. Army Photographic Agency, Washington, D.C. 20310.
- (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, D.C. 20402. Posters are numbered 21-32, 21-37 through 21-48, and 21-73.

*c. Unit Day.*

- (1) The commanding officer of divisions, brigades, groups, logistical commands, division support commands, division artillery headquarters, regiments, separate battalions, and separate companies organized under a TOE 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 organized. The date of constitution in an Army component should not be selected. Constitution is a term used to designate and place a new TOE organization on the rolls of the Army in an inactive status. An organization does not accrue history until it is activated or organized. Commanders of organizations organic to regiments of the Combat Arms Regimental System should coordinate their selection and mutually agree upon a single day to be

celebrated as Unit Day by the regiment and all of its active elements. The day selected as Unit Day 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. When Unit Day falls on a Saturday, Sunday, or holiday, or it is impracticable to celebrate on the officially designated date because of maneuvers or other similar activities, commanders may select another date on which to observe Unit Day. The day selected by each organization and the historical significance thereof, will be reported officially to The Adjutant General, ATTN: AGAO-O, Department of the Army, Washington, D.C. 20315. 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.

- (2) The Chief of Military History will provide organizations designated in (1) above with a certificate suitable for framing which attests to their approved Unit Day.
- (3) Commanders of organizations other than those listed in (1) above may at their own discretion hold similar ceremonies. However, certificates attesting to the selection and celebration of selected days will not be furnished by the Chief of Military History.

*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 were 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—

- (1) Acquisition of those historical publications of the Department of the Army authorized for distribution to the organization concerned (sec. II and VI),
- (2) Preparation and distribution of historical booklets deemed by the organization commander to be the best suited for the requirements of his organization's command historical program (*f*(3) below), and
- (3) Preparation of a Unit History (para 61).

*f. Military history in training.*

- (1) Every effort should be made to utilize Army history in discharging and 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.
- (3) 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 230-10.
- (4) 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.

*g. Historical memorial awards.*

- (1) TOE 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 AR 230-10.
- (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.

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

Responsibilities for the preparation of unit histories are specified in paragraph 59b through 59e. Unit histories are not official publications of the Department of the Army, but rather are unofficial publications of the organization concerned. Those unit histories financed by nonappropriated funds are subject to the provisions of AR 230-10. Appropriated funds may not be used for publication of unit histories.

*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 of official Army records should be addressed to The Adjutant General, Department of the Army, Washington, D.C. 20315.
- (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 organi-

zations should be addressed to the Chief of Military History, Department of the Army, Washington, D.C. 20315.

*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, D.C. 20315.
- (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 X.
- (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 the year following the calendar year covered. Un-

less otherwise directed by superior headquarters, preparing units will forward unit histories and annual supplements directly to the Chief of Military History.

*e. Unit histories and annual supplements.* Unit histories and annual supplements are exempt from reports control procedures (para 39p, AR 335-15).

**62. 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 pertaining 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 59e.

- (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, Department of the Army, Washington, D.C. 20315, for verification of the organization's entitlement to those files. See AR 345-210.
- (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 historical 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 X

### LINEAGE AND HONORS

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**63. 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.

**64. Definitions.** *a.* The explanation 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 that have been bestowed by competent authority upon a military organization as a corporate entity, and may consist of decorations, citations, and campaign participation or war service credit.

*d.* "Military organization" as used in this section refers to TOE armies, corps, divisions, brigades, groups, regiments, separate battalions, or battalions or squadrons, of regiments in the Combat Arms Regimental System; and separate companies, batteries, troops, and comparable elements authorized an organizational color, distinguishing flag, or guidon under the provisions of AR 840-10.

*e.* "Color bearing organizations" are regiments, separate battalions, and battalions or squadrons of regiments in the Combat Arms Regimental System authorized organizational colors symbolic of their branch and past history. The composition of such organizations is fixed by tables of organization and equipment and is exactly the same for all such organizations. Subordinate elements are all organically assigned. Examples of color bearing organizations are: battalions of infantry regiments, armored cavalry regiments, engineer battalions, medical battalions, signal battalions, and maintenance battalions assigned to divisions.

*f.* "Flag bearing organizations" as used in this section are TOE organizations having a fixed headquarters but which are composed of—

- (1) A varying number of attached subordinate elements, all of the same branch providing the same service—for example, division artillery with attached artillery battalions, an artillery group with artillery battalions, or a transportation battalion (truck) with a variable number of transportation companies attached.
- (2) A varying number of attached subordinate elements of different branches—for example, an engineer battalion with quartermaster and engineer companies.
- (3) Elements providing several services—for example, a composite quartermaster battalion providing supply, maintenance, and air delivery services.

*g.* "Guidon bearing organizations" as used in this section are TOE units authorized a guidon under the provisions of AR 840-10. They may be a component of a color bearing organization or exist separately—for example, companies, batteries, troops, designated detachments, and comparable units.

**65. 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 for determining 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.

**66. 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. 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 TOE flag or color bearing organizations and for TOE guidon bearing organizations not a subordinate element of a color bearing organization. Except under special circumstances, determined by the Chief of Staff of the Army, TD organizations do not possess official lineages and honors and none will be determined for them. However, TD organizations may, upon application to The Adjutant General, Department of the Army, obtain historical data information concerning the historical background of the 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 the 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 activation 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 lineage 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.

**67. 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.

**68. 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.

**69. 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 subordinate 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.

**70. 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, Department of the Army, Washington, D.C. 20315.

*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 this regulation is published will not be changed, but will be reconfirmed by issuance of a certificate as outlined in paragraph 71.

*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.

**71. Certification.** *a.* The Office of the Chief of Military History will provide all active organiza-

tions 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 XI

### HISTORICAL PROPERTIES

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**72. General.** This section establishes the responsibilities, policies, and procedures for preserving, maintaining, and utilizing historical properties in order to advance knowledge and understanding within the Army and among the American people of the Army's military and cultural heritage.

**73. Definitions.** *a.* "Historically significant items" comprise historical properties and other articles of historical significance not specifically designated as historical properties. Historically significant items include but are not limited to weapons, military equipment, articles of uniform or personal equipment, flags, works of art, unit and individual decorations, battle streamers and all other objects except official records, which constitute relics or evidence of battle experience or other activities of national significance of United States or foreign armed forces. An item may have historical significance because it is associated with important persons, events or places, because of ancient or traditional association with a military organization, or because it is a representative example of obsolete equipment. Athletic trophies, prizes, unit awards, and other items of transitory significance or not pertinent to the battle history, lineage or traditions of the owning agency or of the United States or foreign armed forces, or to military history in general, are not considered to have historical significance within the meaning of this regulation.

*b.* "Historical properties" are historically significant items that have been designated historical properties by the Chief of Military History or by an installation commander.

*c.* "Organizational historical properties" comprise historical properties in the custody of or of unique significance to particular organizations.

*d.* "War art" comprises paintings, drawings, sketches, cartoons or sculptures depicting war activities or expressing the artists' interpretation of

or reaction to war. Articles of war art are considered to be historical properties.

*e.* The "Army War Art Collection" is all war art in the custody of or under the control of the Chief of Military History.

*f.* A "historical collection" comprises an assortment of historical properties pertaining to the history of or in the custody of a particular organization, installation, or agency.

*g.* The "Army Historical Collection" is the historical collection under control of the Chief of Military History, including historical properties in the custody of installations, organizations, or agencies.

*h.* An "Army museum" is a historical collection housed in specifically designated rooms or buildings in the care of one or more persons designated as custodians. A museum may be established by any Army agency or activity.

*i.* An "installation museum" is an Army museum operated by or in conjunction with either an installation or an activity more or less permanently located at an installation.

*j.* An "organizational museum" is an Army museum operated by or in conjunction with an agency, major command or other organization.

*k.* The "Army Museum System" comprises those installation and organizational museums registered with the Chief of Military History as Army Museums.

*l.* The "Central Catalog of Historical Properties" is a consolidated catalog maintained by the Chief of Military History recording items in all Army museums and historical collections.

**74. Responsibilities.** *a.* The Chief of Military History is responsible for control of all historical properties, including their identification, maintenance, classification, cataloging, loan, transfer, and disposition; staff supervision of the Army Museum

System; guidance to Army agencies and activities regarding the use of historical properties; preservation as historical properties of representative examples of obsolete military equipment; and preservation, maintenance, and management of the Army War Art Collection, to include the Life Collection of War Art.

b. The Commanding General, U.S. Army Materiel Command is responsible for keeping the Chief of Military History informed of items of equipment that have been declared obsolete in order that representative examples can be designated historical properties, and for storage and maintenance of historical properties placed in his custody. Storage and maintenance of historical properties will be in accordance with technical requirements specified by the Chief of Military History.

c. Installation commanders are responsible for locating and identifying historically significant items and designating them as historical properties. Commanders of installations at which Army museums or other historical collections are located are responsible for classification, cataloging, utilization, security, maintenance, and disposition of historical properties, for maintaining property accountability, and for support of museums and historical collection activities.

d. Commanders operating organizational museums or having custody of historical collections are responsible for classification, cataloging, utilization, security, and maintenance of historical properties and for maintaining property accountability.

**75. Historical collections and museums.** Commanders of installations, organizations and agencies are authorized to acquire historical collections and to establish museums to house, preserve, maintain, display, and account for historical properties in their custody. Historical collections should be specialized and limited in scope so as to focus upon the history of an installation, organization, arm, branch, weapon, activity, or historically significant person or event; or, to serve a specific purpose such as education, training, research, fostering esprit, or enhancing community relations.

a. No criteria for the size, scope, type, or composition of historical collection required to justify establishment of an Army museum are prescribed by the Department of the Army.

b. An organization commander or head of an activity desiring to establish a museum will request approval of the commander of the installation at which the museum is to be located.

c. Each Army museum will be registered with the Chief of Military History. The following information will be submitted with notice of establishment:

- (1) Name of museum.
- (2) Sponsoring agency.
- (3) Installation at which located.
- (4) Purposes or uses which museum is expected to serve.
- (5) General nature, size, scope, and composition of historical collection.
- (6) Nature and extent of interest or support from non-military agencies.
- (7) Type, size and location of buildings.
- (8) Numbers, composition and qualifications of staff, including whether civilian or military, full-time or part-time, and whether voluntary or paid.
- (9) Source of fiscal support, e.g., training funds, overhead funds, non-appropriated funds.
- (10) Whether museum is open to the public.

**76. Support of historical collections.** a. *Installation commanders.* Installation commanders are authorized to provide support to installation and organization museums and other historical collections to include:

- (1) Use, renovation, repair, and maintenance of buildings.
- (2) Upkeep of grounds.
- (3) Provision of utilities and telephone service.
- (4) Maintenance of historical properties.
- (5) Construction or provision of display cases and similar materials.
- (6) Sign painting and similar service.
- (7) Coordination of information services.
- (8) Security of grounds, buildings, and historical collections, including construction, hiring of guards, fire protection, and other security measures.
- (9) Printing of announcements, brochures and other materials.
- (10) Employment of curators and other museum personnel.

- (11) Travel in connection with museum activities.
- (12) Transportation of historical properties and related supplies and equipment.
- (13) Expendable and non-expendable supplies.
- (14) Postal, clerical, and secretarial services.
- (15) Costs of participation in off-post historical activities.
- (16) Assignment of personnel to full- or part-time curatorial duties.
- (17) Authorization of use of nonappropriated funds in support of museum or other historical collection activities, subject to provisions of *b*(2) below.
- (18) Procurement of historical properties.
- (19) Other activities that contribute to the accomplishment of the museum's mission.

*b. Funds.* Support of historical collections may be obtained from appropriated or nonappropriated funds or from private associations. Eligibility for support from appropriated or nonappropriated funds depends upon the purposes for which the historical collection is operated and the personnel it is intended to serve.

- (1) Appropriated fund support of historical collections, the primary function of which is to serve an authorized training, research, public relations, morale, or recreational activity may be furnished in accordance with AR 210-55.
- (2) The use of nonappropriated funds (AR 230-5) is authorized to support historical collections as follows:
  - (a) Nonappropriated unit funds may be used within the limitations of AR 230-10.
  - (b) Nonappropriated military welfare funds (major command, central post and unit) may be used to supplement appropriated funds for support of historical collections whose sole purposes are to serve morale, recreational and welfare activities of military personnel and their dependents. See paragraph 73a.
  - (c) Commandants welfare funds established pursuant to AR 230-43 may be used to supplement appropriated fund support of historical collections administered in conjunction with service schools at

which such nonappropriated funds are established.

- (d) Non-appropriated sundry funds established for the specific purpose of receiving voluntary contributions, admission receipts, service charges, dues, and other income for support of historical collections, may be expended for such purposes. See AR 230-5 and AR 230-60.
- (3) When a source of funds, such as private donations, admission receipts, or proceeds from sale of souvenirs, is available, establishment of a sundry or association fund as prescribed by AR 230-5 may be appropriate. Utilization of sundry or association funds will be consistent with the purposes for which income is received.
  - (a) Installation commanders are authorized to approve acceptance by sundry or association funds of unconditional donations not greater than \$1,000 from private associations or individuals. Major commanders may authorize the acceptance of such donations exceeding \$1,000 but not greater than \$10,000. Request for approval of acceptance of larger donations will be submitted to Deputy Chief of Staff for Personnel, Department of the Army, THRU: Chief of Military History. See AR 230-5.
  - (b) Utilization of sundry or association funds is authorized by activities receiving appropriated fund support. Expenditure of welfare funds in support of sundry or association fund activities is not authorized.
- (4) Private associations may be authorized to operate on military installations in accordance with procedures and within the limitations prescribed by AR 230-5. Offers by private associations to construct or provide financial support of museums or otherwise contribute to historical collection activities may be accepted. Offers of donation of money or real or personal property will be submitted to the Secretary of the Army, THRU: The Chief of Military History, for approval, in accordance with the provisions of AR 1-100.

*c. Personnel.* Staffing of Army museums and administration of historical collections will be in accordance with current Department of the Army personnel utilization policies.

- (1) Department of Army Pamphlet 20-551, "Staffing Guide for U.S. Army Garrisons," provides personnel staffing guidance for the operations of museums. Installation commanders are, in addition, authorized to provide civilian personnel positions for organizational museums.
- (2) Establishment of accountable space positions for installation, research activity, service school, and organizational museum staffs must be justified by the responsible commander. Subsequent to approval of the justification, positions may be included in Tables of Distribution.
- (3) Military personnel may be utilized in museums and administration of historical collections on a part-time basis as an additional duty to their primary duties. Military personnel normally will not be used to perform these functions on a full-time basis.

*d. Space allocation.* Installation commanders are authorized to allocate available buildings for use by installation or organizational museums. Proposal for construction of museums at the expense of appropriated funds will be forwarded for approval as exceptions to AR 415-31 (Defense Department Instructions 1330.3) as follows:

- (1) *When cost is no greater than \$25,000*—TO: The Secretary of the Army, THRU: The Chief of Engineers. An information copy will be submitted to the Chief of Military History.
- (2) *When cost is greater than \$25,000*—TO: Assistant Secretary of Defense for Installations, THRU: The Chief of Engineers. An information copy will be submitted to the Chief of Military History.

**77. Acquisition of historical properties.** Commanders are encouraged to add to their historical collections items meeting the criteria of the definition of historical properties in paragraph 73. Historical properties may be acquired by donation, designation, transfer, loan or purchase.

*a. Procedures for acquisition through donation* are prescribed by AR 1-100, AR 230-5, and in paragraph 76b(3). Reasonable conditions may be attached to donations of historical properties. Reasonable conditions include incorporation of the property into a specified collection, display of several properties as a set, identification of the donor in captions or explanatory literature, and similar stipulations. No condition likely to hinder an agency or activity in accomplishment of its mission will be accepted. Questions regarding proposed conditions of doubtful acceptability will be referred to the Chief of Military History.

*b. Items of obsolete equipment of particular significance to an installation, organization or agency* may be designated historical properties. Representative examples of military equipment currently in service will not be designated historical properties. An item of equipment currently in service will be designated as historical property only when specifically associated with important persons, events, or places. Organization commanders having custody of historically significant items will submit written requests with full justification for their designation as historical properties to the commander of an installation at which the properties are located. In the case of organizations not located on an installation, requests for designation of items as historical properties will be submitted to the installation commander who will have maintenance responsibility.

*c. With the approval of the Chief of Military History, historical properties may be lent or transferred between historical collections under Army control, provided both parties agree to the transaction. Any such loan or transfer will conform to the provisions of paragraph 79.*

**78. Accountability.** *a. Accountability for historical properties other than those owned by nonappropriated funds, will be maintained in accordance with the provisions of AR 735-5. Accountability for property procured or owned by nonappropriated unit funds will be as prescribed by AR 230-21. Property procured or owned by nonappropriated sundry funds will be accounted for as prescribed by AR 230-65. The Historical Property Catalog card (DA Form 2609) serves as both museum catalog and property account. An*

annual inventory will be made of all historical properties.

b. Since most historical properties are irreplaceable, extreme care will be exercised to prevent their loss, damage, or destruction. Loss, damage, or destruction of appropriate fund property will be accounted for in accordance with procedures prescribed by AR 735-10 and AR 735-11. A copy of each final approved Report of Survey (DD Form 200), report of investigation, report of board of officers, or certification of loss through fair wear and tear pertaining to historical properties will be forwarded through command channels to the Chief of Military History, ATTN: HPB, Department of the Army. Loss, damage or destruction of non-appropriated fund property will be investigated and processed as prescribed by AR 230-8.

**79. Disposition of historical properties.** In no case will historical properties be disposed of without written approval of the Chief of Military History. Salvage, loan, or donation of historical properties will be accomplished in accordance with the provisions of AR's 755-1, 755-20, and 755-21. In addition, loan of historical properties to the U.S. Navy or Air Force or to other branches or departments of the United States Government will be in accordance with the provisions of AR 735-5.

a. Agencies authorized by Chapter III, Part 3 of AR 755-20 to receive loans or donations of historical properties may submit requests to custodians of collections that include the desired item. Such requests will comply with the requirements of Section J, Chapter III, Part 3 of AR 755-20. If the requested items are excess to the needs of the proposed lender's or donor's collection and the donation or loan is considered to be in the best interest of the Army, the request will be forwarded to the Chief of Military History for final approval.

b. Requests for approval of exchange of historical properties between historical collections under Army control may be submitted to the Chief of Military History by either party. The agency submitting request will attach a statement of acquiescence by the other party.

c. Requests to the Chief of Military History for approval of a proposed loan, donation or exchange of historical properties will include the following:

- (1) Identification of the historical properties to be lent, donated or exchanged by name and catalog number.
- (2) The number of like items in the donor's or lender's collection.
- (3) The duration of a proposed loan.
- (4) Eligibility of the receiving agency under the criteria of Section J, Chapter III, Part 3 of AR 755-20. (Not required if receiving agency is a collection under Army control.)
- (5) One copy of each of the certificates required by Part 3, Chapter III, Section J, paragraph 1b of AR 755-20. (Not required if the receiving agency is a collection under Army control.)
- (6) Justification of the proposed loan or donation as being in the best interest of the Army.

d. The Chief of Military History normally will approve requests for mutually acceptable exchanges of property between historical collections under Army control. Approval of loan or donation to other agencies of historical properties not excess to the needs of the Army Museum System as a whole will not be approved.

e. Agencies desiring to dispose of historical properties by salvage will request approval of the Chief of Military History. Requests will contain identification of the historical property by name and catalog number and justification for the proposed disposition.

f. Commanders of installations, organizations, or agencies organized under tables of distribution which are scheduled for disbandment or discontinuance will submit requests for disposition of their historical properties to the Chief of Military History, ATTN: HPB, Department of the Army, not later than 1 year prior to scheduled disbandment or discontinuance.

**80. Cataloging.** Historical properties will be cataloged as soon as practicable after receipt. Accuracy and thoroughness are particularly important since descriptive or identifying data, once lost or inaccurately transcribed, is unlikely ever to be corrected. Unambiguous and consistent terminology should be employed.

*a.* Classification, which is the systematic division of a historical collection into categories, facilitates the use of a collection for references and research and aids in management. Classification is mandatory for museums and large collections. A typical classification system for general military museums is included as appendix II.

*b.* Each historical property is numbered separately. Care must be exercised in marking to avoid damage. Marking procedures are described in the standard authorities listed in appendix III.

*c.* Historical Property Catalog cards (DA Form 2609) constitute the prime record of all items in a collection of historical properties. A Historical Property Catalog card will be completed in duplicate for each historical property. The original will be forwarded to the Chief of Military History, ATTN: HPB, Department of the Army. The duplicate will be retained by the custodian of the collection to serve as a catalog and as the property record required by AR 735-5 and AR 230-21 or AR 230-65, as appropriate. All significant facts concerning the physical characteristics, history and location of each historical property will be noted on the catalog card. Instructions for completion of the Historical Property Catalog card are included in appendix IV.

*d.* A historical property jacket consisting of a manila folder or other container will be maintained for each historical property for which records are too extensive to be included on the Historical Property Catalog card. The historical property jacket will contain all pertinent bibliographies, field notes, working notes, exhibition information, repair reports, research information, and correspondence.

*e.* Historical properties held on loan indefinitely or for periods exceeding 1 year are cataloged in the same manner as those in permanent custody.

*f.* Representations and reproductions of historical properties comprise valuable additions to catalog entries. Photographing of all historical properties is desirable and is especially recommended for objects such as uniforms and works of art that are subject to deterioration. Color photography often preserves a more complete and accurate record than black and white. Photographic prints and negatives should be included in jacket files. Notation of the existence and location of photographs, replicas, models, and casts should be included on Historical Property Catalog cards. Reproductions and repre-

sentations are not historical properties and should not be separately cataloged.

**81. Maintenance.** Historical properties will be maintained in accordance with standard museum procedures.

*a.* The custodian of a historical collection should obtain and utilize a library of standard reference works appropriate to his collection. Each library should contain a book on care of historical properties. Libraries of large collections should contain manuals on cataloging and marking. References on more specialized subjects, such as care of art works or identification of particular categories of historical properties, may be included as appropriate. Authors, titles, and publishers of several standard references are listed in appendix III.

*b.* Special maintenance problems will be brought to the attention of the Chief of Military History.

**82. Display.** Historical collections intended primarily to appeal to the general military or civilian viewer will be displayed in a manner to attract and hold attention and to present a comprehensive picture of some aspect of military activities or the development of some phase of military history. Historical collections intended to serve a training or other special purpose will be displayed to accomplish that objective. Loan of historical collections for display purposes in the civilian domain will be governed by the provisions of AR 360-55.

**83. Custody of organizational historical properties of Combat Arms Regimental System units.** *a.* Pending establishment of regimental headquarters, the organizational historical properties of an 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 transferred to regimental headquarters to become part of a regimental display or to be lent for safekeeping and display to subordinate units of the regiment.

*b.* When an element of a regiment that has custody of the regimental organizational historical properties is inactivated or disbanded, historical properties will be shipped to the lowest numbered or lettered active element of the regiment. Subsequent activation or reactivation of a lower numbered or lettered element normally will not be a basis for

transfer of the organizational historical properties to that lower numbered or lettered organization.

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

d. The Chief of Military History will determine entitlement of active organizations to historical properties stored by previously disbanded or inactivated organizations.

**84. Storage of organizational historical properties.** a. An organization organized under a table of organization may place historical properties in storage at government expense at the Defense General Supply Center, Richmond, Va., for either of the following reasons:

- (1) Inactivation or disbandment of the organization.
- (2) Movement of the unit under circumstances that render continued custody of historical properties impractical.

b. The commander of an organization desiring to store historical properties will submit request for approval of storage to the Chief of Military History, ATTN: HPB, Department of the Army, stating reasons why storage is required. Requests will be submitted no later than 120 days prior to scheduled disbandment, inactivation, or movement of the organization.

c. Each historical property will be labelled or tagged with the following information: nomenclature and catalog number of the item and identification of the owning organization. Shipping container or outside of package will be marked "organizational historical properties" and will identify the owning organization.

d. Items not meeting the criteria for historical properties according to the definition in paragraph 73 will not be stored as historical properties. Disposition of the following categories of property will be in accordance with the regulations indicated:

- (1) Historical files, unit histories and similar documents: AR 345-210 or AR 345-215.
- (2) Flags, colors, guidons, battle streamers, fourrageres, lanyards and similar items: AR 840-10.

- (3) Athletic awards, prizes, awards for unit competition, and unit fund property: AR 230-10.

e. DD Form 1384 (Transportation Control and Movement Document) will be prepared for each container. Historical properties will be identified thereon by nomenclature and catalog number. Original will be affixed to outside of shipping container or package in a waterproof envelope. Copies will be distributed as follows:

- 1—Accompany request for approval of storage submitted to the Chief of Military History.
- 1—Inclose in the shipping container.
- 1—Organizational property records.
- 1—Organization historical records.

f. Organizations may withdraw historical properties from storage by submitting a request to the Chief of Military History, ATTN: HPB, Department of the Army.

**85. War art.** The Chief of Military History maintains and administers the Army War Art Collection for the purpose of contributing to knowledge and appreciation of military history on the part of members of the armed forces and the general public.

a. Army agencies and activities are authorized to borrow war art collections and exhibits for display in office buildings, museums and other public places. Categories of collections and exhibits available and general requirements regarding their utilization are as follows:

- (1) *The general war art collection.*
  - (a) Authorized for long-term loan within CONUS only.
  - (b) Individual pictures or groups of pictures authorized for display in offices and in public parts of buildings.
- (2) *Restricted collections.*
  - (a) Authorized for long-term loan within CONUS only.
  - (b) Each collection must be displayed together as a collection.
  - (c) Display authorized in public parts of buildings only. Display in private offices, reception rooms, restricted or security areas and similar places is not authorized.

(3) *Travelling exhibits.*

- (a) Authorized for loan not to exceed 90 days.
- (b) Each exhibit must be displayed together as a group.
- (c) Public display in conjunction with Armed Forces Day and similar activities authorized.
- (d) Display in private offices, reception rooms, restricted or security areas, and similar places not authorized.

## b. Procedures for long-term loan of war art from the general and restricted collections are as follows:

- (1) Request will be submitted to the Chief of Military History, ATTN: HPB, Department of the Army, specifying—
  - (a) Numbers, approximate sizes, and general categories of subject matter of pictures desired.
  - (b) Location, purpose, and condition of display.
  - (c) Name, rank, and official designation of officer who will accept responsibility for war art.
  - (d) Address to which are is to be shipped.
  - (e) A choice or range of dates when borrower or his agent can travel to Washington, D.C., to select from available collections.
  - (f) Fund citation for costs of shipment or other provision for transportation.
- (2) The borrower will visit the Office of the Chief of Military History to select items from those available for loan. Borrower will be notified approximately 15 days in advance of date and time of his appointment.
- (3) Shipment of articles selected will usually be by military transport or railway express, collect. War art may be hand-carried by borrower at time of selection, provided advance arrangements have been made with the Chief of Military History.
- (4) Annual Inventory. Annually the Chief of Military History will provide the borrower a new consolidated Request for Issue or Turn-In (DA Form 1150-1) listing the

borrowed items. Upon receipt the borrower will promptly conduct a physical inventory, note any damage or deterioration, and sign and return the Request for Issue or Turn-in to the Chief of Military History, ATTN: HPB, Department of the Army.

## c. Procedures for loan of travelling exhibits are as follows:

- (1) Request will be submitted to the Chief of Military History, ATTN: HPB, Department of the Army, specifying:
  - (a) Numbers of pictures desired, in multiples of ten.
  - (b) Location, inclusive dates, purpose, and conditions of display.
  - (c) Name, rank, and official designation of officer who will accept responsibility of war art.
  - (d) Address to which art is to be shipped.
  - (e) Fund citation or other provision for shipment and return of war art exhibit.
- (2) The Chief of Military History will inform the applicant of the numbers and types of exhibits which are available during the period requested.
- (3) Shipment of exhibits selected by the borrower will usually be by military transport or railway express, collect.
- (4) The borrower will return the exhibits at his expense within the time and under the conditions specified by the Chief of Military History.

d. Travelling exhibits are also available for loan to non-military public and private institutions and organizations for display to contribute to knowledge and appreciation of military history. Borrowers are required to insure the display at their own expense, to pay all costs of transportation and handling, to execute a bailment agreement, and to comply with conditions prescribed by the Chief of Military History. Any non-military agency expressing an interest in temporary loan of war art should be directed to address its inquiry to the Chief of Military History, ATTN: HPB, Department of the Army, Washington, D.C., 20315.

**86. Transportation of historical properties.**

a. Historical properties to be shipped will receive minimum military packing and packaging as described in AR 700-15. Methods of packing and packaging are described in TM 38-230.

b. Funding of commercial transportation within CONUS will be in accordance with the provisions of AR 35-232.

**87. Archives.** Archives and other documents maintained by Army museums for research and reference will be administered in accordance with AR 345-200 and either AR 345-210 or AR 345-215, as appropriate. Classified documents will be safeguarded in accordance with the provisions of AR 380-5. Documents normally are not designated historical properties. Special problems regarding documents will be referred to The Adjutant General.

## SECTION XII

### HISTORICAL SERVICES

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**88. General.** This section establishes the responsibilities, policies, and procedures for providing historical research and reference services which are not covered in the other sections of this regulation.

**89. Responsibilities.** *a. General.* The primary mission of the Army Historical Program is to provide documented military history to meet Army requirements. Other public and private agencies as well as individual citizens may obtain information concerning the Army's contribution to the Nation's heritage, but the services to these groups are limited by regulations regarding classified material and by the number and capabilities of personnel assigned to historical research and writing projects within the Program.

*b. Specific.* Commanders who have staff historical offices are responsible for furnishing the kinds of historical services as outlined in paragraphs 90 through 94. Requests for any service beyond their immediate capabilities are to be referred directly to the Chief of Military History.

**90. Staff support.** This service consists of historical research and documented writing which will assist in organic staff planning and program execution.

**91. Information service.** This service consists of providing historical research and furnishing information in response to official and unofficial inquiries which fall primarily within a commander's specific area of interest. AR 360-5 will govern the release of the type of historical data.

**92. Reference service.** This service consists of directing official and unofficial inquiries to the appropriate agency or to an archival source of historical data which are within a commander's immediate area of interest. When extensive research is required to answer inquiries from a private source, referrals to the custodian of original documents or to a bibliography of secondary works will be made.

**93. Advisory service.** The Office of the Chief of Military History will provide technical service to public or private agencies when deemed by the Chief of Military History to be in the interest of the Department of the Army.

**94. 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 XIII

### HISTORICAL RECORDS AND SOURCE MATERIAL

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**95. 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 this regulation, 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 the Department of the Army 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.

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

**97. 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 98, 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.

**98. Official access.** *a.* General policies and procedures for official access to Army records are specified in AR 345-20 and AR 345-200.

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

**99. Unofficial access.** a. General policies and procedures governing unofficial access to Army records for historical research are prescribed in AR 345-20, AR 345-200, and DA Memo 345-3 (FOUO).

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 97c.

**100. 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 345-200.

## SECTION XIV

### FIELD HISTORICAL OPERATIONS

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**101. 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 (para 106).

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

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

**103. 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.

**104. Organization.** *a.* Military History Detachments (TOE 20-17E) 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 training 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.

**105. Personnel.** Each military history detachment consists of two persons: one a professionally trained officer historian, and the other an administrative specialist. 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 but not limited to the functions listed in paragraph 106.

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

*a.* Advise on historical adequacy of journals and journal files (AR 220-346).

*b.* Advise on historical adequacy of the Command Report (AR 525-24).

*c.* Advise on matters pertaining to historical properties. See paragraph 73*b* for classification criteria; see also paragraph 92, AR 735-5 and paragraph 182, Manual for Courts-Martial.

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

*e.* Recording observations relative to weather, morale, fatigue, and physical condition.

*f.* Collection and forwarding of significant documents, including photographs and maps. Forwarding the original or copy negative of all photographs included in unit histories, properly identified, to the U.S. Army Photographic Agency, Washington, D.C., 20310, for permanent file.

*g.* Preparation of special historical monographs.

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

## APPENDIX I

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 VIII, 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 subdivisions. 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 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 a clear identification of the records used.

*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 may be typed or reproduced. When typed it 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 CSHIS-6(R2))  
OFFICE OF THE JUDGE ADVOCATE  
GENERAL  
1 July 1962 to 30 June 1963

*d.* Left margin should be 1½ inches. Top, bottom, and right margins should be 1 inch.

*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 selective 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.

**APPENDIX II**  
**SAMPLE CLASSIFICATION SYSTEM**

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*Artillery, Missiles, and Rockets*

## Fixed Artillery

Guns

Howitzers

Mortars

## Mobile Artillery

Cannon

Guns

Howitzers

Mortars

## Missiles

Artillery

Ballistic

## Rocket

Rocket Launchers ("Bazooka")

## Models

Artillery

Missiles and Rockets

*Shoulder Firearms*

Pre-Flintlock Types (Hand cannon, matchlocks, wheel locks, snaphances)

## Flintlock Types

Muskets

Rifles

Carbines

Other (Wall guns, multishot, blunderbusses, shotguns, etc.)

## Percussion Types

Muskets

Rifles

Carbines

Other (Repeater, wall guns, shotguns, etc.)

## Metallic Cartridge Types

Rifles

Carbines

Other (Shotguns, antitank rifles, etc.)

*Machine Guns and Automatic Shoulder Firearms*

Early Types (Volley guns, nonautomatic machine guns)

## Automatic Machine Guns

Automatic Rifles

Submachine Guns

*Pistols and Revolvers*

Pre-Flintlock Type

Flintlock Types

Percussion Types

Metallic Cartridge Types

Pyrotechnics

Curiosa (Sleeve Pistols, sword pistols, lighters, etc.)

*Bombs, Grenades, Torpedoes, and Mines*

Bombs

Bomb Fuzes

Grenades

Torpedoes

Mines

Projectors and Dischargers

*Ammunition and Accessories*

Artillery Ammunition

Artillery Fuzes

Small Arms Ammunition

Artillery Accessories

Small Arms Accessories (Powder horns, flasks, bullet molds, tools, etc.)

Machine Gun Accessories

Pistol and Revolver Accessories

Devices for Manufacturing and Testing Small Arms

*Nonexplosive Missile Weapons*

Polearms

Bows and Arrows

Other Primitive Types (Darts, Boomerangs, etc.)

Air Guns

Airplane Missiles

*Edged and Thrusting Weapons*

Knives and Daggers  
 Bayonets  
 Swords  
 Axes and Clubs

*Vehicles, Aircraft, and Ships (including models thereof)*

Animal Drawn Vehicles  
 Powered Combat Vehicles  
 Powered Non-Combat Vehicles  
 Aircraft  
 Ships

*Specialized Military Equipment, Machines and Materials*

Engineer  
 Signal  
 Police and Prison  
 Quartermaster  
 Chemical Warfare  
 Musical Instruments and Band Equipment  
 Medical  
 Scientific Apparatus

*Clothing and Accoutrements*

Uniforms  
     Clothing  
     Headdress  
 Accoutrements  
 Horse Equipment  
 Armor  
 Aboriginal Dress and Accoutrements (Including religious objects, musical instruments, and household objects)  
 Insignia and Buttons

*Decorations, Trophies, Awards, and Coins*

Decorations  
 Trophies  
 Awards  
 Coins

*Association Items*

(Items whose primary interest lies in their close association with some historically significant person, place, thing, or event, and which cannot be filed under a regular category of military item.)

*Documents*

(Items such as commissions, certificates, diplomas, maps, posters, etc., excluding all fine arts and strictly pictorial items.)

*Colors and Flags*

Colors  
 Flags  
 Guidons and Markers

*Art and Graphic Items*

Paintings (Oil and watercolor)  
 Drawings (Pen and ink, pastel, crayon, etc.)  
 Graphic Arts (Lithography, engraving, etc.)  
 Sculpture and Miniatures  
 Photographs  
 Household and Office Furnishings (Should include furniture, draperies, and other household textiles, lighting fixtures, eating utensils, china, and all items classed among the decorative arts except paintings and pictures.)

*Costume Dress, Non-Military*

*Note.* If the items contained in a particular category are numerous and have significant variations, it is necessary to carry the breakdown further. *For example,* in the field of *shoulder firearms*, if numerous and varied *metallic cartridge types* including both *rifles* and *carbines* are present, the subordinate categories could be further broken down as follows:

Metallic Cartridge Types  
     Single Shot Rifles  
     Single Shot Carbines  
     Magazine Rifles  
     Magazine Carbines  
     Other (Shotguns, antitank rifles, etc.)

Each of these subordinate categories, in turn, could be subdivided alphabetically by countries of origin, e.g., U.S., British, French, etc.

## APPENDIX III

TECHNICAL REFERENCES FOR HISTORICAL COLLECTIONS

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1. Available from the American Association of Museums, 2306 Massachusetts Avenue, N.W., Washington, D.C.:

a. Dudley, D.H., and I. Bezold, Museum Registration Methods, (\$7.50).

b. Guthe, Carl E., So You Want a Good Museum?: A Guide to the Management of Small Museums (50¢).

c. Howard, Richard F., Museum Security (50¢).

d. Museum Suppliers Registry (\$5.00).

2. Available from the American Association for State and Local History, 139 Ninth Avenue, North, Nashville, Tennessee 37203:

a. Guthe, Carl E., The Management of Small History Museums (Bulletin, volume II, No. 10, 1959) (\$1.25).

b. Kane, Lucille M., A Guide to the Care and Administration of Manuscripts (Bulletin, volume II, No. 11, 1959) (\$1.25).

3. Other:

a. Burns, Ned J., Field Manual for Museums, published by the Onondaga Historical Society, available as photographic reprint from Hall and McChesney, Court Street, Syracuse, New York (price approximately \$5.00).

b. Kech, Caroline K., How to Take Care of Your Pictures, available from the Brooklyn Museum, Brooklyn, New York (\$1.95).

c. Plenderleith, H. J., The Conservation of Antiquities and Works of Art, available from the Oxford University Press, 1600 Pollett Drive, Fair Lawn, New Jersey (\$16.50).

d. Stout, George L., The Care of Pictures, available from the Columbia University Press, Columbia University, New York, New York 10029 (\$3.85).

## APPENDIX IV

INSTRUCTIONS FOR COMPLETION OF HISTORICAL PROPERTY CATALOG CARD  
(DA FORM 2609)

1. Information recorded on the catalog card is gathered from—

*a.* Correspondence and other documents relating to a historical property item, such as deeds of gifts; transcript of wills; copies of bills of lading and invoices; and reports of damaged conditions.

*b.* Careful study of the item's physical characteristics.

*c.* Research.

2. The headings listed below are those on the Historical Property Catalog card. The type of information to be included in the catalog system is indicated:

*a. Catalog number.*

- (1) Catalog numbers are assigned by and at the discretion of the curator or custodian and are preceded by an identifying symbol to be assigned by the Office of the Chief of Military History upon application of the museum or organization concerned.
- (2) Catalog numbering systems are described in standard works on museum procedures such as those listed in appendix III.
- (3) Historical properties received in pairs or sets, such as identical chairs, a portfolio of prints, or a punchbowl and cups, should be assigned separate catalog numbers, and reference to the catalog numbers of related items recorded in the space provided on the reverse side of the catalog card. Component parts of an item, such as a mess-kit and cover, should be treated as one item and assigned the same number. In instances, however, where component parts are themselves complete specimens, such as a sword and scabbard, or the cap, blouse, and trousers of a uniform, separate catalog numbers should be assigned, and the necessary information concerning the related

items should be recorded on the catalog card.

*b. Accession number—date.* This space is for the convenience of curators and custodians who use an accession system in addition to the catalog system.

*c. Name or type of item.*

- (1) Catalogers of historical properties, at their discretion, may use a classification system. In all cases, however, whether or not a classification system is used, the right half of this space *will be left* blank on that copy of the catalog card which is forwarded to the Office of the Chief of Military History.
- (2) In the *right half* of the space on the copy retained for museum use, the general category and the subordinate category or categories into which the item falls may be entered. The major category is recorded on the top line. The subordinate category is recorded on the second line. Where items may require a third breakdown, as in the case of firearms, this is recorded on the third line. See figure 1 for an illustration of the above arrangement.

*d. Source of acquisition.* Record whether the item is a gift, donation, field collection, exchange, loan, etc.

*e. Date of acquisition.* Record the date on which the item is received.

*f. Title vested with.* Record the official designation of the museum or the name of the owner.

*g. Name and address of donor.* Record the full name and address of the donor of the item. A donor's professional title or military rank, if any, should be included.

*h. Conditions of donation.* Where one or more conditions are attached to the gift or donation of

an item, such information will be specified in this space. In this connection, attention is invited to paragraph 77a of this regulation.

*i. Location.* Record in pencil the room, case, drawer, or shelf where the item is stored or exhibited. This record should be revised whenever the item is moved.

*j. Material.* If the material(s) of which major components of the item are composed constitute a distinguishing characteristic of the item, such material(s) should be recorded as specifically as possible, e.g., oil or linen, canvas, brass, glazed earthenware.

*k. Color.* If one or several dominant colors constitute a distinguishing characteristic of the item, they should be recorded.

*l. Size (length, width, height).*

- (1) Always record exact measurements in feet and inches. Measurements always are maximum unless noted otherwise. The total assembled measurements are given for objects which have separate parts, such as a mess-kit and cover. Separate measurements of component parts may be recorded at the discretion of the curator.
- (2) According to the nature and shape of the item, measurements may include any of the following dimensions: length, width, height, depth, thickness, diameter. Once the various dimensions of an item are given, they always should be repeated in the same order.
- (3) If a part of an item is missing, it should be specified that the given measurements are incomplete.

*m. Weight.* Always record weight in pounds and ounces.

*n. Country of origin.* Record the origin of the item, by country and also, where possible, by locality.

*o. Period or date of manufacture.* Record either the period, e.g., mid-17th century; circa 1820; or 1879-84; or, where known, the date of manufacture, e.g., 1963; or 21 May 1944.

*p. Artist or maker.* Record name of the artist or maker (either individual or firm, as applicable), using full name if known.

*q. Location—Signature or maker's mark.* Record the location of the artist's or maker's signature or mark.

*r. Physical description.*

- (1) Record distinguishing characteristics not already noted in spaces listed above. Characteristics such as style, shape, and design details, should be noted. Features which are common to a species, however, need not be described.
- (2) Record proof marks, hall marks, field numbers, previous owners' catalog numbers, old labels, and other special markings and note their location on the item. Rubbings of proof marks and hall marks on important items should be placed in the catalog folder. Describe water marks in paper. Copy any inscription, dedicatory or otherwise, and translate it into English if in a foreign language (the translator's name should be recorded). If additional space is required use the "Remarks" section on the reverse side of the card.

*s. Physical condition.*

- (1) Record whether the item is in good, fair, or bad condition. Note missing parts, scratches, abrasions, chips, tears, repairs, refinishing, etc.
- (2) The following criteria adopted by the National Rifle Association of America will be used in describing condition of firearms:
  - (a) *Factory new*—All original parts; 100 percent original finish; in perfect condition in every respect, inside and out.
  - (b) *Excellent*—All original parts; over 80 percent original finish; sharp lettering, numerals, and design on metal and wood; unmarred wood; fine bore.
  - (c) *Fine*—all original parts; over 30 percent original finish; sharp lettering, numerals, and design on metal and wood; minor marks in wood; good bore.
  - (d) *Very good*—All original parts; none to 30 percent original finish; original metal surfaces smooth with all edges sharp; clear lettering, numerals, and design on metal; wood slightly scratched or

bruised; bore disregarded for collection purposes.

- (e) *Good*—Some minor replacement parts; metal smoothly or lightly pitted in places, cleaned, or reblued; principal lettering, numerals, and design on metal legible; wood refinished, scratched, bruised, or minor cracks repaired; in good working order.
- (f) *Fair*—Some major parts replaced; minor replacement parts may be required; metal rusted, may be lightly pitted all over, vigorously cleaned, or reblued; rounded edges of metal and wood; principal lettering, numerals, and design on metal partly obliterated; wood scratched, bruised, cracked, or repaired where broken; in fair working order or can be easily repaired and placed in working order.
- (g) *Poor*—Major and minor parts replaced; major replacement parts required and extensive restoration needed; metal deeply pitted; principal lettering, numerals, and design obliterated; wood badly scratched, bruised, cracked, or broken; mechanically inoperative; generally undesirable as a collection piece.

*t. Monetary value.* Whenever possible, the appraised value of an item which has actual monetary value should be recorded. When such valuations are not available, the curator or custodian may assign a reasonable monetary value for accountability purposes.

*u. Photo negative number.* This space is intended for negative numbers of photographs of historical properties.

*v. History and significance.* Although the detailed history of the item may be kept in a historical property jacket with field notes, correspondence, and special reports, there should be recorded in this space brief information concerning where the item

was collected, in what collections it previously had been, in what special exhibitions it has been shown, what preservative treatment it has received, and reference to published information concerning it. The sources of information concerning an item's association with historically significant persons, places, or events should be recorded in order that all such claims can be traced and evaluated.

*w. Loaned to or borrowed from.* Record in pencil, the official designation or name, and the address, of an agency, installation, museum, organization, or individual to or from which the item is on loan.

*x. Catalog numbers or related items.* Record the catalog numbers of other component parts of the item when such parts are of themselves complete specimens, as noted in *a* above.

*y. Remarks.*

(1) Record here other pertinent information concerning the item. Always enter the name of the cataloger and the date on which the item is cataloged. If a curator or custodian makes out the catalog card in rough draft for someone else to type, his name rather than that of the typist is entered.

(2) Where an expert has made an authoritative identification of the item, record his name and the date on which the identification was made. If the cataloger makes the identification, the fact need not be recorded. If there are successive determinations with changes or refinements in the identification, the details can be noted in the historical property jacket and a reference noted on the catalog card. The name of any professional appraiser who has placed a value on the item should be noted, with the date of appraisal.

*z. Dates of maintenance inspections.* Enter here initials of the inspector as well as dates of maintenance inspections.

3. Sample entries are shown in figure 1.

HISTORICAL PROPERTY CATALOG (AR 870-5)		
CATALOG NUMBER <b>2CAV-48</b>	NAME OR TYPE OF ITEM <b>U. S. Carbine, Model 1873</b>	<b>Shoulder Firearms</b> <b><u>Metallic Cartridge Types</u></b> <b><u>Single Shot Carbines</u></b> <b>U.S</b>
ACCESSION NO.      DATE		
SOURCE OF ACQUISITION <b>Donation</b>	DATE OF ACQUISITION <b>17 May 1957</b>	TITLE VESTED WITH <b>Hq., 2d Armored Cavalry</b>
NAME AND ADDRESS OF DONOR <b>Mrs. Joel T. Martin</b> <b>334 Sturgis Ave., Fargo, North Dakota</b>	CONDITIONS OF DONATION	
LOCATION <b>Case 3 (in pencil)</b>	MATERIAL	COLOR
SIZE (Length, Width, Height) <b>3'x8"x5-7/8"x2-3/4"</b>	WEIGHT <b>6 lb. 7 oz.</b>	COUNTRY OF ORIGIN <b>U. S., Springfield, Mass.</b>
PERIOD OR DATE OF MANUFACTURE <b>1873-79</b>	ARTIST OR MAKER <b>Springfield Armory</b>	LOCATION - SIGNATURE OR MAKERS MARK <b>Lockplate</b>
PHYSICAL DESCRIPTION <b>.45 cal. Lockplate stamped with eagle and "U.S./SPRINGFIELD/1873." Breechblock stamped "MODEL/1873/(device, indistinguishable)/U.S."Receiver stamped "39702." Buttplate, rear sight leaf slide, and swivel ring missing. Stock cracked through at wrist; old repair consisting of rawhide wrapping.</b>		
PHYSICAL CONDITION <b>Fair</b>	MONETARY VALUE <b>\$190.00</b>	PHOTO NEGATIVE NUMBER <b>243</b>
HISTORY AND SIGNIFICANCE <b>Donated by Mrs. Martin in memory of her father, Matthew Ryan, Sgt, Co.H, 2d Cav, 1875-85. Acquired by Sgt Ryan in 1894 at Sheridan, Wyo., from a Cheyenne Indian, Two Bears, who claimed to have captured item at Battle of the Little Big-horn, 1876. See (2CAV-49) affidavit of Sgt Ryan for detailed history of item.</b>		

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Figure 1.

LOANED TO OR BORROWED FROM	CATALOG NUMBERS OF RELATED ITEMS	
	2CAV-49	
REMARKS		DATES OF MAINTENANCE INSPECTIONS
<p>Cataloged by Sgt 1/C Elmer L. Gwynne, 14 Apr 63</p> <p>(<u>History &amp; Significance--cont.</u>) Included in special exhibit at Custer Battlefield Natl Monument, Crow Agency, Mont., 1951-52. For notes concerning and photo of item see John E. Parsons &amp; John S. duMont, <u>Firearms In the Custer Battle</u> (Harrisburg, Pa., 1953), pp. 59, 61.</p> <p>All metal parts cleaned and waxed, Nov. 1962</p>		<p><i>ech</i> 8 Aug 63</p>

☆ GPO : 1962 O-662076

Figure 1.—Continued.

**AR 870-5**

(OCMH)

By Order of the Secretary of the Army:

**HAROLD K. JOHNSON,**  
*General, United States Army,*  
*Chief of Staff.*

Official:

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

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Administration:

*Active Army: A      NG: D      USAR: A*

CHANGE }  
 No. 1 }

HEADQUARTERS  
 DEPARTMENT OF THE ARMY  
 WASHINGTON, D.C., 6 April 1966

**HISTORICAL ACTIVITIES**

**MILITARY HISTORY—RESPONSIBILITIES, POLICIES,  
 AND PROCEDURES**

AR 870-5, 23 August 1965, is changed as follows:

**41. 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. **Initial** distribution will be **made** down to battalion level, as appropriate from the standpoint of subject matter. **All OCMH historical publications are available to commanders of battalion or higher level organizations on request. Such requests will be addressed to the Chief of Military History.**

**42. Accounting. Rescinded.**

**43. Disposition.** (Superseded) When organizations are being inactivated or discontinued or otherwise are unable to care for and use Army historical publications, commanding officers will turn such publications in to the property disposal officer servicing their organization.

[OCMII]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,  
*General, United States Army,  
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