

Historical Activities

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

**Summary.** This revision updates Department of the Army policy for the conduct of Army-wide historical activities. Definitions and procedures have been standardized and cross-referenced to other references. AR 870-10 has been incorporated. Provisions for a Command Report have been set up.

**Applicability.** This regulation applies to all elements of the Regular Army, Army National Guard, and Army Reserve.

**Supplementation.** Local limited supplementation of this regulation is prohibited, unless prior approval is obtained

from the Center of Military History (DAMH-ZD), WASH DC 20314.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent of this regulation is US Army Center of Military History. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAMH-ZD), WASH DC 20314.

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\*This regulation supersedes AR 870-5, 22 January 1977, and AR 870-10, 9 November 1973.

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## Chapter 1 Introduction

### Section I General

#### 1-1. Purpose

This regulation outlines the general responsibilities, policies, and procedures for preparing and using military history within the Army.

#### 1-2. References

Required and related publications are listed in appendix A.

#### 1-3. Explanation of terms

Terms used in this regulation are explained in the glossary.

### Section II Responsibilities

#### 1-4. General

This section assigns general responsibilities for the preparation and use of military history.

#### 1-5. Deputy Chief of Staff for Operations and Plans

The Deputy Chief of Staff for Operations and Plans has general staff supervision over the Chief of Military History.

#### 1-6. Chief of Military History

The Chief of Military History advises the Chief of Staff on historical matters. The Chief of Military History has Army Staff responsibility to carry out the mission of the US Army Center of Military History. (See para 1-7.) The Chief of Military History also is the Commander, US Army Center of Military History.

#### 1-7. US Army Center of Military History

The US Army Center of Military History will—

*a.* Set standards and issue guidelines on Army historical matters. It will also coordinate their execution.

*b.* Develop and carry out the annual Army Historical Program.

*c.* Give historical background and assistance to the Army Staff and to subordinate commands. When re-

sources permit, the Center will help public and private agencies and individuals.

*d.* Prepare historical works as background for the development of military policies, plans, and doctrine. These works will be used in the Army school system.

*e.* Prepare and publish the history of the US Army Medical Department.

*f.* Prepare the DA Historical Summary and The Surgeon General's Annual Report.

*g.* Determine and publish the lineage and honors of active TOE flag-bearing, color-bearing, and separate guidon-bearing organizations of the Army. The Center will approve applications for unit special designations.

*h.* Control Army historical properties. The Center will supervise the Army Museum System. The Center—

(1) Sets policy and provides guidance to Army agencies regarding the use of historical properties.

(2) Preserves representative examples of military equipment in the historical collection.

(3) Makes regular staff visits to Army museums.

(4) Publishes an Army Museum Newsletter at least twice a year.

(5) Publishes a guide to US Army and other military museums at least once every 5 years.

(6) Sponsors an annual Army Museum Conference.

(7) Maintains a central catalog of the Army historical property collection.

*i.* Manage the Army Art Collection.

*j.* Maintain a repository to collect and preserve unofficial historical materials.

*k.* Promote interest and study in the field of military history.

#### 1-8. The Institute of Heraldry, Office of The Adjutant General

*a.* HQDA(DAAG-HDZ) will insure that coats of arms and distinctive insignia for flag-bearing and color-bearing organizations are based on their lineage and honors.

*b.* HQDA(DAAG-HDU) will give historical background data to TDA organizations on request.

#### 1-9. Army Staff (ARSTAF) agencies

Agency heads will—

*a.* Encourage subordinates to use military history in staff work (chap 2).

*b.* Help The Adjutant General collect and retire historical records and source material concerning Army activities (chap 12).

*c.* Keep copies of the publications listed in DA Pamphlet 310-1 that apply to their activities.

*d.* Give the Chief of Military History copies of their historical regulations.

*e.* Prepare Annual Historical Reviews of their agencies (chap 6).

*f.* Contribute to the DA Historical Summary as directed.

*g.* Coordinate proposed historical works meant for publication with the Center of Military History. Submit the completed manuscripts for review (chap 4).

*h.* Prepare Command Reports. This is done when combat or contingency operations are under the command or control of an ARSTAF agency (chap 9).

#### **1-10. Major Army commands (MACOMs)**

MACOM commanders will—

*a.* Prepare and use military history per this regulation and the Army Historical Program.

*b.* Prepare Annual Historical Reviews (chap 6). Also, prepare the historical monographs as explained in the Army Historical Program.

*c.* Recommend historical projects for the annual Army Historical Program (chap 3). They will also submit historical manuscripts to the Center of Military History for review (chap 4 and 5).

*d.* Collect and retire historical records and source material of Army activities (chap 12).

*e.* Insure that historical publications listed in DA Pamphlet 310-1 and authorized to their commands (chap 4) are available to their personnel.

*f.* Give the Chief of Military History copies of their historical regulations.

*g.* Insure that history is used to train and educate personnel in troop units and service schools.

*h.* Protect sites, structures, and objects of historical importance located on Army-controlled property. Nominate qualifying historic sites, buildings, districts, and objects under Army control for listing in the National Register of Historic Places. (See AR 200-1, chap 8.)

*i.* Provide staff supervisor of museums within their commands.

*j.* Prepare Command Reports. This is done at the direction of the Chief of Military History, or upon command initiative, for combat or contingency operations (chap 9).

*k.* Coordinate Army art activities within their commands. These are under the staff supervision of the Chief of Military History. Commanders should inform the US Army Center of Military History, HQDA (DAMH-HSA), WASH DC 20314, of historically important art works held by their commands.

#### **1-11. Commanders of overseas Army components**

Commanders will identify historically important items of US equipment. They will inform HQDA (DAMH-HSP), WASH DC 20314, of such property being held overseas for return to the United States. Foreign historical properties captured or otherwise acquired by the US Army overseas will be added to the historical collection through the Army Central Activity (DRSAR-MMD-LS). (See AR 700-99.)

#### **1-12. The Commander, US Army Materiel**

Development and Readiness Command. The commander will store and maintain historical properties placed in the command's custody.

#### **1-13. Installation commanders**

*a.* Commanders will supervise and support museums and any other historical collections on their installations. This includes supervising funds and services. They will also identify historically important items and designate them as historical properties. Overseas, when large items such as tanks, trucks, and artillery pieces are designated historical properties by an organization commander, the designation requires MACOM approval.

*b.* Installation commanders are responsible for supporting Army art activities on their installations. They should locate historically important art works and designate them as Army art (See AR 870-15). Commanders should inform HQDA (DAMH-HSA) WASH DC 203114, of art work on the installation (other than Recreational Services items) that merits registration with the Army Art Collection.

## **Chapter 2 Use of Military History**

### **2-1. Plans and doctrine**

The study of military history gives the soldier a chance to—

- a.* Compare practice with theory.
- b.* Examine operations conducted under different conditions.
- c.* Reach a deeper understanding of strategy, tactics, logistics, and the principles of war.
- d.* Understand the reasons for successes and failures.
- e.* Broaden personal background to meet the demands of the military profession. A critical study of historical material promotes mature judgment. It sharpens the person's awareness of principles, ideas, concepts, and priorities.

### **2-2. Organization and management**

The study of military history gives commanders, staff officers, and other military managers a chance to—

- a.* Judge the effectiveness of organizational and managerial patterns used in organizations similar to their own.

*b.* Assess experiences in applying the resources to programs and functions.

*c.* Gauge proposals in the light of past successes and failures.

### **2-3. Training and proficiency**

Military history strengthens training, aids practical experience, and promotes confidence in coping with problems. Military history gives examples of how others have met their responsibilities. In this way, military history broadens outlook and helps equalize imbalances in personal experience.

### **2-4. Morale and esprit**

The study of military history can inspire the soldier and add to the growth of pride in the military profession. Knowledge of the qualities and success of others helps the soldier to understand what can be achieved. Military history gives useful examples of outstanding leadership and its effect upon organizational esprit and success in battle.

### **2-5. Public and command information**

Military history can be applied in public and command information activities. For the public, it may be used to reveal institutional experience. For the commander, it gives examples of individual and organizational success to foster morale and esprit.



## Chapter 3 Army Historical Program System

### 3-1. General

*a.* The Army Historical Program System will control the preparation and use of military history to achieve military objectives. The system consists of several inter-related components:

- (1) A long-range historical plan.
- (2) A current fiscal year program.
- (3) Staff and command fiscal year supplements.

*b.* The Chief of Military History oversees the Army Historical Program System, using the long-range and annual documents named in paragraphs 3-2 and 3-3. Heads of ARSTAF agencies and commanders of organizations and agencies subordinate to the DA will prepare and carry out historical programs. These programs are controlled by requirements listed in various sections of this regulation.

### 3-2. Army Long-Range Historical Plan

*a.* Army requirements for military history are projected over a 10-year period. These requirements are prepared as objectives and policies in the Army Long-Range Historical Plan. This document also lists US Army Center of Military History publications that are either projected or in progress. The document is reviewed annually and revised periodically.

*b.* The Army Long-Range Historical Plan will identify Army historical objectives. The plan will also give guidance for scheduling historical writing and preparing the annual Army Historical Program.

### 3-3. Army Historical Program

The Army Historical Program is the annual administrative statement of Army historical activities. It covers fiscal year policies and objectives, as well as project assignments and schedules and reporting requirements. It also serves as a means for approving historical projects and judging progress. The program is coordinated with ARSTAF agencies and MACOMs before publication.

### 3-4. Command historical program

A command historical program is an administrative document. It is issued by a command to describe its military history responsibilities for a given period. The document also outlines command procedures for preparing and using military history. It normally supplements DA directives and lists historical projects approved for the annual Army Historical Program.

### 3-5. Mobilization modifications

Upon mobilization, the Center of Military History will issue a revised historical program. This revised program will include new requirements.

### 3-6. Historical Information Report (RCS CSHIS-9)

*a. General.* The Historical Information Report should inform the Chief of Military History of the activities, progress, and problems of Army historians. The Chief of Military History will use it to advise the Chief of Staff on historical matters.

#### *b. Preparation.*

(1) Prepare the report as a military letter. It will include—

*(a)* The current authorized and actual strength and grade of both military and civilian professional personnel employed full time in historical work. List the personnel by position, title, and name.

*(b)* A listing of important historical projects in progress, including those assigned internally as well as those assigned in the Army Historical Program.

*(c)* A summary of major problems facing the historical office.

(2) Information on subordinate elements of the MACOMs is optional, except for information in (1)(a).

*c. Submission.* The MACOMs that have an assigned Army historian will prepare the Historical Information Report semiannually. Submit the report to HQDA (DAMH-ZD), WASH DC 20314, by 15 July and 15 January. The report is optional for MACOMs without an assigned historian.



## Chapter 4 Historical Publications

### 4-1. General

An Army historical publication is a major printed historical work. It is prepared for general use and widespread distribution. The work is composed of comprehensive accounts of operational, logistical, administrative, or medical military activities. Content may be narrative, documentary, or pictorial, or any combination thereof.

### 4-2. Publication approval

The Chief of Military History is the final authority on the preparation of historical publications. Publications concerning clinical medical subjects will be approved by The Surgeon General. Publication of the annual Army Historical Program constitutes DA approval of all programmed historical publications.

### 4-3. Preparation

*a.* Army historical publications normally will be prepared in the US Army Center of Military History. They will conform to professional standards prescribed by the Chief of Military History. Preparation includes research, writing, review, and editing.

*b.* In some cases, preparation of volumes to be published by the Center of Military History may be assigned to MACOMs or ARSTAF agencies. These publications will also conform to professional standards. To insure conformity the final review and editing will be done by the Center of Military History.

*c.* In other cases, special historical publications may be prepared by ARSTAF agencies and MACOMs. Normally, these projects will be coordinated with the Chief of Military History. Manuscripts will be submitted to the Center of Military History for review before publication. Certain organizations, such as the Combat Studies Institute, US Army Command and General Staff College, may be exempted from the requirements for coordination and review. The Chief of Military History decides which organizations to exempt.

### 4-4. Publication

Historical publications will be published per AR 310-1.

### 4-5. Distribution

*a.* Center of Military History publications are distributed on the basis of instructions or initial distribution lists. The Center of Military History furnishes the lists or instructions to the US Army AG Publications Center.

*b.* Publications printed by the Government Printing Office are given to selected government repository libraries. Most of these publications are also available for sale to the public through the Superintendent of Documents.

*c.* Medical Department publications are distributed on the basis of special distribution lists. The Center of Military History furnishes these lists to the US Army AG Publications Center. Special distribution of medical historical volumes, monographs, and studies is made to—

(1) Deans of schools of medicine in the United States,

(2) National Library of Medicine, and

(3) US government agencies in the health care field.

*d.* The Center of Military History may also provide some publications for book reviews and special presentations.

*e.* Center of Military History monographs are published in limited quantity. They are distributed directly by the Center.

*f.* Publications listed in DA Pamphlet 310-1 may be requisitioned from the USA AG Publications Center on DA Form 4569. Instructions for requisitioning are given in DA Pamphlet 310-10-2.

### 4-6. Disposition

Organizations that will be inactivated or discontinued, or are no longer using the historical publications, can get disposition instructions from the Center of Military.



## Chapter 5

### Historical Monographs

#### 5-1. General

An Army historical monograph is a detailed, systematically presented historical work. It focuses on either a single subject or several related subjects. Historical monographs normally are not intended for general distribution. (See para 5-5.)

#### 5-2. Requests for monographs

*a.* The Chief of Military History and MACOM commanders who have historians on their staffs will prepare historical monographs. These monographs are assigned by the Army Historical Program.

*b.* ARSTAF agencies without a historian will send their requests for the preparation of historical monographs through the Deputy Chief of Staff for Operations and Plans to the Chief of Military History. Requests should include a written justification and a desired completion date. Because of ARSTAF requirements, some monographs should be prepared by MACOMs. They will coordinate these monographs with the US Army Center of Military History.

*c.* MACOMs and ARSTAF agencies with an historian will submit their proposals for monographs to the Center of Military History. If approved by the Center, the monograph is included in the annual Army Historical Program. The Chief of Military History may assign monographs to MACOMs.

#### 5-3. Preparation

*a.* Prepare the monographs according to accepted professional historical standards. The standards are set by the Chief of Military History.

*b.* The organization responsible for preparation will research, write, and review the monograph. Intermediate review by higher headquarters is required. After this review, send the monographs to the Center of Military History for a final review of historical content and scholarship.

#### 5-4. Publication

Historical monographs of high quality and strong reader interest may be named as historical publications. The Chief of Military History must approve these decisions. The publications will be handled per chapter 4.

#### 5-5. Reproduction and distribution

After final review, preparing organizations may copy and distribute monographs. They will be distributed within the Army according to the proper regulations. Upon request from the public, custodians of unclassified monographs may arrange for their copy and sale. The Center of Military History will also coordinate the release of technical histories with the office of origin.

#### 5-6. Disposition

When preparing organizations are inactivated or discontinued or are no longer using historical monographs, retire one copy of each monograph. Retire it as Historians' Background Material according to the proper regulations. Send additional copies to HQDA (DAMH-ZF) WASH DC 20314.



## Chapter 6

### Annual Historical Review

#### (Requirement Control Symbol CSHIS-6 [R3])

##### 6-1. General

The Annual Historical Review is a written account of a military organization, installation, or school. It aids in preparing staff support projects and official histories of the Army. The review is a record of the preparing agency's activities. It forms the agency's institutional memory and serves as a guide for current and future operations. The Annual Historical Review can help publicize an organization's achievements and build pride among its members. It is a useful medium for orienting new personnel to the organization's missions, recent activities, and problems.

##### 6-2. Preparers

*a.* Commanders of the organizations listed below will prepare Annual Historical Reviews.

(1) The following TOE organizations of the Regular Army, the Army National Guard when in active Federal service, and the Army Reserve: armies; commands; corps; combat divisions; nondivisional armored, cavalry, and infantry brigades; and armored cavalry regiments.

(2) Agencies, schools, installations, and commands listed in appendix B.

*b.* MACOM reviews will be prepared, if possible, by Army historians. Organizations that do not have a historian will name a historical officer to prepare the review. All commands and agencies listed in paragraph B-1 will inform the HQDA (DAMH-HDS) WASH DC 20314, of their points of contact for this requirement.

*c.* Some organizations are required to prepare Command Reports during combat and contingency operations (chap 9). These organizations need not prepare the review for the same period.

*d.* Subordinate elements of the Army organizations listed in appendix B may prepare Annual Historical Reviews at the discretion of their agencies and commands. Agency heads and commanders will give the HQDA (DAMH-HDS) WASH DC 20314, copies of all directives requiring subordinate elements to prepare reviews.

##### 6-3. Preparation

*a.* The review is a narrative of major developments and events that are historically important.

*b.* Upon request, the Chief of Military History will help historians and historical officers in preparing reviews.

*c.* The review should not be a collection of feeder reports from the agency's or organization's subordinate elements. Some staff agencies and organizations are functionally organized. They may structure their reviews with sections corresponding to the division of functions among their major subdivisions.

*d.* Each review should include an introduction by the commander. This introduction will summarize important organizational changes and major trends and developments.

*e.* Preserve records used in preparing the review per retirement regulations.

##### 6-4. Coverage

*a.* Choosing topics is a continuing process for the historian or historical officer who prepares the review. During the reporting year the historian or historical officer should keep a file on major activities. This file will aid in writing the review.

*b.* The review should be clear, concise, and complete. Emphasize those events that have had a major impact on the policy, organization, and functions of the agency or command. Giving equal coverage to both major and minor matters obscures the importance of major activities. Routine activities should be treated only when necessary. They should provide background and explanation, set patterns, and illustrate changes or management techniques.

*c.* The review should be concrete and objective. When suitable, the review should analyze changes in mission, requirements, procedures, organization, and performance. It should center on the relationships among objectives, resources, policies, and achievements. It should include the background and reasons for major policy decisions, courses of action considered, and an analysis of the results. Note the impact of decisions made by higher authority and relevant legislation by Congress. The narrative should include as much interpretation as the writer can provide. It should not be written as a defense of the actions of the reporting agency or organization or the DA.

*d.* Report all items of historical importance. Items may include those with a security classification of TOP SECRET—RESTRICTED DATA—NO FOREIGN DISSEMINATION. Limited distribution supplements to Annual Historical Reviews will be used for material needing added security safeguards. When classified material is included in the review by an organization in

paragraphs 6-2a(1) and B-2, place this material in a separate supplement. The review can then be distributed to unit personnel and other interested agencies and people.

*e.* Charts, maps, and illustrations may be included when appropriate. They should support the narrative graphically and portray major organizational developments and events. Comparative data, especially statistical, may be used. The review should not include a mass of data that should be part of technical reports. Instead, such data should be summarized and documented by footnotes.

### 6-5. Source material

*a.* An important part of the review is the citation of sources. Each citation should clearly identify the source document, originating element, date, subject, file number, and location.

*b.* Some examples of source documents are as follows:

- (1) Official correspondence and memorandums for record.
- (2) Journals and journal files.
- (3) Minutes of conferences.
- (4) Past Annual Historical Reviews, summaries, or reports of major activities.
- (5) Other periodic reports of various types.
- (6) Interoffice memorandums.
- (7) Agency directives or permanent orders of MACOMs.
- (8) Public information releases.
- (9) Fact sheets and briefings prepared for visitors.
- (10) Newspapers, periodical, and journal reports.
- (11) Special studies conducted by the agency or organization.
- (12) Results of inspection trips.
- (13) Reports on studies of projected plans and operations.
- (14) Personal interviews.

### 6-6. Format of the review

*a.* The review may be typed or printed. When typed, the ribbon copy will be submitted. For appended documents, clear photocopies are acceptable.

*b.* The title of the review, requirement control symbol, submitting agency or organization, and period covered will be placed on the title page. Prepare the title page as indicated in the following example:

US ARMY TRAINING AND DOCTRINE COMMAND  
ANNUAL HISTORICAL REVIEW  
(RCS CHIS-6 [R3])  
1 OCT 1981 to 30 SEP 1982

*c.* The left margin should be 1½ inches. Top, bottom, and right margins should be 1 inch.

*d.* The preface, foreword, or introductory remarks will be titled as such. Insert them before the table of contents.

*e.* The review will include a table of contents. It should show the major headings, subheadings, and appropriate page numbers.

*f.* Prepare separate list of charts, graphs, illustrations, and maps.

*g.* Some terms and abbreviations used are familiar to the submitting agency or organization but unfamiliar to other personnel. Place a glossary of terms at the end of the review.

*h.* Footnotes may be placed at the bottom of the page, with a typed line to separate them from the text. They can also be combined at the ends of chapters or sections. Footnoting is discussed in DA Pamphlet 20-200.

*i.* DA Pamphlet 20-200 offers many helpful suggestions in the presentation of a historical report. It should be read with this chapter.

*j.* Including copies of important documents to supplement the text is desirable but optional. Such documents, if properly selected, can be a valuable addition to the review. They can rule out the need for detailed discussion in the text. Do not include copies of routine documents.

*k.* Place the author's name on the title page of the review.

### 6-7. Some common deficiencies of reviews

*a. Lack of selective emphasis.* A hastily written review will try to cover all the activities of the agency or organization including the details of normal administration and operational routine. This places important and unimportant matters on the same level.

*b. Lack of substance.* Many reviews refer to decisions reached, papers prepared, memorandums or letters written, or conferences held without indicating what the substance of these various actions was or how they related to the problem that the agency or organization was facing.

*c. Omission of controversial or classified issues.* Whenever TOP SECRET or sensitive issues are involved, there is a tendency to sidestep reporting them.

*d. Inclusion of agency or organizational jargon.* Use of agency or organizational jargon and abbreviations without explanation by footnote or glossary hinders the reader. It detracts from the clarity of the review.

*e. Omission of documentary references.* A review is incomplete if it does not give adequate references. Full citations aid the reader in further research and in the reviewing process.

#### **6-8. Submission**

*a.* The following paragraphs apply to those agencies and commands listed in paragraph B-1.

(1) Reviews will normally cover the preceding fiscal year. One copy of each review will be sent to HQDA (DAMH-HDS) WASH DC 20314. Send the review as soon as possible but not later than twelve months after the fiscal year covered.

(2) Some unified commands require a calendar-year historical report. Army components of these commands may submit it in lieu of a review. Submit the report not later than 12 months after the end of the calendar year.

(3) The US Army Intelligence and Security Command is not required to submit copies of its reviews to the Chief of Military History because of classified content. However, the command will make the reviews and related historical documents available to authorized personnel. The personnel must have both a need to know and the required security clearance.

(4) If a command or agency cannot meet the review deadline, the commander or agency head will notify the Chief of Military History in writing. The notice will explain the delay and request a new submission date.

*b.* The following paragraphs apply to those agencies, schools, installations, and commands listed in paragraph 6-2a(1) and B-2.

(1) Reviews may be prepared on MACOM approval on a fiscal-year, calendar-year, academic-year, or other basis.

(2) Overseas elements of commands in the United States will give information to their parent units for inclusion in the Annual Historical Review.

(3) At least four copies of the Annual Historical Review will be prepared. Keep one copy in the preparing organization's organizational history file (file number 228-08, ARs 340-2 and 340-18-2). Include one copy in the annual historical summary file (file number 228-06, AR 340-18-2). It will be retired with those files. Send two copies to the MACOM no later than 6 months after the end of the reporting period. The MACOM will keep one copy of the Annual Historical Review for its files. The MACOM will send the remaining copy to the Center of Military History. The printed or ribbon copy (if typed) will be sent to the Center. Reviews for TOE units listed in paragraph 6-2a(1) should be submitted the attention of DAMH-HSO. Those for units listed in paragraph B-2 should be directed to the attention of DAMH-HSR.

(4) Each year, each MACOM will send to the Center of Military History its comments on a minimum of one-third of its subordinate elements' Annual Historical Reviews on a rotating basis. The Center will acknowledge receipt of all required reviews. The Center will subject them to random review.



## Chapter 7

### Organizational History

#### 7-1. General

a. Organizational history is the record of a military organization's entire past. The history includes the organization's activities in the larger military forces to which it has belonged. Organizational history may include copies of official documents, narrative accounts, photographs, art works, trophies, historical properties, diaries, scrapbooks, movie films, video tapes, and magnetic tape recordings. Commanders of TOE organizations that are authorized on organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) will set up and keep organizational history programs. (See para 7-3.) Commanders should use their organizational history and other historical materials to increase individual morale and organizational esprit. Other organizations, schools, or installations may set up organizational history programs.

b. A unit history provides a whole or partial written narrative account of the organization's past.

c. An organizational history file (file number 228-08, AR 340-2 and AR 340-18-2). Commanders of TOE organizations that are authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) will establish and maintain organizational history files. The commander will provide for its disposition when the unit is unable to care for the file. When the unit can resume care, the commander will retrieve it from storage. Service schools, colleges, and those installations and activities determined by MACOM commanders, will also set up and keep organizational history files. Other TDA organizations are encouraged to keep such files.

#### 7-2. Military history orientation

Commanders will design orientation programs covering Army heritage and traditions for new personnel.

a. *Recruiting.* Recruiting organizations should use military history to explain national defense activities and the Army's position in the Military Establishment. Military history displays can portray the Army and military life to attract prospective enlistees.

b. *Training organizations.* Army history should be a central theme of introductory programs for new personnel. Displays, flags, and pictures will emphasize this theme. Army history should continue to be stressed during basic and advanced training. Military history

displays should be placed in prominent places such as dayrooms, mess halls, reception areas, and administrative buildings.

c. *Troop units.* Instruct troop units in Army achievements and unit history. At least once a year all personnel should be informed of the achievements, traditions, and battle records of the unit to which they are assigned. (See para 7-3b[2].)

#### 7-3. Organizational history programs

Commanders should design organizational history programs aimed at developing unit pride and esprit in each member.

##### a. *Military history exhibits.*

(1) Exhibits for specific units and their personnel may be prepared at Army museums. Installations and organizational museum exhibits are very effective. They present unit history and traditions that can be shown to both visitors and unit personnel. Museums can increase understanding between the military organization and the local community.

(2) Organizational colors, distinguishing flags, and guidons can be centerpieces for exhibits. These exhibits may include such items as lineage and honors certificates, unit decoration certificates, military uniform pictures, photographs, portraits, and replicas of coats of arms.

(3) Simple military exhibits may consist of items such as pictures, posters, photographs, trophies, and copies of maps and records. These exhibits are most effective when used as decorations or displays in mess halls, barracks, and administrative buildings.

(4) Special events, such as Armed Forces Day and Unit Day, which are marked by celebrations, ceremonies, reviews, and public open houses, give excellent chances for display of military history exhibits. (See AR 360-5 for guidance on military support to Armed Forces Day and other special events.)

(5) Traveling exhibits of distinctive and professional works from the Army Art Collection are especially suitable for display in headquarters, libraries, clubs, and other organizational locations during special occasions. See AR 870-15.

(6) See DA Pamphlet 310-1 for historical publications that may be useful in exhibit work.

b. *Organizational ceremonies.* Ceremonies in honor of a military organization improve its corporate character. The ceremonies should be conducted on proper occasions, such as:

(1) Anniversary of a citation or decoration. A review may be held on the anniversary of the award of a

citation or decoration to the organization. The citation for the award should be read during the ceremony.

(2) Orientation of new personnel. As part of their orientation, new personnel may be presented formally to the organizational flag, color, or guidon. The lineage, awards, battle honors, coat of arms, and organizational insignia of the command may be described. At this formation the new personnel may be presented with the organizational insignia and any authorized organizational decorations and emblems for wear. Orientation may take place on a Unit Day or any suitable occasion.

(3) Recognition of former outstanding members. Former members of an organization who have earned the Medal of Honor or other awards for valor should be recognized. This recognition should take place during Unit Day ceremonies, personnel orientation periods, or other suitable occasions. During these ceremonies, the citation announcing the award should be read. Information about the member should be related to the unit. Former members who have earned other distinction in either military or civilian life may be honored in a similar manner.

(4) Historical memorial awards.

(a) Any TOE organization authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) with an outstanding history is authorized and urged to set up a historical memorial award. It will be in the name of a battle or campaign in which the organization took part or an outstanding former member. The award should be presented annually. Present it to the member who best reflects those qualities of character and devotion to duty that were supreme in the individual or occasion honored by the award. Each regiment organized under the Combat Arms Regimental System is limited to one award. Commanders of elements of these regiments will agree upon setting up the award. They will decide on procedures for the annual selection of the recipient.

(b) Applications for approval of historical memorial awards will be sent to the HQDA (DAMH-HSO) WASH DC 20314. They will contain the name of the person or event to be honored, a brief description of the action or event, and the qualities of character and devotion to duty that were displayed.

(c) The Center of Military History will provide a certificate showing the approval of the organization's historical memorial award. This certificate will be suitable for framing.

(d) The cost of trophies, certificates, plaques, or other devices representing the award will be paid with funds within the limits of AR 230-1.

(5) Unit Day.

(a) Commanders of TOE organizations that are authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations) should select their organizations' Unit Day. This date should mark an important event in the history of the organization. It does not have to be the date on which it was first organized. Commanders of elements of regiments organized under the Combat Arms Regimental System will select a single date. This date will be celebrated by the entire regiment as its Unit Day.

(b) Each organization should observe Unit Day as a holiday. The ceremonies should stress unit lineage, honors, and traditions, as well as the achievements of personnel. The program may also feature music, competitive events, sports, and other suitable entertainment.

(c) Unit Day selections and their historical importance will be reported to HQDA (DAMH-HSO) WASH DC 20314. An organization may change its Unit Day if it decides to honor another important event.

(d) The Center of Military History will give each organization named in paragraph (a) a certificate affirming its approved Unit Day. The certificate will be suitable for framing.

#### 7-4. Preparation of unit histories

*a. General.* Unit histories usually are prepared by former or current unit members, a commercial firm, or a combination of both. Unit histories can help publicize unit achievements. They also build pride among its members. Commanders of TOE organizations that are authorized an organizational color, distinguishing flag, or guidon (except organic elements of color-bearing organizations); service schools; and colleges are urged to prepare unit histories. The histories preserve military knowledge and foster esprit.

*b. Publication.* Unit histories published by an Army organization may be financed by nonappropriated funds per AR 230-1. If these funds are used, a copy of the history must be furnished to each member of the unit. Appropriated funds may be authorized by MACOM commanders for publication when reference copies are needed by staff elements within the headquarters, subordinate elements, or higher headquarters to conduct official business. Appropriated funds may not be used to publish unit histories for personal use.

*c. Research and writing.*

(1) Unit histories should be prepared per DA Pamphlet 20-200. Instructional material entitled "Organizational History: Its Preparation and Use" gives detailed guidance on compiling a unit history. It is available on request from HQDA (DAMH-HSO) WASH DC 20314.

(2) Source materials for unit histories may come from many areas. There are two principal sources:

(a) *Official Army records.* These are available for research in writing unit histories. Conditions governing access to official records are prescribed in chapter 12. Address requests for information about the location of and access to official Army records to HQDA (DAAG-AMR-S) WASH DC 20310.

(b) *Bibliographies of published histories of US military organizations.* These are prepared by the Center of Military History. Address requests for bibliographical information about specific units to the US Army Center of Military History HQDA (DAMH-HSO) WASH DC 20314.

(3) Unit histories should be unified narrative reports of the activities of the organization. The developments and events chosen should be important to the unit and to the Army. Sources should be identified. Key documents should be appended to supplement the text.

(4) Unit histories should reflect the lineage and honors officially determined by the DA. (See chap 8.)

(5) Annual Historical Reviews may be combined into unit histories. (See chap 6.)

### 7-5. Organizational history file

a. *General.* Each commander should have proof of his or her organization's history, its traditions, and its right to organizational historical properties. Therefore, organizations will keep copies of certain documents, photographs, and other items that relate to their history. These materials will be stored when the organization cannot care for them (for example, during periods of inactivation).

#### b. *Content of files.*

(1) Organizational history files will include—

(a) Statements of primary and secondary missions.

(b) Periodic summaries of unit activities and achievements.

(c) A listing or documentation of important unit events.

(2) Commanders of flag- or color-bearing organizations will file documents concerning their organic elements that are not required to keep organizational history files. These documents should cover missions, movements, and important events.

(3) When applicable, organizational history files will include—

(a) Annual Historical Reviews.

(b) Copies of lineage and honors certificates.

(c) Data on organizational flags, coats of arms, and insignia.

(d) Citations for organizational decorations.

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

(f) Unit histories.

(g) Unframed photographs, pictures, certificates, letters, and programs. These should be identified with dates, names, events, and other information relating to historical ceremonies and organizational decorations.

(h) Names of all commanders.

(i) Dates of changes of command.

(j) Copies of letters and orders relating to activations, inactivations, redesignations, reductions to zero strength, assignments, attachments, and detachments. For Army National Guard and Army Reserve units, include entry upon and release from active Federal service.

(4) Some organizational history files are prepared by non-TOE organizations, schools, colleges, installations, or activities under the terms of paragraph 7-1c. These files will include the material listed in (1) and (3). Include any long-range or thorough reports and studies that judge the performance of installation's functions or the achievements of its major missions. Include the commanders' periodic reports to their superior, required by many MACOMs, whenever possible. The command charged with installation jurisdiction (DA Pamphlet 210-1) will oversee the organizational history files.

c. *Method of filing.* Material in organizational history files will be filed per ARs 340-2 and 340-18-2 (file number 228-08).

#### d. *Storage of files.*

(1) Commanders of organizations required to keep organizational history files will ship those records to storage when their units are—

a. Inactivated,

b. Disbanded.

c. Reduced to zero strength, or

d. Unable to care for them.

Such files will be sent to HQDA (DAMH-HSO) WASH DC 20314.

(2) Commanders of reactivated organizations or active units with stored organizational history files can request the return of those files. Address these requests to HQDA (DAMH-HSO) WASH DC 20314.



## Chapter 8

### Lineage and Honors

#### 8-1. Lineage principles

*a.* AR 220-5 governs how organizations are designated and how their status may be changed. The lineage of an organization is determined per AR 220-5 and the lineage principles in this paragraph. It is based on the organization's factual history.

*b.* The designation of an organization can be numerical, lettered, or named. This designation will not of itself imply a lineal relationship with a former organization of the same designation.

*c.* The lineage of a color-bearing organization will include the lineages of all its organic elements.

*d.* The removal of component organizations will not change the previous lineage of a color-bearing organization.

*e.* When a component organization is removed from a color-bearing organization, the lineage of the component organization transfers with it.

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

*g.* A Regular Army or Army Reserve organization that has been disbanded may be reconstituted by the Secretary of the Army. The Secretary's clear intent to perpetuate the organization creates an official lineal link between the disbanded and reconstituted organization.

*h.* An Army National Guard organization that has been disbanded may be reconstituted by the Secretary of the Army. The state or territory must request this action. The state's or territory's clear intent to perpetuate the organization creates an official lineal link between the disbanded and reconstituted organization.

*i.* Lineages of Army National Guard organizations are linked historically with specific geographic areas. Therefore, these lineages will not be transferred out of local recruiting areas except when the organizations—

- (1) Are in active Federal or state service or
- (2) Change station with their personnel.

*j.* The date of Federal recognition generally determines the date of organization of an Army National Guard unit. If there is no firm date of Federal recognition, the date of organization will be determined by the Center of Military History.

*k.* A lineage, once published, will not be changed except to correct errors.

#### 8-2. Honors and their passage

*a.* An organization's decorations are those awarded per AR 672-5-1, chapter 9, sections II and IV. The decorations of guidon-bearing elements of a color-bearing organization do not accrue to the latter.

*b.* Campaign participation credit is awarded to an organization per AR 672-5-1, paragraph 9-4.

*c.* Campaign participation credits that accrue to a color-bearing organization include:

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

(2) Credit earned by one-third or more of the guidon-bearing elements after 1897. However, no CARS parent regiment accrues campaign participation credit on this basis after its incorporation into CARS.

*d.* The decorations and campaign participation credit earned by an organization pass to the direct descendants of that organization.

*e.* TOE flag- or color-bearing organizations that did not take part in a named campaign may be entitled to war service credit. They are entitled to such credit for active Federal military service that they or their lineal predecessors performed in a war or conflict as specified in the appendix to AR 672-5-1. An organization that is authorized a guidon may be entitled to war service credit, but there is no means to display such credit on the guidon.

*f.* The honors of a color-bearing organization will not be changed if its components are removed.

*g.* The honors of a component removed from a color-bearing organization transfer with it, but will not be adopted by any color-bearing organization to which it may transfer.

*h.* A color-bearing organization's honors reside with the headquarters element of that organization.

*i.* When a military organization is reconstituted, it is entitled to the honors it held when it was disbanded.

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

*k.* An honor, once determined, will not be withdrawn or altered unless it was based on error.

*l.* On rare occasions, the Secretary of the Army may grant to an active organization the honors of an inactive or disbanded organization. The honors will 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.

*m.* The Center of Military History will determine the

honors of each newly formed CARS regiment. The determination will be made when the regiment is organized under CARS. The determination is based on the preceding sections of this paragraph. After the regiment has been organized under CARS, the parent regiment will accrue honors as follows:

(1) Honors that are earned by an organization immediately subordinate to the parent regiment belong to both the parent regiment and the subordinate. This rule applies regardless of whether the subordinate organization is a color-bearing or a guidon-bearing organization. However, this rule does not apply to decorations awarded by foreign governments and campaign participation credit earned under the terms of *c* above.

(2) Foreign decorations awarded to and campaign participation credit earned by an organization under the terms of *c* above do not accrue to the parent regiment.

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

### 8-3. Display of honors

*a.* US Army organizations will display honors per AR 672-5-1, paragraph 9-10. Honors displayed by organizations while in Federal service must be authorized by the Secretary of the Army.

*b.* A color-bearing organization that is not a CARS regiment will display its honors only on the color of the organization's headquarters. A guidon-bearing element of this type of organization will display only the honors that have been awarded to it. They will not display honors earned or accrued by the color-bearing organization of which it is a component.

*c.* The following rules apply to the display of honors by elements of CARS regiments:

(1) Honors earned or accrued by a regiment before its placement under CARS are displayed on the color of that parent regiment. They are also displayed on the colors of all of its color-bearing elements.

(2) Only the parent regiment and its earning element will display honors that accrue to a regiment after its placement under CARS.

(3) Only earning organizations will display foreign decorations.

(4) Streamers that depict honors earned by a color-bearing element of a CARS regiment will bear a distinctive earned-honor device. (See AR 672-5-1, para 9-35.) The earned honors of these elements will be marked by asterisks on their lineage and honors certificates.

(5) A guidon-bearing element of a battalion, squad-

ron, or Special Forces group of a CARS regiment will display only the honors that have been awarded to that element. These honors are not displayed by the battalion, squadron, or Special Forces group of which it is an element.

(6) A guidon-bearing element of a CARS regiment that is not an element of a battalion, squadron, or Special Forces group will display the honors it earns.

### 8-4. Special designations

*a.* There are two types of special designations:

(1) A traditional designation, which has been used by an organization for at least 30 years.

(2) A distinctive designation, which has been used by an organization for fewer than 30 years.

*b.* The Center of Military History may authorize the organizations cited in paragraph 1-7g to use a special designation. This designation will appear in parentheses following the official designation (except on colors, flags, or guidons). Address applications for the approval of special designations to HQDA (DAMH-HSO) WASH DC 20314.

*c.* A special designation should enhance the morale and esprit of an organization. It should associate the organization with a person, place, thing, event, or function that is important to the unit.

*d.* Only one special designation will be approved for any flag-bearing, color-bearing, or separate guidon-bearing organization, except as noted in *e*. Once a special designation has been approved for an organization, it cannot be used by another organization unless it can prove the use of that special designation for a period of 30 or more years. Commanders of elements of CARS regiments must agree upon a single special designation for their regiment.

*e.* An organic element of a color-bearing organization that submits proof of having used a special designation continuously for 50 years or more will be authorized a traditional designation. This designation is not affected by any special designation approved for its parent organization.

### 8-5. Certification

*a.* Upon request, organizations cited in paragraph 1-7g may request the following certificates from HQDA (DAMH-HSO) WASH DC 20314.

(1) Lineage and honors certificate.

(2) Traditional designation certificate, when approved.

(3) Distinctive designation certificate, when approved.

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*b.* Organizations cited in paragraph 1-7g may request a decoration certificate from HQDA (DAPC-POS-A) ALEX VA 22332. The certificate attests to the award of each US Army unit decoration that the organization has

earned. These certificates will be furnished to an element of a CARS regiment only for honors earned by that element.



## Chapter 9

### Combat and Contingency Historical Operations

#### 9-1. The Command Report (RCS CHIS-11)

The Command Report gives DA and other agencies a prompt, thorough, and exact account of important combat and contingency operations. The report provides historical information and lessons learned on specific operations.

#### 9-2. Preparing the Command Report

*a.* The Chief of Military History coordinates the conduct of combat and contingency historical operations with MACOMs and HQDA. The Chief will direct the following MACOM commanders to prepare a Command Report per professional historical standards:

(1) The senior Army commander during joint or combined operations or

(2) The commander of the Army element named by HQDA for combat or contingency operations not controlled by a MACOM. If needed, the Chief will issue special guidelines on the specific content of the report. DA Pamphlet 870-2 will help Army historians, Army historical officers, and military history detachment commanders to perform emergency historical duties and to prepare the Command Report.

*b.* Combat and contingency historical operations are a command responsibility. MACOM commanders may recommend to the Chief of Military History that a Command Report be prepared. The historian, the historical officer, or the military history detachment commander should be consulted. When MACOM commanders are directed to prepare Command Reports, they will direct subordinate organizations and units participating in the operation to prepare Command Reports.

*c.* Commanders engaged in combat and contingency operations will collect, maintain, and retire historical records and source materials. Use the records and materials to prepare a Command Report covering the operations.

(1) The report will be in narrative form. It will cover specific operations or activities as directed in guidelines issued by the Chief of Military History. When operations last 30 days or less, submit a report no later than 30 days after the end of the operation. When operations continue beyond 30 days, the Chief of Military History will decide on the frequency of reporting. The Chief will make this decision with the MACOM or headquarters named to prepare the Command Report.

(2) Journals and journal files (AR 220-15) will be used as source material to prepare the Command Report.

(3) Brigades, regiments, groups, and larger units involved in combat operations will submit reports. The Chief of Military History will direct the level of preparation for reports for organizations involved in contingency operations. Commanders will reserve part of the report for comments. These comments will be made by the commander of the unit, organization, element, or agency preparing the report. Commanders will comment on inadequacies and successful use of doctrine, tactics, equipment, and special techniques employed in the operations. The comments should include important lessons learned. Coverage of items of special interest to HQDA may be specified in guidelines issued by the Chief of Military History. The commander will sign the Command Report.

(4) At least 3 copies of each report will be prepared. The preparing headquarters will keep one copy of the report. Send the second copy of the report, with supporting documents and lists of references, such as journals, to HQDA (DAMH-ZA) WASH DC 20314. Send the third copy of the report, without supporting documents, to the same address. The Center of Military History will keep the documented copy of the report for reference and official historical purposes. The Chief of Military History will distribute copies of the report to other Army agencies. The agencies will evaluate and distribute the lessons learned.

#### 9-3. Operations concept

Historical assistance will be given to commands involved in contingency operations.

*a.* In combat, military history detachments (TOE 20-17) normally are assigned to MACOMS. If needed, they are allocated to division and separate brigade levels. Army historians are added to high-level commands.

*b.* In contingency operations, military history detachments will be reinforced. Army historians will be assigned according to the situation.

*c.* During major field and command post exercises, Army historians, Army historical officers, and military history detachments will take part. They will perform duties specified in paragraph 9-4*b*. (See also AR 220-15.)

#### 9-4. Military history detachments

*a.* A military history detachment consists of three members:

(1) A commissioned military historian.

(2) An enlisted public affairs supervisor.

(3) An enlisted stenographer.

The detachment serves the commander in both a staff and an operational capacity.

*b.* During combat and contingency operations the military history detachment commander will:

(1) Advise on the historical adequacy of journals and journal files (AR 220-15 and FM 105-5) and other historical records.

(2) Advise on the historical adequacy of unit reports.

(3) Advise on historical properties.

(4) Conduct interviews with personnel involved in combat and contingency operations.

(5) Coordinate with records management personnel and unit adjutants on the content and disposition of records. This should insure adequate documentation of Army operations.

(6) Advise on the preparation of Command Reports and special historical studies.

(7) Collect, preserve, and send directly to HQDA (DAMH-HS) WASH DC 20314, documents and artifacts of important historical value. These should be items that may be used in current historical research or whose preservation may be endangered.

## Chapter 10

### Historical Properties

#### 10-1. General

This chapter governs the acquisition, management, preservation, and use of Army historical properties. It also outlines the establishment and support of Army museums. (See AR 870-20.)

#### 10-2. Historical properties and Army museums

Organization and installation commanders may acquire historical properties and collections and establish museums. Detailed procedures are in AR 870-20.

#### 10-3. Accountability

Historical properties, other than those acquired with nonappropriated funds, will be accounted for per AR 735-5. Catalog the properties on DA Form 2609 per AR 870-20, paragraph 2-3a. Property acquired with common service nonappropriated funds will be accounted for per AR 230-1.

#### 10-4. Maintenance and display

Historical properties will be maintained and displayed according to standard museum practices.

#### 10-5. Loan and disposition of historical properties

Historical properties will not be disposed of without written approval of the Chief of Military History. (See

AR 870-20, para 2-6.) Salvage, loan, or donation of historical properties will be in compliance with AR 755-2 and DOD 4160.21-M (Defense Disposal Manual). Submit requests for loan or transfer of historical properties to the Center of Military History for approval. Loan of historical properties to the Navy, Air Force, Marine Corps, or other branches of the government will follow the provisions of AR 735-5. Loans of historical properties for civilian display purposes will be governed by AR 360-61.

#### 10-6. Custody of historical properties of Combat Arms Regimental System (CARS) units

The historical properties of an active regiment will be held by the lowest numbered or lettered active unit of the regiment. (See AR 870-20.)

#### 10-7. Storage of historical properties

Procedures are specified in AR 870-20.

#### 10-8. Shipment of historical properties

a. Historical properties will be packed for shipment per AR 700-15 and AR 746-1.

b. Funding of commercial transportation within the continental United States will be arranged according to AR 37-7.

#### 10-9. Annual inventory

An annual inventory of all historical properties held by or on loan from the Center of Military History will be made. (See AR 870-20.)



## Chapter 11

### Historical Services

#### 11-1. Mission

*a.* The primary mission of the Center of Military History is to provide historical support to the Army, especially to the Army Secretariat and the ARSTAF. This support includes preparing historical studies and providing reference services on defense subjects. Historical staffs of subordinate Army field or MACOMs support their parent organizations.

*b.* The Center of Military History also provides historical materials and reference services in a descending order of priority to presidential and congressional staffs, other government agencies, private organizations, and the general public. Comply with the requirements set by

the Freedom of Information Act (5 USC 552) and the Privacy Act (5 USC 552a) for responses to inquiries.

#### 11-2. Service to other agencies

Requests for historical information from other DOD elements involved in operational planning or official research will be given full response. This includes copies of material. The Center of Military History will form strong liaison with historical agencies of other Federal departments. This liaison should insure a free flow of information of interest to the Army.

#### 11-3. Referrals

The Center of Military History may refer historical inquiries to the proper agencies or archives. These may respond to inquiries in those cases where the Center's resources do not contain material for a full reply.



## Chapter 12 Historical Records and Source Material

### 12-1. General

*a.* The US Army Center of Military History will keep historical reference collections that deal with the Army and related activities. These collections include historical manuscripts, reports, interviews, MACOM and installation histories, organizational charts, and telephone directories submitted per this regulation. The US Military History Institute collects and keeps unofficial photographs of the US Army's history from the Mexican War to the present. Commanders who have historians or historical officers will set up historical reference collections.

*b.* The Defense Audiovisual Agency will keep the still and motion picture record of the history of the US Army since 1940. Photographic material that originated before 1940 is kept by the Audiovisual Archives Division (NNV) of the National Archives and Records Service.

*c.* Official Army records in Federal storage places comprise the basic sources for preparing official Army history. Army historians will be granted access, per this regulation and pertinent security regulations, to records needed for official historical research.

*d.* The reproduction and use of classified material is governed by AR 380-5. Taking notes from classified documents originating in the DA is not considered reproduction per cited regulations. Notes will be handled according to the provisions of the regulation if they contain properly classifiable information.

### 12-2. Historical records and source materials

Historical records and source materials are documents, manuscripts, interviews, publications, maps, photographs, machine-readable material, and recorded and microcopied material.

### 12-3. Official access

*a.* General policies and procedures for official access to Army records are specified in AR 340-17.

*b.* Except for *c* through *f*, and AR 380-5, Army agencies will give their historians and historical officers all the information needed. This information is used for the accurate and complete recording of Army activities. It will include relevant material regardless of date and classification. Examples are journals, operations orders, estimates, memorandums for record, routing slips, correspondence, reference papers, staff studies, diaries,

minutes, conference summaries, phone call records, and interviews. Staff officers at all levels of the Army will make records available to historical personnel. They will insure that records of historical value are preserved.

*c.* Official access by historians and historical officers to the following files is arranged with 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 files.
- (5) Other non-Army files requiring special permission for access when authorization from the chief historian of the MACOM does not suffice.

*d.* Commanders whose historians desire access to these files will send a request to the Center of Military History. It should contain the following information:

- (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 personnel files kept by The Adjutant General's office and the Commander, US Army Military Personnel Center. Access will not be granted to files of confidential evidence obtained from individuals by the Inspector General's Office.

*f.* Personal correspondence of military personnel, living or dead, will not be used without permission unless it is part of official records.

### 12-4. Access by unofficial researchers

*a.* General policies and procedures governing access by unofficial researchers to Army records are prescribed in AR 340-1, AR 340-17, and AR 380-5.

*b.* Following the terms of the Freedom of Information Act, commanders will approve requests from unofficial researchers for access to unpublished manuscripts. These are manuscripts prepared by historians or historical officers. Commanders may deny access to classified manuscripts and drafts in preparation.

*c.* The records created by Army agencies are in the public domain. Unclassified records may be examined without prior approval even though they may be in use to prepare official Army histories. Access by unofficial researchers to classified records is governed by 5 USC 552; AR 340-17, paragraph 2-12; and AR 380-5, chapter VII, section 1.

*d.* Unofficial researchers requesting access to borrowed records will be referred to the custodian.

**12-5. Records retirement**

*a.* The Adjutant General sets policy and gives staff direction for Army records administration. This includes retirement of historical records and source material per

AR 340-1, AR 340-2, and ARs 340-18-1 through 340-18-16. The Chief of Military History is the principal adviser to The Adjutant General on the historical adequacy of the Army records system. Commanders will collect and retire historical records and source material. Records that have been retired by operating agencies may be located in the records repositories listed in AR 340-18-1, appendix F.

## Chapter 13

### Army Art

#### 13-1. General

This chapter should be used together with AR 870-15 to govern the management, preservation, and use of all works designated as Army Art.

#### 13-2. Acquisitions

a. The Curator of Army Art supervises the selection of additions to the Army Art Collection. These additions are made through purchase or exchange.

b. Foreign art works captured or otherwise acquired by the US Army are accessioned into the Army Art Collection. They are added through the Army Central Activity (DRSAR-MMD-LS) per AR 700-99.

#### 13-3. Accountability

Works in the Army Art Collection will be accounted for per AR 870-15.

#### 13-4. Disposition and storage

Army art will not be disposed of without the written permission of the Chief of Military History. The commander of an agency, installation, or activity desiring to store art not registered with the Center of Military History will submit a request to HQDA (DAMH-HSA), WASH DC 20314. State the reasons storage is required. Submit requests when notified of the scheduled inacti-

vation of a holding organization. Also submit requests of a pending assignment that would prevent proper care or use of the art. If an organization cannot keep art it has on loan or no longer needs it, the art will be returned to the Center.

#### 13-5. Maintenance and display

Works from the Army Art Collection will be maintained and shown per AR 870-15.

#### 13-6. Loan of Army Art

Selected works from the Army Art Collection are available for temporary loan to Army organizations. Public and private organizations can borrow works per AR 870-15. Submit requests for the loan of Army Art to HQDA (DAMH-HSA), WASH DC 20314. The Center can also provide information on the type and status of certain works.

#### 13-7. Shipment of Army art

Shipment of Army art will be handled per AR 870-15. Funding of commercial transportation within the continental United States will be handled per AR 37-7 and AR 870-15. Art will not be shipped outside the continental United States without the permission of the Chief of Military History. Such art will be shipped by military or commercial air transport.

#### 13-8. Annual inventory

The Center of Military History will inventory its art work annually. (See AR 870-15.)



## Chapter 14

### US Army Military History Institute

#### 14-1. General

This chapter sets the responsibilities, policies, and procedures for the operation of the US Army Military History Institute. The Institute is an element subordinate to the US Army Center of Military History. It is located at Carlisle Barracks, PA.

#### 14-2. Background

*a.* Until the Institute was established, there was no Army facility to keep works related solely to the military profession. Nor had there been a facility whose existence would urge people and institutions to donate personal works or collections concerning military history.

*b.* The Institute will maintain a repository for unofficial materials in the field of military history. Special attention will be given to Army history. Official and private agencies and individuals can use the materials.

#### 14-3. Repository maintenance

*a.* The Commander, Carlisle Barracks, is designated as Commander, US Army Military History Institute. The commander will provide administrative and installation support.

*b.* The Director, US Army Military History Institute, will manage the repository. (See AR 10-48.) The Director will receive guidance from the Commander, US Army Center of Military History; the Commander, US Army Military History Institute; and this regulation. Accountability for library items in the Institute will be per AR 735-17. The Director of the Institute will manage the Bradley Museum per AR 870-20.

*c.* All commanders, except the Superintendent of the United States Military Academy, will identify historically important items under their control. These items include texts, manuals, books, periodicals, personal papers, manuscripts, diaries, photographs, unofficial documents, electronic (TV) tapes, phonograph records, and unofficial motion pictures. Commanders will notify the Commander, US Army Military History Institute, of such items. If the commander of the Institute so requests, the commanders will transfer the items to the Institute. MACOM and installation commanders and the Commander, US Army Military History Institute, may arrange for copy or loan of these materials. These materials would be used for display or reference at the interested command or installation. MACOMs and installations would acquire personal papers and other records

especially relevant to their operations. The MACOMs and installations will give the director of the Institute finding aids or indexes for this material.

*d.* When historical books and materials are reported to The Adjutant General, he or she will inform the Commander, US Army Military History Institute. (See AR 735-15, para 13*e.*)

#### 14-4. Holdings of the Institute

The Institute's holdings include books, manuals, periodicals, manuscripts, reports, diaries, personal papers, correspondence, original documents, photographs, electronic tapes, phonograph records, military artifacts, and other materials. Initial correspondence concerning contributions should be addressed to the HQDA (DAMH-ZF).

#### 14-5. Oral history program

To supplement the Army's official history, the Institute and the Army War College conduct an oral history program. The program is designed to record the views and experiences of retired senior Army officers and civilians. These views concern their careers, national and Army military problems, and other matters. Army War College officer students conduct interviews. This program is managed by the Director of the Institute. The annual interview program is approved by the Commander, US Army Center of Military History, and the Commander, US Army Military History Institute. Besides the Senior Officer Oral History Program, the Institute may conduct special topical or biographical oral history programs.

#### 14-6. Other activities

*a.* The Institute's other activities include teaching, consulting, and support of the Army school system. This support includes serving on the faculty of the US Army War College. Preparing special publications and studies and organizing meetings, conferences, and symposia are also included.

*b.* The Harold Keith Johnson Professor of Military History supports the activities of the Institute. The professor is a prominent historian who serves 1 year as a visiting professor at the Institute.

#### 14-7. Use of the Institute

The Institute will answer official requests for historical information. It is open to military and civilian scholars to conduct research. Requests for access to classified materials will be processed per AR 340-1 and AR 340-17.



## Chapter 15

### US Army Military History Writing Awards

#### 15-1. General

The US Army Military History Writing Awards are annual awards of cash and certificates. The awards are given annually to the authors of the three best military history essays. Students attending officer advanced courses and the Sergeants Major Academy by the beginning of the 1983 school year may compete.

#### 15-2. School year

The school year is defined as beginning on 1 October and ending on 30 September. The initial awards will cover students attending courses between 1 October 1982 and 30 September 1983.

#### 15-3. Essay selection

The Center of Military History and the US Army Training and Doctrine Command (TRADOC) will select the best essays. TRADOC will issue specific rules and procedures to the service schools. The following general standards will apply:

*a.* Students may choose their topics.

*b.* Essays must be documented as required by TRADOC.

*c.* Essays may be 1,500 to 3,000 words long.

*d.* TRADOC will select the best five essays submitted by service schools during the school year. These will be sent to the Center of Military History. The Center will convene a selection committee to pick the best three essays.

*e.* TRADOC will have the best articles printed in an appropriate professional journal.

#### 15-4. Presentation

*a.* The Center of Military History, as sponsoring agency, will announce the winning essays. The awards are:

(1) First place: \$500 and a certificate.

(2) Second place: \$250 and a certificate.

(3) Third place: \$100 and a certificate.

*b.* The Military History Writing Awards will be presented at a ceremony.



## Appendix A References

### Section I

#### Required Publications

AR 10-48	US Army Center of Military History
AR 200-15	Journals and Journal Files
AR 310-1	Publications, Blank Forms, and Printing Management.
AR 340-1	Records Management Program
AR 340-2	Maintenance and Disposition of Records in TOE Units of the Active Army, The Army Reserve and The National Guard.
AR 340-18-2	Maintenance and Disposition of Planning, Programing, Management, Historical and Combat Development Functional Files.
AR 360-81	Command Information Program
AR 380-5	Department of the Army Information Security Program
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates
AR 840-20	Historical Properties and Museums
AR 870-15	Army Art Collection
DA Pam 20-200	The Writing of American Military History: A Guide
DA Pam 310-1	Index of Administrative Publications
DA Pam 870-2	The Military Historian in the Field

### Section II

#### Related Publications

AR 37-7	Funding for Commercial Line Haul Transportation within CONUS under the Appropriation "Operation and Maintenance Army."
AR 200-1	Environmental Effects of Army Actions.
AR 220-5	Designation, Classification, and Change in Status of Units.
AR 230-1	The Nonappropriated Fund System.
AR 340-17	Release of Information and Records from Army Files.
AR 340-18 series (1-16)	The Army Functional Files System.
AR 360-5	Public Information.
AR 360-61	Community Relations.
AR 672-5-1	Military Awards.
AR 700-15	Packaging of Materiel.
AR 700-99	Acquisition, Accounting, Control, and Disposal of Captured Enemy Equipment and Foreign Material.
AR 735-5	Property Accountability: General Principles, Policies, and Basic Procedures.
AR 735-17	Accounting for Library Books.
AR 746-1	Packaging of Army Materiel for Shipment and Storage.
AR 755-2	Disposal of Excess, Surplus, Foreign Excess, Captured, and Unwanted Material.
DA Pam 210-1	US Army Installations and Major Activities.
DOD 4160.1-M	Defense Disposal Manual.
FM 101-5	Staff Officers' Field Manual.



## Appendix B

### Agencies, Schools, Installations, and Commands Required To Submit Annual Historical Reviews

**B-1.** The following agencies and commands are required to prepare Annual Historical Reviews. They will submit them directly to the Chief of Military History per chapter 6. The US Army Intelligence and Security Command must prepare Annual Historical Reviews. However, it is not required to submit them to CMH. (See para 6-8a [3].)

- a. Deputy Chief of Staff for Operations and Plans.
- b. Deputy Chief of Staff for Personnel.
- c. Deputy Chief of Staff for Logistics.
- d. Deputy Chief of Staff for Research, Development, and Acquisition.
- e. Comptroller of the Army.
- f. Assistant Chief of Staff for Intelligence.
- g. The Adjutant General.
- h. Chief of Engineers.
- i. The Surgeon General.
- j. Chief of Chaplains.
- k. The Judge Advocate General.
- l. Chief of Public Affairs.
- m. Chief, National Guard Bureau.
- n. Chief, Army Reserve.
- o. US Army Forces Command/US Army Forces Readiness Command.
- p. US Army Training and Doctrine Command.
- q. US Army Materiel, Development, and Readiness Command.
- r. US Army Communications Command.
- s. US Army Criminal Investigation Command.
- t. US Army Health Services Command.
- u. Military Traffic Management Command.
- v. US Army Military District of Washington.
- w. Eighth Army.
- x. US Army, Europe.
- y. US Army, Japan.

- z. US Army Western Command.
- aa. Ballistic Missile Defense Systems Command.
- ab. US Army Concepts Analysis Agency.
- ac. US Army Operational Test and Evaluation Agency.
- ad. US Army Military Personnel Center.
- ae. US Army Computer Systems Command.
- af. United States Military Academy.

**B-2.** The following organizations, installations, and schools are required to prepare Annual Historical Reviews. They will submit them to the MACOM to which they are assigned. The MACOM will forward the reviews to the Chief of Military History (DAMH-HSR).

- a. US Army Combined Arms Center.
- b. US Army Logistics Center.
- c. US Army Soldier Support Center.
- d. John F. Kennedy Center for Military Assistance.
- e. US Army Aviation Center.
- f. US Army Engineer Center.
- g. US Army Institute for Military Assistance.
- h. US Army Institute for Personnel and Resource Management.
- i. US Army Element, School of Music.
- j. US Army Signal Center.
- k. First US Army ROTC Region.
- l. Second US Army ROTC Region.
- m. Third US Army ROTC Region.
- n. Fourth US Army ROTC Region.
- o. US Army Airborne Board.
- p. US Army Combat Developments Experimentation Command.
- q. US Army Training and Doctrine Command Combined Arms Test Activity.
- r. US Army Disciplinary Barracks.
- s. US Army Training and Doctrine Command Systems Analysis Agency.
- t. Fitzsimmons Army Medical Center.
- u. Walter Reed Army Medical Center.
- v. US Army Academy of the Health Sciences.

- w.* Fort Belvoir, Va.
- x.* Fort Benjamin Harrison, Ind.
- y.* Fort Benning, Ga.
- z.* Fort Bliss, Tex.
- aa.* Fort Bragg, N.C.
- ab.* Fort Campbell, Ky.
- ac.* Fort Carson, Colo.
- ad.* Fort Clayton, Panama
- ae.* Fort Detrick, Md.
- af.* Fort Devens, Mass.
- ag.* Fort Dix, N.J.
- ah.* Fort Eustis, Va.
- ai.* Fort George G. Meade, Md.
- aj.* Fort Gordon, Ga.
- ak.* Fort Hood, Tex.
- al.* Fort Huachuca, Ariz.
- am.* Fort Irwin, Calif.
- an.* Fort Jackson, S.C.
- ao.* Fort Knox, Ky.
- ap.* Fort Leavenworth, Kans.
- aq.* Fort Lee, Va.
- ar.* Fort Leonard Wood, Mo.
- as.* Fort Lesley J. McNair, Washington, D.C.
- at.* Fort Lewis, Wash.
- au.* Fort McClellan, Ala.
- av.* Fort McPherson, Ga.
- aw.* Fort Monroe, Va.
- ax.* Fort Myer, Va.
- ay.* Fort Ord, Calif.
- az.* Fort Polk, La.
- ba.* Fort Richardson, Ark.
- bb.* Fort Riley, Kans.
- bc.* Fort Ritchie, Md.
- bd.* Fort Rucker, Ala.
- be.* Fort Sam Houston, Tex.
- bf.* Fort Shafter, Hi.
- bg.* Fort Sheridan, Ill.
- bh.* Fort Sill, Okla.
- bi.* Fort Stewart, Ga.
- bj.* US Army Reserve Components Personnel and Administration Center.
- bk.* Cameron Station, Va.
- bl.* Carlisle Barracks, Pa.
- bm.* Presidio of San Francisco, Calif.
- bn.* US Army Command and General Staff College.
- bo.* US Army Air Defense School.
- bp.* US Army Armor School.
- bq.* US Army Chaplain School.
- br.* US Army Chemical School.
- bs.* US Army Field Artillery School.
- bt.* US Army Infantry School.
- bu.* Defense Information School.
- bv.* US Army Intelligence School (Fort Devens).
- bw.* US Army Intelligence School (Fort Huachuca).
- bx.* Defense Language Institute, Foreign Language Center.
- by.* US Army Organizational Effectiveness School.
- ca.* US Army Military Police School.
- cb.* US Army Missile and Munitions School.
- cc.* US Army Ordnance School.
- cd.* US Army Quartermaster School.
- ce.* US Army Sergeants Major Academy.
- cf.* US Army Transportation School.
- cg.* US Army Armament Material Readiness Command.
- ch.* US Army Armament Research and Development Command.
- ci.* US Army Aviation Research and Development Command.
- cj.* US Army Communications-Electronics Command.
- ck.* US Army Depot Systems Command.
- cl.* US Army Electronics Research and Development Command.
- cm.* US Army Missile Command.
- cn.* US Army Mobility, Equipment, Research, and Development Command.

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*co.* US Army Natick Research and Development Laboratories.

*cp.* US Army Tank-Automotive Command.

*cq.* US Army Test and Evaluation Command.

*cr.* US Army Troop Support and Aviation Materiel Readiness Command.

*cs.* US Army Assistance Center.



## Glossary

### Military history

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

### Army historical program system

The process of administrative action for attaining, through the preparation and use of military history, specified objectives of the Department of the Army. This system and its implementing directives are described in chapter 3.

### Army historian

An individual, either military or civilian, who is usually a professionally qualified historian. This person occupies a military history position specified by a table of distribution and allowance or a table of organization.

### Army historical officer

An individual who is responsible for military history activities in addition to other duties. This person can be military or civilian and of any grade or rank.

### Command historian or command historical officer

An individual who has staff responsibility for military history activities on the staff of a commander. He or she may also be called a staff historian or staff historical officer.

### Command historical office

A staff section established by a table of distribution and allowance or a table of organization within the headquarters of a command. This section helps the commander carry out military history responsibilities. It may also be called a staff historical office.

### Flag-bearing organizations

TOE organizations having a fixed headquarters and a varying number of separate subordinate elements or TDA organizations authorized a flag by AR 840-10, chapter 5.

### Color-bearing organizations

TOE regiments and separate battalions; regiments organized under the Combat Arms Regimental System (CARS); and battalions, squadrons, and Special Forces groups of CARS regiments that are authorized organizational colors symbolic of their branch and past history.

### Guidon-bearing organizations

Units authorized a guidon by AR 840-10, chapter 6. Separate guidon-bearing organizations are those that are not organic elements of a color-bearing organization.

### Lineage

The line of descent of an organization from its origin. It is stated in terms of events that have changed its character or composition.

### Honors

The awards that a responsible authority has bestowed upon an organization. They consist of unit decorations and credit for campaign participation or war service.

### Combat and contingency historical operations

Those historical activities caused by combat, civil disturbance, natural disaster, and other emergencies or special activities, as well as by associated support operations. DA Pamphlet 870-2 discusses these historical operations in detail.

### Historical properties

Historically significant items that have been so designated by the US Army Center of Military History, an installation commander, or an organization commander. Historical properties include weapons, clothing, equipment, flags, decorations, battle streamers, and other relics of military experience (except official records).

### A historical collection

Historical properties in the custody of an agency of the Army. The term may be applied to all or any part of the historical properties of those agencies; it includes museums.

### Army art

Any art object owned by the DA. It includes paintings, watercolors, drawings, prints, cartoons, sculptures, sketches, and miscellaneous visual art forms. This art depicts military activities or expresses the artists' reaction to military activities or operations. Army art does not include the graphics, sketches, or miscellaneous visual art forms prepared for use in Army command information media. (See AR 360-81.)

### Army Art Collection

All war and military art cared for or controlled by the chief of Military History. It offers a pictorial interpretation of military activities in war and peace to supplement the written word.



1 October 1982

AR 870-5

By Order of the Secretary of the Army:

Official:

ROBERT M. JOYCE  
*Major General, United States Army*  
*The Adjutant General*

E. C. MEYER  
*General, United States Army*  
*Chief of Staff*

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