

24 September 1999

Historical Activities

**STAFF HISTORICAL REPORTS
 (Requirements Control Symbol CSHIS-6(R3))**

Summary. This revision reflects new staff office designations and realignments, and cites the current directive pertaining to markings.

Applicability. This memorandum applies to TRADOC Headquarters General and Special Staff Offices.

Suggested Improvements. The proponent of this memorandum is the Military History Office. Send comments

and suggested improvements on DA Form 2028 through channels to Commander, HQ TRADOC, ATTN: ATMH, 11 Bernard Road, Fort Monroe, VA 23651-1001. Suggested improvements may also be submitted using DA Form 1046, Army Ideas for Excellence Program (AIEP) Proposal.

Availability. This memorandum is available solely on the TRADOC homepage at <http://www.tradoc.army.mil>.

Contents

	Paragraph	Page		Paragraph	Page
Purpose	1	1	Transmittal	6	3
References.	2	1	Appendix A		
Responsibilities	3	1	List of Types of Significant Action Documents		
Content and scope of reports.	4	2	to be Forwarded to the Command Historian		3
Format	5	2			

1. Purpose. This memorandum establishes a system of semiannual staff historical reports in support of the objectives of the Army Historical Program. Such reports constitute the official historical narrative record of the significant, mission-related activities of the staff elements preparing them and are a valuable management tool for the staff agency itself, when properly prepared. In addition, the reports assist the TRADOC Military History Office in identifying important topics that require further research for coverage in the annual command history. As a part of the command's institutional memory, the reports are used in responding to requests for historical information.

2. References. Required publications are listed below.

a. Army Regulation 380-5, Department of the Army Information Security Program.

b. Army Regulation 870-5, Military History: Responsibilities, Policies, and Procedures.

3. Responsibilities:

a. The staff agency chief will appoint an additional duty historical officer and submit the name to the TRADOC Military History Office. The historical officer will be responsible for preparation of the reports. In larger staff agencies, a historical point of contact may also be advisable at directorate, or even division level. Staff agency chiefs will sign the report before submission.

b. The TRADOC Military History Office will provide necessary guidance by means of a historical officer meeting or by consultation with individual historical officers.

c. Preparing agencies. Reports will be submitted by the following:

*This memorandum supersedes TRADOC Memorandum 870-1, 25 September 1989.

TRADOC Memo 870-1

Deputy Chief of Staff for Training
Deputy Chief of Staff for Combat Developments
Deputy Chief of Staff for Doctrine
Deputy Chief of Staff for Base Operations Support
Deputy Chief of Staff for Resource Management
Deputy Chief of Staff for Education
Deputy Chief of Staff for Intelligence
Deputy Chief of Staff for Simulations & Analysis
Deputy Chief of Staff for Information Management
Deputy Chief of Staff for Recruiting
Chief of Public Affairs
Staff Judge Advocate
Office of Internal Review & Audit Compliance
Inspector General
Small & Disadvantaged Business Utilization Office
Principal Assistant Responsible for Contracting
Command Planning Group
TRADOC Chaplain
TRADOC Surgeon

d. Submission dates. Reports will be prepared for the periods from 1 January to 30 June and 1 July to 31 December each year and will be submitted by 31 July and 31 January, respectively (RCS CSHIS-6(R3)).

4. Content and scope of reports.

a. All actions, events, or problems that are of major significance will be included.

b. Special effort should be made to present an objective analysis of how problems were met, to include the reasons for related policy decisions and results accomplished. Failures as well as successes will be reported.

c. Sufficient background information should be included to permit a clear understanding of the significance of the action, event, or problem discussed. Material showing continuity from one reporting period to another should be properly annotated to indicate previous coverage.

d. In reporting actions taken, care should be exercised to identify the action properly, to explain fully any coordination with subordinate or higher headquarters, and to identify and explain any resulting directives, publications or the like, emanating from this headquarters.

e. All major internal reorganizations should be reported and described along with the underlying reasons for, and the results of, such reorganization.

f. Overall staff agency personnel strength, tabulated by officer, enlisted, and civilian, will be included as of the end of the reporting period.

g. The following are suggested criteria for determining what should be included and how it should be treated:

(1) Did an action have an important impact upon individual training, doctrine, or combat developments?

(2) If the problem is unsolved, what is being done to resolve it?

(3) Does it reflect a change in the mission of the Commanding General (CG), TRADOC?

(4) If it concerns a change in procedure, will it contribute significantly to the discharge of the TRADOC mission?

(5) Can it be measured quantitatively in terms of training time, manpower, man-days, equipment, or dollar costs?

h. Items which merely reflect the workload of the reporting agency will not be included.

i. Statements will be documented by reference to significant supporting papers, which may be appended to the report. Appendix A provides a list of types of documents requested.

j. Reports may include classified material.

5. Format.

a. Reports will be typed, single spaced, and on one side of the page only. Preferable margins are as follows: left margin, 1½ inches; top, bottom, and right margins, 1 inch.

b. Each reported item will bear an appropriate identifying title. Security classification of each paragraph will be indicated. Markings as prescribed in AR 380-5 will be affixed as appropriate. Pagination of each report will be consecutive.

c. Reports will include a table of contents reflecting the subject of the items considered, and the page on which coverage starts.

d. If sending in hard copy, each copy will be stapled or otherwise bound on the left-hand side, as in standard book format.

e. A cover sheet for each copy of the report will:

(1) Identify the preparing agency and the inclusive dates of the period covered, as in the following example:

STAFF HISTORICAL REPORT
(RCS CSHIS-6(R3))
DEPUTY CHIEF OF STAFF FOR TRAINING
1 July – 31 December 1999

(2) Name the responsible historical officer and include the signed approval of the staff agency chief.

6. Transmittal. An electronic copy or a diskette in MS Word will be forwarded to the Office of the Command Historian by e-mail message. One printed copy of each report will be forwarded including a memorandum identifying the material as a semiannual report for the stated period.

Appendix A List of Types of Significant Action Documents to be Forwarded to the Command Historian

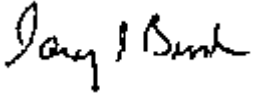
Duplicate or xerographic copies of the following significant action documents should be forwarded with the Semi-annual Staff Historical Report to the Command Historian. Alternatively, copies of these documents may be forwarded through distribution to the Military History Office (ATMH). Classified documents will be hand delivered to the TRADOC Military History Office.

1. Department of the Army policy memorandums/messages/circulars/booklets.
2. HQ TRADOC project-tasking directive memorandums/messages.
3. HQ TRADOC policy plans/memorandums/messages.
4. HQ TRADOC project-tasking directive letters/memorandums.
5. General Officer Notes.
6. CG trip reports.
7. Significant general officer-level memorandum/message correspondence bearing on major projects.
8. Messages/memorandums (outgoing or incoming) that propose or state a TRADOC position on an issue or respond to a Department of the Army tasking on a major issue.
9. Major planning and program documents, long range plans, and master plans pertaining to training, combat developments (including force development), doctrine, and resource management, and to intelligence, personnel, logistics, engineer, information management, and other support functions.
10. Major final/after action reports pertaining to training, combat developments (including force development), doctrine, resource management, and intelligence, personnel, logistics, engineer, information management, and other support functions.
11. Significant decision papers.
12. Fact sheets and memorandums prepared for the CG and Deputy Chiefs of Staff (DCS).
13. Decision briefing narratives/slides given to the CG or presented to DA or other Army/service headquarters.
14. Memorandums for record, minutes, and reports of major conferences and important planning meetings.
15. Memorandums of understanding/memorandums of agreement with other Army agencies or services or subordinate activities.
16. Significant documents generated by special ad hoc study groups/organizations.
17. Planning documents generated by special ad hoc study groups/organizations.
18. Significant analyses.
19. Test and evaluation documents.
20. Liaison activity reports.
21. Army Staff talks minutes/memorandums/reports, significant policy documents, and significant correspondence and memorandums.
22. Significant documents generated by TRADOC joint agencies/activities.
23. Significant Activity Reports.
24. Published bulletins and newsletters of TRADOC staff activities.
25. Copies of significant TRADOC pamphlets, circulars, and regulations.
26. All operational concepts and significant interim operational concepts and concept statements.
27. Chief of Public Affairs news summaries.
28. Concept plans studies/directives/reports effecting or reporting changes to the organization of HQ TRADOC or TRADOC subordinate activities.
29. Documents currently not on distribution to the Command Historian's Office.
30. Other documents deemed important by directorates which would assist the Historian in recording the history of events occurring in TRADOC.

TRADOC Memo 870-1

FOR THE COMMANDER:

OFFICIAL: CHARLES W. THOMAS
Major General, GS
Chief of Staff



GARY E. BUSHOVER
Colonel, GS
Deputy Chief of Staff
for Information Management