

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 870-1

18 October 2010

Historical Activities

GUIDANCE FOR THE USFK MILITARY HISTORY PROGRAM

***This regulation supersedes USFK Regulation 870-1, dated 20 July 1999.**

FOR THE COMMANDING GENERAL:

JOSEPH F. FIL, JR.
Lieutenant General, USA
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
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Summary. This regulation prescribes policy, responsibilities, and procedures for the guidance for the United States Forces Korea (USFK) Military History Program (MHP) within Korea.

Summary of Change. This document has been substantially changed. A full review of its content is required.

Applicability. This regulation applies to all USFK personnel, component commands, Defense Agencies, and units deploying to Korea for exercises.

a. The USFK MHP includes the Command History Office and the history programs for the Commander, Deputy Commander, CofS, Deputy CofS, and all assigned personnel.

b. All the Headquarters (HQ) USFK Staff Directorates/Agencies will comply with the applicable provisions of this regulation.

Forms. USFK forms are available at <http://www.usfk.mil/usfk/>.

Supplementation. Supplementing this regulation and issuance of command and local forms is prohibited unless prior approval is obtained from USFK History Office (FKHO), Unit #15237, APO AP 96205-5237.

Internal Controls. This regulation does not contain management control checklists.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to USFK History Office (FKHO), Unit #15237, APO AP 96205-5237. This publication is available electronically on the USFK Website, <http://www.usfk.mil/usfk/>.

Distribution. Electronic Media Only (EMO).

CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations
4. Policy
5. Responsibilities

Appendixes

- A. Guidelines for Preparation of United States Forces Korea Staff Directorate/Agency Semi-Annual Historical Report Submissions
- B. Proposed Tasking Memorandum

Glossary

1. Purpose

To establish the general responsibilities, procedures, and policies for the United States Forces Korea (USFK) Military History Program (MHP).

2. References

The following are related publications:

- a. AR 870-5 (Military History: Responsibilities, Policies, and Procedures)
- b. CJCSI 5320.01B (Guidance for the Joint History Program)

3. Explanation of Abbreviations

The abbreviations used in this regulation are explained in the glossary.

4. Policy

The objectives of the USFK MHP are to -

- a. Document the role of the Commander, Deputy Commander, CofS, and Deputy CofS, HQ USFK, as well as the issues and events that affected the command.
- b. Document, record, describe, and analyze aspects of military planning, readiness, and operations and to preserve this history for the future use of policymakers and historians. Therefore, material should be collected to describe and illuminate the following:
 - (1) The command's activities in its broadest context.
 - (2) Preliminary analysis of crucial events including a discussion of technical matters.
- c. Provide historical support to the Commander, Deputy Commander, CofS, Deputy CofS, and assigned personnel.
- d. Foster and promote the appropriate and proper use of military history.

5. Responsibilities

- a. The Commander, USFK (COMUSKOREA) will maintain a historical program that ensures the production of accurate, thorough, and objective historical accounts of the significant activities of HQ USFK, including all aspects of significant contingency and joint operations conducted by the command. To ensure the collection of all significant data on current plans and operations, the history office should report directly to the CofS or Deputy CofS, should be represented at meetings of staff principals, and should conduct periodic interviews with select members of the command group. Key personnel historians assigned to the history office should have a TOP SECRET-SENSITIVE COMPARTMENTALIZED INFORMATION (TS-SCI) clearance to allow access to meetings as appropriate.
- b. The Command Historian will -
 - (1) Serve as the principal adviser to COMUSKOREA on historical matters and act as the USFK spokesperson on joint history matters.

(2) Coordinate and integrate USFK MHP activities, and provide liaison with Republic of Korea military history programs.

(3) Formulate and coordinate policy on USFK history with all elements of the command as appropriate, solicit command elements to assign historical point(s) of contact (POC(s)) within their directorate/agency and provide joint historical data, as required.

(4) Advise COMUSKOREA about the adequacy and status of the USFK program.

(5) Maintain liaison with the history offices of Eighth United States Army and Seventh Air Force as well as appropriate personnel of component commands to facilitate proper understanding of the objectives of the USFK MHP and coordination between them and the History office, USFK (FKHO).

(6) Oversee joint history deployments, ensuring that deployed history teams or detachments are properly staffed, trained, equipped, and utilized.

(7) Ensure access for all personnel of the FKHO to all sources necessary for their research.

c. The FKHO will -

(1) Compile, organize, write, publish, and distribute the USFK annual or multiyear historical report, recording and analyzing the significant achievements of the command. This history will provide a unique perspective of joint military history as it occurred on the Korean peninsula.

(2) Receive and review for accuracy semiannual annotated historical reports, with supporting materials, from specified HQ USFK staff directorates/agencies.

(3) Ensure the USFK annual or multiyear historical report is signed by the Commander, Deputy Commander, or CofS, HQ USFK.

(4) Coordinate with the appropriate agency to ensure timely publication and distribution of the USFK annual or multiyear historical report.

(5) Maintain the historical archives for USFK and respond to historical inquiries from the Commander, the Command Group and staff, assigned personnel, and sources outside the command. These archives support the USFK MHP and enhance the proper use and application of military history within the command.

(6) Serve as liaison with staff directorate/agency point of contacts (POCs) for historical matters.

(7) Conduct oral history interviews with the Commander, Deputy Commander, CofS, Deputy CofS, Staff Directors, and other key personnel as required CJCSI 5320.01B (Guidance for the Joint History Program).

(8) Promote and supervise the use and study of military history in career development activities within the command.

(a) Provide History Office staff (upon request) as guest speakers on historical topics.

(b) Maintain a list of available active duty and retired military personnel, history professors, government officials, and other key civilians who are receptive to addressing military audiences in support of leadership and professional development.

(c) Assist installation librarians in producing a professional reading list that is progressive and appropriate to a variety of experience levels.

(d) Provide technical assistance pertaining to staff ride methodology including the purposes and objectives of a staff ride, cornerstones of staff rides, and administrative and logistical issues associated with organizing and conducting staff rides, as appropriate to HQ USFK.

(9) Ensure that records of engagements and battles during combat and contingency operations are preserved for use in writing the official history of the campaign.

(a) Develop operations, contingency, concept, and special plans to transition history assets to war or increased readiness status.

(b) Execute and validate plans, operations, and crisis management through active participation in command post and field training exercises.

(c) Formulate a Mission Essential Task List and identify those requirements to be supported by the Time Phased Force Deployment Document.

(d) Coordinate history office planning for combat and contingency operations with the Assistant CofS, J5, component commands, the Joint History Office, Pacific Command History Office, Eighth United States Army History Office, Seventh Air Force History Office, and other history offices/agencies, as appropriate.

d. Each Staff Directorate/Agency will -

(1) Assign a POC to act as history officer for that staff directorate/agency.

(2) If the Agency already submits semi-annual or annual historical report to its higher headquarters, that Agency is required to submit a duplicate of its report to the USFK History Office.

(3) Prepare semi-annual historical reports to ensure coverage of significant activities (e.g. mission, organization, key personnel, events, issues) in accordance with the guidance contained in appendix A and other applicable instructions. Negative reports are not acceptable. The following requirements for the semiannual submissions apply:

(a) Input will be provided to the USFK History Office on portable storage media. The programs used to create the electronic documents will be clearly labeled on the storage media submitted.

(b) All acronyms must be spelled out the first time they are used, followed by the acronym in parenthesis. From that point on, only the acronym is required.

(c) Separate reports from branches and sub-units may be submitted without placing them in a single report. However, all reports will be consolidated onto a portable electronic storage medium.

(d) Semi-annual reports will be submitted to the FKHO no later than (NLT): 1 August (1 January-30 June) and 31 January (1 July - 31 December).

(4) Supporting documentation will be consolidated. Proper security procedures will be followed in handling classified material. Classified material for the USFK Historical Report will not exceed SECRET/US/WNINTEL. FKHO personnel are available to pick up classified submissions from the staff directorate/agency.

(5) Historical continuity folders will be established and updated by POCs. Because of the rapid turnover of U.S. military personnel assigned to HQ USFK, this historical continuity folder will enhance the effectiveness of the individual serving as the POC. These folders are a "one-stop" point of reference for the POC and as a minimum should contain:

- (a) Copy of USFK Reg 870-1, Guidance for the USFK Military History Program.
- (b) Copies of one year's previous submissions in hard copy and portable storage medium.
- (c) Notes, letters, and other correspondence concerning the USFK MHP and POC meetings.

Appendix A

Guidelines for Preparation of United States Forces Korea Staff Directorate/Agency Semi-Annual Historical Report Submissions

A-1. General

Headquarters, USFK historical report is an annual or multiyear, classified (not to exceed SECRET/US/WNINTEL) document, organized, written, published, and distributed by the Command History Office (FKHO). This historical report serves as a single-source record of the mission, organization, key personnel, readiness, sustainment, and significant developments of the command. The historical report is a comprehensive and concise treatment of command actions, written from COMUSKOREA's perspective and serves as a unique resource for planning and operations. The historical report is also a useful tool in preparing background briefings and orienting newly assigned key personnel to the command's mission, recent activities, accomplishments, and other issues. This is critically important within HQ USFK, as many U.S. military personnel serve one-year assignments. Semi-annual annotated historical chronologies will be submitted by USFK staff directorates/agencies. These semi-annual submissions are critical to the overall success of USFK histories. This guide provides the framework for the USFK annotated historical chronologies prepared by USFK staff directorates/agencies and submitted to the FKHO.

A-2. Preparation of Semi-Annual Annotated Historical Reports

Semi-annual annotated historical reports, prepared by the staff directorates/agencies, along with appropriate supporting materials constitute the primary source material for preparing the annual or multiyear historical report. Consequently, it is essential to maintain the highest standards of accuracy. These semiannual reports should be submitted in accordance with the sample enclosed at appendix B and have supporting documentation appended. Staff directorate/agency inputs should be brief and serve as a road map for the Command Historian, who will write annual or multiyear USFK historical reports from the enclosed documentation. Semiannual reports should include but are not limited to the following:

- a. Mission statement (only required in the first semi-annual report, unless changed).
- b. Organization (only required in the first semi-annual report, unless changed).
- c. Key personnel (dates assigned/relieved).
- d. Transformational events.
- e. Significant challenges facing USFK and the command response to those issues.
- f. Significant taskings from higher headquarters and USFK responses to those taskings.

Note: Discussion of the activities and events should be limited to the key achievements and significant events that had a major impact on the command. The "who, what, when, where, how, and why" must be included. In each case supporting documentation will be included. The events highlighted in semi-annual reports will be covered in greater detail in the command's annual or multiyear historical report, written by History Office personnel. For this reason, supporting documentation is essential. Again, the USFK annual or multiyear historical report is classified and will include report information and materials up to and including SECRET/US (NOFORN)/WNINTEL classification.

A-3. Supporting Documents

Supporting documents are original source documents used by the Command History Office to write the command history. Without them, a true history cannot be written. Documents can include, but are not limited to: memoranda/directives that found, state or change missions and/or functions, directives, taskings, point/talking papers, executive summaries, plans and planning documents, orders and FRAGOs, after action reports, exercise directives, Commander's notes and exercise AARs, copies of dated briefings (indicating intended audiences with the narration or notes), lessons learned, organizational activation and inactivation orders, pertinent e-mail correspondence, read aheads, pertinent budget documents, maps, drawings, still photographs, motion pictures, and diagrams (must include appropriate identifying captions that date and explain the activity), a copy of the final reports (with drafts) on completed projects, and other key documents. Questions of release/need-to-know should be coordinated with the Command Historian. In addition to semi-annual submissions, the History Office will accept significant historical documentation at any time.

A-4. Conclusion

The FKHO will write the USFK narrative for the command history. The History Office only needs the staff's cooperation in providing the report and, upon request, the supporting documents. This approach to writing the command history should make it much easier than in the past. The History Office will, unless otherwise notified, contact each staff section's deputy/executive officer for the requested report.

**Appendix B
Proposed Tasking Memorandum**

FKHO (870-1)

Date:

MEMORANDUM FOR USFK Principal, Special and Personal Staff

SUBJECT: United States Forces Korea (USFK) Historical Data Collection Policy

1. References: USFK Regulation 870-1, XXXXXXXXXXXXX, Guidance for USFK Military History Program and related publications, CJCSI 5320.01B (Guidance for the Joint History Program) and AR 870-5 (Historical Activities (Military History: Responsibilities, Policies, and Procedures)).
2. Purpose: To establish command policy for collecting and maintaining USFK historical documents and materials.
3. Applicability: This policy memorandum applies to all USFK staff elements and personnel.
4. Policy: The USFK History Office is the official repository for the command's historical research collection. The archive consists of paper and digital documents, oral history interviews, visual images (still photographs, drawings, motion pictures, videotapes, etc.) and other source materials that pertain to the historically significant developments and events that occur within the command.
5. Procedures: **Semi-annually**, by late January and late August, the USFK staff will provide the USFK History Office with electronic material documenting USFK's significant activities. Programs used to create the electronic documents will be clearly labeled on the storage media submitted (for example, text in MS Word 2007, graphics in PowerPoint 2007, and spreadsheets in EXCEL 2007). The History Office will also conduct oral interviews with key personnel across the command as a follow-up to any key topics identified within the historical submissions. **Specific known and required topics, documents and POCs are identified, but are not necessarily limited to, the following:**
 - a. Strategic Command Activities
 - (1) Public Engagement.
 - (a) Major engagements such as speeches, briefings, to external audiences, both on and off peninsula including: visiting dignitaries to USFK, Republic of Korea governmental agencies and authorities, United States governmental agencies and authorities and chain of commands (**Speechwriter, CIG, J5**).
 - (b) Annual congressional testimony, including supporting point papers and other documentation, written posture statements and subsequent transcripts of oral testimony (**J5, CIG**).
 - (c) Press engagements including the preparatory Question and Answer (Q&A) for the Commander, transcripts of actual press engagements and all USFK news releases (**PAO**).

FKHO

SUBJECT: US Forces Korea (USFK) Historical Data Collection Policy

(d) Good Neighbor Program related materials such as programs, guidance, and activities (**J1**).

(2) USFK Transformation.

(a) Documents reflecting the process and decision-making related to USFK transformation, including IPRs to the USFK Commander, Transformation General Officer Steering Committees (GOSC), and Council of Colonels (**J8**).

(b) Operational and Organizational (O&O) White Paper (**CIG**).

(c) Yongsan Relocation Program (YRP) documents and related activities (**FKEN, J4, J5, J8, SOFA**).

(d) Land Partnership Program (LPP II) documents and related activities (**FKEN, J4, J5, J8, SOFA**).

(e) Training and Exercise Transformation Model and related activities (**J3**).

(3) Alliance Management/Maintenance.

(a) SOFA-related issues and activities including sub-committee meetings (**SOFA**).

(b) Special Measures Agreement (SMA) processes and decisions (**J5**).

(c) Strategic Policy Initiative (SPI) processes and decisions (**J5**).

(d) Pyeong Hwa scenarios, participant recommendations and AARs (**CJ5**).

(e) Off Site agendas, overview/mission/intent (**CIG**).

(4) Intelligence. Peninsula Intelligence Estimate (PIE) and summary of North Korean provocations (**J2**).

(5) Resource Management. Quarterly RM reports/budget expenditures as well as documentation related to the USFK Commander's guidance to components/services for future POM processes (**RM**).

b. Operational Command Activities.

(1) Organizational Chart, Mission/Functions of subordinate directorates and listings of key personnel for each USFK principal, special and personal staff section (**All**).

(2) Training and Exercise Program. Final approved scenario, AARs, Commander Observation Notes for Ulchi Freedom Guardian (UFG), Key Resolve/Foal Eagle (KR/FE) (**J3, CIG**).

FKHO

SUBJECT: US Forces Korea (USFK) Historical Data Collection Policy

(3) Mission Transfers. All final agreements and related documents (**J3**).

6. Each staff section and subordinate activity will appoint a POC who will be responsible for collecting documents on a semi-annual basis under the guidance of the History Office. The POC's name and DEROS will be sent to the Command Historian at the USFK History Office.

7. The POC for document collection is the Command Historian, USFK History Office (725-5233). The History Office will catalog these items and place them in the USFK archives, parts of which will ultimately be accessible at an internal site behind a firewall to allow for the rapid electronic arrangement, preservation and dissemination of important USFK documents to the command. The History Office will assist the various organizational POCs with document collection throughout the calendar year.

FOR THE COMMANDER:

XXXXXXXXX
Lieutenant General, USA
Chief of Staff

**Glossary
Abbreviations**

AR	Army Regulation
CofS	Chief of Staff
COMUSKOREA	Commander, USFK
DA	Department of the Arm
FKHO	USFK History Office
HQ	Headquarters
MHP	Military History Program
POC	Point of Contact
PPCK	Printing and Publishing Center - Korea
TS-SCI	Top Secret -Sensitive Compartmentalized Information
USFK	United States Forces, Korea