

USAR Regulation 870-1

Historical Activities

Military Operations Historical Collection

**Department of the Army
Office of the Chief, Army Reserve
Washington, DC 20310-2400
1 November 2010**

SUMMARY of CHANGE

USAR REG 870-1
Military Operations Historical Collection

This regulation, dated 1 November 2010–

- o Contains policy, mission objectives, responsibilities, and procedures for the Combat/Contingency Operations Historical Collection Program.
- o Defines the scope of the Combat/Contingency Operations Historical Collection Program (para 1-5).
- o Includes responsibilities of the Office of Army Reserve History at the US Army Reserve Command, the major subordinate commands/direct reporting units and the regional support commands (chap 2).
- o Requires MSC/DRU Command Historians to prepare Combat/Contingency Operations Historical Reports and submit these reports with attached copies of documents to the Office of Army Reserve History (para 2-3). All reports referred to in this regulation have no affiliation with the Command Report referenced in AR 870-5, paragraph 4-d.
- o Defines specific procedures for collection of contingency operations historically significant documents, oral histories and end-of-tour interviews, as well as other materials from mobilized Army Reserve units (chap 3).
- o Clarifies essential tasks for the regional support command Historian (para 3-4).
- o Standardizes the process of collecting historically significant documents, oral histories and end-of-tour interviews for the Unit Historian from designated mobilized separate battalion through brigade/division levels supporting the mission (para 3-6).
- o Prescribes USAR Form 154-R, Combat/Contingency Operations Historical Report (RCS: RCHI-089); USAR Form 154-1-R, Historical Artifact Identification (RCS: RCHI-089); USAR Form 155-R, Combat/Contingency Operations Historical Autobiographical Sketch (RCS: CSHIS-11); USAR Form 155-1-R, Historical Autobiographical Mission Description (RCS: CSHIS-11); and USAR Form 156-R, Regional Support Command Historian Support Report (RCS: RCHI-088)(chap 3).

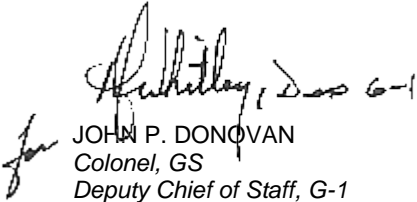
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Historical Activities
Military Operations Historical Collection

For the Commander:

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Proponent and exception authority. The proponent of this regulation is the Director of Army Reserve History (DARH), Office of Army Reserve History (OARH). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated (see app B).

Supplementation. Supplementation of this regulation is prohibited without prior approval from Director of Army Reserve History, (ARRC-MH), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Suggested improvements. Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to the Office of Army Reserve History (ARRC-MH), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Distribution. This publication is available in electronic media on the USARC Intranet website at <https://usarcintra/> and on the Army Reserve Component portion of the Army Knowledge (AKO) website (<http://www.us.army.mil/>). This regulation is intended for command level A plus USACAPOC; 7th CSC and 9th MSC. Local reproduction is authorized.

History. This is the initial printing of USAR Regulation 870-1.

Summary. This regulation provides policy, mission objectives, responsibilities, and procedures for the Army Reserve Combat/Contingency Operations Historical Collection (CCOHC) Program.

Applicability. This regulation applies to USAR Headquarters, USAR Major Subordinate Commands (MSCs)/Direct Reporting Units (DRUs). During mobilization, procedures in this publication can be modified to support policy changes as necessary.

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes the policies, procedures and responsibilities for USAR major subordinate commands/direct reporting units (MSCs/DRUs) in the preparation and submission of a collection of documents and artifacts detailed in the Combat/Contingency Operations Historical Collection (CCOHC) Program.

1-2. References

Required and related publications and prescribed forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Recordkeeping requirements

This regulation requires that originally created records, regardless of content or format, will be kept in accordance with (IAW) AR 25-400-2, Army Records Information Management System (ARIMS), to document and support the business processes of the Army Reserve. With the exception of Combat/Contingency Operations Historical (CCOH) Autobiographical Sketches (RCS: CSHIS-11), only **copies** of records, to include oral histories and end-of-tour (EOT) interviews will be forwarded through the chain of command to the U.S. Army Reserve Command (USARC), Office of Army Reserve History (OARH). Those copies will be referred to as documents in this regulation. Regional support commands will maintain the Regional Support Command Historian Report using AR 25-400-2, Army Records Information Management System (ARIMS), record number 870-5f2, Historical Program Progress Reports – Historical Agencies.

1-5. Combat/Contingency Operations Historical Collection (CCOHC) Program

The Combat/Contingency Operations Historical Collection Program's goal is to record the history, accomplishments and contributions of Army Reserve mobilized units. The Army Reserve is taking an increasingly significant role in combat, emergency and special operations which should be documented. The Office of Army Reserve History (OARH), the MSC/DRU, the RSC and participating Army Reserve mobilized units will implement the coordinated CCOHC effort.

a. The CCOHC Program will record and permanently retain the history of mobilized units. Awareness of unit history will infuse the Soldier with the Warrior Ethos and a will to win, which is vital to developing future doctrine and training strategies.

b. The CCOHC Program describes how to collect and preserve specific documents (copies of original records; e.g., unit narratives, after action reports, oral histories and end-of-tour interviews, photos, etc.) and artifacts, and how to forward such documents using the USAR Form 154-R, Combat/Contingency Operations Historical Report (RCS: RCHI-089), and the USAR Form 154-1-R, Historical Artifact Identification (RCS:RCHI-089), through the chain of command to the OARH. The USAR Form 155-R, Combat/Contingency Operations Historical Autobiographical Sketch (RCS: CSHIS-11) and the USAR Form 155-1-R, Historical Autobiographical Mission Description (RCS: CSHIS-11), will be **the only original records** forwarded with the Combat/Contingency Operations Historical (CCOH) Report. Copies of documents collected under the CCOHC Program are IAW AR 870-5, Military History: Responsibilities Policies and Procedures (para 4-9a).

c. The USAR Forms 154-R (also referred to as "CCOH Reports" within this regulation) are submitted with attached copies of documents to the Office of Army Reserve History (see para 2-3). All reports referred to in this regulation have no affiliation with the Command Report referenced in AR 870-5, 4-d, Military History: Responsibilities, Policies, and Procedures, Operations.

Chapter 2 Responsibilities

2-1. Office of Army Reserve History (OARH), US Army Reserve Command (USARC)

The OARH will—

- a.* Oversee and manage the CCOHC Program.
- b.* Publish unit histories and conduct oral histories and EOT interviews.
- c.* Permanently retain the Combat Contingency Operations Historical (CCOH) Reports with attached documents in the Army Reserve Historical Research Collection (ARHRC).
- d.* Provide guidance on collection procedures, CCOH Reports, and artifacts for the MSC/DRU Command Historian, RSC Command Historian, and Unit Historian.
- e.* Manage the preservation of historical artifacts.

2-2. Major subordinate command/direct reporting unit (MSC/DRU)

The MSC/DRU is responsible for the CCOHC Program in its geographic area of responsibility (AOR). The MSC/DRU will—

- a. Appoint, in writing, a Command Historian and assistant Command Historian to coordinate the CCOHC Program.
- b. Ensure the MSC/DRU Command Historian coordinates the **initial, quarterly, and final** CCOH Report submissions (with attached documents) received from mobilized units through the chain of command and geographic AOR to the OARH.
- c. Evaluate and validate submitted CCOH Reports (with attached documents).
- d. Include a memorandum with each **initial/quarterly/final** CCOH Report submission.

2-3. Major subordinate command/direct reporting unit (MSC/DRU) Command Historian

The MSC/DRU Command Historian will—

- a. Execute the command's CCOHC Program.
- b. Act as liaison between the command and the mobilized Unit Historian and serve as the point of contact (POC) between the OARH and mobilized units.
- c. Establish an effective CCOHC Program at the unit level and next higher command levels.
- d. Ensure mobilized unit commanders appoint a primary and assistant Unit Historian (separate battalion through brigade/division).
- e. Maintain CCOHC Program history file records that are created or received when carrying out the missions or functions of the program prescribed therein, IAW AR 25-400-2, Army Records Information Management System (ARIMS).
- f. Coordinate CCOH Report submissions within the MSC/DRU chain of command and geographic AOR and submit **initial, quarterly, and final** CCOH Reports (with attached documents received from mobilized units) to the OARH. (See para 3-3p(4) and refer to app B for internal control checklist.)
- g. Establish collection submission time schedules for Unit Historians.
- h. Conduct key personnel oral histories and EOT interviews.
- i. Maintain a folder of key documents required to support each oral history and EOT interview.
- j. Maintain a record copy of all CCOH Reports.
- k. Forward approved artifacts directly to the OARH.

2-4. Regional support command (RSC) Historian

The RSC Historian will—

- a. Provide CCOHC Program administrative support to the OARH.
- b. Provide guidance to the MSC/DRU Command Historians and Military History Detachments (MHDs) within the geographic AOR.
- c. Answer inquiries concerning technical matters within the MSC/DRU chain of command and geographic AOR.
- d. Host and conduct CCOHC Program oral history training and seminars for MSC/DRU Command Historians, Unit Historians, and key personnel.
- e. Conduct assistance visits and courtesy inspections.
- f. Submit the RSC CCOH Report to the OARH for **each** administrative support or assistance action conducted/completed.
- g. Conduct key personnel oral histories and EOT interviews.
- h. Maintain a folder of key documents required to support each oral history and EOT interview.
- i. Research and write unit histories.

2-5. Unit (mobilized separate battalion through brigade/division)

The unit commander will implement the CCOHC Program.

2-6. Unit Historian

The unit Historian will—

- a. Compile and evaluate historically significant documents.
- b. Conduct key personnel oral histories and EOT interviews.
- c. Coordinate CCOH Report submissions within the MSC/DRU chain of command and geographic AOR and through the chain of command to the OARH. (See para 3-3p(4) and refer to app B for internal control checklist.)
- d. Submit **initial, quarterly, and final** CCOH Reports (with attached documents) collected during mobilization, demobilization and during reconstitution to the MSC/DRU Command Historian through the chain of command IAW established time schedules.

Chapter 3 Procedures

3-1. Office of Army Reserve History (OARH)

The OARH will—

- a.* Execute final quality assurance review of submitted CCOH Reports with attached documents.
- b.* Permanently retain the CCOH Reports with attached documents in the Army Reserve Historical Research Collection (ARHRC).
- c.* Catalog artifacts essential to the National Museum of the Army Reserve's (NMAR) mission.

3-2. Major subordinate command/direct reporting unit (MSC/DRU)

The MSC/DRU will—

- a.* Establish the CCOHC Program at the command level.
- b.* Appoint, in writing, a primary and assistant Command Historian who are responsible for mission accomplishment and forward copies of appointment memorandums to the OARH.
- c.* Ensure a memorandum (see sample at fig 3-1) will accompany each CCOH Report submission, or that a memorandum documenting each late submission (see sample at fig 3-2) is submitted when applicable.

3-3. Major subordinate command/direct reporting unit (MSC/DRU) Command Historian

The MSC/DRU Command Historian will—

- a.* Establish, execute and manage the CCOHC Program at the command level down to separate battalion through brigade/division.
- b.* Work in unison with the assistant Command Historian to execute the CCOHC Program.
- c.* Ensure unit commanders (separate battalion through brigade/division) appoint, in writing, a primary and assistant Unit Historian for the CCOHC Program, with copies of the appointment memoranda furnished to the OARH.
- d.* Function as a direct link between the OARH and the Unit Historian; serve as advisor and main source of communication with the Unit Historian; and consult with RSC Historians within the geographic AOR.
- e.* Create and maintain a permanent in-house historical administrative file to support unit CCOH Reports, IAW AR 25-400-2, using record number 870-5d, Historian Background Material Files. At a minimum, file information will contain:
 - (1) MSC/DRU name and chain of command.
 - (2) Unit identification code (UIC)/derivative unit identification code (DUIC).
 - (3) Alert and mobilization orders for each participating unit.
- f.* Maintain the following records:
 - (1) Orders.
 - (2) Appointment memoranda for appointed/hired primary and assistant Command Historian and Unit Historians.
 - (3) Unit Historian Roster (updated as changes occur). (See fig 3-3.)
 - (4) Copies of submitted CCOH Reports (RCS: RCHI-089), USAR Form 154-R, with corresponding memoranda sent through the chain of command to the OARH, to include memoranda documenting each late submission when applicable. (See sample memoranda at figs 3-1 and 3-2.)
 - (5) Copies of the Historical Artifact Identification (RCS: RCHI-089), USAR Form 154-1-R (and supporting documentation, where applicable), with the CCOH Report (RCS: RCHI-089), USAR Form 154-R. The USAR Form 154-1-R, Historical Artifact Identification, is a component of the USAR Form 154-R, CCOH Report. **DO NOT** complete and/or submit the USAR 154-1-R, Historical Artifact Identification, as a stand-alone form.
 - (6) Any additional administrative records.
- g.* Conduct oral histories of key personnel having considerable knowledge of topical issues. (Consult US Army Guide to Oral History, Center of Military History, chap 2.)
- h.* Conduct EOT interviews (see appendices C and D). (Consult US Army Guide to Oral History, Center of Military History, chap 5.)
- i.* Create, maintain, and update the Interview Log. (See fig 3-4.) Refer to paragraph 4-12 for guidance on the ongoing oral history/EOT interview collection effort.
- j.* Create the following documentation for each oral history and EOT interview conducted. (See para 4-12 for additional guidance and explanation of below documents):
 - (1) Interview Notes with word-term list (see para 4-12a(6)).
 - (2) Abstract (see para 4-12a(11)).
- k.* Collect support documents for each oral history and EOT interview conducted (when/where available).
- l.* Maintain original oral history/EOT interview recordings, supporting documents, and transcripts (where applicable).
- m.* Provide copies of original recordings, supporting documents, and transcripts (where applicable) to the OARH with the **initial, quarterly, and final** CCOH Report (RCS: RCHI-089), USAR Form 154-R, with attached documents.

- n.* Establish quarterly collection schedules which will occur on: 1 October, 1 February, and 1 June each fiscal year. Indicate the type of submission by marking an X in the appropriate **initial, quarterly, or final** box on the form and coordinate the **initial, quarterly, and final** CCOH Report (RCS: RCHI-089), USAR Form 154-R, with attached documents.
- o.* As advisor, recommend the following successful collection techniques to the Unit Historian:
 - (1) Gather, record, and safeguard information as events occur.
 - (2) Download and submit data on CDs, as well as in hard copy.
 - (3) Identify additional supplementary/significant documents germane to the CCOHC Program.
- p.* Facilitate accurate submissions of CCOH Reports (RCS: RCHI-089), USAR Form 154-R (with attached documents) to the OARH.
 - (1) Review CCOH Reports (RCS: RCHI-089), USAR Form 154-R (with attached documents) for authenticity, completeness, accuracy, clarity, and organization.
 - (2) Notify the Unit Historian, as needed, when the OARH requires additional information.
 - (3) Ensure that three-dimensional artifacts have a direct relationship to the purpose, history, and work of the Army Reserve.
 - (4) Forward initial, quarterly, and final CCOH Reports (RCS: RCHI-089), USAR Form 154-R (with attached documents) at scheduled intervals, through the chain of command to the U.S. Army Reserve Command, Office of Army Reserve History, ATTN: ARRC-MHR (Army Reserve Archivist (ARA)), 1401 Deshler Street SW, Fort McPherson, GA, 30330-2000.
 - (a) Provide a memorandum (see sample at fig 3-1) with each CCOH Report.
 - (b) Provide a memorandum (see sample at fig 3-2) with each delinquent/overdue CCOH Report submission.
- q.* Obtain instructions from the NMAR Curator for completing USAR Form 154-1-R, Historical Artifact Identification, before forwarding approved artifacts to the NMAR.

3-4. Regional support command (RSC) Historian

The RSC Historian will—

- a.* Maintain an updated list of appointed or hired primary and assistant Command Historians for each MSC/DRU, with up-to-date contact information.
- b.* Send the Regional Support Command Historian Support Report (RCS: RCHI-088), USAR Form 156-R, to the OARH.
- c.* Conduct oral histories of key personnel having considerable knowledge of topical issues. (Consult US Army Guide to Oral History, Center of Military History, chap 2.)
- d.* Conduct EOTs (see appendices C and D). (Consult US Army Guide to Oral History, Center of Military History, chap 5.)
- e.* Create, maintain and update the Interview Log for the ongoing oral history/EOT interview collection effort. (See fig 3-4, Sample Interview Log; and para 4-12a(7).)
- f.* Create the following documentation for each oral history and EOT interview conducted. (See para 4-12 for explanation of below documents and additional guidance):
 - (1) Interview Notes with word-term list (see para 4-12a(6)).
 - (2) Abstract (see para 4-12a(11)).
- g.* Maintain the original oral history/EOT interview recordings, supporting documents; and transcripts (where applicable). Forward copies of these documents with the Regional Support Command Historian Support Report (RCS: RCHI-088), USAR Form 156-R, through the chain of command to the U.S. Army Reserve Command, Office of Army Reserve History, ATTN: ARRC-MHR (AR Archivist (ARA)), 1401 Deshler Street SW, Fort McPherson, GA, 30330-2000.

3-5. Unit (mobilized separate battalion through brigade/division)

The Unit commander will—

- a.* Appoint, in writing, a primary and assistant Unit Historian to establish a CCOHC Program at the unit level.
- b.* Send appointment memoranda to the MSC/DRU Command Historian IAW coordinating instructions, providing names of appointed primary and assistant Unit Historians.
- c.* Authorize the Unit Historian to correspond directly with the OARH.
- d.* Ensure timely submissions of CCOH Reports (RCS: CSHIS-11), USAR Form 154-R (with attached documents) and the Historical Artifact Identification Form (RCS: RCHI-089), USAR Form 154-1-R (including supporting documentation, where applicable). The USAR Form 154-1-R, Historical Artifact Identification is a component of the USAR Form 154-R, CCOH Report. **DO NOT** complete and/or submit the USAR Form 154-1-R, Historical Artifact Identification, as a stand-alone form.
- e.* Make compliance in submitting CCOH **final** Reports, with attached documents (and artifacts, if applicable), an out-processing requirement.
- f.* Provide home station phone numbers, e-mail addresses, and US mailing addresses for the commander and the primary and assistant Unit Historian to the MSC / DRU Command Historian.

3-6. Unit Historian

The Unit Historian will—

- a.* Establish the CCOHC Program.
 - (1) Serve as the CCOHC Program POC.
 - (2) Communicate directly with the MSC/DRU and RSC Command Historians, and the OARH.
- b.* Compile and organize historically significant documents, using the checklist found in CCOH Report (RCS: RCHI-089), USAR Form 154-R, Section VII – Unit Documents, item 15.
- c.* Conduct oral histories of key personnel having considerable knowledge of topical issues (see para 4-12). (Consult US Army Guide to Oral History, Center of Military History, chap 2.)
- d.* Conduct EOT interviews (see para 4-12). (Consult US Army Guide to Oral History, Center of Military History, chap 5.)
- e.* Maintain the original oral history/EOT interview recordings, supporting documents; and transcripts (where applicable). Submit copies of these documents with the CCOH Reports (RCS: RCHI-089), USAR Form 154-R, through the chain of command to the U.S. Army Reserve Command, Office of Army Reserve History, ATTN: ARRC-MHR (Army Reserve Archivist (ARA)), 1401 Deshler Street SW, Fort McPherson, GA, 30330-2000.
- f.* Create, maintain and update the Interview Log for the ongoing oral history/EOT interview collection effort. (See fig 3-4, Sample Interview Log; and para 4-12a(7).)
- g.* Create the following documentation for each oral history and EOT interview conducted (see para 4-12 for explanation of below documents and additional guidance):
 - (1) Interview Notes with word-term list (see para 4-12a(6)).
 - (2) Abstract (see para 4-12a(11)).
- h.* Complete and submit CCOH Reports (RCS: RCHI-089), USAR Form 154-R (with attached documents) to the MSC/DRU Command Historian IAW established time schedules after collection review and authentication. Significant additional documents are acceptable when clearly identified with:
 - (1) MSC/DRU name (including chain of command).
 - (2) Unit identification code (UIC)/derivative unit identification code (DUIC).
 - (3) A copy of the mobilization orders for each participating unit.
- i.* Meet the suspense for submitting the CCOH Reports (RCS: RCHI-089), USAR Form 154-R (with attached documents) to the MSC/DRU Command Historian **not later than (NLT) 90 days** after returning to home station ; normally at the reconstitution battle assembly (BA). An additional 30 days may be requested. The OARH will be responsible for granting extension approval.
- j.* Ensure Combat/Contingency Operations Historical Autobiographical Sketch (RCS: CSHIS-11), USAR Form 155-R, and the Historical Autobiographical Mission Description (RCS: CSHIS-11), USAR Form 155-1-R, are completed no later than 90 days from demobilization. The USAR Form 155-1-R, Historical Autobiographical Mission Description, is a component of the USAR Form 155-R, Combat/Contingency Operations Historical Autobiographical Sketch. **DO NOT** complete and/or submit USAR Form 155-1-R, Historical Mission Description Form as a stand-alone form.
- k.* Advise and assist the commander and the command's record managers to ensure proper records management applications regarding documents designated as permanent per AR 25-400-2 (daily journals, plans, files, and so forth).

Office Symbol

MEMORANDUM FOR Director of Army Reserve History

SUBJECT: **(Initial/Quarterly/Final)** Combat/Contingency Operations Historical (CCOH)
Report for the **(MSC/DRU)** Command

1. This is an **(Initial/Quarterly/Final)** submission for Combat/Contingency Operations Historical documents collected in the (first, second, third, fourth) quarter, from (month span/year).
2. The CCOH Report(s) include(s) attached document collection(s) from the following mobilized unit(s):
 - a.
 - b.
3. Point of contact for this action is (MSC/DRU appointed Command Historian), (phone number), (e-mail address).

Encl(s)

SIGNATURE BLOCK

Figure 3-1. Sample memorandum for initial/quarterly/final report submission

Office Symbol

MEMORANDUM FOR Director of Army Reserve History

SUBJECT: Late Submission (**Initial/Quarterly/Final**) Combat/Contingency Operations Historical Report

1. This is an interim response addressing the (**Initial/Quarterly/Final**) Combat/Contingency Operations Historical Report due to your office NLT _____.
2. The CCOH Report is not available for the following reason(s):
 - a.
 - b.
3. Corrective action taken:
4. The expected date for meeting this suspense is DD MM YYYY.
5. Point of contact for this action is: _____.

Encl(s)

SIGNATURE BLOCK

Figure 3-2. Sample delinquent/overdue report memorandum for quarterly report submissions

INTERVIEW LOG

MOBILIZED UNIT NAME	INTERVIEW CATALOG NUMBER	LENGTH OF INTERVIEW	END OF TOUR	ABSTRACT	WORD TERM LIST	INTERVIEW OR FIELD NOTES	PRIORITY HIGH/LOW
309th Engineering Co	0001	23 min	Yes	Yes	Yes	Yes	High
INTERVIEW STATUS:							
PLANNED	<input type="checkbox"/>						
PENDING	<input type="checkbox"/>						
COMPLETED	<input checked="" type="checkbox"/>						
ACCESS AGREEMENT: Y/N	<input type="checkbox"/> Y						
PHOTOGRAPH: Y/N	<input type="checkbox"/> Y						
OPERATION NAME:	Operation Enduring Freedom						
INTERVIEWER(S) & DUTY POSITION:	MAJ Jack James; Mobilized Unit Historian						
INTERVIEWEE(S) & DUTY POSITION:	MAJ Jane Doe; Co Cdr						
LOCATION:	Kandahar Airfield, Afghanistan						
INTERVIEW DATE(S):	20 August 2010						
SUBJECT & CLASSIFICATION:	Intelligence Classified						
TYPE OF MEDIUM (DIGITAL, CD OR CASSETTE):	Digital						
TRANSCRIBED	<input type="checkbox"/> Yes						
EDITED	<input type="checkbox"/> Yes						
INTERVIEWEE REVIEW & EDIT / SUSPENSE DATE (Optional)	<input type="checkbox"/> Yes 31 August 2010						
FINAL EDIT	<input type="checkbox"/> Yes						
PHOTO NAME, ID OR ROLL #	0001						
DISPOSITION	MSC Cmd Historian 1 October 2010						

Figure 3-4. Sample Interview Log

Chapter 4

Documents Attached to the Combat/Contingency Operations Historical (CCOH) Report

[Each unit within the US Army Reserve has a specific, unique mission. Historically significant documents in any format (hard copy (paper), compact disc (CD/DVD), e-mail, video, and audio (digital/analog) media formats) build the Army Reserve's unit histories. Digitally preserved documents must be in formats that conform to DOD and Army records management standards (AR 25-400-2). The OARH has established required contingency operations documents to record a mobilized unit's history. Use the CCOH Report (RCS: RCHI-089), USAR Form 154-R, section VII, to identify mandatory and optional documents to be attached to the CCOH Report. The following paragraphs describe several of those mandatory documents.]

4-1. Orders (Alert, Home Station, Mobilization/Demobilization, Theater Base Movement, Forward Operations Base, etc.)

Orders are an accurate source of administrative information necessary for writing a unit's history. A mobilization order, for entire units or individuals, determines the exact UIC, date, location, and campaign for which units or individuals are called upon to serve. Mobilization orders can come from Department of the Army (DA) Headquarters or from the MSC/DRU. For historical purposes, a valid mobilization order confirms the authority to mobilize. Demobilization orders confirm the ending point of a unit's or an individual Soldier's service commitment. It, too, provides the exact UIC, date, campaign in which the unit served, and length of service, and provides a paper trail for tracking mobilizations and demobilizations.

4-2. Unit narrative

a. The unit narrative is an accurate and concise document providing insight into a unit's performance. The unit narrative will be factual and as objective as possible, as it is the means to concisely tell the "who, what, when, why, where and how." Progress chronologically, adding subjects and events up to the time the unit demobilizes. A well-written narrative will clearly state the unit's mission(s) up-front and include any changes or additions to the mission as they occur. Be thorough. Stick to the facts. The unit narrative is **not** a forum for conjecture or criticism of any person, place or policy. Avoid anything not directly related to telling the unit's accomplishments, unless it is necessary as "background" material. The quality of this document directly reflects the quality of the unit's final written history.

b. Write the narrative in military correspondence memorandum format as a MEMORANDUM FOR Director, Office of Army Reserve History (OARH), using a chronological timeline. Create headings and subheadings for subjects you want to mention that need a detailed explanation. Include and describe the demobilization and unit reconstitution process at the home station.

c. The narrative should not be a document filled with detailed descriptions of routine subjects, as Soldier's autobiographies normally cover that information. As a summary of the unit's organization, mission, and its performance of that mission, describe significant events, problems, and achievements over the course of the mobilization and demobilization. Note systematically what the unit did from the time it was alerted.

d. Cite special acts of bravery or meritorious achievement for individuals and for the unit. Include a few sentences on the number of personnel, type of training and primary military occupational specialties (MOSs) as background to support the unit's mission statement, as well as any additional training received, demobilization method, location, mission(s) in theater, and significant events experienced by the unit as a whole.

e. While best written by the unit commander, anyone with a thorough knowledge of the unit's operations and accomplishments can write the narrative. In such cases, this individual should have good writing skills, an especially good command of English grammar, and must work closely with the commander to ensure complete and accurate data.

4-3. After action report (AAR) and Lessons Learned report (LLR)

The AARs/LLRs provide valuable information otherwise not known about difficulties encountered during mobilization or combat operations. These documents identify and discuss issues; evaluate the affect upon Soldiers and unit operations; and reveal the logic and creativity of the unit's leadership in solving the problem. They are chronicles of institutional knowledge gathered through real-life contingency scenarios and can attest to the effectiveness of combat training during peacetime. Actual identification and gathering of issues should be done at a unit leader's meeting or, if desired, at a meeting of all unit personnel. Recorded issues in an open forum are screened for duplication and validity. Many related issues can be combined into one issue of larger scope for ease of resolution. Those final issues are then discussed to reveal the full extent of impact upon Soldiers and/or unit operations. Typically, AARs/LLRs are addressed to the next higher commander. Below is a detailed description of each document.

a. The AAR is a decision document. This document provides recommendations that require review by the command and some type of decision to be made. The AAR conforms to an Issue, Discussion, and Recommendation format. It is limited in scope to identification and improvement of problems discovered in a unit's operations and will contain solution recommendations, which ultimately will be approved, disapproved, or modified. The AAR is a means to address problems within the unit, higher organization, or the Army Reserve and normally is forwarded up the chain of command to the highest level authorized to approve and implement the recommended solution.

b. The LLR is an information/education document. This document does not require action or approval to execute an action. It focuses on the definitive action taken to solve the problem rather than on recommendations. The LLR represents a lesson that was learned "the hard way."

4-4. Photographs

A minimum of five photograph submissions should represent primary mission and unit activity during deployment. Include a group photograph of unit personnel. **Caption each photograph.** Required information includes: unit identification/ derivative unit identification (UIC/DUIC), date, location, personnel, celebrity name(s), action, subject, or scene description. Label hard copy photographs on the back with required information. Provide all formats including CD and paper. The desired format is digital. Submit captions for digital photographs in a separate Word document with corresponding numbers and required information. The preferred submission method employs programs such as Power Point or equivalent, where captions are written directly onto the photo.

4-5. Military combat awards

Unit and individual military combat awards (see AR 600-8-22, Military Awards) determines a unit's heritage and honors. Unit Historians will ensure that documentation (orders, certificates, citations, memorandums, etc.) of all military combat awards, for both units and individuals, are recorded and included in the historical file. For multiple recipients of the same award, a roster or list showing recipient names, date, and location of the award presentation is sufficient. **Do not use social security numbers (SSNs).**

4-6. Unit situation reports

Unit situation reports provide situational awareness of the unit.

4-7. Commander's guidance

A commander's guidance is any directive or regulatory documentation reflecting leadership, policy, and/or direction.

4-8. Personnel rosters

Complete and accurate personnel rosters confirm an individual's service status, participation in wartime campaigns, and awards of unit citations and individual medals. **Do not use SSNs.**

4-9. Maps, overlays, etc.

Provide current atlas maps of the region; all pertinent official maps and snapshots of "Blue Force" tracker maps (as applicable); organization charts; diagrams; and overlays.

4-10. Unit incident and casualty reports

Unit incident and casualty reports include the following: prisoner of war (POW); missing in action (MIA); wounded in action (WIA); killed in action (KIA); fratricide; suicide; and other incidents and casualties which are non-combat in nature (see USAR Form 154-R, sec VI). Do not include SSNs when providing incident reports and any supporting documentation. Ensure no personal in nature information such as addresses, dates of birth, telephone numbers, next of kin (NOK) and other family names, etc. are visible as a Soldier's rights are protected under the First Amendment of the United States Constitution and subject to the Privacy Act of 1974. Refer to Army Regulation 600-8-1, Army Casualty Program, for further guidance on these reports.

4-11. Combat/contingency operations historical autobiographical sketches

a. The Combat/Contingency Operations Historical Autobiographical Sketch (RCS: CSHIS-11), USAR Form 155-R, along with the Historical Autobiographical Mission Description (RCS: CSHIS-11), USAR Form 155-1-R, is a first-hand account of Soldiers performing their missions. When available, provide documentation of events or actions with the CCOH Autobiographical Sketch and Historical Autobiographical Mission Description forms. Attach Soldiers' e-mails and home letters only when deemed appropriate by all concerned. A Soldier's privacy, and that of his or her family, must be protected against unauthorized invasion at all times. The Unit Historian's responsibility is to ensure that all autobiographies, e-mail copies, or any other documents with personal information have a Privacy Act statement printed on them. Otherwise, include a separate release to the owner of the documents to obtain use of the information. The USAR Form 155-1-R, Historical Autobiographical Mission Description, is a component of the USAR Form 155-R, Combat/Contingency Operations Historical Autobiographical Sketch. **DO NOT** complete and/or submit the USAR Form 155-R, Historical Mission Description, as a stand-alone form.

b. Ideally, create autobiographical sketches between 90 – 120 days after demobilization. This gives a Soldier time to reflect on experiences to provide a more rational, historically valuable account. Gather CCOH Autobiographical Sketches at the unit's reconstitution BAs between 90 and 150 days from the date of return to home station.

(1) Due to the collection time frame and the nature of the CCOH Autobiographical Sketch as the only original record submitted with the **final** CCOH Report, it is imperative that Soldiers are made aware of this collection requirement well in advance of demobilization. Such practice ensures that Soldiers have ample opportunity to construct personal notes to guarantee optimal recollections and to preserve germane support documents for attachments to autobiographical sketches.

(2) Commander and senior enlisted (non-commissioned officer (NCO)) autobiographical sketches are **mandatory**, regardless of rank.

(3) The Unit Historian will submit a minimum of 10% of CCOH Autobiographical Sketches with the **final** CCOH Report. When the commander and the senior enlisted NCO are one and the same person, the Unit Historian will notate such information on the autobiographical sketch. For historical purposes, **do not** mark out personnel names on autobiographical sketches. **Do not use SSNs.**

(4) Congress enacted The Privacy Act of 1974 in response to the growing threat of identity theft and the unauthorized access to a citizen's personal and financial information. The Privacy Act ensures legal protections for persons when providing such information to state and federal authorities. Use of personal information for anything other than the stated purpose is generally unlawful.

(a) Only CCOH Autobiographical Sketches should contain personal information. The CCOHC Program requires solicitation of some information for historical research. Other information applications, such as e-mails conveying personal information may occasionally arise.

(b) A Soldier's rights are protected under the First Amendment of the United States Constitution, as well as current Whistle Blower Protection legislation.

4-12. Oral histories/end-of-tour interviews

a. Oral histories and end-of-tour interviews are an integral part of the Army's historical program; creating an opportunity to capture information that might not be otherwise preserved and providing background information, personal insights, etc., not usually found in other records. Historians and historical officers should focus on conducting end-of-tour interviews for principal staff officers within an organization, senior civilians, commanders, major subordinate commanders and deputies in order to provide a broad historical perspective of current events and operations.

(1) **Oral History Plan.** The oral history plan establishes priorities and provides the overall direction in collecting interviews for a given operation. The plan will negate the practice of conducting interviews at random. Such a plan will aid the interviewer in conducting background research, preparing a list of potential interviewees, and assembling a list of relevant topics for each interviewee, as well as compiling a list of questions.

(2) **Operational Knowledge.** Know the mission of the operation along with the mission's strategy and tactics. Become familiar with the organization and its command and control. This is a basic part of any historian's mission. It is especially critical for the interviewer as it will maintain credibility when asking basic questions of the interviewee.

(3) **Background Research.** Use existing resources (e.g., situation reports, operational orders, staff journals, staff briefings, messages, and personal contacts) to conduct background research. Consider these four areas when conducting the background research:

(a) Has the Soldier already been interviewed?

(b) What information can be expected from the Soldier?

(c) Which Soldiers offer the best return for the effort?

(d) What major issues and topics will be included in the interview?

(4) **List of Questions.** After being with the unit for several days, develop a generic question list for the operations in which the unit is involved. This is a starting point for all interviews. However, it is best to develop a specific question list for each interview to be conducted. Using this technique, the questions will be specifically tailored for the Soldier being interviewed. The resources referenced throughout this chapter represent some types of records to be used in compiling a list of interview questions. Ensure questions produce more than yes/no replies. Listen for answers that create the opportunity to develop follow-up/follow-on questions. Avoid asking leading and multi-part questions. Inquire about the mission, location, challenges, accomplishments, and equipment used in the mission. Ask about the chain of command and execution of the operation as witnessed by the interviewee. The closing question should be open ended and give the interviewee a chance to add more information. The closing question should give the interviewee the chance to discuss matters not yet covered in the interview. Suggested basic questions will address:

(a) The size and location of the enemy.

(b) The effectiveness of enemy actions.

(c) Communications.

(d) The Army decision making process.

(e) The affect of terrain and weather.

(5) **Interviewee Selection.** Rank is not the only criteria used in selecting interviewees. Considering who best knows the mission/strategy and tactics of the operation should guide the selection of interviewees. Review the subject area and identify unit(s) and key personnel to be interviewed by position title. Consider the Soldier's duty position and closeness to the action. Determine who is performing the mission. In selecting the interviewee, also consider the need for overlap/continuity between deployments. At a minimum, interview the unit and deputy commanders, the executive officer (XO), and the battalion and brigade commanders. Discuss potential classification issues and have the interviewee complete the regulatory required DA Form 7273-R, Access Agreement for Oral History Materials. Consult chapter 3 of the US Army Guide to Oral History, Center of Military History at <http://www.history.army.mil/html/books/oral/ohg.html> for guidance on conducting an interview.

(6) **Interview Notes.** Interview notes may be the only source of interview information, short of transcribing the recording. They are useful during the interview for indicating when follow-up/follow-on questions are needed; for organizing one's thoughts; and for preparing a preliminary list of items requiring verification, to include a **word-term list**, defining acronyms, words and jargon.

(7) **Interview Log.** At a minimum, information will include the catalog number, full name and rank of the interviewer and the interviewee, the unit and duty assignment of the interviewer and interviewee, the date and location of the interview, and the subject. (See fig 3-4.)

(8) **Equipment.** Acquire adequate and proper equipment. Know how to operate/maintain the equipment and test all equipment before the actual interview to make any necessary adjustments. Know the length of the audio files that the DVR can hold and ensure sufficient digital storage memory. The following is the OARH recommended Unit Historian equipment list. Optional recommended equipment includes 2 PC Transcription Kits.

- (a) 2 Digital Cameras with carrying cases.
- (b) 2 Laptops.
- (c) 2 Virtually Indestructible USB (Universal Serial Bus) Keyboards.
- (d) 2 250 GB (gigabyte) Firewire/USB-1.0 TB (terabyte) Hard Drives.
- (e) 2 Digital Voice Recorders.
- (f) 4 Tie Clip Microphones.
- (g) 2 Floppy USB Drive and 7-in-1 Card Readers.

(9) **Location.** Take necessary steps to maximize the quality of the recording. Select appropriate interview sites, preferably ones that afford some privacy and reduced background noise. Areas to avoid are motor pools, tactical operations centers (TOCs), and locations near generators, as the background noise can render the interview useless.

(10) **Photographs.** Take two photographs (digital or wet film) of the interviewee. Shoot from angles so that the picture will show the interviewee's name, rank and patch. Make sure the background is not distracting. Be cognizant of the lighting, avoiding shadows. Properly label the photograph on the reverse side by including catalog number, rank and full name of the interviewee (verify spelling), and date and location of the interview.

(11) **Abstract.** This document is an **assessment** of the interview, an identification of its contents and a summary of the major subjects discussed. The duration of the interview and the amount of information it contains will determine the length of an abstract. Do not repeat all the details or make it a condensed version of the interview.

b. The following information will be recorded for each interview:

- (1) Full name and position of interviewee.
- (2) Interviewee's organization.
- (3) Name and organization of interviewer.
- (4) Date(s) of interview.
- (5) Type of interview (exit, biographical, subject, and after-action, end-of-tour).
- (6) Access (open, restricted, closed).
- (7) Classification.
- (8) Interview abstract and outline of subjects covered in the interview.
- (9) Length of interview (in minutes).
- (10) Whether the interview has been transcribed and, if so, the length of the transcript.
- (11) If an access agreement has been executed.

c. Prepare oral histories and EOT interviews for submission. Complete the Interview Log and finalized interview notes. List support documents in the interview notes.

d. Back up digitally recorded interviews on CD or DVD or on a separate hard drive. Digitally preserved documents must be in formats that conform to DOD and Army records management standards (AR 25-400-2). Ensure interview media is properly labeled listing names of the interviewer(s) and interviewee(s), the date and place of the interview, and the classification. Indicate 1 of 2 and 2 of 2 for two-part interviews.

e. Forward **copies** of interviews, interview logs, interview notes, support documents, photographs, and transcripts (where applicable) through the chain of command to the U.S. Army Reserve Command, Office of Army Reserve History (ARRC-MHR), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

4-13. Guidance for classified and/or sensitive materials/information

[See AR 380-5 and Presidential Executive Order 12958 for more guidance.]

- a.** Classified and/or sensitive motion picture films and videotapes must be marked with classification/sensitivity and warning notices at the beginning and end of the video. Place other security markings at the video's beginning.
- b.** Sound recordings containing classified and/or sensitive information will have an audible statement of classification/sensitivity and warning notices at the beginning and end of the recording. Reels or cassettes will be marked with the overall classification/sensitivity of the item.
- c.** Classified and/or sensitive electronically transmitted messages will be marked the same as any other classified and/or sensitive document. The first item in the text of the message will be the overall classification/sensitivity. For messages printed by an automated system, overall and page markings will be applied by that system, provided they stand out conspicuously from the text. In older systems, do this by surrounding the markings with asterisks, stars, or other symbols.
- d.** Keep all classified and/or sensitive information in containers marked with the classification and/or sensitivity and other required security markings of the item. Where this is not possible, this information will be recorded on documentation accompanying the item.

Chapter 5 Coordinating Instructions

5-1. US Army Reserve Command (USARC), Office of Army Reserve History (OARH)

The USARC, OARH will immediately provide the RSC Historian with MSC/DRU Command Historian contact information.

5-2. Major subordinate command/direct reporting unit (MSC/DRU)

The MSC/DRU Command Historian will—

- a.** Coordinate all actions pertaining to the CCOHC Program with the USARC, OARH.
- b.** Submit **copies** of primary and assistant Command Historian and Mobilized Unit Historian appointment memorandums **NLT 7 business days** from date of appointment.

5-3. Unit (mobilized separate battalion through brigade/division)

- a.** Unit Historians will adhere to the collection list established by the OARH and collect documents gathered during a unit's mobilization.
- b.** Document collection prior to arrival at the demobilization station is preferred over collection efforts at the demobilization or home station. Some information, however, can only be obtained during the demobilization process.
- c.** Designated Army Reserve separate battalion through brigade/division level units will provide all required contingency operations (CO) historical documents to the MSC/DRU Command Historian **NLT 90 days** from demobilization and date of return to home station.

5-4. Artifacts

Contact the National Museum of the Army Reserve (NMAR) Curator for guidance. Artifact donations will comply with AR 870-20, Army Museums, Historical Artifacts, and Art.

5-5. Oral histories/end-of-tour interviews

Contact the Office of Army Reserve History, Deputy Historian for guidance. Submitted copies of oral histories will comply with AR 870-5 (Military History: Responsibilities, Policies, and Procedures) and paragraph 4-12 of this regulation.

5-6. Service support

- a. Funding.** MSCs/DRUs are responsible for funding representatives and training.
- b. Supply and Services.** Units will be responsible for all recommended equipment, which can be ordered through the GSA Army Supply System. Contact the Office of Army Reserve History, Deputy Historian for additional guidance.

5-7. Command, control, and submissions

- a. Command.** Current chain of command is in effect. The DARH is the approval authority for the CCOH Program and will serve as the executive agent.
- b. Control.** Points of contact (POCs) are: DARH, Deputy DARH, ARA, and the NMAR Curator.
- c. Submissions.** Forward all submissions to the ARA at the Office of Army Reserve History, 1401 Deshler Street, SW, ATTN: ARRC-MHR), Ft. McPherson, GA 30330-2000. For **classified** submissions, consult AR 380-5 (Department of the Army Information Security Program) and paragraph 4-13 of this regulation.

Appendix A References

Army Regulations and DA Forms are available online from the Army Publishing Directorate (APD) web site (<http://www.apd.army.mil>). Department of Defense Instructions (DODIs) are available at the following website: <http://www.dtic.mil/whs/directives>.

Section I Required Publications

AR 25-400-2

The Army Records Information Management System (ARIMS). (Cited in para 1-4.)

AR 380-5

Department of the Army Information Security Program. (Cited in paras 4-13 and 5-7c.)

AR 870-5

Military History: Responsibilities, Policies, and Procedures. (Cited in Summary of Change, paras 1-2, 1-5c, and 5-5.)

AR 870-20

Museums, Historical Artifacts and Art. (Cited in para 5-4.)

US Army Guide to Oral History, Center of Military History. (Cited in paras 3-3g and h, 3-4c and d, 3-6c and d, and 4-12a(5).) Available at <http://www.history.army.mil/html/books/oral/ohg.html>.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 600-8-1

Army Casualty Program

AR 600-8-22

Military Awards

Presidential Executive Order 12958

Classified National Security Information.

(Available at <http://www.archives.gov/isoo/policy-documents/eo-12958-amendment.html>.)

Section III Prescribed Forms

The following forms are available on the USAR Intranet website at <https://usarcintra/> and the Army Reserve Component portion of the Army Knowledge Online (AKO) website (<http://www.us.army.mil/>).

USAR Form 154-R

Combat/Contingency Operations Historical Report. (Prescribed in chaps 2, 3 and 4)

USAR Form 154-1-R

Historical Artifact Identification. (Prescribed in chaps 2, 3 and 4)

USAR Form 155-R

Combat/Contingency Operations Historical Autobiographical Sketch. (Prescribed in paras 3-6.d. and 4-10)

USAR Form 155-1-R

Historical Autobiographical Mission Description. (Prescribed in paras 3-6.d. and 4-10)

USAR Form 156-R

Regional Support Command Historian Support Report. (Prescribed in chaps 2 and 3)

Section IV**Referenced Forms**

The following DA forms are available on the AKO and APD websites, <http://www.us.army.mil/> and <http://www.apd.army.mil/>, respectively

DA Form 11-2

Internal Control Evaluation Certification Statement.

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 7273-R

Access Agreement for Oral History Materials

Appendix B Internal Control Evaluation Checklist

B-1. Function

This checklist covers the administration of military operations historical collections in the Army Reserve.

B-2. Purpose

The purpose of this checklist is to assist the Director of Army Reserve History (DARH), MSC/DRU Command Historians, and RSC Historians in evaluating the key management controls outlined below. It is not intended to cover all controls.

B-3. Instructions

a. Office of Army Reserve History (OARH) evaluations are performed based on review of submitted CCOH Reports (with attached documents). Key management controls would include: quality of required documents collected; completeness of collection submissions; standards met for performing interviews and end-of-tour interviews; and procedures executed to collect, identify and donate artifacts.

b. MSCs/DRUs will validate submitted CCOH Reports, USAR Forms 154-R (with attached documents) using a memorandum with each CCOH Report (RCS: RCHI-089) submission (see fig 3-1). Established and coordinated collection schedules will occur on 1 October, 1 February, and 1 June each fiscal year. Ensure the type of submission is indicated by an X marking in the appropriate **initial, quarterly, or final** box on the USAR Form 154-R. Utilize the **initial, quarterly, and final** CCOH Report (RCS: RCHI-089), USAR Form 154-R, to assess any deficiencies. Coordinate with the OARH for explanation/discussion of corrective action(s). Evaluate delinquent/overdue CCOH Report submissions based on reason for lateness and corrective action(s) taken in a timely manner. These key management controls must be formally evaluated annually. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification Statement).

B-4. Test questions

a. Does the MSC/DRU have a command history office that is adequately staffed to accomplish its assigned mission (para 2-2)?

b. Has the MSC/DRU Command established and maintained an Army Reserve Combat/Contingency Operations Historical Collection (CCOHC) Program in its geographic area of responsibility (AOR) (paras 2-2a and 2-3a&b)?

c. Has the MSC/DRU submitted the names and POC information of the primary and alternate Command Historians to the OARH and the RSC Historian in its geographic area of responsibility (paras 3-2b)?

d. Has the RSC Command Historian actively participated in the Army Reserve Combat/Contingency Operations Historical Collection (CCOHC) Program in its geographic area of responsibility (AOR) (para 2-4)?

e. Has the RSC Historian conducted key personnel oral histories and EOT interviews in accordance with paragraphs 2-4g and 4-12?

f. Does the mobilized unit have a command history office that is adequately staffed to accomplish its assigned mission (para 3-5a)?

g. Has the mobilized Unit Historian established and maintained an Army Reserve Combat/Contingency Operations Historical Collection (CCOHC) Program (para 3-6)?

h. Has the mobilized Unit Historian conducted oral history interviews in accordance with paragraph 3-6c and d, and paragraph 4-12?

i. Has the mobilized Unit planned for appropriate transition of its history assets to complement the ARFORGEN Model?

B-5. Comments

Help make this a better tool for evaluating management controls. Submit comments to: Commander, US Army Reserve Command (ARRC-MH), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Glossary Abbreviations

Section I Abbreviations

AAR

after action report

AOR

Area of Responsibility

AR

Army Regulation

ARIMS

Army Records Information Management System

BA

battle assembly

DA

Department of the Army

DRU

direct reporting unit

DUIC

derivative unit identification code

EOT

end-of-tour

GB

gigabyte

MSC

major subordinate command

NLT

not later than

POC

point of contact

RSC

regional support command

SSN

social security number

TB

terabyte

UIC

unit identification code

USARC

US Army Reserve Command

USB

Universal Serial Bus

XO

executive officer

Section II**Terms****Combat/contingency operations**

Includes engagement in contingency, humanitarian, peacekeeping, and/or combat operations.

Section III**Special Abbreviations and Terms****ARA**

Army Reserve Archivist

ARH

Army Reserve Historian

ARHRC

Army Reserve Historical Research Collection

CCOHC

Combat/Contingency Operations Historical Collection

DARH

Director of Army Reserve History

HLO

Historical Liaison Officer

LLR

Lessons Learned report

NMAR

National Museum of the Army Reserve

OARH

Office of Army Reserve History