

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Memorandum 870-1

09 March 2011

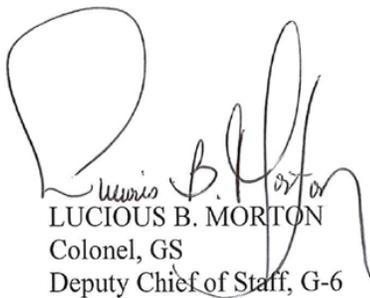
Historical Activities

SEMIANNUAL STAFF HISTORICAL REPORTS
(REQUIREMENT CONTROL SYMBOL (RCS) CSHIS-6(R4))

FOR THE COMMANDER:

OFFICIAL:

JOHN E. STERLING, JR.
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff



LUCIOUS B. MORTON
Colonel, GS
Deputy Chief of Staff, G-6

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This memorandum outlines a system and procedures for constructing and submitting Semiannual Staff Historical Reports (SSHR) to the U.S. Army Training and Doctrine Command (TRADOC) Military History Office to be incorporated into both the TRADOC Historical Research Collection (HRC) and the Headquarters TRADOC Annual Command History (ACH).

Applicability. This memorandum applies to all TRADOC Headquarters General and Special Staff offices, including Deputy Commanding General (DCG) elements.

Proponent and exception authority. The proponent of this memorandum is the TRADOC Military History Office. The proponent has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling law and regulations. The proponent may delegate this authority in writing to a division chief with the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent.

*This memorandum supersedes TRADOC Memorandum 870-1, dated 24 September 1999.

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Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army management control process. This memorandum does not contain management control provisions.

Supplementation. Supplementation of this memorandum is prohibited unless specifically approved by the TRADOC Deputy Commanding General/Chief of Staff (ATCS), 7 Fenwick Road, Fort Monroe, Virginia 23651-1049.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the TRADOC Military History Office (ATBO-MH), 11 Bernard Road, Room 116, Fort Monroe, Virginia 23651-1047. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program Proposal).

Distribution. This publication is only available on the TRADOC Homepage at <http://www.tradoc.army.mil>.

Summary of Change

TRADOC Memorandum 870-1
Semiannual Staff Historical Reports
(Requirement Control Symbol (RCS) CSHIS-6(R4))

This rapid action revision, dated 09 March 2011-

- o Reflects new staff office designations and realignments and cites the current directive pertaining to markings.
 - o Reflects changes in computer applications and electronic media.
 - o Incorporates changes in producing, formatting, and submitting SSHRs.
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Chapter 1 Overview

1-1. Purpose

This memorandum establishes a system of Semiannual Staff Historical Reports (SSHR) in support of the objectives of the Army History Program. SSHRs constitute the official historical narrative record of the significant, mission-related activities of the staff elements preparing them. When properly prepared, they are also a valuable management tool for the individual staff agencies themselves. SSHRs additionally assist the TRADOC Military History Office in identifying important topics that require further research for coverage in the Headquarters Annual Command History (ACH). As part of the command's institutional memory, SSHRs are used in responding to requests for historical information.

1-2. References

Required and related publications and prescribed and referenced forms are listed in [appendix A](#).

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the [glossary](#).

Chapter 2 Responsibilities

2-1. Headquarters TRADOC Deputy Commanding Generals (DCGs) and Coordinating Staff, Command Group, Personal Staff, and Special Staff offices

The director and/or chief of each headquarters staff agency listed in appendix D will-

- a. Appoint and submit to the TRADOC Military History Office, by name, an additional duty historical officer, who will be responsible for preparing SSHRs.
- b. Appoint a historical point of contact for all elements of the respective staff sections, including possible directorate/division point of contacts.
- c. Sign the SSHR before submission to the TRADOC Military History Office.
- d. Submit two SSHRs annually from the staff elements listed in [appendix D](#).

2-2. The TRADOC Chief Historian

The TRADOC Chief Historian will appoint an ACH officer, who will provide necessary SSHR guidance by way of a historical officer meeting or by direct consultation with individual historical officers or historical points of contact.

Chapter 3 Procedures

3-1. Submission dates

SSHRs, formally tasked by the G-3/5/7, will be prepared by all the staff elements listed in appendix D for the periods from 1 January to 30 June and from 1 July to 31 December each calendar year and will be submitted by 31 July and 31 January, respectively.

3-2. Transmittal

An electronic copy of each SSHR in either Microsoft Word (.doc or .docx) or Adobe Portable Document Format (.pdf) will be forwarded by e-mail message to the TRADOC Military History Office ACH officer. If the SSHR is too large digitally to be forwarded via e-mail, it will be copied to a compact disc (CD) or the more spacious digital versatile disc (DVD) and hand-delivered to the TRADOC Military History Office ACH officer. Large SSHRs can also be transmitted via the Microsoft SharePoint site. All SSHRs will include a signed, official memorandum from the staff element director and/or chief identifying the material as an SSHR for the specified period.

Appendix A References

Section I Required Publications

Army Regulation 380-5
Security: Department of the Army Information Security Program

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

TRADOC Regulation 870-1
TRADOC Military History Program

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

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Section IV Referenced Forms

This section contains no entries.

Appendix B Significant Action Documents

Electronic copies and/or hardcopy originals of the following types of significant action documents should be forwarded with SSHRs to the TRADOC Military History Office ACH officer. Alternatively, copies of these documents may be forwarded through distribution to the TRADOC Military History Office (ATBO-MH). All SSHRs and supporting documents will be unclassified. Deliveries of classified documents to the TRADOC Military History Office for archival purposes and for inclusion in the TRADOC Historical Research Collection (HRC) only must be arranged separately.

- a. Department of the Army (DA) policy memorandums/messages/circulars/booklets.
- b. Headquarters (HQ) TRADOC project-tasking directive letters/memorandums/messages.
- c. HQ TRADOC policy plans/memorandums/messages.
- d. General officer notes.
- e. Commanding General (CG) trip reports.
- f. Significant general officer-level memorandum/message correspondence bearing on major projects.
- g. Messages/memorandums (outgoing or incoming) that propose or state a TRADOC position on an issue or respond to a DA tasking on a major issue.
- h. 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.
- i. Major final/after action reports pertaining to training, combat developments (including force development), doctrine, and resource management, and to intelligence, personnel, logistics, engineer, information management, and other support functions.
- j. Significant decision papers.
- k. Fact sheets and memorandums prepared for the CG, the DCGs, and the Deputy Chiefs of Staff (DCSs).

l. Decision briefing narratives/slides given to the CG, the DCGs, and the DCSs, or presented to DA or other Army/service headquarters.

m. Memorandums for record, minutes, and reports of major conferences and important planning meetings.

n. Memorandums of understanding/agreement with other Army agencies or other services, or subordinate activities within the services.

o. Planning and other significant documents generated by special ad hoc study groups/organizations.

p. Significant analyses.

q. Test and evaluation documents.

r. Liaison activity reports.

s. Army Staff talks minutes/memorandums/reports, significant policy documents, and significant correspondence and memorandums.

t. Significant documents generated by TRADOC joint agencies/activities.

u. Significant Activity Reports.

v. Published bulletins and newsletters of TRADOC staff activities.

w. Copies of significant TRADOC pamphlets, circulars, and regulations, especially changes/updates/revisions thereto.

x. All operational concepts and significant interim operational concepts and concept statements.

y. Concept plans studies/directives/reports effecting or reporting changes to the organization of HQ TRADOC or TRADOC subordinate activities.

z. Chief of Public Affairs news summaries.

aa. Documents currently not on distribution to the TRADOC Military History Office.

bb. Other documents that are deemed important by HQ staff elements at all organizational levels and that would assist the TRADOC Military History Office ACH officer in recording the history of events occurring throughout TRADOC.

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Appendix C Format for SSHRs

The SSHR will be submitted by the director and/or chief of each DCG, DCS, or major staff section for all their subordinate elements. This may include offices or activities that are listed separately in appendix D. In addition to the transmittal cover memorandum in paragraph 3-2 above, the SSHR will include:

- a. A photograph and official biography of the DCG, DCS, director, or office chief.
- b. A diagram of the organization. If the organization's structure changed during the reporting period, both the beginning and ending organizational diagrams must be shown.
- c. The organization's budget, including additional year-end funds and other supplements.
- d. A list of no more than the organization's top 10 accomplishments from the period.

The body of the report will be organized by directorate and will include:

- a. A photograph and official biography of the director.
- b. A diagram of the directorate. If the directorate's organization changed during the reporting period, then both the beginning and ending organizational diagrams must be shown.
- c. The directorate's budget, including additional year-end funds and other supplements.
- d. A narrative description of each of the directorate's top five accomplishments from the period.

(1) Accomplishments that are not publications, including non-TRADOC accomplishments that are nonetheless important to TRADOC.

- (2) Joint publications.
- (3) Army publications.
- (4) TRADOC publications.
- (5) On-going projects not yet completed.
- (6) Memorandums of agreement/understanding.
 - (a) External to TRADOC.
 - (b) Internal to TRADOC.

- (7) Important conferences and meetings.
 - (8) Visits to TRADOC schools and other activities.
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Appendix D
Staff Elements Submitting SSHRs

D-1. SSHR submission

SSHRs will be submitted twice annually from the following staff elements:

- a. DCG, Futures/Director, Army Capabilities Integration Center
- b. DCG, Initial Military Training
- c. DCG, United States Army Reserve
- d. DCG, Army National Guard
- e. DCS, G-1/4
- f. DCS, G-2
- g. DCS, G-3/5/7
- h. DCS, G-6
- i. DCS, G-8
- j. Commander's Planning Group
- k. Command Sergeant Major
- l. Command Group Actions Office
- m. Congressional Affairs Office
- n. Staff Judge Advocate
- o. Office of the Chief of Public Affairs and the TRADOC Band
- p. Inspector General

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- q. Chaplain
 - r. Surgeon
 - s. Safety
 - t. Equal Employment Opportunity
 - u. Quality Assurance Office
 - v. Office of Internal Review and Audit Compliance
 - w. Chief Knowledge Officer
 - x. Institute for NCO Professional Development
 - y. TRADOC U.S. Liaison Officers
 - z. International Liaison Officers
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Glossary

Section I

Abbreviations

ACH	Annual Command History
CD	compact disc
CG	Commanding General
DA	Department of the Army
DCG	Deputy Commanding General
DCS	Deputy Chief of Staff
DVD	digital versatile disc
HQ	headquarters
HRC	Historical Research Collection
RCS	Requirement Control System
SSHR	Semiannual Staff Historical Report
TRADOC	U.S. Army Training and Doctrine Command

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.
