

CEHO Regulation No. 870-1-1	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 870-1-1 30 Apr 90
	Historical Activities FIELD OPERATING ACTIVITIES HISTORICAL PROGRAMS	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

CEHO

Regulation
No. 870-1-1

30 April 1990

Historical Activities
FIELD OPERATING ACTIVITIES HISTORICAL PROGRAMS

1. Purpose. This regulation establishes the general responsibilities and procedures governing field operating activities (FOA) historical programs.
2. Applicability. This regulation applies to all field operating activities.
3. References.
 - a. AR 25-400-2.
 - b. AR 870-5.
 - c. AR 870-20.
 - d. ER 10-1-3.
4. General. The history of the United States Army Corps of Engineers forms an important chapter in the history of the United States. No history of this nation would be complete without noting the development of internal transportation systems, fortifications, coastal defenses, flood control, military construction, and the space program. In all of these endeavors and others, the Corps has played an important and often critical role. For this reason, the Corps must take the lead in ensuring that an accurate, analytical record of these events is maintained. To accomplish these purposes, the Chief of Engineers/Commanding General, U.S. Army Corps of Engineers, has directed the Office of History (CEHO), HQUSACE, to ensure that all FOAs establish historical programs and maintain them in accordance with AR870-5.
5. Program objective. The primary objective of the field

— — — — — This regulation supersedes ER 870-1-1, 1 June 1985

ER 870-1-1
30 April 90

operating activities historical program is to support the civil works and military construction activities of the Corps through the appropriate application of historical research, analysis, and interpretation, particularly in the areas of policy, programs, and projects. A secondary objective is to make the public aware of the significant contributions of the Corps throughout American history. Both objectives are served by:

a. Developing in Corps personnel knowledgeable interest and pride in the history of the Corps of Engineers in general and the individual field operating activity in particular.

b. Publishing histories of individual activities for distribution within the activity, the U.S. Army Corps of Engineers, and the Department of the Army, and for sale to the general public.

c. Preparing special studies and analytical reports that provide commanders and senior managers with a historical perspective on major policy- and program-related decisions.

d. Providing Corps historians and other scholars with a historical file and research material for use in the preparation of historical publications.

e. Assuring that official records of historical importance are retained and preserved.

f. Conducting and preserving oral history interviews.

g. Collecting and preserving activity historical artifacts and properties.

h. Incorporating historical information in public affairs activities, such as speeches, brochures, congressional testimony, news releases, audio-visual productions, exhibits, and ceremonies.

i. Utilizing historical publications and information at visitors centers.

6. Responsibilities and Procedures. The following actions are essential to a successful field operating activity historical program:

a. Program Responsibility. Each commander will establish and implement a historical program as outlined in this regulation and will designate a historical program manager who will be responsible for the management of the historical program. When the FOA has a historian on staff, the historian will serve as program manager.

b. Historical Committee. Each field operating activity will establish and maintain an activity Historical Committee with the Deputy Commander as chairperson; the historical program manager (see paragraph 6a) as vice-chairperson; and the Executive Assistant or a senior supervisor as a permanent member. The committee will be responsible to the Commander and will provide advice on developing and implementing the activity's historical program. The committee will assure that all aspects of the program are coordinated with the Office of History, HQUSACE, and that the FOA complies with all aspects of this regulation in a timely manner. At a minimum in addition to those designated above, the Historical Committee will consist of the following:

(1) In the case of Districts and Divisions: the Chief, Engineering Division; the Chief, Construction Division; the Chief, Planning Division; and the Chief, Public Affairs; or their designated representatives as approved by the Deputy Commander.

(2) In the case of laboratories and other FOAs, the Chiefs of the major divisions, or their designated representatives as approved by the Deputy Commander.

(3) The Commander may also appoint such additional representatives to the committee as he deems appropriate, with preference given to employees with historical background or training, or with existing job responsibility related to history.

c. Historical File. A central historical file for the permanent preservation of material on the activity's history will be established and maintained. Such material should be a record of all significant administrative and operational developments and decisions. Material will be added to this collection on an annual basis. In accordance with AR 25-400-2, this file will be identified under File No. 870-5b, Installation Historical Files, and designated for permanent retention.

(1) The file will include, but should not be limited to, summaries of important events, outstanding achievements, and management decisions; memorandums for record; special reports, such as after-action reports; minutes of staff meetings; the Commander's reading files; records of precedents; organization charts, photographs, maps, and brochures; directives; speeches and briefings; fact sheets; important letters (including periodical letters from the activity Commander to higher headquarters); newspaper and periodical clippings; transcripts of oral history interviews; updated lists of oral histories and historical properties; annual historical reports; and drafts of unpublished histories.

(2) The historical file is not intended merely to duplicate official records; rather it should be considered a complementary

ER 870-1-1
30 April 90

file for personal and nonofficial materials as well as for copies of the important materials outlined above. No record copies of official material will be included in this file until all requirements of AR 25-400-2, the Modern Army Recordkeeping System, have been satisfied.

(3) The Historical Committee and historical program manager will coordinate with the records manager and librarian to assure that rare maps, photographs, and books are properly maintained.

d. Historical Publications. The Commander of each field operating activity is responsible for the preparation and publication of professionally researched and written histories.

(1) Each field operating activity will prepare and publish a basic history of the organization. For those activities that have not yet prepared such a basic history, this history will encompass the period from the earliest U.S. Army Engineer involvement in its area until at least two years before publication.

(2) Those activities which have completed the basic history are required to complete and publish a history every five years after the publication of the basic history. To fulfill this requirement, the activity will complete one of the following historical research, writing, and publication projects:

(a) a history of one of the major civil works or military construction projects/programs under its supervision;

(b) a history of a major river basin within the FOA's area of responsibility;

(c) an update of the basic history covering all activities and organizational changes in the period since the basic history or last update.

(3) With the approval of the Office of History, field operating activities are also encouraged to publish transcripts of oral history interviews and/or reprints of historically significant documents not otherwise generally available.

(4) All historical publications will be prepared by qualified professional historians. The services of a professional historian can be obtained through hiring, either on a permanent or temporary basis, or through contracting. In all cases, the Chief, Office of History, or the CEHO director of field historical programs, will participate fully with the Historical Committee in the screening, evaluation, and selection of qualified historians. If a historian is to be hired as a contractor, the Office of History will review and approve all

scopes of work. The FOA will only consider the bids of historians determined to be technically qualified in accordance with the terms of the solicitation.

(5) All draft histories will be submitted to Commander, HQUSACE, ATTN: CEHO, Kingman Building, Fort Belvoir, VA 22060-5577, for review and approval prior to formal publication. It is important that drafts be submitted as early as possible for review and comment. Copies of chapters with notes should be forwarded to the Office of History as they are received from the historian.

(6) After CEHO approval, all historical manuscripts will be professionally edited in accordance with guidance on style provided by the Office of History. The final publication will be indexed.

(7) Copies of the published history will be distributed in accordance with the list provided in Appendix A. One copy will also be provided to the commander and library of each Corps field operating activity. In addition each activity will prepare a special distribution list in consultation with the Office of History. This list will include but not be limited to local libraries, historical societies, journals, and appropriate state and local agencies.

e. Field Operating Activity Historian. When funding and personnel ceilings allow, each FOA should employ a professional historian on a full- or part-time basis to establish and monitor procedures for the preservation of historical material, prepare the annual historical report, write historical studies, monitor and review contract historical activities, conduct historical analysis in support of specific projects, support historical archaeological work conducted by the environmental branch, support the public affairs office, help in preparing exhibits at visitor centers and elsewhere, ensure the preservation of artifacts of historical significance (e.g., certain equipment removed from Corps vessels), respond to requests for information from the staff and the general public, and encourage research on Corps activities. In addition historians at the division level will monitor and review the historical programs of the division's districts.

f. Oral History. Each commander will establish an oral history program to conduct interviews with as broad a spectrum of the FOA's active and retired personnel as possible.

(1) The interviewees should include individuals associated with dredging, emergency operations, and special civil works and military construction projects as well as the chiefs of major branches and divisions, area office and project engineers, and

ER 870-1-1
30 April 90

employees with long-time service. Such interviews provide background information that is often left out of official records or destroyed. They also preserve the special knowledge and unique experiences of an individual.

(2) End of tour interviews with commanders are required.

(3) A successful oral history program enhances the FOA's historical file, provides present and future employees at all levels with insights into past experiences, including lessons learned, and promotes a sense of pride in the Corps of Engineers and in the particular FOA. Publication and circulation of selected interviews is encouraged to advance these goals.

(4) Interviews will be conducted by the activity historian or on contract by an experienced oral historian. The names and positions of persons interviewed will be included in the annual historical report, release forms will be obtained for interviews with retired or non-Corps personnel, and copies of the interview transcripts and release forms will be forwarded to CEHO for inclusion in the Corps of Engineers Oral History Collection. Guidance on the selection of interviewees and interviewers, preparation of questions, and conduct and processing of interviews should be obtained from the Office of History.

g. Historical Properties. Artifacts and objects reflecting the development of engineering technology or Corps missions and accomplishments should be protected from theft and deterioration. A list of such artifacts and objects will be maintained and included in the annual historical report. Questions regarding acquisition, storage, preservation, and accounting procedures should be directed to the Chief, Office of History, HQUSACE.

7. Report Requirements - (RCS DAEN-AS-6).

a. An annual historical report (Reports Control Symbol DAEN-AS-6) will be submitted no later than 31 March to Commander HQUSACE (CEHO), Kingman Building, Fort Belvoir, VA 22060-5577. Districts will submit their reports through the division commander.

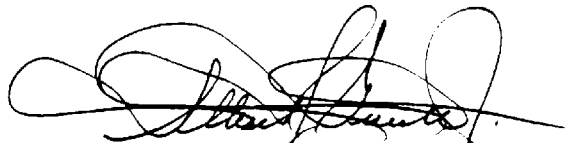
b. The report will be narrative and analytical and will summarize activities within the field operating activity during the preceding calendar year. Items covered will include, but not be limited to, major civil and military construction projects with yearly progress updates; organizational actions and realignments; personnel strength; emergency operations activities; contract awards; citations and awards; and major programs such as EEO, value engineering, life-cycle project management, and regulatory permits.

c. The annual historical report will also list the historical material added to the Installation Historical File (paragraph 6c), will list oral histories and historical properties, and will describe documents added to the file which are considered to be of unusual historical significance.

d. Guidance in preparing the report should be obtained from the Office of History, HQUSACE. A negative report is unacceptable.

8. Available Assistance. Written requests for assistance should be directed to the address given in paragraph 7a. Telephone requests should be directed to the Chief, Office of History, HQUSACE. Any historian wishing to consult Corps records at the National Archives or the Washington National Records Center should contact the Office of History for proper procedures and assistance at least two weeks before the planned visit.

FOR THE COMMANDER:



ALBERT J. GENETTI, JR.
Colonel, Corps of Engineers
Chief of Staff

1 Appendix
APP A--Required Distribution List

Appendix A

Required Distribution List

Chief of Engineers (2 copies)
Department of the Army
ATTN: CECG
Washington, DC 20314-1000

Assistant Chief of Engineers
Office of the Chief of Engineers
ATTN: DAEN-ZCZ-A
Washington, DC 20310

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ER 870-1-1
30 April 90

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Chief (2 copies)
Library Branch
Headquarters, U.S. Army Corps of Engineers
ATTN: CEIM-SL
Washington, DC 20314

Chief, Office of History (50 copies)
Headquarters, U.S. Army Corps of Engineers
ATTN: CEHO
Kingman Building 2B20
Fort Belvoir, VA 22060-5577

Office of Air Force History
ATTN: AF/CVAH
Building 5681
Bolling Air Force Base
Washington, DC 20332

Director, U.S. Army Engineer Museum
ATTN: ATZT-PTM-OM
Fort Leonard Wood, MO 21005-5201

Chief Librarian
U.S. Army Engineer School
For Leonard Wood, MO 21005

Special Services Branch
Acquisitions (ANRAL-SS)
Army Library
Pentagon 1A518
Washington, DC 20330

Director
U.S. Army Military History Institute
Carlisle Barracks, PA 17013

ER 870-1-1
30 April 90

Chief of Military History
U.S. Army Center of Military History
ATTN: DAMH-ZA
3rd and M Streets, S.E.
Washington, DC 20803

Library
U.S. Army Center of Military History
ATTN: DAMH-HSR-L
Washington, DC 20803

U.S. Army Center of Military History
ATTN: DAMH-ZD
Washington, DC 20314

OSD Historical Office
Office of the Secretary of Defense
5C328 Pentagon
Washington, DC 20301

Chief Historian
Joint Chiefs of Staff
Historical Division
Washington, DC 20301

U.S. Commission of Military History
ATTN: DAMH (Dr. C. Von Luttichau)
Washington, DC 20314)

Commander
U.S. Army Command and General Staff College
Fort Leavenworth, KS 66027

Special Collection Division
United States Military Academy Library
West Point, NY 10996

Chairman
Department of History
United States Military Academy
West Point, NY 10996

Headquarters
U.S. Army Training and Doctrine Command
Office of the Engineer
Ft. Monroe, VA 23651

ER 870-1-1
30 April 90

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U.S. Military Academy
West Point, NY 10996

Director
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Library of Congress
Washington, DC 20599

(2 copies for the LC general collection. Include cover letter giving date of publication.)

Smithsonian Institution Dwight D. Eisenhower Institute for
Historical Research
Room 4027
National Museum of American History
Washington, DC 20560

National Aeronautics and Space Administration
History Office
Washington, DC 20546

Department of Interior
National Park Service
History Division
18th and C Streets, N.W.
Washington, DC 20240

National Trust for Historic Preservation
740 Jackson Place, N.W.
Washington, DC 20006

Naval Historical Center
Washington Navy Yard
Washington, DC 20374

Society for Industrial Archeology
Room 5020
National Museum of American History
Smithsonian Institution
Washington, DC 20560

American Military Institute
Department of History
Kansas State University
Manhattan, KS 66506

American Historical Association
400 A Street, S.E.
Washington, DC 20003

ER 870-1-1
30 April 90

Executive Director
The Society of American Military Engineers
607 Prince Street
Alexandria, VA 22314

Acquisitions Department
Engineering Society Library
345 East 47th Street
New York, NY 10017

Editor
Technology and Culture
Room 5008
National Museum of American History
Smithsonian Institution
Washington, DC 20560

Public Works Historical Society
1313 East 60th Street
Chicago, IL 60637

The Newberry Library
60 West Walton Street
Chicago, IL 60610

National Archives and Records Service
Modern Military Branch (NNMH)
Washington, DC 20408

National Archives and Records Service
Navy and Old Army Branch (NNMO)
Washington, DC 20408

Director
U.S. Marine Corps Historical Center
Building 58
Washington Navy Yard
Washington, DC 20374

Division of Armed Forces History
National Museum of American History
Smithsonian Institution
Washington, DC 20560

Library
National Museum of American History
Smithsonian Institution
Washington, DC 20560

ER 870-1-1
30 April 90

Director
U.S. House of Representatives
Office for the Bicentennial
138 Cannon House Office Building
Washington, DC 20515

Senate Historian
U.S. Senate Historical Office
S-413 Capitol
Washington, DC 20510

Chief Historian
U.S. Army Materiel Development and
Readiness Command
ATTN: DRCHO
50001 Eisenhower Avenue
Alexandria, VA 22333

Chief Historian
U.S. Army Training and Doctrine Command
ATTN: ATCS-H
Fort Monroe, VA 23651

Command Historian
U.S. Army Logistics Center
ATTN: ATCL-CS-H
Fort Lee, VA 23801

Director
U.S. Army Combat Studies Institute Command
and General Staff College
ATTN: ATZL-SWI
Fort Leavenworth, KS 66027