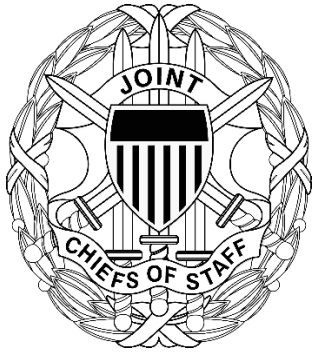


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CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

JHRO
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CJCSI 5320.01D
27 April 2023

GUIDANCE FOR THE JOINT HISTORY PROGRAM

References:
See Enclosure E

1. Purpose. This instruction provides guidance for Joint Force history programs. The Joint History Program provides official records of the roles of the Chairman of the Joint Chiefs of Staff (CJCS), Joint Staff, Combatant Commands (CCMDs), and subordinate Joint Headquarters in the development and implementation of national security policy. The program is an invaluable source of historical, doctrinal, and legal information, documenting the activities and decisions of the Joint Force.
2. Superseded/Cancellation. CJCS Instruction (CJCSI) 5320.01C, 30 November 2018, "Guidance for the Joint History Program" is superseded.
3. Applicability. This instruction applies to the Joint Staff, CCMDs, Defense Agencies, National Guard Bureau (NGB), and Military Services. The term "Military Services" in this document refers to the Army, Navy, Marine Corps, Air Force, and Space Force. The Joint History Program includes the Executive Director for Joint History, Joint History and Research Office (JHRO), history programs of the Combatant Commanders (CCDRs), sub-unified commands, and Active Component/Reserve Component (AC/RC) uniformed historians assigned to the historical programs of the Joint Staff, CCMDs, and sub-unified commands.
4. Policy. The objectives of the Joint History Program are to:
 - a. Document the role of the CJCS, Vice CJCS (VCJCS), Joint Chiefs of Staff (JCS), Joint Staff, and CCMDs in the development and implementation of national security policy.

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CJCSI 5320.01D
27 April 2023

b. Produce written official histories and focused studies that document and analyze the joint aspects of military planning and operations at the JCS, CCMD, and sub-unified command level.

c. Provide immediate and value-added applied historical support to the CJCS, VCJCS, JCS, Joint Staff, CCDRs, and commanders of the sub-unified commands, and serve as the central historical collection point and research office for the CJCS, Joint Staff, and CCMDs.

d. Promote knowledge of the history of joint activities and operations among the Joint Staff, NGB, Military Services, Joint and Service schools (to include professional military education (PME)), other federal agencies, public and private groups, and the general public, primarily through written products and oral presentations.

e. Integrate and prioritize limited historical resources across the CCMDs to support the historical requirements of a dynamically employed Joint Force.

f. Foster unity of effort and unity of action across the Department of Defense (DoD) on joint history matters through training and prioritization with the Joint Staff, Military Services, NGB, CCDRs, and commanders of the sub-unified commands.

g. Assist the CCMDs and sub-unified commanders in maintaining strong historical programs that produce written annual or multiyear command histories, to include providing feedback on the quality of the submitted CCMD histories.

h. Establish and maintain a Joint History Detachment of RC personnel to augment the JHRO, CCMDs, and sub-unified commands during contingency operations.

i. Provide expertise and support to the Joint Historical Advisory Committee (JHAC). The JHAC will advise the CJCS and the Service Chiefs on integrating Joint- and Service-related historical matters. This includes, but is not limited to, all internal and external requirements to capture joint operational history of the U.S. Armed Forces.

5. Definitions. None.

6. Responsibilities. See Enclosure A.

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7. Summary of Changes

- a. Adds U.S. Space Force under the Department of the Air Force (DAF).
- b. Changes “Military Departments” to “Military Services” to more accurately reflect organizational structure.
- c. Deletes “digital” from the archivist descriptions to not limit archival assistance.
- d. In Enclosure A:
 - (1) Deletes the Dean of Academics for National War College under “Composition of JHAC,” since National War College is subordinate to National Defense University (NDU).
 - (2) Combines separate paragraphs regarding the interaction with Joint Staff J-7.
 - (3) Under “Historical Programs of the Combatant Commands:”
 - (a) Eliminates repeated wording and makes minor edits for clarity.
 - (b) Clarifies wording for Joint Task Forces (JTFs) to account for standing, functional, or domestic JTFs, in addition to JTFs formed to respond to international crises. The section more clearly enumerates responsibilities of joint historians assigned to JTFs. It also levies a monthly reporting requirement for historians assigned to JTFs to ensure capture of perishable information about the JTF given the fast-paced nature of JTF operations.
 - (c) Adds a clarification of heritage asset management in paragraph 3.f.
 - (d) Adds wording for historians advising command J-1s regarding campaign participation credit in paragraph 3.i.
 - (4) Adds a section to discuss National Guard history offices.
- e. Enclosure C adds “senior leader” to the title, and changes language throughout to incorporate staff directors and other senior staff members in the interview process.

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CJCSI 5320.01D

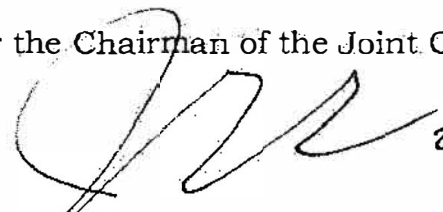
27 April 2023

f. Enclosure D changes the recipient of the written assessment of a command's history program to the command's chief of staff instead of the commander of the inspected history office.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on the Non-classified Internet Protocol Router Network (NIPRNET). DoD Components (to include the CCMDs), other Federal agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at <http://www.jcs.mil/library>. Joint Staff activities may also obtain access via the Secret internet Protocol Router Network (SIPRNET) directives Electronic Library web sites.

9. Effective Date This INSTRUCTION is effective upon signature.

For the Chairman of the Joint Chiefs of Staff:

A handwritten signature in black ink, appearing to read 'J. Mingus', with a date '27 Apr 23' written to its right.

JAMES J. MINGUS, LTG, USA
Director, Joint Staff

Enclosures

- A – Responsibilities
- B – Command Histories
- C – Commander and Senior Leader Interviews
- D – Staff Assistance Visits
- E – References
- GL – Glossary

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Distribution A, B, C plus the following:

	<u>Copies</u>
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OPR for the subject directive has chosen electronic distribution to the above organizations via e-mail. The Joint Staff Information Management Division has responsibility for publishing the subject directive to the SIPRNET and NIPRNET Joint Electronic Library web sites.

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CJCSI 5320.01D
27 April 2023

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ENCLOSURE A

RESPONSIBILITIES

1. Executive Director for Joint History. The Executive Director for Joint History will plan, implement, and manage the Joint History Program to emphasize the joint dimension of military history. The Executive Director serves as the principal integration authority to support historical documentation of the Joint Force, and ensures complete and accurate historical coverage of joint operations and activities. The Executive Director for Joint History will:

a. Serve as the principal adviser to the CJCS on historical matters and act as the CJCS's spokesperson on joint history requests, products, and services.

b. Coordinate, integrate, and institutionalize Joint History Program activities to ensure planning authorities have access to required historical information for operations.

c. Formulate and coordinate policy and doctrine on joint history with the Military Services, NGB, CCDRs, and commanders of the sub-unified commands. As appropriate, solicit the Military Service historical offices to prepare joint histories under arrangements mutually agreed upon by the Executive Director for Joint History, Military Service history offices, and CCMD historians concerned.

d. Supervise the work of the JHRO and assign preparation of histories, studies, and projects to the office staff.

e. Advise the CCDRs and commanders of the sub-unified commands about the adequacy of their historical programs and reports while assisting them in obtaining resources for their programs.

f. Coordinate the historical programs of the CCDRs and commanders of sub-unified commands with the Joint Staff, NGB, and Military Services to provide full and proper historical coverage of joint activities and operations across all domains.

g. Maintain liaison with the historical offices of the CCDRs, Military Services, NGB, and sub-unified and combined commands to facilitate coordination among them.

UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

h. In accordance with (IAW) the applicable civilian personnel office hiring procedures, ensure the best-qualified historians are selected for joint historian positions and provide staff assistance in the selection and hiring of the CCMD senior civilian historian and sub-unified command civilian historian positions. This includes, but is not limited to, the various uniformed Service historians filling joint duty positions.

i. Coordinate Joint History deployments to ensure deployed joint historical elements are properly staffed, trained, and equipped, and possess the requisite clearances. Assess and determine the capability of historians to assist during a crisis, JTF, or in a particular theater by coordinating support with CCMD historians and Service History Programs. Coordinate AC and/or RC joint officer management issues with the CJCS and the Services' history and Reserve programs.

j. In coordination with the Service history programs, establish qualifications and requirements needed for the Joint Reserve history detachment to ensure that Service history programs assign properly trained and experienced officers to senior-level joint headquarters.

k. Facilitate access for Joint History Program personnel to all sources necessary for their research, to include classified records and historical reports of the Military Services, and other government agencies IAW applicable security requirements.

l. With the Joint Staff Directorate for Joint Force Development, J-7, coordinate the inclusion of appropriate historical perspectives, experiences, and products in developed and emerging joint doctrine, joint force development, and Joint PME (JPME). Provide notice of joint historical studies being coordinated with NDU. Monitor a plan of instruction for joint historian training.

m. Encourage study and research on historical subjects relevant to joint operations and activities in Joint and Service schools, international military institutes, universities, and research centers. Prepare and deliver oral and written presentations and monographs on joint historical topics to public and private audiences. Encourage graduate student internships, faculty fellowships, and research in joint history. Encourage awareness of the joint dimension of military history across the range of operations through presentations to public and private organizations.

n. Maintain liaison with the history and museum programs of the Office of the Secretary of Defense (OSD), Military Services, NGB, Department of State,

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Intelligence Community, and other federal agencies concerned with joint military operations.

o. Maintain liaison with international historical organizations and foreign government military history offices in coordination with the Military Services.

p. Support the JHAC on such matters as:

(1) Ensuring conformity of the JHRO's historical work and methods with professional standards.

(2) Fostering cooperation among the civilian historical community, military historians, and the military profession in advancing the purposes of the Joint History Program.

(3) Ensuring composition of the JHAC includes the following:

(a) Historian, OSD Historical Office.

(b) Director, Navy History and Heritage Command.

(c) Executive Director, U.S. Army Center of Military History.

(d) Director, U.S. Marine Corps History Division.

(e) Director, DAF History Office. (Note: The DAF History and Museums Program supports both the U.S. Air Force (USAF) and U.S. Space Force (USSF). USSF was established on 20 December 2019 as a separate Military Service within DAF.)

(f) Provost, NDU.

(g) Director, NGB History Office.

(h) Member(s) from one CCMD appointed by the Executive Director for Joint History on a rotating basis.

(i) Chief, Joint Staff Information Management Division (IMD).

(j) Other federal members as required.

2. Joint History and Research Office. The JHRO will produce accurate, thorough, and objective official histories of the activities of the CJCS, VCJCS,

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CJCSI 5320.01D
27 April 2023

JCS, Joint Staff, and joint operations conducted by the U.S. Armed Forces. To accomplish this mission, the JHRO will:

- a. Produce and publish the JCS and National Policy series portraying the role of the CJCS, JCS, and Joint Staff in the development of national security policy.
- b. Produce historical volumes and studies as requested by the CJCS and VCJCS, the Director, Joint Staff (DJS), or the Executive Director for Joint History.
- c. Produce official histories of the role of the CJCS, VCJCS, JCS, and Joint Staff in joint operations and actions and/or guides to the documentation generated by such operations and actions.
- d. Coordinate the preparation of joint histories and studies with the Military Services, NGB, CCDRs, and commanders of the sub-unified commands as appropriate.
- e. Coordinate with all CCMD and Military Services to set deployment standards for all AC, RC, and civilian historians who will deploy to document joint operations. Develop policy to resolve Joint Manning Document issues centered on historian support for joint headquarters. Due to the sensitivity of the work assigned, uniformed and civilian historians deploying in joint roles are required to possess or be eligible for a Top Secret (TS)/Sensitive Compartmented Information (SCI) clearance.
- f. Coordinate with the NGB for historical coverage of the National Guard supporting homeland defense and civil support operations while in a non-federal status and associated contingency historical reports.
- g. Monitor submission of the official command history reports of the CCDRs and review for quality, completeness, and conformance with guidance provided by the Executive Director for Joint History. Official command histories not meeting these guidelines will be returned for revision and resubmission within four months. The JHRO will approve or deny waivers for late CCMD history report submissions.
- h. Make triennial staff assistance visits to review command historical activities, products, and historical document management. Furnish staff assistance to the commanders to facilitate proper coordination with the Military Services and the Service components as well as with sub-unified and combined commands on historical matters. See Enclosure D.

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UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

- i. Assist CCMD historians in obtaining AC/RC uniformed historians in their offices and in deployed JTF headquarters as field historians.
- j. Maintain a robust oral history program whereby the office conducts periodic interviews with the CJCS and senior members of the Joint Staff. Special emphasis will be placed on policy matters as they relate to the Joint Staff, President, Secretary of Defense, National Security Council, CCMDs, current and future plans and operations, and strategic policy. All interviews will be transcribed when time permits. Interviews will be treated as working papers until they have been coordinated with appropriate staff agencies and approved by the person interviewed.
- k. Review papers, actions, manuscripts, articles, and speeches for historical accuracy for the CJCS, VCJCS, and Joint Staff.
- l. In coordination with the Joint Staff IMD, collect important paper and electronic material related to the operations of the Joint Staff required to support the production of official historical studies. This includes, but is not limited to, such material as: National Security Strategy, *National Military Strategy*, global campaign plans, *Guidance for Employment of Force*, and formal staff packages. When available, IMD will support the JHRO with an archivist. JHRO will not maintain the official record copy and will defer to IMD on all records retention matters.
- m. Assist the CCMD and sub-unified command historians in creating RC billets in their organizations to augment command history offices.
- n. To stimulate research and writing in joint military history, sponsor a series of programs for visiting civilian and uniformed scholars:
 - (1) The Joint Historian-in-Residence Program. The Executive Director for Joint History may select a civilian military historian with the required clearances from the Joint Staff, CCMDs, or sub-unified commands for a professional development assignment at the JHRO for a 1-year period. Candidates will apply through their commands and submit a proposal for research and writing project in joint operations and their curriculum vitae by 1 January each year.
 - (2) The Joint History Visiting Military Scholar Program. In coordination with the Military Services, the Executive Director for Joint History may appoint a distinguished military member, from any Service, with a TS/SCI for a 1-year period to research and write on a mutually agreed upon topic.

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3. Historical Programs of the CCDRs. CCDRs are required under references m and n to maintain records of the command, including those deemed historically significant. The CCDRs will maintain historical programs to ensure the production of accurate, thorough, and objective historical accounts of the significant activities of their commands, including all significant contingency and joint operations their commands conducted. The CCMD historian is the senior joint historian with overall staff responsibility for the development of historical policy and planning for the CCMD, execution of joint historical operations in the CCMD's geographic or functional area of responsibility, and development of manning requirements for joint force history offices. When appropriate, the CCMD historian is the joint operations area historian. This responsibility is normally delegated to the command historian of the Joint Force engaged in operations. The CCMD historian has overall staff responsibility. To accomplish this historical mission, the CCDR will:

a. Maintain a dedicated, full-time, history office staffed by a command historian, a deputy, an archivist, and a staff writer or archive technician. The history offices will report directly to the Deputy Combatant Commander/Chief of Staff and will be represented at meetings of staff principals. The history offices will conduct periodic interviews with members of the command group. See Enclosure C.

b. Ensure that all historians in each CCMD History Office have access to meetings in secure facilities and collect all relevant documentation by maintaining a clearance for TS/SCI as well as access to all relevant documentation contained in Alternative Compensatory Control Measures (ACCM) materials.

c. Submit historical reports through the Executive Director for Joint History to the CJCS. These may be either an annual history or a history covering the tenure of an individual commander. Delayed reports caused by position vacancies or performance issues will require a JHRO-approved waiver. No waivers will be granted for a command history covering more than a 4-year period. Annual histories will be made available upon request to the joint historian community. See Enclosure B.

d. Ensure liaison between the historian and the command records manager to ensure that key records, to include SCI and ACCM documents and all electronic records, are reviewed, organized, and secured for the historical record IAW reference a. The command historian will advise the command records manager upon reorganization, relocation, or inactivation of command or subordinate elements to ensure key records are secured and preserved. The CCMD historian will not be assigned as the command's records manager. The historical function is separate from records management.

UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

e. Ensure preservation of essential material such as historically important documents, interviews of key personnel, and supporting records, as required to support the writing of command histories. Accordingly, CCMD historians will collect and preserve interviews and the electronic and paper records needed to document the activities of their command in its command histories and in the form of issue-oriented point and white papers. If digitized versions of documents are used as the record copy, the command historian will, as appropriate, retain the original physical copy of particularly historically significant documents for preservation and eventual retirement to the appropriate museum program or archive. This preservation will be coordinated with the command records manager.

f. Ensure the primary responsibility of the command historian will not include management of the command's heritage assets. However, the command historian may advise on preservation of heritage assets IAW professional best practices. Such assets include, but are not limited to, artifacts such as flags, patches, seals; original signed documents of significance; photographs; or artwork. In the absence of DoD museum program guidance, ensure liaison between the CCMD historian and the museum program of the command's support agent IAW reference b to include advice, assistance, and training. Preservation efforts for subordinate component commands is the responsibility of the component's Service. Additionally, gifts presented to the commander are the responsibility of the command protocol officer and not the historian, IAW reference c. Gifts of potential heritage assets (museum artifacts and art) may need to be staffed to the component Service museum program.

g. Coordinate appropriate historical activities within their commands and with Service components and the NGB to achieve unity of effort and complete coverage of joint operations while avoiding duplication. The CCMD history programs should coordinate with Military Service history projects, and each program should share access to their collections of historical reports. The CCMD historian should prioritize collection efforts highlighted in the CCDR Campaign Plan for steady state and in any operational orders or other directives issued to a subordinate Joint Force commander (e.g., standing JTF; component commander). Responsibility for the command, control, and administration of the Military Services' historical activities is the prerogative of the Service component headquarters within the CCMD.

h. Provide for historical coverage of crises requiring the formation of a JTF, IAW references e through g. This includes JTF-State when under the command of an approved Dual Status Commander. This requirement applies to all major JTFs (commanded by an O-6 or above), including JTFs subordinate to another JTF and not directly subordinate to the CCMD.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 5320.01D

27 April 2023

(1) The fast-paced and dynamic nature of contingency response necessitates accelerated research, collection, and production. As such, JTF historians will produce a historical report of the JTF's activities every month until the JTF's dis-establishment. Collection and reporting should concentrate on mobilization planning, crisis action procedures, and joint activities.

(2) The responsibilities and operations of Joint Force historians are distinct from those of the Service component historians. Joint Force historians collect and report joint operations and actions. Those may be Service-specific, but they are not responsible for documenting the operations of the Service components in the Joint Force. In all cases, close coordination of joint and Service component history operations is essential to providing the widest historical coverage.

(3) The Joint Force historian will serve as a special staff officer on the Joint Force staff with direct access to the Chief of Staff. When forming a JTF, the command Chief of Staff will issue a letter of instruction (LOI) regarding historical activities to the Chief of Staff of a subordinate JTF, a JTF-State when under the command of a Dual Status Commander, or Service component headquarters serving as a supported functional component in a contingency operation. IAW this instruction, and references a and d, the LOI will specify the JTF historian's mission, authorities, and collection requirements. Commensurate with their clearances, command historians should be granted access to command operations centers and all appropriate sources. See references e through g.

(4) In cases where a Service's senior commander is also designated as Joint Force commander, the Service command historian may assume the concurrent role of Joint Force historian along with its Service component mission (reference h).

(5) Joint Force historian(s) will also coordinate with the CCMD historian regarding heritage asset preservation.

i. Ensure the command historian advises the command J-1's determination of campaign participation credit and joint awards to award streamers on the command's distinguishing flag IAW reference i. Based on applicable authorities, the command historian will assist J-1 to verify campaign participation and record all approved campaign participation credits and joint approved awards.

(1) For a subordinate Joint Force (e.g., JTFs), determination of campaign participation credit and joint awards resides with the command J-1, with support provided by the command historian.

UNCLASSIFIED

UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

(2) For component commands and for individuals, determination of campaign participation credit and joint awards resides with the Services, Joint Service Elements, or civilian personnel sections as appropriate.

j. Ensure that history annexes are included in joint operations plans, operations orders, and concept plans as appropriate. The annexes will specify how historical coverage will be accomplished and provide details on the deployment of joint historians and the type of material and information to be collected. See references e through g.

k. Ensure conformity of sub-unified and combined command official histories with stated requirements to include establishing periods covered, format, and due dates.

l. Meet with their command historians for periodic interviews, including exit interviews. Guidance for conduct of these interviews is in Enclosure C.

m. Coordinate with the U.S. Special Operations Command (USSOCOM) historical office, which is the lead joint historical office for documenting joint special forces operations and for synchronizing historical coverage of theater special operations commands. USSOCOM will maintain a liaison with the Executive Director for Joint History and is required to provide the JHRO courtesy copies of all written histories, up to and including classified products. Transmission can be done by either mailing hard copies or electronically utilizing SIPRNET or the Joint Worldwide Intelligence Communications System.

n. Acquire and align reservists to support field deployments and history office activities, to include the creation of the appropriate number of reserve billets within the CCMD History Office and in a JTF Joint Manning Document. CCDRs will be responsible for initiating a Request for Forces to assign Joint History Detachments against joint history collection requirements. RC augmentees assigned to CCMD History Offices work for the CCMD and not their parent Service. All documents and interviews collected by the RC historians while assigned to the CCMD are the property of the supported CCMD (reference d). In the case of RC support to USSOCOM, augmentation will be coordinated through the USSOCOM History Office, CCMD History Office, and JHRO.

o. Convene a panel to recommend the professional qualifications of the candidates to replace CCMD or sub-unified command historians. This panel should include at least one government historian from outside that CCMD. JHRO historians are available to serve on such panels. The selection process will be guided by the requirement to produce book-length official command histories.

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4. Reserve Component Historians. RC historians aligned to joint missions will train and serve with the JHRO and CCMD History Offices and be available to assist them in times of emergency or crisis, deploying as needed to meet operational demands. The Military Services will jointly establish training objectives, in conjunction with the JHRO, for RC historians aligned to joint missions. Military Services will provide trained personnel to deploy to assist and supplement the CCMD historians either in a CCMD, a sub-unified command, a Service component, or a JTF Headquarters. It is essential these personnel possess a TS clearance. All RC billets should be designated for a TS/SCI clearance to enable an RC historian to attend staff meetings in secure facilities and collect the necessary products. In the accomplishment of this mission, RC historians will:

a. Maintain proficiency by regular joint and Service training. RC historians have access to all PME and JPME levels at Service chief discretion; however, opportunities for resident education may be limited due to time and availability, especially for in-residence attendance at a JPME II accredited institution. Accordingly, RC officers should seek to attend the advanced JPME program, which satisfies the higher-level joint education requirement and can qualify an RC officer for nomination to JQO-3 status.

b. Provide relevant information regarding civilian career training and experiences related to joint competencies.

c. At the request of the Executive Director for Joint History, and after coordination with the appropriate Military Services, participate in deployments to train with CCMDs or sub-unified commands during joint exercises.

d. Upon mobilization and deployment, assist or supplement historical offices by collecting documents and other sources, preserving and organizing historical material, conducting interviews, and preparing chronologies of joint planning and operations.

e. JTF historian billets should be coded for assignment by any Service and with a TS clearance requirement.

5. Military Service History Programs. The Military Services' historical products and services are an essential part of a successful Joint History Program.

a. The Military Services will establish a policy mandating timely collection and preservation of historical data, information, and documentation in periodic history reports in times of peace and war; maintain organizational lineage, honors, and emblems; and develop special historical publications intended to improve combat capability.

UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

b. Military Services will assist CCMD and sub-unified command historians in obtaining trained and equipped historians for their offices and for deployments as field historians.

c. For components of CCMDs and sub-unified commands, Military Services will:

(1) Collect and document respective component-level history in joint operations in collaboration with CCMD and sub-unified command historians. Contingency and wartime periodic history reports will include coverage of the component commander's assessment of mission accomplishment as related to the operations order, theater campaign plan, and higher-level commander intent.

(2) Appropriately staff component history offices to provide continuous historical support to component commanders and functional management of assigned and apportioned deployed historians for international contingency and wartime operations.

d. The Military Service History Programs will provide research assistance and access to their collection of historical reports for support of the Joint History Program.

6. National Guard. National Guard Joint Force Headquarters will maintain historical programs to ensure the production of accurate, thorough, and objective historical accounts of the significant activities of their commands.

a. Adjutants General will maintain a dedicated full-time history office, led by a professional historian and on the appropriate manning document IAW references j-l and o.

b. The office will produce annual historical reports that meet Army and Air Force requirements for such reports as directed in references k and l.

c. The historian will be deployable for continental United States (CONUS) and outside CONUS (non-foreign) locations in support of U.S. Northern Command and U.S. Indo-Pacific Command JTF requirements.

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CJCSI 5320.01D
27 April 2023

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A-12

Enclosure A

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ENCLOSURE B

COMMAND HISTORIES

1. Submissions and Disposition

a. The command history is a written account of the operations and activities of a CCMD or sub-unified command. It is an objective record of the preparing organization's performance and serves as its institutional memory and guide for future operations. Command histories are normally classified documents. The commander uses the command's history to add historical perspective to the decision-making process. It serves as a primary source of background facts in support of the staff and is used to orient new commanders and personnel on the organization's mission, recent activities, accomplishments, and issues. Submission of command histories continues a long-standing recognition of the value of such reports (see appendix A to this Enclosure).

b. The command history will cover operations and activities during a calendar year or over the tenure of a commander. Any extension, including one for a history covering the tour of duty of the commander, requires the approval of a waiver by the Executive Director for Joint History.

c. The annual histories will be submitted to the Executive Director for Joint History by 31 December of the following calendar year. Reports approved to cover the tenure of the commander will be submitted by 31 December of the second year following the commander's departure.

d. Commands must request a waiver to produce a command history report on a basis other than the calendar year. The waiver will in no case allow a command history to cover more than a 4-year period.

e. Failure to submit command histories will be reported in writing from the Executive Director for Joint History to both the DJS and the command's Chief of Staff.

2. Form. The command history will be a documented narrative history containing a subject index. Detailed accounts of special operations and exercises or descriptions of special problems not appropriate for the narrative may be included as appendices. Charts may be added wherever appropriate, but supporting documents (e.g., copies of directives and regulations) should not be included. Electronic histories will be submitted either via secure networks or on digital media in a format coordinated between the JHRO and the respective command.

3. Content

a. The narrative portion of each command history should emphasize the operational, planning, logistical, and administrative activities of the headquarters. It should pay particular attention to the degree of success in these areas and to problems and difficulties encountered. The report should emphasize significant activities of all major staffs and directorates and avoid covering routine or trivial command matters. Coverage of the command's joint analysis of exercises and named operations in support of the commander's campaign plan and operational lines of effort should be included. The history should also capture the operational planning, execution, and assessment used by senior leadership to facilitate strategic decision-making. Data listing the command's total personnel strength and major forces assigned at the end of each year covered in the history should be included. Lists and locations of interviews and oral histories conducted during the reporting period will be included.

b. The mobilization planning, and crisis action procedures of the headquarters should be covered. Full and detailed reporting should be included in the event of an actual mobilization.

c. Details of the operations of component commands should not be included, except for accounts of their participation in international operations or important joint exercises. USSOCOM, however, is required to document operational details of its theater commands and the Joint Special Operation Command. Interaction between command headquarters and subordinate headquarters (e.g., component command or standing JTF), however, should be covered in detail when appropriate.

d. CCDRs or sub-unified command commanders who are also commanders or senior U.S. representatives of combined commands or directors of intelligence agencies should include in their reports' accounts of U.S. participation in combined commands and the command's interaction with the subject agency. These accounts will be confined to matters relating to the United States.

4. Classification

a. Reports should be classified according to content, up to and including TS, SCI, Special Access Programs, and ACCM, sufficient to accurately and thoroughly document the history of operations.

b. Reports including intelligence material requiring special classifications will be submitted as separate annexes.

UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

5. Technical Guidance. The Executive Director for Joint History will provide guidance on professional standards. Direct communication between the command historians and the Executive Director for Joint History on professional matters is authorized and encouraged. In approved cases where command historians received a waiver, staff visits from the JHRO will be used to certify to the command historian's supervisor—normally the chief of staff—progress is being made and key documents are being properly collected and retained.

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CJCSI 5320.01D
27 April 2023

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B-4

Enclosure B

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APPENDIX A TO ENCLOSURE B

HISTORICAL DIRECTIVES FOR COMMAND HISTORIES

1. The requirement for commands to submit annual histories began in 1959. The original purpose of providing a concise report documenting the history of the command not only to preserve it but also to assist in capturing the history of the JCS remains valid to the present day.
2. While no longer in effect, the following directives are provided for historical reference:
 - a. JCS SM-247-59, 5 March 1959, "Preparation of Histories of Joint and Combined Headquarters."
 - b. JCS SM-665-69, 3 October 1969, "Specific Requirements for Annual Historical Report."
 - c. JCS SM 547-77, 16 June 1977, "Preparation of Histories of Joint and Combined Headquarters."
 - d. JCS SM 481-82, 2 August 1982, "Preparing Annual Command Histories and Conducting Oral Interviews with departing CINCs."
 - e. JCS SM 681-87, 24 August 1987, "Preparing Annual Command Histories and Conducting Oral Interviews with departing CINCs."
 - f. JCS SM 414-88, 23 May 1988, "Preparing Annual Command Histories and Conducting Oral Interviews with departing CINCs."
 - g. JCS Memorandum of Policy 62, 15 May 1991, "Requirements for CINC Historical Programs."
 - h. JCS Memorandum of Policy 62, 23 November 1992, "Guidance for the Joint History Program."
 - i. CJCSI 5320.01, 21 August 1997, "Guidance for the Joint History Program."
 - j. CJCSI 5320.01A, 14 August 2003, "Guidance for the Joint History Program"
 - k. CJCSI 5320.01B, 13 January 2009, "Guidance for the Joint History Program."

UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

1. CJCSI 5320.01C, 30 November 2018, "Guidance for the Joint History Program."

B-A-2

Appendix A
Enclosure B

UNCLASSIFIED

ENCLOSURE C

COMMANDER AND SENIOR LEADER INTERVIEWS

1. Conduct and Submission

a. Command historians will interview their departing commanders. These interviews may be conducted frequently, as arranged between the commander and the command historian.

b. Command historians should also interview senior leaders in the command, such as the chief of staff and staff directors, time and resources permitting. In developing questions for such interviews, command historians should coordinate their effort with the historians of other commands who might have shared operational interests and with the JHRO.

(1) Interviews will be treated as working papers until they have been reviewed and approved by the persons interviewed.

(2) A copy of the final, edited transcript will be sent to the Executive Director for Joint History. Command historians should also make distribution to the Service history offices.

2. Content. Interviews will cover major activities and issues that involved the commander or senior leader during their tour. Special attention should be given to military operations or crises, command relationships, relations between the commander and the CJCS, staff interactions, and questions concerning changes in mission or the command's area of responsibility.

UNCLASSIFIED

CJCSI 5320.01D
27 April 2023

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ENCLOSURE D

STAFF ASSISTANCE VISITS

1. Conduct and Submission. The Executive Director for Joint History will conduct triennial certification inspections of all CCMDs and sub-unified commands. Staff assistance visits also can be conducted as needed to review compliance with the provisions and requirements of this directive.
2. The Executive Director for Joint History will furnish a written assessment of the command's history program to the command's chief of staff that addresses the following:
 - a. Manning and selection of professional staff personnel.
 - b. Location within the staff and access to the commander.
 - c. Historical publications produced by the history office (quantity and professional quality).
 - d. Annual or commander's tour of duty histories produced by the history office (completeness and in compliance with this directive).
 - e. Research collection (available documents and reference works to accomplish assigned missions).
 - f. Historical services performed (for example, military history instruction/classes, and historical studies).
 - g. Professional development activities, to include participation in training and various educational colloquia.
 - h. Resourcing of the historical program, to include funding, personnel, equipment, office spaces, and training opportunities.
3. CCMD historians will conduct certification inspections to sub-unified command history offices IAW criteria outlined above.

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CJCSI 5320.01D
27 April 2023

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CJCSI 5320.01D
27 April 2023

ENCLOSURE E

REFERENCES

- a. CJCSM 3213.02 Series, “Joint Staff Alternative Compensatory Control Measures (ACCM) Program Management Manual”
- b. DoDD 5100.03, 9 February 2011 incorporating Change 1, 7 September 2017, “Support of the Headquarters of Combatant and Subordinate Unified Commands”
- c. CJCS Guide 7210, “Joint Staff and Combatant Command Guide: Official Representation Funds, Gift Lockers, and Incoming Gifts”
- d. CJCSM 5760.01 Series, “Joint Staff and Combatant Command Records Management Manual”
- e. Joint Publication 3-0, 18 June 2022, “Joint Campaigns and Operations”
- f. Joint Publication 3-33, 9 June 2022, “Joint Force Headquarters”
- g. Joint Publication 3-16, 1 March 2019, Validated 12 February 2021, “Multi-National Operations”
- h. CJCSM 3122.01 Series, “Joint Operation Planning and Execution System (JOPES) Volume I, Planning Policies and Procedures”
- i. CJCSI 1100.01 Series, “Joint Staff Awards, Identification Badges, and Flags for Joint Commands”
- j. DoDD 5105.83, 5 January 2011 incorporating Change 2, 31 March 2020, “National Guard Joint Force Headquarters – State”
- k. AR 870-5, 16 September 2021, “Military History: Responsibilities, Policies, and Procedures”
- l. AFI 84-101, 13 December 2018, “Aerospace Historian Responsibilities and Management”
- m. Title 44, U.S. Code, chapter 33
- n. Title 36, Code of Federal Regulations, part 1228, section 1228.1 – 1228.16))
- o. Title 32, U.S. Code, section 104(b)

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CJCSI 5320.01D
27 April 2023

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GLOSSARY

ABBREVIATIONS AND ACRONYMS

AC	Active Component
ACCM	Alternative Compensatory Control Measures
CCDR	Combatant Commander
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
DAF	Department of the Air Force
DJS	Director, Joint Staff
DoD	Department of Defense
IMD	Information Management Division
J-7	Joint Staff Directorate for Joint Force Development
JHAC	Joint Historical Advisory Committee
JHRO	Joint History and Research Office
JPME	Joint professional military education
JTF	Joint Task Force
LOI	letter of instruction
NGB	National Guard Bureau
OSD	Office of the Secretary of Defense
PME	professional military education
POI	plan of instruction
RC	Reserve Component
SAP	Special Access Program
SCI	Sensitive Compartmented Information
TS	Top Secret
USAF	U.S. Air Force
USSF	U.S. Space Force
USSOCOM	U.S. Special Operations Command

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CJCSI 5320.01D
27 April 2023

VCJCS

Vice Chairman of the Joint Chiefs of Staff

GL-2

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