



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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CJCSI 5320.01C  
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## GUIDANCE FOR THE JOINT HISTORY PROGRAM

### Reference(s):

- a. CJCSM 3213.02 Series, "Joint Staff Alternative Compensatory Control Measures (ACCM) Program Management Manual"
- b. CJCSM 3122.01 Series, "Joint Operation Planning and Execution System (JOPEs) Volume I, Planning Policies and Procedures"
- c. CJCSM 5760.01 Series, "Records Management Policy for the Joint Staff and Combatant Commands" and "Joint Staff and Combatant Command Records Management Procedural Manual"

1. Purpose. This instruction provides guidance for the Joint Force history programs. The Joint History Program provides the official record of the roles of the Chairman of the Joint Chiefs of Staff (CJCS), the Joint Staff (JS), the 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 Superseded/Cancellation. CJCS Instruction (CJCSI) 5320.01B, 13 January 2009, "Guidance for the Joint History Program" is superseded.

3. Applicability. This instruction applies to the JS, the CCMDs, the Defense Agencies, the National Guard Bureau (NGB), and the Military Departments (MILDEPs). The term "Military Departments" in this document refers to the Army, the Navy, the Air Force, and the Marine Corps. The Joint History Program includes the Executive Director for Joint History, the Joint History and Research Office (JHRO), the history programs of the Combatant Commanders (CCDRs), the sub-unified commands, and the Active Component/Reserve Component (AC/RC) uniformed historians assigned to the historical programs of the JS, the CCMDs, and the sub-unified commands.

4. Policy. The objectives of the Joint History Program are:

a. Document the role of the CJCS, the Vice CJCS (VCJCS), the Joint Chiefs of Staff, the JS, and the CCMDs in the development and implementation of national security policy.

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

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

d. Promote knowledge of the history of joint activities and operations among the JS, the NGB, the MILDEPs, the Joint and Service schools (to include Professional Military Education (PME)), other federal agencies, public and private groups, and the general public.

e. Provide integration and prioritization of limited historical resources across the CCMDs as a means 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 JS, the MILDEPs, the NGB, the 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 Reserve Component personnel to augment the JHRO, the CCMDs, and the sub-unified commands during contingency operations.

i. Provide direction to and the composition of the Joint Historical Advisory Committee (JHAC). The JHAC shall 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.

7. Summary of Changes. This revision updates CJCSI 5320.01. It further:
- a. Updates titles of the Executive Director for Joint History and the JHRO.
  - b. Establishes the requirement for a Reserve joint history detachment to support the joint force in contingency operations.
  - c. Articulates the responsibilities of the MILDEPs' history programs in support of the Joint History Program's documentation of joint operations.
  - d. Recognizes need for inclusion of joint history in joint force development and joint force education. Includes Joint History Program responsibility to create and monitor the plan of instruction (POI) for joint historian training.
  - e. Ensures the Joint History Program perspectives and products integrated into joint force development and Joint PME (JPME).
  - f. Mandates the need for a command historian, deputy historian, digital archivist, and staff writer at each CCMD.
  - g. Codifies the responsibility for CCMD historians to submit annual or periods covering the commander's tour of duty history reports or a waiver request for an extension.
  - h. Highlights that CCMD histories should cover the CCMDs' joint analysis of exercises and named operations in support of the CDR campaign plan and operational lines of effort.
  - i. Highlights the requirement for all joint civilian and military historians to have Top Secret/Sensitive Compartmented Information (TS/SCI) clearances.
  - j. States the need for sourcing RC historian billets in the Joint Task Force (JTF) Joint Manning Document.
  - k. Propagates the JHRO sponsorship of the Joint Historian-in-Residence Program and the Joint History Visiting Military Scholar Program for visiting civilian and uniformed scholars.
  - l. Includes an enclosure detailing the Executive Director for Joint History conduct of Staff Assistance visits and inspections.
  - m. Requires the NGB to provide historical coverage of Title 32 domestic contingency operations.

8. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components (to include the Combatant Commands), 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> ]. JS activities may also obtain access via the SIPR Directives Electronic Library Websites.

9. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



KENNETH F. MCKENZIE, JR.  
LtGen, U.S. Marine Corps  
Director, Joint Staff

Enclosures

- A -- Responsibilities
- B -- Command Histories
- C -- Combatant Commander (CCDR) Interviews
- D -- Staff Assistance Visits
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. Executive Director for Joint History. The Executive Director for Joint History shall plan, implement, and manage the Joint History Program to emphasize the joint dimension of military history. The Executive Director serves as the principle integration authority to support historical documentation of the joint force and will seek to ensure complete and accurate historical coverage of joint operations and activities. In the accomplishment of this mission, the Executive Director for Joint History shall:

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

d. Advise the JS Joint Force Development Directorate (J-7) of joint historical studies being coordinated with the National Defense University. Ensure and integrate Joint History Program perspectives and products into JPME and joint force development.

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

f. 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.

g. Coordinate the historical programs of the CCDRs and commanders of sub-unified commands with the JS, NGB, and the MILDEPs to provide full and proper historical coverage of joint activities and operations across all domains.

h. Maintain liaison with the historical offices of the CCDRs to facilitate coordination among them as well as with the MILDEPs, the NGB, and the sub-unified and combined commands.

i. In accordance with 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.

j. 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.

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

l. Facilitate access for Joint History Program personnel to all sources necessary for their research to include MILDEP periodic and contingency history reports in accordance with applicable security requirements.

m. Coordinate with the J-7, Joint Force Development Directorate, to provide inclusion of appropriate historical experiences in developed and emerging joint doctrine, joint force development, and joint force education. Create and monitor a POI for joint historian training.

n. 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.

o. Maintain liaison with the history and museum programs of the Office of the Secretary of Defense (OSD), the MILDEPs, the NGB, the Department of

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

p. Maintain in coordination with MILDEPs a liaison with international historical organizations and foreign government military history offices.

q. Provide direction to the JHAC on such matters as:

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

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

(3) Composition of the JHAC to include the following:

(a) Chief 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, U.S. Air Force History Office.

(f) Dean of Academics, National Defense University or National War College.

(g) Historian, NGB

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

(i) Chief, JS Information Management Division (IMD).

(j) Other federal members as required.

2. Joint History and Research Office (JHRO). The JHRO will produce accurate, thorough, and objective official histories of the activities of the CJCS, the VCJCS, the Joint Chiefs of Staff, the JS, and of joint operations conducted by the U.S. Armed Forces. To accomplish this mission, the JHRO shall:

a. Produce and publish the Joint Chiefs of Staff and National Policy series portraying the role of the CJCS, the Joint Chiefs of Staff, and the JS in the development of national security policy.

b. Produce historical volumes and studies as requested by the CJCS and the VCJCS, the Director of the JS, or the Executive Director for Joint History.

c. Produce official histories of the role of the CJCS and the VCJCS of the Joint Chiefs of Staff, the Joint Chiefs of Staff, and the JS 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 MILDEPs, the NGB, the CCDRs, and commanders of the sub-unified commands as appropriate.

e. Coordinate with all CCMD and MILDEPs to set deployment standards for all AC and RC historians who will be deployed 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 to uniformed joint historians, are required to possess or be eligible for a TS/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 CCMD historical activities, products, and historical document management. Furnish staff assistance to the CCDRs to facilitate proper coordination with the MILDEPs and the Service components as well as with sub-unified and combined commands on historical matters. See Enclosure D.

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 JS. Special emphasis will be placed on policy matters as they relate to the JS, the President, Secretary of Defense, National Security Council, the CCMDs, current and future plans and operations, and strategic policy. All interviews shall be, when time permits, transcribed. 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, the VCJCS, and the JS.

l. In coordination with the JS IMD, collect important paper and electronic material related to the operations of the JS required to support the production of official historical studies. The documents to support official studies include but are not limited to the National Security Strategy, global campaign plans, National Military Strategy, and Guidance for Employment of Force. When available, IMD will support the JHRO with a digital 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 Reserve Component billets in their organizations to augment command history offices.

n. Sponsor, 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 JS, the 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 a 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 MILDEPs, The Executive Director for Joint History may appoint a distinguished military officer, from any service, with a TS/SCI for a 1-year period to research and write on a mutually agreed upon topic.

3. Historical Programs of the Combatant Commanders (CCDRs). CCDRs are required under Title 44, U.S. Code, Chapter 33 and 36 Code of Federal Regulations Part 1228 (Loan of Permanent and Unscheduled Records (Section 1228.1 – 1228.16)) 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 developing historical policy and plans for the CCMD and executing joint historical operations within the CCMD's geographic or functional area of responsibility. 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 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. To accomplish this historical mission, the CDR will:

a. Maintain a dedicated full-time, history office staffed by a command historian, a deputy, a digital 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 FOCAL POINT materials.

c. Submit historical reports through the Executive Director for Joint History to the CJCS. These may be either annual histories or covering the tenure of the 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. Liaise 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 in accordance with 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 the command's records manager or museum curator. The historical function is completely separate from records management and preservation.

e. Ensure the 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. 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 MILDEP 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. Responsibility for the command, control, and administration of the MILDEPs' historical activities is the prerogative of the Service component headquarters within the CCMD.

g. Provide for historical coverage of international crises requiring the formation of a JTF. The mobilization planning and crisis action procedures, to include access for command historians to command operations centers and all appropriate sources, should be a priority. The responsibilities and operations of the 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. The joint force historian will serve as a special staff officer on the joint force staff with direct access to the chief of staff. 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 b).

h. Authorize their Chief of Staff to issue a letter of instruction to the chief of staff of a subordinate JTF or service component headquarters serving as a supported functional component in a contingency operation. In accordance with this instruction, and references a and c, the LOI will specify the JTF historian's mission, authorities, and collection requirements.

i. 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.

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

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

l. 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 either mailing hard copies or electronically utilizing SIPR/JWICS.

m. 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 reserve component historians while assigned to the CCMD are the property of the supported CCMD (reference c). In the case of reserve component support to the USSOCOM, augmentation will be coordinated through the USSOCOM History Office, the CCMD History Office, and the JHRO.

n. 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.

4. Reserve Component (RC) 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. MILDEPs will jointly establish training objectives, in conjunction with the JHRO, for RC historians aligned to joint missions.

MILDEPs will provide trained personnel to deploy to assist and supplement the CCMD historians either in a CCMD, 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 a RC historian to attend staff meetings in secure facilities and collect the necessary documents. In the accomplishment of this mission, RC historians shall:

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-resident 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 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 Department (MILDEP) History Programs. The MILDEPs' products and services are an essential part of a successful Joint History Program. The Military Services will establish a policy mandating collection and preservation of historical data and documentation in periodic history reports; maintenance of organizational lineage, honors, and emblems; and development of special historical publications intended to improve combat capability. Upon request by the JHRO, the MILDEP History Programs will provide research assistance and access to their collection of historical reports for support of the Joint History Program. The Services will assist CCMD historians in obtaining trained and equipped AC/RC uniformed historians in their offices and in deployments as field historians.

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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 for the previous year and serves as its institutional memory and guide for future operations. The commander uses the command's history to add historical perspective to the decision-making process. It is 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.

b. The CCMD history shall 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 CDR, requires the approval of a waiver by the Executive Director for Joint History.

c. The annual histories shall 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 CDR will be submitted by 31 December of no more than 2 years following the commander's departure.

d. CCMDs 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 by a letter from the Executive Director for Joint History to the Chief of Staff of the CCMD.

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 shall be submitted either via secure networks or on digital media in a format coordinated between the JHRO and the respective CCMD.

### 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 CCMD matters. Coverage of the CCMD's joint analysis of exercises and named operations in support of the CCDR's Campaign Plan and Operational Lines of Effort should be included. The history should 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. With the exception of USSOCOM, details of the operations of component commands should not be included, except for accounts of their participation in international operations or important joint exercises. Interaction between unified command headquarters and component command headquarters, however, should be covered in detail when appropriate.

d. Commanders of unified commands, 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 CCMD'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/Code Word.

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

5. Technical Guidance. The Executive Director for Joint History will provide guidance on professional standards. Direct communication between the CCMD 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 CCMD 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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ENCLOSURE C

COMBATANT COMMANDER (CCDR) INTERVIEWS

1. Conduct and Submission

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

b. Command historians may also interview key staff when appropriate. In developing questions for such interviews, command historians should coordinate their effort with the historians of other unified 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 shall cover major activities and issues that involved the CCDR during his tour. Special attention should be given to military operations or crises, to command relationships and relations between the CCDR and the CJCS, and to questions concerning changes in mission or the command's area of responsibility.

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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. The Executive Director for Joint History will furnish a written assessment of the command's history program to the commander of the inspected history office 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 CCDR'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.
- i. CCMD historians will conduct certification inspections to sub-unified command history offices in accordance with criteria outlines above.

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## GLOSSARY

### ABBREVIATIONS AND ACRONYMS

AC	Active Component
CCDR	Combatant Commanders
CCMD	Combatant Command
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
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
JS	Joint Staff
JTF	Joint Task Force
LOI	letter of instruction
MILDEPs	Military Department
NGB	National Guard Bureau
OSD	Office of the Secretary of Defense
PME	professional military education
POI	plan of instruction
RC	Reserve Component
SCI	Sensitive Compartmented Information
TS	Top Secret
USSOCOM	U.S. Special Operations Command
VCJCS	Vice Chairman of the Joint Chiefs of Staff

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