

Training and Evaluation Outline Report

Task Number: 71-9-5160

Task Title: Preserve Historical Documentation of Joint/Multinational Operations in Campaigns (Division Echelon and Above [Operation])

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	No
	AR 870-20	MUSEUMS AND HISTORICAL ARTIFACTS	Yes	Yes
	AR 870-5	Military History: Responsibilities, Policies, and Procedures	Yes	No
	JP 3-0 CH 1	JOINT OPERATIONS	Yes	No

Condition: The command is conducting or preparing to conduct operations as a Joint Task Force, Joint Force Land Component, Army Forces, or Army Service Component Command headquarters. The command's headquarters may or may not have integrated Joint staff augmentation, liaisons, unit, and individual attachments. The command has received an Operations Plan, or Warning, Operations, or Fragmentary Order from higher headquarters, and is exercising mission command. The commander has issued guidance on preserving historical documentation. Communications are established with subordinate and adjacent units, and higher headquarters. Mission command systems and networks are operational and processing information in accordance with Unit Standing Operating Procedures. Some iterations of this task should be performed in MOPP.

Standard: The standard preserves historical documentation of joint/multinational operations in campaigns. The staff develops a systematic plan to collect and record history. The staff collects paper and safeguarded photographic images, electronic documentation, and artifacts of key events, decisions, and observations of joint/combined operation(s) or campaigns to support lessons learned analysis; public affairs efforts, doctrine development, and historical retention and writing.

Note: Task steps and performance measures may not apply to every unit or echelon. Prior to evaluation, coordination should be made between evaluator and the evaluated units' higher headquarters to determine the task steps and performance measures that may be omitted.

Special Equipment: None

Safety Level: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: While Army doctrine has changed to mission command over command and control (C2 - which is now a component of mission command), and changed from using ISR (Intelligence, Reconnaissance and Surveillance) to information collection (comprised of reconnaissance and surveillance, security operations, and intelligence operations), joint doctrine still retains the primacy of C2 over mission command as well as the use of ISR. Commanders and staffs of Army headquarters serving as a joint task force, joint force land component command, Army forces, or Army service component command headquarters should refer to applicable joint or multinational doctrine for the exercise and use of C2 and ISR.

Notes: None

TASK STEPS

1. The staff collects historical documentation:

- a. Verify that documents, maps, photographs, video and audio recordings, artifacts, electronic media and other historical material that may not be preserved through a records retirement process are collected.
- b. Assist the commander in collecting, maintaining and retiring historical records and source material (historians).
- c. Confirm that the command report includes orders, journals, unit reports and statistical tables that documents the operation or exercise.
- d. Verify that primary historical material is created from interviews and photographs that would supplement the information found in regular military records.
- e. Confirm that oral histories are collected, utilizing the appropriate method for the subject being treated: exit, for end of tour, or biographical to cover a career.
- f. Utilize the combat after-action interview (CAAI) to collect wartime, operations other than war and military exercises to get documentation on campaigns and operation.
Note: This interview should be conducted as soon as possible following an event.
- g. Verify that significant historical artifacts relating to the U.S. military, its allies or enemies, are systematically collected, identified, registered and returned to the United States.
- h. Verify that the senior historical artifact coordinator provides technical assistance and liaison with all parties in the theater.
- i. Confirm that significant historical artifacts are pre-selected for shipment back to the United States to prevent nonessential materiel from being returned at needless expense.

2. The staff preserves historical documentation:

- a. Develops and preserves a chronology for a unit in support of a campaign or operation.
- b. Verify that short monographs are prepared to preserve selected operations, battles, activities or campaigns.
- c. Confirm that a reference service is created to provide supported units with historical information relating to their current operation or campaign.
- d. Confirm that recovery teams provide a balanced and documented historical artifact collection for long-term preservation and for use in research and analysis.
- e. Verify that combat camera teams make their photographic products accessible for historical archives or repositories in their theater of operations.
- f. Confirm that a coordinated effort is made between the various historians, detachments and any other research agencies to prevent duplication of effort towards the same unit in the battlefield and attain synergy for preservation.
- g. Verify a working liaison is established with the public affairs detachments in the area of operations for historical endeavors to provide opportunities to attach to quick reaction teams.
- h. Verify that the after-action type interview is conducted as soon after the wartime, stability or support operation has ended to best collect and preserve historical documentation, regardless of the medium used by the historian.

3. The historian advises the commander and staff:

a. Verify that the preparation and retention of journals and journal files are accurate and complete as they represent the most important organization record of an operation or exercise.

b. Advise staff members as to the kinds of information that will increase the historical value of unit records and make them aware of the importance of recording events accurately.

c. Confirm that unit's sole copy of historical records is not placed on computer disks or compact disc-read/write (CD-RW) as they are subject to electromagnetic erasure, viruses and destruction.

d. Verify that paper copies of documents are maintained by the unit to preserve those that have historical significance.

e. Confirm that Table of Organization and Equipment (TOE) organizations set up and kept their history programs and other historical material to increase individual morale and esprit.

f. Verify that historians or detachments are included in the planning of the operation and that appropriate priority is placed on the deployment of historical assets relative to the mission.

g. Verify that the identification and attainment of historical objectives in support of the mission is the goal of historical planning at all levels.

(Asterisks indicates a leader performance step.)

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. The staff collected historical documentation:			
a. Verified that documents, maps, photographs, video and audio recordings, artifacts, electronic media and other historical material that may not be preserved through a records retirement process were collected.			
b. Assisted the commander in collecting, maintaining and retiring historical records and source material (historians).			
c. Confirmed that the command report included orders, journals, unit reports and statistical tables that documents the operation or exercise.			
d. Verified that primary historical material was created from interviews and photographs that would supplement the information found in regular military records.			
e. Confirmed that oral histories are collected, utilizing the appropriate method for the subject being treated: exit, for end of tour, or biographical to cover a career.			
f. Utilized the combat after-action interview (CAAI) to collect wartime, operations other than war and military exercises to get documentation on campaigns and operation.			
g. Verified that significant historical artifacts relating to the U.S. military, its allies or enemies, were systematically collected, identified, registered and returned to the United States.			
h. Verified that the senior historical artifact coordinator provides technical assistance and liaison with all parties in the theater.			
i. Confirmed that significant historical artifacts were pre-selected for shipment back to the United States to prevent nonessential materiel from being returned at needless expense.			
2. The staff preserved historical documentation:			
a. Developed and preserves a chronology for a unit in support of a campaign or operation.			
b. Verified that short monographs were prepared to preserve selected operations, battles, activities or campaigns.			
c. Confirmed that a reference service is created to provide supported units with historical information relating to their current operation or campaign.			
d. Confirmed that recovery teams provided a balanced and documented historical artifact collection for long-term preservation and for use in research and analysis.			
e. Verified that combat camera teams make their photographic products accessible for historical archives or repositories in their theater of operations.			
f. Confirmed that a coordinated effort was made between the various historians, detachments and any other research agencies to prevent duplication of effort towards the same unit in the battlefield and attain synergy for preservation.			
g. Verified a working liaison was established with the public affairs detachments in the area of operations for historical endeavors to provide opportunities to attach to quick reaction teams.			
h. Verified that the after-action type interview is conducted as soon after the wartime, stability or support operation has ended to best collect and preserve historical documentation, regardless of the medium used by the historian.			
3. The historian advised the commander and staff:			
a. Verified that the preparation and retention of journals and journal files are accurate and complete as they represent the most important organization record of an operation or exercise.			
b. Advised staff members as to the kinds of information that will increase the historical value of unit records and make them aware of the importance of recording events accurately.			
c. Confirmed that unit's sole copy of historical records was not placed on computer disks or compact disc-read/write (CDRW) as they are subject to electromagnetic erasure, viruses and destruction.			
d. Verified that paper copies of documents are maintained by the unit to preserve those that have historical significance.			

e. Confirmed that Table of Organization and Equipment (TOE) organizations set up and kept their history programs and other historical material to increase individual morale and esprit.			
f. Verified that historians or detachments are included in the planning of the operation and that appropriate priority is placed on the deployment of historical assets relative to the mission.			
g. Verified that the identification and attainment of historical objectives in support of the mission is the goal of historical planning at all levels.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP: Sometimes

MOPP Statement: None

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-8-5113	Develop Commander's Critical Information Requirements (Battalion - Corps)	71 - Combined Arms (Collective)	Approved
	71-8-5120	Prepare for Tactical Operations (Battalion - Corps)	71 - Combined Arms (Collective)	Approved

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-8-5111	Conduct the Military Decision Making Process (Battalion - Corps)	71 - Combined Arms (Collective)	Approved

Supporting Individual Task(s):

Step Number	Task Number	Title	Proponent	Status
	150-718-5130	Assess The Current Situation (Battalion - Corps)	150 - Combined Arms (Individual)	Approved
	150-718-5315	Establish the Common Operational Picture	150 - Combined Arms (Individual)	Approved

Supporting Drill Task(s): None

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
No equipment specified			

Material Items (NSN)

Step ID	NSN	LIN	Title	Qty
No equipment specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination. .