

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Eustis, Virginia 23604-5700

\*TRADOC Memorandum 870-1

22 February 2018

Historical Activities

Semiannual Staff Historical Reports (Requirement Control Symbol (RCS) CSHIS-6(R4))

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

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

**Applicability.** This memorandum applies to all TRADOC HQ Coordinating, Personal, and Special Staff offices, including Deputy Commanding (DCG) elements.

**Proponent and exception authority.** The proponent for this memorandum is the HQ TRADOC MHHO. The proponent has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling laws and regulations. The proponent may delegate this authority in writing to a division chief with the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity

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\*This memorandum supersedes TRADOC Memorandum 870-1, dated 09 March 2011.

and forwarded through their headquarters to the policy proponent.

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

**Supplementation.** Supplementation of this memorandum is prohibited unless specifically approved by the TRADOC Deputy Commanding General /Chief of Staff (ATCS), DePuy Hall, 950 Jefferson Avenue, Fort Eustis, Virginia 23604-5700

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the TRADOC Military History and Heritage Office (ATBO-MH), Starry Hall, 661 Sheppard Place, Room 153, Fort Eustis, Virginia 23604-5751. Suggested improvements may also be submitted through the Army Ideas for Innovation Program on milSuite at <https://www.milsuite.mil/>.

**Distribution.** This regulation is available in electronic media only and is published on the TRADOC Administrative Publications homepage at <http://adminpubs.tradoc.army.mil/>.

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## Summary of Change

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

This rapid action revision, dated 22 February 2018-

- o Reflects new staff office designations and realignments (throughout).
- o Incorporates senior warrant officers and senior noncommissioned officers into the process of constructing Semiannual Staff Historical Reports (para C-1a).
- o Incorporates changes in producing, formatting, and submitting Semiannual Staff Historical Reports (throughout).

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## **Chapter 1 Overview**

### **1-1. Purpose**

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

### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

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## **Chapter 2 Responsibilities**

### **2-1. Headquarters (HQ) U.S. Army Training and Doctrine Command (TRADOC) Deputy Commanding Generals (DCGs) and Coordinating Staff, Commanding Group, Personal Staff, and Special Staff offices**

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

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

### **2-2. The TRADOC Chief Historian**

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

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## **Chapter 3 Procedures**

### **3-1. Submission dates**

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

### **3-2. Transmittal**

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

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## **Appendix A References**

### **Section I Required Publications**

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

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

TRADOC Regulation 870-1  
TRADOC Military History and Heritage Program

### **Section II Related Publications**

Army Regulation 5-17  
Army Ideas for Excellence

### **Section III Prescribed Forms**

This section contains no entries.

**Section IV**  
**Referenced Forms**

DA Form 1045  
Army Ideas for Excellence Program (AIEP) Proposal

DA Form 2028  
Recommended Changes to Publications and Blank Forms

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**Appendix B**  
**Significant Action Documents**

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

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

k. Fact sheets and memorandums prepared for the CG, the DCGs, and the Deputy Chiefs of Staff (DCS).

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

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

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

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

p. Significant analyses.

q. Test and evaluation documents.

r. Liaison activity reports.

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

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

u. Significant Activity Reports.

v. Published bulletins and newsletters of TRADOC staff activities.

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

x. All operational concepts (e.g., Army Operating Concept; Army Functional Concepts; etc.) and significant interim operational concepts and concept statements.

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

z. Chief of Public Affairs news summaries.

aa. Documents currently not on distribution to the HQ TRADOC MHHO.

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

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**Appendix C**  
**Format of Semiannual Staff Historical Reports (SSHRs)**

**C-1.** The SSHR will be submitted to the director and/or chief of each DCG, DCS, or major staff section for all of their subordinate elements. This may include offices or activities that are listed separately in appendix D. In addition to the transmittal cover memorandum in paragraph 3-2 above, the SSHR will include:

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

**C-2.** The body of the report will be organized by directorate and will include:

- a. A photograph and official biography of the director, senior NCO, and senior warrant officer.
- b. An organizational diagram of the directorate. If the directorate's organization changed during the reporting period, then both the beginning and ending organizational diagrams must be shown.
- c. The directorate's budget, including additional year-end funds and other supplements.
- d. A narrative description of each of the directorate's top accomplishments from the period.
- e. Total length of the SSHR will not exceed 100 pages.

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

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

- (a) External to TRADOC.
  - (b) Internal to TRADOC.
  - (7) Important conferences and meetings.
  - (8) Significant visits to TRADOC schools and other activities.
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**Appendix D**  
**Staff Elements Submitting SSHRs**

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

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

- q. Chaplain
- r. Surgeon
- s. Safety
- t. Equal Employment Opportunity
- u. Quality Assurance Office
- v. Office of Internal Review and Audit Compliance
- w. Chief Knowledge Officer
- x. Direct Reporting Unit (DRU): Rapid Equipping Force
- y. DRU: Asymmetric Warfare Group
- z. TRADOC U.S. Liaison Officers
- aa. International Liaison Officers

## Glossary

### Section I Abbreviations

ACH	Annual Command History
CD	compact disc
CG	Commanding General
DA	Department of the Army
DCG	Deputy Commanding General
DCS	Deputy Chief of Staff
DRU	Direct Reporting Unit
DVD	digital versatile disc
HQ	headquarters
HRC	Historical Research Collection
HRFI	Historical Requests for Information
MHHO	Military History and Heritage Office
NCO	Noncommissioned Officer
RCS	Requirement Control System
SSHR	Semiannual Staff Historical Report
TRADOC	U.S. Army Training and Doctrine Command

**Section II**  
**Terms**

This section contains no entries.

**Section III**  
**Special Abbreviations and Terms**

This section contains no entries.