

DEPARTMENT OF THE ARMY
Pacific Ocean Division, Corps of Engineers
Fort Shafter, Hawaii 96858-5440

PODR 870-1-1

CEPOD-HO

Regulation
No. 870-1-1

1 March 1990

Historical Activities
POD AND DISTRICT HISTORICAL PROGRAMS

1. **PURPOSE.** To establish the general scope, responsibilities and procedures for historical programs conducted by POD and its Districts.

2. **APPLICABILITY.** This regulation is applicable to all organizational elements of POD and its Districts.

3. **REFERENCES.**

- a. AR 25-400-2, The Modern Army Recordkeeping System-MARKS.
- b. AR 870-5, Military History, Responsibilities and Procedures.
- c. AR 870-20, Museums and Historical Artifacts.
- d. ER 10-1-3, Organization and Functions, Divisions and Districts.
- e. ER 870-1-1, Field Operating Activities Historical Programs.

4. **GENERAL.** The history of the United States Army Corps of Engineers forms an important chapter in the history of the United States. No history of this nation would be complete without noting the development of lighthouses, coastal fortifications, flood control, coastal protection, military construction, and the missile defense program. In these as in other engineering and construction programs, the Pacific Ocean Division has played an important role in the growth of United States activities and policies in the Pacific Ocean area, including Korea and Thailand. For this reason, POD will take an active role in ensuring that an accurate, analytical record of its activities is maintained. This will be accomplished through the Historical Program of POD and its Districts.

5. **PROGRAM GOALS.** The primary goal of the POD historical program is to support the planning, engineering, and construction activities of the POD and the Corps through the appropriate application of historical research, analysis, and interpretation, particularly in the areas of policy, programs, and projects. Additional goals are: to develop in POD personnel knowledgeable interest and pride in the history of the Corps of Engineers in general, and the Pacific Ocean Division in particular, and to make the public aware of the activities of the Pacific Ocean Division.

6. **PROGRAM OBJECTIVES.** To accomplish these goals, the objectives of the POD Historical Program are to:

a. Develop and systematically maintain a collection of historical resources that document the evolution, and impact on society, of Corps-related legislation, policies, programs, projects and techniques.

d. Improve policy-making, management, and administration through retrospective analysis and documentation of recurring issues, problems, and decisions over periods of time.

c. Enrich employee and public understanding of POD programs and activities through the preparation of historical publications and the use of retrospective data in external and internal information activities.

d. Enhance the morale, esprit de corps, and proficiency of employees by broadening their perceptions of Corps' activities and strengthening understanding of the principles, concepts, and traditions inherent in Corps programs.

7. RESPONSIBILITIES.

a. Division and District Commanders. The Division and District Commanders will exercise overall supervision of Division and District historical programs by:

(1) Designating a historical program manager, responsible for the implementation and day-to-day management of the program. When a professional historian is on staff, the historian will serve as program manager. The historical program manager will be given the resources to fulfill at least the minimum requirements of the program.

(2) Appointing the members of the Historical Committee.

(3) Reviewing and approving plans for historical projects and activities.

(4) Providing guidance to insure the historical program is conducted in accordance with established policies, goals and objectives.

b. Deputy Commander/Chief of Staff. Will serve as Chairperson of the Historical Committee and provide general management and support of the Division or District historical programs.

c. Directors/Chiefs of Directorates and Separate Offices. Support the Division or District historical program by:

(1) Serving as a member of the Historical Committee as assigned.

(2) Assisting in the identification of historical records and assuring that records are retired in accordance with reference 3a.

(3) Requiring that submissions to the Historical File be submitted to the historian or historical program manager in the time prescribed in paragraph 9.a.(3) below. Submissions will consist of a narrative summary of the major accomplishments of the Division or Office, accompanied by supporting documents. (See para. 9.a.(1) and (2)).

(4) Helping to locate and evaluate historical properties.

(5) Submitting proposals for historical projects and activities to the Historical Committee.

(6) Reviewing and commenting on historical publications pertaining to their areas of responsibility.

(7) Seeking historical analysis for use in policy formulation, program management, and general administration.

d. Historical Committee. Supports and gives guidance to the historical program by:

(1) Providing advice, ideas, and suggestions for developing and implementing the Division/District historical program.

(2) Setting historical program priorities and schedules.

(3) Helping establish guidelines for the identification and preservation of records and other historical resources.

(4) Reviewing and approving drafts of historical publications.

(5) Assuring that all aspects of the Historical Program are coordinated with the Office of History, HQUSACE.

e. Division Historian.

(1) Provides staff support for all aspects of the Division historical program.

(2) Serves as vice-chairperson and recording secretary of the Division Historical Committee.

(3) Develops written guidelines and controls governing Division and District historical programs.

(4) Maintains the Division Historical File.

(5) Prepares the Division Annual Historical Report.

(6) Provides historical support to environmental research projects as requested.

(7) Conducts the Division oral history program.

(8) Prepares and/or oversees the production of Division historical publications.

(9) Conducts policy analysis in support of specific projects as requested.

(10) Provides historical resources to POD Division and Office Chiefs as requested.

(11) Participates in the selection of contract historians and administers the contract after award.

(12) Monitors and gives guidance to District historical programs through periodic contacts and annual visits.

(13) Reviews the District's historical files, Annual Historical Reports, and historical publications.

f. District Historical Program Manager.

(1) Provides staff support for all aspects of the District historical program.

(2) Serves as vice-chairperson and recording secretary of the District Historical Committee.

(3) Maintains the District Historical file.

(4) Prepares District's Annual Historical Report.

- (5) Provides historical support to environmental research projects as requested.
- (6) Conducts the District oral history program.
- (7) Prepares and/or oversees the production of District historical publications.
- (8) Participates in the selection and supervision of the work of contract historians.

8. Organization of the Historical Committee. The following will govern the organization of Division and District Historical committees:

a. The committee will consist of the Division or District historian or historical program manager, and the Chiefs, or their designated representatives, of Engineering, Construction-Operations, Resource Management, Information Management, Contracting, Real Estate, Public Affairs and Administrative Support Services. Additional representatives may be appointed to the committee by the Commander, with preference given to persons with historical background or training, or whose existing jobs relate or can contribute, to the Historical Program.

b. The Division/District Historian will serve as the vice-Chairperson and recording secretary of the committee.

c. The committee will meet no less than twice per year and minutes will be taken of its deliberation and kept as part of the Historical file.

9. Historical Resource Management. The following measures are essential to the management and preservation of Division and District historical resources:

a. Historical File. A central historical file for the permanent preservation of material on the activity's history will be maintained by the program manager. The file should be a record of all significant administrative and operational developments and decisions. The Historical File is not intended merely to duplicate official records; rather it should be considered a complimentary file which would include the papers, both official and non-official, stored in the files of long term POD employees, as well as copies of official records as outlined below. The file should be maintained in accordance with AR 25-400-2, and identified under File No. 870-5b, and should consist of, but not necessarily be limited to, the following:

(1) Summaries of important events, outstanding achievements, and management decisions; memorandums of record; special reports, such as after-action reports; minutes of staff meetings; the Commander's reading file; records of establishment of precedents.

(2) Organization charts; photographs, maps, and brochures; directives; speeches; briefings given the Commander by staff personnel; fact sheets; important letters (including periodic letters from the activity Commander to higher headquarters); newspaper and periodical articles; transcripts of oral history interviews and an updated list of prospective interviewees; a list of historical properties; annual historical reports; and drafts of unpublished histories.

(3) Submissions to the Historical File will be made no later than forty five (45) days after the end of each calendar quarter.

b. Records Management and Library Services. The Division and Districts are encouraged to enhance records management systems by utilizing professional historians to:

(1) Help develop procedures and criteria for the evaluation, organization, retention, and maintenance of historical records.

(2) Screen records targeted for destruction or shipment to regional archives in coordination with the Division or District Records Manager.

(3) Give guidance to scholars and other researchers who request access to agency records.

(4) Monitor historical literature to identify books, reports, and periodicals that should be retained in the Division and District libraries.

c. Historical Properties. Artifacts and other objects that serve as tangible reminders of engineering technology or POD's mission or accomplishments should be identified and protected from theft or deterioration. A list of such artifacts and objects will be maintained and included in the annual summary report. Questions regarding acquisition, storage, preservation, and accounting procedures shall be directed to the Chief, Office of History HQUSACE. The Division and Districts will inventory, preserve, and whenever appropriate, exhibit items such as:

- (1) Scale models
- (2) Original documents
- (3) Display maps, photographs and paintings
- (4) Deeds, patents, plats, and real estate drawings
- (5) Unique engineering equipment
- (6) Test or measuring equipment and samples
- (7) Clothing
- (8) Objects from, or records of, commemorative dedication ceremonies
- (9) Awards, plaques, and medals
- (10) Archaeological resources
- (11) Artifacts from structures

9. Oral History. The Division and Districts will establish oral history programs to conduct interviews with a broad spectrum of military and civilian POD personnel, including, but not limited to: individuals associated with specific skills in civil works and military construction projects, as well as chiefs of major branches and divisions, area and resident offices and project engineers, employees with long time service or who have retired. Such interviews provide background information that is often left out of official records or destroyed. They also preserve the special knowledge and unique experiences of an individual. The following measures are essential to an effective oral history program:

a. Interviews must be conducted by the activity historian or a contract oral historian. The interviewer should be familiar with the agency's mission, policies, programs, and projects.

- b. Each Division and District will conduct no less than two interviews per calendar year.
- c. Interviewers will compile a list of key terms to insure proper spelling of names, places, and the like.
- d. A written consent and statement of restrictions must be obtained from the subjects.
- e. All interviews will be taped, transcribed, edited, and retained in the Historical File.
- f. The Historical File will contain an annually updated list of the names, addresses, and telephone numbers of prospective subjects.
- g. Interviewers will conduct background research and develop an interview agenda with the subjects.
- h. End-of-tour interviews with commanders are required, in addition to the requirements of 9.b above.
- i. One copy of each interview will be forwarded to HQUSACE (CEHO-H), Kingman Building, Fort Belvoir, Virginia, 22060-5577, for inclusion in the Corps of Engineers Oral History Collection.

10. Division and District Histories. The preparation of Division and District histories will be the major priority of agency historical programs. The following measures are essential to the preparation of objective, accurate, and comprehensive histories:

- a. Following completion of the Division or District basic history, updates will be published at five year intervals.
- b. All histories and updates will be prepared by a qualified professional historian either employed or contracted by the division/district.
- c. The narrative will be fully documented and based on:
 - (1) Records retained in the agency offices as well as Federal archives.
 - (2) Books, articles, agency reports, government documents, and other publications.
 - (3) Newspapers, manuscript collections, and other sources retained by historical societies and other private and public repositories.
 - (4) Oral histories and consultations with active agency employees.
 - (5) Interviews with elected officials and key representatives of local interest groups.
 - (6) The Historical File.
 - (7) Annual Historical Reports.
- d. The Division Historian will provide guidance and assistance to the Districts in the preparation of histories and supplements by:

- (1) Offering advice on the scope, contents, and structure of manuscripts.
- (2) Giving guidance on locating historical resources and developing research strategies.
- (3) Reviewing manuscripts prior to their submission to the Chief, Office of History, HQUSACE (CEHO-ZA) for approval.

11. **Historical Monographs and Pamphlets.** In addition to general histories and supplements, the Division and Districts are encouraged to prepare in-depth historical narratives which will provide the Commander and senior managers with a historical perspective on major policy and program related decisions. These may include, but are not necessarily limited to:

- a. Histories of major projects or activities.
- b. Histories of agency administrative and engineering functions such as program development, planning, mapping, surveying, construction, dredging, maintenance, real estate, public affairs, and emergency management.
- c. Studies of the evolution of the agency's relationship with Federal, state, and local governmental entities as well as local interest groups.
- d. Compilations of historic documents, maps, drawings, photographs, biographical profiles, and extracts from oral history interviews.

12. **Public Information.** Division and District offices of Public Affairs should draw upon historical resources in order to enhance and give perspective to:

- a. News releases
- b. Brochures
- c. Speeches
- d. Fact sheets
- e. Articles
- f. Exhibits
- g. Audio-visual presentations
- h. Briefings
- i. Dedications, commemorative, and other public events

13. **Applied History and Program Support.** The Division and Districts are urged to strengthen agency policy and decision-making by utilizing historical resources and analysis. The institutional "memory bank" of the agency and the skills of professional historians can be drawn upon to:

- a. Observe and analyze the evolution and effectiveness of past agency policies, programs, and practices over long periods of time.

- b. More clearly define the roots and subsequent growth of problems.
- c. Strengthen current decision-making by analyzing the consequences of actions taken by former administrators.
- d. Orient new commanders and other top management staff to the recurring challenges of their respective jobs.

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

a. The Annual Historical Report required for each calendar year will be submitted for review to the Division no later than 15 March of the following year.

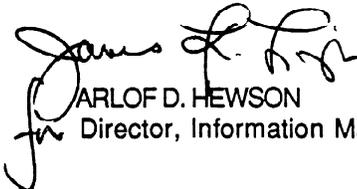
b. The report will be an analytical narrative, which summarizes the District/Division activities during the previous year. Items covered will include, but not be limited to, major civil and military construction projects with yearly progress updates; organizational actions and realignments; personnel strength; emergency operations activities; contract awards; citations and awards, and major programs such as EEO, life-cycle project management, work-for-others, and regulatory permits.

c. The report will include:

- (1) An overview of information contained in the Historical File, with a description of documents added which are considered to have unusual historical significance.
- (2) A list of oral history interviews conducted and transcribed.
- (3) Progress on the preparation of histories, supplements, and other publications.
- (4) Examples of the incorporation of historical subject matter in external and internal information activities.

15. Available Assistance The Districts are encouraged to obtain guidance and advice in planning, implementing, and conducting their historical programs by contacting the Division Historian.

FOR THE COMMANDER:


DARLOF D. HEWSON
Director, Information Management

DISTRIBUTION: (List 89-1)
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