



# 54<sup>th</sup> Engineer Battalion Historian

November 23, 2009



## 1. Purpose

To outline the battalion policies and responsibilities for recording history

## 2. References

- a. AR 870-5, Military History: Responsibilities, Policies, and Procedures
- b. FM 1-20, Military History Operations
- c. CMH, Organizational History
- d. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
- e. AR 740-13, Storage of Organizational Trophies and Related Objects
- f. AR 870-20, Army Museums, Historical Artifacts, and Art
- g. CALL Handbook #09-22, Commander's Guide to Operational Records and Data

## 3. General

The objective of the Battalion Historian is to accurately portray the battalion's role in the Army, past and present, catalog and gather information about the battalion's achievements, and prepare a complete perspective of the battalion for submission to the Center of Military History (CMH), higher headquarters, and for our own records,

## 4. Policy

It is the policy of the 54<sup>th</sup> Engineer Battalion that:

- a. The battalion will have a consolidated history for review by CMH, higher headquarters, or battalion personnel at all times.
- b. Policies outlined in AR 870-5 and AR 740-13 are followed.
- c. Awards and achievements, as well as any significant events will be recorded and cataloged according to the guidelines found in FM 1-20.

## 5. Responsibilities

- a. The Battalion Historian shall:

- (1) Advise the battalion commander in regards to historical analysis and determine the best way to incorporate historical events into present command information messages.
- (2) Support companies by providing historical information and ensuring their records are correct. Ensure that all companies have a historian assigned as an additional duty.
- (3) Organize and prepare historical displays including lineage, honors and battalion history, throughout the battalion area according to AR 740-13 and AR 870-20.
- (4) Track battalion and company unit awards and ensure that proper streamers and awards are displayed.
- (5) Submit annual history report, using AR 870-5, Appendix B as a guideline, to CMH and 18<sup>th</sup> Engineer Brigade.
- (6) Develop and maintain a public organizational history of the battalion.
- (7) Develop, manage and maintain the battalion's historical records to include, but not limited to unit awards, operation orders, fragmentary orders, deployment orders, and company events such as organizational days, etc.

b. Company Historians are responsible for:

- (1) Ensuring that anything of historical value, using the CALL Handbook #09-22 "Commander's Guide to Operational Records and Data Collecting," Chapter Two as a reference, is recorded and maintained as both a digital and hard copy.
- (2) Maintain and preserve company historical files and historical displays in the company area according to AR 740-13 and AR 870-20.
- (3) Submit a quarterly history report to the Battalion Historian using the battalion historical report format.
- (4) Develop and maintain a public, organizational history of the company.
- (5) Ensure proper unit awards and decorations are displayed according to Lineage and Honors provided by the Battalion Historian, AR 670-1, and AR 840-10.
- (6) Post company history and lineage and honors information in company area.
- (7) Address any historical information questions to the Battalion historian.

## 6. Procedures

### a. Quarterly Historical Reports

The battalion's history is driven through the actions of the companies; if there are no actions there is no history which is a lie. So, in order to prevent gaps in the history, all companies must provide the Battalion Historian with, at a minimum, one historical report per quarter.

- (1) The report should be prepared and ready for submission by the middle of the following quarter. i.e. The first quarter's history should be ready by the middle of the second quarter.
- (2) Reports must be approved by the company commander prior to submission.
- (3) Use the format provided, and attach and documents of historical value in both digital and hard copy.
- (4) All submissions will be mad to the Battalion S-5, then reviewed and added to the battalions records.

### b. Historical Documents and Artifacts

- (1) Companies should maintain appropriate historical displays. They help bolster esprit d'corps and foster a sense of belonging to the unit.
- (2) Historical documents and artifacts include but are not limited to:
  - a. Still Photos
    - a. Photos may be taken by the PAO, higher headquarters PAO, or other publication professionals or the Soldiers themselves.
    - b. Photos may be submitted by the company or individuals, but must be accompanied by sufficient information to ensure future recognition of the event or individual photographed.
  - b. Written
    - a. Command Historical Reports may be written by the company commander or company historian.

- b. Organizational histories will be written in a narrative format, to include significant events, major accomplishments and anything else of historical value to help establish esprit d'corps within the company.
- c. Newspaper articles featuring the company or its Soldiers.
- d. All reports written will be copied and submitted with the quarterly report to the Battalion Historian for inclusion in the next annual history report.

c. Artifacts

- a. Companies will coordinate for their own historical displays including displays of trophies, plaques, organizational history, lineage and honors certificate and anything else important to the company.
- b. Displays will be in accordance with AR 870-20 as a historical artifact.

**c. Unit History Requests**

- (1) A company may request its organizational history from CMH, provided CMH has it on file.
- (2) Requests will be processed through Battalion S-5.
- (3) Any information gathered from CMH will be disseminated to the company as soon as it is received.

**d. Requesting Lineage and Honors Certificate**

- (1) Companies who do not yet have a Lineage and Honor Certificate may request one from CMH.
- (2) Requests are to be processed through Battalion S-5.
- (3) Any information gathered from CMH will be disseminated to the requesting company as soon as it is received.

**e. Collection of Historical Data**

- (1) Collection of historical data is the main priority of the battalion's history program.

(2) Excellent collection sources include:

- a. Notes and slides from operations and planning meetings.
  - b. The Internet, much information can be found via the Internet but, make sure you check the sources for credibility to ensure accurate data.
  - c. Personal Monographs, a personal account during a particular time period.
  - d. CMH, The Center of Military History has many hard copy volumes regarding different units in the Army; make sure you use the appropriate unit designation for the time period you are researching.
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