

## **Guidelines for U.S. Army Pacific Annual Historical Summaries**

1. Include a list (full names) of the Command Group for the calendar year.
2. Include a three to five page commander's summary detailing the commander's perspective on the major undertakings and accomplishments of the entire command for the calendar year. A good commander's summary will also include problems encountered and plans to correct those problems.
3. Include a mission and/or vision statement for the command and any changes that occurred during the year.
4. Include the organization of the command.
5. Include in a narrative account the historically significant developments and events that took place in the command during the calendar year (e.g., major activities, accomplishments, challenges, policies, programs, projects, training, operations, force modernization, fielding of equipment, fiscal management, etc., which had an impact on the command). Each directorate/office should include its mission and any changes in the mission during the year along with its personnel strength. Including an organizational chart is highly recommended. The narrative will probably come from feeder-type reports submitted by the directorates/offices. The historical officer will collect these individual reports and compile them into one consolidated report. The chapters of the report may be organized by directorate/office or by themes.
6. Avoid giving routine events (e.g., award ceremonies, picnics, Christmas balls, etc.) too much attention.
7. Include introductions and conclusions to chapters.
8. Include a table of contents.
9. Including a chronology of significant events, while not mandatory, is helpful.
10. Including captioned photographs may be considered.
11. Identify all acronyms and abbreviations used in the report, at least when first used.
12. Use Arial, 12 inch font in Word.
13. Use military style dates (day/month/year).