



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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FORT BELVOIR, VIRGINIA 22060-6221**

December 9, 2015

MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Directive-Type Memorandum (DTM) 15-011 – DLA History Program

Reference: DoDD 5105.22, "Defense Logistics Agency," May 17, 2006.

Purpose. This DTM establishes policy, assigns responsibilities, and provides procedures for the development and execution of the Defense Logistics Agency (DLA) History Program in accordance with the authority in Reference [DoDD 5105.22]. This DTM underscores the importance for DLA to maintain a structured approach to preserve, critically interpret, and disseminate military history; provide historical advice; and stimulate historical mindedness within the Agency. This policy is effective immediately and defines authorities and responsibilities across the Agency. This DTM will be converted to a new DLA instruction and published within 12 months from the date of DTM issuance.

Applicability. This DTM applies to all DLA activities.

Policy. It is DLA policy to institutionalize the DLA History Program. The mission of the DLA History Program is to provide professional, effective, efficient, and full-spectrum historical support and assistance to the Director, senior leaders, and all activities of the Defense Logistics Agency. This mission will be accomplished by:

- a. Preserving the institutional memory of DLA.
- b. Writing the official history of DLA in combat, stability, and humanitarian operations.
- c. Providing historical support in decision making.
- d. Providing military history instruction in the education of DLA personnel.
- e. Supporting leadership and professional development.
- f. Enhancing Agency pride and cohesion.
- g. Supporting public and Agency information activities.

Responsibilities.

a. CHIEF OF STAFF. Under the direction, control, and authority of the Director, DLA, the CoS will:

- (1) Establish and sustain the DLA History Program.
- (2) Ensure Headquarters Complex (HQC) directors and Primary-Level Field Activity (PLFA) commanders comply with this policy.
- (3) Mediate coordination impasses between organizational directors and commanders.

b. J- and D-CODE DIRECTORS, PLFA DIRECTORS AND COMMANDERS.

- (1) Designate an additional duty history point of contact to coordinate with the DLA Chief Historian in support of this program and policy.
- (2) Collect and send historically significant DLA paper and electronic materials<sup>1</sup> to the DLA History Program POC.
- (3) Participate in all aspects of the DLA History Program, as outlined below.

c. HISTORIAN. Plan, implement, and execute the Agency History Program:

- (1) Provide oversight activities and management controls.
- (2) Write and publish annual historical reports.
- (3) Conduct oral history interviews.
- (4) Maintain unclassified research collections.
- (5) Provide speechwriter support, as requested.
- (6) Write historical monographs and manuscripts.
- (7) Provide historical professional and leader development, as requested.
- (8) Create public history products.
- (9) Acquire and display artifacts and historical artwork.
- (10) Serve as advisor for memorialization and heritage activities.

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<sup>1</sup> Examples of materials include, but are not limited to, photos, newspaper articles, magazines, white papers, interviews, brochures, briefing charts, videos, audio files, etc.

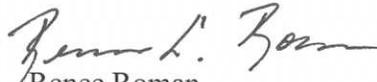
Procedures. The DLA History Program will focus on the processes and functional areas outlined in "History Office Procedures" (attached) to provide institutional memory through accurate and timely historical information, well-researched studies and analyses, and historical and perspective insight to support the Director and staff in military problem-solving and decision making.

Information Requirements. Send documents, photos, audio visual files, and other materials of historical significance to the DLA Chief Historian. The Chief Historian will accept both hard-copy and digital submissions, and will ensure materials donated to the archives are vetted and assessed for historical authenticity and validity. This DTM ensures that products generated by the historians will conform to professional historical standards. For oral history requirements, send DLA Form 33, Access Agreement for Oral History Interviews, to the DLA Chief Historian for processing.

Internal Controls. NA

Releasability. UNLIMITED. This DTM is approved for public release and is available on the Internet from the DLA Issuances Internet Website at <http://www.dla.mil/Issuances/>.

My POC is Chrissie Reilly, (703) 767-6428, [christine.reilly@dla.mil](mailto:christine.reilly@dla.mil).

  
Renee Roman  
Chief of Staff

Attachment:  
As stated

ATTACHMENTHISTORY PROGRAM PROCEDURES1. PROCEDURES.

a. Annual historical reports: The DLA History Program will collect unclassified input from all PLFAs and J- and D-code staff directorates to write an annual historical report that documents the Agency's initiatives, achievements, and major changes for the specified year. Information from throughout the Agency will ensure the History Program is able to produce a balanced and unbiased account of the activities and events for that year.

b. Oral history interviews: The DLA History Program will conduct, transcribe, and edit oral history interviews for addition to the historical collection. Oral history interviews are unclassified recorded interviews between the History Program and senior leaders, commanders, initiative leaders, and retirees who provide insight on the history and heritage of the Agency. The interviews are unofficial records that document the motivations and behind-the-scenes events that inform the decision-making process. They are an invaluable historical resource for future leaders, Agency employees, and researchers. In accordance with DLA Form 33, "Access Agreement for Oral History Interviews," interviewees have the opportunity to edit the transcripts of the interviews before they are finalized.

c. Historical research collection: The DLA History Program will create and maintain an archives with historically significant unclassified materials from the DLA as well as its immediate organizational predecessor, the Defense Supply Agency (DSA). This collection will represent of the Agency as a whole, to include documentary materials from Headquarters, the PLFAs, and the J- and D-code staff directorates. These materials will be organized into record groups for ease of retrieval and long-term custody, and will be retained indefinitely.

d. Speechwriter historical support: The DLA History Program will, when requested, provide historically accurate, timely, and relevant information to the support the speechwriter. The speechwriter is an expert in strategic communications and crafting messages on behalf of the Director for the appropriate audience. The History Program will assist in this mission by making historical information accessible and relatable for use by the speechwriter.

e. Historical monographs and manuscripts: The DLA History Program will write unclassified monographs and manuscripts on DLA history that meet a professional academic standard. These monographs and manuscripts will be based on narrative historical analysis of archival materials, and cover topics such as Warfighter support, humanitarian operations, and business efficiencies.

f. Professional/leader development: The DLA History Program will provide historical analysis to the senior leadership and chain of command to assist in problem-solving and decision-making. This can be accomplished in a variety of ways, depending on the specific audience and message. Some examples include history briefings, written materials, staff rides,

presentations, or a combination of methods.

g. Public history: The DLA History Program will deliver products that reflect the highest level of historical professionalism. The History Program will provide assistance with historical inquiries to leadership, the Agency workforce, and the public. In addition, the History Program will develop and maintain connections with other military and academic historical organizations as well as professional ties to history groups and publications. The DLA History Program will conduct historical outreach to the Agency and the public through written works, presentations, meetings, and continued professional development.

h. Artifact/historical artwork: The DLA History Program will provide support for the acquisition and display of historic artifacts and historical artwork in the McNamara Headquarters Complex. This includes coordinating with the service museums and art collections for assistance in acquiring relevant items. The DLA History Program will serve as the point of contact for obtaining artifacts or historic artwork on loan from other agencies.

i. Memorialization and tradition: The DLA History Program will serve in a historic advisory capacity for the memorialization and tradition of the Agency. Historical support will be provided to senior leadership and the Agency on such matters as memorials, memorialization, and supporting military history commemorative events.