

## **ARMY HERITAGE CENTER FOUNDATION VETERANS ORAL HISTORY PROJECT CHECKLIST**

- Sign release forms (include parental signatures for minors)
- Review Avoiding Classified Material List

Start the recording equipment and begin the interview with the following statement (fill in the blanks with the correct information so you can read the statement fluidly):

**This is \_\_\_\_\_ with the Army Heritage Center Foundation. Today is [DATE], and we are at [LOCATION] to conduct an oral history interview of [VETERAN STATES HIS NAME], a veteran of [SERVICE] for the Veterans Oral History Project. In addition, today's interviewers are [student(s) state their name(s)].**

Thank the interviewee for sitting down to talk with you today.

Ask the following required questions:

- What is your full name? Can you please spell it out?
- What is the highest rank or grade you held in the military?
- To the best of your ability, can you please list the units you served in, the dates you were with the unit, and your position while in that unit?
- Were you an officer or enlisted?
  - (ENLISTED) What was your enlistment date and where did you enlist?
  - (OFFICER) When did you receive your commission and where?
- THESE QUESTIONS CAN BE ASKED IN A WAY THAT WORKS WELL FOR THE INTERVIEW.
  - Where were you born?
  - What did you parents do?
  - Did anything in your life influence you to join the military?
  - Why did you join the military?