



**Army Heritage Center Foundation
Veterans Oral History Program
Veteran Packet**

Program Overview

As a participant in the Veterans Oral History Program, you will meet with and be interviewed by students from Cumberland Valley High School. The resulting recording will be submitted to the U.S. Army Heritage and Education Center, or other appropriate archive, for preservation as part as the historical record of the nation.

The purpose of the program is twofold:

- To honor veterans and preserve their stories for posterity.**
- To provide students with a meaningful educational experience.**

You will be interviewed by a student team (usually two students) twice. The first interview is an opportunity to let the students get to know you and to get a basic overview of your service. The second interview is an opportunity for the students to ask specific questions after conducting research into the time period in which you served. Army Heritage Center Foundation staff will be present for the interviews to handle recording equipment and assist you and the student team in conducting the interview.

After completing the second interview, the students will be required to complete a final assignment that includes summarizing your service and reflecting on their interview experience and what they have learned about history, citizenship, and the nature of service and sacrifice.

This packet contains information on what is expected of the students who participate in this program. This packet also includes an informational sheet providing assistance on how to avoid the discussion of classified material as well as the appropriate release forms the Foundation will need you to read and sign. Foundation staff members are available to assist you at any stage during this project.

Expectations

Students are expected to:

- Complete all paperwork and obtain all necessary permissions to participate in the program.
- Meet with the veteran at Cumberland Valley High School to conduct an initial interview.
- Review the recording of the interview and conduct background research to prepare follow up questions for the second interview.
- Meet with the veteran at Cumberland Valley High School for a follow up interview.
- Review the recordings of both interviews and write a one-page summary of the veteran's service.
- Complete the final assignment of writing a two-page paper reflecting on what you have learned from the interviews.

ARMY HERITAGE CENTER FOUNDATION AVOIDING CLASSIFIED MATERIAL

The United States Army has identified the following areas that you should avoid discussing during your interview:

- Intelligence Sources and Methods
 - Human Intelligence (HUMINT) is information gathered by human sources, undercover activities, or counterintelligence (CI) operations.
 - Imagery Intelligence (IMINT) is photo/video information gathered by airborne platforms, infrared sensors, or hand-held photography.
 - Signals Intelligence (SIGINT) is radio wave transmissions gathered by ground sensors, airborne platforms, or field stations.
 - Measurement and Signals Intelligence (MASINT) is measurements collected from acoustic, magnetic, seismic, or thermal sources.

- Nuclear/Biological/Chemical (NBC) Information
 - Weapon systems that are NBC capable.
 - Storage sites, foreign or domestic, and NBC development/testing sites.
 - Locations of nuclear weapons, past or present.
 - DO NOT identify any country or specific location.
 - EXCEPTIONS:
 - CONUS (with No further elaboration of location)
 - Republic of Germany and the UK (with No further elaboration of location)
 - Identification and location of nuclear capable units is unclassified, but the location of nuclear weapons IS classified.

- Cryptologic: Vulnerabilities or capabilities of communication equipment.

- Weapon Systems (Currently used by the Army or Allies)
 - Design, performance, capabilities, limitations, or vulnerabilities.
 - Armor protection and ballistic vulnerabilities.
 - System accuracy, reaction times, or lethality and min or max effective range.

- War Plans, OPLANs, MOBPLANs, and CONPLANs can reveal:
 - Planning concepts.
 - Deployment of forces.
 - Sensitive tactics, techniques, procedures, and clandestine operations.

- Foreign Government Information
 - Foreign Military sales and data exchange agreements.
 - Sensitive weapon deployment(s) and Special operations.
 - Bilateral operations/activities and bilateral intelligence sharing agreements.

ACCESS AGREEMENT FOR ORAL HISTORY MATERIALS

<p>FROM:</p> <p align="center"><i>PLEASE ENTER YOUR CONTACT INFORMATION IN THE SPACE PROVIDED ON THE BACK OF THIS FORM</i></p>	<p>TO:</p> <p align="center">Army Heritage Center Foundation P.O. Box 839 Carlisle, PA 17013</p>
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1. I, _____ am participating in the Army Heritage Center Foundation's Veterans Oral History Program during the _____ school year. I hereby consent to the following releases covering any and all recordings produced during the course of my participation in this program.
2. I understand that the recording(s) and the transcript resulting from my participation in this program will belong to the Army Heritage Center Foundation (AHCF) to be used in any manner deemed in the best interests of the Foundation, as determined by the Executive Director, Education Director, or their representative(s). The Foundation will provide me with a copy of all recordings for my own use.
3. I hereby expressly and voluntarily relinquish all rights and interests in these recordings and any resulting transcripts to the Army Heritage Center Foundation with only the following caveat: *(Please initial one)*

_____ NONE _____ OTHER

4. AHCF supports the U.S. Army Heritage and Education Center (USAHEC) and plans to transfer my oral history to the USAHEC archives. I understand that when transferred, the recording(s) and transcripts resulting from this oral history may be subject to the Freedom of Information Act and may be releasable to the public. I further understand that, within the limits of the law, the Army Heritage Center Foundation will attempt to honor the restrictions I have requested to be placed on these materials.

Name and signature of Interviewee:	Date:
Name and signature of Interviewer (and parent or legal guardian, if under 18):	Date:
Accepted on behalf of the Army Heritage Center Foundation by:	Date:

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Please provide the following information:

Name:	
Address:	
City:	
State:	
ZIP:	
Home Phone:	
Cell Phone:	
Email:	

**ARMY HERITAGE CENTER FOUNDATION
PHOTOGRAPHY/FILMING RELEASE FORM**

I, _____, on behalf of myself, heirs and assigns, do hereby agree to be photographed and/or filmed on or about _____, and on behalf of myself, heirs and assigns, I do hereby assign and grant the Army Heritage Center Foundation and its assigns and their affiliates and successors (collectively hereinafter "Assigns") all right, title, and interest to and permission to copyright, use, publish, and republish photographs/films of me taken on or about such date, and negatives and reproductions thereof, in any form, whether in whole, part or composite form, electronic, digital or conventional; blurred, altered or distorted; in color or black and white; video or otherwise for advertising, newsletters, marketing brochures, training materials and marketing materials, internal and external distribution or any other lawful purpose in any lawful manner anywhere in the world and/or on the worldwide web. I hereby waive any right to inspect or approve any final product of my photographs/films. I acknowledge that you will rely on this permission, potentially at substantial cost to you, and I hereby agree not to assert any claim of any nature whatsoever against anyone relating to the exercise of the permission granted hereunder.

I have been advised that I am not required to be in the photographs/films, and I have voluntarily appeared for the photographs.

I have read and understand the above.

Signature:

Date:

Complete the following if the above individual is a minor:

I hereby warrant that I am the parent and/or guardian of the individual named above, a minor under the age of consent, and have full right and capacity to contract in my own name and my child's name with respect to the above.

Name: _____

Signature:

Date:

ARMY HERITAGE CENTER
FOUNDATION

Memorandum for Record

To: Jeff Hawks

Date: _____

Re: Permission to Use Photos and Images

I, _____ hereby give the Army Heritage Center Foundation permission to use photographs, images, or other items from my personal collection for education programs.

Printed Full Name: _____

Signature: _____

Date: _____

(Use this form if the Veteran has photographs, images, or other items to share. If the veteran is leaving original items that he or she needs returned, you must also fill out the leasing agreement on the following page.)

**Army Heritage Center Foundation
Item Leasing Receipt**

I, _____, on behalf of myself, heirs, and assigns, do hereby agree to lease personal items on or about _____, and on behalf of myself, heirs, and assigns, do hereby assign and grant the Army Heritage Center Foundation and its assigns and their affiliates and successors (collectively hereinafter "Assigns") the right to borrow the listed items below. The items will be on lease until myself, heirs, or assigns wish for it to be returned. I will give the Army Heritage Center Foundation at least 24 hour notice from when the items will be returned.

Signature:

Items being Leased:

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?