NGUT-HIS 30 July 2023

MEMORANDUM FOR UTNG HISTORY OFFICE

SUBJECT: Utah National Guard Oral History Program

1. Oral history activities focus on persons, events, and topics of historical interest to the Army and Air Force. They are conducted to obtain historical information that may not otherwise be recorded.
2. The following types of interviews will be conducted by the command historian.
	1. The biographical interview normally covers the career of an individual. This interview will be conducted at the time of retirement for all general officers, members of the army staff, command chief warrant officer, state command sergeant major and major subordinate command commanders and command sergeants majors/chief master sergeants. Retired officers and command sergeants majors/chief master sergeants of the Utah National Guard who were previously assigned to one of the above positions will be contacted to participate in such an interview.
	2. The exit interview, conducted near the end of a person’s tour of duty, centers on the experiences of a commander, project leader, program director, staff officer, or other key individual in a particular assignment. Any person not covered by the biographical interview when leaving a key position will conduct an exit interview.
	3. The subject/after-action interview concentrates on a single event or operation/exercise. This interview will be conducted for the commander and command sergeants major/first sergeant/chief master sergeant upon release from active duty for mobilization for all UTNG units.
3. At the beginning of each interview, the following statement and questions will be read/asked:
	1. This is *Interviewers Rank/Name*, Utah Army/Air National Guard. Today, I am going to interview *Interviewees Rank/Name*. The interview is being conducted at *Location, City/State.* Today is *Date/Time.*
	2. *Can you say and spell your first name? Are you sitting for this interview voluntarily? Do you have any objections to the interview being used by historians or researchers, with the understanding that you will be quoted or cited accurately? Do you understand that you may choose not to answer questions and that you may stop this interview at any time?”*
4. Unit Historical Officers who conduct oral histories at the unit level will ensure a copy of the oral history is forwarded to the command historian.
5. All interviews will be transcribed commensurate with program, mission, and classification requirements and original recordings will be retained.
6. Detailed guidance on Army oral history methods and procedures are contained in a CMH publication entitled *U.S. Army Guide to Oral History,* which is available from the command historian.
7. Please refer questions or comments on this program to Joel Bragg at joel.c.bragg.civ@army.mil.

 JOEL C. BRAGG

 CIV

 UTNG Command Historian