INTRODUCING DIGITAL CURATION INTO THE ARMY HISTORICAL PROGRAM

The Army Historical Program is the collective effort of a number of United States Army historical organizations to capture, record and preserve the history of the United States Army. The program is led by the United States Army Center of Military History (CMH) at Fort McNair in Washington, D.C. CMH creates the regulations and procedures for collecting, exhibiting, recording and regulating historical materials, and includes other organizations and individuals, including the United States Army Heritage and Education Center (USAHEC) and the Army Museum System.

Digital Curation Initiative 1:
Develop and implement a Digital Curation Plan for the United States Army Heritage and Education Center at Carlisle Barracks in Carlisle, Pennsylvania from 2008-2012.

**Goals**

- Develop a Digital Curation program for USAHEC
- Increase access to and the preservation of USAHEC’s historical holdings
- Eliminate repetitive scanning and redundant files
- Streamline USAHEC’s scattered digitization and scanning efforts
- Incorporate digitization into USAHEC’s registration, archival processing and patron services workflows
- Increase access to and the preservation of USAHEC’s historical holdings consistent with its mission
- Support the Mission, the Army and entities within the Army Historical Program and meet the demands, expectations and procedures for collecting, exhibiting, recording and regulating historical materials
- Develop and implement a Digital Curation Plan for USAHEC
- Increase user training to entire USAHEC offices, museums, libraries, etc.

**Short term 1-3 years**

- Develop a large scale independent digitization capability for USAHEC
- Work with the Army Corps of Engineers, MSF designers and future needs of the staff and end users in its navigation and delivery of results.
- Provide overview and end user training to entire USAHEC staff
- Train designated staff on upload procedures and metadata creation
- Design workflows with key staff and stakeholders
- Develop digitization standards (image capture, file size, metadata, file storage, etc.)
- Review the capabilities of the DDS and work with contractor to update and improve them in order to meet the current and future needs of the staff
- Review USAHEC’s digital asset management system
- Replace the DDS
- Grow the capability

**Long Term 2-5 years**

- Design and equip a digitization laboratory in the Museum Support Facility (MSF)
- Develop preliminary equipment requirements, large format scanner, lighting, wiring, etc.
- Work with the Army Corps of Engineers, MSF designers and facility managers to design laboratory layout, work spaces, ambient lighting, window coverings, utility requirements, wall color, furniture, etc.
- Identify personnel requirements
- Identify training requirements
- Review workflows
- Grow the capability
- Develop and implement a Digital Curation Plan for the United States Army Heritage and Education Center 4. Incorporate digitization into USAHEC’s registration, archival processing and patron services workflows
- Increase access to and the preservation of USAHEC’s historical holdings consistent with its mission
- Support the Mission, the Army and entities within the Army Historical Program and meet the demands, expectations and procedures for collecting, exhibiting, recording and regulating historical materials
- Develop and implement a Digital Curation Plan for USAHEC
- Increase user training to entire USAHEC offices, museums, libraries, etc.

**Digital Curation Initiative 2:**
Introduce digital programs and curriculum into the training of Army Museum System professionals in the History, Art and Archives Career Program (6x) starting in 2014.

The purpose of the Army Civilian Training, Education and Development System (ACTEDS) is to provide for the systematic training, education and development of Army career civilians. Centrally funded, ACTEDS also provides general information and guidance on the management of career programs including: career progression ladders, competencies, Master Training Plans, mobility and continued service requirements.

The Museum, History and Archives Career Program (6x) is for Army Civilians who provide historical services and work in a variety of history related positions at all levels of the Army from installations to headquarters. In 2012 both core and functional competencies were developed for professionals within Career Program 6x (CP61). Formal training courses for CP61 professionals were also developed and later implemented in 2013.

I was invited to develop and teach a section for the 2014 Advanced Army Museum Training Course on the basics of building digital collections and digital curation. My class was the first if its kind and was well received by the students. Digital programs and digital curation have now become a part of the CP61 training curriculum for Army Museum professionals.

The path forward: continue to assess skill levels, needs and interests from CP61 professionals and develop curriculum and training materials accordingly.

MOLLY BOMPANE - CHIEF CURATOR, U.S. ARMY EUROPE  
LUCIUS D. CLAY KASERNE, WIESBADEN, GERMANY  
MOLLY.A.BOMPANE.CIV@MAIL.MIL  
POSTER # 200   IDDC 2015