

**Army Regulation 220-15**

**Field Organizations**

# **Journals and Journal Files**

**Headquarters  
Department of the Army  
Washington, DC  
1 December 1983**

**Unclassified**

# ***SUMMARY of CHANGE***

AR 220-15

Journals and Journal Files

This is a transitional reprint of this publication which places it in the new UPDATE format. e new UPDATE format.

Effective 1 January 1984

**Field Organizations**

**Journals and Journal Files**

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By Order of the Secretary of the Army:

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*General, United States Army  
Chief of Staff*

Official:

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*Major General, United States Army  
The Adjutant General*

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**History.** This UPDATE printing publishes a reprint of this publication, which was last published on the date shown above. Since that time, no changes have been issued to this publication.

**Summary.** This regulation, which covers preparation and maintenance of journals and

journal files, has been revised. This revision provides a sample form and format for a journal, provides for disposition of journal files, describes what types of information will be entered in a journal, sets forth responsibilities for preparing a journal, and adds the requirement that only one side of a journal form may be used.

**Applicability.** This regulation applies to all organizations involved in the preparation and maintenance of journals and journal files in the Active Army, Army National Guard, and US Army Reserve.

**Proponent and exception authority.** Not applicable.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Army management control process. Supplementation.** Supplementation of this regulation is prohibited unless prior approval

is obtained from HQDA (DAMO–ODS), WASH DC 20310.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAMO–ODS), WASH DC 20310.

**Distribution.** Active Army, ARNG, and USAR: A, B, C, and D.

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\*This regulation supersedes AR 220–15, 12 March 1973.

**RESERVED**

## 1. Purpose

This regulation prescribes policies, responsibilities, and procedures for preparing and maintaining journals and journal files.

## 2. References

Required publications are listed below.

a. AR 340–18–2 (Maintenance and Disposition of Planning, Programming, Management, Historical, and Combat Development Functional Files). Cited in paragraph 6d.

b. FM 101–5 (Staff Officers' Field Manual: Staff Organization and Procedure). Cited in paragraph 7b(2).

## 3. Explanation of terms

a. *Journal*. Chronological record of events pertaining to a unit or a staff section during a given period.

b. *Journal file*. A file containing material necessary to support entries in the journal.

## 4. Responsibilities

a. The Deputy Chief of Staff for Operations and plans will establish policies and procedures for the preparation and maintenance of journals and journal files.

b. Journals will be prepared and maintained by the following:

(1) During wartime: Organizational chiefs of staff and directors of each general, directorate, and special staff section in all Army groups, armies, corps, divisions, logistical commands, and other tables of organization and equipment units of comparable size and responsibility.

(2) In combat zone during wartime: Commanders of brigades, groups, regiments, task forces, combat commands, battalions, and separate companies. These unit commanders may maintain journals for the entire command or, at the discretion of the commander or higher authority, for each staff section.

(3) Commanders of units listed in (1) and (2) above, while—

(a) Involved in training maneuvers of battalion or greater strength.

(b) Extending aid to civil authorities in the event of riots, disasters, and declarations of martial law.

(c) Performing occupational or civil affairs duties.

(4) Any unit at any time at the discretion of its commander or higher authority.

## 5. Objectives

Journals and journal files are designed to do the following:

a. Assist in a more efficient conduct of operations.

b. Provide a ready reference for the commander and staff and for higher and lower headquarters.

c. Serve as a record for training matters, operational reviews, and historical research.

## 6. Guidance

a. Differences in size, organization, and missions of units and staff sections preclude rigid adherence to a model form of journal. However, DA Form 1594 (Daily Staff Journal or Duty Officer's Log), shown at figure 1, provides an example.

b. Journal forms must be used on one side only because of the following:

(1) Legal and historical information is recorded in the journal.

(2) Problems encountered with normal "bleed through" characteristics.

c. Journals normally will cover a 24-hour period.

d. Journals and journal files will be maintained and disposed of under AR 340–18–2.

## 7. Procedures

a. Accurate data with sufficient detail to fix the time and place and describe important events will characterize all entries in the journal.

(1) Events will be recorded as they occur. Examples are listed below.

(a) Purposes, subjects, and conclusions of command conferences will be described briefly.

(b) Command decisions will be set down.

(c) Plans will be summarized.

(d) Movements of units, down to company, battery, and troop level, will be described; this description will enable their locations to be pinpointed and traced.

(e) Dates of changes of command will be set down; these entries will include initial assumption of command.

(f) Change in unit status will be shown; examples are activation, inactivation, redesignation, reduction to zero strength, and assignment.

(2) The following will also be noted:

(a) Liaison activities.

(b) Training activities.

(c) Weather and other conditions influencing operations.

(d) Visits of commanders and staff officers of higher and adjacent units.

(3) Synopses of written, oral, electronic, and visual messages and orders will be entered and identified for future reference.

(4) At the close of each period, the following will be entered:

(a) Summary of important events which took place during the period. This summary should include, in particular, the reasons behind decisions and happenings.

(b) Plans for the following period.

b. Preparation of the journal can be eased by referring to the sample—

(1) DA Form 1594 at figure 1.

(2) Forms in FM 101–5, paragraph 2–16.

c. A journal file will contain material necessary to support the entries in the journal itself. The journal file will include the information listed below.

(1) Copies of orders.

(2) Periodic reports of the unit and its subordinate and attached units.

(3) Available periodic reports of higher and adjacent units.

(4) Messages.

(5) Memorandums

(6) Conference notes.

(7) Maps.

(8) Overlays.

(9) Firing charts of artillery units, when applicable.

(10) Personnel reports.

(11) Ammunition expenditure reports.

(12) Other statistics and data considered appropriate.

DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG						PAGE NO.	NO. OF PAGES
For use of this form, see AR 220-15; the proponent agency is Office of The Deputy Chief of Staff for Operations & Plans.						1	
ORGANIZATION OR INSTALLATION			LOCATION	PERIOD COVERED			
G1 Section HQ, 20th Inf Div			Fort Gillem, GA	FROM		TO	
				HOUR	DATE	HOUR	DATE
				0001	9 Nov 19--	2400	9 Nov 19--
ITEM NO.	TIME		INCIDENTS, MESSAGES, ORDERS, ETC.	ACTION TAKEN	INL		
	IN	OUT					
1	0001		JOURNAL OPENED				
2		0710	G1--to Stf meeting. Returned 0730				
3	0730		JA--Submitted rept on courts-martial cases tried during the past week.	S--F			
4		0738	G4--CofS approved req to employ 100 civ in cbt svc spt units in div rear area.	S			
5	0900		AG--100 repl rec yesterday and 200 repl are expected today.	G3, CofS			
6	1016		PM--Submitted rpt on stragglers re-directed during past week.	S--F			
7	1047		CG--No civ will be employed fwd of the DISCOM area.	S--T			
8	1130		G1--1st Corps, stf visit concerning various G1 matters.				
*	*		* * * * *	* * *			
12	1500		G1--1st Corps, new loc of fwd repl bn.	M--S--T			
13	1600		CofS--Div CG announced that all off commissioned through battle-field appointment will be asg to their present bn and may be asg to their present co when vacancy exists.	S--T			
14	1700		AG--A large number of 100 repl rec yesterday arr with equip shorta-	G3, G4, CofS G1, 1st Corps			
LEGEND							
M--Situation Map							
S--Staff Distribution							
T--Distribution to Soldiers							
F--File							
TYPED NAME AND GRADE OF OFFICER OR OFFICIAL ON DUTY						SIGNATURE	

DA FORM 1594  
NOV 68

PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

Figure 1. Sample of a completed DA Form 1594 used as a journal

**Unclassified**

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