UNITED STATES ARMY
CMH
CENTER OF MILITARY HISTORY

Army Historical Resources Online - Classified

AHRO-C Fact Sheet and FAQ

1. Introduction
1.A. The U.S. Army Center of Military History's (CMH) Army Historical Resources Online – Classified (AHRO-C) system is classified at the SECRET level and is accessible via Secure Internet Protocol Routing Network (SIPRNET) at: https://search.history.army.smil.mil

1.B. AHRO-C is a search engine for operational data coming out of the various operations in support of the Global War on Terrorism. AHRO-C is a classified system that requires a minimum of a SECRET clearance to access. The information is for U.S. Government purposes only; no foreign access is allowed.

2. What is AHRO-C and Why Was it Built?
Built primarily to support authorized researchers in the Army community, AHRO-C is a fast, scalable, flexible, and accurate full-text search system providing access to more than 123 million U.S. Army operational files classified up to the SECRET level. AHRO-C data is U.S. Army historical records comprised of unaltered paper and digital files submitted by Army field units. Created in response to Secretary of the Army 1 July 2013 memo instructing the Center of Military History to record and sustain operational records.

3. Who Updates AHRO-C Information, and When?
Data files in AHRO-C are added on an ongoing as-available basis. Military History Detachment units or staff assigned to Army field units can send information electronically or physically to the Center of Military History, where CMH staff review the materials for inclusion in the system.

4. How Do I Register To Access AHRO-C?
4.A. Before accessing the system for the first time, you must email a copy of your current PII training and Cyber Awareness Challenge certificate to: usarmy.mcnair.cmh.mbx.cmh-ahro-c-helpdesk-email@mail.mil. If you do not have these certs, training is available through ALMS or JKO.

4.B To register for AHRO-C:

4.B.1. Access the website on SIPR at: https://search.history.army.smil.mil.

4.B.2. Click on "Register as a new AHRO-C User"

4.C.3. Enter the requested information. You may save your progress and return later to complete your registration process.

4.D. Upload Privileges.

4.D.1 Uploaders are define as individuals who have been designated to collect and preserve Army historical data.
4.D.2. If you need upload privileges, include that in the **Justification block**, or otherwise the privileges will default to research access only.

NOTE: Due to limited access to SIPR during the COVID 19 pandemic, please email AHRO-C Admin at: usarmy.mcnair.cmh.mbx.cmh-ahro-c-helpdesk-email@mail.mil to notify them an account request was submitted. Please be aware the approval process will be delayed.

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5. How Do I Upload My Files?

5.A. Persons with upload privileges can submit files of any size through the AHRO-C upload capability but files must be zipped before submitting. Instructions on how to create zipped files are below.
5.B. To upload records:
5.B.1. Go to the computer that contains the files you wish to upload.
5.B.2. Identify the files you wish to upload.
5.B.3. Combine and compress those files into a single zip file (see paragraph 8 **How to Zip Files** for instructions). You will upload that zip file, **not** the several original source files.
5.B.4. Copy the zip file(s).
5.B.5. Using your SIPRNET token, log into SIPRNET.
5.B.6. From SIPRNET, open an Internet Explorer browser and log into AHRO-C at https://search.history.army.smil.mil (see **How Do I Access AHRO-C** for instructions, above)
5.B.7. After successfully logging on, select the **Upload** link in the banner at the top right of the page
5.B.8. There are two ways to select files from the web page:
5.B.8.A. Drag and Drop: Drag the selected file from Windows File Explorer onto the drop zone on the web page.
5.B.8.B. Click the Select Files button: A dialog will open. Navigate to the folder where the zip file is located. Select the file(s) and click OK.
5.B.9. After selecting the file(s) to upload, you can upload all of them at once or you can select an individual file to upload. To select all files at once, click the **Upload** button at the top of the section. To upload an individual file click the **Upload** button next to each specific file.

6. COVID-19 Specific File Repository. If you are uploading data specific to the Army's response to the outbreak of pandemic COVID-19, please include that notice on the upload page. This is a drop-down option for Collection Effort or as a specific "COVID-19" check box. (This instruction sheet will be updated as that interface is finalized.)

7. Who Do I Contact for Additional Information or Support?

7.A. For further information, SIPR email usarmy.mcnair.cmh.mbx.cmh-ahro-c@mail.smil.mil (SIPR) or usarmy.mcnair.cmh.mbx.cmh-ahro-c-helpdesk-email@mail.mil (NIPR).
7.B. For help using AHRO-C, download a copy of the current AHRO-C User Guide from within the system (top right of the screen). The guide provides answers to frequently asked questions and offers several tricks and explanations to improve search results.
7.C. For additional help, you may contact the AHRO-C team via email at:
7.C.1. SIPR: usarmy.mcnair.cmh.mbx.cmh-ahro-c@mail.smil.mil

7.C.2. NIPR: usarmy.mcnair.cmh.mbx.cmh-ahro-c-helpdesk-email@mail.mil

8. How to Zip Files.

8.A. Zipping files compresses them so they take up less space, and makes transferring and sharing files more efficient. You can zip files or folders in Windows 10 directly from File Explorer–no third-party tools are needed. Limit the amount of materials you are zipping at one time to 10 GB or less.

8.B. Using the Send To Menu:

8.C. Open File Explorer and navigate to the folder that contains the files to be zipped.

8.D. Select the file(s) and/or folder(s) you want to compress. If you want to zip just one file or folder, skip to step 8.D. Otherwise, there are two ways to select multiple files and folders:

8.D.1. To select a consecutive group of files or folders, click the first item, then hold down the Shift key and click on the last item. The two files/folders you selected and everything in between will be selected.

8.D.2. To select non-consecutive files or folders, hold down the Ctrl key as you select the individual files and/or folders.

8.E. Right-click on the file or folder (or group of files or folders), then point to Send to and select Compressed (zipped) folder.

> **Tip:** Windows automatically suggests a filename for the ZIP file based on the file you right-click on. In the example above, the user right-clicked on the breadcrumbs.png file, so the suggested ZIP file is breadcrumbs.zip. When zipping multiple files, either make sure you right-click on top of one with the name you want for your Zip file, or change the name of the Zip file as needed.

8.F. Zip One or More Files with the Ribbon Menu (see figure 1)

File Explorer in Windows 10 has a Zip command in the Ribbon menu. This is convenient for 2-in-1 laptop owners who might prefer to tap to zip files rather than right-click. To use this:
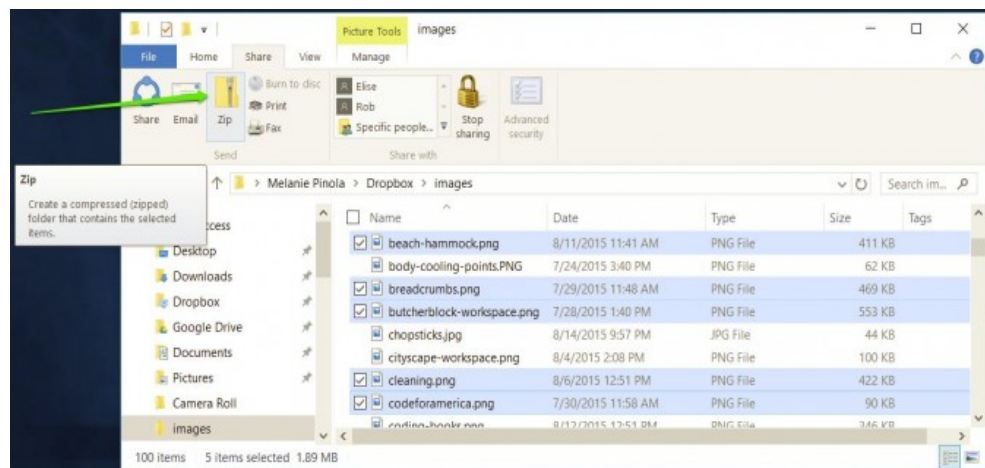

Figure 1

8.F.1. Select your file(s) and/or folder(s) as in paragraph 8.B instructions above.

8.F.2. Navigate to the Share tab in File Explorer.

8.F.3. Click the Zip button.

NOTE: The Ribbon menu method works in Windows 8.1 and the Send To menu works in previous versions of Windows as well.

8.G. Add a File or Folder to an Existing ZIP File. You can add files and folders to an existing ZIP file simply by selecting the ones you would like to add then dragging them on top of the ZIP file (See Figure 2).
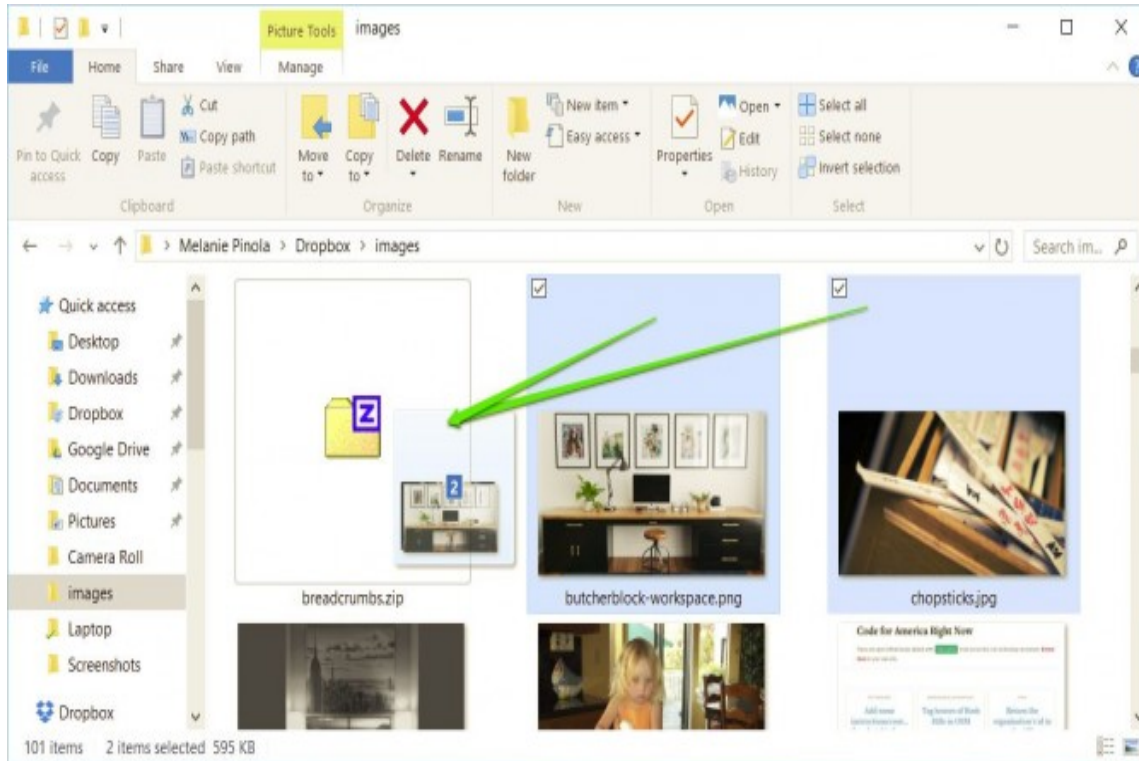

Figure 2