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**HISTORICAL PRODUCTS, SERVICES,  
AND REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 84-1, *History and Museum Programs*. It provides guidance and procedures for collecting historical data and documentation, preparing historical reports, and providing historical services. MAJCOMs may supplement this instruction to provide additional guidance to subordinate units, but supplements must not conflict with any Air Force Instruction. HQ USAF/HO must approve all MAJCOM supplements. The Air National Guard (ANG) headquarters' history office performs MAJCOM functions under this instruction.

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**(302AW)** This supplement implements and extends the guidance of Air Force Instruction (AFI) 84-101, *Historical Products, Services, and Requirements*, Chapter 1, 12 March 1998. The AFI is published word-for-word without editorial review. The OPR for this supplement is 302AW/HO (TSgt Kelleher). Submit recommendations for changes in writing to the OPR. This supplement applies to all personnel assigned to the 302d Airlift Wing. Maintain and dispose of records created as a result of prescribed process in accordance with Air Force Dispositions Schedule (RDS) which may be found on-line at <https://webrims.amc.af.mil>.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed.

It introduces the electronic periodic history format and provides a 3-year period for implementation. During this interim period, historians may continue to produce paper periodic histories, but are highly encouraged to begin publishing them in the electronic format. It reorganizes the Semiannual Historical Activity Report. It also changes and refines the process and criteria used in assessing periodic histories.

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## Chapter 1

### RESPONSIBILITIES

**1.1. Office of the Director of Air Force History (HQ USAF/HO).** The Director of Air Force History establishes policy concerning historical data and documentation, historical reporting, historical publications, and organizational lineage, honors, and emblems. The Director also reviews MAJCOM, DRU, and FOA histories and where appropriate, their management of field history programs.

**1.2. Air Force Historical Research Agency (AFHRA).** For more about this agency, see AFMD 30. AFHRA has five divisions:

1.2.1. The Research Division (AFHRA/RS).

1.2.1.1. Stores and maintains document repository.

1.2.1.2. Answers queries.

1.2.1.3. Assists researchers and retrieves documents.

1.2.1.4. Prepares reference works, analyses, and other publications.

1.2.1.5. Supports historian training courses.

1.2.1.6. Implements policies concerning:

1.2.1.6.1. Victory credits.

1.2.1.6.2. Organizational lineage.

1.2.1.6.3. Organizational emblems.

1.2.1.6.4. Verifying unit honors.

1.2.1.6.5. Collecting organizational data.

1.2.1.6.6. The Air Force Oral History Program.

1.2.1.7. Tabulates and reports heritage scores and related assessments.

1.2.1.8. Prepares the monthly consolidated Air Force Organization Status Change Report, RCS HAF-HO(M)7401 and the List of Active USAF Organizations.

1.2.1.9. Advises MAJCOM/HOs and USAF/DPMO and AF/HO on organizational change requests.

1.2.2. The Information Technology Division (AFHRA/IT).

1.2.2.1. Manages the Inferential Retrieval Indexing System (IRIS) and other databases.

1.2.2.2. Provides automated systems support for the USAF History and Museums Program.

1.2.3. The Accessions Division (AFHRA/ISA).

1.2.3.1. Accessions, summarizes, and assigns bibliographical information to historical documentation at AFHRA.

1.2.3.2. Produces and maintains a microfilm program.

1.2.3.3. Collects and inputs digital history program products to IRIS (classified and unclassified) in a timely manner.

1.2.4. The Publications Division (OL-A/P).

1.2.4.1. Researches and writes a wide variety of historical products.

1.2.4.2. Sponsors exhibits, symposia and other activities promoting knowledge of air power and aerospace history.

1.2.4.3. Edits and publishes historical material.

1.2.4.4. Oversees contracting of historical material.

1.2.5. The Analysis and Reference Division (OL-A/S). •Provides information and analysis to Air Force leaders, staff, and other requesters

### 1.3. Commanders.

1.3.1. History is a function of command. Accordingly, commanders are an essential part of building a successful history program. To accomplish these responsibilities, commanders:

1.3.1.1. Give historians access commensurate with their security clearance to all information they need to prepare accurate, objective, and comprehensive historical publications and records.

1.3.1.2. Ensure their historians have adequate office space and resources necessary to maintain and protect historical documents, to research paper and electronic files (software and hardware), to provide research assistance to the staff, and to attend Air Force history conferences and symposiums.

1.3.1.3. Review and sign their unit's histories in a timely manner.

**1.4. Field Organizations.** As discussed in the following subsections, establishments and units throughout the Air Force perform history functions consistent with AFI 38-101, *Air Force Organization*. They also document their significant activities in periodic histories.

1.4.1. Major Commands (MAJCOM) and Subordinate Units. One function of Air Force command is to document an organization's significant activities. Each MAJCOM headquarters, wing, center, laboratory, and comparable organization establishes and maintains a history office (HO) as a separate staff agency consistent with the standards established by AFI 38-101. These agencies will be staffed by qualified personnel who report directly to the command section (commander, vice commander, or director of staff). For the purpose of this instruction, the Air National Guard (ANG) headquarters' history office performs as a MAJCOM history office in managing its programs.

1.4.1. **(302AW)** The Wing Executive Officer is the liaison between the full-time cadre of the Wing and the Wing Historian. Both operational and administrative support is required. As a first priority, the executive officer must ensure that a historical record of all Wing operations is maintained. This may include detailing the Wing Historian to deploy with an operation, assigning a historical representative from a unit involved in the mission, or other means sufficient to record historical source data. Day-to-day documentation is also important. The executive officer should provide historical leads and documentation. At a minimum, this includes copies of staff meeting minutes, trip reports, all command section correspondence affecting the operation of the Wing, and names of unit members for the

Wing Historian to contact to gather/supplement information regarding historically significant operational events.

1.4.2. MAJCOM/HOs:

1.4.2. **(302AW)** Each Group Commander or Staff Agency Chief provides the Wing Historian with periodic reports of their agency's activities as required. Details of what to submit in reports and specific unit responsibilities are listed in [Attachment 1](#).

1.4.2.1. Assess all subordinate organizations' history programs.

1.4.2.2. Plan for involvement of MAJCOM and subordinate organizations' historians in wartime and contingency operations. See AFI 84-102, *Historical Operations in Contingency and War*, for mobility readiness training requirements.

1.4.2.3. Notify HQ USAF/HO of major publications and projects.

1.4.2.4. Provide continuation training to personnel assigned at subordinate organization history offices. This training is provided through biennial workshops and written and verbal guidance. Supports training and opportunities for education at the Eaker College for Professional Development, AFHRA, and other sources.

1.4.2.5. Coordinate with the History and Museums Civilian Career Program manager to schedule applicable training and education for historians.

1.4.2.6. Monitor and coordinate manpower and personnel status of subordinate history offices.

1.4.2.7. Manage the command museum program and Air Force art holdings. See AFI 84-103, *USAF Museum System*, for guidance.

1.4.2.8. Serve as members of their respective Inspector General team and conduct inspections of their subordinate history offices.

1.4.2.9. Conduct Staff Assistance Visits to subordinate history offices.

1.4.2.10. Monitor and report non-compliance with top secret clearance requirements to the appropriate authorities. See paragraph [1.5.8](#).

1.4.3. Numbered Air Forces (NAF), Independent Groups, Squadrons Reporting Directly to MAJCOM, and Comparable Organizations. MAJCOM/HOs establish requirements and procedures for the historical services and documentation at these organizations. In conjunction with MAJCOM manpower officials, MAJCOM/HOs will determine if these organizations need full-time historians assigned. If required, they will submit requests through manpower channels as described in Air Force Manpower Standard 101A.

1.4.3. **(302AW)** Each Unit Commander (Excluding Medical Units) will:

1.4.3.1. **(Added-302AW)** Appoint (in writing) an additional duty Unit Historian. The Unit Historian can be a traditional or full-time reservist. The Unit Historian provides feeder historical reports to the Wing Historian. [Attachment 2](#) provides details for how to submit reports and suspense dates. Reports will be submitted for squadron-level units and above. Groups may consolidate their squadron reports and submit them as one document. Squadrons should ensure they include information pertinent to their assigned flights.

1.4.3.2. **(Added-302AW)** Provide support to the Unit Historian by ensuring all historically significant data is gathered during all unit deployments. Units may task their Unit Historians to deploy, or may assign the task of data gathering to another member participating in the mission.

1.4.3.3. **(Added-302AW)** Provide day-to-day support to the Unit Historian by providing leads for gathering historically significant documentation. This documentation includes, at a minimum, copies of staff meeting minutes, trip reports, after-action reports and all command section correspondence affecting the operation of the unit.

1.4.3.4. **(Added-302AW)** Provide the Unit Historian with sufficient workspace, administrative support, access to word processing equipment, mobility equipment, and duty time, as required, to allow them to complete their unit's histories. **Attachment 3** provides a list of recommended mobility equipment for Unit Historians.

1.4.3.5. **(Added-302AW)** Medical Unit Commander: Historical reporting for medical units is governed by Surgeon General regulations. Medical Unit Commanders will appoint a Unit Historian in writing. The Medical Unit Historian will inform the Wing Historian of changes in command, unit awards and other non-medical events that affect their unit's lineage and honors.

#### 1.4.4. Direct Reporting Units (DRU) and Field Operating Agencies (FOA) Reporting Directly to Headquarters USAF:

1.4.4.1. DRUs and the largest, most independent, historic, or diverse FOAs establish and maintain history offices as separate, special staff agencies with qualified personnel who have direct access to commanders or directors.

1.4.4.2. A DRU or FOA with subordinate history offices has MAJCOM-like responsibilities as outlined in **1.4.2.** for its field program.

1.4.4.3. Smaller FOAs without full time historians establish historical documentation requirements, in coordination with HQ USAF/HO, based on mission and available resources.

1.4.4.4. All FOAs with part-time or additional duty historians send names, office addresses, and phone numbers of these individuals to HQ USAF/HO.

### 1.5. Air Force Historians (All Levels).

1.5.1. Write classified or unclassified (as applicable) periodic histories, heritage pamphlets, studies, and monographs by collecting, organizing, analyzing, and interpreting primary source documents.

1.5.2. Maintain a collection of historical documents and references, including a complete file of organization's periodic histories.

1.5.3. Provide historical services that meet the needs of commanders and staffs. Give the highest priority to work requested by the commander.

1.5.4. Answer historical questions and queries.

1.5.5. Coordinate on unit emblems, lineage, honors, and organizational flags. See AFI 84-105, *Organizational Lineage, Honors, and Heraldry*.

1.5.6. Keep the senior leadership in the organization informed about the USAF History and Museums Program's purpose and primary services through briefings and similar tools.

1.5.7. Routinely communicate with other historians to promote the free flow of information and ideas.

1.5.8. Must possess and maintain a top secret clearance. Application for the clearance must be submitted within 60 days after arrival at initial duty station.

## Chapter 2

### HISTORICAL PUBLICATIONS AND SERVICES

#### *Section 2A—Periodic Histories*

**2.1. Definition of Purpose of Air Force History.** History is an objective, accurate, descriptive, and interpretive record of all activities of the Air Force in peace and war. By recounting lessons learned, Air Force history enables our nations' military and civilian leaders to approach current problems and concerns more intelligently and professionally. Evaluation of past experience is of great value to planners and decision-makers in determining current policies and preparing for current and future contingencies. Knowledge of history is a significant factor in determining the success or failure of a particular policy, plan, or operation.

2.1.1. Products. Historians prepare various types of publications, papers, and other products. They also serve as advisors for other projects like historical exhibits and displays. These products:

2.1.1.1. Preserve an official record of Air Force mission accomplishment.

2.1.1.2. Make valuable information available to decision-makers and action officers.

2.1.1.3. Support professional military education.

2.1.1.4. Promote awareness of Air Force heritage.

2.1.1.5. Provide reference material for researchers.

2.1.2. Periodic histories and other historical products may be distributed electronically or in paper format as appropriate. Only standard Air Force licensed software will be used to produce these products.

**NOTE:** All histories will be produced, preserved, and distributed electronically within three years from the date of this publication.

**2.2. Periodic Histories (RCS: HAF-HO(A or SA)7101).** Consist of narrative accounts of significant events supported by collections of original source documents. Periodic histories are essential to the institutional memory of Air Force organizations and their activities. These documents serve as the only official Air Force effort to systematically preserve information for research and reference.

2.2.1. Each organization with a full-time historian prepares a periodic history according to instructions in **Chapter 3**.

2.2.2. The standard coverage period for periodic histories is 12 months (RCS: HAF-HO (A) 7101) for all organizations. Complete them by the last day of the 7th month following the end of the coverage period. MAJCOM/HOs may specify more frequent reporting periods as needed (RCS: HAF-HO (SA) 7101 for semi-annual histories).

**NOTE:** History is current once it reaches the organization's command section ready for the commander's signature. The historian must notify (by e-mail) the MAJCOM/HO and the commander's executive officer of the date when the history is taken to the command section. The history becomes an official record upon signature of the commander.

2.2.3. For non-current programs, HQ USAF/HO may adjust the coverage period and due date of periodic histories for MAJCOMs, HQ USAF DRUs, and FOAs. Requests for adjustments must be signed by the organization commander, vice commander, or director of staff and dated no later than 30 days prior to original due date.

2.2.4. For non-current programs, MAJCOM/HOs may adjust the coverage period and due date based on command or individual needs. Requests for adjustments must be signed by the unit commander, vice commander, or director of staff and dated no later than 30 days prior to original due date. Automatic extensions will be granted for contingency-related and formal training TDYs. Inform HQ USAF/HO of such changes.

2.2.5. Distribute periodic histories within 30 calendar days of the date signed.

### ***Section 2B—Heritage Pamphlets***

**2.3. Heritage Pamphlets.** Assigned personnel are the primary audience for these brief, unclassified historical accounts of an organization and any predecessor or related organizations. Clear the pamphlet through Public Affairs for distribution outside the organization.

2.3.1. Organizations with full-time historians prepare these pamphlets and post them on the unit's website for widespread access.

2.3.2. The Heritage Pamphlet normally consists of a narrative plus tables with key lineage, honors, and mission data. It should also include historically significant images highlighting mission accomplishment. Include a short history of the installation in the pamphlet of a base host unit.

2.3.3. The pamphlet is a living document and will be updated electronically either annually or after major changes in mission, organization, leadership, or accomplishments. Ensure the pamphlet includes a "current as of" date. Print as needed.

### ***Section 2C—Historical Publications***

**2.4. Studies.** Air Force historians at all levels research and write a variety of historical products -both classified and unclassified- studying significant issues, policies, operations, programs, developments, doctrine, procedures, or comparable topics.

2.4.1. These products can vary widely in length and format depending on the topic covered and intended audience. In-depth narrative studies of significant topics should provide thorough source citations for the information presented and include many of the same features and components used in the preparation of periodic histories (see [Chapter 3](#)). In some cases, extensive studies on topics of general interest may, if unclassified and cleared for public release, be published as books. In addition to lengthy and fully documented narrative examinations of a topic (sometimes referred to as "monographs"), historical studies can also take the form of chronologies, study reports, technical reports, statistical analyses, bibliographical essays, and annotated document collections.

2.4.2. Historians at wings, centers, and other subordinate organizations are encouraged to produce studies on topics within their units having potential long-range historical significance. Subordinate historians must coordinate proposed studies and final drafts with their respective MAJCOM/HO. Historians at MAJCOM headquarters, FOAs, and DRUs will inform HQ USAF/HO of proposed topics of potential Air Force-wide interest.

2.4.3. Distribute final products as widely as possible contingent on the subject and classification. MAJCOM/HOs must approve distribution outside of originating wings and centers. Send one digital copy, complete with digital supporting documents, to AFHRA/ISA. If a complete digital copy is not produced, send one paper copy complete with paper supporting documents. Do not mix digital and paper formats. The AFHRA will send studies and reports to the Air University Library as required by AFI 36-2303, *Documents and Publications for AU Library*, and other reference libraries and document repositories as appropriate. Submit studies on technical subjects to the Defense Technical Information Center (DTIC) in accordance with AFI 61-202, *USAF Technical Publications Program*. Before distribution or release to members of the public, submit final manuscripts to Public Affairs offices in accordance with AFI 35-101, *Public Affairs Policies and Procedures*.

**2.5. Interviews.** Within the Air Force History and Museums Program, there are three types of interviews.

2.5.1. Air Force Oral History Program Interviews. This program captures the insights and perspectives of significant Air Force personnel. Ordinarily, AFHRA personnel conduct these interviews; however, other Air Force historians may also do so with approval.

2.5.1.1. Subordinate historians must coordinate proposed interviews with their respective MAJCOM/HO, who then forwards the proposal to AFHRA/RS, which in turn, requests approval from HQ USAF/HO. HQ USAF/HO is the final authority.

2.5.1.2. Send transcripts and the audio, video, or digital recordings with bookmarks to AFHRA/RS for the Air Force Oral History collection.

2.5.2. Historical Research Interviews. These interviews are in support of periodic history research. See paragraph [3.3.3.8](#).

2.5.3. All Other Interviews. This category includes all other interviews used to preserve Air Force heritage. Send transcripts and the audio, video, or digital recording to AFHRA/RS.

**2.6. Books.** Historians usually publish these major projects through the Government Printing Office after a thorough review process and professional editing. In some cases, field historians may publish books locally, usually in cooperation with nonprofit organizations. Coordinate proposals for all such projects with HQ USAF/HO.

**2.7. Articles and Essays.** Historians are encouraged to write articles and essays (including book reviews) for publication. Submit material for security and policy review prior to publication. Follow the instructions in AFI 35-101, *Public Affairs Policies and Procedures*.

**2.8. Staff Papers.** Use every opportunity to prepare background papers, point papers, talking papers, and similar products on the historical aspects of interest to commanders and directors. For formats, see AF Handbook (AFH) 33-337, *The Tongue and Quill*.

### ***Section 2D—Other Historical Projects***

**2.9. Oral Presentations and Visual Information.** Historians make presentations to audiences interested in Air Force history and heritage. Examples of these projects may include briefings, tours, staff rides, videos, and PME presentations.

**2.10. Exhibits.** These projects foster an appreciation of the Air Force's heritage and the organization's history. Historians assist project officers in the production and display of historical or organizational heritage exhibits by researching and writing historical commentary, as well as gathering photographs and other materials.

## Chapter 3

### WRITING PERIODIC HISTORIES AND OTHER HISTORICAL PUBLICATIONS

#### *Section 3A—Preparing Periodic Histories*

**3.1. Using the Historical Method.** The principles and procedures in this section apply primarily to the preparation of periodic histories. Adapt and use them when preparing other types of publications.

3.1.1. **Historical Perspective.** Use historical perspective to determine what information is worthy of preservation based on the organization's mission, the historian's professional judgment, and suggestions by the commander and staff.

3.1.2. **Impartiality.** Historians are impartial observers and must strive for constant objectivity, critical evaluation, and full appreciation of the importance of factual data, as opposed to hearsay, prejudice, and propaganda.

3.1.3. **Facts.** Each fact or event in a history has a certain relative importance to all other facts and events. Similarly, each activity in the unit has relative importance to all other activities. The history must emphasize those facts judged to be important on the basis of the unit's mission; for example, an operational unit's flying activities are more important than its services activities.

3.1.3.1. Carefully and methodically collect, assemble, verify, and present factual data as the basis for conclusions and interpretations.

3.1.3.2. Evaluate data to determine relative importance.

3.1.3.3. Be specific in presenting the facts.

3.1.3.4. Remain alert to gaps and inaccuracies in official documents and reports.

3.1.4. **Emphasis.** People make history. History reflects the activities of people working individually and collectively to accomplish the organization's mission. In the narrative and supporting documents, emphasize events affecting:

3.1.4.1. The organization's mission performance.

3.1.4.2. Leaders' decision-making. Remember, decision makers not only include officers, but also enlisted members, civilians, and contract personnel.

3.1.4.3. Outside agencies' actions and events that influenced the organization's activities.

3.1.4.4. The organization's execution of higher headquarters policies and directives.

3.1.5. **Focus.** Preparing periodic histories of an Air Force organization requires application of historical methodology and discipline to systematically preserve significant information for the future.

3.1.6. **Topics.** All manner of topics and events come under the purview of historians. Emphasize significant activities affecting mission accomplishment. Especially consider information that will be useful to future planners. The list below, while neither inclusive nor exclusive, indicates topics generally worthy of consideration for historical coverage.

3.1.6.1. Mission.

3.1.6.2. Organization.

- 3.1.6.3. Leadership.
- 3.1.6.4. Relationships with other organizations.
- 3.1.6.5. Operations.
- 3.1.6.6. Planning.
- 3.1.6.7. Training.
- 3.1.6.8. Logistics.
- 3.1.6.9. Maintenance.
- 3.1.6.10. Communications and electronics.
- 3.1.6.11. Environment.
- 3.1.6.12. Facilities.
- 3.1.6.13. Community and host nation relations.
- 3.1.6.14. Budget.
- 3.1.6.15. Personnel.
- 3.1.6.16. Mission Support (include medical issues affecting the organization).

**3.2. Research Methodology.** Conducting timely, continuing, systematic, and thorough research is a never-ending process and essential to preparing useful periodic histories. Research must include direct contact with people performing the mission. This will validate and amplify existing documentation. Visibility and interaction within the unit is critical to the historian's mission accomplishment and credibility.

3.2.1. Begin with an outline.

- 3.2.1.1. Use the table of contents of the previous history and the research file plan to develop a preliminary outline of potential subjects. Revise the outline as new topics become evident and discard old ones.
- 3.2.1.2. Review the narrative of the previous history to help determine topics for research. Various activities may overlap reporting periods. Also review MAJCOM/HO feedback on prior histories.
- 3.2.1.3. Consider recommendations from the commander, staff, and unit members.
- 3.2.1.4. Conduct systematic research in files of key offices in the organization. In today's Air Force, data is shared through the use of organizational shared drives. As a result, historians require read-only access with ability to download files from key organizational shared drives on both Non-Classified Internet Protocol Router Network and Secure Internet Protocol Router Network so they can conduct thorough research in key mission areas.
- 3.2.1.5. Continually monitor key websites, public electronic mail (e-mail) folders, and shared drives that destroy or update their records on a short cycle. Research the e-mail accounts and computerized databases of key offices.
- 3.2.1.6. Watch for key words in both folder and document file names when researching organizational shared drives to detect clues about the information contained within.

- 3.2.1.7. Download complete documents for reference or use as supporting documents.
- 3.2.1.8. Review material obtained through automatic distribution, the recurring reports index and directives pertaining to the unit's mission and weapons systems.
- 3.2.1.9. Subscribe to those Report Control Symbol (RCS) products used repeatedly as well as policy letters, bulletins, and other potential sources of useful information.
- 3.2.1.10. Establish a systematic method of filing and referencing both electronic and paper research material. Historians commonly use a topical filing system. Add or delete topics as research and writing progress. Besides using files as the basis for historical reporting, use them as reference tools for answering inquiries about recent events.

**3.3. Historical Sources.** Documents are categorized either as primary or secondary. Primary sources are original documents or first records of facts or events, for example, after-action reports and trip reports. Secondary sources are other writers' discussions, interpretations, or analyses of primary material, such as newspaper articles. Historians use primary sources to establish historical facts and secondary sources for background information.

3.3.1. Assure the authenticity of all primary sources against the following criteria: a signed, dated copy of a memo or letter on letterhead stationery; a document certified by the office of origin; orders and other directives; and e-mail sent or received from people directly involved.

3.3.2. Critically examine information and opinions contained in one primary source by comparing it with other sources. Information collated from a number of sources usually presents a more accurate version of an event than data obtained from a single source.

3.3.3. Documentary Sources.

3.3.3.1. Publications. Policy and mission directives (AFPD and AFMD), instructions (AFI), doctrine documents (AFDD), and in particular, organizational supplements affecting the structure and mission of an organization. Review them frequently for changes.

3.3.3.2. Orders. Military headquarters direct and authenticate changes, actions, or procedures through various types of orders. Review all orders for possible use. These include movement, alert, warning, deployment, execution, tasking, operations, technical, and special orders.

3.3.3.3. Correspondence. Obtain letters, memoranda, messages, e-mail, and comparable communications within and between organizations and key personnel that are important to documenting developments of historical significance.

3.3.3.4. Reports and Studies. A staff study analyzes an issue and establishes the central concern and all related facts. It considers various options and offers recommendations. Staff studies are of special interest to historians because they often precede and form the basis for significant decisions. Preserve these documents prepared by or about an organization in the periodic history. Include unit assessments and reports of inspections, tests, audits, major exercises, operations, and trip reports. Include as a supporting document in the periodic history an end-of-tour report prepared by a departing commander, if available. It relates a unique perspective on the commander's major challenges, issues, accomplishments, problems, and lessons learned. Preserve studies and reports that are presented as briefings, position papers and talking papers.

3.3.3.5. Statistical and Graphic Matter. Include organizational charts, station lists, order-of-battle information, maps, manning documents, sortie data, etc. They are indispensable components of periodic histories. Put them within the narrative or in an appendix. Fully identify the source of the item by including a full citation.

3.3.3.6. Contingency and Wartime Data. Collect and record detailed data and comprehensive documentation during wartime and contingency operations. Such research is the highest priority for historians in operational units and headquarters. This effort is critical to later historical analysis, research, and writing. See AFI 84-102, Attachment 3, *Historical Operations in Contingency and War*, for guidance on wartime and contingency historical requirements.

3.3.3.7. Meetings. Historians attend staff meetings, briefings, planning sessions and policy-making gatherings that are important to writing the periodic history.

3.3.3.8. Research Interviews. People who have personal knowledge of one or more phases of organizational activities are a principal source of historical data. Data obtained from a person supplement the documentary record, fill in those "gaps" that commonly appear in the written record, offer reasons for and explanations of the factual material found in documents, give insight into the problems and aims of commanders, and provide the historian with firsthand accounts and experience not found in formal records.

3.3.3.8.1. Conduct interviews with the commander and/or senior staff members at least once during each reporting period.

3.3.3.8.2. Conduct interviews as soon as possible after key events take place while the facts are still clear in the interviewee's mind.

3.3.3.8.3. Before the interview, prepare a list of questions based on thorough research of important issues confronting the unit. Phrase your questions to encourage elaboration (not merely "Yes" or "No" answers). Focus questions on information unavailable from other sources and on confirming questionable information collected from other sources.

3.3.3.8.4. Use an audio recorder or take thorough notes during interviews to ensure accurate information. Ask the interviewee for permission to use a recorder.

3.3.3.8.5. Use transcripts or summaries of significant interviews as supporting documents in periodic histories. Authenticated interviews are official documents and thus primary sources. Give the interviewee a transcript or summarized version of the interview for review, correction, and authentication.

3.3.3.9. Accident Information. When covering accidents, do not cite mishap messages or safety investigation board reports as sources or use as supporting documents. See AFI 91-204, *Safety Investigations and Reports* for restrictions on privileged safety information. Never mention any formal findings, conclusions, causes, or recommendations. Cover the basic facts about an accident (presented in Part I of an investigation board's report) in accordance with AFI 51-503, *Aerospace Accident Investigations*.

**3.4. Security and Administrative Markings.** Mark and handle historical publications according to the references listed below. Achieve a working familiarity with these directives.

3.4.1. DoD 5200.1-R, *Information Security Program Regulation*, and AFI 31-401, *Information Security Program Management*, and other pertinent directives covering classified information.

- 3.4.2. AF SUP 1 to DoD 5400.7-R, DoD *Freedom of Information Act Program*, For Official Use Only (FOUO) material.
- 3.4.3. AFI 90-201, *Inspector General Activities*, for inspection-related privileged information (PV) material.
- 3.4.4. AFI 61-204, *Disseminating Scientific and Technical Information*, for information with a distribution limitation (DL).
- 3.4.5. Other directives as required.

**3.5. Components of Periodic Histories.** Unless a part is identified here as optional, use all of these components, in this order, in a periodic history. Add other components that enhance the usefulness of the product.

**NOTE:** Requirements concerning the components of periodic histories will change as the program transitions to an all-electronic format.

- 3.5.1. Covers. Use preprinted blue covers until stocks are exhausted. Then use standard red-brown pressboard covers.
  - 3.5.1.1. Procure red-brown covers:
    - 3.5.1.1.1. NSN 7510-00-286-7794 for left-bind covers without ACCO fasteners.
    - 3.5.1.1.2. NSN 7510-00-281-4309 for top-bind covers.
  - 3.5.1.2. Follow [Attachment 2](#) for Front-cover, use an appropriately sized adhesive label.
  - 3.5.1.3. Be sure information from the title page appears on the front of the history. For a blue cover, be sure the information shows through a die-cut window. For a pressboard cover, use an appropriately sized adhesive label.
  - 3.5.1.4. The full name of the unit.
  - 3.5.1.5. Inclusive dates of the period covered.
  - 3.5.1.6. (U) if the volume is classified
  - 3.5.1.7. The volume number.
- 3.5.2. Title Page. Follow [Attachment 2](#) for title page information and layout requirements.
- 3.5.3. Security Notice and Administrative Controls Page. This page summarizes information about the sources used to prepare the history. This page is required in every CD/DVD or volume of a periodic history (see [Attachment 3](#) for further guidelines) unless it contains no classified or controlled information.
- 3.5.4. Frontispiece (Optional). Use a relevant illustration that will reproduce clearly.
- 3.5.5. Foreword (Optional). A statement written by someone other than the author.
- 3.5.6. Preface. An explanatory statement by the author or chief historian.
- 3.5.7. Table of Contents. This is an information-finding aid. Keep the reader in mind by making it specific and accurate. In electronic histories, hyperlink all chapters, sections, subsections and appen-

dices. List all supporting document volumes and indicate the document numbers in each printed volume. Use short, descriptive headings for sections and subsections. Use the format in [Attachment 4](#).

3.5.8. List of Illustrations. In electronic histories, hyperlink all tables, charts, photographs, and maps; otherwise, use the format in [Attachment 5](#).

3.5.9. Chronology. List events in chronological order.

3.5.9.1. Determine what to include primarily by gauging the significance of the information to the unit.

3.5.9.2. Cross-reference each entry to the related narrative discussion if it exists. When an entry does not relate to the narrative, prepare a footnote (or hyperlink if electronic) identifying the entry's sources. Identify appropriate sources as supporting documents according to instructions in [3.5.15](#) and [Attachment 12](#).

3.5.9.3. If classified, prepare an unclassified edition of the chronology as a separate document for distribution throughout the unit's staff.

3.5.9.4. Use format in [Attachment 6](#).

3.5.10. Executive Summary (Optional). A brief overview of the major events and topics covered in the periodic history, their significance, and the author's perspectives or conclusions. If done, consider publishing the summary separately for wide distribution in the organization.

3.5.11. Narrative. As the major component of a periodic history, the narrative relates important events in an organized, interesting, and concise manner. Use the typing and layout instructions in [3.6](#). See the sample in [Attachment 7](#).

3.5.11.1. A high quality or useful periodic history does not require a long narrative. Do not fill the product with excessive background information from previous editions or discussions not directly relevant to the organization's mission.

3.5.11.2. Select topics of potential long-term interest. Treat each topic in the narrative according to its importance, especially its effect on the unit's ability to accomplish its mission. Detailed data on many topics--especially dealing with resources and support--could be needed for future reference and research, even though these topics may not warrant discussion in the narrative. Information requests received by the historian may also be used as a guide to topics of long-term interest. Preserve sufficient information about such topics in the appendices and supporting documents.

3.5.11.3. The narrative must not be copied from source documents. A narrative history is not just a summary of dates, places, personnel and statistics, nor is it mere statements of fact in outline form. Cover significant topics, provide facts, reasons, background, discussion, interpretation and analysis relevant to the current reporting period.

3.5.11.4. Write in simple, direct and grammatically correct language. Use past tense and active voice. Avoid military jargon, clichés and words not commonly known. Define or explain scientific and technical terms. Limit the use of abbreviations, acronyms and abbreviated unit designations in the narrative, explaining them when first used in the text of each chapter and listing them in the glossary. Do not use office symbols in the narrative because they tend to change over time.

3.5.11.5. Provide complete dates in the narrative, that is, day, month, and year. Example: 30 April 2003.

- 3.5.11.6. Spell out the full given name (first name, middle initial, and surname) when first mentioning a person in the narrative of each chapter and in the roster of key personnel. Abbreviate military titles only when followed by initials or given names. Example: Brig Gen Sidney R. Smith. In later references, omit the qualifying part of the military title, spell out the rank, and use only the last name. Example: General Smith. Use the full title of civilian office holders without abbreviation in the text. Example: Secretary of Defense Jerry B. Lathrop. You may abbreviate titles in the notes for conciseness. Don't substitute pay grades (civilian or military) for position titles.
- 3.5.11.7. Give precise geographical locations rather than post office numbers, grids, or general areas. Relate an unknown place to a better-known one. Example: Moody AFB is 10 miles northeast of Valdosta, GA. Include all geographical names in the gazetteer, if used (see 3.5.17.). Abbreviate state names only when they follow the name of a town or city.
- 3.5.11.8. Place lengthy statistics in charts, tables, or appendices; explain their significance and meaning in the narrative.
- 3.5.11.9. Spell out numbers in the narrative when they begin a sentence and when they are less than 10. Use Arabic numbers to express units of time, weight, and measurement. Example: 8 hours, 2,000 pounds, 20 feet.
- 3.5.11.10. Use the 24-hour clock when referring to time, making clear whether the time is local (L) or Greenwich Mean Time, which is known in military terminology as Zulu (Z). Example: 2130L or 2130Z.
- 3.5.11.11. Single-space all quotations of five or more typed lines and indent them one half inch from both margins. Do not use long quotations, except where meaning would be lost or the value reduced significantly by paraphrasing or summarizing. Use an ellipsis, that is, three spaced dots (...), to indicate the omission of any words from a direct quotation. Use an ellipsis and a period (...), i.e., four spaced dots, to indicate an omission at the end of a sentence. Omissions must not change the meaning of the passage. Give every direct quotation a citation, that is, an acknowledgment of the source. Put a footnote reference number at the end of the quotation.
- 3.5.12. Graphics. Use diagrams, illustrations, photographs, maps, tables, and similar materials to add clarity, interest, and conciseness to your narrative descriptions. Caption all graphics with dates, subjects, classification, downgrade and declassification instructions, administrative or special handling caveats. Indicate sources used and do not use color. When the periodic history is reproduced or micro-filmed in black and white, the legend will lose any meaning implied by the color.
- 3.5.13. Photographs. Use only photographs of historical value. Do not embed them in an electronic history; use a hyperlinked caption instead.
- 3.5.13.1. In captions, fully identify the who, what, when and where of the photograph.
- 3.5.13.2. Use high-resolution digital images (at least 600 dots per inch) when possible to assure high quality reproduction of images included in the history.
- 3.5.13.3. For a product being reproduced by high-resolution means, incorporate smaller photographs or properly adjusted digital images into the layout of the manuscript.
- 3.5.13.4. When available, place digital copies and prints of key photographs in an envelope at the back of volume one of the copy you send to AFHRA. Place identifying captions and classification data on the back of each print in a way that does not damage the picture.

3.5.14. Appendices. An appendix must be able to stand as an independent document when extracted from the history. It will list all sources used for its data and if classified, it will contain downgrade and declassification instructions. In electronic histories, the source citation will be hyperlinked to the corresponding documents. Appropriate items for appendices include charts, tables, graphs, statistical summaries and compilations of details. Identify each appendix by a capital letter. The following appendices are mandatory:

3.5.14.1. Appendix A is always Lineage and Honors data (see [Attachment 8](#)).

3.5.14.2. Appendix B is always the Roster of Key Personnel (see [Attachment 9](#)).

3.5.14.3. Appendix C is always Personnel Statistics of authorized and assigned (see [Attachment 10](#)).

3.5.14.4. Appendix D is always Organizational Structure Charts (see [Attachment 11](#)).

3.5.14.5. MAJCOM/HOs may establish additional mandatory appendices based on their missions.

3.5.15. Footnotes. Cite sources of information in footnotes. Include hyperlinks to the documents cited in electronic histories. See [Attachment 12](#) and [Attachment 14](#).

3.5.16. Glossary. List, in alphabetical order, frequently used abbreviations, acronyms, terms, and symbols, with a definition or explanation of each.

3.5.17. Gazetteer (Optional). An alphabetical list of geographical place names with their locations is especially useful for organizations that are active overseas. Use the format in [Attachment 13](#).

3.5.18. List of Supporting Documents. In the printed narrative volume, list all supporting documents in numerical order, by chapter, giving the same identifying information and classification data required for a footnote. In histories not organized by chapter, number documents sequentially. In an electronic history, every citation must be hyperlinked to its corresponding document. In each printed supporting document volume, list only the documents contained in that volume, giving the same information required above. Use the format in [Attachment 14](#).

3.5.19. Index (Optional). An index is a helpful information-finding aid consisting of an alphabetical list of names and subjects from the text and the page numbers where they appear.

3.5.20. Distribution List. Put a complete distribution list in the narrative volume. Include:

3.5.20.1. The total number of volumes or CD/DVD and copies produced.

3.5.20.2. The organization and office symbols for those receiving copies.

3.5.20.3. The number of copies sent to each office.

3.5.20.4. Use the format in [Attachment 15](#).

3.5.21. Supporting Documents. A solid collection of supporting documents constitutes an organized database that is the most valuable aspect of a periodic history. Select supporting documents that amplify the narrative or provide additional information likely to be needed for future reference and research.

3.5.21.1. Organize and identify supporting documents consecutively by major portions of the product. Keep the numbering scheme consistent throughout all volumes of supporting documents. Include all G-series special orders (in numerical sequence) issued by or for the organization during

the period covered as the first supporting document in every periodic history. Individual award orders may be included.

3.5.21.2. In printed volumes sent to AFHRA, use black ink to mark the supporting document number in the lower right corner of each page of every document to permit efficient identification on microfilm copies.

3.5.21.3. Prepare a front cover and title page for each supporting document volume according to the instructions in [3.5.1.](#) and [3.5.2.](#) Each volume must contain a Security Notice and Administrative Controls page and a List of Supporting Documents prepared according to the instructions in [3.5.3.](#) and [3.5.18.](#)

3.5.21.4. Be sure that all supporting documents are legible for microfilming.

3.5.21.5. Historians may organize a collection of well-chosen documents on a specific topic, normally in chronological order, to maintain the integrity of the collection and to simplify document identification. Cite the entire collection in the footnotes rather than each individual document. Example: "See [SD II-101](#) - [SD II-121](#), info used is FOUO." The periodic history's List of Supporting Documents in electronic form will include a complete document listing with hyperlinks to help researchers find specific documents.

3.5.21.6. Reduce larger-than-standard paper, such as legal-sized documents, maps, and charts, to 8.5- by 11-inch paper. To maintain quality and readability, bind odd-sized documents separately as a legal-sized volume, folding the documents carefully. Use the least number of folds possible.

3.5.21.7. Copy documents that are smaller than standard size onto standard-sized paper. When the document is printed or written on only one side of the paper, tape all sides to a standard-sized sheet of bond paper with Magic Mending Tape. Don't use cellophane tape because it deteriorates. Don't cover information with the tape, even if it means leaving a side untaped. Don't use staples or glue because staples rust and glue may damage the document.

3.5.21.8. Bind bulky or oversized documents together in a separate volume, making sure that they can be read without disassembling the volume. If the margins are too small to permit reading without disassembling, extend the document's cover by taping it to a piece of plain heavy paper that is similar in strength to the cover of a paperback book.

3.5.21.9. Historical information is often not on paper. Examples: video and audiotapes, computer databases, microfilm and microfiche, slides, and other material. Convert essential audio and computerized information to paper products if possible. Include other forms of media as supporting documents only if they are of major historical value and only after checking with MAJCOM/HO and AFHRA.

3.5.21.10. Place microfiche, flat film, transparencies, slides, and the like in a sturdy envelope made from acid-free paper. Then attach the envelope to a page as if it were a small document. Place the envelope flap to keep the contents from falling out. Items larger than standard size go in an oversize volume.

3.5.21.11. When encountering valuable microfilm rolls, audio or videotapes, or other media contact MAJCOM/HO for guidance.

### **3.6. Formatting the Periodic Paper History:**

3.6.1. Page and Margin Specifications: Use 8.5- by 11-inch bond paper. Use a 1- inch margin on all sides of the page with .5 inch gutter. Set line spacing for narrative and footnote text at exactly 14 points.

3.6.2. Type Font and Size Specifications: Use a 12-point font or larger throughout the product, including footnote citations. Do not use smaller fonts; they are difficult to read on screen and on microfilm. Use a medium weight font for the majority of product to enhance readability when micro-filmed. This does not limit use of boldface fonts for headings. Don't use decorative or ornate type fonts.

3.6.3. Page Numbering Specifications: Number front matter pages with lowercase Roman numerals at the bottom of page. Number narrative and back matter pages with Arabic numerals centered at the bottom of page or on the outside margin at the top of page. Be consistent throughout the product. Number pages consecutively throughout the entire narrative volume.

3.6.4. Text Layout. Limit to single-column. Do not use multiple column layouts for normal text.

### **3.7. Review and Coordination.**

3.7.1. Coordinate draft portions of the periodic history with appropriate individuals or offices before submitting the product to the commander for review. Staff agencies ensure accuracy and completeness of the information and the security markings and handling instructions. They don't approve or disapprove topic selection or extent of coverage of specific topics in the narrative. The historian will present the staff's concerns and disagreements over these issues to the commander for resolution.

3.7.2. Proofread and edit each periodic history before submitting it to the commander for review. Examine each history for accuracy of content and for compliance with the standards in this instruction.

3.7.3. The commander signs the title page, indicating final approval of the periodic history. In the event of an extended absence of the commander, the vice commander or second-in-command may sign the product. The title page is the only paper component of the electronic history. Once it is signed, a scanned digital copy must be included in the history.

### **3.8. Reproduction and Distribution.**

3.8.1. For paper-based products, prepare three copies of the narrative and two copies of the supporting documents. Send two copies of the narrative and one copy of the supporting documents to MAJCOM/HO, which will then forward a complete set to AFHRA/ISA, 600 Chennault Circle, Maxwell AFB AL 36112-6424. Retain a complete set at the organization.

3.8.2. Electronic histories will be recorded on standard CD-R/DVD-R discs; do not use CD/RW disks. Prepare three complete copies. Send two copies to the corresponding MAJCOM/HO. The MAJCOM/HO will retain one copy and forward the other copy to AFHRA/ISA, 600 Chennault Circle, Maxwell AFB AL 36112-6424. Retain a third copy at the organization.

3.8.3. For additional copies, follow MAJCOM and unit policy on distribution. Comply with need-to-know criteria when distributing copies of classified histories. Consider producing unclassified executive summaries, extracts of chapters or other portions on specific topics to permit wider distribution.

**3.9. Starting and Ending Periodic Histories.** The periodic history of an activating unit begins on the effective date of activation. The final periodic history of an inactivating unit covers activities through the inactivation date.

3.9.1. Ending Reports. Complete the periodic history of an inactivated, disbanded, or discontinued unit through the effective date of its termination. MAJCOM/HO determines the due date of the final (close-out) periodic history and ensures funding for completion of the close-out history is a top priority. Ensure historical reporting procedures are included in planning and programming documents.

3.9.2. Unit Redesignation. Upon redesignation, do not break the periodic history reporting cycle. Maintain a normal publication schedule. Submit the history for the period in which the redesignation occurred under the unit's new designation. Refer to the earlier designation on the title page. Example: 999th Wing, formerly 999th Tactical Fighter Wing. Ensure the action is a redesignation and not the consolidation of two units or the organization of an entirely new unit.

3.9.3. Unit Transfers. When a unit is transferred from one command to another, send completed periodic histories to the former command until the effective date of transfer. Send completed periodic histories to the new command after the effective date of transfer. Send copies of periodic histories on the transition period to the former command if requested.

### ***Section 3B—Other Historical Products***

**3.10. Semiannual Historical Activity Reports.** This report documents accomplishments and contributions by each headquarters and field history office and AFHRA. HQ USAF/HO uses it to provide data to the Air Force leadership on the entire history program. Also, MAJCOM History offices use this data to assist in the annual history awards program; therefore, historians at the wing/NAF level should ensure their reports provide a detailed and accurate accounting of their historical services. Submit reports to MAJCOM/HO by 15 July and 15 January.

3.10.1. All MAJCOMs, DRUs and FOAs, with historians, and the AFHRA submit the semiannual Historical Activity Report (RCS: HAF-HO(SA)8202) electronically to HQ USAF/HO by 1 August and 1 February. Each MAJCOM/HO will provide courtesy copies to the other MAJCOM/HOs, AFHRA Director and CPD/HO. HQ USAF/HO will review the reports and provide feedback as appropriate.

3.10.2. Prepare the historical activity report using the format in the following paragraphs. Enter NA when items don't apply.

3.10.2.1. Number of information requests during the period that required historical research or knowledge, and the total amount of time spent on all queries. Consolidate for the command but list by echelon to wing-level or equivalent. Break out statistics by quarter so that HQ USAF/HO may compile and present data in a fiscal year or calendar year format.

3.10.2.2. The number of requests and the total amount of time spent on Freedom of Information Act (FOIA) requests.

3.10.2.3. Show number of periodic histories submitted, the number that met the standard suspense, the number that met the adjusted due date, the number submitted late and the number still in progress.

3.10.2.4. Historical publications issued during the period. List by publication type. Examples: book, monograph, study, pamphlet, brochure, article, essay, paper. Provide title, classification, author, organization, date issued, requesting office (if any), number of pages, and a short statement of purpose or use.

3.10.2.5. Identify historical publications in progress.

3.10.2.6. Other special projects or significant activities. Examples: displays, video documentaries, presentations, memorializations, or preservation projects.

3.10.2.7. Identify special projects in progress.

3.10.2.8. Oral History Program interviews (not routine research interviews). Include name and position of the interviewee, subject(s) discussed, and date(s) of the interview.

3.10.2.9. Most significant information requests, services, or contributions during the period. Include the customer, type of product provided, date of request, date of delivery, and potential benefits. Include significant FOIA requests.

3.10.2.10. Museum and Historical Property Data. Number of hours involved with USAF Museum System activities and brief description of work performed. New displays, restoration projects, major changes in collections, significant events and number of visitors.

3.10.2.11. Air Force Art Program support. Include number of hours involved and brief description of work.

3.10.2.12. Participation in exercises, operations or contingencies. Include type (joint, combined, Air Force, MAJCOM, local...), who deployed and where, code name, deployment dates, and type of reports submitted and to whom.

3.10.2.13. History office personnel changes. List name, rank or grade, position, date of change, and previous or follow-on assignment.

3.10.2.14. Professional activities on- and off-duty.

3.10.2.15. Innovations or ideas worthy of sharing with other history offices.

### **3.11. Medical Historical Reports:**

3.11.1. Under the guidance and direction of the Office of the Surgeon General (HQ USAF/SG), MAJCOM surgeons assign qualified medical service personnel to prepare annual Medical Historical Reports (RCS: HAF-HO(A)7102) on medical administrative and professional activities. Medical service personnel will ask the historian at HQ USAF/SGI for counsel and advice on medical history. Reports emphasize significant developments in military medicine and contributions to operational effectiveness. The command surgeon will sign the report. Send the original narrative, with supporting documents, to AFHRA/ISA, 600 Chennault Circle, Maxwell AFB AL 36112-6424, no later than 31 July. Send one copy of the official narrative, without supporting documents, to HQ USAF/SGI, no later than 31 July.

3.11.2. Medical service personnel also send special historical monographs, studies, papers, and supporting documents to AFHRA/ISA.

3.11.3. The MAJCOM surgeons set policy and procedures for historical reporting by subordinate medical echelons.

3.11.4. MAJCOM/HOs are not responsible for and will not be involved in researching, compiling, or editing medical historical reports.

**3.12. Chaplain Historical Reports.** The Chief of Chaplains (HQ USAF/HC) provides policy and direction through chaplain channels for preparing a 10-year history defining the significant developments and contributions of the Chaplain Service to the Air Force's operational effectiveness.

### ***Section 3C—Administrative and Preservation Tasks***

**3.13. Retention and Disposition of Historical Records.** Use procedures in AFI 37-139, *Records Disposition Schedule*, to retain and dispose of historical records.

**3.14. Personal Papers.** Solicit and assist in the collection of personal papers of historical value from retired or deceased Air Force personnel and the transfer of these papers to the AFHRA. When identifying a candidate, consult with the MAJCOM/HO and AFHRA for specific guidance before proceeding.

### **3.15. Assessing History Programs.**

3.15.1. HQ USAF/HO. Monitors MAJCOM, FOA, and DRU history programs by reviewing activity reports, periodic histories, and other publications. Also visits MAJCOM/HOs and attends MAJCOM historian workshops to gauge the management and operational effectiveness of subordinate history offices.

3.15.2. MAJCOM/HOs. Conduct periodic staff visits to monitor the management and operation of subordinate offices. They assess periodic histories and other appropriate publications submitted by subordinate organizations within 60 days of receipt.

3.15.2.1. The assessment criteria focuses on accuracy, objectivity, comprehensiveness, consistency, balance, analysis, clarity, security and administrative markings, selection of supporting documents, and format. The assessment states whether each periodic history exceeds, meets, or does not meet standards, as outlined in this publication. MAJCOM/HOs will determine whether the periodic histories that do not meet standards will be returned to the historian for reaccomplishment.

3.15.2.2. The MAJCOM/HO prepares and sends two memoranda regarding the assessment. Send a brief memorandum to the organization's commander highlighting the overall assessment, key strengths, and recommended improvement areas. Send a detailed memorandum to the author outlining specific findings. The detailed memorandum serves as a constructive training tool and includes suggestions for improvement. E-mail copies of both memoranda to HQ USAF/HO.

C. R. ANDEREGG  
Director, Air Force History Museums  
Policies and Programs

**(302AW)**

RICHARD R. MOSS, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 5200.1-R, *Information Security Program Regulation*, (with change 1)  
AFPD 84-1, *Historical Information, Property and Art*  
AFPD 38-5, *Unit Designations*  
AFI 10-400, *Air Expeditionary Force Planning*  
AFI 10-403, *Deployment Planning and Execution*  
AFI 31-401, *Information Security Program Management*  
AFI 35-101, *Public Affairs Policies and Procedures* (formerly AFI 35-205)  
AFI 36-2303, *Documents and Publications for the Air University Library*  
AF Sup 1 to DoD 5400.7-R, *DoD Freedom of Information Act Program* (formerly AFI 37-131)  
AFMAN 37-139, *Records Disposition Schedule*, (formerly AFI 37-133V2)  
AFI 38-101, *Air Force Organization*  
AFI 51-503, *Aerospace Accident Investigations*  
AFI 61-202, *US Air Force Technical Publications Program*  
AFI 61-204, *Disseminating Scientific and Technical Information*  
AFI 84-102, *Historical Operations in Contingency and War*  
AFI 84-103, *USAF Heritage Program*  
AFI 84-105, *Organizational Lineage, Honors and Heraldry*.  
AFI 90-201, *Inspector General Activities*  
AFI 91-204, *Safety Investigations and Reports*  
AFH 33-337, *The Tongue and Quill* (formerly AFH 37-137)  
AFMD 30, *Air Force Historical Research Agency*

***Abbreviations and Acronyms***

**AEF**—Aerospace Expeditionary Force  
**AFB**—Air Force Base  
**AFH**—Air Force Handbook  
**AFHRA**—Air Force Historical Research Agency  
**AFI**—Air Force Instruction  
**AFIND**—Air Force Index

**AFMAN**—Air Force Manual  
**AFMD**—Air Force Mission Directive  
**AFMS**—Air Force Manpower Standard  
**AFPAM**—Air Force Pamphlet  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**ANG**—Air National Guard  
**CSAF**—Chief of Staff Air Force  
**DAF**—Department of the Air Force  
**DL**—Distribution Limited (technical information)  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**DTIC**—Defense Technical Information Center  
**FOIA**—Freedom of Information Act  
**FOA**—Field Operating Agencies  
**FOUO**—For Official Use Only  
**HQ**—Headquarters  
**IG**—Inspector General  
**IRIS**—Inferential Retrieval Indexing System  
**JCS**—Joint Chiefs of Staff  
**LIMDIS**—Limited Distribution (administrative control)  
**MAJCOM**—Major Command  
**MAJCOM/HO**—Major Command History Office  
**NAF**—Numbered Air Force  
**NF**—Not Releasable to Foreign Nationals (also NOFORN)  
**OADR**—originating agency determination required  
**OPLAN**—Operation Plan  
**PV**—privileged information  
**RCS**—Report Control Symbol  
**SAF**—Secretary of the Air Force  
**TDY**—temporary duty

**USAF**—United States Air Force

**USAF/HO**—Director of Air Force History

### *Terms*

**Air Force Organizations**—Organizations (as defined in AFI 38-101) consist of establishments and units.

**Air National Guard**—The federally recognized ANG of each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

**Air Reserve Components**—All units, organizations, and members of the Air National Guard and the US Air Force Reserve.

**Air Staff**—Offices below the Secretariat level (under and including the Chief of Staff, USAF).

**Emblem**—An officially approved symbolic design portraying the distinctive history, mission, and general function of an organization. It is an important, abiding element of the organization's heritage.

**Establishment**—Any organization with a constituted headquarters, at group level or higher.

**Heraldry**—The heraldry of a specific organization consists of its emblem, its motto (if any), its designation, and the shield of an establishment or the disc of a unit.

**Honors**—Organizational honors recognizing USAF participation in combat or meritorious achievement. They appear as service, campaign, Armed Forces Expeditionary, and decoration streamers affixed to the organizational flag of an establishment or to guidon of a unit.

**HQ USAF**—All offices of the Secretariat and the Air Staff.

**Independent Group**—A group assigned to a higher echelon than an objective wing or its equivalent.

**Lineage**—A unique, official, traceable record of organizational actions peculiar to each Air Force organization and to no other organization.

**Lineage & Honors History**—A product, which identifies the lineage, accrued honors, assignments, stations, and emblem of an organization. It may include a list of commanders and a list of aircraft or missiles or both. If the organization is an establishment, the lineage and honors history may also identify component organizations. Lineage and honors histories for combat or support organizations that participated in significant Air Force operations may also contain narrative summaries of operations.

**Motto**—Part of the heraldry of an organization. It expresses in a word or short phrase the organization's goals, ideals, or principles.

**Official History**—The official records and documents pertaining to an Air Force organization.

**Overseas**—All locations, including Alaska and Hawaii, outside the continental United States.

**Unit**—The lowest level organization of the Air Force. An organization with no headquarters. Squadrons and numbered flights are units.

## Attachment 1 (302AW)

### SUBMITTING HISTORICAL DATA

#### A1.1. (302AW) What to submit:

A1.1.1. (302AW) Agencies listed in paragraph 3 must submit the designated documentation to the Wing Historian, and any other mission-related, historically significant data as it becomes available. The items mentioned under each organization's listing, in paragraph 3, are the minimum known to be useful to the history program. Submission of other source documents is strongly encouraged.

A1.1.2. (302AW) AFRC unit histories are normally unclassified documents, however, certain classified documents may be of the utmost historical significance. Therefore, do not ignore classified aspects of the mission. Instead, contact the Wing Historian for special reporting instructions.

A1.1.3. (302AW) Agencies producing monthly documents will submit the previous month's information to the historian each subsequent Unit Training Assembly (UTA).

#### A1.2. (302AW) When and how to submit:

A1.2.1. (302AW) Data should be submitted as it becomes available. Data can be provided in hard or soft copy.

A1.2.1.1. (302AW) Provide soft-copy documents via e-mail or diskette, or provide the Wing Historian with the location of the networked folder containing the documents. Ensure the Wing Historian has access to the networked folder(s) by contacting the 302 Communications Flight and granting the Historian permissions on the folder(s).

A1.2.1.2. (302AW) Hard-copy documents can be hand carried to the Wing Historian, or placed in distribution, addressed to 302 AW/HO. Two copies of hard-copy documents are preferred.

A1.2.1.3. (302AW) Classified documents must be hand carried directly to the Wing Historian. Contact the Wing Historian before delivering any classified information.

A1.2.2. (302AW) Semi-annual unit histories should be submitted during the September UTA for the period covering the preceding January through June, and each March UTA for the July through December period of the previous year.

#### A1.3. (302AW) Who Submits:

A1.3.1. (302AW) Operations Group: Submit operational statistics, including number of hours flown, number of sorties flown, aircrew readiness status etc. Include mission-specific information (significant events, successes, challenges, etc.), type of mission (training, real-world contingency, fire fighting, etc.). The Operations Group may opt to coordinate reporting with the 731 Airlift Squadron's Unit Historian.

A1.3.2. (302AW) Logistics Group: Submit maintenance statistics, maintenance trends, maintenance problems affecting operations, aircraft mission capable rates, cannibalization rates, and reports on Time Compliance Technical Orders in progress. Logistics Group may opt to coordinate reporting with the 302 Maintenance Squadron's Unit Historian.

A1.3.3. (302AW) Wing Plans: Submit resources statistics, resources trends, shortfalls and problems affecting Wing operations, and training statistics. Wing Plans may opt to coordinate reporting with agencies within the directorate.

A1.3.4. **(302AW)** Wing Readiness: Provide releasable summaries of deployments (dates of deployments, number of personnel deployed, locations deployed to, etc). Wing Readiness may opt to forward their information to their Unit Historian for inclusion in their Unit's history report.

A1.3.5. **(302AW)** Public Affairs: Provide, each month, two copies of all unit newspapers/news-letters published, and provide copies of all press releases.

A1.3.6. **(302AW)** Wing Protocol: Provide a monthly summary of all official visits to the unit and copies of all finalized Operational Readiness, Unit Effectiveness and/or Unit Compliance Inspection reports.

A1.3.7. **(302AW)** Chief of Personnel: Provide copies of all G-Series orders (change of command, and the like) copies of all decoration citations, Wing personnel strength summaries, recruiting statistics, and retention statistics.

A1.3.8. **(302AW)** Wing Safety will provide a releasable summary of Mishap/Incident reports as events occur and reports are finalized.

A1.3.9. **(302AW)** All staff agencies will submit reports or documents of historical significance. Examples of reports and documents include, but are not limited to, trip reports, after action reports, inspection reports (i.e., self-inspections, Staff Assistance Visit Reports, and responses to action items related to inspections), changes in key personnel, and copies high-level organizational charts.

**Attachment 2**

**SAMPLE FRONT COVER**

(UNCLASSIFIED EXAMPLE)

**SECRET**

HISTORY  
OF THE  
49th FIGHTER WING (U)

1 January - 30 June 2002

OFFICE OF ORIGIN: 49 FW/HO  
DERIVED FROM: MULTIPLE SOURCES  
DECLASSIFY ON: 28 Jun 2012

"If declassified, review the document to ensure material is not FOUO and exempt under AF SUP 1 to DoD 5400.7-R before making a public release/PV"

**SECRET**

(UNCLASSIFIED EXAMPLE)

**SAMPLE TITLE PAGE**  
(UNCLASSIFIED EXAMPLE)

**SECRET**

This page is unclassified.

RCS: HAF-HO(A or SA)7101

HISTORY  
OF THE  
49TH FIGHTER WING (U)  
1 January - 30 June 2002

NARRATIVE  
VOLUME I of III (If more than one volume)

Assigned to  
Twelfth Air Force, Air Combat Command

Stationed at  
Holloman Air Force Base, New Mexico

\_\_\_\_\_  
A.L. MACK ALLAN  
R. GUARINO  
SSgt, USAF  
Historian

Colonel, USAF  
Commander

DATE SIGNED \_\_\_\_\_

OFFICE OF ORIGIN: 49 FW/HO  
DERIVED FROM: Multiple Sources  
DECLASSIFY ON: 28 Jun 2012

"If declassified, review the document to ensure material  
is not FOUO and exempt under AF SUP 1 to DoD 5400.7-R  
before making a public release/PV "

**SECRET**

This page is unclassified.  
(UNCLASSIFIED EXAMPLE)

**A2.1. Title Page Notes.**

A2.1.1. Markings. For each volume, prepare a title page marked top and bottom with the highest classification of the information contained in that volume. On the title page, duplicate the security markings, downgrade and declassification instructions, warning notices, and special administrative handling caveats of the front cover to ensure that these markings appear clearly in the microfilm.

A2.1.2. Reports Control Symbol (RCS): see AFI 33-324.

A2.1.3. Names and Signatures. The commander (vice or second-in-command during extended absence) must sign the title page. Include the office chief's full name, rank, title and signature on the title page.

A2.1.4. Date. Use the date the report is signed.

A2.1.5. Use this statement if a classified volume includes For Official Use Only (FOUO) material. If the volume uses privileged information, add "PV" at the end of the statement.

**A2.2. Special Markings.** Use only those markings that reflect restrictions placed on the information contained in the volume. Some examples are:

A2.2.1. Caveats. Restricted Data (RD) Atomic Energy Act 1954 or Formerly Restricted Data (FRD) Atomic Energy Act 1954. If the volume contains Restricted Data or Formerly Restricted Data, a declassification line is not required.

A2.2.2. Not Releasable to Foreign Nationals (NF or NOFORN).

A2.2.3. Privileged document statement (PV).

A2.2.4. Technical information with distribution limitations (DL). See AFI 61-204, *Disseminating Scientific and Technical Information*.

**Attachment 2 (302AW)****PROCEDURES FOR SUBMITTING UNIT HISTORIES**

**A2.1. (302AW)** The following outline shows a suggested format and content examples. For more information, refer to AFI 84-101, which describes unit histories in more detail. The Wing Historian will provide training and assistance as required.

**A2.2. (302AW)** All unit histories must arrive in the 302 AW History Office by close of business on the third UTA following the close of their respective reporting period. In other words, history reports are due on the September UTA for the preceding January through June and on the March UTA for July through December of the preceding year.

**A2.3. (302AW)** Unit History Outline:

A2.3.1. **(302AW)** Covers. Not required.

A2.3.2. **(302AW)** Chronology. Listing, by date, of events occurring during the reporting period. Full, inclusive dates and declarative, complete sentences should be used.

A2.3.3. **(302AW)** Narrative. Tells the reader what the unit did to perform its mission. Use simple, declarative sentences. Examples of headings in the narrative are: Introduction, Operations, Maintenance and Personnel. Use these or any other appropriate titles to the unit and its mission.

A2.3.4. **(302AW)** Appendices. Only two are required: the unit's lineage and honors statement, and a listing of key personnel. This listing should include full name (first, middle initial, and last)

A2.3.5. **(302AW)** Glossary. Required only for unit-specific terms.

A2.3.6. **(302AW)** Supporting Document. Required only to support specific unit events, such as Special Orders pertaining to unit members, citations, and so on. In short, if the unit history asserts a fact, there should be documentation to back it up.

**Attachment 3****SAMPLE SECURITY NOTICE AND ADMINISTRATIVE CONTROLS PAGE**

(U) The overall classification of this volume is (insert appropriate classification) and derived from multiple sources to reflect the classifications given the information derived from source documents. It contains information affecting the national defense of the United States. The law prohibits your transmitting or disclosing the contents of this volume to an unauthorized person in any manner. Handle according to the provisions of DoD 5200.1-R, *Information Security Program Regulation*, and AFI 31-401, *Information Security Program Management*. Restrict distribution and dissemination of its contents on a strict "need-to-know" basis. For a list of records supporting this derivative classification, see the source citations for portions and paragraphs and the list of supporting documents.

(U) Secret information appears on the following page(s): 4, 7 and 10.

(U) Confidential information appears on the following page(s): 3, 7 and 12.

(U) These special notations, caveats, and dissemination control markings appear in this volume [*Include only those markings that apply to the volume.*]:

(U)Limited Distribution (LIMDIS) information appears on the following page(s): 4, 7 and 10.

(U)Not Releasable to Foreign Nationals (NOFORN or NF) information appears on the following page(s):

(U)Releasable to United Kingdom (Rel UK) information appears on the following page(s):

(U) This volume contains unclassified information that is For Official Use Only (FOUO); it also contains Privileged (PV) information that is not releasable in whole or part to persons or agencies outside the Air Force without the express approval of the Secretary of the Air Force. If declassified, review the document to ensure material is not FOUO and exempt under AF Sup 1 DoD 5400.7-R, *DoD Freedom of Information Act Program*, before making a public release.

(U) Information marked FOUO appears on the following pages: 5, 16, and 40.

(U) Information marked PV appears on the following pages: 5, 16, and 40.

(U) This volume contains information subject to the Privacy Act of 1974 and controlled under AFI 33-332, *Air Force Privacy Act Program*. Protect this information in the same manner as information marked FOR OFFICIAL USE ONLY (FOUO). Privacy Act information appears on the following pages: 6, 17, and 34.

**Attachment 3 (302AW)****SUGGESTED MOBILITY KIT FOR UNIT HISTORIANS DEPLOYING****A3.1. (302AW) EQUIPMENT****A3.2. (302AW)** Access to a computer while deployed**A3.3. (302AW)** Access to a cassette tape recorder with spare batteries for interviews**A3.4. (302AW)** Access to a 35mm or Digital Camera**A3.5. (302AW)** Flashlight, with spare batteries**A3.6. (302AW) SUPPLIES:**

A3.6.1. (302AW) Audio Cassettes

A3.6.2. (302AW) 35mm Film, 5 rolls, 24 exp

A3.6.3. (302AW) Pens, ball-point, 1 Box

A3.6.4. (302AW) Pencils, #2 ½ or 3, 2 boxes

A3.6.5. (302AW) 3x5 Index Cards, 2 packages

A3.6.6. (302AW) Pads, writing, 8½"x11", 10ea

A3.6.7. (302AW) Notebooks, spiral, 10ea

A3.6.8. (302AW) Binder clips, 1 box

A3.6.9. (302AW) Tape, masking, 1", 3 rolls

A3.6.10. (302AW) Tape, invisible, 3 rolls

A3.6.11. (302AW) White-out, 2 bottles

A3.6.12. (302AW) Pencil sharpener, 1ea

A3.6.13. (302AW) Envelopes, 9 ½"x12", 100ea

A3.6.14. (302AW) Diskettes, 3 ½", 2 boxes

A3.6.15. (302AW) Confidential/Secret Cover Sheets, 10ea

A3.6.16. (302AW) Various rubber stamps (FOUO, Secret, Confidential, etc.), 1ea

A3.6.17. (302AW) Ink Pad for stamps, 1ea

**OTHER:**

Thesaurus

Gazetteer

Dictionary

**NOTE:** Adjust items/quantities as necessary to accommodate the length of the deployment.

**Attachment 4**

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TABLE OF CONTENTS**

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Bare Base Systems Group 3  
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## Attachment 6

## SAMPLE CHRONOLOGY

## CHRONOLOGY

January - June 1992

DATE	EVENT	PAGE
<b>13 Dec 91- 17 Jan 92</b>	(U) The 49th Fighter Wing (FW) conducted a local Bold Shield exercise. This exercise successfully tested the wing's ability to deploy, sustain operations in a bare-base location, and survive-to-operate after a simulated attack.	16
<b>1 Jan</b>	(U) As part of an Air Force-directed plan to improve oversight of service providers, Air Combat Command activated the 93d Contracting Squadron and assigned it to the 49 FW. The wing appointed Lt Col Edward F. Hutton as the new squadron's first commander.	8
<b>2-4 Mar</b>	(U) By participating in a special mission called SNOWTIME, the 49 FW set a new endurance record. The aircrew, commanded by Maj Charles E. Brown III, flew non-stop to Australia, a 15-hour flight.	32
<b>24 Jun</b>	(U) The 49 FW participated in a Major Accident Response Exercise that highlighted the recent expansion of crash rescue capabilities. <sup>1</sup>	

1. Rpt (PV), 49 FW/XP, "Major Accident Response Exercise Preliminary Results," 25 Jun 92, **SD C-1** (info used is U); (U) For discussion on crash rescue capabilities, see Hist (S/NF/X4), 49 FW, Jul-Dec 91, pp. 98-100.

**Attachment 7****SAMPLE NARRATIVE**

## CHAPTER I

## Mission and Organization

(U) American airmen had no experience before World War II with the special problems that face peacetime military forces operating from foreign bases. When the war began in Europe in 1939, about 4,000 of the 26,000-member American air force operated outside the country. However, all forces were based on U.S. possessions -- the Philippines, Hawaii, and the Panama Canal Zone--where they provided aerial reconnaissance and "flying artillery" for Army garrisons stationed there to safeguard American interests.<sup>1</sup>

(U) The situation changed quickly after the fall of France in 1940. By the time the Japanese struck at Pearl Harbor, Army Air Forces (AAF) fighter and transport aircraft had moved or were preparing to move onto bases in Canada (Newfoundland, Labrador) and the Caribbean that President Franklin D. Roosevelt obtained through his famed destroyers-for-bases deal with Great Britain. The great wartime expansion began in early 1942 when AAF strategic bomber forces moved to England, while airmen who survived the fall of the Philippines joined forces fresh from the United States in Australia and New Guinea to begin a buildup that eventually smashed Japan into surrender.<sup>2</sup> At war's end, nearly 1,000,000 of AAF's 2,250,000 men operated from nearly 500 major air bases on foreign soil.<sup>3</sup>

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<sup>1</sup> (U) Alfred Goldberg, ed., *A History of the United States Air Force, 1907-1957* (D. Van Nostrand Co., Inc., Princeton, NJ, 1957). See also Appendix F and G.

<sup>2</sup> (U) *Ibid.*; Wesley R. Craven and James L. Cate, eds., *The Army Air Forces in World War II, Vol I, Plans and Early Operations* (Univ of Chicago Press, 1948).

<sup>3</sup> Rpt (S/NF/DECL 19 Nov 2012), HQ USAF/PRM, "USAF Statistical Digest (U)," 19 Nov 2002, (information used is U).

**NOTE:** *When using footnotes, explanatory notes may be incorporated.*

## Attachment 8

## SAMPLE LINEAGE AND HONORS DATA PAGE

## APPENDIX A

## LINEAGE AND HONORS

(January – December 1999)

<b>Unit Designation:</b>	436th Airlift Wing (2 December 1991)
<b>Previous Designation:</b>	436th Military Airlift Wing
<b>Authority:</b>	Military Airlift Command, Special Order G-01
<b>Higher Headquarters:</b>	Twenty-First Air Force
<b>Commander:</b>	S. Taco Gilbert III, 23 Jul 99, SO GA-119, 21 AF
<b>Vice Commander:</b>	Willard N. Mills, 19 Jul 99
<b>Assigned Units:</b>	<b>436th Operations Group</b>
	3d Airlift Squadron
	9th Airlift Squadron
	436th Aerial Port Squadron
	436th Operations Support Squadron
	<b>436th Logistics Group</b>
	436th Aircraft Generation Squadron
	436th Component Repair Squadron
	436th Contracting Squadron
	436th Equipment Maintenance Squadron
	436th Logistics Support Squadron
	436th Supply Squadron
	436th Transportation Squadron
	<b>436th Support Group</b>
	436th Civil Engineer Squadron
	436th Communications Squadron
	436th Mission Support Squadron
	436th Security Forces Squadron
	436th Services Squadron
	<b>436th Medical Group</b>
	436th Aerospace Medicine Squadron
	436th Dental Squadron

<u>Appendix A (Cont)</u>	
	436th Medical Operations Squadron
	436th Medical Support Squadron
	<b>436th Comptroller Squadron</b>
<b>Assigned Units Lost:</b>	None
<b>Internal Reassignments:</b>	None
<b>Units Attached:</b>	None
<b>Attached Units Lost:</b>	None
<b>Units detached:</b>	None
<b>Units relieved of detached status:</b>	None
<b>Station:</b>	Dover AFB, Delaware
<b>Aircraft Flown:</b>	C-5A/C-5B (Galaxy)
<b>Decorations:</b>	Air Force Outstanding Unit Awards: 1 Jul 97 - 30 Jun 99
<b>Emblem:</b>	<b>Description:</b> On a shield or, bordered argent, an American bald eagle volant, azure, highlighted bluebird, his wings superimposed over the border, airlifting with his talons a sphere of the second, fimbriated, longitude, latitude lines, grappling iron attached to upper area of sphere, all of the fourth.
Insert Emblem Here	<b>Significance:</b> The white and blue symbolize the sky and clouds, the theater where our Airlift mission is performed. The American bald eagle, our National bird, carrying the globe, with his talons, symbolically indicates our global airlift support. Of the noble virtues, blue symbolizes vigilance, perseverance, and justice; white, the heraldic representation of silver, is for purity; and yellow, the heraldic representation of gold is for knowledge and enlightenment
	<b>Motto:</b> Robustum Auxilium "Powerful Support"

## Attachment 9

## SAMPLE ROSTER OF KEY PERSONNEL PAGE

APPENDIX B<sup>1</sup>(U) 436<sup>th</sup> AIRLIFT WING ROSTER OF KEY PERSONNEL  
(January-December 1999)

<i>436th Airlift Wing</i>		
<u>Position</u>	<u>Individual(s)</u>	<u>Date Assigned</u>
Wing Commander	S. Taco Gilbert III, Col	23 Jul 99 -
Vice Wing Commander	Willard N. Mills, Col	19 Jul 99 -
Director of Staff	Thomas R. Kettler, Lt Col James A. Behring, Lt Col	15 Jun 00 - 14 Jul 99 – 14 Jun 00
Command Chief Master Sergeant	William Scott, CMSgt	27 Oct 99 -
Public Affairs	Frank Smolinsky, Maj	1 Jul 98-
Protocol	Wisteria Frederick, Capt	23 Sep 99 -
Safety	George J. Worley, Lt Col Jeffery R. Johnson, Lt Col	15 Jun 00 - 21 Jun 99 – 14 Jun 00
Judge Advocate	Timothy W. Murphy, Maj	26 Feb 97-
Manpower & Quality	Robert C. Mathers, Civ	28 Nov 94-
Plans	Robert F. Hall, Lt Col	10 Aug 98-
Chaplain	James P. Barlow, Lt Col	28 Jun 99 -
Museum	Michael Leister, Civ	Ca. Jul 86-
Historian	Thomas P. Lauria, TSgt	15 Nov 99-
436 CPTS/CC	Maritza LoGrasso, Lt Col	14 Jul 99 -
<i>436th Operations Group</i>		
436 OG/CC	Mark S. Solo, Col Erwin F. Lessel, Col	14 Jan 00 17 Jul 98- 13 Jan 00
3 AS/CC	John R. Smith, Lt Col	7 Jul 99 -
9 AS/CC	Christopher E. Coley, Lt Col David W. Smith, Lt Col	18 Feb 00 - 1 Sep 98- 17 Feb 00
436 APS/CC	Michael T. Friedlein, Lt Col Paul S. Curtis, Lt Col	16 Jun 00 - 17 Aug 98- 15 Jun 00
436 OSS/CC	Milton C. Abbott, Lt Col Gregory P. Cook, Lt Col	7 Jan 00 - 11 Sep 98- 6 Jan 00

1. Rpt (U), 436 AW/MO, "Key Personnel List," 7 Jul 00, **SD I-79.**

## Attachment 10

## SAMPLE PERSONNEL STATISTICS PAGE

## APPENDIX C

PERSONNEL STATISTICS<sup>1</sup>

(As of 31 December 1999)

<u>Unit</u>	<u>Officers</u>		<u>Enlisted</u>		<u>Civilian</u>		<u>Total</u>	
	Asgn	Auth	Asgn	Auth	Asgn	Auth	Asgn	Auth
<b>436th Airlift Wing</b>								
Staff	27	31	110	100	26	17	163	148
436 CPTS	3	3	35	35	10	7	48	45
<b>436th Operations Group</b>								
Staff	10	9	7	7	3	3	20	19
3 AS	76	93	162	159	1	1	239	253
9 AS	75	82	161	171	1	1	237	254
436 APS	10	10	427	392	95	89	532	491
436 OSS	16	24	134	131	17	14	167	169
SUBTOTAL	187	218	891	860	117	108	1195	1186
<b>436th Support Group</b>								
Staff	3	3	0	2	2	2	5	7
436 CES	8	8	115	190	163	132	286	330
436 CS	6	8	115	105	23	16	144	129
436 MSS	3	3	60	56	32	25	95	84
436 SFS	3	4	147	146	3	1	153	151
436 SVS	3	3	52	52	69	45	124	100
SUBTOTAL	26	29	489	551	292	221	807	801
<b>436th Logistics Group</b>								
Staff	4	4	21	21	5	4	30	29
436 AGS	9	14	712	644	58	41	779	699
436 CONS	2	2	15	11	25	23	42	36
436 CRS	3	3	205	191	39	36	247	230
436 EMS	6	6	283	319	64	57	353	382
436 LSS	2	2	56	54	16	11	74	67
436 SUPS	5	6	242	217	47	23	295	246
436 TRNS	3	5	116	93	16	10	135	108
SUBTOTAL	34	42	1650	1550	270	205	1954	1797

1. Rpt (U), 436 AW/MO, "Manpower and Personnel Comparison," 1 May 00, SD I-80.

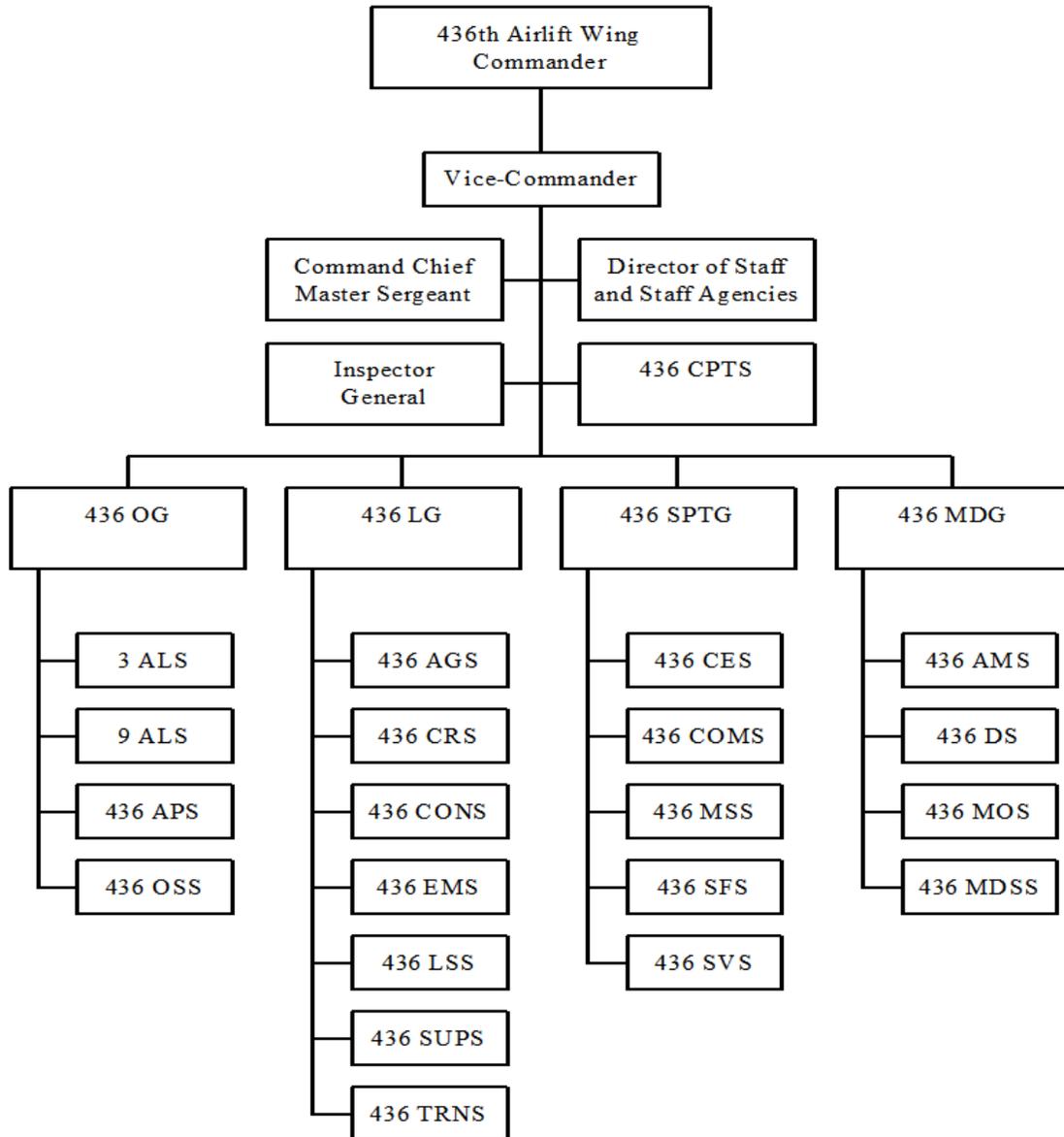
Attachment 11

SAMPLE ORGANIZATIONAL STRUCTURE CHART PAGE

APPENDIX D<sup>1</sup>

ORGANIZATIONAL STRUCTURE

436th Airlift Wing



1. Org Chrt (U), 436 AW/MO, "436 AW Org Chart," 1 Jun 00, **SD I-81**.

## Attachment 12

### INSTRUCTIONS FOR FOOTNOTES

**A12.1.** Footnotes provide the primary means of identifying sources of information. In addition, authors may use explanatory footnotes for reasons of style or organization. For example, an explanatory footnote can be used for a long list of names that would clutter up the text or to define technical terms.

**A12.2.** Number footnotes consecutively through each chapter. If chapter divisions are not used, number footnotes consecutively through the entire text. Numbers must be superscripted and precede note numbers.

A12.2.1. Call attention to a note by inserting a footnote in the text immediately following the appropriate clause or phrase, without spacing.

A12.2.2. Footnote citations indicate if the source has been attached to the product as a supporting document (SD) in paper-based products by identifying the SD number at the end of the citation. This identification will be the last item in the citation, use the SD prefix, and underline the entire number. Examples: SD SO-1, SD CHR-13, SD III-87, SD 116. In electronic products, create a hyperlink to the document at the end of the citation.

A12.2.3. Cite the source of every direct quotation. Footnote numbers are placed at the end of indented quotations.

**A12.3.** Footnotes placed at the bottom of the appropriate pages are the user-friendliest method to help researchers, especially on microfilm, scanned, and electronic images find the sources used to prepare the narrative. Use footnotes without exception.

**A12.4.** Note citations must be brief; however, cite all pertinent documents using the standard formats outlined in this instruction. Use abbreviations, acronyms, and other office symbols whenever possible to shorten citations; however, do not allow brevity to cause future researchers problems in identifying information sources.

**A12.5.** Footnotes must contain all the data needed to identify the source. All citations must follow these guidelines: type of document; classification; warning notices or special notations (caveats); downgrade and declassification instructions; originating organization and office; receiving organization and office; subject in quotes; (for lengthy documents) volume, section or paragraph number; and date or date-time group.

A12.5.1. Indicate the nature of the source (letter, memo, report, press release, and so on). For example: "Memo."

A12.5.2. Source citations must contain the document's classification, downgrade and declassification instructions, warning notices, and special administrative handling caveats. Place these markings in parentheses immediately after the type of document, followed by a comma. Example: "Memo (S/DECL 20 Mar 83),."

A12.5.3. Always include the originating office. Include receiving office(s) as appropriate. End with a comma. Example: "Memo (S/DECL 20 Mar 83), Col A.B. Smith, 10 BW/CC, to 10 BW/CV,."

A12.5.3.1. Include names as appropriate, especially on personal correspondence. Example: "Memo (S/DECL 20 Mar 83), Col A.B. Smith, 10 BW/CC, to Col Charles D. Bower, 10 BW/CV,."

A12.5.3.2. When the correspondence goes to a long list of recipients, cite the first one on the list and then the term *et al.* (Note: In some instances, such as staff summary sheets, list the final, most important recipient on the list.)

Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*,."

A12.5.4. Always include the subject when citing military correspondence. Place titles in quotation marks and end with a comma. For classified documents, include the classification of the title. Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, "Report on Exercise Bingo, 5 Jan-28 Feb 1963 (U),."

A12.5.4.1. Provide a short, accurate descriptive subject, placed in brackets without capitalization, if the subject does not appear on the document.

A12.5.4.2. Recommend providing short, accurate and unclassified descriptive subject when the subject would normally be classified.

Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, [exercise bingo (U)],."

A12.5.4.3. Designate exact titles of published works (printed books, pamphlets, magazines, and newspapers) by italics (for word processed material) or underlining (for typed material). Use quotation marks around titles of chapters, articles, notes, documents, reports, and the like.

A12.5.5. Whenever possible, give the exact title, volume, and page number or numbers. End with a comma. This is especially true when citing a historical report prepared in the field, or other recurring publication. Example: Hist (S/NF/DECL X4), 20 TFW, Jan-Jun 63, Vol. I, pp 2-14. Provide page numbers for direct quotations. Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, "Report on Exercise Bingo, 5 Jan-28 Feb 1963 (U)," p.15,."

A12.5.6. Include date or date-time group (for messages), followed by a comma. Use a period if this completes the citation (see [A12.5.7.](#) to [A12.5.8.](#)). Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, "Report on Exercise Bingo, 5 Jan-28 Feb 1963 (U)," p.15, 20 Mar 63,."

A12.5.6.1. If the document is not dated and an approximate date is known, use "circa" -- abbreviated "ca." -- plus the approximate date. Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, "Report on Exercise Bingo, 5 Jan-28 Feb 1963 (U)," p.15, ca. 20 Mar 63,."

A12.5.6.2. If the date is unknown, use "n.d." (no date) as a last resort. Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, "Report on Exercise Bingo, 5 Jan-28 Feb 1963 (U)," p.15, n.d.,."

A12.5.7. Source citations must explain or verify any differences between the classification or special notations of the source(s) cited applied to the narrative and other portions of the report. If the cited information comes from a portion other than the most restrictive of that document, use the notation "unclassified extract" or "(info used is (classification))" immediately after the citation. Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, "Report on Exercise Bingo, 5 Jan-28 Feb 1963 (U)," p.15, 20 Mar 63, SD II-15, (info used is U)."

A12.5.8. Separate individual citations by semicolons in notes that cite more than one source. Example: "Memo (S/DECL 20 Mar 83), 10 BW/CC to 10 BW/CV *et al.*, "Report on Exercise Bingo, 5 Jan-28 Feb 1963 (U)," p.15, 20 Mar 63, SD II-15, (info used is U); Intvw (U), W. Bowles, ACC/HO, with Maj Bryan K. Edwards, ACC/SC, 6 Dec 92, SD II-24."

**A12.6.** Single-space the text of each footnote. Indent the numbers or symbols five spaces double-spacing between footnotes.

**A12.7.** For textual matter within your footnotes (as distinguished from document citations), write in the same style used in the narrative. Place all direct quotations in footnotes within quotation marks, regardless of length.

**A12.8.** Provide a complete bibliographical citation the first time any source is mentioned in a chapter. Use shortened titles sparingly. Shortened titles can be used for frequently cited works after the first complete citation. Identify short titles by placing them in brackets immediately after the full citation. Example: Rpt (S/DECL X4), Col A.B. Smith, 509 BW/CC, "Report on Exercise Bingo, 5 Jan-28 Feb 1996," [hereafter cited as Smith Rpt on Exercise Bingo] p 15.

**A12.9.** Designate exact titles of published works, printed books, pamphlets, magazines, and newspapers, by italics. Use quotation marks around titles of chapters, articles, footnotes, documents, reports, and the like.

**A12.10.** When citing a historical report prepared in the field give the exact title, volume, and page number or numbers. Example: Hist (S/NF/DECL X4), 20 FW, Jan-Jun 99, Volume I, pp 2-14.

**A12.11.** Use the following format when citing a study that has been completed and bound: Study (U), John C. Warren, Airborne Operations in World War II, European Theater (USAF Historical Study 97, Sep 56), p 42.

**A12.12.** Indicate the nature of the source. If a term like "Report" is part of the title, place it with the rest of the title. If it is used only descriptively, place it before the title, abbreviated and followed by a comma.

**A12.13.** Classification markings and other restrictions must precede narrative statements in explanatory footnotes. Example: <sup>23</sup> (U) Offensive Counter Air consists of an operation mounted to destroy, disrupt, or limit enemy air power as close to its source as possible. Additionally, source citations must contain the document's classification, downgrade and declassification instructions, warning notices, and special administrative handling caveats. Place these markings in parentheses immediately after the type of document. Example: Ltr (S/NF/DECL X4).

A12.13.1. Source citations must explain or verify any differences between the classification or special notations of the sources cited and as applied to the narrative or other portions of the report. For example, if the cited information comes from an unclassified portion of a classified document, use the notation "information used is U" immediately after the citation.

A12.13.2. When using footnotes in classified products, mark each footnote with its classification, for instance, (U), immediately following the note number to comply with security portion marking requirements. In particular, a classified title would cause a footnote to become a classified portion.

**A12.14.** Always include the subject when citing military correspondence. Provide a short, accurate descriptive subject, placed in brackets without capitalization, if the subject does not appear on the document. Use extreme caution when substituting a title in brackets in the place of a classified title.

**A12.15.** Indicate the place and date of publication, volume, and page numbers for information from a published book.

**A12.16.** In footnotes that cite more than one source, separate individual citations by semicolons—these footnotes are called multiple source citations.

**A12.17.** Use the italicized abbreviation *Ibid.* (meaning "in the same place") only when the preceding note has a single source citation. If referring to all the citations in the preceding multiple source citation footnote, use "See note above."

**A12.18.** The following note citations demonstrate many of the combinations needed for periodic history footnotes.

A12.18.1. Documents with Attachments. Use this form when citing a document with attachments. Use the whole package as a supporting document.

SSS w/2 atchs (S/DECL X4), ACC/DO to NORAD/J5, "Alert Base Expansion (U)," 2 Oct 97; Atch 1 Memo (S/DECL X4), 1 AF/CC to ACC/DO, "Alert Base Expansion (U)," 1 Jul 97; Atch 2 Brfg (S/DECL X4), 1 AF/CC, "Expansion of Alert Bases (U)," 15 Aug 97, SD III-118. Note: when citing complete document packages, it isn't necessary to identify attachments individually. Instead, simply cite the SSS w/2 Atchs. By the same token, if the other components are not historically significant, retain and cite only the attachment and list the item as a separate document.

A12.18.2. Articles And Books:

A12.18.2.1. Article (U), Gen John M. Loh, "TAC Safety - Then and Now," *TAC Attack* (May 92), pp 4-5, SD I-22.

A12.18.2.2. Article (U), "State of the Air Force," *Airman*, 36 (Dec 92), pp 23-42, SD I-23.

A12.18.2.3. Article (U) Gen Colin Powell, "Joint Warfare is Team Warfare." *Defense 92* (Special Issue), p 2, SD I-24.

A12.18.2.4. Book (U), H.B. Jones, *New Dimensions in Air Warfare* (New York, 1961), p 24.

A12.18.3. Briefings And Briefing Slides. Use paper copies of briefing slides when the entire briefing script is not available or included.

A12.18.3.1. Brfg (U), ACC/DO, "Results of Training," 10 Jul 92, SD III-123.

A12.18.3.2. Slide (S/DECL X4), ACC/DOX, "Shortfalls (U)," n.d., SD III-12.

A12.18.4. Histories. For Official USAF, include all security markings.

Hist (S/NF/ DECL X4), ACC, Jul-Dec 92, p 100 (information used is S/NF).

A12.18.5. Interviews. Don't use an interview unless it is summarized or recorded and transcribed for use as a supporting document. Cite interviews that have no summary or transcript as a discussion or telephone conversation (telecon).

A12.18.5.1. Intvw (U), W. Bowles, ACC/HO, with Maj Bryan K. Edwards, ACC/SC, 6 Dec 92, SD II-24.

A12.18.5.2. Disc (U), SSgt Leigh Ellis, 20 FW/HO, with Col William Rew, 20 FW/CC, 30 Jun 02.

A12.18.6. Letters:

Ltr (U), Gen J.M. Loh, TAC/CC, to Gen J. Butler, CINCSAC [merger, TAC and SAC], ca. Feb 92, SD III-127.

A12.18.7. Publications. Includes Air Force Policy Directives (AFPD), Air Force Instructions (AFI), Air Force Manuals (AFMAN), and Air Force Pamphlets (AFPAM). Refer to Air Force Index (AFIND) 2 for other types of publications and their correct acronyms. Do not include the series title when citing a publication.

A12.18.7.1. AFPD 10-2 (U), "Readiness," 1 Apr 93, SD III-1.

A12.18.7.2. ACCMAN 55-12 (S/DECL X4), Vol I, "Air Operations (U)," 9 Jul 92.

A12.18.7.3. ACC Sup 1 to AFI 66-10 (C/DECL X4), "Logistics Support for Air Combat (U)," 1 Jun 93, SD III-8.

A12.18.7.4. AFPAM 48-132 (U), "Medical Waivers for Aircrew," 1 Aug 93, SD I-92.

A12.18.8. Memo, MFR, Memorandum Of Agreement or Understanding:

A12.18.8.1. Memo (U), ACC/DOXX to ACC/CS, "Missile Hardening," 24 Jul 99.

A12.18.8.2. MFR (S/DECL X4), ACC/DRF, "AMRAAM Issues (U)," 21 Apr 01, SD III-118.

A12.18.8.3. MOA (S/DECL X4), USNORTHCOM and ACC, "Air Combat Command Support of US Element NORAD Contingency Planning and US Unilateral Action (U)," 6 Oct 02, SD III-12.

A12.18.9. Messages.

Msg (S/NF/WN/DECL X4), ACC/DO to 1 FW/CC *et al.*, "Coronet Arrow (U)," 231405Z Jul 99, (information used is C/NF), SD III-199.

A12.18.10. Electronic Mail (E-Mail). Identify E-Mail addresses whenever possible by placing regular office symbols in parentheses.

E-Mail (U), SMSgt Ellery Wallwork, HQ AMC/HO to CMSgt Walt Grudzinskas HQ USAF/HO, "AEF Rotations," 12 May 03. Recommend removing the SMTP type addresses, even when the e-mail is printed, Outlook usually prints the name of the individual not the actual address.

A12.18.11. Newspaper Articles:

Article (U), James Smith, "A New Crisis," *New York Times*, 28 Jan 90, p 14.

A12.18.12. Operation Orders, Plans, And Programming Plan (PPlan).

A12.18.12.1. OPLAN 1003V (S/DECL X4), "Contingency Plan (U)," CENTAF, 25 Aug 02, pp 1-4 (information used is U).

A12.18.12.2. PPlan 81-2 (U), "A-10s," TAC, 26 May 83, pp ii-iv.

A12.18.13. Reports.

A12.18.13.1. Rpt (U), ACC/CCSA, "Congressional Track FY 00," 13 Dec 98, p 6.

A12.18.13.2. Rpt (U), ACC/XPPC, "Trip Report - Pre-SATAF Meeting on F-15E Beddown," 31 Dec 92.

A12.18.14. Special Orders. All G-series special orders issued by or for the unit will be included as supporting document SO-1. All orders issued by other headquarters will be numbered sequentially following the unit's orders.

SO G-23 (U), HQ ACC, 28 Feb 00, SD SO-1.

A12.18.15. Studies. Official, not public domain.

Study (S/REL AUS/GBR/CAN/DECL X4), HQ USAF/HO, "Planning Operation ENDURING FREEDOM (U)," Oct 02, pp 15-19.

A12.18.16. Web Sites. All Internet/SIPERNET web pages will be saved as an electronic file, with the file extension **.mht**. For paper-based histories, print the .mht file. For electronic histories, create a hyperlink to the document.

Web Page (U), 2<sup>d</sup> Lt Glory Smith, "Roche visits RAF Mildenhall troops," roche.mht, 18 Dec 03, SD II-56.

**Attachment 13**

**SAMPLE GAZETEER**

**Attachment 14****SAMPLE LIST OF SUPPORTING DOCUMENTS**  
**CHRONOLOGY SUPPORTING DOCUMENTS**

SD C-1 Excerpts (U), 55 SRW/MAP, "Maintenance Schedule," for Jul - Dec 02.

**CHAPTER II SUPPORTING DOCUMENTS**

SD II-56 Rpts (C/DECL 20 Nov 12), 82 RS/MAOR to STRATRECONCEN/DORO et al., "Kadena Op Rep," 1 Oct - 20 Nov 02.

SD II-57 Ltr (S/DECL 20 Nov 12), 82 RS/MAOR to STRATRECONCEN/DORO et al., "Kadena Status," 20 Nov 02.

SD II-58 Rpts (C/DECL 16 Dec 12), 82 RS/MAOR to STRATRECONCEN/DORO et al., "Kadena Op Rep," 23 Nov - 16 Dec 02.

SD II-59 Rpts (C/DECL 11 Dec 12), Mildenhall to STRATRECONCEN/DORO et al., "RAF Mildenhall Op Rep," 1 Jul - 11 Dec 02.

**CHAPTER III SUPPORTING DOCUMENTS**

SD III-1 Excerpts (U), 55 SRW/MAP, "Maintenance Schedule," for Jul - Dec 02.

SD III-2 Rpt (U), 55SRW/DOT, "Flown Sortie Summary" (U), for Jul 02.

SD III-3 Msg (U), 55SRW/DOT to ACC/DO, "Mission Update," (U), 301600Z Aug 02.

**APPENDICES SUPPORTING DOCUMENTS**

SD A-1 Excerpts (U), 55 SRW/MAP, "Maintenance Schedule," for Jul - Dec 02.

**Attachment 15**

**SAMPLE DISTRIBUTION LIST**

<u>OFFICE</u>	<u>COPY NUMBER</u>
AFHRA/ISA via AMC/HO	1
HQ 60AW/HO	2
HQ AMC/HO	3 <a href="#">A12.18.13.</a>