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History

HISTORICAL PRODUCTS, SERVICES, AND REQUIREMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 84-1, *History and Museum Programs*. It provides guidance and procedures for:

- Collecting historical data and documentation.
- Preparing historical reports.
- Providing historical services.
- Applying the principles of USAF lineage.
- Administering the USAF heraldry program.

Attachment 1 is a glossary of references, abbreviations, acronyms, and terms. MAJCOMs may supplement this instruction to provide additional guidance to their subordinate units. HQ USAF/HO must approve all MAJCOM supplements.

(512AW) AFI84-101 dated 12 March 1998 is supplemented as follows. It applies to all 512 Airlift Wing (AW) personnel.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 98-1 and deletes Chapters 4, 5, and 6 and Attachments 19 and 20 (all of which have been incorporated into the new AFI 84-105, Organizational Lineage, Honors, and Heraldry). It also reflects renaming of the Air Force History Support Office, deletes a requirement for end of tour reports by commanders, deletes the term monograph as a special publication category, allows more latitude in the use of endnotes, and deletes the requirement for abstracts in periodic histories. The

entire text of IC 98-1 is at **Attachment 21**. A | (bar) preceding a paragraph indicates changes from the previous edition.

(512AW) This revision explains compliance instructions and submission procedures for the Unit History Report to the Wing Historian. A bar (|) indicates a revision from the previous edition.

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Chapter 1

RESPONSIBILITIES

1.1. Office of the Air Force Historian (HQ USAF/HO). Establishes policy concerning historical data and documentation, historical reporting, historical publications, and organizational lineage, honors, and emblems.

1.2. Air Force Historical Research Agency (AFHRA). For more about this agency, see AFMD 26. AFHRA has two divisions:

1.2.1. **The Research Division (AFHRA/RS).**

- Answers queries.
- Prepares reference works, analyses, and other publications.
- Supports historian training courses.
- Implements policies concerning:
  - Victory credits.
  - Organizational lineage.
  - Organizational emblems.
  - Verifying unit honors
  - Collecting organizational data
  - The Air Force Oral History Program.
- Tabulates and reports heritage scores and related assessments
- Prepares the monthly consolidated Air Force Organization Status Change Report (AFOSCR) HAF-HO(M)7401. See **Chapter 6**..

1.2.2. **The Information Systems Division (AFHRA/IS).**

- Collects, images, organizes, and maintains historical reports and other documents at AFHRA.
- Assists researchers and retrieves documents.
- Manages the Inferential Retrieval Indexing System (IRIS) database.
- Provides automated systems support for the USAF History Program.

1.3. Air Force History Support Office. This agency (formerly known as the Center for Air Force History) is primarily responsible for researching and writing a wide variety of publications; providing information and analysis to Air Force leaders, staffs, and other requesters; and sponsoring exhibits, symposia, and other activities promoting the knowledge of air power and aerospace history. For more information, see AFMD 50, *Air Force History Support Office*.

1.4. Commanders and Staff Members at All Levels. Give historical personnel access, commensurate with their security clearances, to all information they need to prepare accurate, objective, and comprehensive historical publications and records. This includes access to unclassified and classified information that may be subject to special access requirements or administrative handling instructions, messages

transmitted through the Air Force Special Security Office (AFSSO), and electronically stored databases and files.

1.4. (512AW) Commanders and Staff Members at All Levels. Compliance with applicable directives pertaining to each unit history submission rests with each 512th (AW) Group Commander, Aerospace Medicine Squadron Commander, and chiefs of selected staff agencies.

1.4.1. **Deleted.**

1.4.1.1. (Added-512AW) Group Commanders and selected staff agency chiefs ensure accurate and timely historical data is submitted to the 512 AW Historian Office (HO).

1.4.1.2. (Added-512AW) Squadron Commanders ensure accurate and timely historical data is submitted to their respective Group Commander.

1.4.1.3. (Added-512AW) Group and Squadron Commanders provide unit historian with a recap of significant happenings within their area of responsibility.

1.4.1.4. (Added-512AW) Group and Squadron Commanders appoint, in writing, a unit historian in the grade of E-4 or above. Include a mailing address, an electronic mailing address, and official telephone number in the appointment letter. Forward a copy to the 512 AW/HO office. Update letters immediately upon departure or change of unit historian.

1.5. 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. (For instructions on periodic histories, see section A in **Chapter 2** and **Chapter 3**.)

1.5.1. **Major Commands (MAJCOM) and Subordinate Units.** One element 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 Force Reserve (AFRES) and Air National Guard (ANG) headquarters' history offices perform as a MAJCOM history office in managing their programs.

1.5.2. **MAJCOM/HOs:**

- Perform quality assessment of all subordinate organizations' historical publications.
- 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.
- Provide continuation training and education to personnel assigned at subordinate organization history offices. Do this with thorough written and verbal guidance, workshops every two years, and support for training and education opportunities available through AFHRA, CAFH, Historian Civilian Career Program, and other sources.
- Monitor and coordinate manpower and personnel status of subordinate history offices.
- Coordinate on historical property and museum matters. See AFI 84-103, *USAF Museum System*, for guidance.

1.5.3. **Numbered Air Forces (NAF), Independent Groups, Squadrons Reporting Directly to MAJCOM, and Comparable Units.** MAJCOM/HOs establish requirements and procedures for the historical services and documentation at these organizations. In conjunction with MAJCOM manpower officals, MAJCOM/HOs with 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 (AFMS) 101A.

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

- 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.
- A DRU or FOA with subordinate history offices has MAJCOM-like responsibilities for its field program. See **1.5.2.**
- Smaller, less significant, FOAs without full time historians establish historical documentation requirements, in coordination with HQ USAF/HO, based on mission and available resources.
- All FOAs with part-time or additional duty historians send names, office addresses, and phone numbers of these individuals to HQ USAF/HO.

1.6. Air Force Historians (All Levels).

- Collect, organize, analyze, and interpret primary documents.
- Maintain a collection of historical documents and references, including a complete file of your organization's periodic histories.
- Prepare papers and provide historical services that meet the needs of commanders and staffs. Give your highest priority to work requested by your commander.
- Answer historical questions, including those on unit emblems, lineage, and honors.
- Write periodic histories, heritage pamphlets, studies, and monographs. Full-time historians must annually produce at least one monograph, study, essay, or comparable project on a topic of value to the Air Force.
- Process requests for new or revised emblems and organizational flags.
- Keep the senior leadership in your organization informed about the USAF History Program's purpose and primary services through briefings and similar tools.
- Routinely communicate with other historians to promote the free flow of information and ideas.
- Enlisted historians must possess a top secret clearance to hold the 3H0X1 AFSC. If you are unable to acquire a top secret clearance within one year of your retraining date or permanently retain this clearance during your career, HQ USAF/HO will request AFMPC to withdraw the AFSC and retrain or separate you. Officer and civilian historians should also possess a top secret clearance.

1.6. (512AW) Air Force Historians (All Levels). (Added) Group and Squadron Historians gather pertinent information about the organization and compile a semi-annual history in statistical and narrative format using AFI 84-101 and this supplement (**Attachment 22 (Added)**) as a guide.

1.6.1. (Added-512AW) Group and Squadron Historians ensure historical submissions contain supporting documents, to include end-of-tour reports, photographs, exercise and inspection reports, maintenance summaries, recruiting and manning reports, active duty and special mission reports.

1.6.2. (Added-512AW) Submission procedures will be as follows:

1.6.2.1. (Added-512AW) Staff Agency, Group, and Squadron Historians submit computer-generated histories via electronic mail to the 512 AW/HO office. (Send courtesy copy to approving official, in lieu of a signature).

1.6.2.2. (Added-512AW) Staff Agency, Group, and Squadron Historians submit histories with non-computer-generated supporting documents (original reports) via electronic mail to the 512 AW/HO office. (Send courtesy copy to approving official, in lieu of signature). Send original report through distribution with copies of supporting documents and original signatures. Electronically mailed histories should bear final statement: "Copies of supporting documents to follow."

1.6.3. (Added-512AW) Group and Squadron Historians use the Wing file under History Program located on the wing share (S) drive to obtain a copy of a sample format and published history reports. Completed reports will be sent via electronic mail to the Wing Historian.

1.7. Deleted. (See Chapter 1, AFI 84-105)

Chapter 2

HISTORICAL PUBLICATIONS AND PROJECTS

2.1. Products. Historians prepare several types of publications, papers, and other products and support projects like historical exhibits and displays. These products:

•Preserve an official record of Air Force mission accomplishment.

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

•Support professional military education.

•Promote awareness of Air Force heritage.

•Provide reference material for researchers.

Section A--Periodic Histories

2.2. Periodic Histories (RCS: HAF-HO(A&SA)7101). Consist of narrative accounts of significant events amplified by collections of supporting documents. They are essential to the corporate memory of Air Force organizations because they 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**. Additional duty or part-time historians follow guidance in **Attachment 2** unless directed otherwise by higher headquarters.

2.2.2. Standard coverage periods and due dtes for periodic histories are:

•1 calendar year for organizations above wing level. Complete them by the last day of the 7th month following the end of the coverage period.

•6 months for organizations at wing level and lower. Complete them by the last day of the 4th month following the coverage period.

NOTE: A history is complete once the commander reviews and signs it.

2.2.2. (512AW) **Periodic Histories** (RCS: HAF-HO(A&SA)7101). Histories should be submitted according to the following schedule:

2.2.2.1. (Added-512AW) 1 October through 31 March (Current FY): NLT May (Current FY)

2.2.2.2. (Added-512AW) 1 April through 30 September (Current FY): NLT November (Subsequent FY)

2.2.3. HQ USAF/HO may adjust the coverage period and due date of periodic histories for MAJCOMs, HQ USAF DRUs, and FOAs. MAJCOM/HOs may adjust the coverage period and due date of periodic histories for their subordinate organizations based on command or individual needs. Inform HQ USAF/HO of such changes.

2.2.4. Print and distribute your periodic history within 15 calendar days of the completion date.

2.2.5. Periodic histories (RCS: HAF-HO(A&SA)7101) are designated emergency status code C-2; continue normal reporting during emergency conditions.

Section B--Heritage Pamphlets

2.3. Historical 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 and publish these pamphlets for widespread internal distribution. Additionally, send copies to:

•MAJCOM/HO.

•HQ USAF/HO.

•AFHRA/ISA and AFHRA/RS (to accompany lineage and honors folders).

•CAFH/HOR.

2.3.2. The Heritage Pamphlet normally consists of a narrative plus tables with key lineage, honors, and mission data.

2.3.2.1. Include a short history of the installation in the pamphlet of a base host unit.

2.3.3. The pamphlet is a living document. With each new edition, work to improve the content and style. Use an attractive cover design and well-chosen illustrations if they can be reproduced clearly and economically. Update it:

•Annually.

•After major changes in mission, organization, leadership, or accomplishments.

Section C--Historical Studies

2.4. Historical 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 present many of the same features and components used in the preparation of periodic histories (see **Chapter 3**). These include forewords, prefaces, contents, photographs, illustrations, tables, charts, appendices, glossaries, indexes, bibliographies, and supporting documents. Titles and subtitles should be descriptive, and covers should be attractive. 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 must coordinate proposed studies and final drafts with MAJCOM/HOs. Historians at MAJCOM headquarters, FOAs, and DRUs will inform HQ USAF/HO of proposed topics of potential Air Force-wide interest and may circulate drafts to HQ USAF/HO for review and comment.

2.4.3. Distribute final products as widely as possible contingent on the subject and, for classified studies, the "need-to-know" principle. MAJCOM/HOs must approve distribution outside of originat-

ing wings and centers. Always send at least two copies to AFHRA/ISA, HQ USAF/HO, and AFHSO/HOR. As appropriate, provide copies to other history offices in the Air Force, unified commands, other services, and the Joint Chiefs of Staff that might be interested in the topic. Provide copies to functional offices at HQ USAF as appropriate to the topic. 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 35-205, *Air Force Security and Policy Review Program*.

Section D--Other Historical Projects

2.5. Oral History Interviews. Edit, publish, and distribute especially informative oral history interviews in the same manner as studies. Add topic headings, explanatory footnotes, and appropriate appendices. You may also add historical photographs. See paragraph **3.4.3.9.** for guidance on conducting interviews.

2.5.1. Include oral history interview transcripts or summaries as supporting documents in periodic histories.

2.5.2. Send transcripts and audiocassettes to AFHRA/RS for the Air Force Oral History collection.

2.6. Books. Historians (normally from the CAFH or AFHRA) 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.

2.6.1. Coordinate proposals for all such projects with HQ USAF/HO.

2.7. Articles and Essays. Historians who know about airpower or related topics are encouraged to write articles and essays (including book reviews) for publication.

2.7.1. Submit material for security and policy review prior to publication. Follow the instructions in AFI 35-205, *Air Force Security and Policy Review Program*.

2.7.2. Send an advance copy to the Air Force Historian (HQ USAF/HO).

2.8. Papers. Use every opportunity to prepare background papers, point papers, talking papers, and similar products on the historical aspects of issues that interest your commanders and directors.

2.8.1. For formats, see AF Handbook (AFH) 37-137, *The Tongue and Quill*.

2.9. Briefings and Visual Information. Prepare slide briefings and work with Visual Information and Combat Camera personnel in preparing video documentaries and other historical audiovisual projects of interest to your organization or the Air Force.

2.10. Exhibits. Help research and gather photographs, artifacts, and other memorabilia for exhibits that foster an appreciation of the United States Air Force's heritage and your organization's history. A well-done, professional exhibit is a multi-media equivalent to a monograph or study. See AFI 84-103, *USAF Museum System*, for further guidance.

Chapter 3

WRITING PERIODIC HISTORIES AND OTHER HISTORICAL PUBLICATIONS

3.1. Using the Historical Method. The principles and procedures in this section apply primarily to the preparation of periodic histories, but you may also 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 record based on your organization's mission, your professional judgment, and suggestions by your commander and staff.

3.1.2. **Impartiality.** Be an impartial observer. Never distort history by omitting information that reflects negatively on your organization or by including information that inaccurately portrays its successes.

3.1.3. **Facts:**

- Carefully and methodically collect, assemble, verify, and present factual data as the basis for conclusions and interpretations.
- Evaluate data to determine relative importance.
- Be specific in presenting the facts.
- Remain alert to gaps and inaccuracies in official documents and reports.

3.1.4. **Emphasis.** In the narrative and your supporting documents, emphasize events affecting:

- Your organization's mission performance.
- Its leaders' decision-making.
- Outside agencies' actions that influenced your organization's activities.
- Your organization's execution of higher headquarters policies and directives.

3.1.5. **Topics.** All manner of topics and events come under the purview of historians, but only significant activities affecting mission accomplishment merit discussion. 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.

- Mission.
- Organization.
- Relationships with other organizations.
- Planning.
- Operations.
- Training.
- Logistics.
- Maintenance.
- Communications and electronics.
- Environment.

•Facilities.

•Community and host nation relations.

Section A--Preparing Periodic Histories

3.2. Focus. Preparing periodic histories of an Air Force organization requires you to apply historical methodology and discipline to current and recent events to systematically preserve significant information for the future.

3.3. Research Methodology. Conducting timely, continuing, systematic, and thorough research is essential to preparing useful periodic histories. Such research is a never-ending process.

3.3.1. Begin with an outline:

•Use the table of contents of the previous history and your research file plan to develop a preliminary outline of potential subjects. Revise the outline as you discover new topics and discard old ones.

•Review the narrative of the previous history to help determine topics for research. Various activities may overlap reporting periods.

•Solicit recommendations from the commander, staff, and unit members.

3.3.2. Follow these general guidelines:

•Conduct systematic research in the files of key offices in the organization.

•Continually monitor key offices that destroy their records on a short cycle or rely on electronically stored data. Include in your research the electronic mail (E-mail) accounts and computerized databases of key offices.

•Watch for key words when screening documents to detect important information about the unit's mission.

•Take notes, make extracts, or copy documents completely for reference or use as supporting documents.

•Review material (including E-mail) obtained through automatic distribution and the recurring reports index prepared by Information Management offices.

•Subscribe to those Report Control Symbol (RCS) products you use repeatedly as well as to policy letters, bulletins, and other potential sources of useful information.

•Obtain or have easy access to the directives pertaining to the unit's mission and weapons systems. AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications,* lists all Air Force publications.

•Establish a systematic method of filing and referencing research material. Historians commonly use a topical filing system. Add or delete topics as your research and writing progress. Besides using the files as the basis for your historical reporting, you'll find them to be handy reference tools for answering inquiries about recent events.

3.4. Historical Sources. Categorize as either 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.

3.4.1. Historians depend on primary sources to provide historical facts and rely on secondary sources for interpretation and perspective. 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.

3.4.2. 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 you get from a single source.

3.4.3. Some of a historian's most important sources include:

3.4.3.1. **Publications.** Policy and mission directives (AFPD and AFMD), instructions (AFI), doctrine documents (AFDD), and supplements affect the structure and mission of a organization. Review them frequently for changes.

3.4.3.2. **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.

3.4.3.3. **Correspondence:**

•Obtain letters, memoranda, messages, and comparable communications within and between organizations and key personnel that are important to documenting developments of historical significance.

•Include material transmitted via facsimile (fax) or E-mail.

3.4.3.4. **Reports and Studies:**

•Carefully consider preserving such documents, prepared by or about an organization, in the periodic history.

•Include unit assessments and reports of inspections, tests, audits, major exercises, and operations.

•Judge the significance of less formal reports, such as trip reports, on their subject and content.

•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.

•If their topics warrant, preserve studies and reports that are presented as briefings, position papers, talking papers, and other less formal documentation.

•Include as a supporting document in the periodic history an end-of-tour report prepared by a departing commander (**1.4.1.**). It relates a unique perspective on the commander's major challenges, issues, accomplishments, problems, and lessons learned.

3.4.3.5. **Statistical and Graphic Matter.** Include organizational charts, station lists, order-of-battle information, maps, manning documents, sortie data, and so on. They are indispensable components of periodic histories. Put them within the narrative or in its appendices.

3.4.3.6. **Combat 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. Commanders and staffs must provide full support to this effort, which is critical to later historical analysis, research, and writing. See AFI 84-102, *Historical Operations in Contingency and War*, for guidance on wartime and contingency historical requirements.

3.4.3.7. **Personnel Data.** People make history; consequently unit histories and historical studies reflect the activity of personnel, en masse and individually.

- Obtain information on key individuals from interviews or unit records.
- Include biographies of the unit's high-ranking officials as supporting documents.

3.4.3.8. **Meetings.** Historians will attend staff meetings, briefings, and other policy-making gatherings. These important sources of perspective and information are essential to preparing the periodic history.

3.4.3.9. **Interviews.** Personal interviews may be your only source regarding exchanges of information and decisions made by telephone or another undocumented means.

- Conduct interviews with the commander and senior staff members at least once during each reporting period.
- Conduct interviews as soon as possible after key events take place, while the facts are still clear in the interviewee's mind.
- Attempt to verify information from interviews by consulting validated primary and secondary documents because opinions and memories differ and may, on occasion, diverge from the actual facts. In general, data contained in documents is more trustworthy than details obtained in an interview.
- 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.
- Use a tape recorder or take thorough notes during interviews to ensure accurate information. Ask the interviewee for permission to use a tape recorder.
- Give the interviewee a transcript or summarized version of the interview for review, correction, and authentication.
- Use transcripts or summaries of significant interviews as supporting documents in periodic histories. Authenticated interviews are "official" documents and thus primary sources.

3.4.3.10. **Questionnaires.** Use only when other methods are not practical since questionnaires usually elicit only short answers.

3.4.3.11. **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, *Investigation and Reporting of US Air Force Mishaps* (formerly AFR 127-4) for restrictions on

privileged safety information. Never mention any formal findings, conclusions, causes, or recommendations. You may cover the basic facts about an accident (presented in Part I of an investigation board's report) in accordance with AFI 51-503, *Aircraft, Missile, Nuclear, and Space Accident Investigations* (formerly AFR 110-14).

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

- DoD 5200.1-R, *Information Security Program Regulation*, and AFI 31-401 (formerly AFR 205-1), *Information Security Program Management*, and other pertinent directives covering classified information.
- AFI 37-131 (formerly AFR 4-33), *Air Force Freedom of Information Act Program*, For Official Use Only (FOUO) material.
- AFI 90-201 (formerly AFR 123-1), Inspector General Activities, for inspection-related privileged information (PV) material.
- AFI 61-204 (formerly AFR 80-30, 80-34, and 83-3), *Controlling the Distribution of Classified and Unclassified Scientific and Technical Information*, for scientific and technical information with a distribution limitation (DL).
- Other directives as required.

3.6. Components of Periodic Histories. Unless a part is identified here as optional, you must use all of these components, in this order, in a periodic history. You may also add other components that enhance the usefulness of the product.

3.6.1. **Covers.** Use preprinted blue covers until stocks are exhausted. Then use standard red-brown pressboard covers.

- Red-brown covers available from base supply:
  - NSN 7510-00-286-7794 for left-bind covers without ACCO fasteners.
  - NSN 7510-00-281-4309 for top-bind covers.
- Follow **Attachment 3** for Front-cover, use an appropriately sized adhesive label
- 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.
- The full name of the unit.
- Inclusive dates of the period covered.
- (U) if the volume is classified
- The volume number.

3.6.2. **Title Page.** Follow **Attachment 3** for title page information and layout requirements.

3.6.3. **Security Notice and Administrative Controls Page.** This page summarizes information about the sources used to prepare the volume. This page is required in every volume of a periodic history (see **Attachment 4** for further guidelines) unless it contains no classified or controlled information.

•State the highest classification of the volume.

•List any special notations that apply to the data in the report or to the supporting documents.

•List all applicable directives, manuals, and classification guides.

3.6.4. **Frontispiece (Optional).** Use a relevant illustration that will reproduce clearly. .

3.6.5. **Foreword (Optional).** A statement written by someone other than the author.

3.6.6. **Preface (Optional).** An explanatory statement by the author or the chief historian.

3.6.7. **Table of Contents.** This is an information-finding aid. Keep the reader in mind as you compile it:

•Make it specific and accurate.

•List, by page number, all chapters, sections, subsections, and appendices.

•List all supporting document volumes and indicate the document numbers in each volume.

•Avoid "canned" section and subsection headings in favor of short, descriptive headings.

•Use the format in **Attachment 5**.

3.6.8. **List of Illustrations.** List, by page number, all tables, charts, photographs, and maps. Use the format in **Attachment 6**.

3.6.9. **Chronology.** List events in chronological order. For this part:

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

•Cross-reference each entry by page number to related narrative discussion if it exists. When an entry does not relate to the narrative, prepare a footnote that identifies the entry's sources. Identify appropriate sources as supporting documents according to instructions in **3.6.22.1.**

•If classified, you should consider preparing an unclassified edition of the chronology as a separate document for distribution throughout the unit's staff.

•Use format in **Attachment 7**.

3.6.10. **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.

3.6.11. **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 **3.7.** See the samples in **Attachment 8**.

3.6.11.1. .Long, expansive narratives do not equate to a high quality or useful periodic history. Do not fill your product with excessive background information from previous editions or discussions not directly relevant to your organization's mission.

•For example, the typical wing-level periodic history should not exceed:

-100 pages of narrative for a semiannual edition.

-175 pages of narrative for an annual edition.

•Above the wing-level, strive for a concise, useable product focused on major issues and events.

3.6.11.2. 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. Preserve sufficient information about such topics in the appendices and supporting documents.

3.6.11.3. The narrative must be original writing, not copied from source documents or previous periodic histories. A narrative history is not just a summary of dates, places, personnel, and statistics, nor is it mere statements of fact in outline form. When covering significant topics, provide facts, reasons, background, discussion, interpretation, and analysis. Avoid verbosity and exhaustive detail.

3.6.11.4. Write clearly and accurately in simple, direct, and grammatically correct language. Write mostly in the past tense using the active voice as much as possible. Avoid military jargon and words not commonly known. Define or explain scientific and technical terms. Limit your use of abbreviations and acronyms in the narrative, explaining them when first used in the text and listing them in the glossary. Do not use only office symbols in the narrative because they tend to change over time.

3.6.11.5. Provide complete dates in the narrative, that is, day, month, and year. Example: 30 April 1995.

3.6.11.6. Spell out the full given name (first name, middle initial, and surname) when first mentioning a person in the narrative or 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.

3.6.11.7. Give definite geographical locations rather than post office numbers, grids, or general areas. Relate a relatively 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 **3.6.18.**). Abbreviate state names only when they follow the name of a town or city.

3.6.11.8. Place lengthy statistics in charts, tables, or appendices; explain their significance and meaning in the narrative.

3.6.11.9. 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.

3.6.11.10. 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.

3.6.11.11. Single-space all quotations of five or more typed lines and indent them five spaces 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 when you omit any words from a direct quotation. Use an ellipsis and a period (. . . .), i.e., four spaced dots, to indicate when you omit 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 your source. Put note reference number at end of quotation in the text.

3.6.12. **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. Do not use color legends in graphic presentations; when the periodic history is reproduced or microfilmed in black and white, the legend will lose any meaning implied by the color.

3.6.13. **Photographs.** Use only photographs of historical value. Follow these guidelines:

- In your captions, fully identify the who, what, when, and where of the photograph.
- Use glossy 8- by 10-inch prints when your product will not be printed by a means that assures high resolution reproduction of photographs with the narrative.
- For a product being reproduced by high resolution means, incorporate smaller photographs or properly adjusted digital images into the layout of the manuscript.
- When available, place original prints and negatives 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.

3.6.14. **Deleted.**

3.6.15. **Appendices.** Appropriate items for appendices include charts, tables, graphs, statistical summaries, and compilations of details. Follow these guidelines:

- 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.
- Identify each appendix by a capital letter.
- Appendix A is always Lineage and Honors data (see **Attachment 10**).
- Appendix B is always the Roster of Key Personnel (see **Attachment 11**).
- Appendix C is always Personnel Statistics (authorized and assigned).
- Appendix D is always Organizational Structure Charts.
- MAJCOMs may establish other mandatory appendices based on their missions.

3.6.16. **Notes.** Cite sources of information in footnotes or endnotes. See **Attachment 8** and **Attachment 12**.

3.6.17. **Glossary.** List, in alphabetical order, frequently used abbreviations, acronyms, terms, and symbols, with a definition or explanation of each. Use the format in **Attachment 13**.

3.6.18. **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 14**.

3.6.19. **List of Supporting Documents.** In the narrative volume, list all supporting documents in numerical order, giving essentially the same identifying information and classification data required for a note. In each supporting document volume, list only the documents contained in that volume, giving the same information required above. Use the format in **Attachment 15**.

3.6.20. **Index.** An index is a valuable information-finding aid consisting of an alphabetical list of names and subjects from the text and the page numbers where they appear. Use the format in **Attachment 16**.

3.6.20.1. Prepare an index for all of these products that have more than 100 pages of narrative:

•Periodic histories.

•Monographs.

•Books.

3.6.20.2. Prepare an index for any publication featuring an extensive chronology that describes events not covered in a narrative.

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

•The total number of volumes and copies produced.

•The organization and office symbols for those you are sending copies.

•The number of copies sent to each office.

•Use the format in **Attachment 17**.

3.6.22. **Supporting Documents.** In the long term, a solid collection of supporting documents forms an organized database that may be 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.

3.6.22.1. 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.

3.6.22.2. In the 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. For supporting document volumes retained at the unit, you need only number the first page of each document.

3.6.22.3. Prepare a front cover and title page for each supporting document volume according to the instructions in **3.6.1.** and **3.6.2.** Each volume must contain a Security Notice and Administrative Controls page and a List of Supporting Documents prepared according to the instructions in **3.6.3.** and **3.6.19.**

3.6.22.4. Be sure that all supporting documents are legible for microfilming. If not, create a "true copy," that is, a , retyped, verbatim duplicate or extract with a signature certifying its authenticity.

3.6.22.5. Do not remove from files the record copies of documents coded for transfer to staging areas or permanent retention. Make copies of such documents to use in your history.

3.6.22.6. You 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. You can cite the entire collection in the footnotes rather than each individual document. Example: "See SD 101 - SD 121, info used is FOUO." The periodic history's List of Supporting Documents will include a complete listing of every supporting document to help researchers find specific documents.

3.6.22.7. Reduce larger-than-standard paper, such as legal-sized documents, maps, and charts, to 8.5- by 11-inch paper. If you can't 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.

3.6.22.8. Copy documents that are smaller than standard size onto standard-sized paper. When you can't, and 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.

3.6.22.9. 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.

3.6.22.10. Historical information is often not on paper. Examples: video and audio tapes, 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.

3.6.22.11. 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 (see **3.12.3.8.**). Place the envelope flap to keep the contents from falling out. Items larger than standard size go in an oversize volume (see **3.6.22.9.**).

3.6.22.12. In rare cases, you may treat very valuable microfilm rolls or audio or video tapes as separate volumes of the supporting documents for the periodic history. Prominently display title, volume number, security classification, and other information on suitable containers. Normally, however, you offer historically valuable motion picture film and video tapes to the Defense Motion Media Repository through Visual Information or Combat Camera channels, because the AFHRA is not equipped to maintain and use such sources.

3.7. Formatting the Periodic History:

3.7.1. Page and Margin Specifications:

•Use 8.5- by 11-inch bond paper.

•Use a 1.5-inch margin on bound side of the page and 1-inch margins on other three sides.

•Set line spacing for narrative text between 1.2 and 1.5 spaces.

•Set line spacing for notes at 1 space.

3.7.2. Type Font and Size Specifications:

•Use a type font of 12 characters per inch (approximate equivalent in points) or larger throughout the product. Do not use smaller fonts; they are difficult to read on microfilm.

•Use a medium weight font for the majority of product to enhance readability when microfilmed. This does not limit use of boldface fonts for headings, etc.

•Don't use decorative or ornate type fonts.

3.7.3. **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 entire narrative volume. See **3.6.22.1.** and **3.6.22.2.** for numbering the pages of supporting documents volumes.

3.7.4. **Text Layout.** Limit to single-column (broadmeasure). Do not use multiple column layouts for normal text.

3.8. Binding. Use the instructions in **Attachment 18**.

3.9. Review and Coordination:

3.9.1. Coordinate draft portions of the periodic history with responsible 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.

3.9.2. Carefully 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.

3.9.3. The commander will sign the title page to indicate 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.

3.10. Distribution:

3.10.1. Prepare two complete copies:

•Copy 1. Use the most legible versions of the narrative and supporting documents. Send to AFHRA/ISA, 600 Chennault Circle, Maxwell AFB AL 36112-6424.

•Copy 2. Retain it at the organization.

3.10.2. For additional narrative volume copies, follow MAJCOM and unit policy on distribution.

•Comply with need-to-know criteria when distributing copies of classified narratives.

•Consider producing unclassified executive summaries, extracts of chapters or other portions on specific topics to permit wider distribution.

3.11. 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.

3.11.1. **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.

•Advises HQ USAF/HO as early as possible of the date the historian will be available for reassignment to another base.

•Makes funding for completion of the close-out history a top priority. Early departure of civilian historians may require completion by other means, such as temporary duty (TDY) assistance.

3.11.2. **Unit Redesignation.** When a unit is redesignated:

•Don't break the periodic history reporting cycle for the redesignation. Maintain 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.

3.11.3. **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 B--Other Historical Products

3.12. Historical Activity Reports. This report documents accomplishments and contributions by each headquarters and field history office. HQ USAF/HO uses it to provide data to the Air Force leadership on the entire history program.

3.12.1. All MAJCOMs, DRUs, and FOAs with historians submit the semiannual Historical Activity Report (RCS: HAF-HO(SA)8202) to arrive at HQ USAF/HO, 170 Luke Ave, Suite 400, Washington, DC 20332-5113 no later than 20 working days after the 6-month periods ending 30 June and 31 December. Each MAJCOM/HO will also provide courtesy copies to all other MAJCOMs.

3.12.2. This report has emergency status code C-2: Continue normal reporting during emergency conditions. Don't send this report by message during MINIMIZE.

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

3.12.3.1. Number of information requests during the period that required historical research or knowledge:

•Consolidate for the command but list by echelon to wing-level or equivalent.

•Break out statistics by quarter so that HQ USAF may compile and present data in a fiscal-year or calendar-year format.

•Indicate separately the number of requests processed under the Freedom of Information Act (FOIA).

3.12.3.2. Show number of periodic histories by how many of each type were due, how many met the standard suspense, how many met the adjusted due date, how many arrived delinquent, and how many were still underway.

•Annual histories by full-time historians.

•Semiannual histories by full-time historians.

•Annual histories by part-time historians.

•Semiannual histories by part-time historians.

3.12.3.3. Historical publications issued during the 6-month 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.

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

3.12.3.5. Number of hours involved with USAF Museum System activities and brief description of work performed.

3.12.3.6. Oral history interviews (not routine research interviews). Include name and position of the interviewee and dates of the interview.

0.0.0.1. 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.

•Describe significant FOIA requests.

3.12.3.8. Participation in exercises, operations or contingencies. Include who deployed and where, exercise or code name, deployment dates, and type of reports submitted and to whom.

3.12.3.9. Historical office personnel changes. List name, rank or grade, position, date of change, and previous assignment.

3.12.3.10. Scholarly and professional activities of personnel, conducted both on- and off-duty.

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

3.12.3.12. Museum and Historical Property Data. New displays, restoration projects, major changes in collections, significant events, numbers of visitors, etc.

3.13. Medical Historical Reports:

3.13.1. 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.

•Report is designated emergency status code C-2. Continue normal reporting during emergency conditions.

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

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

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

3.14. 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 C--Administrative and Preservation Tasks

3.15. Retaining and Disposing of Historical Records. Use procedures in AFI 37-133, Volume II, *Disposition of Air Force Records - Records Disposition Schedule*, to retain and dispose of historical records.

3.16. 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.

3.17. Evaluating History Programs:

3.17.1. **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 historical offices and commands.

3.17.2. **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.

3.17.2.1. Their quality assessment:

•Focuses primarily on professional historical standards such as accuracy, objectivity, comprehensiveness, consistency, balance, analysis, clarity, and selection of supporting documents.

•Also addresses format, appearance, printing, security, and administrative markings.

•Assigns each historical publication a rating of outstanding, excellent, satisfactory, marginal, or unsatisfactory.

•Determines, case by case, whether it is in the best interest of the USAF History Program to send a product receiving a marginal or unsatisfactory rating back to be rewritten or revised.

3.17.2.2. The MAJCOM/HOs prepare and send two memoranda regarding their quality assessment:

- A brief memorandum of evaluation to the organization's commander highlighting the overall rating and key strengths and weaknesses of the product.
- A detailed memorandum to the author outlining specific findings on the assessed areas. The detailed letter, which serves as a training tool, includes suggestions for improvement.
- Send copies of both memoranda to HQ USAF/HO.

3.18. Microfilming Historical Materials. Microfilming preserves historical materials and increases their accessibility.

3.18.1. Air Force historical materials, which are covered in AFI 37-133, Volume II, *Disposition of Air Force Records - Records Disposition Schedule*, include periodic histories, monographs, special studies, and other reports along with associated supporting documents and other archival and historical materials.

3.18.2. Offices microfilming Air Force historical materials will coordinate microfilm plans and changes with the AFHRA/ISA to ensure compliance with established standards and determine if materials being filmed duplicate those already deposited at AFHRA. These offices will:

- Submit completed microfilm plans in writing to AFHRA/ISA.
- Describe the materials to be microfilmed in the plan.
- Coordinate all plan changes with AFHRA.
- Allow at least 30 days for plan evaluation.
- Obtain approval from SAF/AAIA (after receiving approval and production specifications from AFHRA/ISA) through your records management function.

3.19. Identifying and Preserving Historical Properties. Refer to AFI 84-103, *USAF Museum System*, for guidance regarding historical properties, artifacts, and memorabilia.

Chapter 4

ORGANIZATIONAL LINEAGE AND HONORS

4.1. This entire chapter deleted. See Chapter 2, AFI 84-105.

Chapter 5

AIR FORCE HERALDRY

5.1. This entire chapter deleted. See Chapter 3, AFI 84-105.

Chapter 6

AIR FORCE ORGANIZATION STATUS CHANGE REPORT (AFOSCR)

6.1. This entire chapter deleted. See Chapter 4, AFI 84-105.

RICHARD P. HALLION
Air Force Historian

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

DoD 5200.1-R, *Information Security Program Regulation*, (with change 1)

AFPD 84-1, *History and Museum Programs*

AFPD 38-4, *Unit Designations*

AFI 10-403, *Deployment Planning* (formerly AFR 28-4)

AFI 31-401, *Information Security Program Management* (formerly AFR 205-1

AFI 35-205, *Air Force Security and Policy Review Program* (formerly AFR 190-1)

AFI 36-2303, *Documents and Publications for the Air University Library* (formerly AFR 4-67)

AFI 37-131, *Air Force Freedom of Information Act Program* (formerly AFR 4-33)

AFI 37-133V2, *Disposition of Air Force Records - Records Disposition Schedule*, (formerly AFR 4-20V2)

AFI 38-101, *Air Force Organization* (formerly AFR 26-2)

AFI 51-503, *Aircraft, Missile, Nuclear, and Space Accident Investigations* (formerly AFR 110-14)

AFI 61-202, *Air Force Technical Publications Program* (formerly AFR 83-2)

AFI 61-204, *Controlling the Distribution of Classified and Unclassified Scientific and Technical Information* (formerly AFR 80-30, 80-34, and 83-3)

AFI 84-102, *Historical Operations in Contingency and War* (formerly AFR 210-7)

AFI 84-103, *USAF Museum System* (formerly AFR 190-4)

AFI 90-201, *Inspector General Activities* (formerly AFR 123-1)

AFI 91-204, *Investigating and Reporting of US Air Force Mishaps* (formerly AFR 127-4)

AFH 37-137, *The Tongue and Quill* (formerly AFPAM 4-19)

Abbreviations and Acronyms

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

AFMPC—Air Force Military Personnel Center

AFMS—Air Force Manpower Standard

AFOSCR—Air Force Organization Status Change Report

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRES—Air Force Reserve

AFSC—Air Force Specialty Code

AFSSO—Air Force Special Security Office

ANG—Air National Guard

CAFH—Center for Air Force History

CONUS—Continental United States

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

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

JTF—Joint Task Force

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

TIOH—The Institute of Heraldry

UHDC—Unit Historian Development Course

USAF—United States Air Force

USAF/HO—Office of the Air Force Historian

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).

Continental United States—US territory including the adjacent territorial waters, located within North America between Canada and Mexico.

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.

Flag Drawing—A blue print of the organizational flag, with the lettering for the motto or unit designation correctly placed on the scroll. The manufacturer of the organizational flag must have a flag drawing from the organization, even if the only change is in the lettering on the scroll.

Functional Emblems—Unofficial emblems locally designed, authorized, and displayed.

Guidons—A pennant used by squadrons on all ceremonial occasions. Guidons are ultramarine blue wool bunting, swallow-tailed, 1 foot 8 inches tall by 2 feet 3 inches wide to end of the swallowtail, and forked 10 inches. The Air Force yellow American Eagle design appears on the front of the guidon and on the reverse side as if printed through. Above the design is the designation of the parent unit; below it is the designation of the squadron. When the number of the squadron and the parent unit are the same, the lower line indicates only the alphabetical portion of the squadron designation. Numerals and lettering are yellow, 3-1/2 inches tall, and in varying widths. You may use authorized abbreviations. Lettering and numerals appear on both sides of the guidon, reading from left to right on both sides.

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.

MINIMIZE—Procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically.

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

Nonunit—As defined in AFI 38-101, organizational entities that are neither establishments nor units. Examples: Within an organization, a staff section is a nonunit. A "headquarters squadron section," despite the words "headquarters" and "squadron" in its name, is neither; it is a staff section. Detachments, unnumbered flights, operating locations, named activities, and Air Force elements are all nonunits.

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.

Provisional Organization—An organization with a finite existence created by a MAJCOM or FOA for a temporary purpose.

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

Attachment 2

ABBREVIATED HISTORICAL REPORTING GUIDANCE

A2.1. General. Small field operating agencies (FOAs), independent groups and squadrons, and other organizations relying on part-time or additional duty personnel to prepare periodic historical reports don't have to comply with all of the requirements described in **Chapter 3**. The following outline lists some of the key components and information to include in Abbreviated Historical Reports.

A2.2. Front Cover. Prepare as shown in **Attachment 3**.

A2.3. Title Page. Prepare as shown in **Attachment 3**.

A2.4. Security Notice and Administrative Controls. Prepare as shown in **Attachment 4** if the historical report contains classified or otherwise controlled information.

A2.5. Narrative. Summarize briefly key developments, policies, issues, accomplishments, and lessons learned that might be helpful to the institutional memory of future members of the organization or be of long-term reference value to researchers (for instance, at the Air University) wanting information about the organization.

A2.5.1. **Length.** A few pages to several dozen, depending on size and mission of organization.

A2.5.2. **Format.** You don't need to divide the narrative into chapters, but you must use a heading for each topic you discuss. The narrative does not require footnotes or endnotes unless you want them or MAJCOM requires them. Begin each classified paragraph with the abbreviated classification, warning notices, and declassification instructions. Example: (S/NF/DECL OADR).

A2.5.3. **Content.** Topics covered by the narrative include mission and organizational changes or reviews; major issues facing the organization; and significant projects, activities, and accomplishments. Attach key documents with details as supporting documents.

A2.6. Appendices. Appendix A includes Lineage and Honors data appropriate for the organization (see **Attachment 10**). Appendix B is a Roster of Key Personnel (see **Attachment 11**). List any key metrics and statistical data important to the organization's mission and responsibilities in additional appendices.

A2.7. Supporting documents. Amplify information in the narrative with key supporting documentation as you do for attachments in correspondence or staff summary packages.

A2.7.1. After briefly summarizing a topic in the narrative, indicate any attached supporting documents (SD) pertaining to that topic by a parenthetical notation in the narrative. Example: "The agency then submitted a study report on its position (SD 12)." Number SDs in the same order as they are identified.

A2.7.2. Typical supporting documents are staff directories, organization charts, mission directives, staff studies, policy letters, key correspondence and messages, activity reports, after-action reports, and statistical summaries.

A2.7.3. Arrange these documents in numerical order and prepare the List of Supporting Documents (see **Attachment 15**). Place this list following the narrative.

A2.7.4. Prepare two sets of supporting documents: one to send with the narrative to the Air Force Historical Research Agency (AFHRA) for archival purposes and one to keep in the organization's permanent historical file in accordance with AFI 37-133, Table 84-1. Write the SD number in the lower right corner of each page. Remove staples and punch holes; do not use tabs. See **3.6.22.** for more guidance on handling documents.

A2.7.5. If narrative and documents can be bound with a 2-inch or shorter screw post, in accordance with **Attachment 18**, you may combine them in one volume. Otherwise, separate the narrative volume from supporting document volumes.

A2.8. Distribution. Send the most legible copy of the narrative and supporting documents to AFHRA/ISA, 600 Chennault Circle, Maxwell AFB AL 36112-6424. Keep a second copy of the narrative and supporting documents in the organization. Additional distribution depends on the organization's chain of command. FOAs reporting to Headquarters USAF: Forward another narrative volume to HQ USAF/HO, 170 Luke Ave, Ste 400, Bolling AFB DC 20332-5113. Forward an additional copy to the Air Staff DCS or the office in the Secretariat to which you report, if desired. For organizations reporting to MAJCOMs: Follow the MAJCOM/HO's guidance. Always include a distribution list as the last page.

A2.9. Other Components. Add information required in the full-scale periodic histories described in **3.6.** if desired.

Attachment 3

SAMPLE FRONT COVER

(UNCLASSIFIED EXAMPLE)

SECRET

RCS: HAF-HO(A&SA)7101

HISTORY

OF THE

49th FIGHTER WING (U)

1 January - 30 June 1992

OFFICE OF ORIGIN: 49 FW/HO

CLASSIFIED BY: MULTIPLE SOURCES

DECLASSIFY ON: OADR

"If declassified, review the document to ensure material is not FOUO and exempt under AFI 37-131 before making a public release/PV"

SECRET

(UNCLASSIFIED EXAMPLE)

SAMPLE TITLE PAGE[1]

(UNCLASSIFIED EXAMPLE)

SECRET

HISTORY

OF THE

49TH FIGHTER WING (U)

1 January - 30 June 1992

NARRATIVE

VOLUME No. (If more than one volume)

Assigned to

Twelfth Air Force, Tactical Air Command

Stationed at

Holloman Air Force Base, New Mexico

_____[2]

A.L. MACK
SSgt, USAF
Historian

_____

ALLAN R. GUARINO
Colonel, USAF
Commander

DATE SIGNED _____[3]

OFFICE OF ORIGIN: 49TFW/HO

CLASSIFIED BY: Multiple Sources

DECLASSIFY ON: OADR

"If declassified, review the document to ensure material is not FOUO and exempt under AFI 37-131 before making a public release/PV[4]"

SECRET

(UNCLASSIFIED EXAMPLE)

4.3.1. Title Page Notes:

A3.1.1. Markings. For each volume, prepare a title page marked top and bottom with the highest classification of the information contained 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.

A3.1.2. Names and Signatures. The commander (vice or second-in-command during extended absence) must sign the title page. You must put the author's full name, rank, and title on the title page. The author's signature is optional.

A3.1.3. Date. Use the date the report is signed.

A3.1.4. 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.

A3.2. Special Markings. Use only those markings that reflect restrictions placed on the information contained in the volume. Some examples are:

A3.2.1. Classification. 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, the appropriate statement is the only classification authority required.

A3.2.2. Not Releasable to Foreign Nationals (NF or NOFORN).

A3.2.3. Privileged document statement (PV). Use only if the volume is unclassified.

A3.2.4. Technical information with distribution limitations (DL). See AFI 61-204 (formerly AFR 80-30, 80-34, and 83-3), *Controlling the Distribution of Classified and Unclassified Scientific and Technical Information*.

Attachment 4

SAMPLE SECURITY NOTICE AND ADMINISTRATIVE CONTROLS PAGE

(U) This volume is classified (insert appropriate classification) by multiple sources so that it conforms to 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 (formerly AFR 205-1), *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) These special notations, caveats, and dissemination control markings appear in this volume *[Include only those markings that apply to the volume.]*:

•Limited Distribution (LIMDIS).

•Warning Notice Intelligence Sources or Methods Involved (WNINTEL or WN).

•Not Releasable to Foreign Nationals (NOFORN or NF).

•Releasable to United Kingdom (Rel UK).

(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 AFI 37-131, *Air Force Freedom of Information Act Program*, before making a public release.

Attachment 5

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

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Attachment 7

SAMPLE CHRONOLOGY

CHRONOLOGY

January - June 1992

13 Dec - 17 Jan 92 (U) The wing conducted a local Bold Shield exercise. Pg 16.

1 Jan 92 (U) The 93d Contracting Squadron was activated. Pg 8.

1 Jan 92 (U) OLN Det 2, 1360 Audio Visual Squadron Combat Camera was inactivated and its personnel and assets were reassigned to the 93d Communications Squadron. Pg 9.

24 Jan 92 (U) The wing conducted a Hostage Negotiation exercise. Pg 16.

15 Feb 92 (U) CMSgt John T. Shipman, Jr., assumed the position of the 93d Wing Senior Enlisted Advisor vice CMSgt David J. Campanale.[1]

* *

2-4 Jun 92 (U) The wing participated in a special mission called SNOWTIME. Pg 32.

22 Jun 92 (U) Colonel Silas R. Johnson, Jr., assumed command of the 93d Bomb Wing, replacing Colonel Eugene J. Famulare. Pg 1.

29 Jun 92 (U) The 34th Bomb Squadron was activated as an associate unit on Castle Air Force Base. Pg 10.

30 Jun 92 (U) The wing participated in a Major Accident Response Exercise which highlighted recent expansion of crash rescue capabilities and continuing shortfalls in capacity of the base dispensary.[2]

---

[1] (U) See Appendix C.

[2] (U) Msg (S/DECL 30 Jun 98), 93BW/DO to HQ ACC/DO/SG, "Major Accident Response Exercise Preliminary Results," 101400Z Jul 92, SD CHR-4, (information used is U).

Attachment 8

SAMPLE NARRATIVES

A8.1. Example of Narrative with Footnotes.

CHAPTER I

(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.[1]

(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.[2] 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.[3]

---

[1] (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.

[2] (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).

[3] Rprt (S/NF/DECL OADR), "USAF Statistical Digest (U)," HQ USAF/PRM, 1947, (information used is U).

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

A8.2. Example of Narrative with Explanatory Notes.

(U) The Twenty-fifth's first "maximum penetration" mission, on 18 January, marked the advent of a new phase of combat in the Far East.* Moreover, this mission established the feasibility of certain tactical techniques that had been the subject of considerable debate within various theater headquarters, as well as in HQ USAF. The success of the tactics tested in combat during January by the 841st Fighter-Bomber Wing in the raid on Blokmar settled the controversy over the use of "diffuse reaction" bombs and freed large numbers of tactical aircraft for conventional operations elsewhere in the theater.[7]

(U) Throughout late January and early February, the Twenty-fifth assisted in an extensive campaign to reduce the more important islands still held by the enemy.+ For example, on the 21st, 25th, and 28th of January, General Ironstone dispatched 432 low-level sorties against the beach fortifications at Sortomak and Crustomon.[8] Although losses were heavy--the 591st Group lost four F-99s and crews on the 21st, two on the 25th, and three on the 28th--these missions opened the way for successful landings by two battalions of Special Forces under the command of Brig Gen William F. Forsberg.[9]

---

*(U) Chapter II, pp 80-92.

+(U) Sortomak, Crustomon, Idolan, Otia, and Thalia were the principal islands still in enemy hands. Intelligence reports showed the last three to be less heavily fortified.

NOTE: *Explanatory notes always appear at the bottom of the page. When endnotes are used to cite sources, use symbols rather than numbers for explanatory notes.*

Attachment 9

REQUIRED FORMAT AND SAMPLE OF ABSTRACT STATEMEMTS

A9.1. This entire attachment deleted.

Attachment 10

INSTRUCTIONS FOR LINEAGE AND HONORS DATA PAGE

APPENDIX A

LINEAGE AND HONORS DATA

Unit Designation:	Give unit designation.
Previous Designation:	If redesignated during reporting period; otherwise, enter "same."
Authority:	Cite G series order for most recent activation.
Higher Headquarters:	Numbered Air Force (or equivalent) and Major Command. If reassigned during period, give date, former and current higher headquarters, and authority for reassignment.
Commander:	If changed, give both names, date of change, and G series order.
Vice Commander:	Same data as for commander.
Assigned Units:	List each unit and give date and authority for any unit assigned during period.
Assigned Units Lost:	Give date of loss and authority.
Internal Reassignments:	List each subordinate unit reassigned from one component of unit to another.
Units Attached:	List all units newly attached for operational control during the period; give authority.
Attached Units Lost:	List all units lost during period, with date and authority.
Units Detached:	List all components of unit detached for operational control to another organization, the organization to which they were attached, and authority.
Units Relieved of Detached Status:	List all elements returned to unit from detached status, with date and authority.
Station:	During the period covered. If moved during period, give both old and new stations, date of movement, and authority.
Aircraft (or Strategic Missiles) Flown:	List all aircraft or strategic missiles by type, series, model; if unit is re-equipped, give date of receipt of first and last of new aircraft or missiles and date of loss of first and last of previous model and series. If unit possesses more than one type of aircraft or missile, list each by squadron.
Awards and Decorations:	List any awards and decorations earned by the unit during the period, with date and authority.
Emblem:	Include a copy of the unit emblem, a complete description, any officially approved changes, and authority.

Attachment 11

SAMPLE ROSTER OF KEY PERSONNEL

APPENDIX B

(U) 93d WING ROSTER OF KEY PERSONNEL
(as of 30 June 1992)

Wing Commander	Col Eugene J. Famulare	17 Jul 91-
Vice Wing Commander	Col Michael J. Kehoe	17 Jul 90-

OPERATIONS

93 OG/CC	Col Timothy P. Sutherland	1 Sep 91-
329 CCTS/CC	Lt Col Douglas R. Dick	29 Aug 91-
924 AREFS/CC (inactivated 1 Apr 92)	Lt Col Robert F. Carty	30 Jun 89- 1 Apr 92
93 ARS/CC (reassigned AMC 1 Jun 92)	Lt Col March B. Stormont	10 Jul 91-

LOGISTICS

93 LG/CC	Col Terry S.H. Lee	1 Sep 91-
93 OMS/CC (inactivated 30 Apr 92)	Lt Col Jon A. Hulsey	18 Jun 90-30 Apr 92
93 MMS/CC (inactivated 30 Apr 92)	Major Alan M. Brown	21 Feb 91-30 Apr 92
93 SUPS/CC	Lt Col Dale S. Cooper	24 Sep 90-
93 TRANS/CC	Major Albert L. Davis	30 Jul 90-

SUPPORT

93 SG/CC	Col Richard L. Hamer	28 Jul 91-
93 CES/CC	Lt Col John R. Cole	21 Aug 89-
93 MSSq/CC	Lt Col Jeffrey C. Hartig	15 Mar 90-
93 SPS/CC	Major Thomas A. Barrett	11 Jul 90-

MEDICAL

93d Medical Group/CC	Lt Col Stephen D. Pohl	24 Aug 90-

SPECIAL STAFF

Judge Advocate	Lt Col Cheryl L. Nilsson	4 Sep 90-
Chief, Safety	Lt Col Myron A. Sommervold	10 Jul 91-
93 BW Public Affairs	Major Thomas A. Johnston	11 Sep 91-
93 BW/Senior Enlisted Advisor	CMSgt David J. Campanale CMSgt John T. Shipman, Jr	24 May 89-15 Feb 92 20 Feb 92-
93 BW/Historian	MSgt Jane M. McMunn	28 Apr 89-
93 BW Chief of Command Post	Lt Col John Laughlin Lt Col Gilbert Hernandez	14 Jan 90- 4 May 92 5 May 92-

ABBREVIATIONS: CC - Commander.

SOURCE: Hist (S/NF/Declas OADR), 93 BMW, Jul - Dec 91, Pages 47-49, Info used is Unclassified; SO G-142 (U), 93 MSSq, 28 Feb 92, SD SO-1; SO GB-063 (U), HQ 55 SUP GP, 27 Mar 92, SD SO-1; SO GB-057 (U), HQ 55 SUP GP, 26 Mar 92, SD SO-1; SO GB-106 (U), HQ 55 SUP GP, 19 May 92, SD SO-1; SO GA-31 (U), HQ MAC, 26 Dec 91, SD SO-2; SO GB-37 (U), HQ ACC, 1 Jun 92, SD SO-3; SO GA-5 (U), HQ MAC, 1 Jun 92, SD SO-2.

Attachment 12

INSTRUCTIONS FOR NOTES

A12.1. Notes provide the primary means of identifying sources of information. In addition, authors may use explanatory or supplemental footnotes for reasons of style or organization. For example, you may cite in an explanatory footnote a long list of names that would clutter up the text.

A12.2. Note citations must be brief; however, cite all pertinent documents, using the standard formats outlined in this instruction. Use abbreviations, acronyms, and office symbols whenever possible to shorten citations.

A12.2.1. Notes must contain all the data necessary to identify the source: type of document; classification; warning notices or special notations; downgrade and declassification instructions; originating unit and office; receiving unit and office; subject (if any) in quotes; volume, section or paragraph number; and date or date-time group. If the date is unknown, use "n.d." (no date). If an approximate date is known, use "circa" -- abbreviated "ca." -- plus the approximate date. Example: "ca. 15 Mar 93."

A12.2.2. Note citations will indicate if the source as been attached to the product as a supporting document (SD) by identifying the SD number in the citation. This identification will be the last item in the citation, use the SD prefix, and be underlined. Examples: SD SO-1, SD CHR-13, SD III-87, SD 116.

A12.3. Number notes consecutively through each chapter. If chapter divisions are not used, number notes consecutively through the entire text. Call attention to a note by inserting a number (or explanatory note's symbol) in the text immediately following the appropriate clause or phrase, without spacing. Elevate the number slightly (superscript). Punctuation marks precede note numbers.

A12.4. Cite the source of every direct quotation. Place note numbers at the end of indented quotations.

A12.5. Footnotes placed at the bottom of the appropriate pages are most uder-friendly to researchers, especially on microfilm or scanned images. Use them if possible or unless exempted by MAJCOM/HO.

A12.6. Use endnotes, either placed after each chapter or consolidated in a single section after the appendices, when word-processing software does not readily permit footnotes or if approved by MAJCOM/HO.

A12.6.1. Cross-reference endnotes to their narrative pages by placing page references at the top outside margin of each note page. (i.e., "Notes to Pages 1-3".

A12.6.2. Single-space the text of each note. Indent the numbers or symbols five spaces. Double-space between notes.

A12.7. For textual matter within your notes (as distinguished from document citations), write in the same style you use in the narrative. Place all direct quotations in notes 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 for frequently cited works after the first citation. Identify short titles by placing them in brackets immediately after the full citation. Example: Rpt (S/DECL OADR), Col A.B. Smith, 10 BW/CC, "Report on Exercise Bingo, 5 Jan-28 Feb 1963," [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 (for word processed material) or underlining (for typed material). Use quotation marks around titles of chapters, articles, notes, documents, reports, and the like.

A12.10. Whenever possible, give the exact title, volume, and page number or numbers when citing a historical report prepared in the field. Example: Hist (S/NF/DECL OADR), 20TFW, Jan-Jun 63, 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 (letter, memo, report, press release, and so on). 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. For examples, see paragraph A10.19.

A12.13. Classification markings and other restrictions must precede narrative statements in explanatory notes. 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 OADR).

A12.13.1. Source citations must explain or verify any differences between the classification or special notations:

- Of the sources cited.
- Applied to the narrative and other portions of the report.

For example, if the cited information comes from an unclassified portion of a classified document, use the notation "unclassified extract" or "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.

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.

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

A12.16. Separate individual citations by semicolons in notes that cite more than one source.

A12.17. Use the abbreviation *Ibid*. (meaning "in the same place") only when the preceding note has a single citation. (Note that *Ibid*. is italic or underlined.) If referring to all the citations in the preceding multiple-citation note, use "See note above."

A12.18. Place explanatory notes and cross-references at the bottom of text pages or within illustrations. When using footnotes for source citations, designate explanatory notes using numbers. If using endnotes for sources, designate explanatory notes by asterisk (*), double asterisk (**), dagger (+), or double dagger (++). Example: "*See App 3." or "+See Chap V, p 28." See **Attachment 8**.

A12.19. These hypothetical citations demonstrate many of the combinations you'll need for notes for periodic histories:

A12.19.1. **Attachments.** Use this form when citing an attachment itself, rather than the letter, Staff Summary Sheet (SSS), or the like to which it is attached. Use the whole package as a supporting document. When citing the letter, SSS, or other item with attachments, use the style shown in A10.19.3.

1. Ltr (U), ACC/DO to NORAD/J5, 1 Jul 92, Atch 3 to Ltr with 5 Atch (S/DECL OADR), 1 AF/CC to ACC/DO, "Alert Base Expansion (U)," 2 Oct 92, SD III-118.

A12.19.2. **Articles And Books:**

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

3. "State of the Air Force," Airman, 36 (Dec 92), pp 23-42, SD I-23.

4. Gen Colin Powell, "Joint Warfare is Team Warfare." Defense 92 (Special Issue), p 2, SD I-24.

5. H.B. Jones, New Dimensions in Air Warfare (New York, 1961), p 24.

A12.19.3. **Briefings And Briefing Slides.** Use paper copies of briefing slides when the entire briefing script is not available or included.

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

7. Slide (S/DECL OADR), ACC/DOX, "Shortfalls (U)," n.d., SD III-12.

A12.19.4. **Histories.** For Official USAF, include all security markings.

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

A12.19.5. **Interviews.** Don't use an interview unless you summarize or record and transcribe it for use as a supporting document. Cite interviews that have no summary or transcript as a discussion, telephone conversation (telecon), or personal communication.

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

A12.19.6. **Letters:**

10. Ltr/1 atch (S/DECL OADR), TAC/DO, to MAC/DO, "Elf One Requirements (U)," 17 Jan 90 (information used is C), SD III-147.

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

A12.19.7. **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.

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

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

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

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

A12.19.8. **Memo, MFR, Memorandum Of Agreement or Understanding:**

16. Memo (U), TAC/DOXX to TAC/CS, "Missile Hardening," 24 Jul 89.

17. MFR (S/DECL OADR), TAC/DRF, "AMRAAM Issues (U)," 21 Apr 91, SD III-118.

18. MOA (S/DECL OADR), USELMNORAD and TAC, "Tactical Air Command Support of US Element NORAD Contingency Planning and US Unilateral Action (U)," 6 Oct 86, SD III-12.

A12.19.9. **Messages.**

19. Msg (S/NF/WN/DECL OADR), TAC/DO to 1 TFW/DO et al., "Coronet Arrow (U)," 231405Z Jul 89, (information used is C/NF), SD III-199.

A12.19.10. **Electronic Mail (E-Mail).** Identify E-Mail addresses whenever possible by placing regular office symbols in parentheses.

20. E-Mail (U), MHOWGH.HQAMC (HQ AMC/HO) to STEVENSW (HQ USAF/HO), "Internet Tour # 3," 12 May 94.

A12.19.11. **Newspaper Articles:**

21. James Smith, "A New Crisis," New York Times, 28 Jan 90, p 14.

A12.19.12. **Operation Orders, Plans, And Programming Plan (PPlan).**

22. OPLAN 1-50 (S/DECL OADR), "Contingency Plans (U)," 9 AF, 25 Aug 70, pp 1-4 (information used is U).

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

A12.19.13. **Reports.**

24. Rpt (U), TAC/CCSA, "Congressional Track FY 90," 13 Dec 88, p 6.

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

A12.19.14. **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.

26. SO G-23 (U), HQ ACC, 28 Feb 90, SD SO-1.

A12.19.15. **Studies.** Official, not public domain.

27. Study (S/LIMDIS/DECL OADR), 1 HQ USAF/HO, "Counternarcotics Operations and Planning, 1989 (U)," Jan 90, pp 15-19.

Attachment 13

SAMPLE GLOSSARY

ACSF	Advanced Composite Strike Force
AN/BLP-1	Airborne radar equipment designed to provide continual homing on ground air-control centers.
AN/GRL-3	Ground radar equipment designed to yield minimum tracking error identification of friendly aircraft.
CGCDC	Combined Ground Control Direction Center
OT	Organizational Table
Papercutter	Project for increasing proficiency of low-level bombing maneuvers in F-99s.
Racetrack VII	Final phase of Project Papercutter.
Z (Zulu)	Greenwich Mean Time

Attachment 14

SAMPLE GAZETTEER

Amchitka	One of the Aleutian Islands (51_30_N-178_55_E)
Avellino	Town, 30 miles east of Naples, Italy
Baden	State, southwest Germany
Camberwell	Borough of London
Cardigan Bay	Wales (52_30_N-4_30_W)
Cat Island	One of the Bahamas (east of Nassau)
Epirus	District, northwestern Greece
Front Royal	Town, northwestern Virginia
Garnet Cape	Rio de Oro, West Africa

Attachment 15

SAMPLE LIST OF SUPPORTING DOCUMENTS

CHAPTER II DOCUMENTS

II-56 Rpts (C/DECL OADR), 82 RS/MAOR to STRATRECONCEN/DORO et al., "Kadena Op Rep," 1 Oct - 20 Nov 91.

II-57 Ltr (S/DECL OADR), 82 RS/MAOR to STRATRECONCEN/DORO et al., "Kadena Status," 20 Nov 91.

II-58 Rpts (C/DECL OADR), 82 RS/MAOR to STRATRECONCEN/DORO et al., "Kadena Op Rep," 23 Nov - 16 Dec 91.

II-59 Rpts (C/DECL OADR), Mildenhall to STRATRECONCEN/DORO et al., "RAF Mildenhall Op Rep," 1 Jul - 11 Dec 91.

CHAPTER III DOCUMENTS

III-1 Excerpts (U), 55 SRW/MAP, "Maintenance Schedule," for Jul - Dec 91.

III-2 Rpt (U), 55SRW/DOT, "Flown Sortie Summary" (U), for Jul 91.

III-3 Msg (U), 55SRW/DOT to ACC/DO, "Mission Update," (U), 301600Z Aug 91.

Attachment 16

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Attachment 17

SAMPLE DISTRIBUTION LIST

OFFICE	COPY NUMBER
AFHRA/ISA	1
HQ 60AW/HO	2
HQ AMC/HO	3
HQ 60AW/CC	4

NOTE:
Copies 1 and 2 are complete 5-volume sets; other copies consist of the narrative volume only (volume I).

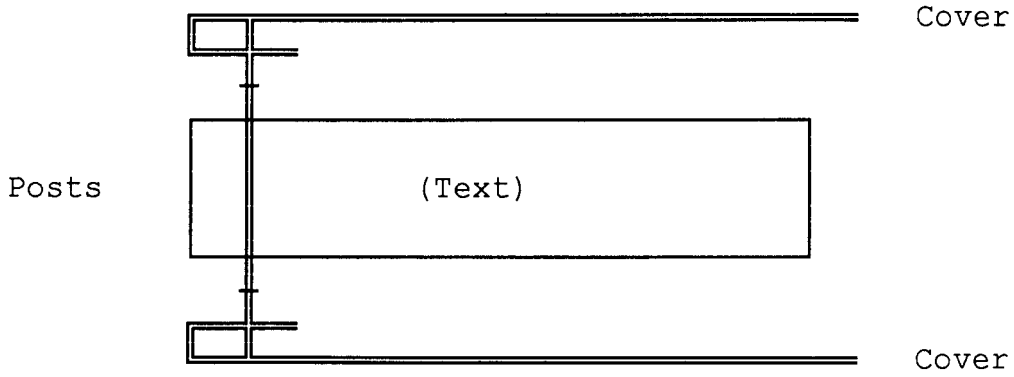
Attachment 18

BINDING INSTRUCTIONS FOR PERIODIC HISTORIES

A18.1. Fasten all narrative volumes along the left margin. Fasten supporting document volumes along the left margin or at the top. Bind volumes using three properly sized aluminum posts (ledger and binder). Don't use ACCO fasteners. Don't use improperly sized posts that extend outward and tear other materials. Proper posts fit snugly so that covers and pages have no free play but aren't bound too tightly. All volumes must be no more than two inches thick.

A18.2. Assemble the cover as shown in **Figure A18.1.** below. Assemble with post heads inside the cover to avoid tearing other materials in the file.

Figure A18.1. Binding Historical Reports and Studies.



Attachment 19

SAMPLE FORMAT FOR THE AIR FORCE ORGANIZATION STATUS CHANGE REPORT

This entire attachment deleted. See Attachment 2, AFI 84-105.

Attachment 20

HOW TO PREPARE THE AIR FORCE ORGANIZATION STATUS CHANGE REPORT RCS:HAF-HO(M)7401

This entire attachment deleted. See Attachment 3, AFI 84-105.

Attachment 21

ENTIRE TEXT OF IC 98-1

12 March 1998

SUMMARY OF REVISIONS

This interim change (IC) deletes Chapters 4, 5, and 6 and Attachments 19 and 20 (all of which have been incorporated into the new AFI 84-105, Organizational Lineage, Honors, and Heraldry). This IC also reflects renaming of the Air Force History Support Office, deletes a requirement for end of tour reports by commanders, deletes the term monograph as a special publication category, allows more latitude in the use of endnotes, and deletes the requirement for abstracts in periodic histories.

1.3. Air Force History Support Office. This agency (formerly known as the Center for Air Force History) is primarily responsible for researching and writing a wide variety of publications; providing information and analysis to Air Force leaders, staffs, and other requesters; and sponsoring exhibits, symposia, and other activities promoting the knowledge of air power and aerospace history. For more information, see AFMD 50, *Air Force History Support Office*.

1.4.1. DELETED.

1.7. DELETED (See Chapter 1, AFI 84-105.)

Section C--Historical Studies

2.4. Historical 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 present many of the same features and components used in the preparation of periodic histories (see **Chapter 3**). These include forewords, prefaces, contents, photographs, illustrations, tables, charts, appendices, glossaries, indexes, bibliographies, and supporting documents. Titles and subtitles should be descriptive, and covers should be attractive. 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 must coordinate proposed studies and final drafts with MAJCOM/HOs. Historians at MAJCOM headquarters, FOAs, and DRUs will inform HQ USAF/HO of proposed topics of potential Air Force-wide interest and may circulate drafts to HQ USAF/HO for review and comment.

2.4.3.Distribute final products as widely as possible contingent on the subject and, for classified studies, the "need-to-know" principle. MAJCOM/HOs must approve distribution outside of originating wings and centers. Always send at least two copies to AFHRA/ISA, HQ USAF/HO, and AFHSO/HOR. As appropriate, provide copies to other history offices in the Air Force, unified commands, other services, and the Joint Chiefs of Staff that might be interested in the topic. Provide copies to functional offices at HQ USAF as appropriate to the topic. 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 35-205, *Air Force Security and Policy Review Program*.

3.6.11.4. Write clearly and accurately in simple, direct, and grammatically correct language. Write mostly in the past tense using the active voice as much as possible. Avoid military jargon and words not commonly known. Define or explain scientific and technical terms. Limit your use of abbreviations and acronyms in the narrative, explaining them when first used in the text and listing them in the glossary. Do not use only office symbols in the narrative because they tend to change over time.

3.6.14. DELETED

3.6.16. Notes. Cite sources of information in footnotes or endnotes. See **Attachment 8** and **Attachment 12**.

3.12.3.12. Museum and Historical Property Data: New displays, restoration projects, major changes in collections, significant events, numbers of visitors, etc.

Chapter 4. DELETED (See Chapter 2, AFI 84-105.)

Chapter 5. DELETED (See Chapter 3, AFI 84-105.)

Chapter 6. DELETED (See Chapter 4, AFI 84-105.)

Attachment 9. DELETED.

A12.5. Footnotes placed at the bottom of the appropriate pages are most user-friendly to researchers, especially on microfilm or scanned images. Use them if possible or unless exempted by MAJCOM/HO.

A12.6. Use endnotes, either placed after each chapter or consolidated in a single section after the appendices, when word-processing software does not readily permit footnotes or if approved by MAJCOM/HO.

Attachment 19. DELETED (See Attachment 2, AFI 84-105.)

Attachment 20. DELETED (See Attachment 3, AFI 84-105.)

Attachment 22 (Added-512AW)

SAMPLE LETTER OF INSTRUCTIONS FOR COMPLETING 512 AW UNIT HISTORY REPORT

Date:

MEMORANDUM FOR 512 AW/HO

FROM: Your Unit Functional Address Symbol

SUBJECT: Indicate the applicable reporting period for example: 1 Oct YR to 31 Mar YR

1Apr YR to 30 Sep YR

1. Command, Mission, and Organization (All Units): Command information (changes/promotions), organizational changes, and mission changes should be covered. If no changes, briefly recap the command, organization, and mission status.

2. Overview (All Units): Provide a clear and concise account of your unit's activities during the period covered and explain why each event happened.

3. Personnel (All Units): Include authorized, assigned, and effective manning by category at the beginning and end of the covered period. Recruitment, retention, and training should be covered. Possible topics to include:

a. Key Personnel

b. Unit Strength

c. Changes to Unit Manning Documents

d. Key personnel changes/promotions

e. Fluctuations in authorized, assigned, and effective strengths

f. AFSC and critical skill shortages

g. The effect of the shortage on the mission

h. Special recruiting and retention programs

4. Training and Operations (All Units): Summarize significant events that have taken place during each Unit Training Assembly (UTA), annual tour, mobilization, special projects, and various exercises such as joint command exercises.

5. Operations (Operations Group Units Only): Operations Reserve unit histories must be covered extensively. You must address the following question: "What has the unit done during the reporting period to achieve, sustain, or demonstrate combat readiness?" Use the following list to help answer this question. Do not blindly adhere to the list. Do not make "negative" or "does not apply" entries.

a. Type of aircraft

b. Number of aircraft authorized and assigned

c. Highlight significant training and operations conducted during the reporting period

d. Factors detracting from the unit's ability to accomplish its primary mission

e. Actions taken to solve the limiting factors

f. Flying hours

g. Sorties/missions flown

h. Deployment and exercises (annual tours and world contingencies)

6. Maintenance (Maintenance Group Units Only): You should cover topics such as aircraft maintenance, problem areas, trends, and transportation.

7. Mission Support (Mission Support Group Units Only): You should cover topics such as decorations and awards; inspections; computer training; significant accomplishments; and if appropriate, problems or changes that have caused an impact on operation or any significant occurrence of historical value.

8. Staff (512 AW Staff Agencies Only): Each staff agency should cover topics relevant to its mission in support of the 512 AW.

9. Supporting Documentation (All Units): Provide supporting documents for all not commonly known factual statements included in the history report. Other supporting documentation that should be included:

a. Command section correspondence

b. After-action reports of exercises, deployments, or special or unusual missions

c. Inspection reports

d. Staff meeting records

e. Commander's summaries, presentations, etc.

UNIT HISTORIAN.....COMMANDER OR AGENCY CHIEF

SIGNATURE BLOCK SIGNATURE BLOCK

Prepared by (Please print or type)……Approved by (Please print or type)

Copies of supporting documents to follow.