

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 84-101

25 OCTOBER 2016



History

***HISTORICAL PRODUCTS,
SERVICES, AND REQUIREMENTS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at
www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: HQ USAF/HO

Certified by: HQ USAF/HO
(Mr. James R. Frank, Jr.)

Supersedes: AFI 84-101, 30 July 2009

Pages: 64

This instruction implements AFPD 84-1, *History and Museum Programs*. It provides guidance and procedures for collecting historical data and documentation, preparing historical reports, and providing historical services. MAJCOMs may supplement this instruction to provide additional guidance to subordinate units, but supplements may not conflict with any Air Force Instruction. HQ USAF/HO approves all MAJCOM supplements. The Air National Guard (ANG) headquarters' history office performs MAJCOM functions under this instruction. This AFI does not apply to the Civil Air Patrol. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and needs to be completely reviewed. This edition of the AFI more clearly delineates the core mission responsibilities of Air Force historians at the wing and group level and describes other functions performed by Air Force historians at other organizational levels. It applies mission and responsibility tiering as prescribed and described in AFI 33-360, *Publications and Forms Management*, 25 September 2013, Table 1.1.

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Chapter 1

RESPONSIBILITIES

1.1. Office of the Director, Air Force History and Museums Policies and Programs (HQ USAF/HO). The Director, Air Force History and Museums Policies and Programs coordinates the collection of historical data concerning Air Force operational activity and decision making by establishing policy concerning historical data and documentation, historical reporting, historical publications, and organizational lineage, honors, and emblems. AF/HO reviews Major Command (MAJCOM), Direct Reporting Units (DRU), and Field Operating Agencies (FOA), Medical Service, and Chaplains Corps histories and their management of field history programs. The Director establishes policies concerning the Air Force Museums and Heritage programs. The Air Force Historical Studies Office (AF/HOH), a subordinate component of AF/HO, prepares an annual Air Staff history and collects, preserves, interprets, and disseminates historical information and Air Force heritage, in part through the preparation and production of a wide range of historical publications documenting all phases of Air Force history.

1.2. Air Force Historical Research Agency (AFHRA). The Director, Air Force Historical Research Agency is responsible for collecting, preserving, and disseminating Air Force historical documents. The Agency maintains a collection of Air Force organizational histories and other historical documents, tracks lineage, honors, and heraldry information for Air Force organizations, disseminates historical information to the senior leadership of the Air Force, the Department of Defense, other government agencies, and other customers, and conducts a range of classes in support of the Air Force History Program.

1.3. Commanders.

1.3.1. History is an important function of command, and commanders and/or directors are an essential part of maintaining a successful organizational history program. To accomplish these responsibilities, commanders and/or directors will:

1.3.1.1. Give historians access to all information (classified and unclassified) required to prepare accurate, objective, and comprehensive historical publications and records, subject to established access policies and procedures. This includes access to organizational and senior leader e-mail, shared drives, web sites, and other sources of information. Commanders ensure history offices are equipped with non-secure internet protocol router network (NIPRNET) terminals and have secret internet protocol router network (SIPRNET) access or terminals and a Government Services Agency (GSA)-approved security container (T-0). For units without a wartime and/or classified mission, commanders ensure history offices have access to classified (SIPRNET) network and access to a GSA-approved security container as required.

1.3.1.2. Ensure their historians have adequate office space and resources necessary to maintain and protect historical documents, to research paper and electronic files (software and hardware), to provide research assistance to the staff. (T-3)

1.3.1.3. Participate in periodic interviews with the historian (at least once annually) so that the historian can capture the commander's perspective on issues of historical significance. Also, commanders participate in an end-of-tour interview. (T-3)

1.3.1.4. Review and sign the unit history within 30 days of submission of the final draft to the command section. (T-3)

1.3.1.5. The historian's primary duty is completing periodic annual history reports; commanders will ensure historians are not assigned additional duties which interfere with that work. (T-3)

1.3.1.6. Ensure historians assigned to Emergency Essential (EE) deployable positions meet medical, physical, and training requirements for deployable positions. (T-1). Take appropriate action when employees no longer meet identified requirements.

1.3.1.7. Ensure historians attend training and Air Force history conferences and symposiums as required. (T-3)

1.4. Field Organizations. Air Force organizations perform history functions consistent with AFI 38-101, *Air Force Organization*. This includes preparing a periodic organizational history that documents significant issues and activities affecting the unit. History offices are staffed by qualified personnel who report directly to the commander, vice commander, or director of staff.

1.4.1. Air Force Historians at all levels will:

1.4.1.1. Prepare periodic history reports (RCS: HAF-HO (A) 7101). Completion of these reports is the historian's primary mission responsibility. (T-1)

1.4.1.2. Submit Semiannual Historical Activity Reports (RCS: HAF-HO (SA) 8202) to the parent MAJCOM or AF/HO, as appropriate. (T-1)

1.4.1.3. Provide historical research and reference services in support of the commander and staff, and answer other requests for historical information. (T-1)

1.4.1.4. Coordinate on unit emblem requests and monitor unit lineage and honors information. See AFI 84-105, *Organizational Lineage, Honors, and Heraldry* and AFI 34-1201, *Protocol*. (T-1)

1.4.1.5. Obtain and maintain a Top Secret clearance. (T-1)

1.4.1.6. Maintain a collection of historical documents and reference materials, including a complete file of the organization's periodic histories. (T-1)

1.4.1.7. Establish and maintain contingency plans for preservation and recovery of historical archives and heritage assets. Component-MAJCOM (C-MAJCOM), FOA, and DRU History Offices send copies of these plans to AF/HO. Numbered Air Force (NAF), Center, Wing, and Group History Offices send a copy of their plans to the respective C-MAJCOM History Office. (T-1)

1.4.1.8. Prepare heritage pamphlets, studies, and other historical products. (T-1)

1.4.1.9. Provide historical documents and other materials to support historical exhibits and displays. Historians may serve as advisers, but the historian will not have primary responsibility for exhibits and displays. (T-3)

1.4.1.10. Ensure newly-hired civilian historians, writer/editors, archivists attend and complete the Historian Training Course conducted by the AFHRA no later than one year from the date of their entry into the AFHMP. (T-1) Other AFHMP personnel may attend as required.

1.4.1.11. Officer and enlisted historians will follow current Air Force Reserve and Air Force Career Field Manager directives for required training and professional development/

1.4.2. Major Command History Offices (MAJCOM/HOs) will:

1.4.2.1. Monitor the status of the subordinate unit history programs. Conduct on-site assessments as required or when requested by the organizational commander.

1.4.2.2. Provide guidance, mentorship, interaction, and feedback to field historians and heritage personnel.

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

1.4.2.4. Monitor all Aerospace Expeditionary Force (AEF) deployable historians' preparation and availability for wartime and contingency operations.

1.4.2.5. Monitor and report non-compliance with Top Secret clearance requirements to the appropriate authorities.

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

1.4.2.7. Provide continuation training to personnel assigned at subordinate organization history offices through biennial workshops, video teleconferences, or other outreach activities.

1.4.2.8. Coordinate with the History and Museums Civilian Career Field Management Team to schedule applicable training and education for historians.

1.4.2.9. Monitor and coordinate manpower and personnel actions affecting subordinate history offices.

1.4.2.10. Notify AF/HOH in advance of major publications and projects, including those undertaken by subordinate unit history offices.

1.4.2.11. Manage the command heritage program and Air Force art holdings. See AFI 84-103, *US Air Force Heritage Program* and AFI 84-104, *Art Program*, for guidance.

1.4.2.12. Establish requirements and procedures for providing historical services and collecting historical documentation at subordinate organizations. In conjunction with MAJCOM manpower officials, MAJCOM/HOs determine if subordinate organizations need full-time historians. If required, submit requests through manpower channels as described in Air Force Manpower Standard 101A, following coordination with AF/HO.

1.4.3. Direct Reporting Units (DRU) and Field Operating Agencies (FOA) reporting directly to Headquarters USAF will:

1.4.3.1. Establish and maintain history offices as separate, special staff agencies with qualified personnel who have direct access to commanders or directors. (T-1).

1.4.3.2. If circumstances warrant, establish procedures to collect historical information from geographically-separated subordinate organizations. (T-2).

1.4.3.3. FOAs without full-time historians appoint additional duty historians. Commanders or directors send names, office addresses, and phone numbers of these individuals to AF/HO, which establishes reporting guidelines. (T-1).

Chapter 2

HISTORICAL PUBLICATIONS AND SERVICES

2.1. Purpose of Air Force History. Air Force historical products provide objective, accurate, descriptive, and interpretive accounts of Air Force operations in peace and war. Accurate and timely historical reporting provides decision-makers with information they can use to improve the combat capability of the United States Air Force and the Department of Defense.

2.1.1. Products. The primary product of Air Force unit historians is the periodic history report. Historians also prepare various types of publications, papers, and other products that preserve an official record of Air Force operations, make information available to decision-makers and action officers, provide reference material for researchers, promote awareness of Air Force heritage, and support Professional Military Education (PME).

2.1.2. Periodic history reports are produced, distributed, and preserved electronically. Exceptions to this policy (that is, paper-based periodic histories) are coordinated with the parent MAJCOM history office or equivalent. Other historical products may be distributed electronically or in paper format. Only standard Air Force licensed software is used to produce these products.

2.2. Periodic History Report. The periodic history report represents the official Air Force effort to preserve information in a complete and systematic manner for future research and reference. A typical historical report consists of prescribed front matter, a narrative, appendices, and supporting documents. The front matter covers a variety of administrative topics and includes a chronology that lists, by date, key mission-related operational activities. The narrative describes and analyzes events based on the historians' knowledge and understanding of the unit and its mission. The appendices summarize statistical and organizational data in a concise and consistent format. The supporting documents substantiate topics and statistics included in the entire history. Periodic history reports serve as the institutional memory of Air Force organizations.

2.2.1. Each organization with a full-time historian prepares periodic history reports. Prepare reports in accordance with policies and procedures outlined in Chapter 4.

2.2.2. Periodic History Reports (RCS: HAF-HO (A) 7101). The standard submission cycle for periodic history reports is 12 months. Organizations may use either calendar or fiscal year cycles. MAJCOMs, FOAs, and DRUs advise AF/HO of the submission cycle selected for their command's annual history report. MAJCOMs may specify alternate submission cycles for subordinate units and organizations.

2.2.2.1. The historian must submit the history report for signature by the commander, vice commander, or director of staff not later than 30 April for fiscal year reports and 31 July for calendar year reports (see Table 2.1). (T-2) The report is considered official when the Commander, Vice Commander, or Director of Staff signs it.

Table 2.1. Submission Milestones.

	FY Histories	CY Histories
Submitted for Signature	30 April	31 July
Signed	31 May	31 August
Received by MAJCOM	30 June	30 September
Feedback to Unit	15 August	15 November
Received by AFHRA	15 September	15 December
AFHRA Snapshot	31 December	

2.2.3. AF/HO may adjust the coverage period and due date of periodic history reports for MAJCOMs, DRUs, and FOAs. Requests for adjustments need to be submitted no later than 30 days prior to original due date and signed by the organization commander, vice commander, or director of staff.

2.2.4. MAJCOM/HOs may adjust the coverage period and due date of subordinate unit reports based on command or individual needs. Wing request for adjustments to due dates will be dated no later than 30 days prior to original due date and signed by the organization Commander, Vice Commander, or Director of Staff. (T-2). MAJCOM/HOs issue automatic extensions for contingency-related and formal training TDYs.

2.3. Heritage Pamphlets. Unit members are the primary audience for these brief, unclassified historical accounts of an organization. All organizations with full-time historians assigned produce these pamphlets. Be sure to include an “as of” date. Submit the draft pamphlet to AF/HO or the MAJCOM/HO as appropriate for review. Make corrections, if needed, and then the historian must send the pamphlet to Public Affairs for security and policy review before making any distribution to determine its suitability for public release (See AFI 35-102, *Security and Policy Review Process*). (T-2) These pamphlets are updated at least annually or more frequently if necessary. Historians will follow local procedures for posting the pamphlet on organizational web sites and send one electronic copy to the AFHRA. (T-2).

2.4. Studies. Air Force historians at all levels research and write a variety of classified and unclassified historical products, analyzing significant issues, policies, operations, programs, developments, doctrine, procedures, or comparable topics. AF/HOH is the program’s clearing house for all historical publications. Historians will report the status of local writing projects to HOH whenever such projects are begun or completed, via the parent MAJCOM/HO. (T-1)

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

2.4.2. While the periodic history report remains the Air Force historian’s primary product, historians at wings, centers, and other subordinate organizations also produce studies on

topics within their unit's purview having potential long-range historical significance. All history offices must coordinate proposed studies and final drafts with AF/HOH. (T-1)

2.4.3. Distribute final products as widely as legally permissible, contingent on the subject and classification. Utilize Freedom of Information (FOIA) electronic reading rooms when available. Before distribution or release to members of the public, submit final manuscripts to the appropriate Public Affairs office for security and policy review in accordance with AFI 35-102, *Security and Policy Review Process*. MAJCOM/HOs must approve distribution outside of originating wings and centers. Send a final digital copy, complete with digital supporting documents, to AF/HOH and the AFHRA. If a complete digital copy is not produced, send one paper copy complete with paper supporting documents. Do not mix digital and paper formats. Submit studies on technical subjects to the Defense Technical Information Center (DTIC) in accordance with AFI 61-202, *USAF Technical Publications Program*.

2.5. Interviews. There are two types of interviews conducted and used by Air Force historians: formal Oral History interviews and research interviews.

2.5.1. Air Force Oral History Interviews. This program captures the insights and perspectives of significant Air Force personnel via a process that includes prior coordination, a full transcript, and an assignment of rights.

2.5.1.1. Unit historians must coordinate proposed formal Air Force Oral History interviews with their respective MAJCOM/HO, which then forwards the proposal to the AFHRA, which in turn, requests approval from AF/HO. (T-1) AF/HO is the final approval authority for these formal Oral History interviews.

2.5.1.2. If the individual providing the oral history is not currently an active duty military member, Air Reserve Component member on Title 10 orders, or federal government civilian employee, the individual assigns rights to the oral history, in whatever format it is preserved, to the Air Force and is given a copy of the agreement before the individual dictates his/her comments. Air Reserve Component personnel not in a Title 10 status and foreign participants also sign this form. (See Attachment 15.).

2.5.1.3. Formal Oral Histories conducted by Air Force historians must contain the following statement on either the title page or the first page of the transcript: (T-1).

2.5.1.3.1. "The opinions and facts expressed in this interview are those of the speaker. These comments have been transcribed as they were recorded during the interview. Unless otherwise noted, no attempt has been made to check or correct dates and other facts mentioned by the subject. The opinions are those of the subject and do not necessarily represent those of the United States Air Force or the Air Force History and Museums Program."

2.5.1.4. Historians will send transcripts and the audio or video recordings to the AFHRA for inclusion in the Air Force Oral History collection. (T-1).

2.5.2. Research Interviews. These interviews are in support of periodic history reports and other research. They can take the form of traditional recorded and transcribed interview, telephone conversations, electronic exchanges, or brief, informal, face-to-face discussions. Historians normally ensure summaries or transcriptions of interviews are signed by the

subject and included as a supporting document in the periodic history. Historians must prepare summaries that identify the subject of the interview, the date and location of the interview, the topic(s) discussed, and a description of the subject matter discussed or recorded. (T-1) If the subject matter discussed is classified, historians will ensure these interviews include appropriate “Classified by:” and “Declassify on:” instructions, all required administrative markings, and appropriate portion markings. (T-0).

2.6. Books. Historians usually publish these major projects through the Government Printing Office (GPO) or its designated office or representative only after a thorough review process and professional editing. The GPO is now publishing fewer paper products and more e-books. Electronic publication of special studies is strongly encouraged as an efficient way of disseminating historical information to a wide audience. Electronically published studies and monographs undergo the same rigorous review and editing as those products published in print. In some cases, field historians may publish books locally, usually in cooperation with nonprofit organizations. Prior to initiating such projects, historians must coordinate proposals with the Director, AF/HOH via the parent MAJCOM/HO. (T-1).

2.7. Articles, Book Reviews, and Papers. Members of the Air Force History and Museums Program may write articles, book reviews, and papers for Air Force and non-Air Force publications. However, 5 C.F.R. 2635.807(b) only permits the use of official titles and positions as one of several biographical details when authoring materials in a nonofficial capacity. Use of official titles, such as Air Force historian, in these instances incorrectly implies Air Force endorsement of the product and is prohibited. Therefore, members of the AFHMP who publish in non-DoD professional and scientific publications may otherwise only use their official titles or positions when the writing is accompanied by an appropriate DoD disclaimer, unless they are authorized to state the official position of the Air Force on such matters.

2.7.1. Historians at all levels should take every opportunity to prepare background papers, talking papers, and similar products on historical topics of interest to senior leaders. For formats, see AFH 33-337, *Tongue and Quill*, and follow local procedures as appropriate.

2.7.2. When publishing material, historians must submit material for security and policy review well in advance of possible publication. (T-0) See AFI 35-102, *Security and Policy Review*.

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

2.9. Exhibits. These projects foster an appreciation of the Air Force’s heritage and the organization’s history. Historians assist project officers by researching and writing historical commentary, as well as gathering photographs and other materials. See AFI 84-103, *US Air Force Heritage Program*.

2.10. Electronic Reference Library. Depending on local policies and procedures, historians may post historical reference material on unit web sites, shared drives, or Enterprise Information Management (EIM). Material intended for public access needs to be cleared through a security and policy review before it is posted or otherwise released. Historians contact the Public Affairs office to begin the review process.

2.11. Requests for Information. Historians serve a variety of customers, but none more important than their commander and senior leadership. Historians track each request, accounting for the time spent researching and providing the answer. Include administrative time, such as the time spent traveling to the base library, or coordinating the response with other staff agencies, or contacting other repositories.

2.12. Medical and Chaplain Historical Reports.

2.12.1. Under the guidance and direction of the Office of the Surgeon General (AF/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. The command surgeon signs the report. The Historian, Air Force Medical Operations Agency (AFMOA) establishes reporting procedures. MAJCOM/HOs are not responsible for and are not involved in researching, compiling, or editing medical historical reports.

2.12.2. The Chief of Chaplains (AF/HC) provides policy and direction through chaplain channels for preparing periodic histories defining the significant developments and contributions of the Chaplain Corps to the Air Force's operational effectiveness.

2.13. Retention and Disposition of Historical Records. Use procedures in AFI 33-364, *Records Disposition Procedures and Responsibilities*, to retain and dispose of historical records. Follow the disposition schedule located within the Air Force Records Information Management System (AFRIMS).

2.14. Collecting Historical Artifacts, Personal Papers, and Other Material. If a collection of personal papers or documentary material of potential historical value becomes available, historians contact the AFHRA via the MAJCOM/HO. The AFHRA assesses the collection and provides further instructions on the disposition of the material. For historical artifacts, consult AFI 84-103, *US Air Force Heritage Program*.

Chapter 3

HISTORICAL ACTIVITY REPORTS

3.1. Semiannual Historical Activity Report (HAR). The HAR documents accomplishments and contributions by each headquarters and field history office and the AFHRA. HQ USAF/HO uses these reports to provide data to the Air Force leadership on the entire history program. Also, MAJCOM History Offices use this data to assist in the annual history awards program; therefore, historians at the wing/NAF level should ensure their reports provide a detailed and accurate accounting of their historical services and other activities.

3.2. MAJCOMs, DRUs, FOAs and the AFHRA. MAJCOM, DRU, FOA History Offices and the AFHRA must submit the semiannual HAR (RCS: HAF-HO (SA) 8202) electronically to AF/HO by 1 August (covering the period 1 January-30 June) and 1 February (covering the period 1 July-31 December). (T-1). Centers, laboratories, wings, and groups must submit the semiannual HAR electronically to their MAJCOM. Reserve Component historians will follow specific guidance from AFRC/HO. (T-1).

3.2.1. Historians will prepare the historical activity report using the format in the following paragraphs. (T-1). Enter N/A when items do not apply.

3.2.1.1. Report the inclusive dates of the last history submitted to the AFHRA by the unit/organization.

3.2.1.2. Report the date the last history report was submitted to the AFHRA.

3.2.1.3. Report the inclusive dates of the history or histories in progress at the unit or organization as of the closing date of this historical activity report.

3.2.1.4. Report the established due date of the next scheduled submission.

3.2.1.5. Provide a realistic assessment of the organization's ability to meet this submission date. This is the opportunity to highlight any issues that may delay the timely completion of the next historical report.

3.2.2. Participation in AEF deployments, exercises, operations, or contingency deployments. Include type (joint, combined, Air Force, MAJCOM, or local), who deployed and where, name of exercise, operation, or contingency operation, deployment dates, and types of reports submitted, dates submitted, and to whom.

3.2.3. Number of information requests processed during the period that required historical research or knowledge. Report the amount of time spent on these requests. Break out statistics by quarter so that AF/HO can compile and present data in fiscal year or calendar year format as required.

3.2.4. Most significant information requests, services, or contributions made during the period. Include the customer, type of product/support provided, date of request, date of delivery, and an assessment of the value of the project.

3.2.5. The number of requests and the total amount of time spent responding to Freedom of Information Act (FOIA) requests.

- 3.2.5.1. Separately track Freedom of Information Act, (FOIA), Mandatory Declassification Review (MDR), and Congressional requests, and the number of requests and time spent on each. (T-1).
- 3.2.6. Historical publications completed during the period. List by publication type (book, study, pamphlet, article, staff paper). Provide author(s), organization, title, classification, date completed, requesting office (if applicable), number of pages, and a short summary of the document's purpose or use.
- 3.2.7. Historical publications in progress during the period. Provide the same information requested in para 3.2.6. Include an estimated completion date.
- 3.2.8. Other special projects or significant activities completed during the period. Include the time spent on the project and an assessment of its value or impact.
- 3.2.9. Oral History Program interviews, not including research interviews and interviews conducted with the commanders or other staff members. Report name and position of the subject, topics discussed, and date of the interview.
- 3.2.10. US Air Force Heritage Program Support. Report the number of hours spent on US Air Force Heritage Program activities and a brief description of the work performed. Examples include displays, restoration projects, collection management, and other activities.
- 3.2.11. Air Force Art Program Support. Report the time involved and briefly describe the support provided.
- 3.2.12. Professional activities on- and off-duty.
- 3.2.13. History Office personnel changes. List name, grade, position, date of change, and previous or next assignment.

Chapter 4

PREPARING PERIODIC HISTORICAL REPORTS AND OTHER HISTORICAL PRODUCTS

4.1. Historian Responsibilities

4.1.1. The primary mission of Air Force historians at all levels is to record the history of their assigned unit or organization. Air Force historians accomplish this by preparing periodic historical reports that focus on the operations, however defined, of the reporting unit or organization.

4.1.2. An Air Force Historian must be able to work successfully with others. Experience may not be as important as enthusiasm. However, certain basic characteristics are highly desirable in all Air Force historians. The historian should have enough native curiosity to want to know what is happening in the unit, and enough initiative to go out and get the facts. The historian should be constantly alert for new sources of information. The historian should be enthusiastic, tactful, and discrete, attributes that enable him or her to enjoy the confidence of other Airmen.

4.2. Historical Research and Sources.

4.2.1. Historical Source Material. Most information in a historical report comes from a variety of source documents, augmented by interviews. In most cases, source materials which come directly from a participant in an event are usually more reliable than materials which originate with persons farther removed from the same event. The former materials are defined as "primary" and the latter are called "secondary" materials. Typical examples of primary materials are orders, messages, minutes of meetings, and correspondence (memoranda, e-mails, etc.). Typical examples of secondary materials are newspaper accounts and magazine articles. The historian must select, analyze, and evaluate documents with great care and not waste time on documents with only marginal utility.

4.2.2. Conducting Historical Research.

4.2.2.1. Historians build the documentary collection on which their historical reports are based by conducting comprehensive and continuing research at a unit's critical information collection points. Understanding an organization's mission and structure is the key to identifying these collection points, whether they are physical offices like Command Posts or on-line repositories like organizational shared drives. Historians visit these data centers regularly to ensure vital documentation is preserved and not deleted, either as a matter of policy or accidentally. These visits also enable the historian to establish personal contacts with unit personnel that can greatly facilitate further research efforts.

4.2.2.2. Historians constantly develop new sources of information because research needs vary from historical report to historical report. Historian interaction with information owners ensure that, as new sources of information are found, the historian is given access to the material. Such contacts enable the historian to identify additional leads that may open up even more sources of information.

4.2.2.3. By becoming a visible and respected member of their unit, historians at all levels establish and maintain relationships that demonstrate their professional competence and the value of their work to the organization. Experience has shown that such face-to-face interaction can significantly enhance the ability of the historian to accomplish his or her mission. A successful, continuing research effort in an organization is contingent upon the historian establishing relationships based on mutual trust and respect with the organization's leadership and those who generate and maintain the information the historian needs to build an accurate, comprehensive historical report.

4.2.2.4. When conducting historical research, historians consider the following issues:

4.2.2.4.1. Historians are afforded a unique, leadership-level view of a broad range of unit activities. Historians use this perspective to determine what information is worthy of inclusion in a historical report. Select topics and documents with potential long-term value based on the organization's mission, the historian's professional judgment, suggestions by the commander and staff, and feedback from higher headquarters evaluations.

4.2.2.4.2. In the narrative and supporting documents, emphasize events affecting the people who make history. An organization's history reflects the activities of people working individually and collectively to accomplish the organization's mission. The history documents the mission and how the organization's people accomplished that mission. Also consider key decisions that affected the organization and the decision-making process, events and the actions of outside agencies that influenced the organization's activities, and the organization's execution of higher headquarters policies and directives.

4.2.2.4.3. Historians have access to far more information than they normally need to write historical products. Historians carefully review this mass of data to select only the most relevant documents. For example, if a report prepared on the last day of the month contains information from the rest of the month, preserve only that last report, not the full set of 30 or 31 daily reports. However, historians should review the daily reports to ensure that they do not contain detailed information absent from subsequent reports or summaries.

4.2.3. Sources of Information.

4.2.3.1. The following paragraphs describe the various types of documents typically used to build historical reports. The list is not all-inclusive. Successful historians incorporate new sources of information into their document collection as they identify these sources. The easiest way to collect these documents is to have the originating office add the History Office to their normal distribution list. However, "automatic distribution" is not a substitute for regular contact with unit's information owners.

4.2.3.2. Publications: Air Force policy and mission directives (AFPD and AFMD), instructions (AFI), and, in particular, local supplements to AFIs affecting the mission, organization, and operations of the unit. Review them frequently for changes.

4.2.3.3. Orders: Military headquarters direct and authenticate changes, actions, or procedures through various types of orders. Review all G-series special orders for possible use. Such knowledge helps you locate critical documentation, since these orders

are issued by various offices. G-series orders are included as the first supporting document in the history.

4.2.3.4. Correspondence: Review paper correspondence, e-mails and attachments, and comparable communications within and between organizations and personnel. Historians require access to e-mail files, organizational shared drives, web sites, and other sources of information.

4.2.3.5. Reports and Studies: Staff studies (point papers, memoranda for the record, staff summary sheets, briefings, talking papers, etc.) are of special interest to historians because they often precede and form the basis for significant decisions. Include unit assessments and reports of inspections, tests, audits, exercises, operations, and trip reports. Include as a supporting document in the periodic history an end-of-tour report prepared by a departing commander, if available. It relates a unique perspective on the commander's major challenges, issues, accomplishments, problems, and lessons learned.

4.2.3.6. Statistics and Graphics: Include organizational charts, station lists, order of battle information, maps, manning documents, sortie data, air tasking orders, etc. Again, this list is not all-inclusive. These documents are indispensable components of periodic historical reports. Put the data in the narrative or in an appendix as appropriate; save the source itself as a supporting document.

4.2.3.7. Meetings: Historians attend staff meetings, briefings, planning sessions, and policy-making gatherings as a way to gain familiarity with the organization's activities, increase their visibility, establish contacts, and build relationships with unit members. Notes taken by the historian during these meetings can be used as supporting documents.

4.2.3.8. Research Interviews: A participant in an Air Force activity can be a valuable source of historical information. Comments obtained from a person supplement the documentary record, fill in gaps which commonly appear in the written record, offer reasons for and explanations of the factual material found in documents, give an insight into the problems and aims of the commander and other key personnel, and provide the historian with first-hand accounts and experience not found in formal records. Interviews should be held as soon as possible after the event, while the facts are still clear. See also para 2.5.2 for additional guidance.

4.2.3.8.1. The success of an interview depends in large measure on the preparations made for it and the manner in which the interviewer conducts it. The best results are achieved if the interviewer has made careful advanced preparations. He or she should know as precisely as possible what kind of information is needed and have a solid grasp of the background of events, missions, orders, decisions, problems, and the like. Nothing is so impressive to a person being interviewed as the perception that he or she is being questioned by someone who has a comprehensive and detailed knowledge of the situation. A more specific question yields a more specific answer.

4.2.3.8.2. Interviews (such as an annual interview with the unit commander, which does not require prior coordination with AF/HO etc.) are transcribed and signed by the interview subject. In addition to the transcript, submit the audio files in MP3, WAV or WMA format as a supporting document in the history. If extraordinary circumstances preclude the preparation of a full transcript, submit the audio file and

include a time-to-topic index or a detailed summary of the content of the interview, which is also authenticated by the interviewee. Informal interviews, such as a brief conversation with a crew chief or a staff officer, may be documented by historian notes or simply cited in footnotes.

4.2.3.8.3. Conduct a formal interview with the organization's commander or director at least once during each reporting period to gain his or her perspective.

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

4.2.5. Historians normally do not collect subordinate unit feeder reports or use them as supporting documents in their historical reports. However, in some instances these feeder reports may be the only source of information obtainable from some geographically-separated units or locations. In these cases, AF/HO or the MAJCOM (as appropriate) must approve the collection and use of these reports.

Chapter 5

SELECTING TOPICS AND ORGANIZING AND WRITING THE PERIODIC HISTORICAL REPORT

5.1. How to Begin. The best source of guidance on the content of your next history is the table of contents of your unit's last history, assuming the program is relatively current. The table of contents shows what was considered important when that history was prepared. Based on your research and on your knowledge of your unit's mission, organization, and recent activities, you can delete topics that are no longer relevant and add new topics that have come up. Throughout this process, remember: your outline drives your research and your research drives your outline. Your evolving table of contents, which is, in effect, your outline, is highly flexible and can be changed to reflect new issues and events as they unfold. Then, review and apply feedback provided in formal assessments of prior history reports. Finally, consider recommendations from the commander, staff, unit members, and others who have used the history. Then, establish a systematic method of filing and referencing research material as it arrives. Historians use a variety of filing systems, such as topical, subject, chapter, office, etc., rather than one based on subordinate organizations or by date. Add or delete topics as research and writing progresses. Besides using these files as the basis of your supporting document collection, they can be valuable reference aids for answering inquiries about recent events.

5.2. Topic Selection. All issues and topics affecting the organization come under the purview of the organization's historian, but only significant activities merit discussion in the periodic history. To determine significance, always focus on the organization's mission and how the organization's people worked collectively to accomplish that mission. For example, unit participation in an exercise or deployment merits more coverage than a unit picnic or social event. Topics listed below are general and intended as guides. The list is not all-inclusive, nor is it in any rank order.

5.2.1. Mission, Organization, and Key Personnel.

- 5.2.1.1. Operational Activity.
- 5.2.1.2. Flying Hours and Sortie Data.
- 5.2.1.3. Defense Readiness Reporting System (DRRS).
- 5.2.1.4. Status of Resources and Training System (SORTS).
- 5.2.1.5. Relationships with other organizations.
- 5.2.1.6. Planning.
- 5.2.1.7. Training.
- 5.2.1.8. Maintenance and Logistics.
- 5.2.1.9. Communications and Information Technology.
- 5.2.1.10. Environment.
- 5.2.1.11. Facilities.
- 5.2.1.12. Community (and host nation, if applicable) relations.

5.2.1.13. Budget (funds availability, effect of shortfalls, etc.).

5.2.1.14. Personnel (authorized, assigned, etc.).

5.2.1.15. Mission Support (Security Forces, Civil Engineers, Force Support, etc.).

5.2.2. MAJCOM/HOs, in their supplements to this AFI, may mandate a range of topics to be covered in the histories of their subordinate organizations. They may also require appendices in addition to these mandatory appendices, which historians must include in all Air Force historical reports: (T-1).

5.2.2.1. Appendix A, Lineage and Honors data.

5.2.2.2. Appendix B, Roster of Key Personnel.

5.2.2.3. Appendix C, Personnel Statistics (authorized and assigned).

5.2.2.4. Appendix D, Organizational Structure.

5.2.3. It is important that topics that were left open at the close of the previous historical report are continued in the current report to provide future researchers a comprehensive record of events and issues.

5.3. Writing an Historical Report.

5.3.1. Ensure the narrative is original writing and not copied from source documents or boilerplate copied from previous histories. Copying text directly from source documents without using quotation marks represents plagiarism. Committing wholesale plagiarism may result in the history being returned for re-accomplishment. A narrative history is not just a summary of dates, places, personnel and statistics, nor is it mere statements of fact in outline form. Cover significant topics by not only addressing the who, what, where and when of a topic, but more importantly, the why and how.

5.3.2. Write in simple, direct and grammatically correct language. Use past tense and strive as much as possible to write in the active voice. Avoid military jargon, clichés and words not commonly known. If these are used, explain what they mean in an explanatory footnote. Define or explain scientific and technical terms. Spell out acronyms, abbreviations, and unit designations in the narrative and include them in the Glossary. Do not use office symbols in the narrative because they tend to change over time.

5.3.3. Provide complete dates in the narrative using military style, that is, day, month, and year. Example: 30 April 2012.

5.3.4. Spell out the full given name (first name, middle initial, and surname) when first mentioning a person in the narrative and in the roster of key personnel. Abbreviate military titles only when followed by initials or given names. Example: Brig Gen John X. 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 John X. Smith. You may abbreviate titles in the notes. Do not substitute military pay grades (O-6) for rank or position titles.

5.3.5. Give precise geographical locations rather than post office numbers, grids, or general areas. Relate an unknown place to a better-known one. Example: Moody AFB is 10 miles

northeast of Valdosta, GA. Include all geographical names in the gazetteer, if used. Abbreviate state names only when they follow the name of a town or city.

5.3.6. . Place lengthy statistics in charts, tables, or appendices; explain their significance and meaning in the narrative. Include source lines at the bottom to permit use of the item as a stand-alone document and ensure all charts, tables, and appendices are properly marked based on the security and administrative markings that appear on the original document.

5.3.7. Spell out numbers in the narrative when they are less than 10. Never begin a sentence with an Arabic number. Always use Arabic numbers to express units of time, weight, and measurement. Example: 8 hours, 2,000 pounds, 20 feet.

5.3.8. 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.

5.3.9. Single-space all quotations of five or more typed lines and indent them one half inch from both margins. Use long quotations only when the meaning would be lost or the value reduced significantly by paraphrasing or summarizing. Use an ellipsis, that is, three spaced dots (...), to indicate the omission of any words from a direct quotation. Use an ellipsis and a period (....), i.e., four spaced dots, to indicate an omission at the end of a sentence. Ensure omissions do not change the meaning of the passage. Give every direct quotation a citation, that is, an acknowledgment of the source. Put a footnote reference number at the end of the quotation.

5.3.10. Since components of electronic histories may eventually be printed out by researchers, it is important that the e-document be produced in a readable, consistent format. Use 12-point Times New Roman or Arial font throughout the product, including footnote citations. Use single-space and one-inch margins. Do not use multiple columns. For front matter pages, use lowercase Roman numerals centered at the bottom of the page. For narrative pages and back matter, use Arabic numerals centered at the bottom of page or on the outside margin at the top of page.

5.4. Formatting the Periodic History.

5.4.1. A periodic history consists of a collection of individual electronic files submitted on CD, DVD or via the internet to the Air Force Historical Research Agency (AFHRA). A root folder (directory) contains all the electronic files that comprise the history.

5.4.2. The root folder name is an abbreviated unit name with a space between the number and unit designation (e.g. 1 FW); followed by a space, the start date of the period the history covers (in YYYYMMDD format), a dash, the end date, a space, and finally the word History. For example, 1 FW 20150101 - 20151231 History would be the root folder name for the 1st Fighter Wing's calendar year 2015 history.

5.4.3. Ensure the first file in the root folder is a plain text format named 0000 Readme, which contains information about the history to assist researchers, archivists, and indexers. AFHRA personnel use the readme file, along with the title page and security and administrative markings page, to create metadata essential to identifying the document and its contents in on-line finding aids. Include the following information in the Readme.doc file: the number of files that comprise the history; a description of the software and operating

system used to create the document; the type of disc (e.g., DVD-R) and software used to burn the information to disc; and an abstract of key words that identify the most important topics in the narrative. The historian may also include any notes to explain file numbering or the like that would aid the researcher or archivist.

5.4.4. The next file in the root folder is used to navigate through the entire history. The name of this file is 0001 followed by a space, followed by the name of the root folder (e.g., 0001 1 FW 200401010 - 20041231 History.docx or .pdf). This file contains all front matter and may contain the narrative, and all back matter.

5.4.5. The 0001 file includes metadata. In Microsoft Word under File, Properties, select the Summary Tab or in Adobe Acrobat Professional, under File, Document Properties, select the Description tab. Historians must fill out the following fields: (T-1).

5.4.5.1. Title: Identical to the name of the root folder as described in para 5.1.1.

5.4.5.2. Author: Historian's name(s) and office.

5.4.5.3. Subject: Annual History.

5.4.5.4. Keywords: Include suggested keywords related to the content of the history. Information placed in the keywords section is entered into AFHRA's unclassified database used to research topics and locate the information within the Agency's collection. The keywords added here are extremely important pointers used to help researchers locate information.

5.4.6. Number files that contain the remaining material sequentially using four digits (i.e., 0002-9999). Consecutive file numbers are not required. The historian may assign a block of numbers to each component of the history, but explain the numbering system used in the readme file. Any additional information in the filename (after the four-digit number) is at the discretion of the historian; however, avoid file names with more than 50 characters and spaces because lengthy file names can cause problems burning the material to disc.

5.4.7. Historians must include supporting documents and photographs as individual electronic files. (T-1)

5.4.8. Preserve photographs collected electronically in their original appearance and save as tagged image file format (.TIF) or .JPG, but .TIF is the preferred format.

5.4.9. Scan documents collected in hard copy form. This includes the signed title page of the completed history. If the title page is signed using electronic signature, scan and process the title page in the same way as a wet signature page.

5.4.10. Scanned documents require a resolution of at least 300 dots per inch (dpi). This enables Adobe Acrobat Professional to render (using optical character recognition) most of the text making the electronic file keyword searchable.

5.4.11. Save all scanned photos at a minimum of 600 dpi and 4800 by 6000 pixels as separate files in .TIF or .JPG format.

5.4.12. If an email is used as a supporting document, save it as either a PDF or TCT file. If the e-mail has attachments, the historian either saves each attachment as a separate document in its native format or in pdf format. If saved as a PDF file, it can be appended to the original e-mail or saved as separate, discrete document to be cited on its own. Only historically

significant attachments need to be saved and preserved in the history. Do not submit Microsoft Outlook .PST files because they cannot be accessioned into the IRIS or accessed when the document is saved to a CD or DVD. Also, do not save e-mails in OFT or MSG formats.

5.4.13. Save web pages in .PDF or .MHT format and include them as supporting documents. The history may not contain active hyperlinks to a site on the World Wide Web, because web pages are not permanent and may not be accessible through Inferential Retrieval and Indexing System (IRIS).

5.4.14. Use full footnote citations for each document cited in the narrative. Do not use file numbers without citations. This does not preclude the use of *ibid*. If *ibid* is used, ensure the previous footnote contains the footnote citation. This principle also applies to “See note above” for multiple source citations. See Attachment 9 for footnote formats.

5.4.15. Do not embed high-resolution photographs or multimedia files in the narrative. Embedded photographs increase the file size and significantly increase the time required to download the file. In the narrative, insert a caption that fully describes the importance of the image. Include as much information as possible considering who, what, when and where the photograph was taken, any classification markings, downgrade and declassification instructions, administrative or special handling caveats, and the name of the photographer (if known). Do not include images that are copyrighted. Include the photo as a supporting document and cite the supporting document number. The historian may include a lower-resolution photo in the narrative (quarter-page), with the supporting document number.

5.4.16. An index is not required.

5.4.17. Do not include password-protected files or copyrighted material in the electronic history. Also, do not hide files.

5.4.18. Submit the electronic history on recordable CDs or DVDs. Archival-quality CD/DVDs are preferred.

5.4.19. Properly identify the contents of the disc by writing on the disc with a fine-point permanent marker. See Attachment 3. Leave the blank spaces on the disc for AFHRA use. Do not use adhesive labels on the disc.

5.4.20. See Attachment 3 for more detailed, step-by-step instructions.

Chapter 6

ASSESSING HISTORICAL REPORTS AND HISTORY PROGRAMS

6.1. History Program Review. Air Force History Programs at all levels are reviewed periodically to ensure historians are providing relevant and timely products and services to their organizations that deliver long-term value to enhance combat capability of the organization and the Air Force.

6.2. AF/HO. AF/HO monitors the status of MAJCOM, DRU, and FOA history programs by reviewing activity reports, periodic histories, and other publications. AF/HO also visits MAJCOM/HOs and attends MAJCOM historian workshops to gauge the management and operational effectiveness of subordinate history offices.

6.3. MAJCOM/HO. MAJCOM/HOs will conduct periodic visits to monitor the management and operation of subordinate offices. MAJCOM/HOs, in accordance with MAJCOM guidelines, will also serve as members of the respective Inspector General team and conduct inspections of subordinate history offices.

6.4. MAJCOM History Office Level. MAJCOM History Offices or equivalent organizations assess periodic field history reports with the goal of building useful historical reports of long-term value that enhance combat capability. The review is more than an assessment of compliance with this instruction and other relevant publications. It is a vehicle for providing mentorship. History reports submitted by subordinate organizations need to be reviewed within 45 calendar days of receipt. The review process encompasses both assessment and feedback.

6.4.1. Assessment criteria focus on five key areas: Security, Content, Functionality, Format and Organization, and Grammar and Style. Attachment 2, Evaluation Process, lists the steps and questions a reviewer considers in preparing the assessment of a periodic history.

6.4.2. Security and Administrative Markings. For classified reports, conduct an extensive review to ensure all portions, pages, overall markings, and the Security and Administrative Controls Page correctly identify classified material contained in the product. Prior to submitting the report to the AFHRA, the reviewer reports security errors to the originating historian for correction. For unclassified reports, identify and report any erroneous administrative markings to the originating historian for correction.

6.4.3. Content. The periodic history report is reviewed for content in several ways. First and foremost, the historian includes a solid collection of primary source documents. The history provides a comprehensive description of unit activities related to mission accomplishments and challenges. Source citations substantiate the topics covered in the text. The reviewer needs to be familiar with the organizational mission in order to identify superficial content, shortfalls in coverage, and/or blatant inaccuracies.

6.4.4. Functionality. The electronic file structure and format conform to the directives discussed in paragraph 5.4. This entails properly preparing the root folder and including supporting documents in acceptable file formats.

6.4.5. Format and Organization. The format and arrangement of the components of the periodic history report follow the guidelines and intent established in this instruction.

6.4.6. Grammar and Style. Review the history report for obvious grammatical errors, spelling errors, excessive or unexplained military jargon or acronyms, and other significant stylistic problems.

6.4.7. The reviewer determines an overall rating based on the five-tier scale: Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory. The following descriptions serve as benchmarks:

6.4.7.1. Outstanding. The Outstanding rating is reserved for a truly superior piece of historical research and writing. The report clearly surpasses an Excellent history in all respects. There are virtually no security or administrative marking inconsistencies. The narrative reflects the historian's above-average knowledge of the unit's mission and activities, and provides a breadth and depth of coverage not usually found in a unit history. The author discussed and analyzed all relevant matters in terms of the unit's mission. The writing style is clear and concise. The historian used active voice and past tense throughout. All supporting documents are relevant. The history conforms to all history standards.

6.4.7.2. Excellent. An Excellent history exceeds most of the requirements for a Satisfactory history. There are few, if any, problems with security or administrative markings. The history covers most mission areas and topics in a well-thought out and carefully written narrative. The supporting document collection is comprehensive and contains few irrelevant or insignificant documents. Errors, omissions, or inconsistencies are few.

6.4.7.3. Satisfactory. A Satisfactory history meets the basic requirements of the Air Force History and Museums Program as laid out in this AFI and AFMAN 84-101. Security and administrative markings are generally correct and reflect a basic knowledge of the Information Security policies and procedures. The history covers key mission areas. The coverage is objective and includes enough detail to make each subject covered understandable to an informed reader or researcher. The history is written from the commander's perspective. The historian conducted an interview with the commander and used the material in the report. The history focuses on the activities of unit personnel working as a team to accomplish the unit or organization's mission. The historian wrote the report using simple and direct language. Charts or tables depict statistical information in a logical manner, and the historian describes and analyzes the meaning of the data in the narrative. The supporting document collection gives evidence of a thorough, continuing research effort and focuses on primary source documents generated by the unit. Format problems may exist, but they are few and easily corrected.

6.4.7.4. Marginal. A Marginal history fails to meet the minimum requirements of the Air Force History and Museums Program and indicates a strong need for corrective action or additional training prior to the submission of subsequent histories. A Marginal history leaves out significant topics. It shows evidence of shallow, incomplete research and fails to include relevant supporting documents. The functionality expected of a Satisfactory electronic history is lacking. The historian's effort to properly mark classified and administratively controlled information displays significant problems, but does not warrant an Unsatisfactory rating.

6.4.7.5. Unsatisfactory. Any history that contains serious security and administrative marking problems receives an unsatisfactory rating and is returned to the unit for correction. A history may also earn an Unsatisfactory rating if it is inadequately researched, poorly organized, badly written, and fails to function as a history. A history that receives an Unsatisfactory rating for these reasons is returned to the unit to be reaccomplished.

6.4.7.6. Not Rated. The MAJCOM/HO may use a “Not Rated” measurement for histories submitted by new historians who are still learning the craft or for histories prepared by, but not submitted by the departing historian. This enables the MAJCOM/HO to provide feedback to a new historian on works that might be of marginal quality and an actual rating is unwarranted or could be harmful to the development of the incumbent historian.

6.4.8. The MAJCOM/HO or equivalent organization prepares and sends two memoranda regarding the assessment. Send a brief memorandum to the organization’s commander highlighting the overall assessment, key strengths, and recommended improvement areas. Send a detailed memorandum covering each key area listed above to the author outlining specific findings and ratings in each area. The detailed memorandum serves as a constructive training tool and includes suggestions for improvement. E-mail electronic copies of the commander’s memoranda to AF/HO.

WALTER A. GRUDZINSKAS
Director, Air Force History and Museums
Policy and Programs

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

AFH 33-337, Tongue and Quill
AFI 33-360, Publications and Forms Management
AFI 33-364, Records Disposition Procedures and Responsibilities
AFI 34-1201, Protocol
AFI 35-102, Security and Policy Review Process
AFI 38-101, Air Force Organization
AFI 61-202, USAF Technical Publications Program
AFI 84-102, Historical Operations in Contingency and War
AFI 84-103, US Air Force Heritage Program
AFI 84-104, Art Program
AFI 84-105, Organizational Lineage, Honors, and Heraldry
AFMAN 33-363, Management of Records
AFPD 84-1, History and Museums Programs
Air Force Records Disposition Schedule (AFRDS)
Air Force Records Information Management System (AFRIMS)

Abbreviations and Acronyms

AEF—Aerospace Expeditionary Force
AFB—Air Force Base
AFH—Air Force Handbook
AFHRA—Air Force Historical Research Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMD—Air Force Mission Directive
AFPAM—Air Force Pamphlet
AFPD—Air Force Policy Directive
ANG—Air National Guard
CAPCO—Controlled Access Program Coordination Office
CSAF—Chief of Staff of the Air Force
DAF—Department of the Air Force

DL—Distribution Limited (technical information)
DoD—Department of Defense
DRU—Direct Reporting Unit
DTIC—Defense Technical Information Center
FOIA—Freedom of Information Act
FOA—Field Operating Agency
FOUO—For Official Use Only
HQ—Headquarters
IG—Inspector General
IRIS—Inferential Retrieval and Indexing System
MAJCOM—Major Command
MAJCOM/HO—Major Command History Office
NAF—Numbered Air Force
NF—Not Releasable to Foreign Nationals (also NOFORN)
RCS—Report Control Symbol
SAF—Secretary of the Air Force
TDY—temporary duty
USAF—United States Air Force
AF/HO—Office of the Air Force Historian

Terms

Air Force Organizations—Entities consisting of establishments, units, and non-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 Staff—Headquarters Air Force Offices below the Secretariat level (under and including the Chief of Staff, USAF).

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

Establishment—Any organization with a constituted headquarters, at group level or higher. See AFI 84-105, paragraph 3.3.1.

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.

HAF—All offices of the Secretariat and the Air Staff.

Independent Group—A group that has the same functions as a wing but it its scope and size do not warrant wing designation and associated overhead costs.

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

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

Motto—Part of the heraldry of an organization. It expresses in a word or short phrase the organization's goals, ideals, or principles. See AFI 84-105, paragraph 3.2.

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

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

Unit—A military organization constituted by HQ USAF or designated by a mAJCOM, FOA or DRU (for provisional units only).

Attachment 2

EVALUATION PROCESS

A2.1. Security and Administrative Marking Review.

A2.1.1. For classified histories, did the historian package and mark the disc properly?

A2.1.2. Did the package include an AF Form 310 or other approved tracking receipt?

A2.1.3. Does the title page show the overall classification, declassification instructions, special markings, and appropriate administrative markings?

A2.1.4. Do the pages listed in the Security Notice and Administrative Controls (SNAC) Page match content (narrative and supporting documents)?

A2.1.5. Do portion and page markings accurately reflect the appropriate derivative markings?

A2.1.6. Does the SNAC Page identify all classified pages and documents containing special marking restrictions, dissemination controls, and administrative markings (by level, i.e., secret, confidential, etc. and by marking type, i.e., restricted data, not releasable to foreign nationals, for official use only, etc.)?

A2.1.7. Cross-check the narrative and supporting documents to ensure that all pages and documents which need to be listed on the SNAC Page are described there.

A2.1.8. Are tables, charts, maps, figures, and appendices appropriately marked and do they contain a source citation?

A2.2. Content Review.

A2.2.1. Based upon your knowledge of the unit mission and activities from a headquarters perspective, did the historian make appropriate topic selections?

A2.2.2. Did the historian provide complete and balanced coverage of those topics, giving broader, more in-depth treatment to topics of importance?

A2.2.3. Did the historian's selection of supporting documents portray the unit mission accomplishments in adequate depth and breadth? Did the historian cite all supporting documents included in the history?

A2.2.4. Did footnote citations fully identify the source? Are citations consistent?

A2.2.5. Are conclusions in the narrative substantiated by the supporting documents?

A2.2.6. Are most supporting documents primary sources originating from the unit?

A2.2.7. Do the charts, tables and graphs display information of current and future utility? Has the historian fully identified the source(s) used to build the charts, tables and graphics?

A2.2.8. Did the historian provide analysis by putting issues into perspective and assessing their impact on the unit? Was the focus on problems, causes, and attempted solutions?

A2.3. Functionality Review.

A2.3.1. Does the disc function when inserted into a stand-alone computer?

A2.3.2. If used, do hyperlinks work properly wherever they appear (table of contents, chronology, footnotes, supporting document list, cross references, etc.)?

A2.3.3. Are all documents included in the product accessible (i.e., did the historian include document types unsupported at AFHRA, temporary files, or uncommon file formats)?

A2.4. Format/Organization Review.

A2.4.1. Does each history contain all mandatory components?

A2.4.2. Are mandatory and optional components presented in the correct sequence?

A2.4.3. Is the flow of the narrative logical?

A2.4.4. Are source citations consistent in both structure and format?

A2.4.5. Are related topics grouped together?

A2.4.6. Are charts, tables, appendices, and illustrations useful, accurate and user-friendly? If converted into a .pdf format, are notes included in the conversion?

A2.4.7. Are all files sequentially ordered and properly numbered?

A2.4.8. If used, do all hyperlinks point toward preserved material vice active web sites?

A2.4.9. Did the historian include a collection of special orders covering assumption of command, organizational changes, movement orders, and award orders for Air Force Organizational Excellence and Air Force Outstanding Unit Awards?

A2.4.10. Was the Title Page signed by the commander, vice commander, or director of staff and dated?

A2.4.11. Did the historian follow the general formatting listed in section 3.7 of this instruction?

A2.5. Style/Grammar Review.

A2.5.1. Does the historian's writing follow the ABCs of writing--Accuracy, Brevity, and Clarity?

A2.5.2. Did the historian adhere to the basic rules of English grammar?

A2.5.3. Did the historian properly identify acronyms used in the report?

A2.5.4. Is the history written in the active voice and in the past tense?

A2.5.5. Are spelling, punctuation, and capitalization errors kept to a minimum?

A2.5.6. When possible, did the historian seek to eliminate military jargon from the report? In instances where jargon appears, did the historian describe what the jargon meant in the context in which it was being used?

A2.5.7. Did the historian use transitions when appropriate?

A2.5.8. Did the historian write the history from the perspective of the organization's leadership?

A2.6. Timeliness and Reviewing Previous Evaluations.

A2.6.1. Was the history received on time (or by the approved adjusted due date) at the office conducting the evaluation?

A2.6.2. Review previous evaluations to identify if the historian repeated any errors.

A2.7. Determining an Overall Rating.

A2.7.1. Use the five-tier rating system outlined in paragraph 6.4.7 to assess each of the five key areas (security/functionality, content, format/organization, and grammar/style) and develop an overall rating.

A2.8. Assessment Letter. Assessment letters

A2.8.1. Send one letter to the organization's commander. This letter:

A2.8.1.1. Recognizes the commander's support of the history program.

A2.8.1.2. Is an objective, fair analysis of the historian's work.

A2.8.1.3. Emphasizes the positive aspects of the report.

A2.8.1.4. Is signed by the command historian.

A2.8.1.5. Is sent to AF/HO as a courtesy copy.

A2.8.2. Send another letter to the historian. This letter is:

A2.8.2.1. A detailed and balanced review with praise for well-produced segments and suggestions for improvements covering each key area.

A2.8.2.2. Encourages open dialogue on any issue(s) highlighted for improvement.

A2.8.2.3. Sent only to the originating historian(s) with a copy to AF/HO. Distribute contentious assessments to unit leadership only when previous attempts to correct deficiencies have been ignored by the historian.

A2.8.2.4. Signed by the reviewer.

A2.8.2.5. Retained by the reviewing organization to compare with successive assessments from the same organization and historian(s).

Attachment 3

A GUIDE FOR PREPARING HISTORIES

A3.1. Introduction: This guide is intended to direct historians in the preparation of electronic histories. It is essential that historians produce reports which meet the standards necessary to facilitate accessioning the history into the AFHRA repository. Currently, historians can complete electronic histories using Microsoft Word with support from other Standard Desktop Configuration (SDC) software applications like PowerPoint and Excel. The final product may be submitted in Microsoft Word or converted to Adobe Acrobat Professional portable document format (.PDF). Either approach is acceptable. This attachment focuses on the product. The Electronic History Handbook found on the AFHMP Enterprise Information Management/SharePoint site provides step- by-step procedures to accomplish the objectives set forth in this guide. The AFHRA Field Support Division updates the handbook as software menus and functions change.

A3.1.1. Collecting electronic documents. Preparing useful periodic historical reports in electronic form requires a collection methodology focused on electronic documents. The following steps streamline and standardize this process.

A3.1.1.1. Develop a collection plan based upon your organization's mission and activities. Organize the documents collected by creating a collection folder for that reporting period. The historian may divide the collection folder into subfolders (or subdirectories) in any way that facilitates construction of the periodic history. For example, some historians may divide documents by chapter and further segregate each chapter with topical folders. Since research is constant and continuing, historians develop two sets of collection folders—one for the current history and another for the next history.

A3.1.1.2. During the collection process, save electronic documents to the collection folders. Use a scanner to convert paper documents to an electronic format.

A3.1.1.3. Backup Copies. Periodically (e.g., weekly) backup your collection folder, the folder containing everything you have collected to date. This task could be as simple as copying the files to a network drive and/or optical media like a compact disc (CD) or Digital Versatile Disc Recordable (DVD-/+R). Each backup needs a different name, i.e., 2009 Backup Hist1, 2009 Backup Hist2, etc. This procedure serves to protect against possible file corruption (and risk of loss). Performing a backup using the same name simply overwrites the previous file. Therefore, a corrupted master file could ruin the most recent backup copy. Keeping a series of backup files provides the historian the option of reverting to an uncorrupted version.

A3.1.2. Research. During the research process, save electronic documents in their original file format. For instance, save a Microsoft PowerPoint briefing as a *.PPT file. In all likelihood, you may not use every document collected in writing the history, so conversion of files to the Adobe Acrobat .PDF format at this point would waste valuable time.

A3.1.3. E-Mail Documents and Attachments. Save all e-mail messages as .PDF or Text Only files. The standard formats employed by Microsoft Outlook are incompatible with conversion

of digital files to microfilm. Employ historical judgment to determine whether to retain any or all attachments to e-mail messages.

A3.1.4. World Wide Web Pages. Save information gathered from web pages as either .PDF files or as Web Archive (single file .MHT) files. The historian saves the web page as it appeared when cited in the history and either of these methods accomplishes that goal. Do not create hyperlinks to http web-site addresses.

A3.1.5. Dealing with Hard Copy Documents. Scan documents into Adobe —.PDF Searchable Image¶ (formerly called —.PDF image on text¶) format.

A3.1.6. Converting PowerPoint slides into Adobe Acrobat Files. To convert PowerPoint slide presentations into .PDF files, historians review the slides to determine which method best preserves all information contained in the slides. For example, notes may exist within the slide presentation and by —printing¶ as Notes Pages, the historian preserves the text beneath the slide. Presentations without notes might be equally well preserved by —printing handouts¶ as two slides per page.

A3.1.7. Handling Microsoft Excel Files. Excel spreadsheets are useful documents, but pose some unique issues when printing or converting to .PDF format. Conversion to .PDF format —locks in¶ the data, creating a tamper-proof document. However, the conversion also removes functional data such as the formula used to populate certain cells. Either way, use Excel’s print preview function to ascertain how the information appears on a printed page. Excel files often print differently than they appear on the screen and this affects how they appear on microfilm and in a .PDF document. One option might include modifying the column sizes to adjust how much data appears in what would be the —printed page.

A3.2. Writing the periodic historical report. The first step in writing the periodic history is creation of a root folder. As you write the history, place the files created into the root folder along with the documents supporting your text. Do not confuse the root folder with your collection folders. When you begin writing your historical report, a daily backup of the root folder is advisable to prevent losing your latest work. It is advisable to keep multiple versions. Overwriting previous backups could cause problems if your “master file” became corrupted, creating two versions of the corrupted file.

A3.2.1. The Root Folder. The root folder name consists of several elements. The title begins with an abbreviated unit name. Insert an underscore between the number and unit designation (e.g. 1st Fighter Wing would be expressed as 1 FW). The next element describes the period of coverage. Use the YYYYMMDD format to indicate the beginning date of the coverage period (e.g., 20070101 for 1 January 2007) followed by a dash, the end date, and the word “History.” For example the 1st Fighter Wing’s History for calendar year 2007 would be: ”1 FW 20070101– 20071231 History”.

A3.2.1.1. Refer to AFPD 38-5, Attachments 2, 3, and 4 for unit and organizational abbreviations. Other examples:

A3.2.1.2. Air Combat Command 2004 Annual History: ACC 20040101 – 20041231 History.

A3.2.1.3. Ninth Air Force 2004 Semi-Annual History: 9 AF 20040101 - 20040630 History. **NOTE:** Ideally, do not create the root folder within your My Documents folder.

If something happen to you, your work may not be accessible and could be lost. The root folder should be on the main hard drive or a network drive and might look similar to this: C:\56 FW

A3.2.1.4. 20060101 – 20061231 History”. If this is not possible due to security restrictions imposed by network operations, proceed with production of the history from your My Document folder.

A3.2.2. Ensure the root folder has a perfectly “flat” file structure. That is, there are no folders within the root folder, only files. None of those files are hidden.

A3.2.3. The first element in the name of any file placed into the root folder is four digits. Prefix numbers below 1000 with zeros (e.g., 13 would be expressed as 0013, 175 as 0175). Adherence to this naming convention is essential for proper conversion during the accessioning process at the AFHRA. When naming files, please use no more than 50 characters and replace spaces with the underscore. This prevents the file names from being truncated by the disc creation software and also keeps Microsoft Word® from converting spaces to ”20” which breaks the hyperlink.

A3.2.4. The Readme File. The first file in the root folder is a text file named”0000 Readme.txt” and contains information required by the archivist and researcher. Air Force Historical Research Agency (AFHRA) personnel use the readme file, along with the title page, the security notice and administrative markings page, and the history report narrative to create the metadata (tagging information) essential to identifying the document and its contents. The following information is necessary:

A3.2.4.1. a. The number of files that comprise the history (i.e., number in root folder)

A3.2.4.2. b. A description of the software and operating system used to create the document

A3.2.4.3. c. The type of disc (e.g., DVD-R) and software used to burn the information to disc

A3.2.4.4. d. An abstract of key words that identify the most important topics in the narrative. The historian may also include any data that would aid future researchers or archivists, especially information that might help explain the file numbering system. See [Table 3.1](#) and [Table 3.2](#) below.

A3.2.5. Front Matter. The second file contains all front matter (title page through chronology). It should have the same name as the root folder, preceded by 0001 [hereafter cited as the 0001 file]. For example, the 56th Fighter Wing 2006 annual history will have a file named: 0001 56 FW 20060101 - 20061231 History.doc or 0001 56 FW 20060101 – 20061231 History.pdf.

A3.2.6. Numbering Files in the History. Each file following 0001 is numbered sequentially.

A3.2.6.1. The file numbering places the contents of the root folder in linear sequence so that the files are microfilmed in the correct order.

A3.2.6.2. Some historians assign a file number to each component of the history report. When employing this multiple file technique, number the files sequentially to achieve a linear progression in the same manner as printed material (i.e. Chapter 1 should be

assigned a number lower than the one used for [Chapter 2](#)). Hyperlinking is optional, but if used entries in the Table of Contents should be hyperlinked to the corresponding files in the root folder.

A3.2.6.3. Other historians have chosen to place all front matter, the narrative, and all back matter into a single file. This approach works best with Adobe or Word files. The single file approach provides a clear advantage in the ability to conduct effective key word searches. The following table depicts a partial representation of the files that might appear in the root folders of histories with multiple files or consisting of a single file:

Table A3.1. Example Root Folder.

Multiple File History--Root Folder	Consolidated History--Root Folder
0000 Readme.txt	0000 Readme.txt
0001 20 FW 20040101 – 20041231 History.docx (or History.PDF)	0001 20 FW 20040101 – 20041231 History.docx (or History.PDF)
0002 Chapter 1-Mission and Organization.docx	
0003 Chapter 2-Operations and Training.docx	
0004 Chapter 3-Logistics and Support.docx	
0005 Appendix A-Lineage and Honors.docx	
0006 Appendix B-Key Personnel.docx	
0007 Appendix C-Personnel Statistics.docx	
0008 Appendix D-Organizational Chart.docx	

A3.2.7. The Document Numbering System. While documents require sequential numbering, there is no requirement for consecutive file numbers in the history. Using a consecutive system would require each file to be numbered successively through the last file saved in the history. The sequential numbering system allows the use of numbering blocks. For example, file numbers 0000 – 0099 can be used for the readme file, front matter, chapters, appendices, and back matter such as the list of supporting documents. The first number assigned to a supporting document falls after the number assigned to the distribution list (not necessarily the immediately following number). For instance, the historian could reserve 0200-0300 for G-series orders; 0400-0600 for documents cited only in the chronology; and so on. Also, offices with multiple historians might want to reserve a number block for each historian writing a separate chapter to streamline integration of the product at publication time. The following sample illustrates how the documents would appear in the file folder if the Distribution List was file number 0099 and the historian assigned G-series orders a 0200 block designation and Chapter 1 supporting documents the block beginning with 1000. The files would be listed in the root folder as follows:

A3.2.7.1. 0099 Distribution List.doc.

A3.2.7.2. 0200 GA-01.doc.

A3.2.7.3. 0201 GA-02.doc.

A3.2.7.4. 1000 Designed Operational Capability Statement.doc.

A3.2.7.5. 1001 20 FW Mission Brief.ppt.

A3.2.8. Hyperlinks to Supporting Documents. The periodic history is a reference tool and a guide to the supporting document collection. Hyperlinking connects the user to the sources cited in writing the history. Therefore it is very important to ensure that if hyperlinks are used, each hyperlink takes the user to the correct document.

A3.2.8.1. Move or copy the supporting document file to the root folder before creating the hyperlink. Moving a file after a hyperlink is accomplished breaks the link.

A3.2.8.2. If you plan on converting supporting document files to .PDF, convert the files prior to hyperlinking the citation to the document.

A3.2.8.3. As described in Attachment 9, when a source cited in a footnote is included as a supporting document, the supporting document number immediately follows the citation. While the four-digit number is sufficient, some historians prefix the number with —SD1. That practice allows the historian to rapidly search text for supporting document citations. Variations of the renaming and relocation of a supporting document file are illustrated below:

Table A3.2. Variations in Supporting Document File.

Original Folder and File Name	New Folder and File Name	Comments
C:\collection folder\Luke AFB Land Encroachment.doc	C:\56 FW 20040101 - 20041231 History\3009 Luke Encroachment.PDF	Added 3009 to precede file name as it originally appeared
C:\collection folder\Luke AFB Land Encroachment.doc	C:\56 FW 20040101 – 20041231 History\3009 Encroach.pdf	Added 3009 and truncated original file name to –Encroach
C:\collection folder\Luke AFB Land Encroachment.doc	C:\56 FW 20040101 – 20041231 History\3009.pdf	Changed file name to use only the supporting document number: 3009
<p>NOTE: The historian may choose to place any additional information in the file names as long as each file begins with four digits (including leading zeroes) followed by a space. Adding the date of the document (1234 20160405 File Name facilitates searching by date. Shortening the file name is permissible and may be required for excessively long file names, which can create problems in burning the history to disc.</p>		

A3.2.9. Handling Attachments. Attachments may be combined into a single document using Adobe Acrobat Professional or kept as separate, but subordinate supporting documents when keeping the documents in their native format. In the latter case, simply add an alphabetical

character to the file number as depicted in the examples below, the File Type Description is presented here for clarification purposes only:

Table A3.3. File Type Description.

File Name	File Type Description
1050 Questions on Luke AFB Land Acquisition.RTF	E-mail message
1050a Luke Land Encroachment Case Study.doc	Attachment 1 to e-mail
1050b Luke Land Acquisition Update.ppt	Attachment 2 to e-mail

A3.2.10. Creating the List of Supporting Documents. List all supporting documents in numerical order, by chapter, giving the same identifying information and classification data required in the footnote. List all documents in sequential order as they appear in the root folder.

A3.2.11. Creating the Table of Contents. The table may be constructed as the history is written but can be completed only after the pagination is firm (usually, this means after coordination is complete). In addition to supplying the page numbers for each topic, if hyperlinks are used, hyperlink the topics and/or associated page numbers to the corresponding portions of the narrative as indicated in the example below.

Table A3.4. Example of Table of Content.

<u>Chapter I- Mission and Organization.....</u>	<u>1</u>
<u>Mission.....</u>	<u>3</u>
<u>Organization.....</u>	<u>8</u>
or	
Chapter I- Mission and Organization.....	1
Mission.....	3
Organization.....	8

A3.2.12. The Signed Title Page. There are two procedures for preserving the signed title page—one for Microsoft Word and one for Adobe Acrobat Professional. Choose the one that matches your publication method.

A3.2.12.1. To create the Title Page for a Microsoft Word history, place the word "SIGNATURE" above the printed name of the signing official. Use the word SIGNATURE to create a hyperlink to a scanned image of an actual signed page. Treat the scanned image as a supporting document and assign it a number higher than the last supporting document in the root folder.

A3.2.12.2. To create the Title Page for an Adobe Acrobat history, scan the signed title page and insert it as the first page in the 0001 file. You may find it useful to create a placeholder title page and replace it with the signed title page.

A3.3. Publishing the Periodic History to Optical Media. Use an approved recording application to create a Compact Disc-Recordable (CD-R) or Digital Versatile Disc (DVD-formerly Digital Video Disc). Typically, a CD-R holds about 700 megabytes of data while a DVD-/+R holds about 4.7 gigabytes. For very large histories, use DVDs to transmit histories to AFHRA. This facilitates accountability and control of histories stored at AFHRA. In some cases, a history may exceed the capacity of one DVD, but the hyperlinks are restored when the history is reassembled on AFHRA's servers. **NOTE:** There are several types of blank media. Industry standards suggest DVD+R media are the best for archiving data; however, older hardware may not support the +R standard. Check available hardware before purchasing blank CDs or DVDs to publish the history.

A3.4. Submission of the Periodic History Report. Use a permanent marker to place the name of the history and proper security instructions on the non-readable side of the disc as shown in **Figure 3.2**. Leave space for AFHRA technicians to provide additional identification data. Place the disc in a jewel case and label the case as shown in **Figure 3.1**. Do not place more than one disc in a case or package any disc in a manner that could degrade the readability of the disc. Comply with all security instructions when packaging, tracking, and transmitting the disc(s). Follow MAJCOM/HO guidelines in distributing the history. Ensure retention of at least one fully functioning copy for the unit historical repository. [See Figures A3.1 and A3.2 in the attached document].

Attachment 4

**SAMPLE SECURITY NOTICE AND ADMINISTRATIVE CONTROLS PAGE
SECURITY NOTICE AND ADMINISTRATIVE CONTROLS****Figure A4.1. Sample Security Notice and Administrative Controls Page Security Notice and Administrative Controls.**

(U) The overall classification of this report is (insert appropriate classification) and derived from multiple sources to reflect the classifications given the information derived from source documents. It contains information affecting the national defense of the United States. The law prohibits transmitting or disclosing the contents of this report to an unauthorized person in any manner. Handle according to the provisions of DoDM 5200.01, Volume 2, *DoD Information Security Program: Marking of Classified Information*, and AFI 16-1404, *Air Force Information Security Program*. Restrict distribution and dissemination of its contents on a strict -need-to-know basis. For a list of records supporting this derivative classification, see the source citations for portions and paragraphs and the list of supporting documents.

(U) Secret information appears on the following pages: 4, 7, and 12 and in Supporting Documents: 2012-2015 and 3037.

(U) Confidential information appears on the following pages: 3, 19, and 36 and in Supporting Documents: 1187, 2007, and 3098.

(U) The following special notations, caveats, and dissemination control markings appear on this disc:

(U) Not Releasable to Foreign Nationals (NOFORN or NF) information appears on the following pages: 45-48 and 59 and in Supporting Documents: 3034 and 3076.

(U) Releasable to Great Britain (Rel GBR) information appears on the following pages: 26 and 37 and in Supporting Document 1042.

(U) Restricted Data (RD) as identified under the Atomic Energy Act of 1954, as amended, appears on the following pages: 34, 37, and 42 and in Supporting Document 2032.

(U) Formerly Restricted Data (FRD) as identified under the Atomic Energy Act of 1954, as amended, appears on the following page: 24.

(U) This disc contains unclassified information that is For Official Use Only (FOUO). If material on the disc is declassified, review the document to ensure material is not FOUO as defined in DoD 5200.1-R, *Information Security Program Regulation* and exempt from disclosure under DoD 5400.7-R and AFMAN 33-302, *DoD Freedom of Information Act Program*, before making a public release. Information marked FOUO appears on pages 27 and 32 and in Supporting Documents 1018 and 1066.

(U) For Official Use Only. This report may be protected from disclosure under the Freedom of Information Act. Do not release or publish, in whole or in part, outside official DoD channels without express approval of the Director, SAF/IGI.

(U) This disc contains technical data whose export is restricted by DoDI 5230.24, *Distribution Statements on Technical Documents*.

Attachment 5

SAMPLE TABLE OF CONTENTS

Figure A5.1. Sample Table of Contents.

TABLE OF CONTENTS	
Title Page.....	i
Security Notice and Administrative Controls.....	ii
Table of Contents.....	iv
Chronology.....	xii
 CHAPTER I – MISSION, ORGANIZATION, AND KEY PERSONNEL	
Mission.....	1
Organization.....	3
Status of Organizational Changes.....	4
83d Air Control Squadron Realigned.....	6
Arrival of First F-117As.....	8
Key Personnel.....	11
Vice Commander.....	11
49th Operations Group Commander.....	12
 CHAPTER V – SPECIAL SUBJECTS	
Personnel Matters.....	78
Environmental Issues.....	89
Community Relations.....	90
Base -Town Meeting Established.....	91
49th Medical Group Laboratory Gets Top Accreditation.....	94

APPENDICES.....	101
A. Lineage and Honors.....	101
B. Roster of Key Personnel.....	103
C. Personnel Statistics.....	105
D. Organization Chart.....	107
Glossary.....	110
List of Supporting Documents.....	112
Distribution List.....	134

Attachment 6

SAMPLE LIST OF ILLUSTRATIONS

Figure A6.1. Sample List of Illustrations.

<u>TABLES</u>	
Table II-1	Holloman Force
Structure	34
Table II-2	F-15 Flying
Program	41
Table II-3	F-117A Flying Program
Holloman	57
<u>CHARTS</u>	
Chart I-1	49th FW Organizational
Chart	12
Chart III-1	49th Maintenance Squadron
Organization	75
<u>PHOTOS</u>	
Photo I-1	Arrival
Ceremony	17
Photo I-2	First F-22 Lands at
Holloman	19
Photo V-1	Secretary of the Air Force Visits
Holloman	111
<u>MAPS</u>	
Map II-1	Flightline at
Holloman	34

Attachment 7

SAMPLE CHRONOLOGY

Figure A7.1. Sample Chronology.

A -- CHRONOLOGY		
49th Fighter Wing		
1 January – 31 December 2009		
Date	Event	Page
2 – 4 Mar	(U) While participating in a special mission called SNOWTIME, the 49 FW set a new endurance record. The aircrew, commanded by Maj John X. Doe (USAF), flew non-stop to Australia, a 15-hour flight.	32
24 Jun	(U) The 49 FW participated in a Major Accident Response Exercise that highlighted the recent expansion of crash rescue capabilities. ¹	n/a
27 Jul	(U) The 49 FW provided clean-up assistance to the City of Bakerville after a microburst destroyed the community recreation center.	29
At bottom of page:		
<hr/> ¹ (U) Rpt (U//FOUO), 49th Fighter Wing Plans Division, “Major Accident Response Exercise Preliminary Results,” 25 Jun 2009, SD 3085.		
B -- CHRONOLOGY		
28 Oct – 5 Nov (U) The 49th Fighter Wing (FW) conducted a local BOLD SHIELD exercise. This exercise successfully tested the wing’s ability to deploy, sustain operations in a bare-base location, and survive-to-operate after a simulated attack. (p 16)		
7-12 Dec (U) As part of an Air Force-directed plan to improve oversight of service providers, Air Combat Command activated the 93d Contracting Squadron and assigned it to the 49 FW. The wing appointed Lt Col John X. Doe (USAF) as the new squadron’s first commander. ¹		
At bottom of page:		
<hr/> ¹ (U) SO GB-0123 (U) HQ ACC, 15 Nov 14		

Attachment 8
SAMPLE NARRATIVE

Figure A8.1. Sample Narrative.

(U) The Road Ahead

(U) One of the original hoped-for outcomes of the merge consisted of being able to identify weaker students during the Phase I portion and matching them up with a stronger Phase II instructor (As of yet, this has not happened). The one area that it allowed instructors to notice was how the students did academically, which possibly prevented them from going on the Commander's Awareness Program as soon as in the past. But the communication between the Phase I flight and the Phase II flights provided another benefit. Lieutenant Colonel John Q. Doe relayed: "It probably gives a little bit better picture of what kind of motivation a student has, maybe more so than they would have had otherwise because the Phase I flight commander can spread that news much more easily, and they have more direct contact with the student. Possibly with time the system will provide enough information where the matching will take place." ¹

(U) It was also too early to see what long-term effects the Phase I/II merge will have on attrition. The overall rate fell approximately one percent, there being no academic eliminations since the merge compared to three for the previous 15 classes. The number/ratio of flying training deficiencies and drop on requests also remained about the same. In light of all this, no one deemed it necessary to make any changes to the syllabus or the track select process. Captain John Q. Jones summed up the whole purpose for the Phase I/II merge when he stated, "As IPs within the squadron, we have a vested interest in the students' preparation and make the effort to not simply push them through the syllabus, but prepare them for training on the flightline." ²

(U) Table 1.1. Example of how Table, Chart, and Photo should appear in narrative, with mock classifications and source line

NOTE: The following three illustrations are UNCLASSIFIED. All classification markings are examples for training purposes only.

SECRET

(U) Table 1-1

(U) Combat Sortie Data for FY14

(U)	<u>Unit</u>	Sorties <u>Scheduled</u>	Sorties <u>Flown</u>	<u>Deviations</u>
(S)	999 FS	33	29	4
(S)	888 FS	45	44	1

(U) Source: Spreadsheet (S//DECL 202041001), 333 OG/CD, “(U) Combat Sortie Data,” 1 Oct 14, SD 2031.

SECRET

¹ (U) Intvw (U), Lt Col John Q. Doe, 47 OSS/CC, with John Doe, 47 FTW/HO, 30 Nov 09, SD 1052; E-Mail (U), Lt Col Doe to F. X. Doe, Re: Interview Transcription, 13 Jul 09, SD 1053; Intvw (U), Lt Col John Q. Doe, 85 FTS/CC, with F. X. Doe, 47 FTW/HO, 19 Dec 09, SD 1053; Paper (U), Capt John X. Doe, 85 FTS Phase I Flt/CC, “Phase I Transition to 85 FTS,” 10 Dec 09, SD 1060.

² (U) See note above.

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(U) Chart I-1

(U) Organizational Change



(U) Source: Chart (U//FOUO), 333 FW/MO, "Organizational Structure Chart," 1 Oct 14, SD 1121.

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(U) Photo II-1: [F-22s in Exercise SOUTHERN STRIKE](#)

Caption: (U) The 333d Fighter Wing chief of safety, Lt Col John Doe, completed a final pre-flight check on 27 Oct 14, before engaging in Exercise SOUTHERN STRIKE. Doe flew from Naval Air Station Joint Reserve Base Belle Chasse, LA. The mock deployment gave Tyndall pilots the opportunity to fly with and against other exercise participants. (USAF photo by SSgt Russ Jackson)

Source: (U) Photo (U), 333 FW/PA, [F-22 pre-departure photo], 27 Oct 14, SD 5001.

UNCLASSIFIED

Attachment 9

INSTRUCTIONS FOR FOOTNOTES

A9.1. Footnotes.

A9.1.1. **Introduction.** Footnotes provide the primary means of identifying sources of information. In addition, authors may use explanatory notes for reasons of style or organization. For example, use an explanatory note to define technical terms or include a long list of names that would clutter up the text.

A9.2. Use of Footnotes. Use footnotes without exception. Footnotes are much easier for researchers to use than endnotes, especially on microfilm or in scanned or electronic images.

A9.3. Numbering Footnotes. Use the word processor's footnote function to number footnotes consecutively through each chapter. If you do not use chapter divisions, number footnotes consecutively through the entire text. The word processing system automatically superscripts the footnote number.

A9.3.1. Insert a footnote in the text immediately following the appropriate clause or phrase, without spacing.

A9.3.2. Cite the source of each direct quotation. Place a footnote at the end of an indented quotation.

A9.3.3. Single-space the text of each footnote. Indent the first line of each note one-half inch and double-space between footnotes.

A9.3.4. Footnote citations indicate if the source has been included as a supporting document by the addition of a four-digit number at the end of the citation.

A9.3.5. Use the same font size in the footnote as in the narrative. For example, use Times New Roman, 12-point in both.

A9.4. Footnote Portion Markings. In a classified product, footnotes require a portion marking, just like a paragraph. Mark each footnote with the highest classification the footnote contains, immediately following the note number.

A9.4.1. Single source example: (U) Memo (S//DECL 20151013), HQ ACC/CC, to 395 FW/CC, "(U) Operation Gold Box," 20 Mar 2009, SD 1066 (info used is C).

A9.4.2. Multiple source example: (U) Memo (S//DECL 20151013), HQ ACC/CC, to 395 FW/CC, "(U) Operation Gold Box," 20 Mar 2009, SD 1066 (info used is C); Memo (S//DECL 20151012), HQ ACC/CC, to 395 FW/CC, "(U) Operation Silver Bell," 25 Mar 2010, SD 1067 (info used is U).

A9.4.3. Citing a classified title makes the footnote a classified paragraph. For example, (S) Memo (S//DECL 20190330), HQ ACC/CC to 395 FW/CC, "(S) Operation GOLD BOX," 30 Mar 2009, SD 1066 (Info used is C). To avoid this, do not use classified subjects. The same rules apply to explanatory footnotes.

A9.5. Citations. Keep note citations brief, using the standard formats in this attachment. Use abbreviations, acronyms, and office symbols to shorten citations; however, do not be so brief that researchers have trouble identifying your sources of information.

A9.6. Citation Sequence. Footnotes contain all the data needed to fully identify the source. Document citations follow this sequence: type of document; classification, warning notices and special notations (caveats); declassification instructions; originator; recipient(s); subject; date; paragraph or page number (in lengthy documents); and supporting document number, if applicable.

A9.6.1. Indicate type of document (memorandum, message, report, etc.).

A9.6.2. Source citations contain the document's classification, declassification instructions, warning notices, and special administrative handling caveats. Place these markings in parentheses immediately after the type of document, followed by a comma. Cite declassification dates in the following 8-digit format: YYYYMMDD. Example: Memo (S/Rel USA, CAN/FOUO/DECL 20330308).

A9.6.2.1. Indicate any differences between the overall classification or special notations of the source(s) and the information used in the narrative. If the cited information comes from a portion that is marked differently from the overall classification of the source, add (Info used is [specific classification]) immediately after the citation. Example: Memo (S/NF/FOUO/DECL 20180308), Col John X. Doe, 10BW/CC to 10 BW/CV et al., "(U) Report on Exercise Bingo," 8 Mar 08, SD 2401 (Info used is Confidential) or (Info used is C).

A9.6.2.2. Documents with obsolete, invalid, or missing declassification instructions.

A9.6.2.3. For non-current markings, such as OADR, X1 through X8, MR, etc., see current guidance in DoDM 5200.01-V2 for calculated declassification instructions. For documents with no declassification instructions and/or no date, see DoDM 5200.01-V2 for calculated declassification instructions. The marking OADR (Originating Agency's Determination Required) was abolished 13 October 1995. For documents so marked, insert "Source marked OADR; date of source YYYYMMDD." Example: Rpt (S/Source marked OADR; date of source 20040308), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., "(U) Report on Exercise Bingo," 8 Mar 04. Documents marked OADR and dated after 13 October 1995 are to be Declassified 25 years from the date of the source document.

A9.6.2.4. Declassification markings X1 through X8 were introduced in October 1995 and abolished 22 September 2003. Documents with these exemption categories are to be Declassified 25 years from the date of the document.

A9.6.2.5. A message that originated with an X3 exemption in 1999 would appear as follows: Msg (S/Source Marked X3/DECL 20240314), ACC/CC to 5 BW/CC et al., "(U) Special Operations Mission," 141830Z Mar 99.

A9.6.2.6. An incorrectly marked report published after the rule change would appear as follows: Rpt (S/Source Marked X3/DECL 20290922), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., "(U) Report on Exercise Bingo," 8 Mar 04.

A9.6.2.7. The marking MR (Manual Review) has never been authorized for use as a Declassification instruction. If "MR" appears in the "Declassify on" line of a source document, mark the derivative document with a declassification date no more than 25 years from the date of the source document. Example: Rpt (S/Source marked MR;

DECL 20290308). Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., “(U) Report on Exercise Bingo,” 8 Mar 04.

A9.6.2.8. For documents with no Declassification instruction, so indicate and include the date of the document. Example: Rpt (S/No DECL Instr; source dated 20040308), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., “(U) Report on Exercise Bingo,” 8 Mar 04.

A9.6.2.9. For documents with no Declassification instructions, calculated a date of 25 years from the date of the source document (if available) or the current date (if the source document date is not available) shall be used as a derivative classification date. Example: Rpt (S/No DECL Instr; YYYYMMDD), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., “(U) Report on Exercise Bingo,” n.d.

A9.6.2.10. Department of Defense and Air Force security and administrative markings policies and procedures are described in detail in Department of Defense Manual (DoDM) 5200.01, "DoD Information Security Program: Marking of Classified Information," Chg 2, 19 March 2013. The National Archives and Records Administration's (NARA) Information Security Oversight Office (ISSO) has prepared a guide (<http://www.archives.gov/isoo/training/marking> booklet.pdf) that summarizes that basic marking procedures mandated by Executive Order (EO) 13526, 29 Dec 2009, but DoDM 5200.01, especially Enclosures 3 and 4, goes into much greater detail and offers marking examples that will be of use to Air Force historians.

A9.6.3. Always include the originating office. Include receiving office(s) as appropriate. End with a comma. Example: Memo (S/Rel USA, CAN/DECL 20330320), 10 BW/CC to 10 BW/CV,

A9.6.3.1. Include names as appropriate, especially on personal correspondence. Example: Memo (S/Rel USA, CAN/DECL 20330320), Col John X. Doe, 10 BW/CC, to Col John X. Doe, 10 BW/CV,

A9.6.3.2. When the correspondence goes to more than one recipient, cite the first one and then use et al. (*et alia*, meaning “and others”). The use of italics is not required. Note: In some cases, such as staff summary sheets, list the final, most important recipient only. Examples: Memo (S/DECL 20330320), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al, . . . ; SSS (U), AF/A8X to AF/CC.

A9.6.4. Always include the subject when citing correspondence. Place subjects in quotation marks and end with a comma. Example: Memo (S/DECL 20330320), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., “(U) Report on Exercise Bingo.”

A9.6.4.1. Provide a short, descriptive subject, in brackets, if the subject does not appear in the document.

A9.6.4.2. Replace classified subjects or titles with a placeholder in brackets. This is preferable to inserting a short descriptive title that might include classified information. Example: Memo (S/20330320), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., [Classified Subject],

A9.6.4.3. Designate exact titles of published works (books, pamphlets, magazines, and newspapers) in italics. Use quotation marks around titles of chapters, articles, notes, documents, reports, and the like.

A9.6.5. Include the date or, for messages, the six-digit date-time group. Example: Msg (S/DECL 20330320), 10 BW/CC to ACC/CV et al., “(U) Exercise Bingo,” 201631Z Mar 08.

A9.6.5.1. If the document is not dated and you know an approximate date, use —circa (abbreviated ca.) plus the approximate date. Example, Memo (S/DECL 20330320), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., “(U) Report on Exercise Bingo,” ca. 20 Mar 08, SD 1234.

A9.6.5.2. If you don’t know an approximate date, use n.d. (no date) as a last resort. Example: Memo (S/DECL 20330320), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., [Classified Subject], n.d.

A9.6.6. Provide a complete citation the first time any source is mentioned in a chapter. Thereafter, shortened titles may be used for frequently cited works. Identify short titles by placing them in brackets immediately following the full citation. Use shortened titles sparingly. Example: Rpt (S/DECL 20330320), Col John X. Doe, 509 BW/CC, “(U) Report on Exercise Bingo,” 5 Jan – 28 Feb 2008, 20 Mar 08 [hereafter cited as Doe Rpt], p 4, SD 2209.

A9.7. Multiple Sources. When citing more than one source, separate individual source citations by semicolons. Such footnotes are called multiple-source footnotes. Example: Memo (S/DECL 20330320), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., “(U) Report on Exercise Bingo,” 5 Jan – 28 Feb 2008, 20 Mar 08, SD 2209 (Info used is C); Intvw (U), John X. Doe, 10 BW/HO, with Col John X. Doe, 10 BW/CV, 6 Feb 09, SD 2210.

A9.8. Explanatory Footnotes. In explanatory footnotes (as distinguished from source-citation or reference notes), write in the same style as the narrative (past tense, active voice). Place all direct quotations in footnotes within quotation marks, regardless of length; do not indent extended quotations within the footnote.

A9.9. Use of Ibid. When referring to an immediately preceding note that contains only one source, use the abbreviation *ibid.* (meaning “in the same place”). As *ibid.* is a commonly used word, the use of italics is not required. When referring to all the sources in the preceding multiple-source note, use “See note above.” Beware of editing text that could reorder the footnotes.

A9.10. Citation Examples. The following citations demonstrate some of the many of the combinations used in periodic history footnotes. Historians must cite documents and apply security portion markings as shown in the most current version of DoD 5200.01, Vol 2, “*DoD Information Security Program, Marking of Classified Information.*” (T-0) Historians with access to intelligence and special access programs receive appropriate additional training from program managers.

A9.10.1. Attachments. Use this form when citing a document with attachments: E-Mail w/2 Atchs (S/DECL 20171002), ACC/A3 to NORAD/J5, “(U) Alert Base Expansion,” 2 Oct 07, Atch 1, Memo (S/DECL 20170701), Maj Gen John X. Doe, 1 AF/CC, to ACC/A3, “(U) Alert Base Expansion,” 1 Jul 07, Atch 2, Brfg (S/DECL 20130815), Maj Gen John X. Doe, 1

AF/CC, “(U) Expansion of Alert Bases,” 15 Aug 07, SD 3118. Be sure to indicate which of the cited items are used to determine classification levels and declassification instructions for the portion. For example, (material cited is from Atch 2).

A9.10.2. Articles and Books. Use the abbreviation p for a single page and pp for multiple pages.

A9.10.2.1. Article, Maj Gen John X. Doe, 1 AF/CC, “The Balloon *Is* Up,” *Combat Edge*, 5:2 (Jul 96): pp 10-11, SD 1022.

A9.10.2.2. Article, John X. Doe, “A New Crisis,” *New York Times*, 28 Jan 90, p 14.

A9.10.2.3. Article, John X. Doe, “U.S. Strategic Bombardment Doctrine since 1945,” in John X. Doe, ed., *Case Studies in Strategic Bombardment* (Washington, DC, 1998), p 392.

A9.10.2.4. Book, John X. Doe, *Help from Above: Air Force Close Air Support of the Army, 1946-1973* (Washington, DC, 2003), p 305.

A9.10.2.5. Article (S/NF/DECL 20330118), Capt John X. Doe, PACAF AIS, “(U) MQ-9 Reaper Operations,” *USAF Weapons Review*, 1:56 (Spring 08), p 5-12.

A9.10.3. Briefings and Briefing Slides.

A9.10.3.1. Brfg (U), 12 AF/DO, “Results of Training,” 10 Jul 92, SD 3123.

A9.10.3.2. Slide (S/DECL 20120515), PACAF/DOX, “(U) Shortfalls,” ca.15 May 2002, SD 3012.

A9.10.4. E-Mail. Identify E-Mail senders and recipients by name and office symbol. For E-Mail chains, cite the most important sender and et al. as well as the inclusive dates.

A9.10.4.1. E-Mail (S/Rel USA, CAN/DECL 20330512), Gen John X. Doe, USNORTHCOM/CC, to John X. Doe, SAF/OS, and Gen John X. Doe, AF/CC, “(U) USAF Support to NORAD and NORTHCOM Gap Filler Strategy,” 12 Jun 08, SD 3113.

A9.10.4.2. E-Mail Chain (U), Gen John X. Doe, AF/CC, et al., “MO F-15 Mishap/CSAF Directs Worldwide Grounding of F15s,” 3-6 Nov 07, SD 3114. For e-mails collected from SIPRNET accounts, be sure to review all messages in the e-mail chain to ensure that classified material is properly identified.

A9.10.5. Histories. When citing a unit or organizational history cite the title and page number(s). Omit completion date; include security markings.

A9.10.5.1. Hist, USAFE, Jul-Dec 92 (S/WN/NF/FRD), p 100 (info used is U).

A9.10.5.2. Hist, 55 WG, Jan-Dec 06 (S/NF/FOUO/DECL 20311231), SD 2145 (info used is S/DECL 20161002).

A9.10.6. Interviews. Interviews are summarized or transcribed for use as a supporting document. Cite interviews that have no summary or transcript as a discussion (Disc) or telephone conversation (Telecon).

A9.10.6.1. Intvw (U), John X. Doe, 89 FW/HO, with Maj John X. Doe, 61 FS, 6 Dec 92, SD 2024.

A9.10.6.2. Disc (U), SSgt John X. Doe, 20 FW/HO, with Col John X. Doe, 20 FW/CC, 30 Jun 02.

A9.10.7. Letters. Ltr (U), Gen John X. Doe, TAC/CC, to Gen John X. Doe, CINCSAC, [Merger, TAC and SAC], ca. Feb 92, SD 2027.

A9.10.8. Memos, Memos for Records, Memoranda of Agreement or Understanding.

A9.10.8.1. Memo (TS/RD), AFSPC/A3 to AFSPC/A7, "(U) Missile Hardening," 24 July 2004, SD 5228.

A9.10.8.2. MFR (S/DECL 20110421), AFOTEC/TE, "(U) AMRAAM Issues," 21 April 01, SD 4118.

A9.10.8.3. MOA (S/DECL 20271006), USNORTHCOM and ACC, "(U) Air Combat Command Support of US Element NORAD Contingency Planning," 6 Oct 02, SD 3201.

A9.10.9. Messages.

A9.10.9.1. Msg (S/NF/DECL 20090723), PACAF/DO to 8 FW/CC *et al.*, "(U) Coronet Arrow," 231405Z Jul 99, SD 3201 (info used is C/NF).

A9.10.10. Operation Orders, Plans, and Programming Plans.

A9.10.10.1. Opord 2005-05 (S/NF/DECL 20150815), USJFCOM/J353, "(U) Basic Operation Order for US Joint Forces Command," 1 Aug 05, SD 3002.

A9.10.10.2. Oplan 1003V (TS/Rel GCTF/DECL 20270825), CENTAF, [Classified Subject], 25 Aug 02, pp 1-4, SD 2015 (info used is S). [GCTF is the Global Counterterrorism Task Force].

A9.10.10.3. PPlan 81-02 (S/Source marked OADR; date of source 19830526), USAFE/XP, "(U) A-10 Collocated Operating Bases," 26 May 83, pp ii-iv.

A9.10.11. Point Papers (PP), Bullet Background Papers (BBP), and Talking Papers (TP). BBP (U), ACC/A3TO, "CAF Strategic Master Plan – Training Annex," 14 Apr 09, SD 3432.

A9.10.12. Publications. Includes Air Force Policy Directives (AFPDs), Air Force Instructions (AFIs), Air Force Manuals (AFMANs), and Air Force Pamphlets (AFPAMs). Refer to Air Force Index (AFIND) 2 for other types of publications and their acronyms. Do not include the series title when citing publications.

A9.10.12.1. AFPD 10-2 (U), AF/A3OR, "Readiness," 30 Oct 06.

A9.10.12.2. AFTTP 3-1.19 (S/NF/DECL 20330505), 561 JTS, "(U) Tactical Employment-F-16C/D," 5 May 08, SD 4234.

A9.10.12.3. AMC Sup 1 to AFI 10-244 (U), AMC/A3OCR, "Reporting Status of Aerospace Expeditionary Forces," 11 Sep 06.

A9.10.12.4. Extract, AFPAM 33-7043 (U), AF/CEV, "Hazardous Waste Management Guide," 1 Nov 95, pp 38-42, SD 5643.

A9.10.12.5. DoD 5200.1-R (U), USD(I), "Information Security Program," 14 Jan 97.

A9.10.13. Reports.

A9.10.13.1. Rpt (U), AFSPC/CCSA, "Congressional Track FY 00," 13 Dec 98, p 6.

A9.10.13.2. Rpt (U), PACAF/A5PC, "Trip Report – Pre-SATAF Meeting on F-22 Beddown," 31 Dec 07.

A9.10.14. Special Orders. Include all G-series special orders issued by your unit as the first supporting document, numbered consecutively. Include G-series orders published by other organizations affecting your unit as a supporting document where cited.

A9.10.14.1. SO GB-23 (U), 1 FW, 28 Feb 00, SD 0223.

A9.10.14.2. SO GB-23 (U), HQ ACC, 28 Feb 00, SD 1012.

A9.10.15. Staff Summary Sheets.

A9.10.15.1. SSS (U), AF/A5RM, "Combat Search & Rescue Transfer Program Action Directive (PAD) 06-06," 18 May 06, SD 2143.

A9.10.16. Studies.

A9.10.16.1. Study (S/Rel USA, AUS, CAN, GBR/DECL 20280922), AF/HO, (U) "Planning Operation Enduring Freedom," Oct 02, pp 15-19.

A9.10.16.2. Study (U), John X. Doe, "Airborne Operations in World War II, European Theater," (USAF Historical Study 97, Sep 56), p 42.

A9.10.17. Web Sites. Save Internet/SIPRNET web pages as one electronic file, with the file extension .MHT or .PDF. Beware of SIPRNET pages that do not contain required classification markings/declassification instructions.

A9.10.17.1. Web Page (U) 100 ARW/PA, "SecAF Visits RAF Mildenhall Troops," 18 Dec 03, accessed 26 Aug 15, SD 2056.

A9.10.18. Multimedia Sources.

A9.10.18.1. (U) Audio (U), John X. Doe, 89 FW/HO with Maj John X. Doe, 61 FS/DO, [un-transcribed interview on VIPER 21 strike mission], 6 Dec 14, SD 2024. **NOTE:** the historian could simply call this an interview and move on, but since this is an un-transcribed interview, using audio is more descriptive.

A9.10.18.2. (U) WSV (S//NF//DECL 20440122), 888 FS/IN, [(U) weapons system video VIPER 21 strike mission], 22 Jan 2014, SD 2143.

A9.10.18.3. (U) Video (U), Col John X. Doe, 333 FW/CC, "Commander's Town Hall Meeting on Pending Reduction in Force," 10 Oct 14, SD 1043.

A9.10.18.4. (U) Photo (U), 333 FW/PA, "Construction at Bldg 341-Simulator Facility," 27 Oct 14, SD 5013.

Attachment 10
SAMPLE GLOSSARY

Figure A10.1. Sample Glossary.

GLOSSARY	
All entries in this GLOSSARY are UNCLASSIFIED.	
42 ABW	42d Air Base Wing
A	
A&AS	Advisory and Assistance Services
AAFES	Army and Air Force Exchange Services
ABIDES	Automated Budget Interface Data Environment System
ABSS	Automated Base Services System
ABW	Air Base Wing
ACC	Air Combat Command
ACDB	Automated Cost Data Base
ACE	Acquisition Center of Excellence
B	
BAFO	Best and Final Offer
BARS	Base Accounts Receivable System
C	
C&A	Certification and Accreditation
C2	Command and Control
C4	Command, Control, Communications and Computer
C4ISP	Command, Control, Communications, Computer and Intelligence Support Plan
CA	Certifying Authority

Attachment 11

SAMPLE GAZETTEER IF APPLICABLE, STATE CLASSIFICATION OF
GAZETTEER

Figure A11.1. Sample Gazetteer.

Amchitka	One of the Aleutian Islands (51 ⁰ 30'N -178 ⁰ 55'E)
Avellino	Town, 30 miles east of Naples, Italy
Baden	State, southwest Germany
Camberwell	Borough of London
Cardigan Bay	Wales (52 ⁰ 30'N-4 ⁰ 30'W)
Cat Island	One of the Bahamas, east of Nassau
Epirus	District, northwestern Greece
Front Royal	Town, north central Virginia

Attachment 12

**SAMPLE LIST OF SUPPORTING DOCUMENTS IF APPLICABLE, STATE
CLASSIFICATION OF LIST OF SUPPORTING DOCUMENTS**

Figure A12.1. Sample List of Supporting Documents.

LIST OF SUPPORTING DOCUMENTS

CHRONOLOGY

0201 Excerpts (U), 55 SRW/MAP, "Maintenance Schedule for Jul - Dec 09," 25 Jun 09.

CHAPTER II

2056 Rpts (C/DECL 20191120), 82 RS/MAOR to STRATRECONCEN/DORO et al., "(U) Kadena Op Rep," 1 Oct - 20 Nov 09.

2057 Ltr (S/DECL 20191120), 82 RS/MAOR to STRATRECONCEN/DORO et al., "(U) Kadena Status," 20 Nov 09.

2058 Rpts (C/DECL 20191216), 82 RS/MAOR to STRATRECONCEN/DORO et al., "(U) Kadena OpRep," 23 Nov - 16 Dec 09.

2059 Rpts (C/DECL 20191211), Mildenhall to STRATRECONCEN/DORO et al., "(U) RAF Mildenhall Op Rep," 1 Jul - 11 Dec 09.

CHAPTER III

3002 Rpt (U), 55SRW/DOT, "Flown Sortie Summary for Jul 09," n.d., 3002.

3003 Msg (U), 55SRW/DOT to ACC/DO, "Mission Update," 301600Z Aug 09.

APPENDICES

5001 Excerpts (U), 55 SRW/SE."Semi-Annual Safety Report," 31 Dec 09, 5001.

NOTE: All citations listed above are unclassified samples intended for illustration purposes only.

Attachment 13
SAMPLE DISTRIBUTION LIST

Figure A13.1. Sample Distribution List.

(U) DISTRIBUTION LIST	
<u>OFFICE</u>	<u>COPY NUMBER</u>
AFHRA/ACC	1
HQ AMC/HO	2
HQ 60AW/HO	3

Attachment 14
README FILE

Figure A14.1. Readme File.

0000 README FILE

History of the 416th Bomb Wing, 1 January – 31 December 2003

This history was published in an electronic format containing 579 files. All files that comprised the electronic history were contained in a single directory, named —416 BW 20030101- 20031231 History.¶

It is intended that the history reside on web-based servers at the Air Force Historical Research Agency (AFHRA), Maxwell AFB, Alabama. All of the files fit neatly onto one DVD-R. This disc transferred the report to the server, where all files are to reside in a single directory.

A copy of these files is stored on archival microfilm and from that point forward, the microfilm is the record, or official copy.

The following hyperlink provides access to the entire history report: “0001 416 BW 20030101-20031231 History.pdf.” The Table of Contents is located within this file and allows for easy navigation of the history report. The footnotes within the narrative are hyperlinked to the supporting document files. The narrative was written in Microsoft (MS) Word and was converted to PDF using Adobe Acrobat Professional Version x. The end product gives the appearance of a printed paper copy and enhances the long term archiving of the periodic history report.

The supporting document files are in their native format, meaning the files are in their original format with some exceptions. For example MS Word (.DOC), MS Powerpoint (.PPT), MS Excel (.XLS), Rich Text Format (.RTF), plain text (.TXT), and images (.JPG or .TIF). The exceptions are MS Outlook Message that may have originated as (.MSG) or (.OFT) formats but have been saved as (.TXT) or (.PDF) file formats. Additionally, world-wide-web files originally presented as (.html) have been saved in an archive format as (.MHT) or (.PDF) files. These exceptions enhance long term storage of the information.

Microfilming requirements drove the naming of files. The software used to create a microfilm copy of the electronic documents read and films the documents in alphanumeric order. The files were therefore named so that the microfilm copy mirrors the printed copy.

ABSTRACT

Place a keywords or narrative abstract here. The abstract helps indexers at the AFHRA quickly index your history. Keep the keywords unclassified because the information placed here is entered into the Inferential Retrieval and Indexing System (IRIS) on the Non-Secure Internet Protocol Router Network.

The wing command transferred to Colonel John X. Doe on 22 Sep 2003. Base Closure and Realignment Commission activities underway. Repairs to runway 21 began on 27 Jun 2003, closing the runway for two months. Bird/Wildlife Aircraft Strike Hazard program cited as best in Air Force for 2002. Maintenance completed a time compliance technical order replacing a wing deicing module. Participated in Exercise BLUE HARRIER in the North Atlantic. Portions of 668th Bomb Squadron deployed in support Operation ENDURING FREEDOM to Diego Garcia, 5 June 2003 through 15 September 2003. In addition to the flying squadron, over 200 individuals deployed in support of multiple unit type codes.

SAMPLE**0000 README FILE****History of Air Combat Command, January - December 2005**

This history was published and submitted to the Air Force Historical Agency in an electronic format. The history includes 1,261 files in one single directory (folder) named ACC

20050101-

20051231 History. The files were named so that opening or printing them in sequence would mirror the traditional paper copy RCS: HAF-HO (A) 7101.

The narrative, files 0001 through 0099, was written in Microsoft (MS) Word and formatted to appear as written pages of 8.5 x 11 inches. Other formats for files include MS PowerPoint and Excel, Rich Text Format (.RTF), plain text (.TXT), images (.JPG, .TIF), Adobe Acrobat (.PDF), and world-wide-web files saved as —Web Archive, single file|| (.MHT). All files open using the Air Force approved software for NIRPNET and SIPRNET accounts as of July 2006.

The documents used in writing the history are included as files numbered 0100 through 5068 and alphabetized as AFRC through Signature. The alphabetized files are all special orders with the exception of Signature which is the title page with the commander's signature. Files 0100 through 0343 are documents used for the chronology and appendices; usually they are not cited in the text (chapters 1-4). Files numbered 1001 through 5068 are the documents used in writing the text. A block of 1000 files was assigned to each of the five individuals who wrote sections of the text.

ABSTRACT

The history emphasizes the operational activities of the command including support of Operation IRAQI FREEDOM, Operation ENDURING FREEDOM, and Operation NOBLE EAGLE. Additional coverage is given to the command's low density/high demand (LD/HD) systems including both operations and system upgrades/modifications. Mission, organization, and system requirements are covered in separate chapters.

Important events for the command during 2005 included the Initial Operational Capability (IOC) of the F-22A, the MQ-1 Predator UAV (unmanned aerial vehicle), and the U-2 AN/ALG-221 Electronic Warfare System; the delivery of the 17th and last operational J-STARS, E-8, aircraft; the development of Lessons Learned reports for support of Hurricane Katrina recovery efforts; the reorganization of the Headquarters into an A-staff configuration; BRAC decisions; and the renaming of Indian Springs Air Force Auxiliary Field, Nevada, as Creech Air Force Base.

Attachment 15

SAMPLE ASSIGNMENT OF RIGHTS

Figure A15.1. Sample Assignment of Rights.

KNOW ALL MEN BY THESE PRESENTS:

That I, _____NAME_____, have on ___DATE___, participated in an interview with _____NAME(S)_____, covering my best recollections of events and experiences, which may be of historical significance to the United States Air Force.

I understand that the tape(s) and the transcribed manuscript resulting there from, if prepared, will be accessioned into the United States Air Force Historical Research Agency to be used as the security classification permits. It is further understood and agreed that any copy or copies of this oral history interview given to me by the United States Air Force and in my possession or that of my executors, administrators, heirs, and assigns, may be used in any manner and for any purpose by me or them, subject to security classification restrictions.

Subject to the license to use reserved above, I do hereby voluntarily give, transfer, convey, and assign all right, title, and interest in the memoirs and remembrances contained in the aforementioned magnetic tapes and manuscript to the Office of Air Force History, acting on behalf of the United States of America, to have and to hold the same forever, hereby relinquishing for myself, my executors, administrators, heirs, and assigns all ownership, right, title, and interest therein to the donee.

Unrestricted Access for all military personnel and civilian personnel is granted except for information that is classified or deemed by appropriate authority to be subject to restrictions governed by the Privacy Act of 1974.

DONOR Interview Subject's Signature

Interview Subject's Typed Name

DATE: _____

Interviewer's Signature

Accepted on behalf of the Interviewer's Typed Name

United States Air Force History Office Interviewer's Title

DATE: _____