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OF THE AIR FORCE**

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History

**AEROSPACE HISTORIAN
RESPONSIBILITIES AND
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Walter A. Grudzinskas)

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This instruction implements AFD 84-1, *History and Heritage Management*. It provides guidance pertaining to history-related duties, responsibilities, and organization for all Air Force and aerospace expeditionary units. This instruction incorporates both peacetime and wartime historian activities and fully supports historian requirements Joint Publication (JP) 1, *Doctrine for the Armed Forces of the United States*, and JP 3-33, *Joint Task Force Headquarters*. This instruction applies to all Air Force military and civilian personnel, members of the Air National Guard (ANG) and Air Force Reserve. 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 Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command. This instruction may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestors commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include a focus on responsibilities and management, adding wartime requirements formerly contained in AFI 84-102, *Historical Operations in Contingencies and War*, and clarifying historian roles and responsibilities. Specific information on processes and products can be found in AFMAN 84-106, *Aerospace Historian Operations in Peace and War*.

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1. Program Overview.

1.1. Overview. Military history provides the foundation for training, education, esprit de corps, and decision-making. The Air Force historian corps conducts and manages history programs across the full range of military operations in peacetime and war to improve warfighter capabilities. By collecting, preserving, and interpreting the institutional memory of the Air Force, the historian corps provides commanders and decision makers an informed perspective based on accurate and factual information. This applied history approach leverages the lessons of the past to create usable knowledge that informs decisions today and the future. As a public history program, historians also support professional development, enhance esprit de corps, and inform the American public.

1.2. Military historians specialize in the recording and interpretation of armed conflict across multiple warfighting domains. Air Force historians further specialize in aerospace operations. This instruction uses the terms historian and aerospace historian and interchangeably for simplicity except when describing aerospace historian operations in Joint operations.

1.3. MISSION. Air Force historians collect, preserve, interpret, and disseminate Air Force institutional memory to improve combat capability.

2. Roles and Responsibilities.

2.1. Office of the Director, Air Force History and Museums Program (AF/HO). AF/HO oversees the Air Force History and Museums Program (AFHMP) and the appropriate use of history throughout the Air Force. The director acts as the executive director of AFHMP and serves as the principal advisor to the Secretary of the Air Force and the Chief of Staff of the Air Force for all historical matters. AF/HO will:

2.1.1. Research and write the official history of the United States Air Force and its antecedents.

2.1.2. Develop plans, policies, and procedures for aerospace history operations.

2.1.3. Serve as a member of the Joint Chiefs of Staff Joint Historical Advisory Committee.

2.1.4. Evaluate and assess history and heritage programs Air Force-wide.

2.1.5. Manage the Air Force civilian career fields for historian, archives, and museum professionals.

2.1.6. Establish policy and standards for oral history programs and conducting oral history interviews to document and preserve the experiences of senior leaders, key participants, and other personnel.

2.1.7. Coordinate and implement wartime and contingency historian planning, capabilities, tasks, and employment of operational historian forces with the Department of Defense (DoD) and other agencies, the Joint Staff, unified combatant commands, other Services, and Air Force agencies.

2.2. The Air Force Historical Support Office (AF/HOH). AF/HOH is a subordinate division of AF/HO. Its primary mission is providing historical support to the headquarters and senior Air Force leaders. AF/HOH will:

2.2.1. Provide immediate and value-added historian support to headquarters staff directorates. This includes answering time-sensitive historical inquiries, conducting oral history interviews with headquarters directors and staff, and, as directed, completing focused studies and special projects in consultation with the AF/HOH Director.

2.2.2. Produce an accurate, objective, timely, and comprehensive annual command history report covering Headquarters Air Force planning and activities in developing and implementing national security policy and strategy.

2.2.3. Produce written comprehensive operational summaries of the full range of global Air Force wartime and contingency operations.

2.2.4. Provide guidance and reachback support for wartime historical reporting, including reviewing and assessing wartime history reports, to aerospace historians tasked to expeditionary units at the Commander, Air Force Forces (COMAFFOR) level and below.

2.2.5. Foster unity of effort and unity of action by supporting historical collection activities Air Force-wide and, when requested, aerospace topics identified by the Joint Staff History Office and in Combatant Command theater campaign plans.

2.3. Air Force Historical Research Agency (AFHRA). AFHRA is a Field Operating Agency assigned to AF/HO. The agency preserves historical information and data with operational, informational, training, research, legal, or historical value in perpetuity as the United States Air Force's institutional memory. As the Service's central historical collection point, it will collect and maintain selected copies of official and unofficial documents and oral histories with historical significance. This includes the collection of Air Force history reports and other aerospace historical documents and publications of historical significance. AFHRA will:

2.3.1. Collect, manage, and preserve historical data concerning Air Force operational activity and operations globally.

2.3.2. Enter history reports into an approved digital archive systems within 7 days of receipt.

2.3.3. Create microfilm copies of history reports within 6 months of receipt for permanent preservation.

2.3.4. Provide informational copies of Service history reports to the Joint Staff and Combatant Commanders on request.

2.3.5. Manage the collection of Air Force oral history interviews.

2.3.6. Research and answer requests for historical information.

2.3.7. Manage the Air Force repository for organizational lineage, honors, and heraldry information.

2.3.8. Conduct initial qualification training for the Aerospace Historian Corps.

2.3.9. Conduct professional training and development for archivists.

2.3.10. Report program-wide history report timeliness, quality metrics, and trend analysis.

2.4. Air Education and Training Command (AETC).

2.4.1. As the lead major command for force development, AETC should include aerospace history and heritage in all Service-level force development and training.

2.4.2. In coordination with AF/HO and the Air Reserve Component, the AETC Director of History and Heritage is responsible for historian corps force development and continuation training.

2.5. The Air Force Reserve Command Director of History and Heritage (AFRC/HO) is responsible for Air Force Reserve-specific policy and accessioning, training, professional development, functional management, and employment of Traditional Reserve and Individual Mobilization Augmentee historians.

2.6. The Air Force Special Operations Command Director of History and Heritage (AFSOC/HO). is responsible for synchronizing historical coverage of theater special operations activities with the U. S. Special Operations Command historical office. (T-0). Provide AF/HOH Operational History Team courtesy copies of all written histories up to and including classified products. (T-1).

2.7. The United States Air Force Academy History Office (USAFA/HO) will:

2.7.1. Support the school's Department of History following undergraduate academic accreditation and National Collegiate Athletic Association (NCAA) standards. (T-2).

2.7.2. Coordinate with staff and local organizations to support a robust oral history program documenting and preserving the experiences of key USAFA graduates and leaders. (T-2).

2.8. Commanders and/or directors at all levels will:

2.8.1. Ensure historians hired for emergency-essential deployable positions have the competencies, skills, abilities, medical, and psychological fitness to be successful in high pressure and austere operational environments. This includes the ability to work as part of an integrated team, deliver results, and demonstrate professional and ethical behavior characterized by good order, discipline, and conduct as outlined in DTM 17-004. *Department of Defense Expeditionary Civilian Workforce*. (T-0).

2.8.2. Integrate the historian in all training, planning, activities, events, and operations to ensure a well-functioning and accurate history program at wing/ wing-equivalent-level and higher. This includes direct access to all information, personnel, and areas needed to prepare accurate and objective history reports that comprehensively cover unit mission accomplishment, operations, and activities within established access policies and procedures. (T-1).

2.8.3. Ensure the historian completes an accurate and timely command history report. (T-0).

2.8.4. Participate in candid and detailed research interviews with the historian at least annually so that the historian can capture command perspective on historically significant issues. (T-3).

- 2.9. Commanders at wing, wing-equivalent, and higher echelons will:
- 2.9.1. Assign the historian to their personal special staff reporting to and rated by the commander, vice commander, or director of staff. (T-1).
 - 2.9.2. Appropriately code civilian historians assigned to emergency-essential Unit Type Code (UTC) positions and ensure they meet readiness requirements including medical, physical, and training (T-0).
 - 2.9.3. Take appropriate action when emergency-essential employees no longer meet identified requirements. See AFI 36-507, *Mobilization of the Civilian Workforce*, for specific guidance on managing emergency-essential positions. (T-1).
 - 2.9.4. Do not assign historians additional duties that interfere with their primary duties of completing command history reports and heritage activities. (T-3).
 - 2.9.5. Encourage historians to attend AFHMP history workshops, history conferences, appropriate professional military education, relevant operational warfighter training, and civilian training and development courses. (T-3).
 - 2.9.6. Provide historians adequate office space and resources necessary to accomplish their mission. As a minimum, this includes:
 - 2.9.6.1. Secure space and the ability to maintain, protect, and research mission related classified and unclassified documentation (paper and electronic), reference books and commercial publications, technical and operational reference information, a complete collection of organizational history reports and heraldry files, and to safeguard historical property. (T-1).
 - 2.9.6.2. Offices equipped with non-secure internet protocol router network (NIPRNET) and dedicated secret internet protocol router network (SIPRNET) terminals and phones. Provide routine access to higher classification or special access terminals and phones as required by the unit's mission; and appropriate National Security Agency (NSA)-approved security container(s) and shredder. (T-0).
 - 2.9.6.3. For units without a wartime and/or classified mission, provide routine access to the classified (SIPRNET) network and access to a NSA-approved security container as required. (T-3).
 - 2.9.6.4. Permission in writing to use appropriately cleared digital cameras and audio recorders on flightlines and in classified, restricted, and sensitive areas as needed to complete an accurate and complete history report. (T-2).
 - 2.9.6.5. Expediting approval of waivers through the base communications agencies for approval of back-up hard drives and the NIPRNET/SIPRNET "burn to disc" capability. (T-2).
 - 2.9.6.6. Support to collect historical information from geographically separated units and forward operating locations regularly to ensure complete coverage of operational activities. (T-2).
 - 2.9.7. Field operating agency or direct reporting unit commanders/directors without authorized historian positions may appoint additional duty historians. Send names and contact information to AF/HO for assistance and guidance.

2.10. Historians. Field historians are civilians assigned at the MAJCOM, numbered air force, and wing/center levels. Officer historians may be assigned to Air Force Reserve wings and organizations. Field historians are the focal point for AFHMP mission accomplishment and will:

2.10.1. Systematically collect, organize, and analyze data so that when combined with information received at staff meetings, during interviews with key personnel, and from other sources the official record of the organization is accurately preserved. (T-1).

2.10.2. Complete and submit timely and accurate command history reports. The historian, under direction of the commander and advice of the MAJCOM/HO, is a trusted agent with significant discretion to select topics covered in the history report. These reports are the organization's official history in peace and war. (T-0).

2.10.3. Integrate history and heritage into a seamless and cohesive program that improves organizational effectiveness, esprit de corps, and combat capability. (T-1).

2.10.4. Conduct research interviews with specific focus on mission challenges and accomplishments, fill gaps in documentation, gain end-of-tour perspective, and capture personal recollections soon after action. (T-2).

2.10.5. Maintain a collection of classified, controlled, and unclassified historical documentation and reference materials, including a complete file of the organization's command history reports. (T-2).

2.10.6. Provide historical research and reference services in support of the commander and staff and answer other requests for historical information. Maintain a request for information log. (T-2).

2.10.7. Submit semiannual Historical Activity Reports to the parent MAJCOM or AF/HO as appropriate by 15 July and 15 January. MAJCOM/HOs will consolidate field information and submit by 30 July and 30 January. (T-1).

2.10.8. Establish and maintain plans for preservation and disaster recovery of historical archives and property. Submit copies to the parent MAJCOM or AF/HO, as appropriate. (T-2).

2.10.9. Attend AFHMP history workshops, history conferences, professional military education, relevant operational training, and civilian training courses and programs for development. (T-3).

2.10.10. Advance the knowledge of Air Force and unit history, heritage, and culture in their organization through research, analysis, writing, and heritage activities to inform and inspire Airmen. (T-1).

2.10.11. Prepare and update organizational heritage pamphlets. (T-3).

2.10.12. Coordinate on official unit emblem requests and monitor unit lineage and honors information. See AFI 84-105, *Organizational Lineage, Honors, and Heraldry*. (T-2).

2.10.13. Attend historian qualification training at AFHRA and complete any MAJCOM required training within six months of entry into the career field. (T-2).

2.10.14. Historians assigned to emergency-essential, deployable positions will:

2.10.14.1. Maintain readiness requirements including medical, physical, and training. (T-0).

2.10.14.2. Obtain and maintain a Top Secret clearance and, if needed to document unit mission, Top Secret-Sensitive Compartmented Information clearance and/or access to Alternative Compensatory Control Measures, North Atlantic Treaty Organization Information, or special access program(s). (T-0).

2.10.14.3. Immediately notify the Unit Deployment Manager and MAJCOM/HO Functional Area Manager of any issues that might affect ability to deploy. (T-2).

2.10.14.4. The Air Force will assign historians, on a rotational basis with other Services, to joint force history offices. The Air Force will provide the joint force senior historian in cases where the joint force commander is the senior Air Force commander. (T-0).

2.10.14.5. Aerospace historians tasked to Joint Task Force historian positions above the COMAFFOR level will follow guidance in JP 3-33, *Joint Task Force Headquarters*, and CJCSI 5320.01C, *Guidance for the Joint History Program*. (T-0).

2.10.14.6. AF/HOH historians assigned operational and wartime history duties, Civilian GS-13 to GS-15 historians, or Air Force Reserve lieutenant colonel and colonel historians identified for joint historian taskings must successfully complete the Contingency War Planning Course and Joint Staff historian training as a minimum. (T-1).

2.10.14.7. Submit AF Form 2131, *History Operations After Action Report*, to the home station supervisor, MAJCOM/HO, and AF/HO not later than 30 days post-deployment. (T-2).

2.11. Major Command History and Heritage Offices (MAJCOM/HO). In addition to responsibilities outlined in paragraph 2.8, MAJCOM Directors of History and Heritage will:

2.11.1. Ensure readiness of command and subordinate historians by serving as the MAJCOM proponent to organize, train, and equip assigned historians for operations in garrison, during contingency operations, and for wartime responsibilities deployed in support of Service and Joint warfighter requirements.

2.11.1.1. Provide maximum support to Combatant Commanders in generating and presenting historian forces for rotational requirements and surge operations across the full range of military operations.

2.11.1.2. Follow AF/HO functional area prioritization and sequencing guidance for posturing, coding, and deploying aerospace historian UTCs.

2.11.2. Manage the command's history and heritage programs to meet mission requirements.

2.11.3. Research and write publications of operational and historical significance to the command.

2.11.4. Perform continuous assessment, evaluation, and analysis of subordinate history and heritage programs to improve mission effectiveness. Report deficiencies or non-compliance as outlined in AFI 90-201, *The Air Force Inspection System* to assist unit commanders in improving their history and heritage programs. Conduct additional on-site assessment and training when requested by the organizational commander.

2.11.5. Provide ongoing training, professional development, guidance, mentorship, and feedback to field historians and heritage personnel. Coordinate with the Career Field Team Chief to schedule applicable centralized historian training and education courses.

2.11.6. Notify AF/HO in advance of major publications and projects with broad Air Force impact including those undertaken by subordinate unit history offices.

2.11.7. Determine if subordinate organizations need assigned historians. If required, submit requests through manpower channels as described in Air Force Manpower Standard 101A following coordination with AF/HO.

2.11.8. Assist hiring officials by evaluating the professional credentials and qualifications of candidates for historian positions.

3. Historian Core Products and Reports .

3.1. Historians create various types of reports, studies, papers, and other products relating to their organization's operations, activities, and history to inform and educate decision-makers and action officers, promote awareness of Air Force heritage, and support Professional Military Education.

3.2. Command History Report. The primary product of Air Force field historians is the command history report (also known as periodic or annual history report). These reports are the organization's official history and will cover its significant operations, activities, and challenges. At the enterprise-level, they form the Air Force's institutional memory used to improve organizational effectiveness and warfighter capability. Accurate and timely historical reporting provides decision-makers with information they can use to improve the combat capabilities of the United States Air Force and the Department of Defense. All wings, centers, and higher organizations that are authorized a historian in the regular Air Force, Air Force Reserve, and Air National Guard (when mobilized for federal service) will complete Command History Reports. (T-0).

3.2.1. The Air Force will transition from a narrative monograph-style periodic history report to the modular command history report format. Modular command history reports contain both mandatory and recommended sections to ensure uniformity and consistency in format while providing an agile and scalable product. Mandatory report sections focus on the record of command and unit activities, operations at the organization's level of warfare at both home station and expeditionary locations, and include all organizational changes. Reports will be classified according to content up to and including Top Secret (T-0). See [Attachment 2](#), *Command History Report*, for an overview of the report format and information on mandatory content.

3.2.2. Annual Command History Reports are completed at home station. All mandatory sections will be completed. (T-0).

3.2.3. Wartime Periodic History Reports are completed monthly for contingency operations and warfare at all levels from COMAFFOR to independent expeditionary groups for all phases of operations. The dynamic nature of combat and contingency operations requires the historian to conduct accelerated research, document acquisition, and writing. All mandatory sections will be completed. (T-0).

3.2.4. Air Force Special Operations Command Director of History and Heritage (AFSOC/HO). AFSOC/HO is responsible for synchronizing historical coverage of theater special operations activities with the U. S. Special Operations Command historical office. (T-0). Provide AF/HOH Operational History Team courtesy copies of all written histories up to and including classified products. (T-1).

3.2.5. Coordinating Authority. Historians conducting Service-level wartime activities (other than special operations activities) at employed-in-place or deployed locations will coordinate directly with the AF/HOH Operational History Team skipping intervening command echelons. (T-1).

3.2.6. The Operational History Team provides historical services reach-back, support and guidance for wartime history reporting, and coordinates historical coverage requirements in close and ongoing consultation with the supported commander, the Combatant Command history office, the Component-Major Command history office (C-MAJCOM/HO), and the AF/HO Senior Historian to prevent duplication and provide the widest historical coverage. This relationship provides the COMAFFOR robust historical support with a smaller deployed footprint in meeting requirements in [paragraphs 2.7](#) and [2.8](#).

3.2.7. Transmitting history reports. Historians should use Air Force Form 310, *Document Receipt and Destruction Certificate*, for transmitting all history reports to create an auditable record.

3.2.8. The commander is not required to sign command history reports. These reports become part of the official Air Force record when received by AFHRA.

3.2.9. Command History Report submission due dates. The standard submission cycle for Command History Reports is 12 months. MAJCOMs may direct use either calendar or fiscal year cycles. When appropriate, MAJCOMs may specify alternate submission cycles for subordinate organizations.

3.2.9.1. Historians at wing and wing-equivalent organizations must submit the completed history report to their respective MAJCOM/HO or, for MAJCOMs and DRU/FOA units, to AF/HO within 75-calendar days of the end of the reporting period. (T-2).

3.2.9.2. Historians will transmit all wartime command history reports directly to the AF/HOH Operational History Team by the 10th day of the month following the report period. (T-1).

3.2.9.3. Waivers for late history report submissions will not be granted. (T-1).

3.3. Historical Studies. Historians will write background papers, descriptive narrative essays, analytical essays, case studies, and historiographical papers that examine an issue, challenge, or initiative important to their organization's operational or historic activities to a depth that provides useful insight to a specific community or decision makers while helping improve Air Force combat capabilities and organizational effectiveness. (T-1). These studies may range from short background papers to longer works. Tailor length and writing style to the subject and the audience. Studies or papers longer than five pages will include an abstract or summary of about 250 words on the first page. (T-1).

3.3.1. After local coordination, historians will distribute studies as stand-alone papers within the organization as soon as possible to assist leadership, action officers, and decision makers with future planning. Include all completed studies in Section 2 of the next submitted command history report to ensure they are entered in the official record. Appropriately cite sources in footnotes.

3.3.2. MAJCOM/HOs should inform AF/HO when historical studies may have enterprise-level impact or are major projects intended for publication.

3.4. Articles, Book Reviews, and Academic Papers. Historians with current programs should work closely with their MAJCOM/HO to identify topics of importance to a wider audience. These will generally be important to the current mission or history of the organization requiring a more complete discussion. Members of the Air Force History and Museums Program are encouraged to write articles, book reviews, and papers for Air Force and non-Air Force publications.

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

3.4.2. The provisions of Title 5, Code of Federal Regulations, Part 2635.807(b), *Teaching, speaking and writing*, permit the use of official titles and positions as only 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. Members of the AFHMP who publish in non-DoD professional and scientific publications may use official titles or positions only when accompanied by an appropriate DoD disclaimer, unless they are authorized to state the official position of the Air Force on such matters. (T-0).

3.5. Public History Outreach. Historians balance the competing demands of history and heritage to provide their organization a robust and adaptive history program. (T-1). Public history outreach includes a broad range of activities limited only by the historian's imagination and resources.

3.5.1. Presentations and Briefings. Historians should brief Air Force and organization history and heritage at appropriate opportunities. These include newcomer briefings, leadership development, and local professional military education courses. Additionally, commanders may direct their historian to brief or educate audiences interested in Air Force and organizational history and heritage. These may include civic tours and public organizations, professional development staff rides, video presentations or other outreach and educational opportunities.

3.5.2. Exhibits. Historians may create projects or exhibits that inform and inspire Airmen with Air Force heritage and history within their organization. The most effective and recommended approach is to have the historian serve as historical advisor to a squadron team allowing them to learn as they build. Historians assist project officers by researching and writing historical commentary, as well as gathering photographs and other materials.

3.5.3. 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). Clear material intended for public access through review under AFI 35-102 before it is posted or otherwise released. (T-0).

4. Oral History Interviews.

4.1. Research Interviews. Historians conduct research interviews with leaders, key participants, and other personnel to gain perspective and insight during or shortly after events. A formal consent and release agreement is not required for internal government use when interviewing U.S. military personnel or Department of Defense civilian employees.

4.2. Transcription. Interviews are typically recorded on US Government owned digital recorders cleared at the interview's level of classification.

4.2.1. Historians will either fully transcribe the interview, which respondents may review for accuracy, or create a field transcription summary and include the audio file in the next history report using the same supporting document number. (T-1).

4.2.2. All transcription will include proper administrative and classification markings. Mark all research interviews "For Reference Only. Not for release outside the Department of the Air Force without express written approval of the respondent and originating office." (T-1).

4.3. Air Force Oral History Program. Formal oral history interviews capture the unique insights, experiences, and perspectives of senior Air Force leaders and key participants in operations and activities after sufficient time has passed for reflection. These interviews follow a formal process that includes prior coordination, informed consent, a full, reviewed, and appropriately marked transcript, full audio and/or video, and an assignment of rights. (T-2).

4.3.1. Field historians will coordinate proposed formal oral history interviews with their respective MAJCOM/HO. (T-2).

4.3.2. Historians will send the completed transcript, full audio and/or video, the completed consent and assignment of rights form, and copies of products created from the interview to AFHRA for inclusion in the Air Force Oral History Collection. (T-1).

5. Collecting, Personal Papers, Historical Artifacts and Other Material.

5.1. Field historians will coordinate offers to donate personal papers or documentary material of potential historical value through their MAJCOM/HO. The AFHRA director will assess the collection and provide further instructions on the disposition of the material. (T-2)

5.2. Consult AFI 84-103, *US Air Force Heritage Program* and AFI 51-601, *Gifts to the Department of the Air Force*, for offers to donate material artifacts of potential historical value. (T-0).

6. Assessing and Evaluating History Programs.

6.1. The Air Force continually assesses history programs to ensure historians are providing relevant and timely products and services to their organizations that deliver long-term value to enhance combat capabilities of the organization and the Air Force. The assessment and evaluation process fosters continuous process improvement through feedback, open communication, and mentorship.

6.2. Command History Report Assessment. All command history reports are assessed in four areas using the rubric at [Attachment 3](#). (T-1). The rubric provides a point scale that equates to a 3-tier rating system used to measure performance. The rubric is primarily a coaching and mentorship tool to build mastery and cultivate workforce talent.

6.2.1. MAJCOM/HOs will assess annual history reports within 14-business days of receipt. Immediately after the assessment is completed provide feedback to the historian and send one complete copy of the report and assessment rubric to AFHRA.

6.2.2. AF/HOH Operational History Team will assess wartime Command History Reports within 7-business days of receipt. Provide feedback to the historian and forward the complete report to AFHRA immediately after the assessment is completed. AF/HOH will forward completed rubrics to the parent MAJCOM/HO within 30-business days of the historian's redeployment. MAJCOMs are encouraged to provide feedback to the historian's home station supervisor.

6.2.3. AF/HO will assess MAJCOM history reports within 14-business days of receipt. Immediately after completion, the evaluator will forward the complete report including case files, supporting documentation, and assessment rubric to AFHRA.

6.3. Evaluators will create a short memorandum summarizing the report assessment and evaluating each unit's history and heritage program. Email the memorandum to the unit commander or, for MAJCOM reports, the deputy commander by 31 March. Consolidate and forward copies of unit memorandums to AF/HO.

6.4. Air Force-Level. AF/HO monitors the performance of MAJCOM, field operating agency, and direct reporting unit history programs through a well-rounded assessment of management, history, and heritage activities. This includes evaluating a statistical sampling of each MAJCOM's subordinate history reports for compliance and consistency.

6.5. MAJCOM-Level. MAJCOM/HOs perform continuous assessment, evaluation, and analysis of the command's overall history and heritage program to improve historian capability and effectiveness. Report deficiencies or non-compliance as outlined in AFI 90-201, *The Air Force Inspection System*, to assist unit commanders in improving their history program. Upload a copy of the commander's memorandum into the Inspector General Evaluation Management System. Serve as functional members of the respective Inspector General team and conduct inspections of subordinate history offices as required. Conduct on-site assessment and training when requested by the organizational commander.

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

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

DTM 17-004, *Department of Defense Expeditionary Civilian Workforce*, 4 January 2018
CJCSI 5320.01C, *Guidance for the Joint History Program*, 30 November 2018
JP 1, *Doctrine for the Armed Forces of the United States*, 25 March 2013
JP 3-33, *Joint Task Force Headquarters*, 31 January 2018
AFPD 84-1, *History and Heritage Management*, 6 July 2018
AFI 16-1404, *Air Force Information Security Program*, 29 May 2015
AFI 33-360, *Management of Records*, 1 December 2015
AFI 35-102, *Security and Policy Review*, 4 May 2016
AFI 36-507, *Mobilization of the Civilian Workforce*, 21 July 1994
AFI 51-601, *Gifts to the Department of the Air Force*, 26 Nov 2003
AFI 84-103, *United States Air Force Heritage Program*, 22 May 2015
AFI 84-105, *Organizational Lineage, Honors, and Heraldry*, 27 April 2015
AFI 90-201, *The Air Force Inspection System*, 21 April 2015
AFMAN 16-1405, *Air Force Personnel Security Program*, 1 August 2018
AFMAN 33-363, *Publications and Forms Management*, 1 March 2008
Air Force Civilian Deployment Civilian Personnel Section Guide, September 2017

Prescribed Forms

AF Form 2131, *History Operation After-Action Report*

Adopted Forms

AF Form 310, *Document Receipt and Destruction Certificate*
AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AETC—Air Education and Training Command
AFHRA—Air Force Historical Research Agency
AF/HO—Office of the Air Force Historian
AF/HOH—Air Force Historical Support Office
AFHMP—Air Force History and Museums Program
AFI—Air Force Instruction

AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
ANG—Air National Guard
CJCSI—Chairman of the Joint Chiefs of Staff Instruction
C-MAJCOM—Component Major Command
COMAFFOR—Commander, Air Force Forces
DoD—Department of Defense
EIM—Enterprise Information Management
JP—Joint Publication
MAJCOM—Major Command
MAJCOM/HO—Major Command History Office
NCAA—National Collegiate Athletic Association
NIPRNET—non-secure internet protocol router network
NSA—National Security Agency
OPR—Office of Primary Responsibility
PDF—Portable Document Format
UTC—Unit Type Code
USAFA—United States Air Force Academy
SIPRNET—secure internet protocol router network

Terms

Air Force Organizations—Entities consisting of establishments, units, and non-units.

Air National Guard (ANG)—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 not part of the Secretariat (under and including the Chief of Staff, USAF). Offices at and below the Secretariat level including the Chief of Staff.

Command History Report—The official record of an Air Force organizations' operations and activities. Also referred to as a periodic history report.

Headquarters Air Force (HAF)—All offices of the Secretariat and the Air Staff under the executive leadership of the Air Force under Secretary of the Air Force.

Organizational lineage, honors, and heraldry information—Products which identifies the lineage, accrued honors, assignments, stations, and emblem of an organization.

Unit—A military organization constituted by HQ USAF or designated by a MAJCOM, FOA or DRU.

Attachment 2

COMMAND HISTORY REPORT

A2.1. Purpose: The Command History Report is the official record of an Air Force organization. It consists of a collection of essential information and data used to preserve the Service's institutional memory and improve decision-making, unit effectiveness, and combat capabilities.

A2.2. Format. The history report will be created using Microsoft Office and standard Air Force desktop software. (T-2). Reports will be published (title page to distribution page) in Portable Document Format (PDF) with the file name formatted as 0001 | unit | year | History | (classification) (e.g., 0001 911AW 2018 History (U)). (T-1). Reports will include front and back matter, strictly follow derivative classification guidance, and will not be hyperlinked. (T-1). Historians may bookmark the report table of contents. Historians will digitally sign the title page. (T-1). The commander's signature is not required.

A2.2.1. Historians will place the entire report into a single folder. (T-1). Name this root folder to identify the unit, report period and overall classification (e.g., 4FW 2018 History (U)). Do not use sub-folders. (T-2).

A2.2.2. Supporting Document naming convention. Historians will use the following standard file name structure. (T-1). Files are numbered sequentially using four digits (i.e., 0000-9999). Consecutive file numbers are not required. All file names will be formatted as "##### | yyyyymmdd | (classification and administrative control marking) | Type | Office of Origin | and 60-character maximum description" (e.g., 1947 20180418 (U) Email AF-HO File Naming Guidance.pdf or 0100 20180601 (UFOUO_PII) GO-123 1AF 45FWCC SmithJ).

A2.2.3. Supporting documents may be converted to PDF but will not be edited or altered to redact information. (T-2). Supporting documentation that contains Privacy Act data or Personally Identifiable Information will be appropriately marked and protected. (T-1). See chapter 6, AFI 33-332, *Air Force Privacy and Civil Liberties Program*. Historians evaluating the report may correct minor improper derivative classification markings, however, significant errors should be returned to the originating office for correction.

A2.2.4. Footnotes. Format footnotes including specific derivative classification and declassification information as appropriate. See AFI 16-1404, *Air Force Information Security Program*. (T-1)

A2.3. Report organization. The body of the report consists of four sections and numerous modules designed to enhance vertical and horizontal communication. Historians write these products to meet current organizational needs and document operations and activities for the future. Immediately after each module completes coordination, historians will proactively push products to others with an appropriate clearance and need to know to help inform the decision making process. (T-2). Similar topics are joined in larger modules to expand available knowledge from the tactical, operational, and strategic levels of warfare. MAJCOM/HOs may require, expand, or add modules as needed.

A2.3.1. Section 1. Section 1 consists of two mandatory and one recommended modules: The executive summary, chronology, and optional year-in-review.

A2.3.1.1. Executive Summary. Write the summary for executive-level communication and tailor its length to the minimum needed to bring readers quickly up to speed on what is going on in the organization. The summary succinctly describes important activities, issues, decisions, actions, and events directly related to the organization's ability to accomplish its primary mission, ability to deploy expeditionary Airmen, and decision-making through command and control activities, during the report period. It is not a summary of the report's contents. Analysis and writing should show the commander's perspective on the issues, events, and mission of the organization. As a minimum, expand on the commander's assessment of Major Graded Areas (MGAs) identified in AFI 90-201, *The Air Force Inspection System*, and describe significant mission or organizational changes. For wartime and contingency activities, expand on the commander's assessment of Operations Plan (OPLAN) and Theater Campaign Plan mission accomplishment. MAJCOM/HOs and commanders may direct additional topic coverage. After coordination, provide copies to new commanders, action officers and staff organizations, or others with a need to know. Appropriately cite sources in footnotes.

A2.3.1.2. Chronology. The chronology provides a detailed narrative written according to the timeline of events or incidents. If an event needs further discussion, include a short chronology entry referencing the longer product. Appropriately cite sources in footnotes.

A2.3.1.3. Year in Review. Historians may include an optional unclassified year-in-review section that provides an overall picture of the people, organization, and events during the report period. As a stand-alone, this product is well suited to civic leader and congressional engagement as well as updating the organization's heritage pamphlet.

A2.3.2. Section 2, Special Studies and Papers. Section 2 consists of historical studies and background papers and arranged alphabetically. Historians will include all completed papers and supporting documentation with the next submitted history report. (T-1). See [paragraph 3.3](#).

A2.3.3. Section 3, Case Files. Historians collect and organize information that spans the breadth and depth of organizational activities, operations, and command decisions to provide a complete resource for the future while events are still unfolding. Historians draw on professional training and judgment to identify and evaluate sources quickly. The result is a collection of numerous document collections arranged in case files. All files in a case file will use the same supporting document number. AF/HO and MAJCOM/HOs may require specific case files to meet ongoing research requirements.

A2.3.3.1. Each case file is specific to origin, theme, issue, subject, or event. Each collection will have a Scope and Content Abstract that provides context and guidance to future researchers. A typical abstract consist of one-to-two paragraphs summarizing the issue, subject, or event (factually addressing the questions who, what, where, and when) followed by a final paragraph that briefly describes the collection in a way that will prove useful.

A2.3.3.2. After local coordination, historians may distribute abstracts as stand-alone products to inform action officers and decision makers. Historians will include all completed abstracts, organized alphabetically, in Section 3 of the next submitted history report. (T-1).

A2.3.4. Section 4. Section 4 consists of standardized Appendices A-D. MAJCOM/HO may add additional appendices as needed.

A2.3.4.1. The following four appendices are mandatory in all history reports: Appendix A – Lineage and Honors; Appendix B – Key Personnel; Appendix C – Personnel Statistics; and Appendix D – Organizational Structure (including apportioned forces order of battle and rotational data for wartime reports). (T-1).

A2.3.4.2. Wartime periodic history reports will contain additional appendices specific to the established historical collection plan. As a minimum, these will include casualty statistics, aircraft inventory, flying data, fleet capability and maintenance, and munitions. (T-1.)

Attachment 3

COMMAND HISTORY REPORT ASSESSMENT

Table A3.1. Command History Report Assessment Rubric.

		Criteria and Scoring		
Area 1: Administrative	PASS / FAIL		Pass: Report and supporting documentation are free of significant administrative and security marking errors. Demonstrates understanding of security policies. No significant inconsistencies from security notice and controls page.	Fail: Report or supporting documentation has significant administrative or security marking errors. Failed to demonstrate understanding of security policies. Numerous significant inconsistencies from security notice and controls page.
Area 2: Critical Thinking and Content	_____ / 40 Points	<p>36-40 Points. Demonstrated critical thinking through robust writing on topics important to unit’s mission, activities, and commander focus. Comprehensive analysis fully integrates a critical, multi-domain perspective on mission accomplishment and the unit’s adaption to dynamic environment. Analysis integrates relevant perspectives into original, clear thesis fully supported with consistent logic. Narrative writing clearly synthesizes data and information to present timely, decision-quality information to leaders.</p>	<p>26-35 Points. Demonstrated critical thinking through selection of topics and areas important to unit’s mission and activities, analysis integrates relevant perspectives with consistent logic. Commander’s focus areas are clearly identified and discussed. Writing is clear, concise, and articulate showing a well thought out research effort. Elements of “who, what, where, when, why, how” are evident. Writing depth indicates understanding of complexity and collaboration with leaders and participants.</p>	<p>0-25 Points. Did not demonstrate understanding of unit mission and roles. Topic selection lacked focus. Writing is repeatedly wrong, vague, unclear, or rambles showing evidence of shallow, incomplete research. Elements of “who, what, where, when, why, how” are missing. Writing attempts to overview the whole of human history instead of limiting scope to the topic and the unit’s level of warfare. Report is “boilerplate” or copied from previous history reports.</p>
Area 3: Supporting Documentation Collection and Research	_____ / 40 Points	<p>36-40 Points. Demonstrated logical and historiographical approach in collecting and citing official primary source documentation. Collection contains a preponderance of data and information from official sources. Case files reflect rich and deep understanding of unit mission, activities, and challenges. Report includes numerous research interviews that provide an in-depth view of leaders and key participants.</p>	<p>26-35 Points. Majority of supporting documentation are primary sources from the organization. Commander’s interview and research interviews are included. With very few exceptions, all sources are cited and all footnotes are formatted correctly. Case files include a variety of sources that clearly document unit activities and topics covered in the report.</p>	<p>0-25 Points. Inadequate collection of official primary source documents demonstrates shallow research methodology. Collection contains a preponderance of secondary sources, news articles or media, or irrelevant sources. Report has significant gaps in research. Failed to properly cite sources or properly format footnotes. Commander’s interview is absent.</p>

<p>Area 4: Organization, writing style, format and mechanics</p>	<p>_____ / 20 Points</p>	<p>16-20 Points. Report supporting documentation and case files are properly organized. Writing is exceptionally clear, understandable, and concise. Paragraphs and sentence are varied, clearly structured, and carefully focused. Almost entirely free of spelling and grammar errors. Writing shows mastery of all appropriate style/format guidelines.</p>	<p>10-15 Points. Report supporting documentation and case files are properly organized. Writing is generally clear, understandable, and concise active voice/past tense. Executive Summary and analytical /descriptive narrative modules are effectively written for target audience. Logical paragraph and sentence organization. Chronology and case file abstracts are written in concise technical writing style. Narrative writing meets writing style and format guidance.</p>	<p>0-9 Points. Significant deviation(s) from report parameters. Failed to properly structure file names. Report contains hyperlinks, unusable file types, or multiple sub-folders. Writing is passive, inappropriate, and/or unprofessional. Excessive use of acronyms. Sentence or paragraph organization ineffective or nonexistent. Repeated grammar or spelling errors detract from readability. Non-original work. Missing appendix data.</p>
<p>History Evaluation Scoring: 90> <i>Outstanding</i>; 62-89 <i>Fully Successful</i>; <62 <i>Unsatisfactory</i></p>				