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**AEROSPACE HISTORIAN
RESPONSIBILITIES AND
MANAGEMENT**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 84-1, *Department of the Air Force History and Heritage Management*. It provides guidance on history-related duties, responsibilities, and organization in both peacetime and wartime. It fully supports historian requirements outlined in Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5320.01C, *Guidance for the Joint History Program*, Joint Publication (JP) 1 Volume 2, *The Joint Force*, and JP 3-33, *Joint Force Headquarters*. This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force, all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances. This publication does not apply to the Civil Air Patrol. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and

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(AFGSC) The supplement implements DAFI 84-101, *Aerospace Historian Responsibilities and Management*. It refines guidance pertaining to aerospace historian-related duties and responsibilities, MAJCOM staff responsibilities, and unit commander responsibilities supporting the Air Force History and Museums program. It fully supports historian requirements outlined in Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5320.01C, *Guidance for the Joint History Program, Joint Publication (JP) 1 Volume 2, The Joint Force*, and JP 3-33, *Joint Force Headquarters*. This publication applies to all Air Force Global Strike Command (AFGSC) personnel, including civilian employees and uniformed members of the Regular Air Force. This supplement does not apply to the United States Space Force, gained units from the National Guard or Air Force Reserve Command. It does not apply to Individual Mobilization Augmentee (IMA) Reservists assigned to historian positions in AFGSC units, or Civil Air Patrol. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier (“T-0, or T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include addition of United States Space Force specific requirements, additional clarity on commander and historian responsibilities, and updated Command History Report submission dates.

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Chapter 1

OVERVIEW

1.1. Purpose. This instruction provides guidance for conducting history operations in support of commanders' objectives to build and preserve Department of the Air Force (DAF) institutional knowledge. Military history is an objective, accurate, descriptive, and interpretive record of all activities of the Armed Forces in peace and in war. It provides the foundation for training, education, esprit de corps, military problem-solving, and decision-making. The Department of the Air Force History and Museum Program (DAFHMP) is a public history program using an applied history approach across the full range of military aerospace operations during peace and war to improve warfighter capabilities and document institutional development of the DAF to improve organizational effectiveness. This applied approach leverages the knowledge of the past to create usable knowledge that informs decisions today and in the future.

1.1. (AFGSC) Purpose. History is a discipline involving rigor and processes no other DAF career field provides. A historian's primary duty is to write the command history report. The command history report will be a documented narrative history. **(T-0)** It is the official permanent history of the unit and normally classified. Inherent in this official history is creation of several types of reports, studies, papers, and other products relating to the organization's operations, activities, and mission accomplishment used to inform and educate decision-makers and action officers, promote awareness of Service heritage, and support professional military education. Historians are also responsible for providing historical services that include maintaining a historical research collection; answering historical inquiries from staff and higher headquarters; maintaining organizational lineage, honors, and emblems; and writing historical studies intended to improve the unit's combat capability. Writing a study is mandatory.

1.1.1. Military historians specialize in the recording and interpretation of armed conflict across multiple warfighting domains. DAF historians further specialize in military aerospace operations following the original intent contained in the 1903 General Staff Act to prepare "technical histories of military operations of the United States" and in President Franklin D. Roosevelt's 14 March 1942 direction to preserve "for those who come after us an accurate and objective account" of government activities.

1.1.2. This instruction uses the terms historian and aerospace historian interchangeably for simplicity except when describing aerospace historian operations in the joint operations area.

1.2. Mission. Department of the Air Force (DAF) history offices systematically collect, organize, preserve, critically interpret, and disseminate accurate, factual, and relevant historical information and data to commanders and decision-makers; provide historical advice through timely and accurate reports, studies, and analysis; and encourage historical mindedness to improve combat capability, organizational effectiveness and decision making, and promote esprit de corps.

1.2.1. History offices are the DAF's mechanism for collecting and curating its official history. History offices at all levels reside on the commander's personal staff as a separate two-letter staff agency. There is no substitute for information recorded on the spot from primary sources by an individual who is an integrated part of the organization. Historians perform continuing highly specialized work essential to support unit operations by writing the official record of

the organization in peace and war and developing special historical publications intended to improve combat capability. (T-0)

1.2.2. Most DAF historians are emergency-essential government employees who provide immediate and continuing support to the DAF. All DAF historians provide analysis and studies to be used in developing policy, which is closely related to inherently governmental work. Essential functions include preparation of command history reports; establishing and maintaining historical research collections; responding to inquiries; conducting oral history interviews; supporting local professional development training, heritage activities, and commemorative events; advising units on heraldry and official emblems, and assisting unit efforts in building esprit de corps. (T-0) These products and services also serve as an essential part of a successful joint history program.

1.2.3. Wartime and Contingency Operations. The Department of the Air Force organizes, trains, and equips as part of a joint and combined team. Wartime and contingency history operations are conducted in joint force and service component framework.

1.3. Joint Force History Operations. The responsibilities and operations of a joint force historian are distinct from those of the service component historian. Overall guidance for history operations in a joint operations area originate in annexes to operations plans, operations orders, and concept plans. The combatant command chief of staff directs the joint task force historian's mission, authorities, and collection requirements. Joint force historians serve as staff officers on the joint force staff. They are not responsible for documenting the operations of service components. Each service provides trained historians, on a rotational basis, to serve as the joint force historian and fill positions in the joint force history office. Combatant commands request historian capability in unit type codes through the global force management process. The Air Force will provide the joint task force senior historian in cases where the joint force commander is the senior Air Force commander. (T-0)

1.4. Service Component History Operations. Service history operations and activities follow administrative control (ADCON) command authority lines. Within the DAF, wartime and contingency history activities are executed as part of operational-level command and control on the staff of the Air Force or Space Force forces component commander and at air operations centers. (T-1)

1.4.1. The United States Air Force (USAF) will provide historian forces on a rotational basis to conduct service-level history for wartime, contingency, and humanitarian operations. (T-0). The USAF will provide emergency-essential deployable civilian and Air Reserve Component historians to taskings through the Air Force Force Generation (AFFORGEN) processes. (T-1)

1.4.1.1. The Component Major Command (C-MAJCOM) command historian acts as the Air Force-Component senior theater historian and will synchronize historian coverage in coordination with DAF/HO, provide functional guidance and support to the Commander, Air Force Forces and deployed historians, coordinate coverage with supported combatant command historian(s), provide assessment and evaluation of history reports, and ensure reports meet timeliness and quality criteria for submission to AFHRA. (T-1)

1.4.1.2. The C-MAJCOM commander may delegate this responsibility in writing to the Component Numbered Air Force (C-NAF) commander after coordination with DAF/HO.

(T-1) If retained at the C-MAJCOM level, the command historian does not deploy forward into the area of operations.

1.4.2. The United States Space Force (USSF) support to space component commanders will be continually assessed and refined as organizations and processes continue to mature.

1.5. Organization of History Offices. Commanders of USAF units at the wing/center and above and USSF units at the delta and above will establish history offices and assign them to the commander's personal staff as a separate two-letter staff agency to accomplish history and heritage activities and functions in peacetime, war, and contingency operations as outlined in [paragraph 1.2](#). Historians perform highly specialized mission critical work to support combat-operations and provide direct support to warfighters and supported commanders that must be performed without interruption. (T-0) Accordingly, history offices will not be consolidated on an installation, nor will historians support other non-subordinate tenant organizations or nearby installations. (T-1)

1.5.1. Major command (MAJCOM) and field command (FLDCOM) history offices will consist of a director who serves as the command historian, staff historians, functional manager(s), and support personnel such as archivists, editors, or curators as appropriate. (T-1) See AFI 38-101, *Manpower and Organization*, for additional information.

1.5.2. Component major commands (C-MAJCOM) and component numbered air forces (C-NAF) history offices will appropriately staff history offices to provide continuous historical support to component commanders and functional management of assigned and apportioned deployed historians for international contingency and wartime operations. (T-0) Staff may be a mixture of civilian and Reserve Individual Mobilization Augmentees but will include functional manager and support personnel sufficient to provide continuous functional management to subordinate expeditionary history offices and deployed historians for contingency and wartime operations. (T-1)

1.5.3. In coordination with the DAF/HO deputy director, commanders of Air Force and Space Force Elements in defense activities or federal agencies without a supporting history office may appoint a qualified staff officer to document the history of Service activities and contributions.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Headquarters Air Force (HAF) Responsibilities.

2.1.1. Director, Department of the Air Force Office of History and Heritage (DAF/HO). The director oversees the DAF History and Museums Program (DAFHMP) and the appropriate use of history throughout the USAF and USSF. The director acts as the executive director of DAFHMP and serves as the principal advisor to the Secretary of the Air Force, the Chief of Staff of the Air Force, and the Chief of Space Operations on all matters relating to history and heritage. DAF/HO will:

2.1.1.1. Represent the Department of the Air Force on historical matters.

2.1.1.2. Provide leadership, policy, guidance, and oversight of history, heritage, and museum programs for the Headquarters of the Department of the Air Force (HAF) and its two military services to ensure compliance with existing laws, Department of Defense (DoD), Chairman of the Joint Chiefs of Staff, and Department of the Air Force (DAF) instructions.

2.1.1.3. Serve as the DAF functional authority for military and civilian historian, archivist, and museum professional career fields.

2.1.1.4. Formulate, supervise, organize, synchronize, conduct, and assess the impact of Headquarters Air Force (HAF) and enterprise history and heritage operations and activities.

2.1.1.5. Serve as the focal point for strategic integration of military aerospace history and heritage; coordinate and implement historian planning, capabilities, and tasks for wartime, contingency, and humanitarian operations; and manage operational employment of DAF historian forces with the Department of Defense (DoD) and other federal agencies, the Joint Staff, unified combatant commands, and other Services.

2.1.1.6. Formulate, validate requirements, and serve as the final authority for historian Unit Type Code (UTC) development, training, and certification for wartime and contingency operations.

2.1.1.7. Exercise coordinating authority directly with USAF and USSF units involved in wartime and contingency operations or activities (other than special operations), between DAF history offices, Air and Space Component commanders and historians, and the Joint Staff History Office (JS/HO) to integrate global history collection at the service component level.

2.1.1.8. Support joint unity of effort by contributing to preparation of joint history studies, coordinate projects, and share historical reports with JS/HO, other military service history offices, and combatant command history offices as appropriate.

2.1.1.9. Provide time-responsive capability to deploy into wartime and contingency areas of operation to conduct targeted data collection and historical analysis at the operational level. The primary focus of the team will be to collect, analyze, interpret, and disseminate operationally focused Contemporary Historical Examinations of Current Operations

(CHECO) reports intended to improve decision making on topics identified by DAF senior leaders.

2.1.1.10. Exercise supervisory responsibility over the Department of the Air Force Historical Research Agency.

2.1.1.11. Serve as the DAF lead for historical research of military aerospace operations for Congress, Federal Agencies, history offices in the Office of the Secretary of Defense, the Joint Staff, other Military Services, and the American public. Maintain liaison with military history offices of Allies, Partners, and national and international historical organizations to advance the DAFHMP mission and promote military aerospace history.

2.1.2. HAF Directors of Staff. Secretariat, Air Staff, and Office of the Chief of Space Operations (Space Staff). Directors of staff will ensure historians are integrated into staff activities, meetings, conferences, information (including emails and shared drives), and projects so they can identify and collect data on historically important topics and write accurate, objective, and comprehensive official history reports for the headquarters.

2.1.3. Directors of HAF Organizations (2-Letter, Level 2, and equivalent) will ensure their staff provides supporting history offices access to all information and data (unclassified, sensitive, and classified documents, emails, and other source materials and locations including shared drives, databases, websites, etc.), within established access policies and procedures, related to decisions, events, operations, activities, and accomplishments of the Department of the Air Force, the US Air Force, and the US Space Force for inclusion in the DAF official record.

2.1.4. Director, Office of the Chief Information Officer (SAF/CN). Ensure development, operation, and management of databases, data collection sites, and data analytic platforms include a method for long-term preservation and access to information with potential historical value or require system owners to provide data in an archivable format to the Air Force Historical Research Agency on a regular basis for preservation and access by researchers.

2.1.5. Director, Air Force Historical Research Agency (AFHRA). As a Field Operating Agency assigned to DAF/HO. The director will:

2.1.5.1. Collect, protect, and maintain select official records of the DAF, both classified and unclassified, and information and data with operational, informational, training, research, legal, or historical value in perpetuity.

2.1.5.2. Enter history reports into an approved digital archive system within 14 days of receipt.

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

2.1.5.4. Share access to DAF history reports and publications to the joint staff and combatant commands on request.

2.1.5.5. Manage the DAF oral history program by collecting, preserving, analyzing, and publishing the experiences of USAF and USSF leadership and personnel.

2.1.5.6. Provide reference and research assistance to DAF leadership and personnel, Congress, DoD, federal government agencies, scholarly researchers, veterans, and the public.

2.1.5.7. Manage the USAF and USSF repositories for organizational lineage, honors, and heraldry data.

2.1.5.8. Maintain the official record of aerial victory credits for the USAF and its antecedents.

2.1.5.8.1. Develop, manage, and conduct training programs in coordination with DAF/HO career field managers.

2.1.5.9. Serve as the DAF career field manager for archivists. Provide ongoing training, professional development, guidance, mentorship, and feedback to field archivists. Coordinate with the Career Field Team Chief to schedule applicable centralized archivist training and education courses.

2.1.5.10. Manage and maintain a DAF personal papers program intended to acquire and preserve personal papers of key individuals to provide unique research insights into events and decisions of the past. Solicit appropriate papers, correspondence, non-records, and other memorabilia from current and former USAF and USSF members, their families and descendants, and other valid sources that provide evidence on the individual's history, accomplishments, and activities relevant to the DAF. Donations will be accompanied by a Deed of Gift formally transferring ownership to the Department of the Air Force.

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

2.1.5.12. Research, write, and publish book-length, contemporary military histories of USAF and USSF operations intended to develop and improve historical mindedness and inform the American public.

2.1.5.13. Manage public-facing DAF history websites to promote the study and understanding of American military aerospace power.

2.2. Commanders. Commanders are responsible for their command's history and heritage program. These programs include planning, programming, and execution of military history programs, support of museum activities and airparks, and compliance with this instruction and other 84-series instructions. Commanders and civilian directors at the wing/delta/lab or equivalent and above organizational levels will:

2.2.1. Integrate historians into planning, training, exercises, operations, and activities covering primary mission execution to write the unit's official record, increase mission effectiveness by injecting informed and contextual information into decision making cycles, help build unit cohesion and morale, and preserve the institution's memory.

2.2.2. Ensure the unit prepares and submits accurate, objective, and timely command history reports. (T-0)

2.2.3. Provide historians direct, unimpeded access to the commander and senior staff. The historian will report to and be rated by the commander, deputy or vice commander, or director of staff. (T-1)

2.2.4. Provide historians unrestricted access to all areas, data, communications, information, and meetings so they can prepare accurate and objective history reports that cover unit mission accomplishment, operations, and activities comprehensively. Historians are trusted agents with significant discretion to select topics and depth of coverage related to the unit and mission within established access policies and procedures.

2.2.5. When needed to document the organizations operations and activities accurately and thoroughly, direct historian(s) to include historical coverage or complete historical studies on topics classified Top Secret (TS), Sensitive Compartmentalized Information (SCI), Special Access Program (SAP), or Alternative Compensatory Control Measures (ACCM) following established DoD guidance and DAF policies.

2.2.6. Provide historians with sufficient resources necessary to accomplish the mission. As a minimum, this will include:

2.2.6.1. Dedicated secure office and storage space appropriate to maintain, protect, and research mission related classified and unclassified documentation, reference books and commercial publications, technical and operational reference information, a complete research collection of organizational history reports and heraldry files; and to safeguard historical property. See [Chapter 5](#) for a description of historical research collections.

2.2.6.2. Not assigning historians additional duties that interfere with the primary duty of conducting continuous research and completing accurate and objective command history reports.

2.2.6.3. Digital connectivity through non-secure internet protocol router network (NIPRNET), dedicated secret internet protocol router network (SIPRNET), Joint Worldwide Intelligence Communication System (JWICS), or other special access system terminals and phones appropriate to unit's mission and Designated Operational Capability (DOC) statement, appropriate General Services Agency (GSA)-approved security container(s) and, if required, NSA approved paper shredder. For units without a wartime and/or classified mission, provide regular and routine access to the classified (SIPRNET) network and access to GSA-approved security containers as required.

2.2.6.4. Permission in writing to use appropriately cleared digital audio recorders on flightlines and in classified, restricted, and sensitive areas when needed to conduct oral history research interviews. Local training may be required. Whitelist recorders as external storage media as outlined in AFMAN 17-1301, *Computer Security (COMPUSEC)*. A copy of the authorization memo must be on the historian's person when using digital audio recording equipment. **(T-1)** As a minimum, resulting media should be considered Controlled Unclassified Information for operational security until reviewed.

2.2.6.5. Generally, imagery support is provided by the unit Public Affairs office or, when deployed, a Joint Combat Camera team. When this support is not available to meet mission need, grant the historian permission in writing to use appropriately cleared digital cameras for documentary photography on flightlines and in classified, restricted, and sensitive areas when needed to complete an accurate and complete history report. Local training may be required. A copy of the authorization memo must be on the historian's person when using digital camera equipment. **(T-1)** As a minimum, resulting media should be considered Controlled Unclassified Information for operational security until reviewed. See AFI 35-

117, *Visual Information*, and DAFI 35-101, *Public Affairs Operations* for more information.

2.2.6.6. Support to collect data, information, and oral history interviews from geographically separated units and forward operating locations on a regular basis to ensure complete coverage of operational activities.

2.2.7. 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.

2.2.7. (AFGSC) AFHRA/AC will report official timeliness statistics quarterly. Units with current programs and command history reports rated fully successful or higher are eligible for DAFHMP history awards. Units with current programs by 30 April and command history reports rated fully successful or higher are eligible for AFGSC history awards.

Table 1.1. (Added-AFGSC) Command History Report Submission Timelines.

Organization or Mission Type	Reporting Cycle	Unit is considered—
USSF (All) USAF	12 Months (Fiscal or Calendar year)	Current if final draft submitted by 30 April or the first duty day thereafter. Signed by the Unit commander by 10 June or the first duty day thereafter.

2.2.8. (Added-AFGSC) The commander will sign the command history report demonstrating the commander's personal involvement in the unit's history program no later than 10 June or the first duty day thereafter. (T-2)

Table 2.1. (Added-AFGSC) History Report Assessment Summary Level Chart.

Range	Summary Level	Rating Criteria
91>	Outstanding	The summary rating of pass in Administrative criteria and total points in three assessed areas of 91 or above equates to a rating of Outstanding.
80-90	Excellent	The summary rating of pass in Administrative criteria and total points in three assessed areas of 80-90 equates to a rating of Excellent. The summary rating of pass in Administrative criteria

Range	Summary Level	Rating Criteria
62-79	Fully Successful	and total points in three assessed areas of 62-79 equates to a rating of Fully Successful.
<62	Unacceptable	The summary rating of fail in Administrative criteria or total points in three assessed areas of below 62 will equate to a rating of Unacceptable and the report returned to the unit for re-accomplishment.
Note: Four assessed areas: Administration (pass/fail); Critical Thinking and Content (40 points max); Supporting Document Collection and Research, and Organization (40 points max); Writing Style, Format, and Mechanics (20 points max).		

2.2.9. **(Added-AFGSC)** Assess annual reports within 15-duty days of receipt. **(T-2)**

2.2.10. **(Added-AFGSC)** Email the memorandum to the unit commander by 1 June or the first duty day thereafter and upload a copy of the commander's memorandum into IGEMS or follow local MAJCOM/FLDCOM reporting policy.

2.2.11. **(Added-AFGSC)** On completion, immediately send one complete copy of reports rated as fully successful, excellent, or outstanding to AFHRA/AC for accessioning.

2.3. Units with a Wartime Mission. In addition to responsibilities in [paragraph 2.2](#), commanders of units with a wartime mission, those in Air Force Forces Generation (AFFORGEN), or with historian positions identified as Emergency Essential (E-E) will:

2.3.1. Ensure historians hired 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 Directive-type Memorandum (DTM) 17-004, *Department of Defense Expeditionary Civilian Workforce*. Incumbents of E-E positions must sign DD Form 2365, *DoD Civilian Employee Overseas Emergency-Essential Position Agreement*, acknowledging the conditions of employment may require relocation to a duty station overseas in the event of a crisis situation or wartime, continuing to work after evacuation of non-E-E employees in a crisis situation or wartime, and participation in emergency plans or exercises. **(T-0)** E-E positions are defined in 10 USC § 1580, *Emergency Essential Employee Designation*.

2.3.2. Appropriately code historians to the appropriate UTC position under the Global Force Management allocation process. Establish a command expectation that deploying civilians will meet the same readiness requirements as military counterparts. This includes medical Deployment-Related Health Assessment (DRHA) and individual medical readiness, physical, and training requirements in AFI 10-403, *Deployment Planning and Execution*, AFI 36-129, *Civilian Personnel Management and Administration*, DHA-PI 6490.03, *Deployment Health*

Procedures, and DAFI 48-122, *Deployment Health*; and complying with Combatant Command reporting instructions.

2.3.3. Upon tasking notification for deployments greater than 30 days or those for overseas locations, promptly complete the “Notification of Deployment and Request for Medical Clearance” memorandum and Part B of form OF-178, *Certificate of Medical Examination*. Ensure unit public health officers and Medical Treatment Facility process pre-deployment medical clearance tasked civilian historians within 120-days prior to scheduled departure date as outlined in AFI 10-403, *Deployment Planning and Execution*. DoD E-E civilians must comply with Department of Defense Instruction (DoDI) 6490.07, *Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees* and Combatant Command medical reporting instructions. See DAFI 48-122 Chapter 1 for additional information.

2.3.4. Ensure all health protections measures in DoDI 6490.03, *Deployment Health*, and DAFI 48-122 are applied, including pre- and post-deployment health assessment requirements (including in-theater requirements) Monitor the status of medical clearance through the Aeromedical Services Information Management System (ASIMS) Deployment Medical Clearance module.

2.3.5. For deployment locations where the Foreign Clearance Guide indicates a passport is required, ensure civilian historians apply promptly for a Special Issuance – Official Passport, Visa, or Status of Forces Agreement certificate as appropriate prior to departure from the installation. See DoD Directive 1000.21E, *DoD Passport and Passport Agent Services*, or the Electronic Foreign Clearance Guide at <https://www.fcg.pentagon.mil> for additional information.

2.3.6. When wear is authorized by theater or air component commanders due to hostilities, major civil disturbances, or contingency situations, deploying civilians will be issued and wear appropriate uniforms and protective equipment to identify them as members of the civilian component accompanying US Forces. (T-1) See AFI 36-801, *Uniforms for Civilian Employees*, for additional information.

2.3.7. Take appropriate action when emergency-essential and mission-essential employees no longer meet identified requirements. Follow guidance in AFI 36-129, Chapter 7, “Managing Essential Positions and Evacuations.”

2.4. Commander, Air Force Personnel Center and Commander, Air Reserve Personnel Center. Personnel center commanders will produce demographic tables on all officers on G-series orders and all pilots broken down by gender, race, and ethnicity semiannually (15 January and 15 July of each calendar year for the previous six months) and include it in Appendix D of the center’s annual history report.

2.5. Commander, Air Education and Training Command (AETC) and Commander, Space Training and Readiness Command (STARCOM). As the lead command for force development, include military aerospace history and heritage in Service-level force development and training for Airmen and Guardians.

2.6. Commander, Air Force Reserve Command (AFRC). The AFRC commander will coordinate, synchronize, and integrate Reserve-specific policy, accessioning, functional management, requirements, and employment of Traditional Reserve and Individual Mobilization

Augmentee (IMA) historians to meet Joint Staff and combatant command requirements with JS/HO and DAF/HO.

2.7. Director, Air Force Special Operations Command History Office. Coordinate and synchronize historical coverage of global special operations activities with the US Special Operations Command history office. Provide AFHRA copies of all completed history reports.

2.8. Commanders of Air Components. Assigned historians serve as the Air Force forces (AFFOR) Commander's historian team and are augmented through the global force management system for wartime, contingency, and humanitarian operations. In addition to responsibilities in paragraph 2.2 and 2.3, air component commanders will:

2.8.1. Coordinate with DAF/HO to identify requirements for historian capabilities for contingency and wartime operations.

2.8.2. Ensure assigned and apportioned historians are integrated within the Air Force Forces (AFFOR) staff and Air Operations Center as appropriate to collect historical documents related to operations and activities; conduct oral history interviews; write command history reports; and provide historical services to the commander and staff.

2.8.3. Coordinate historian annexes to component operations plans with DAF/HO to enable Service-specific historical coverage synchronization.

2.8.4. Follow guidance in this instruction and AFH 84-106 to submit timely and accurate command history reports.

2.8.5. Ensure operational data and information, including databases, message systems and applications, and multimedia with potential historic value is retained for long-term access or provided to AFHRA for preservation in accordance with applicable records disposition schedules.

2.9. Director, AFRC Office of History and Heritage (AFRC/HO). The AFRC/HO director is dual hatted as the Air Force Reserve chief historian and will provide historical coverage and services to the Chief of Air Force Reserve (AF/RE) and coordinate coverage of AFRC space wings and organizations with the USSF senior historian.

2.10. US Air Force Major Command History and Heritage Offices (MAJCOM/HO). Directors of MAJCOM History and Heritage offices will:

2.10.1. Exercise pertinent oversight authority of the command's history and heritage programs. This includes managing and organizing personnel, equipment, training, and continual evaluation to support operational planning and mission execution in garrison, contingencies, and wartime.

2.10.2. Perform continual assessment, evaluation, and analysis of subordinate history and heritage programs to improve historian mission effectiveness. Routinely monitor leading and lagging performance indicators and engage with supported units to identify units performing well or struggling to accomplish its mission. Provide metrics to DAF/HO. Follow command inspector general direction to report deficiencies or non-compliance to leadership. Conduct on-site assessment and training when requested by the commander.

2.10.3. Provide maximum support in generating and presenting historian forces for rotational requirements and surge operations across the full range of military operations. See additional requirements in AFI 10-403, *Deployment Planning and Execution*.

2.10.4. Follow DAF/HO functional area prioritization and sequencing guidance for posturing, coding, and deploying aerospace historian unit type codes.

2.10.5. Research, write, and distribute studies with direct operational and historical significance to the command. Include completed studies in section two of the next command history report.

2.10.6. Follow guidance in the Career Field Education and Training Plan to provide ongoing functional training, professional development, guidance, coaching, and feedback to field historians and heritage personnel. Coordinate with the History Career Field Team to schedule applicable civilian development and education programs.

2.10.7. Notify the Service senior historian in advance of major studies, monographs, and projects with broad DAF impact including those undertaken by subordinate unit history offices.

2.10.8. Determine if subordinate organizations need assigned historians. If required, submit requests through manpower channels. See AFI 38-101 for more information.

2.10.9. Assist hiring officials by participating in hiring boards and evaluating the professional credentials and qualifications of candidates for historian positions. Ensure human resource personnel and hiring officials are aware of DoD mandatory requirements for E-E positions requirements as outlined in [paragraph 2.3](#) and mobility requirement outlined in AFI 36-202, *Civilian Mobility*. The service and experience of DoD civilian employees who have deployed in expeditionary positions will be valued, respected, and recognized as career enhancing. (T-0)

2.11. US Space Force Field Command History Offices (FLDCOM/HOs). Directors of FLDCOM History offices will:

2.11.1. Exercise pertinent oversight authority of the command's history and heritage programs. This includes managing and organizing personnel, equipment, training, and continual evaluation to support operational planning and mission execution following guidance in this instruction and AFH 84-106. Routinely provide metrics to DAF/HO and report deficiencies or non-compliance to FLDCOM leadership.

2.11.2. Continually assess and evaluate subordinate history and heritage programs to improve historian mission effectiveness. Routinely monitor leading and lagging performance indicators and engage with supported units to identify units performing well or struggling to accomplish its mission.

2.11.3. Research, write, and distribute studies with direct operational and historical significance to the command.

2.11.4. Provide ongoing functional training, professional development, guidance, coaching, and feedback to field historians and heritage personnel. Coordinate with the History Career Field Team to schedule applicable civilian development and education programs.

2.11.5. Notify DAF/HO in advance of major studies, monographs, and projects with broad DAF impact including those undertaken by subordinate unit history offices.

2.11.6. In coordination with the USSF senior service historian and the Historian Career Field Team Chief, assist hiring officials by participating in hiring boards and evaluating the professional credentials and qualifications of candidates for historian positions.

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

2.12.1. Support the academy history department by instructing undergraduate history courses following academic accreditation and academy standards as appropriate.

2.12.2. In coordination with the senior service historians from the USAF and USSF and the AFHRA Field Support Division, develop, accredit, and instruct distance-learning history of military air and space power course(s) for DAFHMP members. The course(s) will be available to Airmen and Guardians on a resource available basis.

2.13. Department of the Air Force Members and Employees. All uniformed members of the USAF, USSF, Air National Guard, and Air Force Reserve and employees of the Department of the Air Force have a responsibility to learn, use, foster, and contribute to Service history, heritage, and traditions. The study of military history is critical in building the profession of arms and connecting to core values. This goes beyond drawing inspiration from a proud heritage of sacrifice, valor, and success over adversity by ensuring the events of today are captured by historians to inform the future.

2.14. Air Force and Space Force Historians. The historian, as a member of the commander's personal staff, occupies a unique position in the unit. A historian's primary duty is to write the official permanent history of the unit. This periodic history details the organization's operations, activities, and mission accomplishment. It is used to inform and educate decision-makers and action officers, promote awareness of Service heritage, and support professional military education. Historians answer historical inquiries from staff and higher headquarters, provide historical services, and maintain a historical research collection. Aerospace historians are the focal point for DAFHMP mission accomplishment and will:

2.14.1. Obtain and maintain a TS/SCI clearance.

2.14.2. Participate in all phases of organization training, exercise, and operational planning and execution to ensure history capabilities are appropriately integrated.

2.14.3. Conduct systematic and continuous research to selectively collect, organize, and critically analyze data and sources, including information contained in Designated Operational Capability (DOC) statements, orders or received at staff meetings, during oral history interviews with leaders and key personnel, and from other sources to write and submit timely, objective, and accurate command history reports.

2.14.4. As the commander's trusted agent, exercise discretion in access to information and in selecting topics and depth of coverage for unit activities, operations, and mission accomplishment for the command history report.

2.14.5. Provide clear and factual advice to commanders and senior staff.

2.14.6. Conduct oral history research interviews with specific focus on mission challenges and accomplishments, gaps in documentation, end-of-tour or end-of-mission perspective, and to capture personal recollections soon after action. As a minimum, the historian will complete one research interview with the unit commander each calendar year. Other interviews with key staff, subordinate unit commanders, and unit members are strongly encouraged.

2.14.7. Integrate history and heritage into a cohesive program that prioritizes the development of decision quality information, infused with historical perspective, to improve combat capability, readiness, organizational effectiveness, and esprit de corps by addressing real-time and emergent needs in a predictive manner.

2.14.8. Command History Reports will be classified according to content up to and including TS/SCI, Special Access Program (SAP), and Alternative Compensatory Control Measures (AACM) sufficient to document the history of the organization accurately and thoroughly. (T-0) Reports containing intelligence material requiring special classifications will be submitted as separate annexes. (T-0)

2.14.9. Maintain a complete collection of the organization's command history reports and classified, controlled, and unclassified historical documentation and reference materials related to the unit's mission and history.

2.14.10. Provide historical research and reference services in support of the commander and staff and answer other requests for historical information. Maintain an inquiry log.

2.14.11. Advance the knowledge of military aerospace, Service and unit history, heritage, and culture in the organization through research, analysis, writing, and heritage activities to inform and inspire Airmen and Guardians.

2.14.12. Maintain a complete set of official unit lineage and honors and emblem files. Coordinate on official unit emblem requests and monitor unit lineage and honors information. See DAFI 84-105, *Organizational Lineage, Honors, and Heraldry*.

2.14.13. Prepare and update organizational heritage pamphlets biannually or after a major change in mission or leadership. Ensure the pamphlet has a "current as of" date. Include a copy as a supporting document in the current command history report and provide a copy to the parent MAJCOM-FLDCOM/HO. See [paragraph 3.5.3](#) for public release requirements.

2.14.14. Complete historian initial qualification training and MAJCOM-FLDCOM/HO required training within six months of entry into the career field.

2.14.15. Establish and maintain plans for preservation and disaster recovery of historical research collections and property. Review plans biannually and submit copies to the parent command history office or DAF/HO, as appropriate.

2.14.16. Attend DAFHMP workshops, history conferences, professional military education, relevant operational training, and civilian training courses and programs for development.

2.15. Emergency-Essential (E-E) Historians. In addition to responsibilities in [paragraph 2.14](#), historians assigned to E-E positions coded under the Global Force Management allocation process will:

2.15.1. Sign DD Form 2365, *DoD Civilian Employee Overseas Emergency-Essential Position Agreement*, as part of the onboarding / inprocessing process to acknowledge the conditions of E-E employment. Maintain the same readiness requirements as military counterparts including medical, physical, and training requirements in DTM 17-004 and AFI 10-403, *Deployment Planning and Execution*. Review personal preparedness tasks outlined in AFI 36-129 Attachment 3. Request a Special Issuance - Official Passport immediately on notification of deployment tasking if one is required by the Foreign Clearance Guide.

2.15.2. Complete training as directed by unit training and deployment managers, the MAJCOM/HO functional manager, UTC reporting instructions, and as outlined in AFH 84-106, Chapter 3.

2.15.3. Obtain and maintain access to Alternative Compensatory Control Measures, North Atlantic Treaty Organization classified information, or access to special access program(s) as required.

2.15.4. Immediately notify supervisor, unit deployment manager, and functional manager of issues that affect ability to deploy.

2.15.5. Ensure the office maintains a historian mobility support kit (see [Attachment 4](#)) ready for exercises and deployment.

2.15.6. Upon notification of deployment tasking from the commander or unit deployment manager (UDM), promptly visit the installation TRICARE Operations and Patient Administration office to register. Bring the “Notification of Deployment and Request for Medical Clearance” memorandum and commander completed Part B OF-178, *Certificate of Medical Examination*. Once registered, report to Public Health at the Medical Treatment Facility as soon as possible but not later than 120-days prior of scheduled departure date to initiate medical clearance process. Contact the MAJCOM/HO FAM for the most current version of *Air Force Civilian Deployments: A Guide to Pre-Deployment Medical Clearance*.

2.15.7. Aerospace historians tasked for joint historian positions will follow guidance in JP 3-33 and Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5320.01C, *Guidance for the Joint History Program*, when deployed.

2.15.8. Aerospace historians assigned to Service-level Global Force Management (GFM) taskings will follow guidance in AFH 84-106, Chapter 3 when deployed.

2.15.9. Submit after-action report using AF Form 2131, *History Operation After-Action Report*, detailed email, or memorandum to home station supervisor. Courtesy copy the supported history office, parent command history office, and DAF/HO (email to AF.HO.Workflow@us.af.mil) no later than 14-days post deployment.

2.16. Director of the National Museum of the Air Force. The National Museum of the Air Force will prepare and maintain plans for the collection and disposition of historical property during and after wartime and contingency operations.

Chapter 3

CORE PRODUCTS AND REPORTS

3.1. Overview. History is a discipline involving rigor and processes no other DAF career field provides. A historian's primary duty is to write the command history report. The command history report will be a documented narrative history. **(T-0)** It is the official permanent history of the unit and normally classified. Inherent in this official history is creation of several types of reports, studies, papers, and other products relating to the organization's operations, activities, and mission accomplishment used to inform and educate decision-makers and action officers, promote awareness of Service heritage, and support professional military education. Historians are also responsible for providing historical services that include maintaining a historical research collection; answering historical inquiries from staff and higher headquarters; maintaining organizational lineage, honors, and emblems; and writing historical studies intended to improve the unit's combat capability.

3.1.1. Primary Use. The commander, through their historian, uses the command's history report to add historical perspective to the decision-making process. It serves as a primary source of background facts in support of the staff and is used to orient new commanders and personnel on the organization's mission, recent activities, accomplishments, and issues.

3.1.2. Writing. Historians go beyond summarizing dates, places, personnel, and statistics to address they why and how of topics in descriptive or analytical, original writing. Write in simple, direct, and grammatically correct language. Use past tense and strive as much as possible to write in the active voice. See AFH 84-106 for writing style guidelines.

3.1.3. Citations. Use footnotes without exception. **(T-1)** Footnotes provide the primary means of identifying sources of information. Explanatory notes may be used sparingly to define technical terms or expound on background that would otherwise clutter the text. Compendium footnotes should be use rarely. Keep note citations brief using standard formats, abbreviations, acronyms, and office symbols described in AFH 84-106.

3.1.3.1. Number footnotes consecutively through each module and individual study; number consecutively using the same font and font size as the narrative; single space the text of each footnote; and indent the first line one-half inch and double space between footnotes. **(T-1)**

3.1.3.2. Document citations will generally be in this sequence (the symbol | denotes space between elements): Type of document | (classification or administrative caveats/declassification date) | originator | recipient(s) | "(classification) subject" | date | page number (in lengthy documents) | and supporting document or case file number as appropriate.

3.1.3.3. Footnotes and document titles will be unclassified. **(T-1)** In classified products or those with administratively controlled data, strictly follow standard rules for derivative classification marking: (Portion marking) | type of document | (classification, warning notices and special notation caveats/declassification instructions) | originator | recipient(s) | "(Portion marking) subject," | date | paragraph or page number (in lengthy documents) | and supporting document or case file number as appropriate. **(T-1)** Example: (U) Email

(S/DECL 20491102), HQ ACC/CC to 1FW/CC, “(U) Operation ALLIED CROSSING,” 2 Nov 2024, SD 2183.

3.2. The Command History Report. The command history report is a factual and objective documented report to the Air Force Chief of Staff (CSAF) or Space Force Chief of Space Operations (CSO) covering significant operational, planning, logistical, and administrative activities of the organization. It should pay particular attention to the degree of success in these areas and to problems and difficulties encountered. Include contract performance data when appropriate in discussing the mission. The report will emphasize significant activities of all major units and subordinate organizations and avoid covering routine or trivial command matters. **(T-0)**

3.2.1. Field historians execute a continuing research program that is thorough and systematic. The command history report is the only official record of the organization in peace and war and is retained on behalf of the service chief in the Air Force Historical Research Agency’s archives.

3.2.2. The report will capture operational planning, execution, and assessment used by senior leadership to facilitate decision-making. **(T-0)**

3.2.3. At the enterprise-level, these reports form the DAF’s institutional memory and are used for research, answering inquiries, and to improve organizational effectiveness and warfighter capability. As such, accurate and timely historical reporting is essential. These reports meet each military service’s requirement to mandate collection and preservation of historical data and documentation in periodic history reports. As permanent records, the reports will eventually be retired to the National Archives and Records Administration.

3.2.4. The command history report is modular with mandatory and recommended sections to ensure uniformity and consistency while providing an agile, flexible, and scalable product. Mandatory report sections focus on the basic record of command and unit activities, narrative history and analysis of operations written at the organization’s level of warfare for both home station and expeditionary locations and include all organizational changes during the reporting period. See [Attachment 2](#), *Command History Report*, for an overview of the report format and information on mandatory content and AFH 84-106 for detailed instructions on preparing and submitting reports.

3.2.4.1. All USAF units and organizations at the wing-level or equivalent and above, including the Air Staff, will prepare and submit command history reports. **(T-0)**

3.2.4.2. All USSF units and organizations at the delta and above, including the Space Staff, will prepare and submit command history reports. **(T-0)** DAF/HO will continually assess and refine USSF Service-specific periodic history requirements as organizations and processes continue to mature.

3.2.5. Reports will be classified according to content, up to and including TS/SCI, SAP, or ACCM corresponding to unit mission, Designed Operational Capability (DOC) statement, and primary activities. **(T-1)**

3.2.6. Starting and ending Command History Report coverage. The history of an activating unit begins on the effective date of activation. The final history report of an inactivating unit covers activities through the inactivation date. **(T-1)**

3.2.7. Reporting cycles. Generally, units follow an annual reporting cycle. See [Table 3.1](#), “Command History Report Submission Timelines” for a breakout.

3.2.8. Units involved in combat and named contingency operations. The fast-paced and dynamic nature of combat and contingency operations require the historian to conduct accelerated research, collection, and production. Units conducting combat or named contingency operations, and those in AFFORGEN available cycle, will follow a monthly report cycle. **(T-1)**

3.2.8.1. Contingency and wartime reports will include coverage of the component commander’s assessment of mission accomplishment as related to the operations order, theater campaign plan, and higher-level commander intent and prioritize collection of research interviews and case file data collection. **(T-0)** See [Attachment 2](#) and AFH 84-106, Chapter 3 for more information.

3.2.8.2. Submit completed contingency and wartime reports to the supported C-NAF/HO or, when directed by DAF/HO, directly to the AFHRA Accessions Division (AFHRA/AC). **(T-1)** DAF/HO will review record copies of all wartime and contingency reports and provide copies of relevant reports (without supporting documents) or combat summaries to supported Combatant Command history offices and JS/HO. **(T-0)**

3.2.9. MAJCOM-FLDCOM/HO functional managers, or DAF/HO for Direct Reporting Unit (DRU) and Field Operating Agency (FOA) organizations, may direct a more frequent submission cycle than indicated in [Table 3.1](#).

3.2.10. AFHRA/AC will report official timeliness statistics quarterly. Units with current programs and command history reports rated fully successful or higher are eligible for DAFHMP history awards.

3.2.11. DAF/HO will update report history timeliness and quality metrics for all wing/delta and above organizations with other DAFHMP key performance indicators as part of Secretary of the Air Force performance management. DAF/HO will use longitudinal statistics to inform training and development efforts.

3.2.12. Service vice chiefs will send an annual memorandum to MAJCOM-FLDCOM deputy commanders assessing the health and performance of command history programs. DAF/HO will upload a copy to the Inspector General Evaluation Management System (IGEMS) and a courtesy copy provided to the appropriate HAF directors of staff.

Table 3.1. Command History Report Submission Timelines.

Organization or Mission Type	Reporting Cycle	Unit is considered—
USSF (All) USAF	12 Months (Fiscal or Calendar year)	Current if completed within 180-days from closeout date.
		Delinquent if not completed within 365-days from closeout date.

<ul style="list-style-type: none"> - USAF Units in AFFORGEN Available Phase - Wartime - Named Contingency Operations 	Monthly	Current if received not later than 10-days from closeout date.
		Delinquent if not received within 30-days from closeout date.

3.2.12.1. The commander will sign the command history report demonstrating the commander's personal involvement in the unit's history program. (T-2) These reports are complete when signed and will become part of the unit's official record when accessioned by AFHRA. (T-1)

3.2.13. Transmitting history reports.

3.2.13.1. Field history offices. Historians will send one complete copy of the report and supporting material to the parent MAJCOM-FLDCOM/HO, or DAF/HO for DRU/FOA offices, for review and assessment. (T-1) After review and assessment, evaluators will send one complete copy of reports rated fully successful or above to AFHRA/AC. See [Chapter 6](#) for additional information.

3.2.13.2. MAJCOM-FLDCOM history offices. Send one complete copy of the report and supporting material directly to AFHRA/AC.

3.2.13.3. Historians will use Air Force Form 310, *Document Receipt and Destruction Certificate*, when transmitting history reports to create an auditable record. (T-2)

3.2.14. Special Circumstances.

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

3.2.14.2. Unit transfers. When a unit is transferred from one Service or MAJCOM-FLDCOM to another, send completed history reports to the former command history office until the effective date of transfer. Send completed history reports to the new command history office after the effective date of transfer.

3.2.14.3. Unit inactivations. When a unit is inactivated or disbanded send completed history reports and all lineage, honors, and heraldry data to AFHRA/AC not later than 30 duty days after inactivation.

3.2.15. TS/SCI, SAP, and ACCM classified reports. Follow direction by competent authority or contact MAJCOM-FLDCOM/HO, or DAF/HO as appropriate, for instructions. (T-1)

3.3. Historical Studies. Historians write background papers, descriptive narrative essays, analytical essays, case studies, and historiographical papers. Each product examines an issue, challenge, or initiative important to the organization's mission, operational activities, or issues to a depth that provides useful insight to a specific community or decision makers. As a body of work, these products help improve Air Force combat capabilities, organizational effectiveness, and

understanding of unit history and heritage. Do not wait until the end of a report period to begin writing. These studies may range from short background papers to longer works. While there is no standard length, special studies typically range between 3,500 and 20,000 words. Narrative monographs may range up to 100,000 words. Tailor length and writing style to the subject and the audience. Works longer than ten pages will include an abstract or summary of about 250 words on the first page. (T-1) Appropriately cite sources in footnotes. (T-1)

3.3.1. After local coordination, historians will distribute studies as stand-alone papers within the organization as soon as possible and as widely as possible to inform and assist leadership, action officers, and decision makers with future planning. (T-2)

3.3.2. Include all completed studies in Section 2 of the next submitted command history report to ensure they are entered in the official record. (T-1)

3.4. Review and Coordination.

3.4.1. Historians will follow local procedures in coordinating draft sections of the command history report as they are completed throughout the reporting cycle with appropriate individuals or offices before submitting the final product to the commander, vice-commander, or director of staff for review. Staff agencies and unit leaders ensure factual accuracy of the information, administrative and security markings, and handling instructions. They do not approve or disapprove topic selection or the extent of coverage of specific topics. (T-1)

3.5. Other Historical Products.

3.5.1. Semiannual Historical Activity Reports. This report provides a detailed and accurate accounting of historical services, inquiries, projects, and activities of each history office and heritage activity. DAF/HO uses the data to update senior leadership on the Department's history and heritage program, conduct analysis, and inform award selection panels. Submit reports to the parent command history office, or DAF/HO as appropriate, not later than 15 July and 15 January of each calendar year. (T-1) Command history offices will synthesize field information into a single report and submit it to DAF/HO not later than 30 July and 30 January of each calendar year. (T-1)

3.5.2. Articles, Book Reviews, and Academic Papers. DAFHMP members are encouraged to write for national publications as part of official duties. On a voluntary basis, historians with current programs may prepare and present professional papers closely related to DAF mission areas, unit history, and military aerospace history while on official duty and be credited in print with a by-line. DoD employees will not base writing on technical or operational military information that is not available to the public. (T-0)

3.5.2.1. Payment and Honoraria for writing. DAF military and civilian history professionals will not receive payment or honoraria for writing produced as part of official duties. (T-0) Consult with the servicing legal office or ethics counselor for guidance under 5 CFR § 2635.

3.5.2.2. DAF military and civilian history professionals may receive compensation or honoraria for outside speaking in an area of professional expertise, unrelated to their official duties, but generally related to their field of military history. Prior to accepting outside employment, ensure supervisor has approved using DAF Form 3902, *Application and Approval for Off-Duty Employment*, and inform recipients of their outside teaching,

speaking, and writing that their views are held in their personal capacity and do not represent the views of the DoD or DAF. (T-0) Such disclaimers should be made in the same written or verbal format as the substance of the employee's presentation.

3.5.2.3. The provisions of 5 CFR § 2635.807, *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. DAFHMP members who publish in non-DoD professional and scientific publications may use official titles or positions only when accompanied by an appropriate DoD disclaimer.

3.5.3. To ensure historical consistency and accuracy of professional writing standards, publication of book manuscripts written by DAFHMP members as part of their official duties is dependent on a formal review process led by the appropriate senior service historian. (T-1) The DAF/HO director is the final publication approval authority.

3.5.4. When publishing public-facing material, historians will submit the draft for security and policy review prior to release of any material outside of official channels. (T-0) See AFI 35-101 Chapter 9 for additional information.

3.6. Public History Outreach. Historians balance the competing demands of history and heritage to provide the organization a robust and adaptive program to foster an appreciation of Air Force and Space Force heritage and the unit's history. (T-2) Public history outreach includes a broad range of activities limited only by the historian's imagination and resources to inform, educate, and inspire unit personnel, community leaders, and the American public. Coordinate with the local Public Affairs office for all off base or community engagement outreach. (T-1)

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

3.6.2. Exhibits. Heritage exhibits use a historic collection to meet an educational goal. Historians may create products, projects, or exhibits that inform and inspire Airmen and Guardians with military aerospace heritage and history within the organization. The most effective and recommended approach is to have the historian serve as historical advisor allowing a unit team to learn as they build. Historians assist project officers in researching and writing historical commentary, as well as gathering photographs and other materials.

3.6.3. Electronic Reference Library. Depending on local policies and procedures, historians may post historical reference material on internal web sites, collaborative sites, and shared drives.

3.6.4. Ensure all official websites are registered on <https://www.af.mil/AFSites.aspx> by completing the online form at <https://www.af.mil/AFSites/SiteRegistration.aspx>. (T-1) Ensure all social media sites are properly registered as official Department of the Air Force sites to comply with Terms of Service agreements. (T-1) All mobile apps or other technology must be labeled as official. (T-0) Contact local Public Affairs office for assistance.

3.6.5. Historians will submit any DoD related information intended for public release, including conference briefings, speeches and presentations, and audio/visual materials for security and policy review well in advance of possible publication. (T-0) See AFI 35-101 Chapter 9.

Chapter 4

ORAL HISTORY

4.1. Overview. Oral history is spoken history captured in recorded interviews to preserve eyewitness accounts and personal experiences of potential historical importance. Oral history activities across the DAF bring the thoughts, observations, and recollections of respondents that may not be otherwise recorded in official history. Interviews may focus on specific actions and events, subjects, or biographical information. From a broad perspective, oral history may include significant speeches, presentations, briefings, or similar spoken history that can amplify written records or fill gaps in history. DAFHMP conducts two types of oral history interviews: research interviews and formal interviews. Only US Government owned digital recorders or systems cleared at the interview's level of classification are authorized for use. **(T-1)** See AFH 84-106 for additional information.

4.2. Research Interviews. Historians conduct research interviews with commanders, 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 when interviewing US military personnel or Department of Defense civilian employees as part of official duties. Unless specifically requested in writing by the respondent, no tenet of confidentiality exists.

4.2.1. The most critical interviews are conducted during and shortly after significant missions, major exercises, and combat and contingency operations. Historians will interview commanders, planners, and participants with direct knowledge of significant operations as soon as possible following an event. **(T-1)** Include key individuals in the following categories: combat, combat support, and combat service support personnel; planners; contingency deployments; development of new weapons systems, equipment, or tactics; significant civic action projects; unusual assignments or missions; and other significant or notable events.

4.2.2. When conducting research interviews, read the following mandatory statement at the very beginning of the interview: "This is {title/name} of {unit} History Office. Today, I am interviewing {subject rank/full name/unit/position of each respondent}. This interview is {Unclassified, controlled, or classification} and is being conducted at {location}. With the understanding that the respondent will be quoted or cited accurately, the interview will be used by historians and authorized personnel completing Department of the Air Force history reports and other research. The interview is being recorded. Today is {date}." **(T-1)**

4.2.3. Historians will transcribe the interview using government provided natural language processing tool or create a field transcription summary. **(T-1)** Transcriptions will include the overall security classification and administrative control marking. **(T-0)**

4.2.4. Historians will conduct research interviews with the commander at least annually and at end-of-tour. **(T-1)** Cover major activities and issues that involved the commander or senior leader during their tour. Special attention should be given to military operations or crises, command relationships, relations between the commander and higher headquarters, staff interactions, and questions concerning changes in mission, organization, or weapon systems.

4.2.5. Historians will include all research interview audio files and transcriptions in the next history report using a standardized file name in Case File 0246. **(T-1)**

4.3. Formal Oral History Interviews. Formal oral history interviews capture the unique insights, experiences, and perspectives of senior Air Force leaders, key participants in operations and activities, veterans, and retired military and civilian staff officers after sufficient time has passed for reflection. These interviews follow a formal process that includes prior coordination, informed consent, a full transcription which may be reviewed by the respondent, full audio and/or video, and an assignment of rights. **(T-2)** The transcript will contain appropriate derivative security classification and administrative control marking to include portion marks. **(T-0)**

4.3.1. Field historians will coordinate proposed formal oral history interviews with the respective MAJCOM-FLDCOM/HO or DAF/HO as appropriate. **(T-2)**

4.3.2. When conducting formal interviews, read the following mandatory statement at the very beginning of the interview: This is {title/name} of {unit} History Office. Today, I am interviewing {subject rank/full name/unit/position of each respondent}. This interview is {Unclassified, controlled, or classification} and is being conducted at {location}. With the understanding that the respondent will be quoted or cited accurately, the interview will be used by historians and authorized personnel completing Department of the Air Force history reports and other research. The interview is being recorded. Today is {date} {for multi-session interviews, include “This is interview _ of _ interviews.”} **(T-1)**

4.3.3. Include the following statement on the first page of the transcript of formal oral history interviews: “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 Department of the Air Force.”

4.3.4. Include the completed and edited transcript, full audio and/or video, the completed consent and assignment of rights form, supporting photographs and documents, associated materials, and copies of any products created from the interview in the next history report using a standardized file name in Case File 0246. **(T-1)**

Chapter 5

HISTORICAL RESEARCH COLLECTIONS MANAGEMENT

5.1. Overview. Historical research collections preserve a portion of the material culture of the United States in accordance with federal law. These materials include official reports and studies, personal papers, historical artifacts, documents, photographs, digital files, data, and other material that belong to the citizens of the United States. They are used to interpret the organization's history and heritage for training, education, and research. Across history offices and museums, these holdings support operations and help foster morale, esprit de corps, and inform the American people about USAF and USSF service to the nation.

5.2. Required Contents. Historians will maintain a historical research collection of analog and digital classified, controlled, and unclassified historical documentation and reference materials, including a complete file of the organization's history reports, organizational lineage, honors, and heraldry data for continued historical reference. **(T-1)**

5.3. Research Access. Official researchers with appropriate clearance and a need to know are authorized access to historical research collections. Access by unofficial researchers is dependent on established security, classification, and administrative control policies. Historical research collections are not required to be open to unofficial researchers.

5.4. Field Collection Management.

5.4.1. Small research collections are generally found in single-person offices where there are few unique documents and material. This includes non-record material which are not typically included in DAF records schedules but are government property and must be managed. Collection management typically is accomplished through proper command history report creation. Historians with these collections will:

5.4.1.1. Systematically collect, organize, catalog, arrange, and describe materials as they are saved into the collection. **(T-2)**

5.4.1.2. Develop finding aids. **(T-3)**

5.4.1.3. Save files in software native formats (docx, .xlsx, etc.) when possible. Historians may use PDF, jpeg, tiff, MP3 or MP4 formats. Include date, classification, and administrative control annotations in the file name. **(T-1)**

5.4.1.4. Review electronic data formats on a regular basis to ensure continued access as they relate to legacy digital extension and update files as older files become obsolete using DAF provided software tools. **(T-2)**

5.4.1.5. Coordinate with area records managers/maintainers to ensure the historical reference files are flagged as permanent retention files. **(T-3)**

5.4.1.6. Maintain file level index or database of all collection materials. **(T-3)**

5.4.2. Large and/or complicated collections. Large and/or complicated collections require professional archivist management. Field history offices with these collections will:

5.4.2.1. Conform to accountability, security, and industry standard preservation and conservation practices. **(T-1)**

5.4.2.2. Track collection usage statistics for information requests, phone calls, social media interaction (if applicable), office visits, numbers of items digitized, and other archival uses as appropriate. (T-2)

5.4.3. Digitization. Bulk digitization of paper organizational history data is discouraged due to costs, technical requirements, and the potential of duplication. Field history offices with large research collections and a professional civilian archivist on staff will coordinate bulk digitization plans, including long-term digital preservation and funding details with the AFHRA deputy director prior to execution. (T-1) History offices without a professional civilian archivist on staff will not digitize bulk analog collections. (T-1)

5.4.4. Unit Inactivation. Coordinate transfer to AFHRA with the installation records manager and MAJCOM-FLDCOM/HO archivist, or AFHRA deputy director as appropriate, prior to unit inactivation. (T-1)

5.4.5. Unit Transfer. Transfer the collection to the gaining organization history office. (T-2)

5.5. Field Collection of personal papers, historical artifacts, and other material. Historians will coordinate offers to donate personal papers, documentary material, or photographs of potential historical value through the servicing legal office, MAJCOM-FLDCOM/HO archivist or, if the command does not have an archivist, the AFHRA deputy director prior to execution. (T-1) Letters of acceptance will be signed by the unit commander. (T-2)

5.5.1. Field historians will not acquire, accept, store, or hold artifacts (other than those on loan from the National Museum of the Air Force) except as directed in writing by the commander, MAJCOM-FLDCOM/HO, or DAF/HO. (T-1)

5.5.2. Consult DAFI 84-103, *Department of the Air Force Heritage Program* and AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, for offers to donate property with potential historical value. (T-1)

Chapter 6

ASSESSING AND EVALUATING HISTORY AND HERITAGE PROGRAMS

6.1. Background. The DAFHMP continually assesses history and heritage programs to ensure it provides relevant and timely products and services and delivers long-term value that enhances combat capabilities of the organization, the USAF, and the USSF. Assessment and evaluation foster continuous measurement and process improvement through feedback, open communication, and coaching. Key performance indicators and statistical sampling of assessed history reports support a well-rounded assessment of program management and history and heritage activities for compliance and consistency.

6.2. Command History Report Assessment. MAJCOM-FLDCOM history offices, and C-NAF history offices when delegated, will assess all command history reports in four areas using the rubric tool at [Attachment 3](#). (T-1) The rubric provides standard assessment rating scales to measure performance. There are four assessed areas (shown in [Table 6.1](#) “History Report Assessment Summary Level Chart.” The assessment does not result in a numerical grade for the report. Evaluators will report and track summary level ratings only. (T-1)

Table 6.1. History Report Assessment Summary Level Chart.

Range	Summary Level	Rating Criteria
91>	Outstanding	The summary rating of pass in Administrative criteria and total points in three assessed areas of 91 or above equates to a rating of Outstanding.
62-90	Fully Successful	The summary rating of pass in Administrative criteria and total points in three assessed areas of 62-90 equates to a rating of Fully Successful.
<62	Unacceptable	The summary rating of fail in Administrative criteria or total points in three assessed areas of below 62 will equate to a rating of Unacceptable and the report returned to the unit for re-accomplishment.
Four assessed areas: Administration (pass/fail); Critical Thinking and Content (40 points max); Supporting Document Collection and Research, and Organization (40 points max); Writing Style, Format, and Mechanics (20 points max).		

6.2.1. Assess annual reports within 45-duty days of receipt. Wartime and contingency reports will be assessed and forwarded to AFHRA within 10-duty days of receipt. (T-1)

6.2.2. The assessment tool is primarily a coaching and feedback tool to build proficiency and cultivate workforce talent. Evaluators will create a short memorandum summarizing the report’s assessment and holistically evaluating the unit’s history and heritage program. Highlight the overall assessment, key strengths, and recommended improvement areas. For fully successful reports, evaluators may include stratification remarks. Email the memorandum

to the unit commander and upload a copy of the commander's memorandum into IGEMS or follow local MAJCOM/FLDCOM reporting policy.

6.2.3. On completion, immediately send one complete copy of reports rated as fully successful or outstanding to AFHRA/AC for accessioning. Return unacceptable reports to the unit for correction. Reports become official when accessioned.

6.2.4. Send a detailed memorandum covering each of the four assessment areas to the author outlining specific findings and ratings in each area, as well as trend analysis and recommendations for improvement. The detailed memorandum serves as a constructive training tool and includes suggestions for improvement. E-mail PDF copies of the assessment and detailed memorandum to their senior Service historian for program trend analysis.

6.3. MAJCOM-FLDCOM Assessment. Command history offices will perform continuous assessment, evaluation, and analysis of the command's overall history and heritage program to improve historian capability and effectiveness. **(T-1)** Report deficiencies or non-compliance as part of the program's overall performance to assist unit commanders in improving the history program. Delinquent history programs create a high level of risk to the DAF's ability to meet Joint History requirements, create an accurate and objective account of Service activities and operations, answer inquiries, or build the institutional memory for future research.

6.3.1. MAJCOM/HO directors and functional managers are encouraged to 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.

6.3.2. Command archivists will assess subordinate history office's historical research collections periodically and advise command historians on methods to improve mission effectiveness.

6.4. HAF-Level Assessment. DAF/HO will continually monitor the programs performance against strategic goals and reports results through the Secretary of the Air Force management process and in annual program assessments to MAJCOM and FLDCOM deputy commanders.

BILL K. HARRIS, CIV, DAF
Director, Department of the Air Force
History and Museums Program

(AFGSC)

DONALD L. KOSER, GS-14, DAF
Director, Air Force Global Strike Command
History and Heritage Program

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 USC § 1580, *Emergency Essential Employee Designation*, 5 October 1999

5 CFR § 2635.807, *Teaching, speaking, or writing*, 1 January 2006

DoD Directive 1000.21E, *DoD Passport and Passport Agent Services*, 20 October 2009

DoD Directive 5500.07, *Standards of Conduct*, 29 November 2007

DTM 17-004, *Department of Defense Expeditionary Civilian Workforce*, 25 January 2017

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DoDI 6490.03, *Deployment Health*, 19 June 2019

DoDI 6490.07, *Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees*, 5 February 2010

DoDM 5200.01-V1 AFMAN 16-1404-V1, *Information Security Program: Overview, Classification, and Declassification*, 6 April 2022

DoDM 5200.01-V2 AFMAN 16-1404-V2, *DoD Information Security Program: Marking of Classified Information*, 7 January 2021

CJCSI 5320.01C, *Guidance for the Joint History Program*, 30 November 2018

JP 1, Volume 2, *The Joint Force*, 19 June 2020

JP 3-33, *Joint Task Force Headquarters*, 31 January 2018

DHA-PI 6490.03, *Deployment Health Procedures*, 17 December 2019

DAFPD 84-1, *Department of the Air Force History and Heritage Management*, 26 July 2021

DAFI 35-101, *Public Affairs Operations*, 20 November 2020

DAFI 48-122, *Deployment Health*, 9 October 2020

DAFI 84-103, *Department of the Air Force Heritage Program*, 12 May 2021

DAFI 84-105, *Organizational Lineage, Honors, and Heraldry*, 17 June 2021

AFI 1-2, *Commander's Responsibilities*, 8 May 2014

AFI 10-403, *Deployment Planning and Execution*, 17 April 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFI 35-115, *Visual Information*, 24 November 2020

AFI 36-704, *Discipline and Adverse Actions of Civilian Employees*, 3 July 2018

AFI 36-202, *Civilian Mobility*, 19 August 2019

AFI 36-129, *Civilian Personnel Management and Administration*, 17 May 2019

(Added-AFGSC) None.

See AFI 36-801, *Uniforms for Civilian Employees*, 22 December 2015

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 90-302, *The Inspection System of the Department of the Air Force*, 20 November 2018

AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

DAFMAN 17-1301, *Computer Security (COMPUSEC)*, 9 December 2021

AFH 84-106, *Aerospace Historian Operations in Peace and War*, 17 April 2020

Prescribed Forms

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

Adopted Forms

OPM Form OF-178, *Certificate of Medical Examination*

DD Form 2365, *DoD Civilian Employee Overseas Emergency-Essential Position Agreement*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 310, *Document Receipt and Destruction Certificate*

Abbreviations and Acronyms

ACCM—Alternative Compensatory Control Measures

AETC—Air Education and Training Command

ADCON—Administrative Control

AFFOR—Air Force Forces

AFFORGEN—Air Force Force Generation

(Added-AFGSC) AFGSC—Air Force Global Strike Command

(Added-AFGSC) AFHRA—Air Force Historical Research Agency

AFI—Air Force Instruction

AFH—Air Force Handbook

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

CHECO—Contemporary Historical Examination of Current Operations

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

C-MAJCOM—Component Major Command

C-NAF—Component Numbered Air Force

COMAFFOR—Commander, Air Force Forces
COMPUSEC—Computer Security
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFHMP—Department of the Air Force History and Museums Program
DAFPD—Department of the Air Force Policy Directive
DOC—Designed Operational Capability
DoD—Department of Defense
DoDI—Department of Defense Instruction
DRHA—Deployment-Related Health Assessment
DRU—Direct Reporting Unit
DTM—Directive-type Memorandum
FLDCOM—Field Command
FLDCOM/HO—Field Command History Office
FOA—Field Operating Agency
GFM—Global Force Management
HAF—Headquarters, Air Force
(Added-AFGSC) HHQ—Higher Headquarters
IGEMS—Inspector General Evaluation Management System
IMA—Individual Mobilization Augmentee
JP—Joint Publication
JWICS—Joint Worldwide Intelligence Communication System
(Added-AFGSC) MAJCOM—Major Command
MAJCOM/HO—Major Command History Office
NIPRNET—non-secure internet protocol router network
NSA—National Security Agency
OCSO—Office of the Chief of Space Operations (Space Staff)
OPR—Office of Primary Responsibility
PDF—Portable Document Format
SNAC—Security Notice and Administrative Controls
(Added-AFGSC) SORTS—Status of Resources and Training System
STARCOM—Space Training and Readiness Command

USAF—United States Air Force

USSF—United States Space Force

SAP—Special Access Program

SIPRNET—Secure Internet Protocol Router Network

SCI—Sensitive Compartmentalized Information

TS—Top Secret

Office Symbols

AFHRA—Director, Air Force Historical Research Agency

AFHRA/AC—Accessions Division

AF/RE—Office of the Chief of Air Force Reserve

DAF/HO—Director, Department of the Air Force Office of History and Heritage

SAF/CN—Director, Office of the Chief Information Officer

USAF/A/HO—United States Air Force Academy History Office

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—The Air Staff consists of the Chief of Staff, Vice Chief of Staff, Deputy Chiefs of Staff, The Surgeon General, The Judge Advocate General, The Chief of the Air Force Reserve, and other officials as may be established by law or as the Secretary of the Air Force designates.

Command History Report—A periodic report comprising the official record of an Air Force or Space Force unit's operations and activities in peace and war.

Department of the Air Force—One of three military departments in the DoD organized under the Secretary of the Air Force. It operates under the authority, direction, and control of the Secretary of Defense. The Department is composed of air, space, and cyberspace forces, both combat and support, not otherwise assigned. The Department's military services are the U.S. Air Force (USAF) and the U.S. Space Force (USSF).

Headquarters Air Force (HAF)—The executive part of the Department of the Air Force consisting of the Office of the Secretary of the Air Force (Secretariat), Air Staff, and the Office of the Chief of Space Operations (Space Staff)."

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

Office of the Secretary of the Air Force (Secretariat)—The Secretariat consists of the Under Secretary, the five Assistant Secretaries, General Counsel, Inspector General, Chief of Legislative Liaison, and other offices and officials as may be established by law or as the Secretary of the Air Force designates.

Office of the Chief of Space Operations (Space Staff)— The Space Staff consists of the Chief of Space Operations, Vice Chief of Space Operations, Deputy Chiefs of Space Operations, and other officials as may be established by law or as the Secretary of the Air Force designates.

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

Attachment 2

COMMAND HISTORY REPORT

A2.1. Purpose. The Command History Report is the official permanent record of an Air Force or Space Force organization. It emphasizes the local point of view and is primarily concerned with what happened in the unit and with those events and activities related to how well the unit was able to perform its mission. The report consists of a detailed objective analysis of a unit's activities, organizes a collection of essential information and data, preserve the organization's institutional memory, and improves decision-making, unit effectiveness, and combat capabilities. See Chapter 2, AFH 84-106, *Aerospace Historian Operations in Peace and War*, for a detailed explanation of the command history report, examples, and writing style guidance. Templates are available on the DAF/HO SharePoint and the DAFHMP Teams site.

A2.2. Digital Report Format. 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., 316WG 2024 History (U)). Do not use sub-folders. **(T-1)** Do not hyperlink files. **(T-1)**

A2.2.1. The first file in the folder will be a Word file named as 0000 | Readme | (classification and administrative control marking) (e.g., 0000 Readme (U).docx). This file will contain information required by archivists in AFHRA/AC to accession the report. **(T-1)**

A2.2.2. The history report will be created using Microsoft Office and standard Air Force desktop software. Use 1-inch margins, Times New Roman or Calibri font in 12 point, and single space text. Publish the report (cover/title page to distribution list) in Portable Document Format (PDF). **(T-1)** The file name will be formatted as 0001 | unit | year | History | (overall most restrictive classification) (e.g., 0001 71FTW 2024 History (CUI)). **(T-0)**

A2.2.3. Reports will include front and back matter, follow derivative classification and administrative marking guidance, and will not be hyperlinked. **(T-1)** Include a Security Notice and Administrative Controls (SNAC) page immediately after the title page. **(T-0)** This page serves as the DoDM 5200.01-V2 AFMAN 16-1404-V2, *DoD Information Security Program: Marking of Classified Information*, requirement by summarizing information about specific sources used for derivative classification and administrative marking of the history report.

A2.2.4. Footnoting. Use footnotes without exception. **(T-1)** Classified products or those with administrative dissemination controls will be portion marked and include declassification information. **(T-0)** Note: Footnotes and file naming formats are similar, but each have unique rules.

A2.2.5. Classification and Administrative Marking of Report Modules.

A2.2.5.1. Individual modules and components that are not likely to be removed, used, or maintained separately from the overall report do not require their own classification authority or CUI designation indicator block. If extracted from the overall report, include an appropriate cover sheet. **(T-0)**

A2.2.5.2. Section 2 studies are intended for dissemination separately. Mark classified studies as separate documents with classification authority or CUI designation indicator blocks. **(T-0)** For unclassified studies contained in a classified report, mark the study UNCLASSIFIED on its face at top and bottom and add the statement: "All portions of this

study are Unclassified.” No further markings are required in the study. (T-0) See DoDM 5200.01-V2 AFMAN 16-1404-V2 and AFH 84-106 for additional information.

A2.2.5.3. Historians will include a case file with security classification guides and related information published by original classification authorities in the organization during the reporting period used to derivatively classify the command history report. (T-1) To standardize reporting across the enterprise, use Case File number 0299 and annotate security classification guides used on the SNAC page. (T-1)

A2.2.6. Supporting Document Naming Convention. File names are expected to be readable in all expected display forms. The file name includes a tag to reflect its classification and attributes to alert viewers to the presence of classified information and the level of protection it requires. Files are numbered sequentially using four digits (i.e., 0000-9999). Consecutive file numbers are not required. All history reports will use the following standard file naming structure: file number | YYYYMMDD | (classification and administrative control marking) | Type | Office of Origin | and 70-character maximum description (e.g., 1907 20240917 (U) Email AF-HO File Naming Guidance.pdf or 0100 00000000 (CUI) CFA Consolidated G-Series Orders). (T-0)

A2.2.7. Document Provenance. Supporting documents may be converted to PDF but will not be edited or altered to redact information. (T-1) Supporting documentation that contains privacy information or Sensitive Personally Identifiable Information (SPII) will be administratively marked as CUI//SP-PRVCY and protected. (T-0) See DoD 5400.11-R, *DoD Privacy and Civil Liberties Programs*, for information on safeguarding PII.

A2.2.8. Historians evaluating the report may correct minor improper derivative classification, dissemination control markings, or administrative markings after review of the source document(s), appropriate security classification guide, and additional guidance from original classification authorities. (T-0) Significant or repeated errors will be returned to the originating office for correction. (T-1)

A2.3. Report Organization. The body of the report consists of four sections consisting of numerous modules designed to enhance vertical and horizontal historiography. Historians write these products to meet organizational needs and document operations and activities for the future. Immediately after local 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 across tactical, operational, and strategic levels of warfare are edited into larger products to expand the narrative to the enterprise level. Pages will be numbered by section using Roman numerals for front and back matter and Arabic numerals preceded by section number for the body of the report. (T-1)

A2.3.1. Section 1, the Annual Review. Section 1 consists of two mandatory modules, the executive summary and chronology, and one optional module, the year in review. All mandatory modules will be completed. (T-1)

A2.3.1.1. Executive Summary. Write a narrative summary from the commander’s perspective. (T-1) It is not a summary of the report’s contents. The summary highlights the most significant accomplishments of the unit, succinctly describes the mission, important activities, issues, decisions, actions, and events related to the organization’s operational activities during the report period. Analysis and writing should show the commander’s

perspective on the issues, events, and approaches to solving problems relevant to the unit's mission. Concisely describe any significant mission or organizational changes. Tailor length to the minimum needed to bring readers quickly up to speed on what is going on in the organization saving in-depth narrative for special studies. As a minimum, expand on the commander's assessment of unit performance as detailed in AFI 1-2, *Commander's Responsibilities*, paragraph 3.: Executing the Mission, Managing Resources, Improving the Unit, and Leading People; the unit's ability to execute its mission; and force structure or organizational changes. **(T-1)** When expanded discussion, detail, or depth is warranted, historians cover the topic in a section 2 study. After local coordination, provide copies to new commanders, action officers and staff organizations, or others with a need to know. Appropriately cite sources in footnotes. **(T-1)** An executive summary is mandatory. **(T-1)**

A2.3.1.2. For reports covering wartime and contingency activities, historians will expand on the commander's assessment of mission accomplishment as related to the operations order, theater campaign plan, operational lines of effort, and higher-level commander intent in the executive summary. **(T-0)** DAF/HO, supported commanders, and C-MAJCOM history offices may direct additional topic coverage.

A2.3.1.3. Chronology. The chronology enables readers to understand vertical temporal relationships. List events significant to the unit and mission accomplishment in chronological order. If an event needs further discussion, include a short narrative chronology entry or reference a study or case file. Appropriately cite sources in footnotes. A chronology is mandatory. **(T-1)**

A2.3.1.4. Year in Review. The year in review provides an unclassified, cleared for public release 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 unit's heritage pamphlet. Footnotes are not required for public release versions. See [paragraph 3.5.3](#). The year in review is optional.

A2.3.2. Section 2, Special Studies and Papers. Section 2 consists of a collection of original classified or unclassified narrative, analytical studies, case studies, and background papers closely related to the organization's mission. Tailor length and writing style to the importance of the subject, the intended audience, the demands of analysis, and operational tempo. Select topics that help inform unit leadership on key topics or tell the story of the most important happenings in the unit during the period covered. Focus on the local point of view and the unit's level of warfare. Consider topics on critical unit issues, events, accomplishments, or initiatives related to mission accomplishment and organizational effectiveness. Include an abstract or summary of about 250 words on the first page for studies longer than ten pages. **(T-1)** Distribute studies and papers locally soon after writing and include them with all supporting documentation with the next submitted history report. **(T-1)** Appropriately cite sources in footnotes. DAF/HO and MAJCOM-FLDCOM/HO may designate topics for special coverage. See [paragraph 3.3](#), "Historical Studies" and AFH 84-106, chapter 2 for more information.

A2.3.2.1. **(Added-AFGSC)** Section 2 consists of a collection of original classified or unclassified narrative, analytical studies, case studies, and background papers closely related to the organization's mission. Tailor length and writing style to the importance of

the subject, the intended audience, the demands of analysis, and operational tempo. Select topics that help inform unit leadership on key topics or tell the story of the most important happenings in the unit during the period covered. Focus on the local point of view and the unit's level of warfare. Consider topics on critical unit issues, events, accomplishments, or initiatives related to mission accomplishment and organizational effectiveness. Include an abstract or summary of about 250 words on the first page for studies longer than ten pages. **(T-1)** Distribute studies and papers locally soon after writing and include them with all supporting documentation with the next submitted history report. **(T-1)** Appropriately cite sources in footnotes. DAF/HO, MAJCOM/HO, and FLDCOM/HO may designate topics for special coverage. Writing a study is mandatory.

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. The volume of data and number of topics exceed historian capability to analyze and address in narrative form yet offer significant value to future researchers. Historians draw on training and professional judgment to identify, evaluate, select, and save sources quickly. The result is a collection of numerous document collections arranged to establish original order in numerous case files. All files in a case file will use the same supporting document number. **(T-1)**

A2.3.3.1. Each case file contains a collection of material specific to origin, theme, issue, subject, or event and arranged chronologically. Include a case file abstract that provides scope, summarizes the collection, and lists all documents and files to provide guidance to future researchers. **(T-1)** Case file abstracts are descriptive and do not include analysis or footnotes. **(T-1)**. Summarize the issue, subject, or event (factually addressing the questions who, what, where, and when) in a way that will prove useful as a finding aid to the documents for future researchers.

A2.3.3.2. Include all completed case file abstracts in Section 3 of the next submitted history report. **(T-1)** Note: Case file abstracts will exist in two separate locations. First, as a page in section 3 and, second, as a supporting document file (using 00000000 in place of the date in the file name). Certain case file numbers are reserved for wartime topics, DAF/HO designated topics, and MAJCOM-FLDCOM/HO directed topics. See AFH 84-106 Attachment 7 for more information. Section 3 is mandatory. **(T-1)**

A2.3.3.3. When citing, do not cite entire case files or case file abstracts when making statements of fact or supporting derivative classification. **(T-1)** In these cases, cite the individual document within the case file (e.g., (U) Intvw (U), Dr. Constance Writing, 12FW/HO, with Brig Gen Thomas Detrain, 12FW/CC, 17 September 2024, CF 0246). Case file abstracts may be referenced when directing the reader for additional information contained in the case file (e.g., See CFA 1200: Maintenance Statistics for more information).

A2.3.4. Section 4, Appendices Data. As a minimum, Section 4 will consist of four mandatory Appendices A-D. **(T-1)** 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).

A2.3.4.1. MAJCOM-FLDCOM/HO functional managers may add additional appendices as needed based on mission. Appendices should be consistent over time. However, if changed, historians will include instructions to future researchers on finding data. (T-2)

A2.3.4.2. Wartime and named contingency operation history reports will contain additional appendices specific to the established historical collection plan. Generally, these will include casualty data and statistics, expanded personnel rosters, aircraft inventory, flying data, fleet capability and maintenance, and munitions. See AFH 84-106, Chapter 3 for more information.

A2.3.4.3. **(Added-AFGSC)** Appendices Data. As a minimum, Section 4 will consist of four mandatory Appendices A-D. **(T-1)** 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). AFGSC historians will also include the mandatory appendices listed in **Table A2.1.** or **Table A2.2.**

Table A2.1. (Added-AFGSC) Additional Appendices Data.

	Bomb Wings
Appendix E Missile Crew Inventory	Appendix E Aircrew Inventory
Appendix F Weapon System Inventory	Appendix F Weapon System Inventory
Appendix G Weapons Inventory	Appendix G Weapons Inventory
Appendix H Missile Field Inventory	Appendix H Aircraft Utilization
Appendix I System Readiness & Maintenance	Appendix I Aircraft Maintenance
Appendix J HHQ Inspections	Appendix J HHQ Inspections
Appendix K Exercises	Appendix K Exercises
Appendix L Deployments	Appendix L Deployments
Appendix M Safety	Appendix M Safety
Appendix N Budget	Appendix N Budget
Appendix O Housing Inventory	Appendix O Housing Inventory
Appendix P SORTS	Appendix P SORTS
Appendix Q Awards	Appendix Q Awards
Appendix R Status of Discipline	Appendix R Status of Discipline
Appendix S Operational Test and Evaluation	

Table A2.2. (Added-AFGSC) Additional Appendices Data.

	Eighth Air Force
Appendix E Aircrew Inventory (UH-1N/MH-139)	Appendix E Aircrew Inventory (E-4B)
Appendix F Aircraft Inventory (UH-1N/MH-139)	Appendix F Aircraft Inventory
Appendix G Operational Test Launch (Glory Trip)	Appendix G Aircraft Maintenance (E-4B)
Appendix H Missile Field Inventory	Appendix H Aircraft Deployments
Appendix I Aircraft Utilization	Appendix I Aircraft Utilization (E-4B)
Appendix J Budget	Appendix J Budget
Appendix K Awards	Appendix K Awards

A2.3.5. Front and Back Matter.

A2.3.5.1. Front Matter. Unless noted as optional, historians will use the following components in the order listed in the report's front matter. **(T-1)**.

A2.3.5.1.1. Report cover (optional).

A2.3.5.1.2. Title and signature page.

A2.3.5.1.3. Security Notice and Administrative Controls (SNAC) Page.

A2.3.5.1.4. Frontispiece (optional).

A2.3.5.1.5. Foreword. Written by the commander (optional).

A2.3.5.1.6. Preface. Written by the historian (optional).

A2.3.5.1.7. Table of Contents.

A2.3.5.1.8. List of Figures and Tables. Identify all figures and tables used. List figures, photographs, charts, etc., by type, section, and number. For example, **Table 1.1** is the first table in Section 1. Photo 2-3 is the third photograph in section 2.

A2.3.5.2. Back Matter. Unless noted as optional, historians will use the following components in the order listed in the report's back matter. **(T-1)**.

A2.3.5.2.1. Glossary. List in alphabetical order abbreviations, acronyms, terms, and symbols with a short definition or explanation of each.

A2.3.5.2.2. Gazetteer. List in alphabetical order geographical place names used in the report with their locations (mandatory for overseas wartime and overseas contingency reports; otherwise, optional).

A2.3.5.2.3. Consolidated list of supporting documents. A numerical list of all supporting documents in a report with the same information and classification annotations required in footnotes (optional).

A2.3.5.2.4. Distribution List. List all organizations sent a copy of the report by address. Annotate if the organization was sent the narrative (front cover/title page to distribution page) or narrative and supporting documents.

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.
Area 2: Critical Thinking and Content	0 - 40 Points	36-40 Points. Demonstrated critical thinking through robust narrative 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. Logical interpretation of events well-grounded in evidence. Narrative writing clearly synthesizes data and information to present timely, decision-quality information to leaders.	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. Narrative analysis is grounded in evidence and historical context. Elements of "who, what, where, when, why, how" are evident. Writing depth indicates understanding of complexity and collaboration with leaders and participants.
Area 3: Supporting Documentation Collection and Research	0 - 40 Points	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	26-35 Points. Most supporting documentation are primary sources from official sources and directly related to unit's mission accomplishment. Supporting documentation and case files are well organized Commander's interview and research interviews are included. Case files include a variety of primary and secondary sources

		interviews that provide an in-depth view of leaders and key participants.	that show depth and breadth of coverage for unit activities and topics covered in the report.
Area 4: Organization, writing style, format, and mechanics	0 - 20 Points	16-20 Points. Report supporting documentation and case files are meticulously organized. Writing is exceptionally clear, understandable, and concise. Paragraphs and sentence are varied, clearly structured, and carefully focused. Free of spelling and grammar errors. Writing shows mastery of appropriate style/format guidelines.	10-15 Points. Report supporting documentation and case files are organized. Writing is generally clear, understandable, and concise using active voice/past tense. Effectively written for target audience. Logical paragraph and sentence organization. Chronology and case file abstracts are written in concise technical writing style.

Summary Rating: Add the values in each accessed area: 91> Outstanding; 62-90 Fully Successful; <62 Unacceptable. Reports failing Administrative criteria are rated as Unacceptable.

Table A3.1. (AFGSC) 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.

Criteria and Scoring				
Area 2: Critical Thinking and Content	_____ 40 Points	<p>36-40 Points.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>26-35 Points.</p> <p>Most supporting documentation are primary sources from official sources and directly related to units mission accomplishment. Commander's interview and research interviews are included. With very few exceptions, all</p>	<p>0-25 Points.</p> <p>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</p>

Criteria and Scoring				
		unit mission, activities, and challenges. Report includes numerous research interviews that provide an in-depth view of leaders and key participants.	sources are cited. Case files include a variety of sources that clearly document unit activities and topics covered in the report.	significant gaps in research. Failed to properly cite sources or properly format footnotes. Commander’s interview is absent.
Area 4: Organization, writing style, format and mechanics	_____ 20 Points	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.	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.	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>Note: Summary Rating (AFGSC): Add the values in each accessed area: : 91> Outstanding; 80-90 Excellent; 62-79 Fully Successful; <62 Unacceptable. Reports failing Administrative criteria are rated as Unacceptable.</p>				

Attachment 4

MOBILITY SUPPORT KIT

A4.1. Mobility Support Kit. History offices in organizations with a wartime mission, those in Air Force Forces Generation (AFFORGEN), or with historian positions identified as Emergency Essential (E-E) deployable will establish and maintain a basic mobility support kit. (T-2) Additional required items will be identified in deployment instructions. Verify serviceability of all equipment periodically and prior to deployment.

Table A4.1. Basic Mobility Support Kit Contents.

Item	Minimum Quantity
Mobility Support Kit Case (backpack or airline bag)	1
Digital Audio Recorder w/USB cable, additional Flash Cards, and 30-day supply of batteries. Padded hard case recommended.	2
USB headset with push to talk capability	1
Digital Camera w/additional Flash Cards, cable, batteries or charger	1
International/Universal Travel AC Electric Plug Adapter	2
Surge Suppressor Power Strip, 4800 joule, 6 AC outlet minimum, USB charger ports (6 feet minimum cord length)	1
Pens, Black Ink	12
Paper, Writing Pads	6
Markers, Permanent, Black, Fine Tip	4
Locking security bag for classified transport	1