

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

**AIR FORCE INSTRUCTION 84-101**

**30 JULY 2009**

**History**



**HISTORICAL PRODUCTS, SERVICES, AND  
REQUIREMENTS**

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OPR: AF/HO

Certified by: AF/HO  
(Mr. C. R. Anderegg)

Supersedes: AFI 84-101, 1 August 2005

Pages: 73

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This instruction implements AFD 84-1, *History and Museum Programs*. It provides guidance and procedures for collecting historical data and documentation, preparing historical reports, and providing historical services. MAJCOMs may supplement this instruction to provide additional guidance to subordinate units, but supplements must not conflict with any Air Force Instruction. AF/HO must approve all MAJCOM supplements. This publication applies to the Air Force Reserve Command (AFRC) units. The Air National Guard (ANG) headquarters' history office performs MAJCOM functions under this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>

### **SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. Recent changes to AFI 84-101 clarify AFHRA, commander/director, field organizations, and Air Force historian responsibilities; clarifies purpose of Air Force history and the periodic history reports; establishes a submission schedule for periodic history production; addresses issues-based historical reports; requires heritage pamphlets to undergo a security and policy review before public distribution; clarifies historical publications process and the security and policy review; details interview requirements; adds electronic reference library requirements; defines historical methods and procedures; updates preparing periodic history reports; further defines historical sources; updating security references; added electronic history policy and guidance; updated use of photographs; clarified formatting the periodic history; updated review and coordination of the

periodic history; refined the semiannual historical activity report; updated collection historical artifacts and personal papers; addressed reviewing and assessing the periodic history report; and changed assessment to five-tier scale.

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## Chapter 1

### RESPONSIBILITIES

**1.1. Office of the Director, Air Force History and Museums Policies and Programs (AF/HO).** The Director, Air Force History and Museums Policies and Programs improves Air Force combat capability by establishing policy concerning historical data and documentation, historical reporting, historical publications, and organizational lineage, honors, and emblems. The Director reviews Major Command (MAJCOM), Direct Reporting Units (DRU), and Field Operating Agencies (FOA) histories and their management of field history programs.

**1.2. Office of Air Force History, Anacostia Annex (AF/HOH).** The Director, Office of Air Force History, Anacostia Annex is responsible for improving USAF combat capability and program development through the collection, preservation, interpretation, and dissemination of historical information and Air Force Heritage in direct support to the Director of Air Force History and Policy/The Air Force Historian to the HQ, United States Air Force senior leadership, Department of Defense, and other government agencies.

**1.3. Air Force Historical Research Agency (AFHRA).** The Director, Air Force Historical Research Agency is responsible for collecting, preserving, and disseminating Air Force historical documents. For more about the Agency, see AFMD 30. The Agency has six divisions:

1.3.1. The Archives Division (AFHRA/RSA) maintains the Agency's collection of permanently valuable historical material and responds to requests for historical information .

1.3.2. The Organizational Histories Division (AFHRA/RSO) maintains the Agency's collection of lineage, honors, and emblem information and provides guidance and assistance in those areas to Air Force organizations and individuals.

1.3.3. The Information Technology Division (AFHRA/IT) maintains the Agency's information technology systems, including the Inferential Retrieval and Indexing System (IRIS).

1.3.4. The Accessions Division (AFHRA/AC) oversees the addition of incoming material to the Agency's collection and creates metadata for IRIS.

1.3.5. The Oral History Division (AFHRA/OH) conducts the Air Force's Oral History program.

1.3.6. The Field Support Division (AFHRA/FS) conducts the Basic Historian Course, the Historian Contingency Course, the History of Airpower course, other courses and training as required, and provides general assistance to field program personnel.

#### 1.4. Commanders.

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

1.4.1.1. Give historians access to all information (classified and unclassified) required to prepare accurate, objective, and comprehensive historical publications and records. This

includes access to archived e-mail files, organizational shared drives, restricted-access web sites, and other sources of information. Commanders will ensure history offices are equipped or have access to dedicated secure (SIPRNET) and unclassified (NIPRNET) network computer terminals. Additionally, Government Services Agency (GSA)-approved security containers must be available in the workplace for the storage of classified information.

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

1.4.1.3. Participate in periodic interviews with the historian (at least once annually) so that the historian can capture the commander's perspective on issues of historical significance. Also participate in an end-of-tour interview.

1.4.1.4. Review and sign the unit history within 30 days of submission of the final draft to the command section.

1.4.1.5. Ensure their historians are not assigned additional duties, such as protocol, public affairs, building custodian, unit deployment manager, or special event project officer that interfere with their primary duty, which is maintaining a current periodic history report.

**1.5. Field Organizations.** As discussed in the following subsections, establishments and units throughout the Air Force perform history functions consistent with AFI 38-101, *Air Force Organization*. They also document their significant activities in periodic histories. *NOTE:* From this point on, all lists of duties and responsibilities are arranged in order of importance.

1.5.1. Major Commands (MAJCOM) and Other Organizations. A function of Air Force command is to document an organization's significant activities. Each MAJCOM headquarters, wing, center, laboratory, and comparable organization establishes and maintains a history office (HO) as a separate staff agency consistent with the standards established by AFI 38-101, paragraph 3.3.2. These agencies will be staffed by qualified personnel who report directly to the command section (commander, vice commander, or director of staff). For the purpose of this instruction, the Air National Guard (ANG) headquarters' history office performs as a MAJCOM history office.

1.5.2. MAJCOM/HOs:

1.5.2.1. Monitor the status of the subordinate unit history programs. Conduct on-site assessments at least once every two years.

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

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

1.5.2.4. Monitor all AEF deployable historians' preparation and availability for contingency/wartime operations.

1.5.2.5. Monitor and report non-compliance with Top Secret clearance requirements to the appropriate authorities. See paragraph **1.6.9**

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

1.5.2.7. Provide continuation training to personnel assigned at subordinate organization history offices through biennial workshops.

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

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

1.5.2.10. Notify AF/HOH in advance of major publications and projects.

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

1.5.3. Numbered Air Forces (NAF), Independent Groups, Squadrons reporting directly to MAJCOM, and comparable organizations. MAJCOM/HOs establish requirements and procedures for historical services and documentation at these organizations. In conjunction with MAJCOM manpower officials, MAJCOM/HOs will determine if these organizations need full-time historians assigned. If required, submit requests through manpower channels as described in Air Force Manpower Standard 101A following coordination with the Air Force History and Museums Policies and Programs (AFHMP) Career Field Manager.

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

1.5.4.1. DRUs and FOAs establish and maintain history offices as separate, special staff agencies with qualified personnel who have direct access to commanders or directors.

1.5.4.2. A DRU or FOA may, if circumstances warrant, establish procedures to collect historical information from, for example, geographically-separated subordinate organizations.

1.5.4.3. FOAs without full time historians will appoint additional duty historians. Send names, office addresses, and phone numbers of these individuals to AF/HO which will establish reporting guidelines.

## **1.6. Air Force Historians (All Levels):**

1.6.1. Produce substantive periodic history reports, which are the foundation of the AFHMP. Timely submission of these reports is the historian's primary responsibility.

1.6.2. Provide historical services that meet the needs of the unit's commanders and staffs. Historians must keep the organization's senior leadership informed about the USAF History and Museums Program's purpose and primary services through briefings and similar tools.

1.6.3. Maintain a collection of historical documents and references, including a complete file of the organization's periodic histories and provide an updated listing of these holdings to the AFHRA every two years.

- 1.6.4. Answer other historical questions and queries.
- 1.6.5. Coordinate on unit emblems, lineage, honors, and organizational flags. See AFI 84-105, *Organizational Lineage, Honors, and Heraldry* and AFI 34-1201, *Protocol*, paragraph 2.23.
- 1.6.6. Write heritage pamphlets, studies, and monographs by collecting, organizing, analyzing, and interpreting primary source documents.
- 1.6.7. Serve as advisors for other projects like historical exhibits and displays. Historians must not acquire, accept, or store artifacts for these events.
- 1.6.8. Routinely communicate with other historians to promote the free flow of information and ideas.
- 1.6.9. Obtain and maintain a Top Secret clearance. Contact your civilian personnel office or unit security manager concerning the application process.
- 1.6.10. Establish and maintain contingency plans for preservation and recovery of historical archives and heritage assets. Component-MAJCOM, FOA, and DRU History Offices must send copies of these plans to AF/HO. NAF, Wing, and Group History Offices must send a copy of their plans to the respective C-MAJCOM History Office. See [Attachment 19](#).
- 1.6.11. The position of wing historian is identified as part of the wing commander's staff by AFI 38-101, paragraph 3.3.2.3.



## Chapter 2

### HISTORICAL PUBLICATIONS AND SERVICES

#### *Section 2A—Periodic Histories*

**2.1. Purpose of Air Force History.** Air Force historical products provide objective, accurate, descriptive, and interpretive records of Air Force operations in peace and war. By recounting lessons learned, Air Force history enables our nations' military and civilian leaders to approach current problems and concerns more intelligently and professionally. Evaluation of past experience is of great value to planners and decision-makers in determining current policies and preparing for current and future contingencies. Knowledge of history is a significant factor in determining the success or failure of a particular policy, plan, or operation. Accurate and timely historical reporting provides decision-makers with information they can use to improve the combat capability of the United States Air Force and the Department of Defense.

2.1.1. Products. The primary product of Air Force unit historians is the periodic history report. Historians also prepare various types of publications, papers, and other products that often contain classified information. These products:

2.1.1.1. Preserve an official record of Air Force operations.

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

2.1.1.3. Provide reference material for researchers.

2.1.1.4. Promote awareness of Air Force heritage.

2.1.1.5. Support professional military education.

2.1.2. Periodic history reports will be produced, preserved, and distributed electronically. Exceptions to this policy must be coordinated with the parent MAJCOM historian or equivalent. Other historical products may be distributed electronically or in paper. Only standard Air Force licensed software will be used to produce these products.

**2.2. Periodic History Reports (RCS: HAF-HO(A)7101).** The periodic history report represents the official Air Force effort to preserve information in a complete and systemic manner for future research and reference. These reports consist of a narrative account of significant events supported by a collection of original source documents. Periodic history reports serve as the institutional memory of Air Force organizations.

2.2.1. Each organization with a full-time historian will prepare periodic history reports according to instructions in [Chapter 3](#).

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

2.2.2.1. The history report must be submitted for signature by the commander, vice commander, or director of staff not later than the date indicated in Table 2.1 (30 April for fiscal year reports and 31 July for calendar year reports). The report is considered

complete when signed; the table below indicates additional milestones in the history report production process.

**Table 2.1. Submission Schedules.**

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

2.2.2.2. The AFHRA will take a snapshot of history reports received as of 31 December each year and forward this summary to AF/HO and the MAJCOMs by 31 January.

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

2.2.4. MAJCOM/HOs may adjust the coverage period and due date of subordinate unit reports based on command or individual needs. Requests for adjustments must be dated no later than 30 days prior to original due date and signed by the organization commander, vice commander, or director of staff. MAJCOM/HOs will issue automatic extensions for contingency-related and formal training TDYs and inform AF/HO of such changes.

2.2.5. Issues-Based Historical Reports. While all Air Force historical reports are, by their very nature, “issues-based,” experienced Air Force historians may be authorized to submit “issues-based historical reports” that differ from the traditional report model in a number of significant ways.

2.2.5.1. An issues-based historical report features an expanded and thoroughly-documented chronology, a narrative that provides detailed, analytical coverage of a narrower range of significant issues, appendices, and a collection of primary source documents. The purpose of an issues-based historical report is to provide select historians the opportunity to discuss fewer issues in greater depth, relegating routine matters to the chronology, appendices, and the supporting document collection.

2.2.5.2. Historians determine the issues included in the issues-based history’s narrative in consultation with their commander and staff, plus additional guidance that may be provided by AF/HO or the appropriate MAJCOM.

2.2.5.3. Only experienced Air Force historians who have demonstrated the ability to produce historical reports in a timely manner may be afforded the opportunity to use the issues-based model. AF/HO approves the use of the issued-based model for MAJCOMs, FOAs, and DRUs. MAJCOMs approve the use of the issued-based model for their subordinate units and organizations.

### *Section 2B—Heritage Pamphlets*

2.3. **Heritage Pamphlets.** Unit members are the primary audience for these brief, unclassified historical accounts of an organization. Submit the draft pamphlet to the MAJCOM/HO for review prior to clearing the pamphlet through Public Affairs for security and policy review. The pamphlet must be cleared through the security and policy review process for public distribution or distribution to a non-military audience.

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

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

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

2.3.4. Provide an electronic copy of the heritage pamphlet to AFHRA/ACC.

### *Section 2C—Historical Publications*

2.4. **Studies.** Air Force historians at all levels research and write a variety of classified and unclassified historical products, studying significant issues, policies, operations, programs, developments, doctrine, procedures, or comparable topics. AF/HOH is the program's clearing house for all historical publications. Historians must submit topics to the Director, AF/HOH via the parent MAJCOM/HO to obtain guidance and advice concerning editorial standards and other issues.

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

2.4.2. While the periodic history report remains the Air Force historian's primary product, historians at wings, centers, and other subordinate organizations are encouraged to produce studies on topics within their units having potential long-range historical significance. Subordinate historians must coordinate proposed studies and final drafts with AF/HOH through their respective MAJCOM/HO. Historians at MAJCOM headquarters, FOAs, and DRUs will inform AF/HOH of products of potential Air Force-wide interest.

2.4.3. Distribute final products as widely as legally possible, contingent on the subject and classification. MAJCOM/HOs must approve distribution outside of originating wings and centers. Send a final digital copy, complete with digital supporting documents, to AF/HOH and AFHRA/ACC. If a complete digital copy is not produced, send one paper copy complete

with paper supporting documents. Do not mix digital and paper formats. The AFHRA will send studies and reports to the Air University Library as required by AFI 36-2303, *Documents and Publications for AU Library*, and other reference libraries and document repositories as appropriate. Submit studies on technical subjects to the Defense Technical Information Center (DTIC) in accordance with AFI 61-202, *USAF Technical Publications Program*. Before distribution or release to members of the public, submit final manuscripts to the appropriate Public Affairs office for security and policy review in accordance with AFI 35-102, *Security and Policy Review*.

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

**2.5.1. Air Force Oral History Program Interviews.** This program captures the insights and perspectives of significant Air Force personnel via a formal process.

2.5.1.1. Unit historians must coordinate proposed interviews with their respective MAJCOM/HO, which then forwards the proposal to AFHRA/OH, which in turn, requests approval from AF/HO. AF/HO is the final authority.

2.5.1.2. If the individual providing the oral history is not currently an active duty military member or federal government civilian employee, the individual must assign rights to the oral history, in whatever format it is preserved, to the Air Force and be given a copy of the agreement (see [Attachment 20](#)) before the individual dictates his/her comments. Guard and Reserve personnel and foreign participants must also sign this form.

2.5.1.3. All Oral Histories conducted by Air Force historians must contain the following statement on either the title page or the first page of the transcript:

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

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

**2.5.2. Research Interviews.** These interviews are in support of periodic history reports and other research. See paragraph [3.3.1.8](#)

**2.6. Books.** Historians usually publish these major projects through the Government Printing Office or its designated office or representative only after a thorough review process and professional editing. Contact AF/HOH to obtain the latest edition of the AF/HO Style Guide and GPO Style Guide before proceeding. In some cases, field historians may publish books locally, usually in cooperation with nonprofit organizations. Prior to initiating such projects, coordinate proposals with AF/HOH via the parent MAJCOM/HO.

**2.7. Articles, Book Reviews, and Papers.** Members of the Air Force History and Museums Program are encouraged to write articles, book reviews, and papers for Air Force and non-Air Force publications. However, DoD recommends against the use of official titles when authoring materials in a non-official capacity. Use of titles, such as Air Force historian, in these instances

implies Air Force endorsement of the product. Therefore, members of the AFHMP who publish in non-DoD publications may not use official titles or assignment unless the work has been vetted at the MAJCOM and HAF level. Submit material for security and policy review well in advance of publication. Follow the instructions in AFI 35-102, *Security and Policy Review*.

2.8. **Staff Papers.** Use every opportunity to prepare background papers, point papers, talking papers, and similar products on historical topics of interest to senior leadership. For formats, see AF Handbook (AFH) 33-337, *The Tongue and Quill*, as well as local requirements if applicable.

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

**NOTE:** *Historians must use caution to ensure involvement with “other historical projects” do not negatively impact their primary responsibilities.*

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

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

2.11. **Electronic Reference Library .** Historians may post historical reference material on unit web sites, shared drives, or communities of practice (COP). Material intended for public access must be cleared through a security and policy reviewed before it is posted or otherwise released. Contact the Public Affairs office to begin the review process.

## Chapter 3

### WRITING PERIODIC HISTORIES AND OTHER HISTORICAL PUBLICATIONS

#### *Section 3A—Methodology*

**3.1. Using the Historical Method.** The principles and procedures in this section apply to all historical products and activities.

3.1.1. Perspective. Historians use perspective to determine what information is worthy of preservation. Select topics and documents with potential long-term value based on the organization's mission, the historian's professional judgment, and suggestions by the commander and staff.

3.1.2. Impartiality. Historians are impartial observers and must strive for objectivity. Historians must be able to recognize factual and accurate data as opposed to hearsay, prejudice, or propaganda.

3.1.3. Facts. Facts are the basis of statements and conclusions made in historical products.

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

3.1.4.1. The people that make history. History reflects the activities of people working individually and collectively to accomplish the organization's mission. The history should therefore document how people performed that mission.

3.1.4.2. Decisions and the decision-making process.

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

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

3.1.5. Selectivity. Historians have access to far more information than they normally need to write historical products. Historians must carefully review this mass of data to select only the most relevant documents. For example, if a report prepared on the last day of the month contains information from the rest of the month, preserve only that report, not the full set. However, historians must be aware that daily reports may contain information not available in subsequent reports.

3.1.6. Topics. All manner of topics and events come under the purview of historians. Emphasize significant activities affecting mission accomplishment. Especially consider information that will be useful to future planners. The list below indicates topics generally worthy of consideration for historical coverage. MAJCOM/HOs may provide additional guidance.

3.1.6.1. Mission.

3.1.6.2. Organization.

3.1.6.3. Leadership.

3.1.6.4. Relationships with other organizations.

3.1.6.5. Operations and weapon systems.

- 3.1.6.6. Planning.
- 3.1.6.7. Training.
- 3.1.6.8. Logistics.
- 3.1.6.9. Maintenance.
- 3.1.6.10. Communications and information technology.
- 3.1.6.11. Environment.
- 3.1.6.12. Facilities.
- 3.1.6.13. Community and host nation relations.
- 3.1.6.14. Budget.
- 3.1.6.15. Personnel.
- 3.1.6.16. Mission Support (security, civil engineers, services, and medical issues affecting the organization).

### ***Section 3B—Preparing Periodic History Reports***

**3.2. Research.** Conducting timely, systematic, and thorough research is a never-ending process and essential to preparing useful periodic history reports. Research must include direct contact with people performing the mission. Successful historians build relationships with the people of their organization. Information garnered from these relationships will validate and amplify existing documentation. Moreover, personal contacts open doors within the organization and may reveal additional sources of information. Historians must balance their time between conducting electronic research and building relationships within the organization. The historian's visibility, interaction, and credibility within the unit are critical to the historian's mission accomplishment.

- 3.2.1. Begin with an outline. The best model is the table of contents of your organization's previous history.
- 3.2.2. Review and apply feedback provided in formal assessments of prior history reports.
- 3.2.3. Use the previous history report and the research file plan to develop a preliminary outline of potential subjects. Revise the outline as new topics arise. Various activities may overlap reporting periods.
- 3.2.4. Consider recommendations from the commander, staff, and unit members.
- 3.2.5. Conduct systematic research in files of key offices in the organization. Obtain access to archived e-mail files, organizational shared drives, restricted-access web sites, and other sources of information. Be particularly aware of organizations that destroy, transfer, or update their records on a short cycle.
- 3.2.6. Establish personal relationships with project officers and information managers. These relationships provide an avenue of access to essential data. When these individuals are aware of the historian's data requirements, they may provide valuable research assistance.

3.2.7. Download only those documents or critical document collections required to write or used to support the periodic history report.

3.2.8. Review material obtained through automatic distribution, the recurring reports index and directives pertaining to the unit's mission and weapons systems. Subscribe to recurring products, e-mail groups, and communities of practice (COP) as well as policy letters, bulletins, and other potential sources of useful information.

3.2.9. Establish a systematic method of filing and referencing research material. Historians commonly use a topical filing system. Add or delete topics as research and writing progresses. Besides using files as the basis for historical reporting, use them as reference tools for answering inquiries about recent events.

3.3. **Historical Sources.** Documents are categorized as primary or secondary. Primary sources are original documents or first records of facts or events, for example, after-action reports and trip reports. Secondary sources are other writers' discussions, interpretations, or analyses of primary material, such as magazine articles or books about some historical event. Historians must use primary sources to establish historical facts and secondary sources only for background information. Critically examine information and opinions contained in each primary source and corroborate details, whenever possible, by comparing it with other sources. Information collated from a number of sources usually presents a more accurate version of an event than data obtained from a single source.

#### 3.3.1. Documentary Sources.

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

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

3.3.1.3. Correspondence. Obtain letters, memoranda, messages, e-mail, and comparable communications within and between organizations and key personnel that are important to documenting developments of historical significance. Historians require access to archived e-mail files, organizational shared drives, restricted-access web sites, and other sources of information.

3.3.1.4. Reports and Studies. A staff study (point papers, memorandum for the record, staff summary sheet, etc.) analyzes an issue and establishes the central concern and all related facts. It presents various options and offers recommendations. Staff studies are of special interest to historians because they often precede and form the basis for significant decisions. Preserve these documents prepared by or about an organization in the periodic history. Include unit assessments and reports of inspections, tests, audits, major exercises, operations, and trip reports. Include as a supporting document in the periodic history an end-of-tour report prepared by a departing commander, if available. It relates a unique perspective on the commander's major challenges, issues,



accomplishments, problems, and lessons learned. Preserve studies and reports that are presented as briefings, position papers and talking papers.

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

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

3.3.1.7. **Meetings.** Historians attend staff meetings, briefings, planning sessions and policy-making gatherings as a way to gain familiarity with the organization's activities, increase visibility, establish contacts, and build relationships with unit members.

3.3.1.8. **Research Interviews.** People who have firsthand knowledge of organizational activities are a principal source of historical data. Information obtained through interviews supplement the documentary sources and also fills the gaps that commonly appear in written records.

3.3.1.8.1. Conduct interviews with the commander at least once during each reporting period to gain his/her perspective.

3.3.1.8.2. When using interviews as supporting documents, submit the audio files in .MP3, .WAV, or .WMA format with full transcripts or time-referenced indices, or detailed summaries of the content of the interview.

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

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

3.4.1. DoD 5200.1-R, *Information Security Program Regulation*, and AFI 31-401, *Information Security Program Management*, and other pertinent directives covering classified information and guidance for handling For Official Use Only material.

3.4.2. AF SUP 1 to DoD 5400.7-R, *DoD Freedom of Information Act Program*, for guidance on releasing records requested under the Freedom of Information Act, 5. U.S.C. § 552.

3.4.3. AFI 90-201, *Inspector General Activities*, for reports of inspection-related information. Maintain the legally privileged status tied to such data.

3.4.4. AFI 61-204, *Disseminating Scientific and Technical Information*, for information with a distribution limitation (DL).

3.4.5. Other guidance as published by such offices as the Controlled Access Program Coordination Office (CAPCO) at <http://capco.dssc.sgov.gov>

**3.5. Electronic (E)-History Policy.** Air Force history reports are prepared and submitted in electronic format. This format is outlined in the paragraphs that follow and more fully described in **Attachment 18**. E-history reports are designed to be accessioned and accessible via the AFHRA's Inferential Retrieval and Indexing System (IRIS). They must be prepared using standard Air Force desktop software and may be converted to Adobe's Portable Document Format (PDF) before submission. E-histories are fully hyperlinked and/or bookmarked. Temporary exceptions to hyperlinking or bookmarking requirements must be approved by both the MAJCOM/HO and the AFHRA Director.

**3.6. Components of a Periodic E-History Report.** Unless a part is identified as optional, use all of the following components, in this order, in a periodic history report.

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

3.6.2. Security Notice and Administrative Controls Page. Follow **Attachment 4**. This page summarizes information about the sources used to prepare the history. This page is required in every CD/DVD of a periodic history report.

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

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

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

3.6.6. Table of Contents. This is a hyperlinked information-finding aid. Keep the reader in mind by making it specific and accurate. Use short, descriptive unclassified headings for sections and subsections. See the sample in **Attachment 5**.

3.6.7. List of Illustrations. See the sample in **Attachment 6**.

3.6.8. Chronology. List significant events in chronological order. In some cases, an event may be discussed in an expanded chronology entry and not otherwise covered in the narrative. In these instances, the entry must be fully cited. If classified, prepare an unclassified edition of the chronology as a separate document for distribution throughout the unit's staff. See the sample in **Attachment 7**.

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

3.6.10. Narrative. As the major component of a periodic history, the narrative relates important events that are interesting, concisely written, and organized by topic or issue—not by the unit organizational structure. See the sample in **Attachment 8**. Use the e-history format in **Attachment 18**.

3.6.10.1. As the major component of a periodic history, the narrative relates important events and developments affecting the unit. The narrative should be organized by topic

or issues, not by the unit organizational structure. A high quality or useful periodic history does not require a long narrative. Do not fill the product by repeating excessive background information from previous editions or discussions not directly relevant to the organization's mission. Use clear and simple transitions to connect issues found in previous and current history reports.

3.6.10.2. Select topics or issues of potential long-term interest. Treat each topic or issue in the narrative according to its importance, especially its effect on the unit's ability to accomplish its mission. Information requests received by the historian may also be used as a guide to topics or issues of long-term interest. Detailed data on many topics or issues--especially dealing with resources and support--could be needed for future reference and research, even though these topics or issues may not warrant discussion in the narrative. Preserve sufficient information about such topics or issues in the appendices and supporting documents. MAJCOM/HOs, in their supplements to this AFI, may mandate a range of topics to be covered in their subordinate unit histories. It is important that topics that were left open at the close of the previous historical report are continued in the current report to provide future researchers a comprehensive record of events and issues.

3.6.10.3. The narrative must be original writing and not copied from source documents or boilerplate copied from previous histories. A narrative history is not just a summary of dates, places, personnel and statistics, nor is it mere statements of fact in outline form. Cover significant topics by not only addressing the who, what, when, and where of a topic, but more importantly, the why and how.

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

3.6.10.5. Provide complete dates in the narrative using military style, that is, day, month, and year. Example: 30 April 2010.

3.6.10.6. Spell out the full given name (first name, middle initial, and surname) when first mentioning a person in the narrative and in the roster of key personnel. Abbreviate military titles only when followed by initials or given names. Example: Brig Gen John X. Smith. In later references, omit the qualifying part of the military title, spell out the rank, and use only the last name. Example: General Smith. Use the full title of civilian office holders without abbreviation in the text. Example: Secretary of Defense John X. Smith. You may abbreviate titles in the notes. Do not substitute pay grades (civilian or military) for position titles.

3.6.10.7. Give precise geographical locations rather than post office numbers, grids, or general areas. Relate an unknown place to a better-known one. Example: Moody AFB is 10 miles northeast of Valdosta, GA. Include all geographical names in the gazetteer, if used (see [3.6.16](#)). Abbreviate state names only when they follow the name of a town or city.

3.6.10.8. Place lengthy statistics in charts, tables, or appendices; explain their significance and meaning in the narrative. Include source lines at the bottom to permit use of the item as a stand-alone document.

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

3.6.10.10. Use the 24-hour clock when referring to time, making clear whether the time is local (L) or Greenwich Mean Time, which is known in military terminology as Zulu (Z). Example: 2130L or 2130Z.

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

3.6.11. Graphics. Use diagrams, illustrations, photographs, maps, tables, and similar materials to add clarity, interest, and conciseness to your narrative descriptions. Caption all graphics with dates, subjects, classification, downgrade and declassification instructions, administrative or special handling caveats. Indicate sources used in the same manner as noted above for tables, etc.

3.6.12. Photographs. Use only photographs of historical value. Do not embed them in an electronic history; use a hyperlinked photograph with a caption instead.

3.6.12.1. In captions, fully identify the subject by listing the who, what, when and where of the photograph. Identify the photographer if known. Do not use copyrighted images without documented permission.

3.6.12.2. Use high-resolution digital images (at least 600 dots per inch) when possible to assure high quality reproduction of images included in the history.

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

3.6.13.1. Appendix A is always Lineage and Honors data (see [Attachment 10](#)).

3.6.13.2. Appendix B is always the Roster of Key Personnel (see [Attachment 11](#)).

3.6.13.3. Appendix C is always Personnel Statistics of authorized and assigned (see [Attachment 12](#)).

3.6.13.4. Appendix D is always Organizational Structure Charts (see [Attachment 13](#)).

3.6.13.5. MAJCOM/HOs will establish additional mandatory appendices based on their missions.

3.6.14. Footnotes. Cite sources of information in footnotes. Include hyperlinks to the documents cited in electronic histories. See [Attachment 8](#) for placement and [Attachment 9](#) for format.

3.6.15. Glossary. List, in alphabetical order, frequently used abbreviations, acronyms, terms, and symbols, with a definition or explanation of each. Use the format in [Attachment 14](#).

3.6.16. Gazetteer (Optional). An alphabetical list of geographical place names with their locations is especially useful for organizations that are active overseas. Use the format in [Attachment 15](#).

3.6.17. List of Supporting Documents. List all supporting documents in numerical order, giving the same identifying information and classification data required for a footnote. Use the format in [Attachment 16](#).

3.6.18. Distribution List. Use the format in [Attachment 17](#).

3.6.19. Supporting Documents. A solid collection of supporting documents constitutes an organized database that is the most valuable component of a periodic history report. Select supporting documents that form the basis of the information found in the narrative. In addition, include supporting documents that amplify the narrative or provide additional information likely to be needed for future reference and research.

3.6.19.1. Organize and identify supporting documents consecutively by major portions of the product. Keep the numbering scheme consistent for all supporting documents. Include all G-series special orders (in numerical sequence) issued by or for the organization during the period covered as the first supporting document in every periodic history. Individual social security numbers may be redacted. If they are retained, mark the document as required and control it as For Official Use Only information. Individual award orders may be included.

3.6.19.2. Historians may organize a collection of well-chosen and similar documents on a specific topic, normally in chronological order, to maintain the integrity of the collection and to simplify document identification. Cite the entire collection of like documents in the footnotes with a hyperlink to each individual document. Example: "Rpts (U), 47 MXS, "Monthly Maintenance Summaries," See SDs Jan [3001](#), Feb [3002](#), etc." Additionally, the periodic history report's List of Supporting Documents must include a complete document listing with hyperlinks to help researchers find specific documents.

3.6.20. Disc Markings. Follow [Attachment 2](#) for marking discs and jewel cases inserts.

### 3.7. Formatting the Periodic E-History:

3.7.1. General style guidelines. Use 12-point Times New Roman or Arial font throughout the product, including footnote citations. Use single-space, one-inch margins, with full justification. Do not use multiple columns. For front matter pages, use lowercase Roman numerals centered at the bottom of page. For narrative pages and back matter, use Arabic numerals centered at the bottom of page or on the outside margin at the top of page.

3.7.2. The Periodic E-History consists of a collection of individual electronic files submitted on CD or DVD to Air Force Historical Research Agency (AFHRA). A root folder (directory) contains all the electronic files that comprise the history. Do not use subdirectories.

3.7.2.1. The root folder name will be an abbreviated unit name with a space between the number and unit designation (e.g. 1 FW); followed by a space, the start date of the period the history covers (in YYYYMMDD format), a dash, the end date, a space, and finally the word "History." For example, "1 FW 20040101 - 20041231 History" would be the root folder name for the 1st Fighter Wing's 2004 history.

3.7.2. 2 The first file in the root folder will be a Microsoft Word document named "0000 Readme.doc" and will contain information necessary to the archivist and researcher. AFHRA personnel will use the readme file, along with the title page and security and administrative markings page, to create metadata essential to identifying the document and its contents. The following information is required: the number of files that comprise the history; a description of the software and operating system used to create the document; the type of disc (e.g., DVD-R) and software used to burn the information to disc; and an abstract of key words that identify the most important topics in the narrative. The historian may also include any notes to explain file numbering or the like that would aid the researcher or archivist.

3.7.2.3. The next file in the root folder will be used to navigate through the entire history. The name of this file will be "0001" followed by a space, followed by the name of the root folder (e.g., "0001 1 FW 200401010 - 20041231 History.DOC or .PDF." This file will contain all front matter and may contain the narrative, and all back matter.

3.7.2.4. The 0001 file must include metadata. In Microsoft Word under File, Properties, select the Summary Tab or in Adobe Acrobat Professional, under File, Document Properties, select the Description tab. The following fields must be filled out:

Title: Identical to the name of the root folder as described in 3.7.2.1.

Author: Historian's name

Subject: annual history **NOTE:** Information placed in the keywords section above will be entered into AFHRA's Inferential Retrieval and Indexing System (IRIS), the UNCLASSIFIED database used to research topics and locate the information within AFHRA. Since IRIS is not able to perform a full text search of unit histories on the UNCLASSIFIED system, the keywords added here will be extremely important pointers used to help researchers locate information.

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

3.7.3. The Periodic E-History must contain hyperlinks to each file. The reader will use the Table of Contents to navigate through the history. A hyperlink may point either to a file or a

specific point within a file. Entries in the Table of Contents must be hyperlinked to each chapter, heading, sub-heading, and all major components of the history such as appendices, chronology, or list of supporting documents. All footnotes and references (like the list of supporting documents) to documentation in history must in turn hyperlink to the appropriate file. Do not include files on the CD or DVD that are not directly or indirectly hyperlinked to the narrative or appendices.

#### 3.7.4. Retain supporting documents and photographs as individual electronic files.

3.7.4.1. Photographs collected electronically must be preserved in their original appearance and saved as tagged image file format (.TIF) or .JPG, but .TIF is the preferred format.

3.7.4.2. Documents collected in hard copy form must be scanned. This includes the signed title page of the completed history. An electronic signature may supersede this requirement. For the latest guidance, consult the E-History Guide on the AFHMP CoP, which may be more current than [Attachment 18](#).

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

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

3.7.4.3. If an email is used as a supporting document, save it in any of the following formats: .PDF or .TXT. If the e-mail has attachments, the historian must either save each attachment as a separate document in its native format or in .PDF format. If saved as a .PDF file, it can be appended to the original e-mail or saved as separate, discrete document to be cited on its own. Only historically significant attachments need to be saved and preserved in the history. Do not submit Microsoft Outlook .PST files because they cannot be accessioned and microfilmed into the Inferential Retrieval and Indexing System (IRIS). Also, do not save e-mails in .OFT or .MSG.

3.7.4.4. Save web pages in .PDF or .MHT format and include them as supporting documents. The history must not contain a hyperlink to a site on the World Wide Web, because web pages are not permanent and will not be accessible through IRIS.

3.7.5. Full footnote citations must be used for each document cited in the narrative. Do not use file numbers without citations. This does not preclude the use of *ibid*. If *ibid* is used, the previous footnote must contain the footnote citation and a hyperlink to the corresponding file. This principle also applies to “See note above” for multiple source citations. If a book or similar open source is cited, such sources would not require hyperlinks. See Attachment 9 for footnote formats.

3.7.6. Do not embed high-resolution photographs or multimedia files in the narrative. Embedded photographs will increase the file size and significantly increase the time required to download the file. In the narrative, insert a caption that fully describes the importance of the image. Include as much information as possible considering who, what, when and where the photograph was taken, any classification markings, downgrade and declassification instructions, and administrative or special handling caveats. Include the photo as a



supporting document, and hyperlink the caption to the file. The historian may include a lower-resolution photo in the narrative (quarter-page), with a hyperlink to the high-resolution photograph in the supporting document.

3.7.7. An index is not required.

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

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

3.7.9.1. The historian must verify that all hyperlinks work before recording the CD or DVD. Be sure to finalize the recording session to ensure disc access and prevent someone from adding files to the disc. Do not use rewriteable media (e.g., CD-RW, DVD-RW). The history does not have to fit on a single CD or DVD. When a history spans multiple discs, break up the history at logical points and do not duplicate any files. This helps AFHRA reassemble the completed history onto an IRIS server and restores all of the hyperlinks in the final product.

3.7.9.2. See Attachment 18 for step-by-step instructions.

3.7.9.3. Properly identify the contents of the disc by writing on the disc with a fine-point permanent marker. See [Attachment 2](#). Leave the blank spaces on the disc for AFHRA use. Do not use adhesive labels on the disc.

### 3.8. Review and Coordination.

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

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

3.8.3. The commander signs the title page, indicating final approval of the periodic history. In the event of an extended absence of the commander, the vice commander or director of staff may sign the product. The title page is the only paper component of the electronic history. Once it is signed, a scanned digital copy must be included in the history. After digitizing the signed title page, the historian files the signed title page with the history report maintained by the originating unit.

### 3.9. Reproduction and Distribution.

3.9.1. This is a three-step process. First, send one copy to the parent MAJCOM/HO or equivalent for review. Second, make any changes recommended in the review. Third, send the final copy to AFHRA/ACC, 600 Chennault Circle, Maxwell AFB AL 36112-6424. Retain a copy at the originating organization. MAJCOMs may supplement this policy



requiring: updated copies for their use and/or a centralized shipment policy for subordinate unit history reports.

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

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

3.10.1. Ending Reports. MAJCOM/HO determines the due date of the final (close-out) periodic history and ensures funding for completion of the close-out history is a top priority. Ensure historical reporting procedures are included in planning and programming documents.

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

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

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

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

3.11.1. All MAJCOMs, DRUs and FOAs, with historians, and the AFHRA submit the semiannual Historical Activity Report (RCS: HAF-HO(SA)8202) electronically to AF/HO by 1 August and 1 February. Each MAJCOM/HO will provide courtesy copies to the other MAJCOM/HOs, AFHRA Director, and AF/HOH (for publishing on the AFHMP CoP). AF/HO will review the reports and provide feedback as appropriate.

3.11.2. Prepare the historical activity report using the format in the following paragraphs. Enter N/A when items do not apply.

3.11.2.1. Program Status:

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

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

- 3.11.2.1.3. Report the inclusive dates of the history or histories in progress at the unit or organization as of the closing date of this historical activity report.
- 3.11.2.1.4. Report the established due date of the next scheduled submission.
- 3.11.2.1.5. Provide a realistic assessment of the organization's ability to meet this submission date. This is the opportunity to highlight any issues that may delay the timely completion of the next historical report.
- 3.11.2.1.6. **(MAJCOMs Only)** MAJCOMs will consolidate information submitted by their subordinate units, add the status of their own program, and include a MAJCOM-level table in their report.
- 3.11.2.2. Participation in AEF deployments, exercises, operations, or contingency deployments. Include type (joint, combined, Air Force, MAJCOM, or local), who deployed and where, name of exercise, operation, or contingency operation, deployment dates, and types of reports submitted, dates submitted, and to whom.
- 3.11.2.3. Number of information requests processed during the period that required historical research or knowledge. Report the amount of time spent on these requests. Break out statistics by quarter so that AF/HO can compile and present data in fiscal year or calendar year format. MAJCOMs will consolidate the totals but list the numbers by echelon to the wing or equivalent level.
- 3.11.2.4. Most significant information requests, services, or contributions made during the period. Include the customer, type of product/support provided, date of request, date of delivery, and an assessment of the value of the project.
- 3.11.2.5. The number of requests and the total amount of time spent responding to Freedom of Information Act (FOIA) requests.
- 3.11.2.6. Historical publications completed during the period. List by publication type (book, study, pamphlet, article, staff paper). Provide author(s), organization, title, classification, date completed, requesting office (if applicable), number of pages, and a short summary of the document's purpose or use.
- 3.11.2.7. Historical publications in progress during the period. Provide the same information requested in Para 3.11.2.1.5. and include an estimated completion date.
- 3.11.2.8. Other special projects or significant activities completed during the period. Examples: displays, videos, presentations, memorializations, or preservation projects. Include the time spent on the project and an assessment of its value or impact.
- 3.11.2.9. Special projects in progress with a brief description of each.
- 3.11.2.10. Oral History Program interviews, not including research interviews. Report name and position of the subject, topics discussed, and date of the interview.
- 3.11.2.11. USAF Heritage Program Support. Report the number of hours spent on USAF Heritage Program activities and a brief description of the work performed. Examples include displays, restoration projects, collection management, and other activities.

3.11.2.12. Air Force Art Program Support. Report the time involved and briefly describe the support provided.

3.11.2.13. Professional activities on and off duty.

3.11.2.14. History Office personnel changes. List name, grade, position, date of change, and previous or next assignment.

### 3.12. **Medical Historical Reports**

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

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

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

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

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

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

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

3.15. **Collecting Historical Artifacts, Personal Papers, and Other Material.** If a collection of personal papers or documentary material of potential historical value becomes available, contact the AFHRA/RSA via the MAJCOM/HO. AFHRA/RSA will perform an assessment of the collection and provide further instructions on the disposition of the material. For historical artifacts consult AFI 84-103, *USAF Heritage Program*.

### 3.16. **Reviewing History Programs.**

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

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

3.16.3. MAJCOM/HOs conduct periodic staff visits to monitor the management and operation of subordinate offices. They also serve as members of their respective Inspector General team and conduct inspections of their subordinate history offices.

### **3.17. Assessing Periodic History Reports.**

3.17.1. MAJCOM/HO or equivalent organizations assess periodic history reports with the intent to build useful reports of long-term value that enhance combat capability. The review is more than an assessment of compliance with this instruction and other relevant publications. It is a vehicle for providing mentorship. History reports submitted by subordinate organizations must be reviewed within 45 calendar days of receipt. The review process encompasses both assessment and feedback.

3.17.2. The assessment criteria focuses on five key areas: Security; Content; Functionality; Format and Organization; and Grammar and Style. Attachment 21, Evaluation Process, lists the steps and questions a reviewer should answer in preparing the assessment of a periodic history.

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

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

3.17.2.3. Functionality. The electronic file structure and format must conform to the directives in this publication. This entails properly preparing the root folder, including supporting documents in acceptable file formats, and hyperlinking to various elements of the history report (table of contents, chronology, supporting documents, and any cross-references).

3.17.2.4. Format and Organization. The format and arrangement of the components of the periodic history report must follow the guidelines and intent established in this instruction. The text should be presented in a logical manner based upon the mission of the organization.

3.17.2.5. Grammar and Style. Review the history report for grammatical errors, poor spelling, military jargon, and unexplained acronyms. The stylistic guidance contained in this instruction is adequate for periodic history reports.

3.17.3. The reviewer will determine an overall rating based on the five-tier scale currently used by the Air Force Inspector General: Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory. The following descriptions serve as benchmarks:

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

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

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

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

3.17.3.5. Unsatisfactory. Any history that contains serious security and administrative markings problems will be given an Unsatisfactory rating and returned to the unit for correction. A history may also earn an Unsatisfactory rating if it is inadequately

researched, poorly organized, badly written, and fails to function as an e-history. A history that receives an Unsatisfactory rating for these reasons must be returned to the unit to be reaccomplished.

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

### **3.18. Adopted Forms.**

AF Form 310, *Document Receipt and Destruction Certificate*

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

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

- AFH 33-337, *The Tongue and Quill*, 1 August 2004
- AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006
- AFI 10-403, *Deployment Planning and Execution*, 13 January 2008
- AFI 31-401, *Information Security Program Management*, 1 November 2005
- AFI 33-364, *Records Disposition-Procedures and Responsibilities*, 22 December 2006
- AFI 35-102, *Security and Policy Review*, June 2009
- AFI 36-2303, *Documents and Publications for the Air University Library*, 16 March 1994
- AFI 38-101, *Air Force Organization*, 4 April 2006
- AFI 51-303, *Intellectual Property-Patents, Patent-Related Matters, Trademarks, and Copyrights*, 1 September 1998
- AFI 51-503, *Aerospace Accident Investigations*, 16 July 2004
- AFI 61-202, *US Air Force Technical Publications Program*, 25 July 1994
- AFI 61-204, *Disseminating Scientific and Technical Information*, 30 August 2002
- AFI 84-102, *Historical Operations in Contingency and War*, 1 August 2005
- AFI 84-103, *US Air Force Heritage Program*, 27 October 2004
- AFI 84-104, *Art Program*, 1 January 2006
- AFI 84-105, *Organizational Lineage, Honors and Heraldry*, 1 February 2006
- AFI 90-201, *Inspector General Activities*, 31 December 2008
- AFI 91-204, *Safety Investigations and Reports*, 19 October 2005
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMD 30, *Air Force Historical Research Agency*, 11 May 1995
- AFPD 38-5, *Unit Designations*, 1 July 1996
- AFPD 84-1, *Historical Information, Property and Art*, 16 September 2005
- DoD 5200.1-R, *Information Security Program Regulation*, 14 January 1997
- DoD 5400.7/Air Force Supplement, *DoD Freedom of Information Act Program*, 24 June 2002
- Expeditionary Historian Deployment Guide*, 1 April 2007

*Abbreviations and Acronyms*

- AEF**—Aerospace Expeditionary Force
- AFB**—Air Force Base

**AFH**—Air Force Handbook  
**AFHRA**—Air Force Historical Research Agency  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFMD**—Air Force Mission Directive  
**AFPAM**—Air Force Pamphlet  
**AFPD**—Air Force Policy Directive  
**ANG**—Air National Guard  
**CSAF**—Chief of Staff Air Force  
**DAF**—Department of the Air Force  
**DL**—Distribution Limited (technical information)  
**DoD**—Department of Defense  
**DRU**—Direct Reporting Unit  
**DTIC**—Defense Technical Information Center  
**FOIA**—Freedom of Information Act  
**FOA**—Field Operating Agencies  
**FOUO**—For Official Use Only  
**HQ**—Headquarters  
**IG**—Inspector General  
**IRIS**—Inferential Retrieval and Indexing System  
**MAJCOM**—Major Command  
**MAJCOM/HO**—Major Command History Office  
**NAF**—Numbered Air Force  
**NF**—Not Releasable to Foreign Nationals (also NOFORN)  
**PV**—privileged information  
**RCS**—Report Control Symbol  
**SAF**—Secretary of the Air Force  
**TDY**—temporary duty  
**USAF**—United States Air Force  
**AF/HO**—Office of the Air Force Historian



### *Terms*

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

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

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

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

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

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

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

**AF**—All offices of the Secretariat and the Air Staff.

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

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

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

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

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

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

**Unit**—The lowest level organization of the Air Force. An organization with no headquarters. Squadrons and numbered flights are units. See AFI 84-105, paragraph 3.4.1.

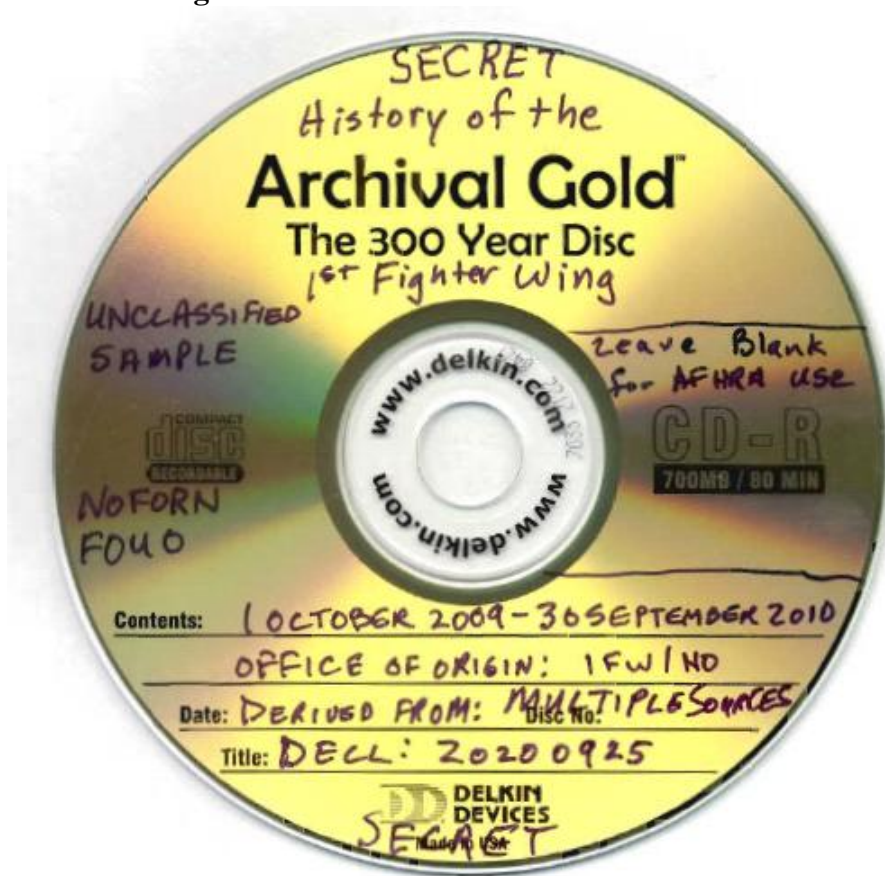
**Attachment 2**  
**SAMPLE DISC MARKINGS**

**Figure A2.1. Jewel Case Insert.**

<p>(UNCLASSIFIED EXAMPLE) <b>SECRET</b></p> <p>(U) HISTORY OF THE 49<sup>TH</sup> FIGHTER WING 1 October 2009 – 30 September 2010</p> <p>OFFICE OF ORIGIN: <u>49 FW/HO</u> DERIVED FROM: <u>MULTIPLE SOURCES</u> DECLASSIFY ON: <u>28 Jun 2022</u></p> <p>“If declassified, review document to ensure material is not FOUO and exempt under AF Supplement to DoD 5400.7-R before making public release.”</p> <p><b>SECRET</b> (UNCLASSIFIED EXAMPLE)</p>
--

Note: Sample based on Word 2007 template for Avery Jewel Case Insert 8693.

Figure A2.2. Disc Markings.

**UNCLASSIFIED EXAMPLE**

**Note:** Do not use adhesive labels on discs. Use a fine-point, water-based, archival quality marker and write the following identifiers on the disc: Type Product, unit, period of coverage, and classification markings.

**Attachment 3****SAMPLE TITLE PAGE**

(UNCLASSIFIED EXAMPLE)

This Page is UNCLASSIFIED.

**SECRET**

RCS: HAF-HO (A) 7101

(U) HISTORY  
 OF THE  
 49<sup>TH</sup> FIGHTER WING  
 1 January – 31 December 2009

Assigned to  
 Twelfth Air Force, Air Combat Command

Stationed at  
 Holloman Air Force Base, New Mexico

---

JOHN X. DOE  
 DAF CIV YA-02  
 Historian

---

JOHN X. DOE  
 Colonel, USAF  
 Commander

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

OFFICE OF ORIGIN: 49 FW/HO  
 DERIVED FROM: MULTIPLE SOURCES  
 DECLASSIFY ON: 28 Jun 2022

If declassified, review document to ensure material is not FOUO and exempt under AF Supplement to DoD 5400.7-R before making public release.

This Page is UNCLASSIFIED.

**SECRET**

(UNCLASSIFIED EXAMPLE)

**Attachment 4****SAMPLE SECURITY NOTICE AND ADMINISTRATIVE CONTROLS PAGE  
SECURITY NOTICE AND ADMINISTRATIVE CONTROLS**

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

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

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

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

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

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

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

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

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

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

(U) This disc contains legally privileged supporting documents under AFI 90-201, *Inspector General Activities*. When extracting material from these documents or copying entire documents, ensure the following statement accompanies the material. "This report/electronic transmission contains internal matters that are deliberative in nature, are part of the agency decision-making process, and/or are otherwise legally privileged, each of which are protected from disclosure under the Freedom of Information Act, 5 USC 552. Do not release in whole or

part to persons or agencies outside of the Air Force, nor can it be republished in whole or part in any publication not containing this statement, including Air Force magazines and general use pamphlets, without express approval of the Director, SAF/IGI. If you received this message/document in error, please notify the sender by reply e-mail and delete all copies of this message.”

(U) This disc contains technical data whose export is restricted by the Arms Export Control Act (22 USC 2751 *et seq*) or the Export Administration Act of 1979, as amended (50 USC 2401 *et seq*). Distribution Limited (DL) information appears in Supporting Document 3045.

## Attachment 5

## SAMPLE TABLE OF CONTENTS

## A5.1. Sample Table of Contents.

## TABLE OF CONTENTS

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**Note:** See Para [3.7.3](#) and [Attachment 18](#) for directions on hyperlinking headings to the narrative.

## Attachment 6

## SAMPLE LIST OF ILLUSTRATIONS

## LIST OF ILLUSTRATIONS

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**Note:** See [Attachment 18](#) for directions on hyperlinking entries to the narrative.



**Attachment 7**  
**SAMPLE CHRONOLOGY**

**CHRONOLOGY**  
**49<sup>TH</sup> Fighter Wing**  
**1 January – 31 December 2009**

<b>Date</b>	<b>Event</b>	<b>Page</b>
2 – 4 Mar	(U) While participating in a special mission called SNOWTIME, the 49 FW set a new endurance record. The aircrew, commanded by Maj John X. Doe (USAF), flew non-stop to Australia, a 15-hour flight.	<a href="#">32</a> *
24 Jun	(U) The 49 FW participated in a Major Accident Response Exercise that highlighted the recent expansion of crash rescue capabilities. <sup>1</sup>	n/a
27 Jul	(U) The 49 FW provided clean-up assistance to the Bakerville community after a microburst destroyed the community recreation center.	<a href="#">29</a>

\*Note: See [Attachment 18](#) for directions on hyperlinking entries to the narrative.

---

<sup>1</sup> Rpt (PV), 49<sup>th</sup> Fighter Wing Plans Division, "Major Accident Response Exercise Preliminary Results," 25 Jun 2009, [SD 3085](#) (info used is U).

**ALTERNATE EXAMPLE**

<b>Date</b>	<b>Event (Page Number)</b>
28 Oct – 5 Nov	(U) The 49 <sup>th</sup> Fighter Wing (FW) conducted a local BOLD SHIELD exercise. This exercise successfully tested the wing’s ability to deploy, sustain operations in a bare-base location, and survive-to-operate after a simulated attack. (16)
12 Dec	(U) As part of an Air Force-directed plan to improve oversight of service providers, Air Combat Command activated the 93 <sup>rd</sup> Contracting Squadron and assigned it to the 49 FW. The wing appointed Lt Col John X. Doe (USAF) as the new squadron’s first commander. (8)

**Note:** The Microsoft Word® table above can be made transparent by changing the border style to “no border.” This removes the grid lines and may improve the aesthetic appearance of the chronology. Tables are not required to produce the chronology. Tabs with a matching hanging indent are an acceptable alternative that allows the text to paginate better. When using a tabular format, place the page number in parentheses at the end of the event description. For items not mentioned in the narrative, use footnotes as indicated in the above example.

**Attachment 8**  
**SAMPLE NARRATIVE**

**(U) The Road Ahead**

(U) One of the original hoped-for outcomes of the merge consisted of being able to identify weaker students during the Phase I portion and matching them up with a stronger Phase II instructor. (As of yet, this has not happened.) The one area that it allowed instructors to notice was how the students did academically, which possibly prevented them from going on the Commander's Awareness Program as soon as in the past. But the communication between the Phase I flight and the Phase II flights provided another benefit. Lieutenant Colonel Xxxx relayed "It probably gives a little bit better picture of what kind of motivation a student has, maybe more so than they would have had otherwise because the Phase I flight commander can spread that news much more easily, and they have more direct contact with the student." Possibly with time the system will provide enough information where the matching will take place.<sup>2</sup>

(U) It was also too early to see what long-term affects the merge will have on attrition. The overall rate fell approximately one percent, there being no academic eliminations since the merge compared to three for the previous 15 classes.<sup>3</sup> The number/ratio of flying training deficiencies and drop on requests also remained about the same. In light of all this, no one deemed it necessary to make any changes to the syllabus or the track select process. Captain Xxxx summed up the whole purpose for the Phase I/II merge when he stated "As IPs within the squadron, we have a vested interest in the students' preparation and make the effort to not simply push them through the syllabus, but prepare them for training on the flightline."<sup>4</sup>

**Note:** See [Attachment 18](#) for directions on hyperlinking within the narrative.

---

<sup>2</sup> (U) Intvw, Lt Col John X. Doe, 47 OSS/CC, with John Doe, 47 FTW/HO, 30 Nov 09, [SD 1052](#); E-Mail, Lt Col Doe to A. Doe, "RE: Interview Transcription," 13 Jul 09, [SD 1052A](#); Intvw, Lt Col John X. Doe, 85 FTS/CC, with A. Doe, 47 FTW/HO, 19 Dec 09, [SD 1053](#); Paper, Capt John X. Doe, 85 FTS Phase I Flt/CC, "Phase I Transition to 85 FTS," 10 Dec 09, [SD 1060](#).

<sup>3</sup> (U) See note above.

<sup>4</sup> (U) Paper, Capt John X. Doe, 85 FTS Phase I Flt/CC, "Phase I Transition to 85 FTS," 10 Dec 09, [SD 1060](#).

## Attachment 9

### INSTRUCTIONS FOR FOOTNOTES

#### A9.1. Footnotes.

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

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

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

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

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

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

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

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

A9.4. **Footnote Portion Markings.** In a classified product, footnotes require a portion marking, just like a paragraph. Mark each footnote with the highest classification the footnote contains, immediately following the note number. For example, <sup>16</sup> (U) Memo (S/DECL 20190330), HQ ACC/CC to 395 FW/CC, "(U) Operation GOLD BOX," 30 Mar 2009, SD 1066 (Info used is CONFIDENTIAL.). Citing a classified title makes the footnote a classified paragraph. For example, <sup>16</sup> (S) Memo (S/DECL 20190330), HQ ACC/CC to 395 FW/CC, "(S) Operation GOLD BOX," 30 Mar 2009, SD 1066 (Info used is CONFIDENTIAL). This example is UNCLASSIFIED. To avoid this, do not use classified subjects. See A9.6.4.2. The same rules apply to explanatory footnotes.

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

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

A9.6.1. Indicate type of document (letter, message, report, etc.). Use the document types listed in A9.10 below.

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

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

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

A9.6.2.2.1. The marking OADR (Originating Agency's Determination Required) was abolished 13 October 1995. For documents so marked, insert "Source marked OADR; date of source YYYYMMDD." Example: Rpt (S/Source marked OADR; date of source 20040308), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., "(U) Report on Exercise Bingo," 8 Mar 04. Documents marked OADR and dated after 13 October 1995 are to be declassified on 15 October 2020.

A9.6.2.2.2. Declassification markings "X1" through "X8" were introduced in October 1995 and abolished 22 September 2003. Documents with these exemption categories that are dated before 22 September 2003 are to be declassified 25 years from the date of the document. Documents after that date are to be declassified on 22 September 2028.

A9.6.2.2.2.1. A message that originated with an X3 exemption in 1999 would appear as follows: Msg (S/Source Marked X3/DECL 20240314), ACC/CC to 5 BW/CC et al., "(U) Special Operational Mission," 141830Z Mar 99.

A9.6.2.2.2.2. An incorrectly marked report published after the rule change would appear as follows: Rpt (S/Source Marked X3/DECL 20280922), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., "(U) Report on Exercise Bingo," 8 Mar 04.

A9.6.2.2.3. The marking MR (Manual Review) has never been authorized for use as a declassification instruction. For documents so marked, insert "Source marked MR; date of source YYYYMMDD." Example: Rpt (S/Source marked MR; date of source 20040308), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., "(U) Report on Exercise Bingo," 8 Mar 04.

A9.6.2.2.4. For documents with no declassification instruction, so indicate and include the date of the document. Example: Rpt (S/No DECL Instr; source dated 20040308), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., "(U) Report on Exercise Bingo," 8 Mar 04.

A9.6.2.2.5. For documents with no declassification instructions and no date, so indicate. Example: Rpt (S/No DECL Instr; source not dated), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., “(U) Report on Exercise Bingo,” n.d. In such cases, make an attempt to provide at least an approximate date.

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

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

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

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

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

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

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

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

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

A9.6.5.2. If you don’t know an approximate date, use “n.d.” (not dated) as a last resort. Example: Memo (S/DECL 20330320), Col John X. Doe, 10 BW/CC, to 10 BW/CV et al., [Classified Subject], n.d., ....

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

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

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

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

**A9.10. Citation Examples.** The following citations demonstrate many of the combinations used in periodic history footnotes.

A9.10.1. Attachments. Use this form when citing a document with attachments: E-Mail w/2 Atchs (S/DECL 20171002), ACC/A3 to NORAD/J5, “(U) Alert Base Expansion,” 2 Oct 07, Atch 1, Memo (S/DECL 20170701), Maj Gen John X. Doe, 1 AF/CC, to ACC/A3, “(U) Alert Base Expansion,” 1 Jul 07, Atch 2, Brfg (S/DECL 20130815), Maj Gen John X. Doe, 1 AF/CC, “(U) Expansion of Alert Bases,” 15 Aug 07, SD 3118. Be sure to indicate which of the cited items must be used to determine classification levels and declassification instructions for the portion. For example, (material cited is from Atch 2).

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

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

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

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

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

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

A9.10.3. Briefings and Briefing Slides.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A9.10.9. Messages.

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

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

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



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

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

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

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

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

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

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

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

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

A9.10.13. Reports.

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

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

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

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

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

A9.10.15. Staff Summary Sheets. SSS (U), AF/A5RM, "Combat Search & Rescue Transfer Program Action Directive (PAD) 06-06," 18 May 06, SD 2143.

A9.10.16. Studies.

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

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

A9.10.17. Web Sites. Save Internet/SIPRNET web pages as one electronic file, with the file extension .MHT or .PDF. Example: Web Page (U), 2Lt John X. Doe, 100 ARW/PA, "SecAF Visits RAF Mildenhall troops," 18 Dec 03, SD 2056. Beware of SIPRNET pages that do not contain required classification markings/declassification instructions.

## Attachment 10

## SAMPLE LINEAGE AND HONORS DATA PAGE

Table A10.1. Sample Lineage and Honors.

<b>APPENDIX A LINEAGE AND HONORS 1 January – 31 December 2009</b>	
<b>Unit Designation:</b>	<b>47<sup>th</sup> Flying Training Wing</b>
<b>Previous Designation:</b>	<b>Same</b>
<b>Authority:</b>	<b>SO G-271 HQ AETC, 31 Jul 2009</b>
<b>Higher Headquarters:</b>	<b>Nineteenth Air Force (AETC)</b>
<b>Commander:</b>	<b>Colonel John X. Doe 30 Jul 09 (per SO G-09-011, 22 Jul 08, eff 30 Jul 09)</b>
<b>Vice Commander:</b>	<b>Colonel John X. Doe 1 Jul 09 Colonel John X. Doe 13 Jul 07 – 1 July 09</b>
<b>Assigned Units:</b>	<b>47<sup>th</sup> Comptroller Squadron 47<sup>th</sup> Operations Group 47<sup>th</sup> Operations Support Squadron 84<sup>th</sup> Flying Training Squadron 85<sup>th</sup> Flying Training Squadron 86<sup>th</sup> Flying Training Squadron 87<sup>th</sup> Flying Training Squadron 47<sup>th</sup> Mission Support Group 47<sup>th</sup> Civil Engineer Squadron 47<sup>th</sup> Communications Squadron 47<sup>th</sup> Contracting Squadron 47<sup>th</sup> Mission Support Squadron 47<sup>th</sup> Security Forces Squadron 47<sup>th</sup> Medical Group 47<sup>th</sup> Aeromedical-Dental Squadron 47<sup>th</sup> Medical Operations Squadron 47<sup>th</sup> Medical Support Squadron</b>
<b>Assigned Units Lost:</b>	<b>None</b>
<b>Internal Reassignments:</b>	<b>None</b>

<b>Units Attached:</b>	<b>None</b>
<b>Attached Units Lost:</b>	<b>None</b>
<b>Units Detached:</b>	<b>None</b>
<b>Units Relieved of Detached Status:</b>	<b>None</b>
<b>Station:</b>	<b>Laughlin AFB, Texas</b>
<b>Aircraft Flown:</b>	<b>Beech T-1A <i>Jayhawk</i> (86 Flying Trng Sq) Raytheon T-6A <i>Texan II</i> (84 &amp; 85 Flying Trng Sq) Northrop T-38A/C <i>Talon</i> (87 Flying Trng Sq)</b>
<b>Awards and Decorations:</b>	<b>None</b>
<b>Emblem:</b>	<p><b>Significance:</b> The white and blue symbolize the sky and clouds, the theater where our Airlift mission is performed. The American bald eagle, our National bird, carrying the globe, with his talons, symbolically indicates our global airlift support. Of the noble virtues, blue symbolizes vigilance, perseverance, and justice; white, the heraldic representation of silver, is for purity; and yellow, the heraldic representation of gold is for knowledge and enlightenment.</p> <p><b>Motto:</b> Robustum Auxilium “Powerful Support”</p>
<p><b>Sources:</b> G-Series Orders <a href="#">SD 0100-0103</a>; Interview with Col John X. Doe, 2 Sep 09, <a href="#">SD 1025</a>; and Briefing, 47 OG, “47<sup>th</sup> Under Way,” 2 Mar 09, <a href="#">SD 3005</a>.</p>	

**Note:** The Microsoft Word® table above can be made transparent by changing the border style to “no border.” This removes the grid lines and may improve the aesthetic appearance of the final product. Tables are not required to produce this appendix. Tabs with a matching hanging indent are an acceptable alternative that will allow the text to paginate better.

## Attachment 11

## SAMPLE ROSTER OF KEY PERSONNEL

Table A11.1. Sample Roster of Key Personnel.

<b>APPENDIX B</b>			
<b>436<sup>th</sup> AIRLIFT WING ROSTER OF KEY PERSONNEL</b>			
<b>(1 January – 31 December 2009)</b>			
<b>Position</b>	<b>Name</b>	<b>From</b>	<b>To</b>
<b>Wing Commander</b>	Col John X. Doe	23 Jul 2008	Present
<b>Vice Wing Commander</b>	Lt Col John X. Doe	19 Dec 2008	Present
<b>Director of Staff</b>	Lt Col John X. Doe	15 Jun 2009	Present
	Lt Col John X. Doe	14 Jul 2007	14 Jun 2009
<b>Cmd Chief Master Sgt</b>	CMSgt John X. Doe	12 Nov 2008	Present
<b>Public Affairs</b>	Maj John X. Doe	1 Jul 2008	Present
<b>Safety</b>	Lt Col John X. Doe	2 Aug 2007	Present
	Lt Col John X. Doe	5 Jun 2005	1 Aug 2007
<b>Judge Advocate</b>	Major John X. Doe	19 Nov 2008	Present
<b>Manpower</b>	Mr. John X. Doe	23 Jun 1998	Present
<b>Plans</b>	Lt Col John X. Doe	13 Mar 2008	Present
<b>Chaplain</b>	Maj John X. Doe	23 Nov 2008	Present
<b>Historian</b>	Mr. John X. Doe	2 Nov 2002	Present
<b>Contracting</b>	Lt Col John X. Doe	18 May 2008	Present
<b>436<sup>th</sup> Operations Group</b>			
<b>Group Commander</b>	Col John X. Doe	2 Feb 2008	Present
<b>3<sup>rd</sup> Airlift Sqdn Cdr</b>	Lt Col John X. Doe	28 Aug 2007	Present
<b>9<sup>th</sup> Airlift Sqdn Cdr</b>	Lt Col John X. Doe	28 Aug 2009	Present
	Lt Col John X. Doe	25 Nov 2008	27 Aug 2009
<b>8<sup>th</sup> Aerial Port Sqdn Cdr</b>	Lt Col John X. Doe	28 Dec 2008	Present
<b>Sources:</b> G-Series Orders <a href="#">SD 0100-0135</a> and Information received from Commander's Support Staff, 30 Sep 08, <a href="#">SD 1076</a> .			

**NOTE:** Expand the list as required, for example, all subordinate organizations, first sergeants, etc. The Microsoft Word® table above can be made transparent by changing the border style to “no border.” This removes the grid lines and may improve the aesthetic appearance of the final product. Tables are not required to produce this appendix. Tabs are an acceptable alternative that may be easier to format.

## Attachment 12

## SAMPLE PERSONNEL STATISTICS PAGE

Table A12.1. Sample Personnel Statistics Page.

APPENDIX C								
PERSONNEL STATISTICS								
(As of 31 December 2009)								
Unit	Officers		Enlisted		Civilian		Total	
	Auth	Asgd	Auth	Asgd	Auth	Asgd	Auth	Asgd
<b>436th Airlift Wing</b>								
Staff	27	31	110	100	26	17	163	148
436th Comptroller Sq	3	3	35	35	10	7	48	45
<b>Subtotal</b>	<b>30</b>	<b>34</b>	<b>145</b>	<b>135</b>	<b>36</b>	<b>24</b>	<b>211</b>	<b>193</b>
<b>436th Operations Group</b>								
Staff	10	9	7	7	3	3	20	19
3rd Airlift Sq	76	93	162	159	1	1	239	253
9th Airlift Sq	75	82	161	171	1	1	237	254
436th Aerial Port Sq	10	10	427	392	95	89	532	491
436th Operations Spt Sq	16	24	134	131	17	14	167	169
<b>Subtotal</b>	<b>187</b>	<b>218</b>	<b>891</b>	<b>860</b>	<b>117</b>	<b>108</b>	<b>1195</b>	<b>1186</b>
<b>436th Mission Support Group</b>								
Staff	3	3	0	2	2	2	5	7
436th Civil Engineer Sq	8	8	115	190	163	132	286	330
436th Contracting Sq	6	8	115	105	23	16	144	129
436th Force Spt Sq	6	6	112	108	101	70	219	184
436th Security Forces Sq	3	4	147	146	3	1	153	151
<b>Subtotal</b>	<b>26</b>	<b>29</b>	<b>489</b>	<b>551</b>	<b>292</b>	<b>221</b>	<b>807</b>	<b>801</b>
<b>436th Medical Group</b>								
Staff	4	4	21	21	5	4	30	29
436th Aeromedical-Dental Sq	2	2	15	11	25	23	42	36
436th Medical Spt Sq	2	2	56	54	16	11	74	67
<b>Subtotal</b>	<b>8</b>	<b>8</b>	<b>92</b>	<b>86</b>	<b>46</b>	<b>38</b>	<b>146</b>	<b>132</b>
<b>Grand Total</b>	<b>251</b>	<b>289</b>	<b>1617</b>	<b>1632</b>	<b>491</b>	<b>391</b>	<b>2359</b>	<b>2312</b>
<b>Abbreviations:</b> Spt=Support, and Sq=Squadron.								
<b>Source:</b> Rpt (U), 436 AW Manpower Office "Manpower and Personnel Comparison," 30 Sep 07, <a href="#">SD 1080</a> .								

**Note:** The Microsoft Word® table above can be made transparent by changing the border style to "no border." This removes the grid lines and may improve the aesthetic appearance of the final product. Tables are not required to produce this appendix. Tabs are an acceptable alternative that may paginate better for appendices exceeding one page.

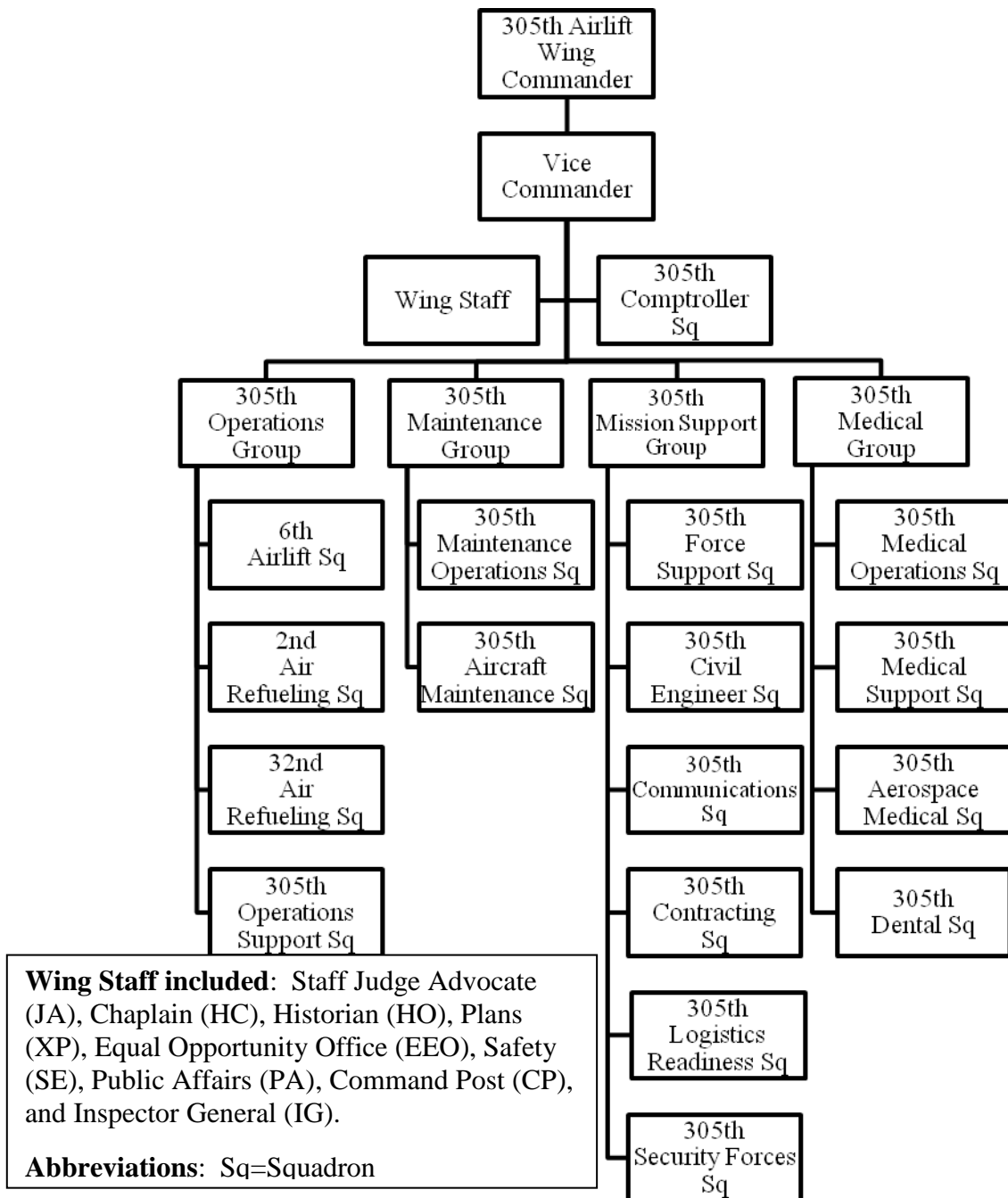
Attachment 13

SAMPLE ORGANIZATIONAL CHART

Figure A13.1. Sample Organizational Chart.

APPENDIX D

ORGANIZATIONAL STRUCTURE 305<sup>th</sup> AIRLIFT WING 2009



Source: (U) Chart, 305 AW/A1M, "305<sup>th</sup> Organizational Chart," 30 Sep 09, [SD 1090](#).

**Attachment 14**  
**SAMPLE GLOSSARY**

**Figure A14.1. Sample Glossary.**

**GLOSSARY**

**4**

42 ABW      42<sup>nd</sup> Air Base Wing

**A**

A&AS      Advisory and Assistance Services  
AAFES      Army and Air Force Exchange Services

ABIDES      Automated Budget Interface Data Environment System  
ABSS      Automated Base Services System  
ABW      Air Base Wing

ACC      Air Combat Command  
ACDB      Automated Cost Data Base  
ACE      Acquisition Center of Excellence

**B**

BAFO      Best and Final Offer  
BARS      Base Accounts Receivable System

**C**

C&A      Certification and Accreditation

C2      Command and Control  
C4      Command, Control, Communications and Computer  
C4ISP      Command, Control, Communications, Computer and Intelligence Support Plan  
CA      Certifying Authority



**Attachment 15**  
**SAMPLE GAZETTEER**

**Figure A15.1. Sample Gazetteer.**

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

## Attachment 16

## SAMPLE LIST OF SUPPORTING DOCUMENTS

Figure A16.1. Sample List of Supporting Documents.

## LIST OF SUPPORTING DOCUMENTS

## CHRONOLOGY

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

## CHAPTER II

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

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

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

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

## ALTERNATE EXAMPLE

## CHAPTER III

3001 Excerpts (U), 55 SRW/MAP, "Maintenance Summary for Jul - Dec 09," 31 Dec 09, [3001](#).

3002 Rpt (U), 55SRW/DOT, "Flown Sortie Summary," for Jul 09, [3002](#).

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

## APPENDICES

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

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

Attachment 17

SAMPLE DISTRIBUTION LIST

Figure A17.1. Sample Distribution List.

DISTRIBUTION LIST

<u>OFFICE</u>	<u>COPY NUMBER</u>
AFHRA/ACC	1
HQ AMC/HO	2
HQ 60AW/HO	3

## Attachment 18

### GUIDE FOR PREPARING ELECTRONIC HISTORIES

**NOTE: The Electronic History Handbook on the AFHMP Community of Practice provides illustrated, step-by-step instructions.**

A18.1. **Introduction** : This guide is intended to direct historians in the preparation of electronic histories. It is essential that historians produce reports which meet the standards necessary to facilitate accessioning the history into the AFHRA repository. Currently, historians can complete electronic histories using Microsoft Word with support from other Standard Desktop Configuration (SDC) software applications like PowerPoint and Excel. The final product may be submitted in Microsoft Word or converted to Adobe Acrobat Professional portable document format (.PDF). Either approach is acceptable. This attachment focuses on the product. The Electronic History Handbook found on the AFHMP Community of Practice (CoP) provides step-by-step procedures to accomplish the objectives set forth in this guide. The AFHRA Field Support Division will update the handbook as software menus and functions change.

A18.1.1. Collecting electronic documents. Preparing useful periodic historical reports in electronic form requires a collection methodology focused on electronic documents. The following steps will streamline and standardize this process.

A18.1.1.1. Develop a collection plan based upon your organization's mission and activities. Organize the documents collected by creating a collection folder for that reporting period. The historian may divide the collection folder into subfolders (or subdirectories) in any way that facilitates construction of the periodic history. For example, some historians may divide documents by chapter and further segregate each chapter with topical folders. Since research is constant and continuing, historians should develop two sets of collection folders—one for the current history and another for the next history.

A18.1.1.2. During the collection process, save electronic documents to the collection folders. Use a scanner to convert paper documents to an electronic format.

A18.1.1.3. Backup Copies. Periodically (e.g., weekly) backup your collection folder, the folder containing everything you have collected to date. This task could be as simple as copying the files to a network drive and/or optical media like a compact disc (CD) or Digital Versatile Disc Recordable (DVD-/R). Each backup should have a different name, i.e., 2009 Backup Hist1, 2009 Backup Hist2, etc. This procedure serves to protect against possible file corruption (and risk of loss). Performing a backup using the same name simply overwrites the previous file. Therefore, a corrupted master file could ruin the most recent backup copy. Keeping a series of backup files provides the historian the option of reverting to an uncorrupted version.

A18.1.2. Research. During the research process, save electronic documents in their original file format. For instance, save a Microsoft PowerPoint briefing as a \*.PPT file. In all likelihood, you will not use every document collected in writing the history, so conversion of files to the Adobe Acrobat .PDF format at this point would waste valuable time.

A18.1.3. E-Mail Documents and Attachments. Save all e-mail messages as .PDF or Text Only files. The standard formats employed by Microsoft Outlook are incompatible with

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

A18.1.4. World Wide Web Pages. Save information gathered from web pages as either .PDF files or as Web Archive (single file .MHT) files. The historian must save the web page as it appeared when cited in the history and either of these methods will accomplish that goal. Do not create hyperlinks to http web-site addresses.

A18.1.5. Dealing with Hard Copy Documents. Scan documents into Adobe “.PDF Searchable Image” (formerly called “.PDF image on text”) format.

A18.1.6. Converting PowerPoint slides into Adobe Acrobat Files. To convert PowerPoint slide presentations into .PDF files, historians must review the slides to determine which method best preserves all information contained in the slides. For example, notes may exist within the slide presentation and by “printing” as Notes Pages, the historian will preserve the text beneath the slide. Presentations without notes might be equally well preserved by “printing handouts” as two slides per page.

A18.1.7. Handling Microsoft Excel Files. Excel spreadsheets are useful documents, but pose some unique issues when printing or converting to .PDF format. Conversion to .PDF format “locks in” the data, creating a tamper-proof document. However, the conversion also removes functional data such as the formula used to populate certain cells. Either way, use Excel’s print preview function to ascertain how the information will appear on a printed page. Excel files often print differently than they appear on the screen and this affects how they will appear on microfilm and in a .PDF document. One option might include modifying the column sizes to adjust how much data appears in what would be the “printed page.”

**A18.2. Writing the periodic historical report.** The first step in writing the periodic history is creation of a root folder. As you write the history, you will place the files created into the root folder along with the documents supporting your text. Do not confuse the root folder with your collection folders. When you begin writing your historical report, a daily backup of the root folder is advisable to prevent losing your latest work. It is advisable to keep multiple versions. Overwriting previous backups could cause problems if your “master file” became corrupted, creating two versions of the corrupted file.

A18.2.1. The Root Folder. The root folder name consists of several elements. The title begins with an abbreviated unit name. Insert an underscore between the number and unit designation (e.g. 1<sup>st</sup> Fighter Wing would be expressed as 1\_FW). The next element describes the period of coverage. Use the YYYYMMDD format to indicate the beginning date of the coverage period (e.g., 20070101 for 1 January 2007) followed by an underscore, a dash, an underscore, the end date, and the word “History.” For example the 1st Fighter Wing’s History for calendar year 2007 would be: “1\_FW\_20070101\_-\_20071231\_History.” Refer to AFD 38-5, Attachments 2, 3, and 4 for unit and organizational abbreviations. Other examples:

Air Combat Command 2004 Annual History: ACC\_20040101\_-\_20041231\_History

Ninth Air Force 2004 Semi-Annual History: 9\_AF\_20040101\_-\_20040630\_History

NOTE: Ideally, you should not create the root folder within your My Documents folder. Should something happen to you, your work will not be accessible and could be lost. The root folder should be on the main hard drive or a network drive and might look similar to this: C:\56\_FW

20060101\_-\_20061231\_History\). If this is not possible due to security restrictions imposed by network operations, proceed with production of the history from your My Document folder.

A18.2.2. The root folder must have a perfectly “flat” file structure. That is, there should be no folders within the root folder, only files. None of those files should be hidden.

A18.2.3. The first element in the name of any file placed into the root folder must be four digits. Prefix numbers below 1000 with zeros (e.g., 13 would be expressed as 0013, 175 as 0175). Adherence to this naming convention is essential for proper conversion during the accessioning process at the AFHRA. When naming files, please use no more than 50 characters and replace spaces with the underscore. This prevents the file names from being truncated by the disc creation software and also keeps Microsoft Word® from converting spaces to “%20” which will break the hyperlink.

A18.2.4. The Readme File. The first file in the root folder will be a Microsoft Word document named “0000 Readme” and will contain information required by the archivist and researcher. Air Force Historical Research Agency (AFHRA) personnel will use the readme file, along with the title page, the security notice and administrative markings page, and the history report narrative to create the metadata (tagging information) essential to identifying the document and its contents. The following information is required:

- a. The number of files that comprise the history (i.e., number in root folder)
- b. A description of the software and operating system used to create the document
- c. The type of disc (e.g., DVD-R) and software used to burn the information to disc
- d. An abstract of key words that identify the most important topics in the narrative.

The historian may also include any data that would aid future researchers or archivists, especially information that might help explain the file numbering system. See [Sample 1](#) and [Sample 2](#) below.

A18.2.5. Front Matter. The second file will contain all front matter (title page through chronology). It will have the same name as the root folder, preceded by 0001 [hereafter cited as the 0001 file]. See AFI 84-101, paragraph 3.7.3.3. For example, the 56th Fighter Wing 2006 annual history will have a file named: 0001 56 FW 20060101 - 20061231 History.doc or 0001 56 FW 20060101 – 20061231 History.pdf

A18.2.6. Numbering Files in the History. Each file following 0001 must be numbered sequentially.

A18.2.6.1. The file numbering must place the contents of the root folder in linear sequence so that the files will be microfilmed in the correct order.

A18.2.6.2. Some historians assign a file number to each component of the history report. When employing this multiple file technique, one must number the files sequentially to achieve a linear progression in the same manner as printed material (i.e. Chapter 1 should be assigned a number lower than the one used for Chapter 2). In this type of history, it is essential that entries in the Table of Contents are hyperlinked to the corresponding files in the root folder.

A18.2.6.3. Other historians have chosen to place all front matter, the narrative, and all back matter into a single file. This approach works best with Adobe files. Lengthy Word files tend to be more cumbersome and less stable. The single file approach provides a

clear advantage in the ability to conduct effective key word searches. The following table depicts a partial representation of the files that might appear in the root folders of histories with multiple files or consisting of a single file:

**Table A18.1. Example Root Folder.**

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

A18.2.7. The Document Numbering System. While documents must be numbered sequentially, there is no requirement for consecutive file numbers in the E-history. Using a consecutive system would require each file to be numbered successively through the last file saved in the history. The sequential numbering system allows the use of numbering blocks. For example, file numbers 0000 – 0099 can be used for the readme file, front matter, chapters, appendices, and back matter such as the list of supporting documents. The first number assigned to a supporting document must fall after the number assigned to the distribution list (not necessarily the immediately following number). For instance, the historian could reserve 0200-0300 for G-series orders; 0400-0600 for documents cited only in the chronology; and so on. Also, offices with multiple historians might want to reserve a number block for each historian writing a separate chapter to streamline integration of the product at publication time. The following sample illustrates how the documents would appear in the file folder if the Distribution List was file number 0099 and the historian assigned G-series orders a 0200 block designation and Chapter 1 supporting documents the block beginning with 1000. The files would be listed in the root folder as follows:

0099 Distribution List.doc  
 0200 GA-01.doc  
 0201 GA-02.doc  
 1000 Designed Operational Capability Statement.doc  
 1001 20 FW Mission Brief.ppt

A18.2.8. Hyperlinks to Supporting Documents. The periodic history is a reference tool and a guide to the supporting document collection. Hyperlinking connects the user to the sources cited in writing the history. Therefore it is very important to ensure that each hyperlink takes the user to the correct document.

A18.2.8.1. Move or copy the supporting document file to the root folder before creating the hyperlink. Moving a file after a hyperlink is accomplished will break the link.

A18.2.8.2. If you plan on converting supporting document files to .PDF, convert the files prior to hyperlinking the citation to the document.

A18.2.8.3. As described in Attachment 9, when a source cited in a footnote is included as a supporting document, the supporting document number will immediately follow the citation. While the four-digit number is sufficient, some historians prefix the number with “SD”. That practice allows the historian to rapidly search text for supporting document citations. Variations of the renaming and relocation of a supporting document file are illustrated below:

**Table A18.2. Variations in Supporting Document File.**

<b>Original Folder and File Name</b>	<b>New Folder and File Name</b>	<b>Comments</b>
C:\collection folder\Luke AFB Land Encroachment.doc	C:\56 FW 20040101 - 20041231 History\3009 Luke Encroachment.PDF	Added 3009 to precede file name as it originally appeared
C:\collection folder\Luke AFB Land Encroachment.doc	C:\56 FW 20040101 – 20041231 History\3009 Encroach.pdf	Added 3009 and truncated original file name to “Encroach”
C:\collection folder\Luke AFB Land Encroachment.doc	C:\56 FW 20040101 – 20041231 History\3009.pdf	Changed file name to use only the supporting document number: 3009

**NOTE:** The historian may choose to place any additional information in the file names as long as each file begins with four digits (including leading zeroes) followed by a space. Shortening the file name is permissible and may be required for excessively long file names. Excessively long file names could create problems in burning the history to disc. Modifying the name of a file after a hyperlink is established will break the link. Therefore, please limit file names to no more than 50 characters.

A18.2.9. Handling Attachments. Attachments may be combined into a single document using Adobe Acrobat Professional or kept as separate, but subordinate supporting documents when keeping the documents in their native format. In the latter case, simply add an alphabetical character to the file number as depicted in the examples below, the File Type Description is presented here for clarification purposes only:

**Table A18.3. File Type Description.**

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



A18.2. 10. Creating the List of Supporting Documents. List all supporting documents in numerical order, by chapter, giving the same identifying information and classification data required in the footnote. List all documents in sequential order as they appear in the root folder.

A18.2.11. Creating the Table of Contents. The table may be constructed as the history is written but can be completed only after the pagination is firm (usually, this means after coordination is complete). In addition to supplying the page numbers for each topic, the topics and/or associated page numbers must be hyperlinked to the corresponding portions of the narrative as indicated in the example below.

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

or

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

A18.2.12. The Signed Title Page. There are two procedures for preserving the signed title page—one for Microsoft Word and one for Adobe Acrobat Professional. Choose the one that matches your publication method.

A18.2.12.1. To create the Title Page for a Microsoft Word history, place the word “SIGNATURE” above the printed name of the signing official. Use the word SIGNATURE to create a hyperlink to a scanned image of an actual signed page. Treat the scanned image as a supporting document and assign it a number higher than the last supporting document in the root folder.

A18.2.12.2. To create the Title Page for an Adobe Acrobat history, scan the signed title page and insert it as the first page in the 0001 file. You may find it useful to create a placeholder title page and replace it with the signed title page.

A18.3. **Publishing the Periodic History to Optical Media** . Use an approved recording application to create a Compact Disc-Recordable (CD-R) or Digital Versatile Disc (DVD—formerly Digital Video Disc). Roxio Easy CD-Creator is a common application used to create or “burn” discs using either of these output media formats. Typically, a CD-R will hold about 700 megabytes of data while a DVD-/+R will hold about 4.7 gigabytes. For very large histories, use DVDs to transmit histories to AFHRA. This facilitates accountability and control of histories stored at AFHRA. In some cases, a history may exceed the capacity of one DVD, but the hyperlinks will be restored when the history is reassembled on AFHRA’s servers.

NOTE: There are several types of blank media. Industry standards suggest DVD+R media are the best for archiving data; however, older hardware may not support the +R standard. Check available hardware before purchasing blank CDs or DVDs to publish the history.

A18.4. **Submission of the Periodic History Report.** Use a permanent marker to place the name of the history and proper security instructions on the non-readable side of the disc as shown in [Attachment 2](#). Leave space for AFHRA technicians to provide additional identification data. Place the disc in a jewel case and label the case as shown in [Attachment 2](#). Do not place more than one disc in a case or package any disc in a manner that could degrade the readability of the disc. Comply with all security instructions when packaging, tracking, and transmitting the disc(s). Follow MAJCOM/HO guidelines in distributing the e-history. Ensure retention of at least one fully functioning copy for the unit historical repository.

**SAMPLE 1****0000 README FILE****History of the 416th Bomb Wing, 1 January – 31 December 2003**

This history was published in an electronic format containing 579 files. All files that comprised the electronic history were contained in a single directory, named “416\_BW\_20030101-20031231\_History.”

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

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

The following hyperlink provides access the entire history report: “[0001\\_416\\_BW\\_20030101-20031231\\_History.pdf](#).” The Table of Contents is located within this file and allows for easy navigation of the history report. The footnotes within the narrative are hyperlinked to the supporting document files. The narrative was written in Microsoft (MS) Word and was converted to PDF using Adobe Acrobat Professional Version 7. The end product gives the appearance of a printed paper copy and enhances the long term archiving of the periodic history report.

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

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

**ABSTRACT**

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

The wing command transferred to Col John X. Doe on 22 Sep 2003. Base Closure and Realignment Commission activities underway. Repairs to runway 21 began on 27 Jun 2003, closing the runway for two months. Bird/Wildlife Aircraft Strike Hazard program cited as best

in Air Force for 2002. Maintenance completed a time compliance technical order replacing a wing deicing module. Participated in Exercise BLUE HARRIER in the North Atlantic. Portions of 668th Bomb Squadron deployed in support Operation ENDURING FREEDOM to Diego Garcia, 5 June 2003 through 15 September 2003. In addition to the flying squadron, over 200 individuals deployed in support of multiple unit type codes.

## SAMPLE 2

### 0000 README FILE

#### **History of Air Combat Command, January - December 2005**

This history was published and submitted to the Air Force Historical Agency in an electronic format. The history includes 1,261 files in one single directory (folder) named ACC\_20050101-20051231\_History. The files were named so that opening or printing them in sequence would mirror the traditional paper copy RCS: HAF-HO (A) 7101.

File "[0001 ACC 20050101 - 20051231 History](#)" contains the table of contents and was designed to link to all sections of the history including the supporting documents. It should be used to access and navigate through all sections of the history.

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

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

#### **ABSTRACT**

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

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

## Attachment 19

### PRESERVATION PLAN

A19.1. **Introduction.** The key to establishing an effective preservation plan is a thorough knowledge of what resides in the collection. Once this general level of knowledge has been reached, it should be possible to determine priorities for preserving and protecting the most valuable material, that is, the “Crown Jewels.” The Crown Jewels are materials not available in the Air Force Historical Research Agency or other repositories. They get top priority in any crisis threatening such material. If time permits, items of lesser value might be protected or rescued. In any case, always remember that the human resource is far more valuable than anything in the collection—do not take unnecessary risks in protecting material.

A19.2. **Developing a Plan.** When developing a plan, begin with the following questions:

A19.2.1. What materials in the collection must be protected, rescued, or restored?

A19.2.2. What tools and equipment might be necessary to protect the collection?

A19.2.3. Does the facility have a fire suppression system, alarms, or adequate extinguishers?

A19.2.4. Are personnel trained in the use of these systems and equipment?

A19.2.5. Has a risk assessment been performed?

A19.2.6. What local conditions should be considered when developing the plan?

A19.2.7. What steps would be taken immediately before and immediately after a disaster?

A19.2.8. What steps are in place to control rodents and other pests?

A19.2.9. What equipment or services will be required to remediate damage following a disaster?

A19.3. **Evaluation of Situation.** After evaluating the situation, a plan might be unnecessary if the entire collection is duplicated someplace else.

A19.4. **Example Comprehensive Plan.** See the AFHMP CoP for an example of a comprehensive plan.

## Attachment 20

## SAMPLE ASSIGNMENT OF RIGHTS

KNOW ALL MEN BY THESE PRESENTS:

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

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

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

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

DONOR

Interview Subject's Signature  
Interview Subject's Typed Name

DATE: \_\_\_\_\_

Accepted on behalf of the  
United States Air Force History Office

Interviewer's Signature  
Interviewer's Typed Name  
Interviewer's Title

DATE: \_\_\_\_\_

**Attachment 21****ASSESSMENT PROCESS****A21.1. Security and Administrative Marking Review. STEP 1: Security and Administrative Marking Review**

A21.1.1. For classified histories, did the historian package and mark the disc properly?

A21.1.2. Did the package include an AF Form 310 or other approved tracking receipt?

A21.1.3. Does the title page show the overall classification, declassification instructions, special markings, and appropriate administrative markings?

A21.1.4. Do the pages listed in the Security Notice and Administrative Controls (SNAC) Page match content (narrative and supporting documents)?

A21.1.5. Do portion and page markings accurately reflect the appropriate derivative markings?

A21.1.6. Does the SNAC Page identify all classified pages and documents containing special marking restrictions, dissemination controls, and administrative markings (by level, i.e., secret, confidential, etc. and by marking type, i.e., restricted data, not releasable to foreign nationals, privileged data, for official use only, etc.)?

A21.1.7. Cross-check the narrative and supporting documents to ensure that all pages and documents which should be listed on the SNAC Page are described there.

A21.1.8. Are tables, charts, maps, figures, and appendices appropriately marked and do they contain a source citation?

**A21.2. Content Review. STEP 2: Content Review**

A21.2.1. Based upon your knowledge of the unit mission and activities from a headquarters perspective, did the historian make appropriate topic selections?

A21.2.2. Did the historian provide complete and balanced coverage of those topics, giving broader, more in-depth treatment to topics of importance?

A21.2.3. Did the historian's selection of supporting documents portray the unit mission accomplishments in adequate depth and breadth? Did the historian cite all supporting documents included in the history?

A21.2.4. Did footnote citations fully identify the source? Are citations consistent?

A21.2.5. Are conclusions in the narrative substantiated by the supporting documents?

A21.2.6. Are most supporting documents primary sources originating from the unit?

A21.2.7. Do the charts, tables and graphs display information of current and future utility? Has the historian fully identified the source(s) used to build the charts, tables and graphics?

A21.2.8. Did the historian provide analysis by putting issues into perspective and assessing their impact on the unit? Was the focus on problems, causes, and attempted solutions?

**A21.3. Functionality Review. STEP 3: Functionality Review**

A21.3.1. Does the disc function when inserted into a stand-alone computer?

A21.3.2. Do hyperlinks work properly wherever they appear (table of contents, chronology, footnotes, supporting document list, cross references, etc)?

A21.3.3. Are all documents included in the product accessible (i.e., did the historian include document types unsupported at AFHRA, temporary files, or uncommon file formats)?

**A21.4. Format/Organization Review. STEP 4: Format/Organization Review**

A21.4.1. Does each history contain all mandatory components?

A21.4.2. Are mandatory and optional components presented in the correct sequence?

A21.4.3. Is the flow of the narrative logical?

A21.4.4. Are source citations consistent in both structure and format?

A21.4.5. Are related topics grouped together?

A21.4.6. Are charts, tables, appendices, and illustrations useful, accurate and user-friendly?

A21.4.7. Are all files sequentially ordered and properly numbered?

A21.4.8. Do all hyperlinks point toward preserved material vice active web sites?

A21.4.9. Did the historian include a collection of special orders covering assumption of command, organizational changes, movement orders, and award orders for Air Force Organizational Excellence and Air Force Outstanding Unit Awards?

A21.4.10. Was the Title Page signed by the commander, vice commander, or director of staff and dated?

A21.4.11. Did the historian follow the general formatting listed in section 3.7 of this instruction?

**A21.5. Style/Grammar Review. STEP 5: Style/Grammar Review**

A21.5.1. Does the historian's writing follow the ABCs of writing--Accuracy, Brevity, and Clarity?

A21.5.2. Did the historian adhere to the basic rules of English grammar?

A21.5.3. Did the historian properly identify acronyms used in the report?

A21.5.4. Is the history written in the active voice and in the past tense?

A21.5.5. Are spelling, punctuation, and capitalization errors kept to a minimum?

A21.5.6. When possible, did the historian seek to eliminate military jargon from the report? In instances where jargon appears, did the historian describe what the jargon meant in the context in which it was being used?

A21.5.7. Did the historian use transitions when appropriate?

A21.5.8. Did the historian write the history from the perspective of the organization's leadership?

**A21.6. Timeliness and Reviewing Previous Evaluations. STEP 6: Timeliness and reviewing previous evaluations**



A21.6.1. Was the history received on time (or by the approved adjusted due date) at the office conducting the evaluation?

A21.6.2. Review previous evaluations to identify if the historian repeated any errors.

**A21.7. Determining an Overall Rating. STEP 7: Determining an overall rating**

A21.7.1. Use the five-tier rating system outlined in paragraph 3.17 to assess each of the five key areas (security/functionality, content, format/organization, and grammar/style) and develop an overall rating.

**A21.8. Assessment Letter. STEP 8: Assessment letters**

A21.8.1. Send one letter to the organization's commander. This letter should:

A21.8.1.1. Recognize the commander's support of the history program.

A21.8.1.2. Be an objective, fair analysis of the historian's work.

A21.8.1.3. Emphasize the positive aspects of the report.

A21.8.1.4. Be signed by the command historian.

A21.8.1.5. Also be sent to USAF/HO as a courtesy copy.

A21.8.2. Send another letter to the historian. This letter should:

A21.8.2.1. Be a detailed and balanced review with praise for well produced segments and suggestions for improvements covering each key area.

A21.8.2.2. Encourage open dialogue on any issue(s) highlighted for improvement.

A21.8.2.3. Be prepared for and distributed only to the originating historian(s).

A21.8.2.4. Be signed by the reviewer.

A21.8.2.5. Be retained by the reviewing organization to compare with successive assessments from the same organization and historian(s).