

1 AUGUST 2005



History

**HISTORICAL OPERATIONS IN
CONTINGENCIES AND WAR**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AF/HO (CMSgt Walt Grudzinskas)
Supersedes AFI84-102, 10 December 1993

Certified by: HQ AF/HO (Mr. C. R. Anderegg)
Pages: 21
Distribution: F

This instruction implements AFD 84-1, *Historical Information, Property and Art*, 1 May 1997. It provides guidance for collecting historical data, preparing reports, and operating during contingencies and war. MAJCOMs will supplement this instruction to provide additional guidance to subordinate units, but supplements must not conflict with any Air Force Instruction. HQ AF/HO must approve all MAJCOM supplements. 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 AFMAN 37-123, *Management of Records* and disposed of in accordance with *Air Force Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision of AFI 84-102 deletes references to outdated UTCs, revises responsibilities assigned to the Air Force Historical Research Agency, updates terminology throughout, expands and clarifies the responsibilities of supported and supporting MAJCOM/HOs, expands and clarifies guidance on the contingency reports, revises and updates the Historian Mobility Support Kit, and adds two annex templates.

Chapter 1— PLANNING AND RESPONSIBILITIES	3
1.1. Scope and References.	3
1.2. Office of Air Force History (HQ AF/HO).	3
Table 1.1. Historian Unit Type Codes (UTCs) (enlisted and officer historians are the primary resources for meeting contingency historical requirements).	3
1.3. Air Force Historical Research Agency (AFHRA).	4
1.4. MAJCOM History Offices (MAJCOM/HO).	4
1.5. Supported Command History Offices.	4

1.6. Supporting MAJCOM/HOs (Force Providers). 5

1.7. AEF Scheduler. 5

1.8. Senior In-Theater Historian. 6

1.9. Commanders. 6

1.10. Unit Historians. 6

1.11. National Museum of the Air Force. 7

Chapter 2— DUTIES 8

2.1. Historians. 8

2.2. Contingency Historical Reports. 8

2.3. History Operations After-Action Report. 8

Chapter 3— TRAINING AND EVALUATION 9

3.1. USAF Historian Development School. 9

3.2. MAJCOM Historians. 9

3.3. Unit Historians. 9

3.4. FORMS PRESCRIBED. 9

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 10

Attachment 2— CONTINGENCY HISTORICAL REPORT (RCS: HAF-HO(M)8901) 12

Attachment 3— MOBILITY SUPPORT KIT 16

Attachment 4— MAJCOM HISTORY ANNEX TEMPLATE 18

Attachment 5— UNIT HISTORY ANNEX TEMPLATE 20

Chapter 1

PLANNING AND RESPONSIBILITIES

1.1. Scope and References. Personnel in the USAF History and Museums Program must be able to participate in support of all types of Air Force operations across the full spectrum of conflict, including war, contingencies, and steady-state deployments. Many USAF organizations cooperate with history offices to develop plans for this Air Force History and Museum Program participation. These plans implement the policies and directives of the Department of Defense (DoD), Joint Chiefs of Staff (JCS), Headquarters USAF, and the unified commands. Five key references for the war planning process include:

- 1.1.1. *USAF War and Mobilization Plan*, Volume 1 (WMP-1), Annex M.
- 1.1.2. AFMAN 10-401V1, *Air Force Operations Planning and Execution*, 4 May 2005.
- 1.1.3. AFI 10-403, *Deployment Planning and Execution*, 26 July 2004.
- 1.1.4. DoD 5200.1-R, *Information Security Program*, 13 December 1996.
- 1.1.5. AFI 84-101, *Historical Products, Services, and Requirements*, 1 August 2005.

1.2. Office of Air Force History (HQ AF/HO). HQ AF/HO guides contingency and war planning for historical offices throughout the Air Force. HQ AF/HO:

- 1.2.1. Performs Air Staff functional manager responsibilities as identified in AFMAN 10-401. This office coordinates contingency historical tasks with DoD, CSAF-directed analysis teams, and USAF staff agencies; ensures that force modules include historians; and incorporates a historical checklist into Crisis Action Procedures (CAP) planning.

Table 1.1. Historian Unit Type Codes (UTCs) (enlisted and officer historians are the primary resources for meeting contingency historical requirements).

UTC	AFSC	NUMBER
RFGAB*	(Historian, Officer) 84H0	2
	(Historian, Enlisted) 3H0X1	1
RFGAD	(Historian, Officer) 84H0	1
RFGAE	(Historian, Enlisted/Civilian) 3H0X1	1

*Comprises a Contingency Historical Information Preservation (CHIP) Team.

- 1.2.2. Provides guidance for implementing the USAF WMP-1, base support, and related planning.
- 1.2.3. Coordinates with JCS Director of Joint History to avoid duplication of effort and to promote the efficient collection and preservation of information relating to combat and contingency operations. The Joint History Program focuses on the planning and decisions of unified commanders, while the Services' history programs focus on the role of component commanders and on operations by field units. HQ AF/HO informs JCS of USAF requirements and plans.
- 1.2.4. In coordination with the Air and Space Expeditionary Force (AEF) Center, implements History and Museums Program participation in AEF deployments.

1.2.5. HQ AF/HO will periodically convene a contingency review and assessment panel. This panel includes representatives from: AF/HO, AFHRA, and other members as determined by the Director, Air Force History. The panel reviews historical contingency reports and after-action reports. As a result of this review it produces updates to the *Historian Deployment Guide* and a summary of lessons learned. AF/HO distributes this summary to all MAJCOM/HOs, FOAs, DRU/HOs, and CPD/HO.

1.3. Air Force Historical Research Agency (AFHRA). Under the guidance of the Director, Air Force History, AFHRA receives, indexes and preserves contingency historical reports and other operational records. To fulfill these responsibilities, AFHRA:

1.3.1. Within 20 days of receiving contingency reports, makes them available through the Inferential Retrieval and Indexing System (IRIS).

1.3.2. Maintains six permanent Contingency Historical Information Preservation (CHIP) teams staffed to perform three primary functions: collect and organize data, interview key personnel, and produce a guide to the document collection. Team members must be equipped and ready for rapid deployment as needed, either individually or together. Identifies historians for deployment with the Unit Type Code (UTC) RFGAB, RFGAD, and RFGAE. At least one member of each team must have a Single Scope Background Investigation (SSBI) clearance for access to special compartmented information (SCI). In coordination with the responsible headquarters, deploys CHIP Teams when and where required to capture critical documents and information. HQ AF/HO and the supported command headquarters determine the length of deployment needed to meet mission requirements. Attach deployed CHIP teams to the senior Air Force component headquarters or Joint Service Air Component headquarters in-theater. CHIP teams document operations and command decision-making, interview key participants, compile computerized logs and event chronologies, and identify and preserve significant documents (including electronic files) for later analyses. CHIP teams augment but do not replace or supervise in-place historian resources.

1.3.3. During contingency operations, AFHRA produces and maintains comprehensive lineage and honors histories of all units participating in contingency operations.

1.4. MAJCOM History Offices (MAJCOM/HO). All MAJCOM History Offices are responsible for war planning as outlined in AFMAN 10-401. All MAJCOM/HOs:

1.4.1. Review and coordinate on AEF scheduling in a timely manner.

1.4.2. Review plans, projects, operations orders, concepts of operations, instructions, and directives. All of these documents must have a history section or annex covering the rapid early deployment of historians into contingency areas (see AFMAN 10-401 for additional guidance). (See [Attachment 4](#) for MAJCOM History Annex Template.) A copy of these annexes must be sent to AF/HO.

1.4.3. Ensure all historians are mobility qualified and have Top Secret clearances.

1.5. Supported Command History Offices. The history office of the service component commander serving as the Commander Air Force Forces (COMAFFOR) to the supported unified command during contingency operations is the supported command history office. For example, HQ USAFE/HO is the supported command history office during any contingency in the United States European Command's (EUCOM's) theater because USAFE is the service component to EUCOM. The supported command history office:

- 1.5.1. Prepares history annexes for plans developed for contingency operations.
- 1.5.2. Coordinates support from the force providers. All MAJCOMs, including Air Force Reserve Command (AFRC) and the Air National Guard (ANG), are force providers.
- 1.5.3. In coordination with the senior in-theater historian, establishes contingency historical reporting frequencies and periods for deployed historians.
- 1.5.4. Provides material support to deployed historians.
- 1.5.5. Provides guidance to deployed historians from their arrival in theater until their departure.
- 1.5.6. Provides detailed feedback to the deployed historian on each historical report within five days of receipt.
- 1.5.7. Responds to requests for historical information that are beyond the capability of deployed historians.
- 1.5.8. Advises deployed CHIP teams regarding data collection issues (to include oral history interviews).
- 1.5.9. Advises joint headquarters on guidance to deployed USAF historians.
- 1.5.10. Maintains a complete listing of deployed historians and their contact information to include e-mail address, mailing address, and DSN telephone number.

1.6. Supporting MAJCOM/HOs (Force Providers). The history office of the supporting MAJCOM headquarters provides forces to the service component commander. The supporting MAJCOM/HO:

- 1.6.1. Coordinates with the supported command historian and provides pre-deployment guidance to historians on administrative, security, and miscellaneous details.
- 1.6.2. Ensures mobility training is complete and current.
- 1.6.3. Ensures historian mobility kit is complete and ready for deployment.
- 1.6.4. Engages in pre-deployment communication with the supported command historian.
- 1.6.5. Ensures historians do not deploy without a validated tasking (as defined in section 1.7.).
- 1.6.6. Consults with Air Reserve Component (ARC) Functional Area Managers (FAMs) to determine if and when ARC historians are needed to support AEF requirements.
- 1.6.7. Reproduces and sends copies of each contingency history report to AFHRA and the supported command history office. Distributes additional copies of historical reports as determined by AF/HO and the Supported Command.

1.7. AEF Scheduler. The AEF Scheduler coordinates and sources the actual deployment of all historians during wartime, contingency operations, and large-scale contingency training exercises. The AEF Scheduler:

- 1.7.1. Coordinates with AF/HO, the supported MAJCOM, and the senior in-theater historian to ensure the validity of all historian AEF taskings.

1.7.2. Maintains the AEF Library for all postured historians and coordinates with the MAJCOM FAMs on the training and deployment eligibility of their respective assigned historians. At a minimum, this coordination should occur 90 days before a given historian's AEF vulnerability period.

1.7.3. Coordinates the nomination and selection of historians for specific AEF taskings with USAF/HO, the supported MAJCOM, and respective MAJCOM FAM. When a historian is sourced for deployment, the AEF Scheduler notifies the respective MAJCOM FAM, who in turn validates the tasking.

1.7.4. Acts as the focal point for the historian career field leadership on all policy directives and guidance issued by the AEF Center.

1.8. Senior In-Theater Historian. The Senior In-Theater Historian is the FAM for all deployed historians in the respective area of responsibility (AOR). The Senior In-Theater Historian:

1.8.1. Coordinates with the supported command historian on unit contingency history reporting production cycles.

1.8.2. Ensures deployed historians in the respective AOR meet established reporting criteria.

1.8.3. Coordinates with AF/HO, the supported command history office, and the AEF Scheduler on all issues pertaining to the assignment and rotation of deployed historians.

1.9. Commanders. Commanders are vital to the success of the Air Force History & Museum Program during wartime and contingency operations. Commanders:

1.9.1. Ensure history annexes are included in unit plans.

1.9.2. Assign historians to their special or personal staff.

1.9.3. Provide historians access to all data, activities, and facilities necessary to accomplish their mission.

1.9.4. Ensure historians are not assigned duties inconsistent with the timely performance of their primary wartime mission.

1.10. Unit Historians. Unit historians who are on a UTC and postured in the AEF libraries:

1.10.1. Prepare and maintain History Annexes for unit plans. Coordinate draft annexes with the MAJCOM/HO. (See [Attachment 5](#), Unit History Annex Template.)

1.10.2. Establish and maintain the History Mobility Kit (see [Attachment 3](#), Mobility Support Kit). Historians must be properly equipped for rapid deployment.

1.10.3. Complete mobility training requirements as specified by the Unit Deployment Manager (UDM).

1.10.4. Immediately advise the MAJCOM/HO FAM on any profile changes that might affect the ability to deploy.

1.10.5. Periodically brief the commander and staff on the historian's contingency responsibilities.

1.10.6. Contact the supported historian for site-specific requirements and guidance.

1.10.7. Advise the supporting MAJCOM when tasking is received from local sources. Do not deploy without a validated tasking from higher headquarters.

1.10.8. Obtain and become familiar with the *Historian Deployment Guide* thirty days prior to periods of AEF vulnerability. Look for changes affecting historian contingency operations.

1.10.9. Prepare after-action reports (AF Form 2131).

1.10.10. Coordinate revised home unit history submission schedules with the parent MAJCOM/HO.

1.10.11. Attend MAJCOM historian workshops to receive recurring contingency training.

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

Chapter 2

DUTIES

2.1. Historians. Upon reporting to the deployed location, historians establish communications, collect, organize, safeguard, and preserve historically significant data pertaining to the mission. To accomplish this, historians:

- 2.1.1. Notify the senior in-theater historian (on the Air Force Forces (AFFOR) staff), supporting MAJCOM, and supported command historians by e-mail or phone upon arrival at the contingency location, and three days before their departure. Historians keep their in-theater senior historian and supported command historian informed of any changes in the status of contingency reports and personal issues. Additionally, CHIP teams will keep AFHRA and AF/HO informed of their status.
- 2.1.2. Focus on collecting electronic documents; however, when electronic documents are not available, paper-based documents may be collected and preserved.
- 2.1.3. Conduct interviews with people directly involved in historically significant phases of contingency operations; these serve as a vital source of primary information.
- 2.1.4. Prepare Contingency Historical Reports (RCS: HAF-HO(AR)8901) and *History Operations After-Action Reports* (RCS: HAF-HO(AR)8903), AF Form 2131.
- 2.1.5. Visit geographically separated units and forward operating locations regularly to ensure complete coverage of operational activities.

2.2. Contingency Historical Reports. Contingency reporting procedures differ significantly from those of peacetime. Unit historians shift from preparing narrative reports to selecting, organizing, and preserving documentation, preparing a fully cited expanded chronology, and building key statistical appendices (see [Attachment 2](#), Contingency Historical Report (RCS: HAF-HO (M) 8901). Historians focus on their unit's mission during contingency operations. Unless directed otherwise by the supported command historian through the senior in-theater historian, the historians:

- 2.2.1. Prepare semi-monthly reports for the first 30 days of an operation. Thereafter they will produce monthly histories with reporting dates determined by the supported command.
- 2.2.2. Notify the senior in-theater historian when the history is submitted for the commander's signature. Upon commander approval, disseminate reports as directed by the senior in-theater historian.
- 2.2.3. Maintain one electronic copy of each contingency historical report.

2.3. History Operations After-Action Report. Each deployed historian and CHIP team must submit a History Operations After-Action Report analyzing the effectiveness of historical reporting procedures, identifying specified history problems, and recommending solutions. Historians prepare these reports within 7 days after returning to duty at their permanent duty stations. Submit copies to the supported command historian, HQ USAF/HO, the parent MAJCOM/HO, and CPD/HO.

Chapter 3

TRAINING AND EVALUATION

3.1. USAF Historian Development School. The USAF Historian Development School provides historians the principles and methods needed to prepare Air Force contingency historical reports. To accomplish this, the USAF Historian Development School:

- 3.1.1. Prepares and conducts classroom instruction and demonstration-performance exercises.
- 3.1.2. Assimilates data collected from the contingency review and assessment panel summaries and *History Operations After-Action Report*, (AF Form 2131), into course improvements.
- 3.1.3. Attends MAJCOM workshops and provides continuation training seminars relating to contingency operations.

3.2. MAJCOM Historians. The MAJCOM historians serve in an enabling role in the contingency history program by evaluating the training and readiness of unit-level historians. To accomplish this, MAJCOM/HOs:

- 3.2.1. Conduct contingency training at biennial workshops.
- 3.2.2. Are members of the local Inspector General Team and conduct Operational Readiness Inspections assessing the readiness of unit historians.

3.3. Unit Historians. In order to meet contingency responsibilities and reinforce the important role they play during contingency operations, unit historians:

- 3.3.1. Prepare for and participate in Joint, Air Force, command, and local readiness exercises and Operational Readiness Inspections to practice and hone the skills needed during contingencies.
- 3.3.2. Attend MAJCOM workshops and receive continuation training.

3.4. FORMS PRESCRIBED. Air Force Form 2131, *History Operations After-Action Report (RCS: HAF-HO(AR)8903)*.

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Director, Air Force History and Museums Policies and Programs

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

USAF War and Mobilization Plan, Volume 1 (WMP-1), Annex M
AFMAN 10-401V1, Air Force Operations Planning and Execution, 4 May 2005.
AFI 10-403, Deployment Planning and Execution, 29 July 2004.
DoD 5200.1-R, Information Security Program, 13 December 1996.
AFPD 84-1, Historical Information, Property and Art, 1 May 1997.
AFI 84-101, Historical Products, Services and Requirements, 1 August 2005.
AFMAN 37-123, Management of Records, 31 August 1994.

Abbreviations and Acronyms

AEF—Aerospace Expeditionary Force
AFFOR—Air Force Forces
AF/HO—Office of the Air Force History
AFHRA—Air Force Historical Research Agency
AFMAN—Air Force Manual
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
ANG—Air National Guard
AWOL—Absent Without Leave
BDA—bomb damage assessment
CAP—Crisis Action Procedures
CHIP—Contingency Historical Information Preservation
CPD/HO—College for Professional Development/USAF Historian Development School
DoD—Department of Defense
HQ—Headquarters
IG—Inspector General
JCS—Joint Chiefs of Staff
MAJCOM—Major Command
MAJCOM/HO—Major Command History Office
OPLAN—Operations Plan

RCS—Report Control Symbol

RDS—Records Disposition Schedule

USAFE—United States Air Forces Europe

SCI—special compartmented information

SITREP—Situation Report

SSBI—single scope background investigation

UTC—Unit Type Code

WMP—War and Mobilization Plan

Attachment 2

CONTINGENCY HISTORICAL REPORT (RCS: HAF-HO(M)8901)

A2.1. Format. The contingency historical report will be a Microsoft Word file with hyperlinks. Moreover, it may not contain any embedded files.

A2.1.1 Title Page

A2.1.2 Security Notice and Administrative Controls Page

A2.1.3 Table of Contents

A2.1.4 List of Illustrations

A2.1.5 Executive Summary

A2.1.6 Expanded Chronology

A2.1.7 Appendices

A2.1.8 Glossary

A2.1.9 Gazetteer

A2.1.10 List of Supporting Documents/Document Groups

A2.1.11 Distribution List

A2.1.12 Read-me file

A2.1.1. Title Page.

A2.1.1.1. Report Control Symbol (RCS), RCS: HAF-HO(M)8901

A2.1.1.2. Commander's signature and date signed

A2.1.1.3. Historian's signature (optional)

A2.1.1.4. The full name of the unit

A2.1.1.5. Inclusive dates of the period covered

A2.1.1.6. Overall classification of the disk, with declassification instructions

A2.1.1.7. Disk number __ of __ disks

A2.1.2. Security Notice and Administrative Controls Page. This page is required in every disk of a contingency historical report.

A2.1.2.1. State the highest classification of the disk and declassification instruction.

A2.1.2.2. List any special notations that apply to the data in the report.

A2.1.3. Table of Contents. This is an information-finding aid.

A2.1.3.1. Make it specific and accurate.

A2.1.3.2. List by page number and hyperlink all components.

A2.1.3.3. List all supporting document disks and indicate the documents contained on each disk.

A2.1.4. **List of Illustrations.** List and hyperlink all tables, charts, photographs, and maps.

A2.1.5. **Executive Summary.** A concise narrative recap of significant events during the reporting period.

A2.1.6. **Expanded Chronology.** Provides detailed information on significant events in the areas of operations, force protection, Base Operating Support, and other events as determined by the historian. Events are in chronological order. Each entry should answer the “who, what, when, where, why, and how” of an event. Do not use a bullet format; each entry must be narrative in nature.

A2.1.6.1. When possible, examine events in past contingency history reports to identify trends, lessons learned, and mission performance.

A2.1.6.2. Every entry must have a citation identifying its sources and a hyperlink to the corresponding documents.

A2.1.6.3. Do not embed photographs in the history. The historian may provide a caption and a hyperlink to a corresponding digital photograph or similar multimedia file.

A2.1.7. **Appendices.** Appropriate items for appendices include charts, tables, graphs, and statistical summaries. Appendices follow the same format and contain the same information as specified in AFI 84-101 *Historical Products, Services, and Requirements*. Provide hyperlinks identifying the source documents used to prepare each appendix. Follow these guidelines:

A2.1.7.1. An appendix must be able to stand alone as an independent document when extracted from the history.

A2.1.7.2. List all sources used for its data and, if classified, provide downgrade and declassification instructions.

A2.1.7.3. The following appendices are mandatory and identified by a capital letter. When not applicable, insert the phrase “This Appendix not used.” Additionally, historians may include other appendices as needed.

A2.1.7.4. Appendix A: Lineage and Honors data

A2.1.7.5. Appendix B: Roster of Key Personnel

A2.1.7.6. Appendix C: Personnel Statistics (assigned only)

A2.1.7.6.1. Section C-1: Crew Resources

A2.1.7.6.2. Section C-2: Casualty Statistics

A2.1.7.7. Appendix D: Organizational Structure Charts

A2.1.7.8. Appendix E: Operational Mission Data

A2.1.7.8.1. Section E-1: Aircraft Inventory

A2.1.7.8.2. Section E-2: Flying Data

A2.1.7.9. Appendix F: Maintenance Statistics

A2.1.7.10. Appendix G: Logistics Statistics

A2.1.7.10.1. Section G-1: Munitions Inventory

A2.1.7.10.2. Section G-2: POL Inventory

A2.1.7.10.3. Section G-3: Vehicle Inventory

A2.1.7.11. Appendix H: Communications Equipment Inventory

A2.1.8. **Glossary.** List, in alphabetical order, frequently used abbreviations, acronyms, terms, and symbols, with a definition or explanation of each.

A2.1.9. **Gazetteer.** An alphabetical list of geographical place names with their locations.

A2.1.10. **List of Supporting Documents/Document Groups/Case Files.** In the first disk, list all primary documents groups in sequential order. Provide the identifying information and classification data required similar to a note citation. In each supporting document disk, list only the documents contained in that disk, giving the same information required above.

A2.1.11. **Distribution List.** Place a complete distribution list in the first disk. Include:

A2.1.11.1. The total number of disks.

A2.1.11.2. Send one complete copy to the Supporting Command History Office. The Supporting Command distributes copies required by other agencies.

A2.1.11.3. Send one copy of the narrative and expanded chronology including appendices to the Senior In-theater Historian via secure e-mail if possible.

A2.1.12. **Disk Label.** Each disk must be labeled to identify its contents. Include:

A2.1.12.1. Overall classification.

A2.1.12.2. Organization title.

A2.1.12.3. Location.

A2.1.12.4. Coverage period dates.

A2.1.12.5. Date signed.

A2.1.12.6. Media type and brand information (i.e., DVD-R, Imation).

A2.1.12.7. Office of origin, derivative classification, and declassification information.

A2.1.12.8. Copy destination (i.e., ACC/HO, Copy 3 of 4).

A2.2. Research Topics. All manner of topics and events come under the purview of historians, but only significant activities affecting mission accomplishment merit discussion. Especially consider information that will be useful to future planners. The subheadings below, while neither inclusive nor exclusive, indicate topics generally worthy of consideration for historical coverage.

A2.2.1. Mission and organization changes and authority; assigned and attached units; host unit and host nation relationships.

A2.2.2. Operational tasking (offensive counter air, defensive counter air, close air support, intelligence surveillance reconnaissance, etc.).

A2.2.3. Hostile activities: enemy aircraft sighted or engaged (date, place, type, action taken); enemy ground forces observed or engaged (date, place, type--missiles, gun emplacements, infantry--and action taken).

A2.2.4. Special tactics and techniques used to counter enemy forces.

A2.2.5. Mission results including battle damage assessment (include photographs or weapons system video), missiles and munitions expended as well as standard loads and deviations from standard loads, and aircraft combat battle damage incurred (date, place, aircraft tail number, crew members, cause--air battle, ground fire--and extent of damage).

A2.2.6. Air base defense activities including enemy attacks and recovery efforts and Rapid Runway Repair.

A2.2.7. Use of space assets.

A2.2.8. Logistics: equipment and supply status, problems encountered, attempted resolution, and results; ground and airlift (military and commercial transportation).

A2.2.9. Facilities: operational (flight line, aircraft parking areas, fuel storage); type of housing (tents or hotels), availability and adequacy; recreational and utilities.

A2.2.10. Communications: type (voice, data link, and so on), responsiveness, and operational capacity.

A2.2.11. Safety: flying and ground incidents, accident prevention efforts.

A2.2.12. Health and Welfare: medical facilities (type, capabilities); health hazards (type--impure water, food poisoning, insects, and so on); necrology (date, name, cause of death); personnel evacuated due to injury or illness (date, name, method of evacuation).

A2.2.13. Morale indicators such as absent without leave (AWOL) and desertion rates, substance abuse, Inspector General (IG) complaints, and activities (chaplain, Morale, Welfare, and Recreation, etc.).

Attachment 3

MOBILITY SUPPORT KIT

A3.1. Mobility Support Kit. Each historian must maintain a mobility support kit to supply one historian for 30 days. Verify the operability of all equipment periodically and just prior to deployment. This list is based on experience and historian after-action reports. Each historian accomplishes the mission differently; if you think you're going to need other items, bring them.

Table A3.1. Mobility Support Kit

<i>Item</i>	<i>Model/Serial Number</i>	<i>Quantity</i>	<i>Check</i>
<i>Historian Deployment Guide</i>		1 Ea.	
Laptop Computer with removable hard drive		1 Ea.	
Media Recorder (CD-R or DVD-R recorder)		1 Ea.	
Audio Recorder		1 Ea.	
Headphones with adapters		1 Pr.	
Keyboard and mouse (Optional)		1 Ea.	
Digital Camera		1 Ea.	
Mobility Support Kit Container: catalog case, backpack, airline bag (wheeled, converts to back-pack)		1 Ea	
SF 706 (TOP SECRET ADP Label)		1 Pad	
SF 707 (SECRET ADP Label)		1 Pad	
SF 708 (CONFIDENTIAL ADP Label)		1 Pad	
Spare Batteries (camera, computer, tape recorder)		As needed	
Extension cords (25 ft minimum)		2 Ea.	
Extra Computer Cables (printer, monitor, scanner, removable drives, modem, etc)		As needed	
Electric Adapter Plugs (fits wall sockets worldwide)		1 Set (4)	
Cassette Tapes/memory cartridges (Blank, 60/90-Min.)		30 Ea.	
Computer Disks (3½ inch, DS/HD)		10 Ea.	
Storage media (CD-R or DVD-R)		50 Ea.	
Disk Mailers		12 Ea.	
Envelopes (10 x 13-inch minimum, manila)		20 Ea.	
CD-R Labels, Blank		2 boxes	
Pens, Black Ink		1 Box	
Paper, writing, pads (8.5 x 11 or steno)		4 Ea.	

<i>Item</i>	<i>Model/Serial Number</i>	<i>Quantity</i>	<i>Check</i>
Tape, Paper Mailing (gummed, reinforced packing – required for registered pkgs.)		1 Roll	
Tape, Mailing (nylon filament reinforced)		1 Roll	
<i>Recommended Office Supplies—Quantities optional</i>			
Envelopes (business-size)		12 Ea.	
Markers, Permanent, Black, Fine Tip		6 Ea.	
Paper clips		1 Pkg.	
Rubber bands		1 Pkg.	
Butterfly Clamps		16 Ea.	
Stapler / Staple remover		1 Ea.	
Staples		1 Box	
Scissors		1 Pr.	
Tape, Scotch Magic®		1 Roll	
Post-It ® Notes		1 Box	
<i>Additional Items</i>			
Leatherman Multi-purpose Tool®		1 Ea.	
Accordion folder to carry classified in		1 Ea.	
Small computer repair kit		1 Ea.	

Attachment 4**MAJCOM HISTORY ANNEX TEMPLATE**

A4.1. MAJCOM History Annex Template. All MAJCOM history annexes will contain the list of responsibilities as outlined in Paragraph 5 below. MAJCOM/HOs may add additional responsibilities as required. They may not remove responsibilities without prior coordination from HQ AF/HO.

ANNEX x**HQ XYZ PPLAN 02-03****HISTORY**

1. PURPOSE: This annex provides guidance and assigns responsibilities for increased historical activity in support of operations conducted during all phases of contingency operations.

2. REFERENCES:

2.1. AFI 84-102, *Historical Operations in Contingency and War, 1 August 2005.*

2.2. Others as appropriate

3. OBJECTIVE: As appropriate

4. ASSUMPTIONS: As appropriate

5. RESPONSIBILITIES:

5.1. The XYZ History Office (XYZ/HO):

5.1.1. Coordinates base plans.

5.1.2. Ensures unit historians are in a Unit Type Code and properly coded

5.1.3. Ensures historians are current in all mobility deployment training requirements.

5.1.4. Validates mobility taskings.

5.1.5. Notifies historians of impending mobility taskings.

5.1.6. Advises local commanders on the disposition of Air Force Historical Property.

5.1.7. Supports deployed historians.

5.1.8. Advises joint headquarters on guidance to deployed USAF historians.

5.2. Commanders:

5.2.1. Develop plans that include the history function.

5.2.2. Assign historians to their personal or special staff.

5.2.3. Provide historians access to all information, activities, and facilities necessary to accomplish their mission.

5.2.4. Ensure historians are not assigned duties inconsistent with the timely performance of their primary mission.

5.3. Historians:

5.3.1. Collect, safeguard, organize, and preserve primary source documents concerning contingency operations.

5.3.2. Conduct interviews with key personnel involved in all phases of contingency operations.

5.3.2. Visit geographically separated units and forward operating locations regularly to ensure complete coverage of operational activities.

5.3.4. Prepare Historical Contingency Reports (RCS: HAF-HO(M)8901) and *History Operations After-Action Report* (RCS: HAF-HO(AR)8903), AF Form 2131.

Attachment 5

UNIT HISTORY ANNEX TEMPLATE

A5.1. Unit History Annex Template. All history annexes will contain the list of responsibilities as outlined in Paragraph 3 below. MAJCOM/HOs may add additional responsibilities as required. They may not remove responsibilities without prior coordination from HQ AF/HO.

APPENDIX x TO ANNEX y TO XYZ WING OPLAN (OPR: HO)

HISTORY DOCUMENTATION

REFERENCES:

- a. AFPD 84-1, *Historical Information, Property and Art, 1 May 1997.*
- b. AFI 84-101, *Historical Products, Services, and Requirements, 1 July 2005.*
- c. AFI 84-102, *Historical Operations in Contingency and War, 1 August 2005.*

1. **GENERAL.** This appendix provides guidance for historians to record all phases of operations conducted under this plan. Contingency Historical Reports produced under this plan serve both as guides for future Air Force planning and as documented records of Air Force activities.

2. **MISSION.** To provide immediate and continuing historical documentation of actions carried out under this plan, and to preserve complete, accurate, and useful records for future analysis and study. The wing historian interviews personnel and screens and collects documents, photographs, and other primary source materials to document Air Force participation in contingency operations.

3. **RESPONSIBILITIES.** Under conditions envisioned in this plan, historical reporting increases. The dynamic nature of contingency operations requires the historian to implement an accelerated program of research, document acquisition, and writing.

3.1. Commanders:

3.1.1. Ensure historians are mobility qualified, trained, and properly equipped, to include uniforms and a fully stocked mobility kit as directed in *AFI 84-102 Historical Operations in Contingency and War, 1 August 2005, Attachment 3.*

3.1.1.1. Ensure historians attend biennial MAJCOM workshops to receive contingency continuation training.

3.1.2. Develop plans that include the history function.

3.1.3. Assign historians to their personal or special staff.

3.1.4. Provide historians access to all information, activities, and facilities necessary to accomplish their mission.

3.1.5. Ensure historians are not assigned duties inconsistent with the timely performance of their primary mission.

3.2. Historians:

3.2.1. Collect, safeguard, organize, and preserve primary source documents concerning contingency operations. Select materials that pertain to the mission.

3.2.2. Conduct interviews with key personnel involved in all phases of contingency operations.

3.2.3. Visit geographically separated units and forward operating locations regularly to ensure complete coverage of operational activities.

3.2.4. Prepare Contingency Historical Reports (RCS: HAF-HO(M)8901) and *History Operations After-Action Reports* (RCS: HAF-HO(AR)8903), AF Form 2131.