

15 AUGUST 2003



History

**HISTORICAL PRODUCTS, SERVICES
AND REQUIREMENTS**

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This instruction assigns responsibilities for the accomplishment of the 315th Airlift Wing history, directs certain actions for its implementation, and provides procedures for the preparation and submission of historical reports and related documents. It implements Air Force Policy Directive 84-1 and applies to all units assigned to the 315th Airlift Wing at Charleston Air Force Base, South Carolina.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision clarifies the procedures for the preparation and submission of historical reports and historical information to the Wing Historian.

1. Wing Responsibilities . The commander has the overall responsibility for the 315th Airlift Wing history program. The commander delegates the responsibility for the actual preparation of the history to the wing historian.

2. Unit Responsibilities. Unit commanders and staff agency chiefs are responsible for forwarding reports and/or information to the Office of History (HO) as scheduled.

2.1. Each unit or staff agency is responsible for maintaining its own history. This can be done by keeping a file of all quarterly histories that are submitted to the historian.

2.2. Designated/Appointed Historians. Each unit commander and staff agency chief will appoint an additional duty unit/office historian to compile a regular report. Appointment of an alternate historian is optional, but should be considered for continuity of the program.

2.3. Selection Criteria. The following guidelines may be used in determining the selection of a historian: writing ability, computer literacy, thorough knowledge of unit mission, ability to gather documents and data that support unit activities, critically evaluate data, and fully appreciate the importance

of factual data. Commanders and Chiefs are strongly encouraged to select a full-time (ART or civilian) member.

2.4. Appointment Letter. An appointment letter designating the primary and alternate additional duty historian must be signed by the unit commander or staff agency chief and submitted to the HO. A new letter is required each time a personnel change occurs.

2.5. Orientation. Newly appointed additional duty historians will be provided an orientation by the HO within 60 days of appointment.

3. Historical Reports Submission Schedule. Historical reports must be signed by the unit commander or staff agency chief and submitted quarterly to the HO.

3.1. Quarterly Schedule. Reports and information must be submitted as shown below:

Reporting Period Suspense Date

1 October - 31 December January UTA

1 January - 31 March April UTA

1 April - 30 June July UTA

1 July - 30 September October UTA

3.1.1. Request for Extensions of Suspense Date. Historians and staff offices may be granted an extension if requested in advance of the suspense date. Request should be in written format to the Wing Historian.

4. Historical Reports . All information submitted must be factual and objective. Personnel gathering historical data must have full access to files to collect the information. Quarterly historical reports required from all squadrons, flights and staff agencies will follow the format as outlined in paragraph 5.

5. Historical Report Format . The following format will be used when writing the quarterly historical report. The report should be written as a memorandum to the historian. The subject should be Quarterly Historical Report, with the dates that are being reported for that quarter. There are five main topics to be covered. Mission Statement, Key Personnel, Significant Events, Awards/Decorations/Promotions and Special Announcements.

5.1. Mission Statement – This statement should be all encompassing yet brief. It should include both peacetime and wartime mission taskings and training responsibilities.

5.2. Key Personnel – The commander or staff agency chief and all others as appropriate.

5.3. Significant Events – Significant events are the most important topic of the unit history.

5.3.1. Here are a few examples: Inspections, Tours and Deployments, Exercises, Training and Operations, Community Participation and problems that may impact the mission. Give a brief description of the significant event to include the WHO, WHAT, WHEN, WHY and HOW. When using acronyms be sure to spell them out before using them for the first time in the report.

5.3.2. At a minimum, the following types of papers should be included as supporting documents for the significant event: trip reports of exercises, after actions reports, minutes of meetings orders, messages and e-mails.

5.4. Awards/Decorations/Promotions – List any higher headquarters awards or decorations received from Air Force, Air Mobility Command, Air Force Reserve Command or any numbered Air Force, etc. This should also list awards received from other DoD agencies. All personnel that have been promoted within the quarter should be listed.

5.5. Special Announcement – Planned upcoming exercises, events or any pertinent information considered to be of historical interest.

6. Functional Office Historical Information. The following functional offices will submit quarterly information as listed but not limited to:

6.1. Wing Operations Center. Readiness data and copies of the 315th AW Form O-7, C-17 Aircrew Mission History.

6.2. Military Personnel Flight. G-Series orders, unit manning document statistics (officers, enlisted, and civilians), mobility manning statistics, reenlistment statistics, training statistics, and retention statistics.

6.3. Current Operations. Monthly summary of missions flown and monthly flying data.

6.4. Plans Office. Plans, exercise plans, mobility plans, exercise after-action reports, mobility meeting minutes, and monthly conversion progress reports (during conversion).

6.5. Safety Office. Periodic minutes of Safety Meeting, and annual summary including identified trends and milestones.

6.6. Wing Executive Officer. Minutes of Staff Meeting and messages of historical significance.

6.7. Wing Financial Manager. Quarterly budget statistics (Operations Management, Manpower, etc.).

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