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History

**HISTORICAL PRODUCTS, SERVICES, AND
REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRD 84-1, *History and Museum Programs*.

SUMMARY OF REVISIONS

This revision aligns this instruction with current instructions in AFI 37-160V1, *The Air Force Publications And Forms Management Programs--Developing and Processing Publications*. It also corrects the names of two reporting units: 434 CES and 434 SVF. A (I) indicates revisions from the previous edition.

1. The 434 ARW Commander has the overall responsibility for the history program of the 434th Air Refueling Wing. The commander delegates the responsibility for the overall preparation of the history to the Wing Historian.

1.1. The Executive Officer, as named by the commander, is the historian's liaison and is responsible for ensuring day-to-day continuity of the unit's history program in the absence of the historian. The Executive Officer helps to acquire documentation and reports, alerting the historian to significant events, and accomplishes between-UTA suspenses.

1.2. Units and staff offices identified in Attachment 1 appoint additional duty representatives responsible for submitting quarterly historical reports to the wing historian. These reports focus on what was done to accomplish the unit's mission of training reservists and attaining operational readiness. They provide information on operations, deployments, exercises and special training that took place; policies issued; and success or difficulty in discharging the unit's function. Annual tour reports, if conducted off-station, trip reports and after-action reports are attached to quarterly summaries.

1.2.1. Units, offices, and individuals, other than those listed in Attachment 1, are encouraged to report historically significant events to the 434 ARW/HO.

1.3. Quarterly reports must reach the wing historian's office based on the following schedule:

JAN-MAR	MAY UTA
APR-JUN	AUGUST UTA
JUL-SEP	NOVEMBER UTA
OCT-DEC	FEBRUARY UTA

1.4. The Mission Support Squadron Commander places the 434 ARW/HO on automatic distribution for two copies of key personnel rosters, phone directories, and all G-series orders published by the unit.

1.5. The Wing Historian is assigned against a mobility position and participates as a historian when the unit participates in local exercises. The commander ensures that the historian is trained and equipped to fulfill the mobility requirement.

ANTHONY TASSONE, JR., Colonel, USAFR
Commander

Attachment 1

QUARTERLY HISTORICAL REPORTS

The following units and staff offices are required to submit quarterly historical reports to the wing historian (434 ARW/HO). Their coverage need not be limited to that suggested here or in paragraph 1.2, although any additional material should relate to the primary mission of the unit/staff office and the 434 ARW.

Operations (434 OSF, 72 ARS, 74 ARS): Statistics, aircrew training progress, status and inspection results, number of aircrews assigned and number fully qualified. Also provide copies of programming plans, operations orders, and periodic reports of flying hours.

Logistics (434 LSS, 434 MXS, 434 AGS): Monthly maintenance summaries, discussion of maintenance trends, special maintenance problems inhibiting operational readiness, inspection results, and particular accomplishments. Also include any discussion of supply and equipment problems and their effect on mission accomplishment, wing transportation policy, and the implementation of higher headquarters guidance.

Support (434 MSS): Unit's periodic manning status, recruiting, and retention reports. Discuss manning trends, special recruiting and retention programs and results, and status of critical skills recruiting, plus authorized, assigned, and effective manning statistics. Also include key personnel changes and promotions, and note USAF/USAFR individual (Airman of the Year) awards and unit awards.

434th Civil Engineer Squadron: Authorized and assigned personnel, training progress, major projects started or completed, deployments, and inspection reports.

434th Security Forces Squadron: Authorized and assigned personnel, training progress, special projects, deployments, and inspection reports.

434th Communications Squadron: Authorized and assigned personnel, special projects, equipment shortages or overages and effect on mission accomplishment, inspection reports, and phone directories (2 copies).

434th Services Flight: Authorized and assigned personnel, special projects, equipment shortages or overages and effect on mission accomplishment, and inspection reports.

434 Medical Squadron: Authorized and assigned personnel, training progress, clinical procedures performed, and inspection reports.

Public Affairs Office: Report on relations with local communities to include special community relations programs and results, distinguished visitors, purposes of visits, and results.

Safety Office: Reports of safety inspections, status of flying hours accumulated without a chargeable accident, and inspection reports.