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History

UNIT HISTORICAL REPORTING



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This instruction implements AFPD 84-1, *Air Force History*. It outlines the requirements and procedures for submission of feeder reports to the 940th Air Refueling Wing (ARW) historian's office, and is directed to all sections within the 940th ARW.

SUMMARY OF REVISIONS

This revision reflects changes in the responsibilities for the Wing Commander, Staff Agencies and squadron historians. It incorporates additional reporting criteria for the information management office and mobility requirements for the wing historian. A (l) indicates revisions from the previous edition.

1. Responsibilities:

1.1. Commander. The commander has the overall responsibility for the history program of the 940th ARW. The commander delegates the responsibility for the actual preparation of the history to the Wing historian.

1.2. Public Affairs. The Public Affairs Officer is responsible for assuring day-to-day continuity of the Wing history program in the absence of the historian, helping to acquire documentation and reports, alerting the historian to significant events, and accomplishing between UTA suspense's.

1.3. Agencies. The following agencies are responsible for submitting quarterly historical reports. The primary thrust should be to report what the agency did toward accomplishing the unit's mission of attaining operational readiness. It should detail operations that took place, policies issued, success or difficulty in describing the agency's function.

1.3.1. Each Group or Squadron Commander will appoint in writing primary and alternate unit historian monitors. Monitors will submit feeder reports to the wing historian, 940 ARW/HO, not

later than the UTA following the end of a calendar quarter (i.e., 4th quarter would be due during Jan UTA). Negative reports are unacceptable.

1.3.2. Unit reports will cover, but not be limited to, mission, operational activities, significant events, degree of unit readiness, administrative detail (statistics on personnel strength and weapon inventories), major unit awards, training accomplished, effectiveness of established policies, recommendations for improvements, and special projects started or completed.

1.3.2.1. Operations: In addition to the type of information outlined above, these reports should include flying squadron data and automatically provide the historian copies of programming plans, operations orders, after-action reports, and periodic reports on flying hours.

1.3.2.2. Logistics: This report should forward the monthly maintenance reports and discuss maintenance trends, special maintenance problems, and particular accomplishments. Aerial port squadrons reports should also be included. Any discussion on wing transportation policy and the implementation of higher headquarters guidance.

1.3.2.3. Personnel: This report should include the unit's periodic manning status, recruiting and retention reports. It should discuss manning trends, special recruiting and retention programs and results plus authorized, assigned, effective manning statistics. It should also include key personnel changes, and promotions and note USAFR individual awards and unit awards.

1.4. Significant Events. Agencies other than those listed above are encouraged to report any historical significant events to the historian.

1.5. Chief Information Management. The Chief of Information Management will place the historian on automatic distribution for key personnel rosters and all G-series orders published by the unit.

1.6. Historian. The historian will be assigned against a mobility position and will participate as a historian when the unit participates in local exercises. The commander will assure that the historian is trained and equipped to fulfill the mobility requirement.

2. Procedures:

2.1. In addition to the unit report, at least one copy of any papers received or prepared during the quarter which support key statements or verify information contained in the report should be included in the permanent record. These should include, but not be limited to, operational readiness reports, results of any inspections, after-action reports, G-series special orders, special project documents, mission directives, changes, staff studies, commendations, letters of appreciation, important messages and correspondence, captioned photos, and diagrams.

2.2. The reports should contain enough information to inform the Historian of each activity. A long narrative is not required, and data on recurring activities may be summarized with totals.

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Commander