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**AIR FORCE HISTORICAL
RESEARCH AGENCY**

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Certified by: HQ USAF/HO
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This mission directive identifies the mission and duties of the Air Force Historical Research Agency (AFHRA), a field operating agency (FOA) reporting to the Air Force Historian (HQ USAF/HO).

1. Mission. The AFHRA preserves Air Force history and provides data and analyses to support Headquarters Air Force and field commands, furnishes information to all levels of the US Government and the public, administers the lineage and heritage of Air Force organizations, provides manpower and historical support for contingency operations, prepares reference works, conducts an oral history program, and operates an Air Force-wide automated historical data system.

2. Assigned Duties. The AFHRA:

- 2.1. Collects, preserves, and manages the Air Force historical document collection, including periodic histories and supporting documents prepared by Air Force organizations, monographs, studies, reports, operational data, recorded interviews, personal papers of retired or deceased Air Force personnel, and other source materials.
- 2.2. Answers requests for historical information, from both government agencies and the general public.
- 2.3. Operates classified and unclassified reading rooms to provide patrons with ready access to source materials.
- 2.4. Prepares books, monographs, research reports, studies, document collections, bibliographies, and other historical works about the US Air Force and military aviation.
- 2.5. Supports the professional military education programs of the Air University (AU).
- 2.6. Determines the lineage and honors of Air Force units and establishments.
- 2.7. Verifies combat credits of Air Force units and establishments.
- 2.8. Verifies the aerial victory credits of Air Force personnel.

- 2.9. Maintains organizational record cards on all active, inactive, discontinued, and disbanded Air Force units and establishments.
- 2.10. Prepares the Air Force Organizational Status Change Report (RCS: HAF-HO(M)7401).
- 2.11. Compiles and issues a semiannual list of active Air Force organizations.
- 2.12. Advises manpower and organization offices at HQ USAF, major commands (MAJCOM), Direct Reporting Units (DRU), and FOAs on the selection of units and establishments to be activated or inactivated and other related organizational matters.
- 2.13. Maintains the records of the Air Force seal and flag and those of organizational emblems and flags. Reviews, approves, and processes requests for new or changed emblems and provides Air Force guidance on heraldry.
- 2.14. Reviews classified holdings for downgrading or declassification in conjunction with the Secretary of the Air Force Administrative Assistant, Deputy for Security and Special Program Oversight (SAF/AAZ) and Deputy Chief of Staff for Security Police, Information Security Division (USAF/SPI).
- 2.15. Notifies and advised the National Archives and Records Administration (NARA) and other holders of Air Force historical records about downgrading or declassification of material in the AFHRA collection.
- 2.16. Microfilms historical documentation and provides or sells copies to NARA, the Air Force History Support Office (AFHSO), Air Force field history offices, and public requesters.
- 2.17. Operates and maintains the Inferential Retrieval Indexing System (IRIS) and related information system resources to help manage the AFHRA collection.
- 2.18. Assigns, trains, and equips Contingency Historical Information Preservation (CHIP) teams of historians and imagery production technicians for deployment during wartime or contingencies to record Air Force operations and retrieve combat data.
- 2.19. Conducts and transcribes oral history interviews of current and former Air Force leaders and other knowledgeable people.
- 2.20. Solicits, organizes, and preserves the private papers of retired and deceased personnel of significance to the historical record of the Air Force.
- 2.21. Manages the Air Force History Research Grant Program, providing funds and assistance to selected research associates.

3. Special Assigned Duties and Instructions:

- 3.1. Provides the chairperson of the Air Force History Automation Committee and manages the acquisition of follow-on historical data automation systems for Air Force-wide application.
- 3.2. Supports the USAF Historian Development School, AU Center for Professional Development (CPD), in the training of enlisted historians.

4. Relationship to HQ USAF and Other Commands and Agencies:

- 4.1. The AFHSO Commander receives policy and guidance from and reports to HQ USAF/HO and is responsible for AFHSO operations as specified in AFPD 84-1, AFI 84-101, and this directive.

4.2. AFHRA is a tenant organization at Maxwell AFB, Alabama. It receives support in the functional areas of base personnel, judge advocate, information management, supply, transportation, safety, and training through support agreements with AU and/or 42nd Air Base Wing.

4.3. The 11th Wing, Washington, DC, provides MAJCOM-level manpower and budget support.

4.4. The Air Force Security Police Agency provides policy and guidance concerning AFHRA's information and physical security programs and performs periodic staff assistance visits to ensure compliance.

4.5. The Institute of Heraldry, US Army, provides final art work, embroidery manufacturing drawings, and flag drawings for USAF heraldry.

5. Direct Communications. On matters for which AFHRA is responsible, it is authorized direct communications with federal and state government agencies, the Office of the Secretary of Defense, the Air Force Secretariat and Air Staff, other military departments, major and intermediate Air Force commands, units, bases, contractors, universities and libraries, foreign governments and citizens, and the general public.

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Air Force Historian