



*History*

**HISTORICAL PRODUCTS, SERVICES, AND  
REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(CMSgt Lionel E. Timmerman)  
Supersedes AFI 84-101 AMCSUP1,  
4 October 1995

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(CMSgt Lionel E. Timmerman)  
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**AFI 84-101, 12 March 1998 is supplemented as follows:** This supplement is not applicable to Air National Guard and US Air Force Reserve units.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

1.4. **Commanders and Staff Members at All Levels.** The historian must have an account on the unit's local area network and DDN/Internet access. This facilitates information collection and dissemination and allows the historian access to the remote capabilities of the IRIS historical database at the USAF Historical Research Agency.

1.5.3. Commanders of independent units, squadron-level and above, which do not have a full time historian assigned, will appoint a collateral duty historian to prepare semiannual unit histories using AMC Form 182, **Air Mobility Command Historical Data Record**, and the format contained in Attachment 2, AFI 84-101, *Historical Products, Services, and Requirements*. Submit two copies of the reports to HQ AMC/HO, who will conduct a quality review and forward one copy to the AFHRA.

1.6. **Air Force Historians (All Levels).** The following information supplements the bulleted items of this paragraph.

(fourth bullet). Unit historians must process all emblem requests through HQ AMC/HO.

(fifth bullet). Unit historians must coordinate all projects with HQ AMC/HO prior to beginning research. Coordination may eliminate duplication of effort and save limited historical resources. Projects not receiving written approval from HQ AMC/HO are ineligible for History Program awards.

(ninth bullet). Unit historians must advise HQ AMC/HO when they submit request for Top Secret security clearance and provide quarterly updates (in the quarterly activity report) until clearance is approved/denied.

2.2.2. Unit histories are due 1 May and 1 November. HQ AMC/HO will credit as “on time” histories submitted to the unit command section for coordination/signature at least five days prior to the deadline. The historian must advise HQ AMC/HO by E-mail (info the unit commander or vice commander) when submitting the history to the command section.

2.2.3. The unit commander, vice commander, or director of staff must submit a written request for adjustments to history due dates. Requests must arrive at HQ AMC/HO no later than 15 working days before the original history due date.

2.3.3. The following information supplements the bulleted item in this paragraph.

(first bullet). Update unit heritage pamphlets and submit to HQ AMC/HO no later than 31 January of each year.

2.4.2. Coordinate proposed topics and final draft with HQ AMC/HO. Studies not receiving written approval from HQ AMC/HO are ineligible for History Program awards.

2.4.3. Provide HQ AMC/HO five copies of each study.

2.7.2. Provide HQ AMC/HO a copy prior to publication.

2.9. **Briefings and Visual Information.** Coordinate all historical audiovisual projects with HQ AMC/HO. Projects not receiving written approval from HQ AMC/HO are ineligible for History Program awards.

2.10. **Exhibits.** Coordinate all exhibits with HQ AMC/HO. Projects not receiving written approval from HQ AMC/HO are ineligible for History Program awards.

3.4.3.7. Personnel Data. The following information supplements the bulleted item in this paragraph.

(second bullet) Include the biographies of the unit commander and vice commander in Appendix B (Roster of Key Personnel).

3.6.1. Covers. The following information supplements the bulleted item in this paragraph.

(first bullet) Use properly sized screw posts to bind all histories. Bind narrative volumes only on the left; bind supporting document volumes at the top.

3.6.9. Chronology. The following information supplements the bulleted item in this paragraph.

(second bullet) Each chronology entry must stand on its own merit, containing all information (who, what, when, and where) to answer general questions without reference to the narrative or supporting documents.

3.6.11.8. Place most statistical data in the appropriate appendices. Do not repeat data contained in appendices in charts in the narrative.

3.6.15. Unit histories should contain the following appendices. Indicate in the Preface if appendices are omitted and why. Add other appendices as needed/desired.

Aircraft Inventory

Aircrew Inventory

Aircrew Training Statistics

Unit Status of Readiness and Training System (SORTS) ratings

Airlift Activity (as applicable)

Tanker Activity (as applicable)

Unit Contingency Participation (as applicable)

Unit Exercise Participation

Higher Headquarters Inspections

Aircraft Utilization

Maintenance Indicators

Flying Safety Statistics

Ground Safety Statistics

Unit Budget Statistics (provide quarterly figures)

3.10.1. Send copy 1 to AFHRA/ISA, only after receiving the quality review from HQ AMC/HO.

3.10.2. Send copy 3 (narrative volume only) to HQ AMC/HO.

3.12.1. All unit historians and museum/heritage center personnel will submit quarterly activity reports using the format in **Attachment 22 (Added)**. Reports are due to HQ AMC/HO no later than 15 January, 15 April, 15 July and 15 October of each year.

**Attachment 22 (Added)**

**SAMPLE OF HISTORICAL ACTIVITY REPORT**

MEMORANDUM FOR HQ AMC/HO (CMSgt Timmerman)

FROM:

SUBJECT: Historical Activity Report (RCS: HAF-HO(SA)8202)

**1. Information Requests:**

	Jan-Mar 98		Apr-Jun 98	
	Nbr	Hr*	Nbr	Hr
Research Requests				
Freedom of Information Act				
Heritage/Art Projects				
Other				
Total				

*NOTE: Log time in quarter hour segments (e.g., 1.25 hr).*

**2. History Status:**

**3. Publications:** (Special studies, base/unit heritage pamphlets, etc. and time spent)

**4. Special Projects and Significant Activities:** (List project and time spent)

**5. Museum/Heritage/Art Activities:**

**6. Oral History Interviews:** (Do not include research interviews)

**7. Significant Requests/Services/Contributions:**

**8. Participation in Exercises/Operations/Contingencies:**

**9. Personnel Changes:** (Include commander, vice commander, and director of staff; include phone number and Email address)

**10. Scholarly/Professional Activities:** (medals, promotions, enrollment in/completion of CDCs, college courses, etc.)

**11. Innovations/Helpful Tips:**

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Command Historian