



History

HISTORY PROGRAM

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This publication outlines the objectives of the Air Reserve Personnel Center (ARPC) history program. It provides guidelines for preparing each directorate's history report as described in attachment 1, and it states when the reports must be submitted to the Center History Office (ARPC/HO).

SUMMARY OF REVISIONS

This revision changes the titles and office symbols of directorates. The suggestion to designate a civilian rather than a military person has been deleted.

1. Director's Guidelines.

★1.1. The head of each directorate listed in paragraph 2.2 is responsible for appointing a History Office point of contact (POC) who fully understands the organization's mission, is familiar with the way the organization functions, and most importantly, knows how the organization's mission relates to the overall ARPC mission.

1.2. Notify the History Office of the name, duty title, and duty phone of the POC. Initially, all of these individuals need to attend a program briefing. In the case of a newly-appointed person, advise the individual to contact the History Office to arrange for the briefing.

★1.3. AFI 84-101, *Historical Products, Services, and Requirements*, sets forth the provisions of the Air Force history program. Familiarization with its contents can be helpful. The AFI can be accessed through Air Force publications website or checked out from the History Office

2. Submission Guidelines.

2.1. History reports must be submitted to the History Office semiannually and on time. The report for January through June is due by 1 August, and the report for July through December is due by 1 February. On 1 June and 1 December, the historian will send out a letter informing each directorate that the report will be due soon.

2.2. The organizations listed below must submit history reports.

★2.2.1. Directorate of Assignments (DPA)

- ★2.2.2. Directorate of Air Force Selection Board Secretariat (DPB)
- ★2.2.3. Directorate of Personnel Program Management (DPP)
- ★2.2.4. Directorate of Customer Assistance (DPS)
- ★2.2.5. Directorate of Financial Management (FM)
- ★2.2.6. Mission Support (MS)
- 2.2.7. Directorate of Chaplain Individual Reserve Programs (HC)
- 2.2.8. Staff Judge Advocate (JA)
- 2.2.9. Directorate of Communications and Information (SC)
- 2.2.10. Directorate of Health Services Individual Reserve Programs (SG)
- 2.2.11. Directorate of Plans (XP)

★3. **Format for History Reports.** Prepare the reports in accordance with the outline furnished in attachment 2 of this manual.

★4. **Assistance.** The ARPC historian is available to answer questions assistance is needed.

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Attachment 1—A GUIDE FOR HISTORY OFFICE POCs

Attachment 2—OUTLINE FOR PREPARING HISTORY REPORTS

A GUIDE FOR THE HISTORY OFFICE POCs

A1.1. People who prepare directorate history reports at ARPC may wonder about the role they play in the Air Force (AF) history program: What happens to our reports after they are forwarded to the Center History Office? How are they used? Do they contribute to the mission of the Center and the United States Air Force (USAF)? This manual answers those questions and provides information for preparing the reports.

A1.2. History and the USAF. The objectives of the AF history program are to provide historical data for AF planning, operational, and educational purposes; to preserve the history of the USAF; and to publish books and studies that inform the public about the AF and the role of aerospace power in peace and war. To accomplish these tasks, the AF has professional historians--military and civilian--working throughout its organization.

A1.3. The Air Reserve Personnel Center History Program

★A1.3.1. The ARPC History Office consists of one enlisted historian whose primary duty is to publish an annual history that focuses on the Center's mission. The narrative is prepared from hundreds of supporting documents, interviews, and directorate history reports. Copies of the narrative and the supporting documents are maintained in the archives of the Center History Office, as well as at the USAF Historical Research Agency at Maxwell AFB, Alabama.

A1.3.2. In addition to the annual history, the Center historian prepares monographs and special studies of significance to ARPC. Each year, the historian answers numerous questions about the Center, the AF, and military history. These requests come from people at ARPC, other AF bases, Department of Defense organizations, government agencies, and the general public. To answer the questions, the historian consults the History Office archives containing copies of annual histories since the Center's official activation in 1954, directorate history reports, books, photographs, and other sources of information on the Center and the AF.

A1.4. The Directorate History Report

A1.4.1. As the point of contact for your directorate, your job is to prepare a semiannual account of your organization. ARPC has many diversified directorates, and the Center historian needs your help to become familiar with their activities.

A1.4.2. The annual history written by the Center historian includes only what the historian, the Center Commander, and the Directors consider significant to the primary mission. The Center historian has to decide, with your assistance, what is important within the context of that mission. Because the Center history is not an encyclopedia, with information about everything that happens at ARPC, the directorate history reports with supporting documents are indispensable in preserving information for future reference.

A1.4.3. Attachment 2 provides the reporting format and lists examples of the official documents to accompany the unit history. The discussion of each topic must be fully documented.

A1.4.4. Do not wait until the end of the reporting period to begin the history report. Establish a current file and add to it periodically with key documents on the important events, decisions, and changes affecting your organization's mission. Then, when the report comes due, write a short narrative of all important subjects that relate to your organization's mission. Answer the who, what, when, where, how, and why of a topic. In writing the narrative, use plain English, with concise and complete sentences, and define all technical terms, acronyms, and uncommon words. Then attach the documents and your work is finished.

A1.5. In Summary. The annual ARPC history is more than a record of facts and events. It becomes a management guide for Center officials. Have we faced this problem or situation before? If so, what options were considered, which were rejected or accepted, and why? Was the action taken effective, and how effective was it? Has this plan, procedure, or program been used in the past? Is it worth doing again. Your efforts are a significant contribution to the decision-making process at ARPC.

OUTLINE FOR PREPARING HISTORY REPORTS

A2.1. Title Page.

A2.1.2. Include:

- A2.1.2.1. Organization name
- A2.1.2.2. Dates of the history
- A2.1.2.3. Point of contact
- A2.1.2.4. Director's signature

A2.2. Narrative.

A2.2.1. Discuss all significant subjects that relate to the directorate's mission, including progress, problems--and how they were resolved--or achievements in performing the mission. Discuss any changes in the mission.

A2.2.2. Roster of key personnel. Give the dates the person held the position. When there is a change, include the person's date of departure, and when the new person took over. The key personnel are the director, deputy director, and division chiefs.

★A2.2.3. Manpower. The Directorate of Plans, Manpower and Organization Division (ARPC/XPM) should summarize the Center's manpower for the end of the reporting period by providing authorized and assigned figures for officers, enlisted, and civilians for each Center organization.

★A2.2.4. Budget. The Directorate of Financial Management (ARPC/FM) should provide information on the Center budget.

A2.3. Supporting Documentation.

A2.3.1. The Center history cannot be written without official documents. Provide as many relevant sources as possible. If the supporting documents provide a complete account of the events that occurred during the reporting period, your narrative for the history report can be short and to the point.

A2.3.2. Examples of documents that must accompany the history report include letters, messages, reports, memorandums, meeting minutes, talking/background papers, monthly/weekly activity reports, staff studies, and statistical data.

★A2.3.3. The following items are desirable only if they pertain to the directorate's mission: *Center Scene* articles; photographs of people, awards, and ceremonies; information on individual promotions and Permanent Change of Station moves.