

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 84-101

**PACAF AIR FORCES COMMAND
Supplement 1**

18 MAY 2001

History

**HISTORICAL PRODUCTS, SERVICES, AND
REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements AFI 84-101, 12 March 1998, and provides a comprehensive explanation of the following issues: appointment of an alternate historian, responsibilities concerning the historians' simultaneous support of a wing and a numbered air force when doing an annual history; when annual and six-month histories are done; arrangement of histories to be done by chapters or collection of special subjects documented by a table of contents; addition of appendices; use of either footnotes or endnotes; and procedures for history evaluations. It does not apply to United States Air Force Reserves or Air National Guard units and members.

SUMMARY OF REVISIONS

This revision establishes a normal requirement for six-month histories in one-person offices and changes the history evaluation procedure. A “|” indicates revised material since the last edition.

AFI 84-101, 12 March 1998, is supplemented as follows:

1.5.1. In units served by a single historian, the commander will appoint a qualified alternate to carry out historical duties when the assigned historian is absent due to TDY, leave, or other reasons, or when the position is temporarily vacant. Letters appointing the alternate historian will be sent to HQ PACAF/HO.

2.2.1. Historians in offices supporting a wing and a numbered air force (NAF) will do an annual history of that numbered air force. Normally the civilian historian in the office will have the support of the numbered air force as his/her primary duty. Responsibilities will include producing the annual history. Historians have the option to produce a stand-alone NAF history or to integrate the wing and NAF history into one document.

2.2.2. Histories done at wings also supporting a numbered air force or in other two-person offices will be annual histories. Other wing histories normally will be six-month histories.

3.6.11.1. Historians may arrange their histories into chapters or into a collection of special subjects documented in the table of contents.

3.6.15. In addition to appendices required by AFI 84-101, PACAF histories will contain the following appendices if applicable:

Appendix E: Aircraft Inventory/Availability

Appendix F: Aircrew Inventory

Appendix G: Unit Capability

Appendix H: Aircraft Utilization

Appendix: Aircraft Safety

Appendix J: Status of O&M Budget

Appendix K: Construction

Appendix L: Awards

3.6.16. Historians may use either footnotes or endnotes. If endnotes are used, they may be placed at the end of chapters or following the narrative. Explanatory footnotes are permitted in either case.

3.17.2. PACAF/HO will prepare evaluations for all histories submitted by PACAF units.

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