

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

PACAF DIRECTORY 90-206

11 JULY 2003



Command Policy

**HISTORIAN UNIT COMPLIANCE
INSPECTION DIRECTORY**

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OPR: HQ PACAF/HO (Patricia M. Wilson)
Supersedes PACAFDIR 90-206, 9 March 2001

Certified by: HQ PACAF/HO (Patricia M. Wilson)
Pages: 6
Distribution: F

This publication implements AFD 90-2, *Inspector General--The Inspection System*. It applies to wing level CCs with history program responsibilities assigned under the Objective wing structure. This Directory supports guidance in the following AFIs: 84-101, 84-102, 84-103, 84-104, and 84-105. This Historian Unit Compliance Directory is not applicable to the Air National Guard (ANG). ANG historians are inspected using the guidance provided in ANGPD90-101, 24 Jan 2003. This directory does not apply to the US Air Force Reserve Command (USRC) units and members. **Mandatory inspections items are indicated with a (#).**

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with the annual Unit Self Inspection Program. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by higher headquarters during visits or exercises. Users may add any item(s) that, in the exercise of good judgment, requires examination.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision changes inspection areas relating to program delinquency, location of work area, accessibility of file plan, and procedures for control of Air Force art. It makes paragraphs **A1.2.3.1.**, **A1.2.5.2.1.**, **A1.3.1.1.**, A1.2.1.2., **A1.3.1.3.**, **A1.3.1.3.2.**, **A1.3.1.3.3.**, **A1.3.2.**, **A1.3.2.1.**, **A1.3.2.3.**, **A1.3.2.4.**, **A1.4.5.**, **A1.4.5.1.**, **A1.5.1.2.**, and **A1.5.2.1.** mandatory inspection items. A bar (|) indicates revision from the previous edition .

1. *Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

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Command Historian

Attachment 1**COMMAND HISTORIAN MISSION PERFORMANCE CHECKLIST****A1.1. PRODUCTION OF HISTORY AND OTHER HISTORICAL PROJECTS (AFI 84-101)****A1.1.1. SEMIANNUAL OR ANNUAL HISTORIES**

A1.1.1.1. (#)Was the last history submitted on time or in accordance with properly coordinated extensions to the normal suspense ?

A1.1.1.1.1. (#)Did the history reflect effort by the historian to correct deficiencies identified in previous assessments?

A1.1.1.1.2. (#)If the historian has taken over a program that is delinquent, has the historian established a realistic schedule to bring the program to currency?

A1.1.1.1.3. (#)Has the historian developed procedures to gather all pertinent documentation?

A1.1.1.1.4. (#)Does the historian have procedures to ensure proper classification of documents obtained?

A1.1.1.1.5. (#)Has the historian developed procedures to gain access to all required files, regardless of classification?

A1.1.1.2. Rating Of History

A1.1.1.2.1. (#)Was the history rated at least satisfactory on the last inspection?

A1.1.1.2.1.1. (#)If the history was not rated satisfactory, were steps taken to improve the quality of writing ?

A1.1.1.2.1.2. (#)Did the narrative focus on essential mission-related areas?

A1.1.1.3. Research

A1.1.1.3.1. Does the historian have complete and timely access to both classified and unclassified daily read files?

A1.1.1.3.2. Does the historian have complete access to the files of the commander?

A1.1.1.3.2.1. Other unit organizations?

A1.1.1.3.3. Does the historian conduct interviews with action officers?

A1.1.1.3.4. Does the commander meet with the historian on a one-to-one basis?

A1.1.1.3.5. Does the historian attend the commander's staff meeting?

A1.1.1.3.6. Does the historian have additional duties?

A1.1.1.3.6.1. (#)Do they interfere with the performance of the primary historian duties?

A1.1.1.3.7. Did the historian establish procedures for having the history reviewed prior to signature?

A1.1.2. OTHER HISTORICAL PROJECTS

A1.1.2.1. What special projects or studies has the historian initiated during the past year?

A1.1.2.1.1. Were the proposed studies and final drafts coordinated with HQ PACAF/HO?

A1.1.2.1.2. Do the projects reflect relevance to the unit's mission priorities or contribute to the staff or commander's decision-making process?

A1.1.2.2. (#) Does the historian provide historical services that meet the needs of commanders, staff, and external customers?

A1.1.2.2.1. (#) Were procedures in place to document each request?

A1.1.2.2.2. Does the historian document each research project and request?

A1.2. PROGRAM ADMINISTRATION (AFI 84-101)

A1.2.1. (#) Does the historian provide heritage pamphlets that give a short synopsis of the base, area, and the history to meet the needs of everyone on base, including incoming personnel?

A1.2.1.1. (#) Is the pamphlet updated annually and after major changes in mission, organization, leadership, or accomplishments ?

A1.2.2. (#) Does the historian submit a semi-annual historical activity report?

A1.2.2.1. Is the activity report submitted in accordance with PACAF/HO established deadlines?

A1.2.3. Files and Repositories

A1.2.3.1. (#) Does the historian maintain a repository?

A1.2.3.2. (#) Does the repository contain a full set of unit histories?

A1.2.3.3. In lieu of paper copies, does the unit have a microfilm collection that includes copies of the unit history?

A1.2.3.4. Does the historian have an electronic and paper file plan that can be readily accessed by the historian as well as individuals conducting research in the office?

A1.2.4. Adequacy of Location and Equipment

A1.2.4.1. Does the historian have an adequate work area?

A1.2.4.1.1. Is the work area near the wing headquarters and the wing command section.

A1.2.4.2. Does the historian have adequate access to supplies and equipment, including computer equipment ?

A1.2.4.3. Does the historian receive adequate reproduction support for publication of histories?

A1.2.5. Directive and Regulatory Guidance

A1.2.5.1. Does the historian maintain a file of pertinent directives to include: AFI 84-101, as supplemented; AFI 84-102; AFI 84-103; AFI 84-104; and AFI 84-105 ?

A1.2.5.2. (#) Has an alternate historian been appointed at units with one-person offices with an appointment letter at HQ PACAF/HO ?

A1.2.5.2.1. (#) Is the alternate familiar with procedures and with the office?

A1.3. WAR AND CONTINGENCY PREPARATION (AFI 84-102)

A1.3.1. (#) Mobility Preparation

A1.3.1.1. (#) Have historians with a mobility requirement completed training?

A1.3.1.2. (#) Do historians maintain fully stocked mobility kits?

A1.3.1.3. (#) Has the base operating plan been written for incoming historians?

A1.3.1.3.1. Does the historian have incoming or deployed historians?

A1.3.1.3.2. (#) Have preparations been made to receive incoming or deployed historians?

A1.3.1.3.3. (#) Is the receiving historian familiar with the TPFDD plan and its coding?

A1.3.2. (#) Participation in Exercises

A1.3.2.1. (#) Does the historian participate in command and local readiness exercises?

A1.3.2.2. Does the historian perform his wartime function while participating in exercises?

A1.3.2.3. (#) During the exercise, does the historian have access to command posts and the flight-line?

A1.3.2.4. (#) Does the historian have access to and a familiarity with required forms? During an exercise, are the forms used (AF Forms 2101, 2111, 2121, and 2131) ?

A1.3.2.5. Do duties other than historical duties prevent the historian from performing his primary duty of gathering documentation and preparing reports?

A1.4. MUSEUM PROGRAM (AFI 84-103)

A1.4.1. (#) Has the historian established procedures to identify all base historical property custodians?

A1.4.2. (#) Does the historian have procedures to assist the historical property custodians in the annual inventory of historical artifacts?

A1.4.3. (#) Does the historian provide information for historical displays in support of commemorative events?

A1.4.4. Has the historian insured previous versions of the unit flag have been sent to the USAF Museum?

A1.4.5. (#) Does the historian maintain a complete base-wide museum inventory on file?

A1.4.5.1. (#) Has a copy of that inventory been sent to HQ PACAF/HO?

A1.5. ART PROGRAM (AFI 84-104)

A1.5.1. (#) Does the historian maintain a complete inventory of all Air Force art assigned to the base?

A1.5.1.1. Has the historian implemented procedures for ensuring the art is controlled?

A1.5.1.2. (#) Does the historian maintain receipts for those properties in separate facilities?

A1.5.2. (#) Has the historian established a procedure to conduct an annual inventory of all Air Force art?

A1.5.2.1. (#) Has a copy of the annual art inventory been sent to HQ PACAF/HO?

A1.6. LINEAGE, HONORS, AND HERALDRY (AFI 84-105)

A1.6.1. Does the historian maintain a file of approved organizational emblems for assigned units?

A1.6.2. Does the historian maintain current lineage and honors histories for assigned units?

A1.6.3. Does the historian have procedures to provide the Air Force Historical Research Agency with documentation to compile and maintain lineage and honors data on the organization?