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History

***HISTORICAL PRODUCTS, SERVICES, AND
REQUIREMENTS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 84-1, *Historical Information, Property, and Art*. It implements the 439 Airlift Wing history program and provides for accurate preparation and timely submission of semiannual wing histories and quarterly unit and staff agency reports. It applies to all units and staff agencies assigned to Westover ARB and geographically separated units.

1. Preparation and Submission of Histories and Feeder Reports.

1.1. Reports are prepared by fiscal year quarters and submitted to the historian before the close of business on Sunday of the first Unit Training Assembly (UTA) following a quarter (December, March, June and September). Under no circumstances are reports completed before the close of a reporting period.

1.2. All 439 AW organizations compile and submit unit histories in narrative form and, when appropriate, with statistics and supporting documentation.

1.3. In addition to quarterly supporting unit histories, all 439 AW organizations forward appropriate documents to the historian as soon as they are completed. Those documents, for example, include "G" series special orders affecting the unit or key personnel, personnel actions, appropriate correspondence, papers incorporating policy decisions, after action reports, trip reports, monthly maintenance summaries, manning documents, status reports, airlift reports, and any other pertinent documents which enable the historian to write a thorough and accurate account and to support the narrative.

2. Appointments and Responsibilities.

2.1. Each unit commander appoints an additional duty historian and alternate, and the head of each staff agency appoints a history representative. In appointing a unit historian, commanders should consider an Air Reserve Technician or full-time member who has the time, availability, and access to information to send to the wing historian. The individual should be knowledgeable about their unit

mission. It is the unit commander's responsibility to ensure histories are submitted by each suspense date.

2.2. The installation commander appoints a history liaison officer who is a full-time member of the commander's staff. The liaison officer, normally the commander's executive officer, is responsible for program continuity in the absence of the wing historian and assists when needed.

2.3. Designated branch reporters submit their inputs to the unit history representative, who, in turn, submits to the wing historian according to the prescribed timetable. Representatives are responsible for content, style, editing, and compiling their respective unit histories according to program directives.

3. Format and Content.

3.1. The heading includes unit designation with the reporting period noted. The history is dated, signed by the author, and indorsed by the unit commander or chief of staff agency. The indorsement is considered a verification of facts.

3.2. Unit histories and key activity feeder reports are narrative summaries which provide a comprehensive, analytical, and accurate account of unit and section major activities and experiences. Each report should be double-spaced. Particular emphasis should be on accomplishments and problems encountered during the period covered.

3.3. Language which is readily understood should be used. Do not use technical jargon, abbreviations, acronyms, or office symbols. If names are used, they must be full names with titles and ranks.

3.4. After publication, a copy of the wing history will be distributed to the installation and group commanders.

MARTIN M. MAZICK, Colonel, USAFR
Commander