BY ORDER OF THE COMMANDER
931ST AIR REFUELING GROUP

931st AIR REFUELING GROUP INSTRUCTION
84-101

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History

HISTORICAL DOCUMENTATION

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: http://www.afrc.af.mil and the AFRCEPL (CD-ROM) published monthly.

This instruction assigns responsibilities for the preparation and submission of reports and related documents for the 931st Air Refueling Group (931 ARG) History Program. Units assigned to the 931 ARG, located at McConnell AFB, Kansas, are directed to implement AFI 84-101, *Air Force Reserve (AFRES) Supplement, Historical Products, Services, and Requirements.*

1. Responsibility. The 931 ARG Commander is responsible for the 931 ARG history program. The Commander delegates responsibility for the preparation and completion of the unit history to the 931 ARG Historian, a designated Air Reserve Technician (ART), and an additional duty unit historian.

2. Air Reserve Technician and Additional Duty (Alternate) Historians:

2.1. Air Reserve Technician Historian. The Group Commander will assign an ART as responsible for assuring day-to-day continuity of the history program in the absence of the Group Historian.

2.2. Additional Duty (Alternate) Historians. Unit commanders must appoint a primary, additional duty historian. Appointment of an alternate (additional duty) historian is optional. However, an alternate should be considered for continuity of the program. Designated representatives will collect information and complete a quarterly history report. Quarterly reports and other documents can be forwarded to the history office in hardcopy paper form, on 3.5" diskette, or via e-mail.

2.3. Appointment of Historians:

2.3.1. Selection Criteria. The following guidelines may be used in determining the selection of a historian: writing ability, computer literacy, knowledge of unit mission, ability to collect and critically evaluate pertinent data, and an appreciation for factual data. Commanders are strongly encouraged to select a full-time (ART or civilian) member.

2.3.2. Appointment Letter. An appointment letter designating the primary (and alternate) additional duty historian must be singed by the commander and submitted to the Group History Office. A new letter is required each time a personnel (historian) change occurs.

2.3.3. Orientation. The Group Historian will provide newly appointed additional duty historians an orientation briefing within 60 days of the appointment.

3. Quarterly Schedule. History reports will be submitted quarterly to the Group History Office. Reports and other documentation must be submitted as shown in Table 1.

Table 1. Quarterly Schedule.

Reporting Period	Suspense Date
1 Jan - 31 Mar	April UTA
1 Apr - 30 Jun	July UTA
1 Jul - 30 Sep	October UTA
1 Oct - 31 Dec	January UTA

4. History Information:

4.1. History Report Format. Each agency will report information in the most efficient and succinct manner. A narrative quarterly history is encouraged, but should not detract from primary mission and training. Reports should detail operational tasking, policies issued, results in implementing the policies of higher headquarters, and/or other details pertinent to mission accomplishment. Bullet statements, tables, charts, and graphs are encouraged, provided they tell a clear story of unit operations or personnel actions. All submitted material should be in black and white. Colorized documents (charts, pies, graphs, etc.) should be clearly labeled. The usefulness of a document or a report can be identified by its ability to reveal the "heuristics" (who, what, when, why, where, and how) of actions taken to fly, maintain, and support the unit's mission. Information should be submitted in its original format as produced. Along with the quarterly report include references to original documents used to generate the report, or attach a copy of the document, to the hard copy report. The final report can be sent via e-mail, with attached supporting documents, to the unit history mailbox. If preplanning is feasible, the use of 8 1/2" x 11" white paper, with a 1" margin on three sides and 1 1/2" margin along the left side, is recommended.

4.2. Acronyms. Acronyms are acceptable and their use is encouraged. Spell out the acronym when first used in the report.

4.3. Software. Computerized reports are acceptable. Check with the unit historian for type of software in current use by the history program.

4.4. Photos. Photos should conform to same measurements listed for narrative format. All photos should tell a story, both in the photo itself and in written form, on the reverse side of the photo with name, location, aircraft type, building name/number, date, and photographer or photo owner's information. Photos and/or drawings can be submitted in color, but should accompany a black and white copy.

4.5. Style. The style of writing shall conform to Air Force Instructions for letter writing (except for the left margin; see para 4.1.) with two signature blocks at the end: the unit commander's and the historian's. Avoid excessive **bold**, *italic*, or underlined type.

5. Mandatory Items. Reports must include information pertaining to readiness, mobility, training, exercises, inspections, manning, and the impact each of these has within the unit on mission effectiveness and mobility readiness. The following items are mandatory to include in the history report:

5.1. Mission Statement. Mission statement of the unit.

5.2. Key Personnel. The commander, vice or deputy commander, first sergeant, and designated historian must be listed along with dates of assignment. The commander may list other personnel.

5.3. Manning. Report overages and shortages, especially in critical career fields, shortage impacts on mission readiness, and what is being done to resolve the shortage.

5.4. Tours and Deployments. Include annual tour, significant active duty tours, and deployments. Remember the "heuristics". If after action reports exist, these may be used in lieu of writing an extensive narrative. Unit historians should initiate a historical program that provides an automatic method of data gathering. For example, AFRES Form 33 can be used by Aircraft Commanders to tell a short story of what actually happened on a flight such as significant in-flight diversions or transporting special cargo. The AFRES Form 33 could then be used as a supporting document (see para 6.)

5.5. Training. Unit Training Assembly (UTA) and Annual Tour (AT) activities, with emphasis on training for non-combat, combat, and humanitarian missions.

5.6. Inspections. Report on the findings, rating, and follow-up actions of Staff Assistance Visits (SAV), Quality Air Force Assessment (QAFA), and Operational Readiness Inspections (ORI). Flying units should also include Aircrew Standardization Evaluation Visit (ASEV) and Ability To Survive and Operate (ATSO) reports.

5.7. Lessons Learned. Identify problems that impact the unit mission and lessons learned.

5.8. Awards. List higher headquarters awards received from Air Staff, MAJCOM, Numbered Air Force, local community, and other DOD Agencies.

5.9. Community Participation. Give a brief narrative on individual/unit participation in community events such as charities, parades, schools, and job fairs, when representing the US Air Force in an official capacity.

5.10. Other Information. Each unit may include other pertinent information considered to be of historical interest. All unit personnel are encouraged to report any historically significant events to the history office.

6. Supporting Documentation. Include all documentation supporting the narrative since the documents are as valuable as the narrative. Primary documentation includes, but is not limited to:

6.1. Original, hard copy documents, with a signature, are considered primary documents. These documents are preferred and are vital to a well-documented history.

6.2. Notes, journals, and calendars (dayrunners) written by individuals directly involved with an event, are considered primary source documents. These times are essential to documenting a detailed account of unit events. If in doubt, forward the document, along with disposition instructions, to the history office and allow the historian to evaluate the document for content.

6.3. Significant papers created or received during the reporting period.

6.4. Papers which contain information that should be a matter of permanent record such as after action reports, minutes of meetings, orders, and messages.

6.5. Information submitted in paper form should be original copy with signatures and notes written by the user/owner. (Reference paragraph 4.1.).

7. Command Staff History Reports. Quarterly histories are required from all staff offices and will follow the format as outlined in paragraph 4.1. Staff agencies will submit quarterly information (but not limited to) as listed:

7.1. Commander's Secretary:

7.1.1. Schedules (unit events, commander's assignments and changes, personnel actions, community activities and participation).

7.1.2. Staff Meeting Minutes.

7.2. Executive/Protocol Officer:

7.2.1. Dignitary visits

7.2.2. Organizational chart

7.2.3. Significant Messages

7.3. Senior Enlisted Advisor:

7.3.1. Advisory Council Meetings Minutes.

7.3.2. First Sergeant list.

7.4. Chaplain and Family Readiness:

7.4.1. Chapel Ministries.

7.4.2. Family Matters.

7.4.3. Unit Morale.

7.5. Computer/Communications:

7.5.1. Communications equipment.

7.5.2. Computer systems status.

7.6. Financial Manager:

7.6.1. Authorized/spent.

7.6.2. Fiscal Year budget.

7.6.3. Quarterly budget statistics.

7.6.4. Schools/Upgrade Training.

7.6.5. Unique situations (deployments, local purchasing, emergencies, etc.).

7.7. Plans Office:

7.7.1. Deployment after action reports.

7.7.2. Designed Operational Contingency (DOC) Statement.

7.7.3. Exercise after action reports.

7.7.4. Exercise plans.

7.7.5. Host/Associate Unit Agreement (draft and final copy).

7.7.6. Mobility manning.

7.7.7. Mobility Meeting Minutes.

7.7.8. Mobility readiness/exercises.

7.7.9. Monthly conversion progress reports (during conversion).

7.7.10. Operation orders.

7.7.11. Programming plans (PPlans).

7.8. Public Affairs:

7.8.1. Base events.

7.8.2. Civic tours.

7.8.3. Media tours.

7.8.4. Public affairs activities.

7.9. Quality Improvement:

7.9.1. Metrics.

7.9.2. Mission statement.

7.9.3. Self Assessments.

7.9.4. Unit Inspections.

7.10. Recruiting Office:

7.10.1. Accessions report (as applicable).

7.10.2. Unit standing report (as applicable).

7.11. Safety Office:

7.11.1. Flying Safety Meeting Minutes.

7.11.2. Ground Safety Meeting Minutes.

7.11.3. Safety flying hours chart.

7.11.4. Trend Analysis report.

7.12. Social Actions:

7.12.1. AFRES Social Actions Activity Report (AFRES Form 15).

7.13. Staff Judge Advocate:

7.13.1. Discipline Actions/Statistics.

8. Unit History Reports. Histories are required from all units assigned to the 931 ARG. Format requirements are outlined in paragraph 4.1.

8.1. Support Group:

8.1.1. Civil Engineer Squadron:

8.1.1.1. Annual tour.

8.1.1.2. Community/Special Projects.

8.1.1.3. Deployments.

8.1.1.4. Equipment.

8.1.1.5. Manning overages/shortages.

8.1.1.6. Operational readiness.

8.1.2. Military Personnel Flight:

8.1.2.1. G-Series Orders (unit level and higher headquarters).

8.1.2.2. Accessions report (as applicable).

8.1.2.3. Authorized and assigned personnel.

8.1.2.4. Awards and decorations.

8.1.2.5. Education (status of personnel enrolled in PME and civilian courses).

8.1.2.6. Key personnel changes (commanders, command staff, and first sergeants).

8.1.2.7. Manning trends.

8.1.2.8. Promotions.

8.1.2.9. Reenlistment and retention.

8.1.2.10. Unit manning document.

8.1.2.11. Unit standing report (as applicable).

8.2. Operations Group:

8.2.1. Command Post:

8.2.1.1. Designed Operational Capability (DOC) statements.

8.2.1.2. Readiness data.

8.2.2. Current Operation:

8.2.2.1. Community/Special Projects.

8.2.2.2. Manning overages/shortages.

8.2.2.3. Monthly flying data.

8.2.2.4. Monthly summary of missions flown (number of sorties, total offloads, number of receivers from GDSS, AHS, or AMPS via computer systems; i.e., Internet access).

8.3. Maintenance/Logistics Group:

8.3.1. Logistics Analyst:

8.3.1.1. Monthly Depot Level Reparable (DLR) Report.

8.3.2. Aircraft Maintenance:

8.3.2.1. Community/Special Projects.

8.3.2.2. Manning overages/shortages.

8.3.2.3. Monthly Maintenance Report.

8.3.2.4. Special reports (unit level or higher headquarters).

9. Host Unit History Office Support. The host unit historian will support the associate reserve historian with information and documentation, as available. Notes and minutes from meetings will be provided as they are applicable to host/tenant unit relations. The host unit historian is exempt from the requirement to submit a quarterly history to the reserve historian

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Commander