HISTORICAL OPERATIONS IN
CONTINGENCY AND WAR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 84-1, *History Program* . It provides guidance for collecting historical data, preparing reports, and operating during contingencies, war, or mobility readiness exercises. MAJCOMs may supplement this instruction to provide additional guidance to subordinate units, but supplements must not conflict with any Air Force Instruction. HQ USAF/HO must approve all MAJCOM supplements.

SUMMARY OF CHANGES

This is the initial publication of AFI 84-102, substantially revising AFR 210-7.

Chapter 1

PLANNING

1.1. Scope and References. Personnel in the USAF History Program must be able to participate in contingency operations. Many USAF organizations cooperate to develop plans for this participation. These plans implement the policies and directives of the Department of Defense (DoD), Joint Chiefs of Staff (JCS), Headquarters USAF, and the unified commands. Three key references for the war planning process include:

- *USAF War and Mobilization Plan*, volume 1 (WMP-1), annex M.
- AFMAN 10-401, Operation Plan and Concept Plan Development and Implementation.
- AFI 10-403, Deployment Planning.

1.2. Office of the Air Force Historian (HQ USAF/HO). HQ USAF/HO guides contingency and war planning for historical offices throughout the Air Force. HQ USAF/HO:

1.2.1. Performs Air Staff functional manager responsibilities as identified in AFMAN 10-401, chapter 9. This office coordinates contingency historical tasks with DoD and USAF staff agencies, ensures that force modules include historians, and incorporates a historical checklist into the Crisis Action Procedures (CAP) planning.

1.2.2. Provides guidance for implementing the USAF WMP-1, Force Sizing Exercises (FORSIZE), Manpower Requirements Exercises (MANREQ), base support planning, and related planning.

1.2.3. In coordination with the responsible headquarters, establishes and deploys quick reaction Contingency Historical Information Preservation (CHIP) Teams when and where required to capture critical documents and information. HQ USAF/HO and the supported headquarters determine the length of deployment needed to meet mission requirements. These teams may include both military (active duty or reserve) and qualified civilian personnel. Attach deployed CHIP teams to the senior Air Force component headquarters or Joint Service Air Component headquarters in-theater. CHIP teams document operations and command decision-making, interview key participants, compile computerized logs and event chronologies, and identify and preserve significant documents (including electronic files) for later analyses.

1.2.4. Coordinates with JCS Director of Joint History to avoid duplication of effort and to promote the efficient collection and preservation of information relating to combat and contingency operations. The Joint History Program focuses on the planning and decisions of the and unified commanders, while the Services' history programs focus on role of the component commanders and on operations by field units. HQ USAF/HO informs JCS of USAF requirements and plans.

1.3. Air Force Historical Research Agency (AFHRA). This agency receives, indexes and microfilms contingency historical reports and other operational records. It assists in security review, use, reproduction, distribution, and analyses of this material. AFHRA:

1.3.1. Forms a Historical Contingency Report Review Group within 30 days when historians are deployed in a major contingency or war. AFHRA and Major Command History Office (MAJCOM/HO) personnel or their designated representatives comprise this group. The Group reviews contingency historical reports as they come in for usefulness, completeness, and sufficiency of data. It rec-

ommends improvements directly to the deployed historians within 7 calendar days of receiving a report. It sends information copies of these recommendations to the senior in-theater historian, appropriate MAJCOM/HO, and HQ USAF/HO. AFHRA/CC must assemble a large enough Review Group to meet this schedule.

Table 1.1. UTCs for Personnel Resources.

UTC	AFSC	NUMBER
*RFGAB (Historian, Officer)	84H0	1
(Historian, Enlisted)	3H0X1	1
(Imagery Prod, Enlisted)	3V1X1	4
RFGAC (Imagery Prod, Enlisted)	3V1X1	1
RFGAD (Historian, Officer)	84H0	1
RFGAE (Historian, Enlisted)	3H0X1	1
*CHIP Team		

1.3.2. Microfilms contingency reports within 20 days of receipt to support immediate research requirements of various organizations. Produces microfilm copies and mails them immediately to the involved MAJCOM/HO(s), theater command historian (if requested), and the Center for Air Force History.

1.3.3. Starts organizing and compiling data from incoming contingency reports within 30 days of receiving the first report.

1.3.4. Maintains two permanent CHIP Teams staffed to perform three primary functions: collect and organize data, microfilm documents, and interview key people. Team members must be equipped and ready for rapid deployment as needed, either individually or together. Identifies historians and microfilm technicians for deployment with the Unit Type Codes (UTC) listed in **Table 1.1.** At least one member of each team must have Single Scope Background Investigation (SSBI) clearance for access to special compartmented information (SCI).

1.4. Center for Air Force History (CAFH). The CAFH expands historical coverage of Air Staff activities during contingency or war. The Center plans and conducts research for prompt publication of monographs and books on major operations.

1.5. MAJCOM History Offices (MAJCOM/HO). These MAJCOM functional managers are responsible for war planning, as outlined in AFMAN 10-401, chapter 9. (Air Force Reserve [AFRES] and Air National Guard [ANG] headquarters' history offices perform MAJCOM functions under this instruction.) They supply historians as needed to AFHRA's Historical Contingency Report Review Group (paragraph 1.3.1). The MAJCOM providing the Air Force Forces (AFFOR) for a contingency operation is the primary supporting MAJCOM/HO for the operation. This MAJCOM/HO:

- Supports deployed historians and coordinates support from other MAJCOM/HOs.
- Provides feedback to deployed historians on quality of contingency reporting for small operations in lieu of the AFHRA Historical Contingency Report Review Group.
- Advises and assists the AFFOR/HO and deployed USAF historians.

- Advises HQ USAF/HO and other MAJCOM/HOs on the status of the program and the deployed historians.
- Advises joint headquarters on guidance to deployed USAF historians.

1.5.1. MAJCOM/HO determines history contingency deployment and home base manpower requirements (MANREQ) using these guidelines:

1.5.1.1. Identify enlisted and officer historians for deployment with UTC. Use enlisted historians as the primary resource for meeting contingency and war requirements. **Table 1.1.** lists history-specific UTCs. In addition, there are several 9AAXX core UTC packages that include historians. These core packages provide the necessary Air Force Specialty Codes (AFSCs) to form a headquarters staff.

1.5.1.2. Civilians historians employed in an overseas theater will remain at their assigned headquarters unless the MAJCOM/air component command redeploys them in-theater. Otherwise civilian historians are normally tasked to meet continental United States (CONUS) and permanent overseas requirements.

1.5.1.3. Make maximum use of reserve components to absorb extra workload in the CONUS or to serve on CHIP teams.

1.5.2. Review MAJCOM operational plans, projects, operations orders, regulations, and directives that may have historical importance. All of these documents should have a history section or annex covering the rapid early deployment of historians into contingency areas (see AFMAN 10-401, chapter 15 and paragraph A5.22, for additional guidance).

1.5.2.1. Annexes specify (as appropriate):
- Deployment arrangements.
- Transportation, work space, equipment, and support requirements.
- Emphasize that historians must have access to command posts, operations centers, flightlines, and other restricted areas to collect historical information.
- Supplemental guidance for Contingency Historical Reports (RCS: HAF-HO(W)8901). Include type of report, number of copies, and distribution.
- Logistical details for sending historical reports to rear areas.

1.5.2.2. MAJCOM/HOs coordinate with gaining commands (including air components of unified commands) to identify historians who can meet both existing needs and those resulting from the deployment. Use Wartime Air Force Manpower Standard 101X as a basic guideline.

1.5.2.3. Coordinate with responsible agencies on base support and reception plans.

1.5.3. Ensure historians tasked to deploy are mobility qualified, have Top Secret clearances, and are familiar with theater-specific clearance and access procedures at their projected duty locations.

1.5.4. Participate in the planning process and record the vital missions of their commands, both in the CONUS and overseas.

1.6. Units. Commanders and historians must consider the history function when developing operation plans and orders. Include an annex in all unit-level plans describing the historian's role in the operation (see AFMAN 10-401, chapter 15, and paragraph A5.22, for additional guidance).

1.6.1. MAJCOMs develop a unit-level annex template for their subordinate units.

1.6.2. All military historians must meet mobility requirements and be prepared for deployment during contingency and war operations.

Chapter 2

COMMAND, CONTROL, AND REPORTING

2.1. Commander Responsibilities. Deployed historians report directly to their assigned units' operational commanders and serve on their immediate staffs. Commanders:

- Allow historians to observe all activities, especially leadership decision-making.

- Give historians unrestricted access to command posts, operations centers, flight lines, maintenance shops, and other facilities necessary to accomplish their mission.

- Give historians all the information, commensurate with their security clearance, they need to compile complete and accurate historical records.

- Do not assign historians duties inconsistent with the timely performance of their primary job.

2.2. Historian Duties. Historians supporting contingency operations:

- Collect and safeguard documents concerning contingency operations. Preserve documents that focus on their command's perspective. Analyze and select materials that pertain to the unit and its mission. Preserve pertinent documents containing information that might not be available elsewhere.

- Conduct interviews with key personnel involved in all phases of contingency operations. Interviews are pointed question-and-answer sessions between historians and people who witnessed or participated in the events. Use the interview record, either summarized from notes or transcribed from tape, as a guide to clarify information contained in documents and to supply missing information.

- Prepare **Contingency Historical Reports** (RCS: HAF-HO(W)8901) comprised of AF Forms 2101, 2111, and 2121; **History Status Reports** (RCS: HAF-HO(AR)8902); and AF Form 2131, **History Operations After-Action Report** (RCS: HAF-HO(AR)8903).

2.3. Preparing Contingency Historical Reports. Contingency reporting procedures differ significantly from those of peacetime. Unit historians shift from preparing narrative reports to selecting, assembling, and organizing documentation. Contingency historical reports organize and summarize selected unit documents. They serve as interim histories until narrative histories can be prepared. Historians must emphasize operational rather than administrative activities. Their focus is always on the role of air power in the contingency operation with special emphasis on their unit or headquarters. **Attachment 2** contains specific instructions on preparing these forms. Unless directed otherwise, the historian:

- Prepares weekly reports for the first 30 days of an operation. The supporting MAJCOM/HO, along with the supported command and HQ USAF/HO, reviews each contingency operation at 30-day intervals and decides whether to modify reporting requirements. Decisions must ensure proper historical services for the USAF.

- Uses computers and electronic forms (when available) as the main tools for preparing reports. Use black ink pens and paper forms as a backup. Reports must reproduce and microfilm well. Do not use pencil to fill out report forms due to unsatisfactory reproduction quality.

- Sends original reports and supporting documents to AFHRA/ISA, Maxwell AFB AL 36112-6678, no later than 72 hours after the close of each reporting period. This report (RCS:

HAF-HO(W)8901) has emergency status code C-1. Continue reporting during emergency conditions using priority precedence.

2.3.1. The reporting unit keeps one copy of each report. In most cases, the historian does not keep the supporting documents for each report as space and security are limited in hostile environments. The unit commander approves any plan to keep copies of supporting documents in the unit, and the historian informs the senior historian in-theater of such a decision.

2.4. Preparing History Status Reports. Historians deployed during contingency operations will submit an initial status report within 72 hours of arrival at their deployed location. Submit subsequent reports as required. Reports inform higher headquarters on the status of deployed personnel, problems encountered, and other information. Use the format in **Attachment 3**. This report (RCS: HAF-HO(AR)8902) has emergency status code C-1. Continue reporting during emergency conditions using priority precedence. Continue reporting during MINIMIZE.

2.5. Preparing History Operations After-Action Reports. All historians deployed during contingency operations or supporting contingency operations from CONUS bases must submit a History Operations After-Action Report using AF Form 2131. Historians analyze effectiveness of historical reporting procedures, identify history-specific problems, and recommend solutions.

2.5.1. Historians prepare reports within 10 work days after contingency operations end or after returning to their permanent duty stations, whichever occurs first. Submit copies to the parent MAJCOM/HO, AFHRA/ISA, and HQ USAF/HO. USAFR and ANG historians provide an additional copy to the MAJCOM that they were initially assigned to during contingency situations. This report (RCS: HAF-HO(AR)8903) has emergency status code C-1. Continue reporting during emergency conditions using priority precedence. Continue reporting during MINIMIZE if you are reporting by message.

2.5.2. HQ USAF/HO provides AF-wide analyses of historian operations to AFHRA/ISA, MAJCOM/HOs, and unit historians. AFHRA maintains a complete set of all after-action reports for future reference and analysis.

Chapter 3

TRAINING AND EVALUATION

3.1. Historian Training Requirements. In addition to the requirements listed here, MAJCOMs may add requirements to meet unique command situations.

   3.1.1. All enlisted and officer historians and AFHRA image production specialists complete mobility readiness training at the required intervals. Minimum training requirements for all personnel subject to deploy (those with an AFSC identified in any UTC) include:

   • Initial Chemical Warfare Defense Equipment (CWDE) training.

   • Combat Skills Familiarization training.

   • Explosive Ordinance Reconnaissance (EOR) training.

   • Self-aid and buddy care training.

NOTE:

All personnel identified to deploy (those specifically assigned against a requirement in a UTC) must maintain currency in these four areas. Additional requirements are contained in AFI 10-403, *Deployment Planning*, paragraph 2.5.

   3.1.2. Individuals maintain all clothing and equipment required for contingency operations, including the history mobility kit (see **Attachment 4** for requirements).

   3.1.3. Historians assigned to mobility positions participate regularly in command and local readiness exercises to practice the skills they will need during contingencies.

   3.1.3.1. During an exercise, the unit historian tracks exercise activity as if the operations were being conducted under contingency conditions. They collect documentation, prepare and send weekly contingency historical reports to the MAJCOM/HO, rather than AFHRA. The MAJCOM/ HO reviews the reports, focusing on how well the unit historian collected documents that adequately described the unit's activities during the exercise.

   3.1.3.2. All historians who are not assigned to their contingency duty location must participate in one of their unit's major-readiness training exercise at least once every three years. This allows them to exercise contingency plans and prepare reports using contingency reporting procedures. Actual contingency deployment with one's unit satisfies this requirement.

   3.1.3.3. The AFHRA commander ensures that all assigned historical documentation and microfilming team members participate annually in readiness exercises or an equivalent activity to test their capabilities. MAJCOMs that have such teams also exercise them.

   3.1.3.4. All historians participating in deployment exercises submit a History Operations After-Action Report. Prepare and forward reports according to instructions in **2.5.1.**

   3.1.4. Historians must know how to conduct substantive interviews, asking pertinent questions about unit performance, war fighting efforts, problems, and solutions that were recommended or attempted and with what result. Interviews help clarify or expand upon the information contained in the collected documents. Historians must be able to select and use appropriate recording equipment for the

interview session and understand coordination and release requirements for recorded material, regardless of media or format.

3.1.5. The Unit Historian Development Course (UHDC) gives enlisted personnel entering the historian career field a foundation in the principles and methodology of preparing Air Force historical reports. It is an introduction to the specialized knowledge and skills that enlisted historians need to fulfill their responsibilities. Each MAJCOM/HO provides assigned personnel with the additional guidance and training needed to maintain readiness. This training is most effectively provided through command workshops and exercises.

3.1.6. During biennial MAJCOM/HO workshops, subordinate unit historians receive continuation training to update their professional knowledge and skills, to teach them the latest methodological techniques, and to foster an exchange of ideas. As a minimum, contingency training must cover:

- Contingency planning procedures and requirements.
- Instructions on preparing contingency historical reports, history status reports, and history operations after-action reports.

3.2. Quality Assessments. MAJCOM/HOs assess the deployment readiness of subordinate history programs and discuss the results with the historians and their commanders.

3.3. Staff Visits. Consistent with command policy, a MAJCOM historian or delegated representative periodically visits subordinate history offices to assess contingency preparedness. These visits help unit historians meet contingency responsibilities and explain the role of historians during contingency operations to unit commanders.

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

USAF War and Mobilization Plan, Volume 1 (WMP-1), Annex M.

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation* (formerly AFRs 28-2, 28-3, 28-4, 28-6, 28-10, and AFP 28-33)

AFI 10-403, *Deployment Planning* (formerly AFR 28-4)

Abbreviations and Acronyms

AD—Air Defense

ADP—automated data processing

AFFOR—Air Force Forces

AFHRA—Air Force Historical Research Agency

AFMAN—Air Force Manual

AFRES—Air Force Reserve

AFSC—Air Force Specialty Code

Alft—airlift

ANG—Air National Guard

AR—aerial refueling

ATO—Air Tasking Order

AWOL—Absent Without Leave

BDA—battle damage assessment

CAFH—Center for Air Force History

CAP—Crisis Action Procedures

CDS—container delivery system

CHIP—Contingency Historical Information Preservation

CJTF—Combined Joint Task Force

CONPLAN—Concept Plan

CONUS—Continental United States

CWDE—Chemical Warfare Defense Equipment

DoD—Department of Defense

EOR—Explosive Ordinance Reconnaissance

FMC—fully mission capable

FORSIZE—Force Sizing Exercise

GMV—government motor vehicle

GPS—Global Positioning System

HALO—high altitude/low opening

HQ—Headquarters

IG—Inspector General

INSUM—Intelligence Summary

JCS—Joint Chiefs of Staff

JTF—Joint Task Force

KIA—killed in action

LAPES—low altitude parachute extraction system

LIMFAC—limiting factors

LN—local national

LN2—liquid nitrogen

LOGSAT—Logistics Status

LOX—liquid oxygen

MAJCOM—Major Command

MAJCOM/HO—Major Command History Office

MANREQ—Manpower Requirement

MIA—missing in action

MISREP—Mission Report

MMLS—Military Microwave Landing System

NF—Not Releasable to Foreign Nationals

NMCM—not mission capable for maintenance

NMCS—not mission capable for supply

OADR—originating agency determination required

OCA—Offensive Counter Air

OPLAN—Operations Plan

PERSTAT—Personnel Status

PMCM—partially mission capable for maintenance

PMCS—partially mission capable for supply

POL—petroleum, oil, and lubricants

POW—prisoner of war

RCS—Report Control System

Recon—reconnaissance

SAR—search and rescue

SCI—special compartmented information

SITREP—Situation Report

SRC—Survival Recovery Center

SSBI—single scope background investigation

TALCE—tanker airlift control element

UHDC—Unit Historian Development Course

USAF/HO—Office of the Air Force Historian

UTC—Unit Type Code

WIA—wounded in action

WMP—War and Mobilization Plan

Terms

Air National Guard—The federally recognized ANG of each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

Air Reserve Components—All units, organizations, and members of the Air National Guard and the US Air Force Reserve.

Air Staff—Offices below the Secretariat level (under and including the Chief of Staff, USAF).

Continental United States—US territory including the adjacent territorial waters, located within North America between Canada and Mexico.

MINIMIZE—Procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically.

Overseas—All locations, including Alaska and Hawaii, outside the continental United States.

Attachment 2

CONTINGENCY HISTORICAL REPORT (RCS: HAF-HO(W)8901)

A2.1. Reporting Procedures. USAF unit historians supporting contingency operations prepare weekly historical reports using AF Forms 2101, 2111, and 2121. When available, use electronic versions of these forms to submit reports. The three forms are integral parts of a single report. Although designed primarily for wing-level historical reports, these forms may be useful to historians at other levels. This report has emergency status code C-1. Continue reporting during emergency conditions using priority precedence.

A2.2. Research Topics. Investigate these topics in preparing reports:
- Mission and organization changes and authority; assigned and attached units; host unit and host nation relationships.
- Operational tasking (offensive counter air, defensive counter air, close air support, etc.).
- Hostile activities: enemy aircraft sighted or engaged (date, place, type, action taken); enemy ground forces observed or engaged (date, place, type--missiles, gun emplacements, infantry--and action taken).
- Special tactics and techniques used to counter enemy forces;
- Weaknesses in USAF training, techniques, weapon systems, or technology as applied to combat.
- Mission results including battle damage assessment (include photographs), missiles and munitions expended as well as standard loads and deviations from standard loads, and aircraft combat battle damage incurred (date, place, aircraft tail number, crew members, cause--air battle, ground fire--and extent of damage.)
- Air base defense activities including enemy attacks and recovery efforts and Rapid Runway Repair.
- Use of space assets such as satellite communications.
- Logistics: equipment and supply status, problems encountered, attempted resolution, and results; ground and airlift (military and commercial transportation).
- Facilities: operational (flight line, aircraft parking areas, fuel storage); type of housing (tents, quonset huts, hotels), availability and adequacy; recreational and utilities.
- Communications: type (voice, data link, and so on), responsiveness, and operational capacity.
- Safety: flying and ground incidents; accident prevention efforts.
- Health and Welfare: medical facilities (type, capabilities); health hazards (type--impure water, food poisoning, insects, and so on); necrology (date, name, cause of death); personnel evacuated due to injury or illness (date, name, method of evacuation).
- Morale indicators such as absent without leave (AWOL) and desertion rates, substance abuse, Inspector General (IG) complaints, and activities (chaplain, Morale, Welfare, and Recreation, etc.).

A2.3. AF Form 2101, Contingency Historical Report-Data Collection:

A2.3.1. Use AF Form 2101 to summarize unit data. The first report for any contingency includes two 2101 forms; the first form covers events from unit arrival until 2359 local (L) time on the first Satur-

day; the second form and subsequent reports provide data through 2359L of the next Saturday until redeployment. In all cases, the week begins at 0000L Sunday and ends at 2359L the following Saturday.

A2.3.2. This form is the cover sheet and research guide for contingency historical reports. It gives basic information such as the report's overall classification, the period covered, and the unit's identification, location, and organizational structure. It is also a data base, consolidating and summarizing statistical information in supporting documents. All unit historians must identify, evaluate, and collect documentation that best explains the role and function of their unit in the operation. These forms are guides, and all items may not apply to every unit.

A2.3.2.1. **Reporting Period.** Enter period covered by the report in the following format: days, month, year.

A2.3.2.2. **Unit Designation.** Enter numerical designation of the deployed unit.

A2.3.2.3. **Assigned/Attached To.** Enter numerical designation of the unit to which you are assigned or attached (cross out either assigned or attached , as appropriate). Include G-series special orders, movement orders, or both as supporting documentation with the first weekly report submitted.

A2.3.2.4. **Deployed Location.** Enter name of installation and nation or state to which deployed.

A2.3.2.5. **In Support of.** Enter Operations Plan (OPLAN) or Concept Plan (CONPLAN) number, or name of exercise being supported.

A2.3.2.6. **Nearest Large City.** Enter name of nearest large city to help locate small or obscure deployment sites.

A2.3.2.7. **Personnel Statistics.** Enter data as of the end of the reporting period, citing time and date, for example, "as of 2330L, 21 Mar 95." List supporting document numbers to provide cross-reference. Suggested source documents: unit manning reports, personnel status (PERSTAT) and situation reports (SITREP). List, by unit, authorized, assigned, and attached strengths of USAF personnel, including US and local national (LN) civilians, and of allied air forces personnel, including civilians. Enter grand total authorized, assigned, and attached strengths for officers on the first line, for enlisted on the second line, and for civilians on the third line.

A2.3.2.8. **Key Personnel.** List USAF wing commander, vice commander, group commanders (operations, logistics, support, and medical), all squadron commanders, and others as appropriate. Include senior Allied commander, if US forces are tenants. Enter dates when personnel assumed their positions. Suggested source documents include Battle Staff accountability charts and rosters, SITREPs, G-series orders.

A2.3.2.9. **Casualty Statistics.** Suggested source documents include SITREPs, PERSTATs, and command post events logs. Provide date, type of action (rocket, sapper, mortar attack, assault, or firefight), location, and numbers of US and Allied personnel killed in action (KIA), wounded in action (WIA), missing in action (MIA), and captured and detained as prisoners of war (POW). List names, if available, in section VI, or on continuation sheets.

A2.3.2.10. **Declassify on.** Enter proper declassification instructions.

A2.3.2.11. **Crew Resources.** Suggested source documents include SITREPs, PERSTATs, and crew logs. List, by squadron, authorized and assigned strengths for each crew position: pilot, copi-

lot, navigator, bombardier/electronic warfare officer, boom operator, flight engineer, and load-master. Cross out inappropriate crew categories; add others (pararescue, for example), as necessary.

A2.3.2.12. Aircraft Inventory. Suggested source documents include SITREPs, Logistics Status Reports (LOGSATs), aircraft status boards maintained by maintenance job control, aircraft transfer messages and mission reports (MISREPs). List, by type and model, the number of aircraft authorized, assigned, and possessed. List, vertically by type and model, the tail numbers of all possessed aircraft.

A2.3.2.13. Weapons Inventory. Suggested source documents include munitions reports (EARFLAP and EARFLAP II), SITREPs, and munitions status boards. List missiles and munitions by type, for example, AIM-7E, AIM-9L, CBU-50, or MK-82/Mod 1. On-hand assets are the numbers of missiles or munitions that can be built using available components. Combat ready assets are those built and ready to load on aircraft. Explain any limiting factors (LIM-FACS) or special problems under "remarks." Also include mobile space assets deployed in the theater such as mobile DMSP vans and Constant Source terminals.

A2.3.2.14. Mission Summaries. Suggested source documents include intelligence/crew debriefs and summaries (INSUMs), maintenance status boards, crew scheduling boards, SITREPs, mission reports (MISREPs), Air Tasking Orders (ATOs), ATO changes, any local supplement to ATOs, Battle Damage Assessments (BDAs) and before and after target photographs. Provide daily summaries of mission activity by type of aircraft and type of mission-aerial interdiction (Int), reconnaissance (Recon), search and rescue (SAR), aerial refueling (AR), air defense (AD), offensive counter air (OCA), airlift (Alft), and so on. List the number of sorties scheduled and actually flown; the number of missions scheduled, flown, canceled, and aborted; the amount of fuel that tankers were scheduled to off load and the amount actually off loaded; the type and number of weapons (missiles and munitions) expended, and the number effective. Include support to mission activities provided by space systems such as GPS (navigation) or DMSP (weather reconnaissance).

A2.3.2.15. Departure Reliability. Suggested source documents include maintenance status boards, crew scheduling boards, SITREPs and MISREPs. List the number of aircraft departures by date and type of aircraft. List the number of departure delays charged to operations, transportation, maintenance, weather, higher headquarters, or "other" factors. Explain "other" delays under "remarks."

A2.3.2.16. Airfield Status. Suggested source documents include airfield management status boards, SRC reports, and SITREPs. List, by type, the navigational aids employed (for example, ILS, RAPCON, VASI, MMLS). Provide the total number, the number operational, the number inoperative, and get well dates for inoperative systems. List, by type (for example, hydrant and bladder) the number of aircraft fueling systems available. Provide the number operational and inoperative, and get well dates for inoperative systems. By aircraft type, list the number of aircraft parking spaces required and available. Runway Conditions: Provide the length, elevation, type of surface--dirt, asphalt, concrete, pierced steel plating (PSP), or aluminum matting (AM); orientation--north, south, parallel or X-pattern. Include map of airfield. Explain the mission impact of all limiting factors (LIMFAC).

A2.3.2.17. Airlift Activity. Suggested source documents include maintenance status boards, crew scheduling boards, tanker airlift control element (TALCE) status boards, SITREPs, and MISREPs. By date, list the type and number of aircraft involved; number of missions; hours flown; service and unit supported; cargo (tonnage or quantities) and passengers on- and off loaded during airland missions; personnel and cargo (tonnage or quantities) airdropped; and the delivery method--for example, container delivery system (CDS), low altitude parachute extraction system (LAPES), or high altitude/low opening (HALO).

A2.3.2.18. Vehicle Maintenance. Suggested source documents include status boards and LOGSATs. List major general purpose vehicles (for example, forklifts, buses and trucks) and special purpose vehicles (for example, fire trucks and material handling equipment), providing the numbers authorized and assigned. Provide the number of hours each was out of commission due to maintenance and parts. Explain effect vehicle downtime had on mission accomplishment under "remarks."

A2.3.2.19. POL Statistics. Suggested source documents include Civil Engineering status boards, Supply and Fuels Section status boards, LOGSATs, and SITREPs. Provide storage capacity and on-hand quantities of aviation fuel by type (JP4, JP5 and JP7); gasoline; liquid oxygen (LOX); liquid nitrogen (LN2); other important petroleum products (diesel fuel); and water.

A2.3.2.20. Aircraft Mission Capability Data. Suggested source documents include maintenance and supply status boards, SITREPs and LOGSATs. By aircraft type and model, list the number of hours scheduled and actually flown; the number of hours fully mission capable (FMC), not mission capable-maintenance (NMCM), partially mission capable-maintenance (PMCM), not mission capable-supply (NMCS), and partially mission capable-supply (PMCS); the number of cannibalization actions; the number of missions canceled due to maintenance, operations, weather, higher headquarters, or other reasons; and the number of late takeoffs that occurred because of logistics (maintenance, supply, and transportation) or operations.

A2.3.2.21. Aircraft Damage. Suggested source documents include maintenance job control status boards, SITREPs, LOGSATs, and unit safety messages. Provide the date damage occurred; aircraft types and models; aircraft tail number; and the type and cause of damage (battle or accident). Explain whether or not the damage is reparable, estimated out-of-commission time, and estimated time needed for repair under "remarks."

A2.3.2.22. Ground Safety . Suggested source documents includes unit safety messages, SITREPs, PERSATs, and SRC reports. List the number of government motor vehicle (GMV) accidents; the number of disabling injuries suffered by military, US civilian, and local national civilian personnel; and the number of military, US civilian, and LN civilian fatalities.

A2.3.2.23. Morale and Discipline. Suggested source documents include manning reports, morale, welfare and services reports, chaplain reports, and legal office reports. List, by officer and enlisted, the number of Articles 15 administered; the number of personnel AWOL; the number of civil and military offenses committed; and other indicators of morale and discipline (for example, the number of courts-martial and substance abuse incidents).

A2.3.2.24. Miscellaneous Comments . Provide any other pertinent comments.

A2.3.2.25. Historian's Signature. The historian must sign each report.

A2.3.2.26. Commander's Signature . The unit commander must sign each report.

A2.3.2.27. Supplement AF Form 2101 with continuation sheets, using 8- 1/2 by 11-inch paper. Ensure each additional page identifies the unit and period covered and bears the proper security markings. Sequentially number each page and attach to the basic form.

A2.4. AF Form 2111, Contingency Historical Report-Events Log:

A2.4.1. Use AF Form 2111 to provide daily accounts of key events. Focus on air power operations, command decisions at the unit level, maintenance, and logistics support. Combat activities include aerial offensive and defensive operations, related support, and enemy air and ground attack on USAF and allied personnel and facilities. Record the following ground combat activities: rocket, sapper, and mortar attacks; assaults; and firefights. Minimum reporting includes: date; event; location; operational significance; command decisions; analysis of results; and casualties (including enemy, if known).

A2.4.2. Procedures:

A2.4.2.1. Reporting Period. Enter the period covered by the report in the following format: days, month, year.

A2.4.2.2. Unit. Enter the numerical designation of the deployed unit.

A2.4.2.3. Date. List the date on which the event occurred.

A2.4.2.4. Time. List the time at which the event occurred. Use local time (24-hour clock) for each entry, for example, 0915.

A2.4.2.5. Event. Describe each event, using simple, declarative sentences. Precede each entry with proper security classification or administrative caveats, including downgrade or declassification instructions, for example (S/NF/Decl OADR).

A2.4.2.6. Supporting Documents. Provide support document numbers for each entry. If no supporting documentation is available, indicate the source of data (briefing, status board, interview) after the event's description. For example, Intvw (S/Decl OADR), TSgt S. Jones, 4444WgProv/ HO, w/Col J. Smith, 4444WgProv/CC, 2 Jan 93. NOTE: Historians should take notes during briefings and meetings and record status board information. Include tapes, notes and photographs as supporting documents.

A2.4.2.7. Continue entries using the reverse side of the form, or use 8 1/2- by 11-inch paper separated into columns similar to those on Form 2111. Use as many pages as needed. Number them sequentially, following Form 2101 and its continuation pages.

A2.5. AF Form 2121, Contingency Historical Report-Supporting Documenta tion:

A2.5.1. Use AF Form 2121 to identify all supporting documentation. Document all reports completely, with special emphasis on locally created materials. Documentation may take any form: paper, computer diskettes, photographs, or tape (standard audio cassettes **only**).

A2.5.2. Procedure. Every report must be fully documented. Use this form as a transmittal letter and inventory for supporting documentation, listing and describing all attached supporting documentation. Include the following information:

A2.5.2.1. Reporting Period . Enter period covered by the report in the following format: days, month, year.

A2.5.2.2. Unit. Enter numerical designation of the deployed unit.

A2.5.2.3. Support Document Number. Enter the number assigned to each supporting document.

A2.5.2.4. Description. Fully describe each document, using the format listed. Examples of required documentation include:

- G-series and movement orders.
- Situation Report (SITREP)
- Air Tasking Order (ATO) (unit-specific portions only), ATO changes and local supplements
- Mission Report (MISREP)
- Logistic Statistics (LOGSAT)
- Personnel Statistics (PERSTAT)
- Battle Damage Assessment (BDA)
- Munitions Report (EARFLAP and EARFLAP II)
- Battle staff directives and Command Post logs
- Briefing scripts/charts/slides for Command Post/Job Control/Battle Staff shift changes; Intelligence/crew debriefs and Intelligence Summaries (INSUM)
- Survival recovery center (SRC) reports
- Weather maps, charts, and reports for both local area and operational area. Satellite photos of operational areas are particularly useful documents.
- Reconnaissance photos (if classification permits)

A2.5.2.5. Continue entries using the reverse side of the form, or use 8 1/2- by 11-inch paper separated into columns similar to those on Form 2121. Use as many pages as needed. Sequentially number the pages, following AF Forms 2101 and 2111 and their continuation pages.

Attachment 3

HISTORY STATUS REPORT (RCS: HAF-HO(AR)8902)

A3.1. Preparing Reports. All historians must inform higher headquarters of their situation through status reports. Communications may be cut during war or contingency operations.To insure good management in the event of altered command lines or interrupted communications, historians include all theater AFFOR and JTF history offices, the primary supporting MAJCOM/HO, and HQ USAF/HO as action addressees on status reports. This report is designated emergency status code C-1. Continue reporting during emergency conditions using priority precedence. Continue reporting during MINIMIZE if you are reporting by message.

A3.2. Format. Historians must submit reports in one of the following JAMPS formats:
- Unit-Level Reports (this attachment, **Figure A3.1.**).
- AFFOR- or JTF-Level Reports (this attachment, **Figure A3.2.**).

Figure A3.1. (Unclassified Example).

01 01 281842Z FEB 93 RR RR UUUU   HO 281403

   NO

      4404 CWP//HO//

      CJTF-SWA//HO//

      COMUSCENTAF SHAW AFB SC//HO//

      HQ ACC LANGLEY AFB VA//HO//

      HQ USAF WASH DC//HO//

UNCLAS

MSGID/GENADMIN/4404 CWP//

SUBJ/HISTORY STATUS REPORT, RCS HAF-HO(AR)8902 (U)//

NARR/1. (U) REPORT NBR: 3

2. (U) REPORTING UNIT: 4404CWP

3. (U) BASE: DHAHRAN

4. (U) HISTORY MANPOWER STATUS:

   AUTH   ASGN

    1   2

5. (U) PROBLEM AREAS: NONE

6. (U) RECOMMENDATIONS: N/A

7. (U) PREPARED BY MSGT SMITH, 123-4567, SECURE VOICE 123-4567, FAX 123-4567, SECURE FAX 123-4567.//

RMKS/TSGT J.Q. SMEDLEY, SSAN 123-45-6789 ARRIVED TODAY

MSGT J.R. SMITH DEPARTS FOR HOME STATION 2 MAR 93//

MSGT SMITH 123-4567

Figure A3.2. (Unclassified Example).

01 01 281912Z FEB 93 RR RR UUUU   HO 281426

NO

      CJTF-SWA//HO//

      HQ ACC LANGLEY AFB VA//HO//

      COMUSCENTAF SHAW AFB SC//HO//

      HQ USAF WASH DC//HO//

UNCLAS

MSGID/GENADMIN/CJTF-SWA HO//

SUBJ/HISTORY STATUS REPORT, RCS HAF-HO(AR)8902 (U)//

NARR/1. (U) REPORT NBR: 2

2. (U) SWA HISTORY MANPOWER STATUS:

A. UNIT   AUTH   ASGN

    HQ   5   4

    4499CWP   1   1

B. FORWARD OP UNITS   AUTH   ASGN   REMARKS

    4498CGP   1   0

3. (U) PROBLEM AREAS: AFRES AUGMENTATION SLOW IN ARRIVING. EST DATE ARR 24
MAR 93. AND AVAILABILITY OF ADMIN SUPPORT STILL LIMITED.

4. (U) PREPARED BY CMSGT BURTON DSN 123-4567, SECURE VOICE

123-4567, FAX 123-4567, SECURE FAX 123-4567.//

RMKS/NONE//

MSGT SMITH 123-4567

Attachment 4

MOBILITY SUPPORT KIT REQUIREMENTS

A4.1. Historians supporting contingencies must prepare for the unexpected. Unit historians stock theri individual mobility support kits to supply one historian for 30 days. Items fit in a 8 1/2- by 13- by 18-inch chart case (except for computer).

- Catalog Case (1 ea)
  - AFI 84-102
  - AFI 31-401
- AF Form 310 (24 ea)
  - AF Form 12 (24 ea)
  - AF Form 2101 (16 ea)
  - AF Form 2111 (16 ea)
  - AF Form 2121 (16 ea)
  - DD Form 173 (24 ea)
  - SF 704 - SECRET Cover Sheet (10 ea)
  - SF 706 - TOP SECRET ADP Media Classification Label (1 pad)
  - SF 707 - SECRET ADP Media Classification Label (1 pad)
  - SF 708 - CONFIDENTIAL ADP Media Classification Label (1 pad).
  - Use labels (SF 706-708) to mark computer disks, audio tape cassettes, and film canisters.
- Paper, 8 1/2- by 11-inch lined tablets (6 ea)
  - Pens, black ink (12 ea);
  - Envelopes (20 ea);
  - Labels (1 pkg [248 labels]).
- Binder, Loose Leaf Pressboard, Type I, Class II, 8 1/2 - by 11 inch (8 ea);
  - Rubber Bands (1 pkg);
  - Paper clips (1 pkg);
  - Butterfly Clamps (15 ea);
  - Stapler, staples, and staple-remover.
- Paper, Brown (for wrapping packages, 20 yds);
  - Tape, Scotch Brand "Magic" (1 72-yd roll);
  - Tape, nylon filament reinforced (1 roll); Tape, Gummed Packing (1 roll);
  - Black Felt Tip Markers (4 ea).

- Rubber Stamps (1 ea): "TOP SECRET," "SECRET," "CONFIDENTIAL," "UNCLASSIFIED," "NOFORN," "WINTEL," "NOCONTRACT," "LIMDIS," and "FOUO"

    - Stamp Pad and Black Ink(1 ea).

- Recorder, Portable Standard Cassette (1 ea), with supply of batteries (10 ea);

    - Tape Cassette, Audio (30 each, standard size, recommend 90-minute duration).

- Laptop or Notebook Computer, Software, and surge suppresser

    - Floppy Disks, 5 1/4 -inch, DS/DD (20 ea)

    - Floppy Disks, 3 1/2 -inch, DS/HD (40 ea)

    - Portable printer is recommended.

- Laptop or notebook computer and associated components need to be lightweight, compact, and rugged (they are likely be used under less than ideal conditions). Minimum computer specifications are 386 processor, 25MhZ, 6Mg RAM, 120 Mg Hard Drive, 3 1/2 High Density floppy drive, and high speed, internal fax/modem.

- Minimum software requirements: word processing, PerForm* w/AF Forms, spreadsheet, data base, data and fax communications, and multi-tasking operating system. Suggested software: DOS 6.0*, Windows 3.1*, WordPerfect for Windows 5.2* or Word for Windows 2.0*, Norton Utilities 7.0* (* = or latest version).