



**HISTORICAL PRODUCTS, SERVICES, AND  
REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 512 AW/HO (TSgt Robert Ritchie)  
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Certified by: 512 AW/CCE (Maj Larry G. Murphy)  
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AFI84-101 dated 12 March 1998 is supplemented as follows. It applies to all 512 Airlift Wing (AW) personnel.

**SUMMARY OF REVISIONS**

This revision explains compliance instructions and submission procedures for the Unit History Report to the Wing Historian. A bar (|) indicates a revision from the previous edition.

**1.4. Commanders and Staff Members at All Levels.** Compliance with applicable directives pertaining to each unit history submission rests with each 512th (AW) Group Commander, Aerospace Medicine Squadron Commander, and chiefs of selected staff agencies.

1.4.1.1. (Added) Group Commanders and selected staff agency chiefs ensure accurate and timely historical data is submitted to the 512 AW Historian Office (HO).

1.4.1.2. (Added) Squadron Commanders ensure accurate and timely historical data is submitted to their respective Group Commander.

1.4.1.3. (Added) Group and Squadron Commanders provide unit historian with a recap of significant happenings within their area of responsibility.

1.4.1.4. (Added) Group and Squadron Commanders appoint, in writing, a unit historian in the grade of E-4 or above. Include a mailing address, an electronic mailing address, and official telephone number in the appointment letter. Forward a copy to the 512 AW/HO office. Update letters immediately upon departure or change of unit historian.

**1.6. Air Force Historians (All Levels).** (Added) Group and Squadron Historians gather pertinent information about the organization and compile a semi-annual history in statistical and narrative format using AFI 84-101 and this supplement (**Attachment 22 (Added)**) as a guide.

1.6.1. (Added) Group and Squadron Historians ensure historical submissions contain supporting documents, to include end-of-tour reports, photographs, exercise and inspection reports, maintenance summaries, recruiting and manning reports, active duty and special mission reports.

1.6.2. (Added) Submission procedures will be as follows:

1.6.2.1. (Added) Staff Agency, Group, and Squadron Historians submit computer-generated histories via electronic mail to the 512 AW/HO office. (Send courtesy copy to approving official, in lieu of a signature).

1.6.2.2. (Added) Staff Agency, Group, and Squadron Historians submit histories with non-computer-generated supporting documents (original reports) via electronic mail to the 512 AW/HO office. (Send courtesy copy to approving official, in lieu of signature). Send original report through distribution with copies of supporting documents and original signatures. Electronically mailed histories should bear final statement: "Copies of supporting documents to follow."

1.6.3. (Added) Group and Squadron Historians use the Wing file under History Program located on the wing share (S) drive to obtain a copy of a sample format and published history reports. Completed reports will be sent via electronic mail to the Wing Historian.

2.2.2. (Added) **Periodic Histories** (RCS: HAF-HO(A&SA)7101). Histories should be submitted according to the following schedule:

2.2.2.1. (Added) 1 October through 31 March (Current FY): NLT May (Current FY)

2.2.2.2. (Added) 1 April through 30 September (Current FY): NLT November (Subsequent FY)

**Attachment 22 (Added)****SAMPLE LETTER OF INSTRUCTIONS FOR COMPLETING  
512 AW UNIT HISTORY REPORT**

Date:

MEMORANDUM FOR 512 AW/HO

FROM: Your Unit Functional Address Symbol

SUBJECT: Indicate the applicable reporting period for example: 1 Oct YR to 31 Mar YR  
1 Apr YR to 30 Sep YR

1. Command, Mission, and Organization (All Units): Command information (changes/promotions), organizational changes, and mission changes should be covered. If no changes, briefly recap the command, organization, and mission status.

2. Overview (All Units): Provide a clear and concise account of your unit's activities during the period covered and explain why each event happened.

3. Personnel (All Units): Include authorized, assigned, and effective manning by category at the beginning and end of the covered period. Recruitment, retention, and training should be covered. Possible topics to include:

- a. Key Personnel
- b. Unit Strength
- c. Changes to Unit Manning Documents
- d. Key personnel changes/promotions
- e. Fluctuations in authorized, assigned, and effective strengths
- f. AFSC and critical skill shortages
- g. The effect of the shortage on the mission
- h. Special recruiting and retention programs

4. Training and Operations (All Units): Summarize significant events that have taken place during each Unit Training Assembly (UTA), annual tour, mobilization, special projects, and various exercises such as joint command exercises.

5. Operations (Operations Group Units Only): Operations Reserve unit histories must be covered extensively. You must address the following question: "What has the unit done during the reporting period to achieve, sustain, or demonstrate combat readiness?" Use the following list to help answer this question. Do not blindly adhere to the list. Do not make "negative" or "does not apply" entries.

- a. Type of aircraft
- b. Number of aircraft authorized and assigned
- c. Highlight significant training and operations conducted during the reporting period
- d. Factors detracting from the unit's ability to accomplish its primary mission

- e. Actions taken to solve the limiting factors
  - f. Flying hours
  - g. Sorties/missions flown
  - h. Deployment and exercises (annual tours and world contingencies)
6. Maintenance (Maintenance Group Units Only): You should cover topics such as aircraft maintenance, problem areas, trends, and transportation.
7. Mission Support (Mission Support Group Units Only): You should cover topics such as decorations and awards; inspections; computer training; significant accomplishments; and if appropriate, problems or changes that have caused an impact on operation or any significant occurrence of historical value.
8. Staff (512 AW Staff Agencies Only): Each staff agency should cover topics relevant to its mission in support of the 512 AW.
9. Supporting Documentation (All Units): Provide supporting documents for all not commonly known factual statements included in the history report. Other supporting documentation that should be included:
- a. Command section correspondence
  - b. After-action reports of exercises, deployments, or special or unusual missions
  - c. Inspection reports
  - d. Staff meeting records
  - e. Commander's summaries, presentations, etc.

UNIT HISTORIAN.....COMMANDER OR AGENCY CHIEF  
SIGNATURE BLOCK SIGNATURE BLOCK  
Prepared by (Please print or type).....Approved by (Please print or type)  
Copies of supporting documents to follow.

BRUCE E. DAVIS, Colonel, USAFR  
Commander