

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 84-101**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**15 JANUARY 1999**

**History**

**HISTORICAL PRODUCTS, SERVICES, AND  
REQUIREMENTS**

**"HOLDOVER"**

***"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
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**AFI 84-101, 12 March 1998, is supplemented as follows:**

This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

### ***SUMMARY OF REVISIONS***

This supplement provides guidance and procedures specific to AFMC History Offices. This supersedes AFI 84-101/AFMC Supplement 1, 14 February 1995. This revision deletes some additional duties, deletes the use of the word monograph, and clarifies subordinate unit history evaluation responsibilities and history submission requirements. Center and Wing supplements are not encouraged. If developed, the supplements must be coordinated with HQ AFMC/HO prior to publication.

2.2.2. The standard coverage for AFMC periodic histories is one fiscal year. Histories are to be completed and submitted to the commander for signature before 30 April of each year. (RCS: HAF-HO(A&SA)7101 applies)

2.2.3. Requests for extension of due dates, signed by the unit commander, must be received in HQ AFMC/HO at least 15 days prior to the established deadline. Provide detailed justification for the slippage and propose a realistic extension date. Extensions of more than 90 days are strongly discouraged.

2.3.1. Distribution of Heritage Pamphlets will also include all AFMC field history offices.

2.3.2. Heritage Pamphlets for AFMC organizations will be compact publications (preferably no longer than 16 pages), with black and white illustrations.

2.4.2. Coordinate proposed topics and final drafts of studies with HQ AFMC/HO.

2.5. **Oral History Interviews.** Secure an official authorization release from interviewees conveying all rights to the interview to the United States Air Force.

3.6.1. Histories may also be bound using reliable binding techniques economically available through the Defense Printing Service.

3.7.1. Print the history back-to-back, using both sides of the page.

3.10.2.1. (Added) Send one complete copy of the narrative, Volume I, to HQ AFMC/HO.

3.10.2.2. (Added) The 377th ABW/HO will submit an additional copy of Volume I, narrative, to AAC/HO for evaluation. The 311th HSW/HO will submit an additional copy of Volume I, narrative, to ASC/HO for evaluation. The SSG/HO and the 38th EIW/HO will submit an additional copy each of Volume I, narrative, to ESC/HO for evaluation.

3.12.1. All AFMC field history offices submit the semiannual Historical Activity Report (RCS: HAF-HO(SA)8202) electronically, to arrive at HQ AFMC/HO no later than 7 workdays after the 6-month periods ending 30 June and 31 December.

3.12.3.1. Use AFMC Form 281, **Historical Information Services Request**, or equivalent locally-designed form, to record data on reference requests received. Automated collection of statistical data on numbers and types of requests and utility of information provided is encouraged. Maintain a log of Freedom of Information Act (FOIA) requests and retain FOIA paperwork with relevant archive reference material.

3.17.2.1. AAC/HO will evaluate the 377th ABW history. ASC/HO will evaluate the 311th HSW history. ESC/HO will evaluate the SSG and 38 EIW histories. Send copies of both the unit history office and unit commander evaluation letters to HQ AFMC/HO.

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