



History

PROCEDURES FOR 452 AMW HISTORIANS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction describes actions which each 452 AMW and subordinate unit historian must take to ensure accurate and timely completion of histories in accordance with AFPD 84-1.

SUMMARY OF REVISIONS

Changes submission due dates and unit designations. A * indicates revisions from the previous edition.

1. Responsibilities.

1.1. Unit commanders are responsible for establishing procedures to ensure that the unit historian is completing the unit history by the due date set by the Wing Historian. Each commander will send a letter of appointment to the Wing Historian with the names a of primary and alternate historian.

1.1. The assigned Wing Historian prepares the semiannual historical report for submission to the Wing Commander and Headquarters AFRES.

1.2. The Wing Executive Officer supports the Wing Historian by providing full-time oversight of the program and providing historical leads and documentation.

1.3. The agencies and units identified in Attachment 1 of this instruction appoint additional duty historians to submit written quarterly historical reports to the Wing Historian. The historian from time to time may request additional reports on specific subjects form these agencies.

***2. Procedures.**

2.1. Histories from units located at March ARB are due the month after close of the reporting period, i.e. those covering the first quarter reporting period (Jan-Mar) will be due 30 April and those for the second quarter reporting period (Apr – Jun) will be due 31 July. Exclusions cannot be granted as the Wing Historian must meet suspense dates established by HQ AFRES.

2.2. Each unit history will be comprised of two parts. The narrative and supporting documents. The narrative will focus on the conduct of the mission and the supporting documents will be

attached to substantiate the narrative. Each history submitted will describe the unit's mission, how the unit was organized, how it accomplished its tasks, what progress was made, what significant developments took place, what problems and difficulties were overcome, what training was accomplished, and any other information which supports the overall mission accomplishment.

2.3. Supporting documents are composed of the most significant papers received by or emanating from the unit papers which authenticate or which elaborate upon key statements appearing in the text and papers which contain information that should be a matter of permanent record.

2.3.1. Command Section correspondence

2.3.2. Papers incorporating a commander's policy direction.

2.3.3. After action reports of exercises.

2.3.4. Deployment/trip reports.

2.3.5. Special or unusual missions.

2.3.6. Monthly/quarterly maintenance reports.

2.3.7. Personnel strength reports.

2.3.8. Rosters of key personnel.

2.3.9. Recruiting reports.

2.3.10. Copies of special reports.

2.4. Unit historical monitors should only concern themselves with personnel assignment actions concerning change of command. A G-series Special Order should be attached.

2.5. Unit historians should establish procedures for automatic distribution of reports so that each historical section receives support documentation on a regular basis.

2.6. Staff agencies and units should collect pertinent historical data and documentation as the quarter proceeds to simplify the process of assembling and submitting the reports quarterly.

CLAYTON T. GADD, Brig Gen, USAFR
Commander

Attachment 1

UNITS AND AGENCIES REQUIRED TO SUBMIT QUARTERLY HISTORICAL REPORTS

The following units and staff agencies are required to submit regular quarterly historical reports to the Wing Historian. Their coverage need not be limited to that suggested, but any additional material should relate to the primary missions of the unit/agency and the 452 Air Mobility Wing.

336 ARS: Operations statistics, deployments, exercises, aircrew training progress and status.

***729 AS:** Operations statistics, deployments, exercises, aircrew training progress and status.

***730 AS:** Operations statistics, deployments, exercises, aircrew training progress and status.

***452 AES:** Operations statistics, deployments, exercises, aircrew training progress and status.

***452 OSF:** Operations statistics, deployments, exercises, aircrew training progress and status.

***50 APS:** All pertinent historical data should be forwarded to the Wing Historian of the 452 AMW.

***56 APS:** All pertinent historical data should be forwarded to the Wing Historian of the 452 AMW.

***452 ALCF:** All pertinent historical data should be forwarded to the Wing Historian of the 4542 AMW.

***452 MXS:** Maintenance statistics, maintenance trends, maintenance problems inhibiting operational readiness.

***452 AGS:** Maintenance statistics, maintenance trends, maintenance problems inhibiting operational readiness.

***752 AGS:** Maintenance statistics, maintenance trends, maintenance problems inhibiting operational readiness.

***452 LSS:** Maintenance statistics, maintenance trends, maintenance problems inhibiting operational readiness.

***452 MSS:** Authorized and assigned personnel, training progress, unit and individual deployments.

***452 SPS:** Authorized and assigned personnel, training progress, unit and individual deployments.

***452 CES:** Authorized and assigned personnel, training progress, unit and individual deployments.

***452 CS:** Authorized and assigned personnel, training progress, unit and individual deployments.

***452 ASTS:** Authorized and assigned personnel, training progress, unit and individual deployments.