



WING HISTORICAL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes procedures for the reporting and maintenance of valuable historical information by units assigned to the 919th Special Operations Wing (919 SOW). Also included are methods to be used by the Wing Historian to obtain documented information needed for the preparation of the Annual Historical Report (RCS: HAF-CHO(AR)7101). It implements the provisions of AFD 84-1, *History and Museum Program*. Applies to all personnel assigned to the Wing.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFI 84-101. Attachment 1 identifies agencies and units required to submit historical reports. Office symbols update at attachment 2.

1. RESPONSIBILITIES. The annual wing history is the official Air Force Reserve biography of the 919 SOW. The goal of this instruction is to ensure that an effective wing historical program has been established and that accurate and objective records of important events are well documented in accordance with applicable policies and directives. To do this, the Wing Historian must have access to all documentation unless specifically prohibited by a plan or instruction. Exceptions to desired access will be resolved by the Wing Commander. The Commander of the 919 SOW has overall responsibility for the conduct of the historical program. Responsibilities are delegated as follows:

1.1. The assigned Wing Historians prepare the annual historical report for submission to HQ AFRES and HQ AFSOC according to instructions outlined in AFI 84-101, *Historical Products, Services, and Requirements*.

1.2. The Wing Public Affairs 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 Historians. Agencies and units not designated in attachment 1 are urged to identify significant happenings in their areas to the Wing Historian. The historians may from time to time request ad hoc reports on specific subjects from these agencies. Historical reports submitted by the staff agencies and units should:

1.3.1. Emphasize the major purpose (functional statement and/or mission) of the agency or unit submitting the reports.

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1.3.2. Describe accomplishments as they relate to the overall 919 SOW mission of training reservists and attaining operational readiness.

1.3.3. Analyze trends, describe lessons learned, and provide insights to agency/unit activities.

1.3.4. Not concern themselves with personnel assignment actions, promotions, or other personnel trivia. Exceptions to this would be reassignment actions or promotions of commanders and/or key personnel.

1.3.5. Be accompanied by key papers (orders, after-action reports, messages, photographs, operational plans) pertaining to the agency's or unit's primary mission as documentation for the report.

1.3.6. Be submitted to the Wing Historians by the beginning of the second unit training assembly following the end of the quarter.

1.3.7. Staff agencies and units should collect pertinent historical data and documentation as the quarter proceeds to simplify the process of assembling and submitting the report at the end of the quarter.

2. DOCUMENTS OF HISTORICAL VALUE. Certain documents are required for the preparation of the narrative part of the wing history and as supporting documents for the whole report.

2.1. Current known requirements are shown in attachment 2. When new requirements are set by higher headquarters, the Wing Historian will contact offices responsible for those documents and request automatic distribution.

2.2. Correspondence and reports made on a one-time only basis will be evaluated for historical significance by the preparer and steps will be taken to advise the historian of the contents. Of prime concern are reports by commanders of projects, policies, plans, and activities of a non-routine nature that show command thinking, planning, operational procedures, mission progress and improvement. Plans will be made to ensure that at least one copy of material up to and including SECRET classification is made available to the Wing Historian.

3. RECORDS DISPOSITION. Records created by this instruction will be maintained and disposed of in accordance with AFMAN 37-139 , *Disposition of Air Force Records - Records Disposition Schedule* and AFI 37-138, *Records Disposition - Procedures and Responsibilities*.

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Commander

Attachments:

1. Agencies and Units Required to Submit Quarterly Reports
2. Recurring Reports and Information Required for History

AGENCIES AND UNITS REQUIRED TO SUBMIT QUARTERLY HISTORICAL REPORTS

The following units and agencies are required to submit regular quarterly historical reports to the Wing Historian. Historical coverage need not be limited to that suggested, but any additional material should relate to the primary missions of the unit/agency and the 919th Special Operations Wing.

***919 OSS/711 SOS/5 SOS** - Operations statistics, deployments, exercises, aircrew training progress, status, community service, manning, conferences attended, inspection reports/corrective action, awards received, aircraft conversion progress reports. Include all subordinate-squadron/flight data.

***919 MS/919 LSS** - Maintenance statistics, maintenance trends, maintenance problems inhibiting operational readiness, deployments, exercises, maintenance training progress, community service, manning, conferences attended, inspection reports/corrective action, awards received. Include all subordinate squadron/flight data.

***919 MSS/919 CF** - Manning, training progress, deployments, exercises, conferences attended, awards, inspection reports/corrective action. Include all subordinate squadron/flight data.

Chief, MPE - Authorized and assigned wing personnel by category, special personnel programs and projects, retention programs and rates, MPE exercises and personnel conferences attended, training and manday participation, inspection reports/corrective action.

Senior Recruiter - Wing recruiting goals and results, special recruiting programs, status of critical skills recruiting, recruiting conferences attended, recruiting awards received, assigned recruiter personnel listings, inspection reports/corrective action.

Civil Engineering - Deployments, exercises, conferences attended, authorized and assigned personnel, training progress, community service and special projects, inspection reports/corrective action, awards received.

Medical Squadron - Authorized and assigned personnel, training progress, clinical procedures performed, conferences attended, exercises, deployments, awards received, inspection reports/corrective action, significant developments in military medicine, contributions to operational effectiveness.

Safety - Flight and ground safety statistics, safety awards received, conferences attended.

Chaplain - Authorized and assigned personnel, conferences attended, awards received, services conducted, counseling performed, inspection reports/corrective action, facilities, training progress, significant development in the chaplain service, contributions to operational effectiveness.

Security Police - Manning, training progress, deployments, exercises, conferences attended, awards, weapons competitions, inspection reports/corrective action.

RECURRING REPORTS AND INFORMATION REQUIRED FOR HISTORY

DOCUMENT	OPR	No. of Cy(s)
Staff Meeting Minutes	CC	1
Calendar of Events	CC	1
QAFA, ORI, and Staff Assistance Visit Reports	CC	1
Replies to Inspections	CC	1
*G-Series Orders Prepared by 919 SOW	IM	2
*Movement Orders	IM	4
*Key Personnel Roster	DPM	1
Combined Safety Committee Meeting Minutes (Including Aerospace Safety, Fire Prevention, Occupational Safety and Health Council Minutes)	SE	2
*Officer and Airman Information Roster	DPM	1
AFRESR 11-1 Briefing	PA	1
Staff Studies and Reports	**CC	1
*After Action Reports/Trip Reports	*711 SOS	1
	*919 OSS	1
	*5 SOS	1
	*Med SQ	1
	*MSS	1
	*CES	1
	*CF	1
	*HC	1
Monthly Maintenance Summary, Part I	LG	2
Monthly Maintenance Summary, Part II	LG	1
Monthly Quality Assurance Condition Summary	LG	1
Unit Advisory Council Minutes	CCC	1
*Authorized and Assigned Personnel Strength Reports by Unit	DPM	1
*End of Month Strength Report	DPM	1
*Unit Manning Document, Part B	DPM	1
Distinguished Visitors	PA	1

DOCUMENT	OPR	No. of Cy(s)
Static Displays, ROTC Flights, Civic Leaders Tours, etc	PA	1
Proposed Modifications Affecting Unit Assigned Aircraft	LG	2
Support Agreement	XP	2
919th Medical Annual History (RCS: HAF-CHO(SA)8201)	SG	1
919th Chaplain Annual History (RCS: HAF-CHO(SA)8201)	HC	1
919 SOW Organizational Chart	CC	1
Operational Plans (OPlan)/Orders (OpOrd) for Significant Deployment Exercises	XPO	1
Upcoming Deployments	XP	1
News Releases on 919 SOW Events	PA	1
Facilities Reports	CCE	1
919 SOW Consolidated Base Personnel Office Program Statistics and Summaries	DPM	2
*Total Quality Management Program Statistics/Metrics	QI	1

* Any organization participating in special activities or trips will be OPR for After Action/Trip Reports and will be responsible for submission of the required one copy to HO.

** Any organization or staff member conducting staff studies will be OPR for staff study reports and will be responsible for submission of the required one copy to HO.