

2 August 1999

History

UNIT HISTORICAL PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 927 ARW/PA (Shelley M. Petrylka)
Supersedes 927 ARWI 84-101, 1 October 1995

Certified by: 927 ARW/CC (Col Robert E. Bailey)
Pages: 2
Distribution: F

This instruction assigns responsibilities and provides procedures for the preparation and submission of unit histories. It implements AFPD 84-1 and applies to all wing personnel. The program also directly serves the wing and other government agencies by answering queries for specific information on the history of the 927 ARW.

SUMMARY OF REVISIONS

This instruction has been revised to align with new unit designations and requirements.

1. Wing Historian will:

- 1.1. Wing Historians will prepare periodic histories of the organization as established in AFI 84-101.
- 1.2. Oversee the operation of the 927 ARW field history program in consultation and coordination with 4AF/HO and HQ AFRC/HO

2. 927 ARW Staff Agencies and Unit Commanders will:

- 2.1. Appoint, in writing, a point of contact who will provide the Wing Historian quarterly reports of agency/unit activities.

3. Additional Duty Unit Historians :

- 3.1. Provide the Wing Historian with quarterly summaries of agency/unit activities. These reports should be in the form of a narrative chronology, supplemented by supporting documents. The narrative chronologies shall document significant events and actions that have taken place during the reporting period and will emphasize the wings'/units' operational activities. Each entry must be fully developed and pertinent to the record of how the wing/unit has accomplished its' mission.

3.2. All quarterly reports submitted will contain adequate (primary) supporting documents, including, but not limited to:

- 3.2.1. Copies of significant correspondence, including memos for record, staff summary sheets, policy letters, etc.
- 3.2.2. Staff studies and reports.
- 3.2.3. After-action and trip reports.
- 3.2.4. Organizational charts.
- 3.2.5. Assignment orders for key personnel.
- 3.2.6. SAV/RAV reports consisting of summary only.
- 3.2.7. Monthly Maintenance Reports; aircraft capability statistics and associated reports.
- 3.2.8. Copies of all plans, statistics and reports relating to exercises and deployments.
- 3.2.9. It should be noted that all history and data should be reported regardless of security classification, although appropriate steps should be taken to safeguard information.

4. Due Dates:

4.1. Quarter 1 (Q-1) January-March: due 30 Apr; (Q-2) April-June: due 31 Jul; (Q-3) Jul-Sept: due 31 Oct; (Q-4) Oct-Dec: due 31 Jan.

ROBERT E. BAILEY, Colonel, USAFR
Commander