



13 MARCH 2000

History

HISTORICAL PRODUCTS, SERVICES, AND REQUIREMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 3
Distribution: F

AFI 84-101, 12 March 1998, is supplemented as follows:

NOTE: Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

2.2.2. In AETC, standard coverage periods and due dates for periodic histories are as follows:

2.2.2.1. One calendar year for Air University and organizations designated as training wings. The due date is the last day of the seventh month following the coverage period.

2.2.2.2. Six months for other wings and independent groups. The due date is the last day of the fourth month following the coverage period.

2.2.3. Requests for adjustments to history due dates must be signed by the organization's commander, vice commander, or director of staff. Such requests must arrive at the command history office (HQ AETC/HO) no later than 15 workdays prior to the original due date.

2.3.3. Update the heritage pamphlet electronically by 31 January each year.

2.4.3. Send two copies of each study to HQ AETC/HO.

2.6.1. Coordinate proposals for book projects and final drafts through HQ AETC/HO. Provide HQ AETC/HO with two copies of each book.

3.6.13. When only 8- by 10-inch photographs are used, disperse them throughout the narrative as appropriate. Place photographs in archival-quality, 3-hole-punched, album pages. When digital images are embedded in the narrative, include 8- by 10-inch high quality prints in archival-quality, 3-hole-punched, album pages at the end of Volume I (to be sent to AFHRA). Use a separate album page for each photograph. **NOTE:** Include identifying information on the back of each photograph in a way that does not harm it.

3.6.14. (Added)(AETC) Case Files (Optional). Case files may be used to consolidate documents generally relating to a single topic (for example, base closure) or constituting a separate class of documents (for example, PPlans). These are documents considered important but, for one reason or another, have not been discussed at length (or at all) in the narrative. If you choose to create a case file, identify each document in the file as if it were a supporting document (SD).

3.6.15. In addition to the basic appendices (A through D), requirements will differ depending on the mission of the unit as follows:

3.6.15.1. Mandatory appendices for flying training wings are Appendix E - Graduation Rosters; Appendix F - Aircraft Inventory (Authorized, Assigned, and Possessed); Appendix G - Flying Safety; Appendix H - Maintenance Indicators (unless maintenance summaries are included as supporting documents or in case files); and Appendix I - Other Topics (as determined by the historian).

3.6.15.2. Mandatory appendices for other flying wings are Appendix E - Course Production; Appendix F - International Students; and Appendix G - Other Topics (as determined by the historian).

3.10.2. Send Copy I of the narrative and supporting documents through HQ AETC/HO for forwarding to the AFHRA. Send an additional copy of the narrative to HQ AETC/HO for retention.

3.12.1. AETC historians and museum personnel will follow the prescribed format and send their historical activity report to HQ AETC/HO no later than 10 workdays after the close of the reporting period (for forwarding to HQ USAF/HO).

3.12.3.1. Each historian will keep a record (either a manual log or computer entry) of each request for information. The record should identify who requested the information, the information requested, and a summary of the answer given or action taken.

3.17.2.1. The quality assessment takes into account whether the history was submitted on time or met an approved, adjusted due date. Histories not submitted in a timely fashion will be downgraded.

A2.5.2. Historians preparing an abbreviated history will include notes documenting the source of the information.

A2.6. Appendix C - Personnel Statistics and Appendix D - Organizational Structure Charts are also required in abbreviated histories.

A2.7.1. Number SDs consecutively by chapter in the order in which they are cited; for example, SD I-1, SD I-2, SD I-3. AETC historians may bold the reference; for example, **(SD II-12)**.

A2.8. Send a copy of the narrative and SDs through HQ AETC/HO for forwarding to AFHRA. Send an additional copy of the narrative to HQ AETC/HO for retention.

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