

History

HISTORICAL PRODUCTS, SERVICES, and REQUIREMENTS

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

1.5.5. (Added) (ANG) Additional Duty Historians. For general assistance, additional duty ANG historians will be assigned to the nearest ANG wing historian. Additional duty historians will be appointed for all combat communication, engineering installation, air traffic control, air control, and flying training groups/squadrons. In addition, the combat readiness training centers (Gulfport, MS; Savannah, GA; Alpena, MI; and Volk Field, WI) and the Training and Education Center (McGhee-Tyson, TN) will each appoint an additional duty historian.

2.2.1. (Replaced) (ANG) ANG historians will prepare a periodic history in accord with Chapter 3 as supplemented.

2.2.2. (Replaced) (ANG) ANG histories will cover one calendar year and are due by 31 July of the *following* year.

2.2.4. (Deleted) (ANG)

2.3.4. (Added) (ANG) Production of heritage pamphlets is optional. If produced, the above guidelines apply.

2.8. (Replaced) (ANG) Papers. As time permits, prepare background papers, point papers, talking papers, and similar products on the historical aspects of issues that interest your commanders.

2.9. (Replaced) (ANG) Briefings and Visual Information. As time permits, prepare slide briefings, video documentaries, and other historical audiovisual projects of interest to your unit and the ANG History program.

3.4.3.8. (Replaced) (ANG) Meetings. ANG historians must make contact with their unit commanders to ensure attendance at staff meetings.

3.6.11.1. (Replaced) (ANG) The typical length for an ANG annual history should be 20-30 pages. While historians should ensure that all significant activity areas within the organization receive coverage, the emphasis will be on operations. Though the history should not be filled with excessive background information, there has to be sufficient depth of coverage for all topics. Historians must get beyond the “who, what and where” to the “why.” Where there is *minimal* coverage of a narrative topic (paragraph or less), move the information to the chronology and include statistical information within appendices if possible.

3.6.11.3. (Replaced) (ANG) The narrative must be original writing, not copied *verbatim* from source documents or previous histories. A narrative history is more than dates, places, personnel, and statistics; it is not just an outline. Provide reasons, background, discussion, interpretation, and analysis for all topics.

3.6.13. (Replaced) (ANG) Photographs. Use only photographs of historical value. Follow these guidelines:

- In your captions, identify individuals, units, and events.
- Use glossy prints when your product will not be printed by a means that assures high reproduction of photographs with the narrative. 8 x 10-inch prints are preferred. 5 x 7-inch prints are acceptable. Place those photographs at the end of the narrative unless the narrative is of sufficient length to warrant inclusion within the text. Document protectors should be used.
- For a product being reproduced by high resolution means, properly incorporate smaller photographs or digital images into the layout of the manuscript.

3.6.16. (Replaced) (ANG) Notes. Using Attachments 8 and 12 as a guide, cite sources of information in footnotes or endnotes. Explanatory notes can be used with either. When used with footnotes, they will also be identified with a number, such as "...aircraft.¹" When used with endnotes, they should be identified with a symbol, such as "...aircraft.+" In both cases, explanatory notes appear at the bottom of the page. See para A12.18. for further explanation.

3.6.17. For ANG historians, the Glossary is optional.

3.6.23. (Added) (ANG) Required Data Page. In view of the established appendices requirement within this instruction, a Required Data Page is no longer needed. Historians should eliminate that page from their histories.

3.9.1. (Replaced) (ANG) Coordinate the final draft of the history with the commander or a designated representative. Have other offices review portions of the history during the editing process as necessary. At no point during the production of the history should staff members "censor" the contents of the history. Topic selection and extent of coverage are not up for debate. The historian, together with the commander, make editorial changes as necessary before preparation of the history for signature.

3.10.2. (Replaced) (ANG) Prepare a narrative volume copy for NGB-PAH so the history can be critiqued. Inclusion of a *complete* set of supporting documents is not required. However, the historian *should* include those documents that pertain to operations, deployments, and inspections. Send a narrative volume to the respective Adjutant General if required.

3.10.3. (Added) (ANG) Comply with need-to-know criteria when distributing copies of classified or For Official Use Only narratives. In those cases consider producing an unclassified version of the history.

3.12.3.2. (Replaced) (ANG) Show number of periodic histories by how many were due, how many met the standard suspense, how many arrived delinquent, and how many were still underway. Record the number of annual histories by part-time historians and by additional duty historians.

A.2.1. This attachment does not apply to ANG wing historians; only to *additional duty* historians.

PAUL A. WEAVER, JR.
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OFFICIAL

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