

**Template
For
ANG Additional Duty Historians**

This template is designed to help Additional Duty historians assigned to each ANG Wing write periodic histories. This template includes guidance on research methodology and a layout sample of how the history will be written.

Histories will be submitted to the ANG History Office semi-annually on a calendar year basis. The due date is the end of the month following the end of the sixth month period (31 July and 31 January).

The history will be submitted to NGB/HO as an electronic history posted to a CD/DVD, or as a hard copy. Please do not mail a hard copy and an electronic version together. The history must be completely an electronic version or in hard copy. No exceptions.

Mailing addresses:

3500 NGB/HO
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The history format for additional duty historians consists of three parts:

1. Title Page-*See example.*
2. Chronology-Bullet style
See Example
3. Source Documents

Research methodology

Subject Areas to Consider:

Mission: *Change in mission such as aircraft conversion or loss of flying mission.*

Operations: *Improved aircraft combat capability, Aircraft conversion, night flying, real world/combat mission statistics, data on unit participation in the homeland defense mission, state Mission activities/participation.*

Deployments: *Who, when, where, why, how many.*

Expeditionary Combat Support (ECS) - *Be sure to include unit deployment data supporting ECS.*

Command: *Changes of Command: Wing/Squadron/Flight Commanders & Command Chief Master Sergeants ONLY!*

Organization: *Unit redesignation, Numbered Air Force realignment, new units assigned, transfer of Major Command.*

Inspections (date, location, results): *Operational Readiness Inspection, Health Services Inspection, Standards & Evaluations (Operations), Environmental Compliance, Communications Security, Unit Compliance Inspection.*

Personnel: *Wing Personnel Strength Report*

Resources: *Economic Impact Statement*

Safety: *Flight Safety & Ground Safety Incidents*

Facilities: *New facilities constructed*

Awards: *Air Force Outstanding Unit Awards and Flight Safety Awards ONLY!*

REMEMBER the history should focus on the unit's Mission and Operations.

Source Documents collected should consist primarily of the following:

<i>After Action Reports</i>	<i>Briefings</i>	<i>Lessons Learned Reports</i>
<i>Trip Reports</i>	<i>Inspection Reports</i>	<i>Point Papers</i>
<i>Monthly Maintenance Summaries</i>	<i>G-series Orders</i>	<i>Economic Impact Statements</i>
<i>Monthly Personnel Strength Reports</i>		<i>Base Paper</i>
<i>Current Roster of Unit Key Personnel</i>		

Suggested locations to find source documents:

Document	Office
Wing Manning Strength Reports/Special Orders	Military Personnel Flight
Deployment Data	Wing Plans/ Unit Deployment Managers
Monthly Maintenance Summary Maintenance	Operations
Real World/combat mission statistics Operations	-Flight Records
Base Paper	Public Affairs Office
Facilities/Base Map	Civil Engineers
Economic Impact Statement	Finance
Inspections	Wing Commander's Office
Exercises	Base Exercise Evaluation Team Chief
Roster of Key Personnel	Wing Commander's Office
Awards	Wing Commander's Office Wing Safety Office

SAMPLE

HISTORY
OF THE
(UNIT DESIGNATION)

(DATES)

CHRONOLOGY

Assigned to
(Numbered Air Force), (Major Command)
State- Air National Guard

Stationed at
Name of Base, City, State

NAME /RANK NAME/RANK
Historian W ing Commander

DATE

SIGNED _____

SAMPLE

XXX Fighter/Airlift/Air Refueling Wing

CHRONOLOGY

(Dates)

Event

Example of a Deployment Entry

- **March 2005:** The 167th Communications Flight deployed eight personnel to Incirlik AB, Turkey for 30 days. **(Indicate the source used for the entry and attach it to the report.)**
- **November 2005:** The 176th Fighter Squadron deployed six F-16s and 250 personnel to Nellis AFB, Nevada for Red Flag exercises. **(Indicate the source used for the entry and attach it to the report.)**

Example of an Exercise Entry

- - **10 February 2005:** The 103rd Fighter Wing conducted an ATSO (Ability to Survive and Operate) exercise at Bradley Field. The unit received a Satisfactory rating by the Wing Exercise Evaluation Team. **(Indicate the source used for the entry and attach it to the report.)**

Example of an Organization Entry

- - **January 2005:** The 123rd Airlift Wing was realigned to the 15th Air Force with no change in mission or duty station. The former Numbered AF assigned to the 123rd AW was the 12th AF. **(Indicate the source used for the entry and attach it to the report.)**

Example of a Command Entry

- - **April 2005:** Colonel John Doe was appointed Commander of the 155th Air Refueling Wing. He replaced Brigadier General Peter Rabbit who was scheduled to retire from the ANG in June 2005. **(Indicate the source used for the entry and attach it to the report.)**

Things to remember:

Tanker units – Source documents should include operational data that reflects the amount of fuel off-loaded and the number of receivers. Also include the number of passengers (Pax) airlifted. This data can be found in Monthly Flight History Reports or Tanker Activity Reports. Both documents may be found in the Flight Management/Records Office in Operations.

Airlift units- The same as above, but document the amount of cargo and Pax airlifted.

Special Operations- Include rescue mission events and other deployments in an unclassified format.

APPENDIX A
Lineage and Honors

Designation: XXX Fighter Wing

Previous Designation: None

Higher Headquarters: HQ USAF, HQ MAJCOM, NUMBERED AIR FORCE, TAG STATE

Commander:

Vice Commander:

Assigned Units:

XXX Operations Group
XXX Fighter Squadron
XXX Operations Support Flight
XXX Maintenance Group
XXX Aircraft Maintenance Squadron
XXX Maintenance Squadron
XXX Maintenance Operations Flight
XXX Mission Support Group
XXX Civil Engineering Squadron
XXX Security Forces Squadron
XXX Logistics Readiness Squadron
XXX Mission Support Flight
XXX Communications Flight
XXX Services Flight
XXX Medical Group

Assigned Units Lost: None

Home Station: Base Name, City and State

Aircraft Flown: XXX Fighter Squadron
Full name of aircraft. For example General Dynamics/Lockheed F-16C/D, Block 30, Fighting Falcon
Number of aircraft assigned & authorized: 17 Assigned/15 Authorized

Grumman C-26B Metro, Counter-Drug Mission
1 Assigned/1 Authorized

Awards & Decorations:

List unit awards received for the reporting period. Listed below are examples of awards that could be included in this section:

Air Force Outstanding Unit Award:

Distinguished Flying Unit Award:

Flight Safety Award:

Best Facilities Award:

**APPENDIX B
KEY PERSONNEL**

<SAMPLE>

Attach current Roster of Unit Key personnel.

APPENDIX C

Unit personnel statistics

Appendix D

Include the most current Base Information Pamphlet

Revised 7 September 2011