

Guide for the Completion and Submission of AD226 - Unit History Record

References

POLMAN 3 - *Defence Records Management Policy Manual*
DI(AF) ADMIN 8-7 *Unit History Records*
JOC Standing Orders Chapter 17 - *Information Management Policy*
CAF Directive 04/11 - *RAAF History Reporting in the Joint Environment*

Completion

This is not to be regarded as exclusive but as guidance for the type of material required.

Category Heading	Topics to include	Attachments
Organisational changes	Postings in/out Transfers/attachments Discharges Changes to appointments/key personnel, promotions, etc	Nominal roll Organisational charts
Variations to equipment, facilities, accommodation and buildings	Major equipment purchases (eg aircraft, vehicles, IT systems, etc) Any renovations, moves or other changes in accommodation or buildings	List, map or plans of unit holdings (once per year)
Personnel casualties	Details of accidents or injuries involving personnel (both military and civilian) Hospitalisations/deaths Incident investigations	Casualty reports OH&S Reports
Damage to equipment, property or material	Damage due to conflict, operations, accident, vandalism, storms, flooding, etc Refer to any subsequent inquiry or disciplinary action taken	Incident reports Damage reports
Honours and awards	Any honours/awards presented to the unit or unit members	Copy of citation, etc
Visits to or from the unit	Details of the deployment/ attachment of individuals Civilian and service personnel, distinguished persons (domestic and foreign)	Visit report or details of visit

AIR FORCE



Category Heading	Topics to include	Attachments
Social and sporting activities	Details of church services, dining-in nights and other unit activities Participation in events Unit/personnel involvement in sporting activities	Invitation lists Programs or brochures Team lists & results/scores Photographs
Unit operations	Detailed account of the unit's operations and activities for the month — include all personnel participating, logistic support, location and result, including deployments Training/exercises (both individual and unit) Conferences/seminars held and attendees Details of flying operations	Task/flight/aircrew details Post Operation/Exercise Reports Administrative/operational instructions Nominal rolls Course panel lists Conference brochures/attendee lists Other unit reports
Commanding officer's comment and/or report	Amplifyng comments on activities - notable achievements, policy, organisation, operational tempo and unit health/effectiveness Must include signature.	

Submission

In situations where using Form AD226 is not practical, the Unit History Record may be prepared as a Word document using the same subject headings. The signed document should be scanned and sent as a PDF.

Classified material may be submitted either via usual Safehand practices or DSN (AirForceHistory@dsn.mil.au). Contact can be made with the Office of Air Force History for further advice.

All photographs included with monthly submissions are to be captioned appropriately with details of date, place, event and personnel involved.

Contact Details

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