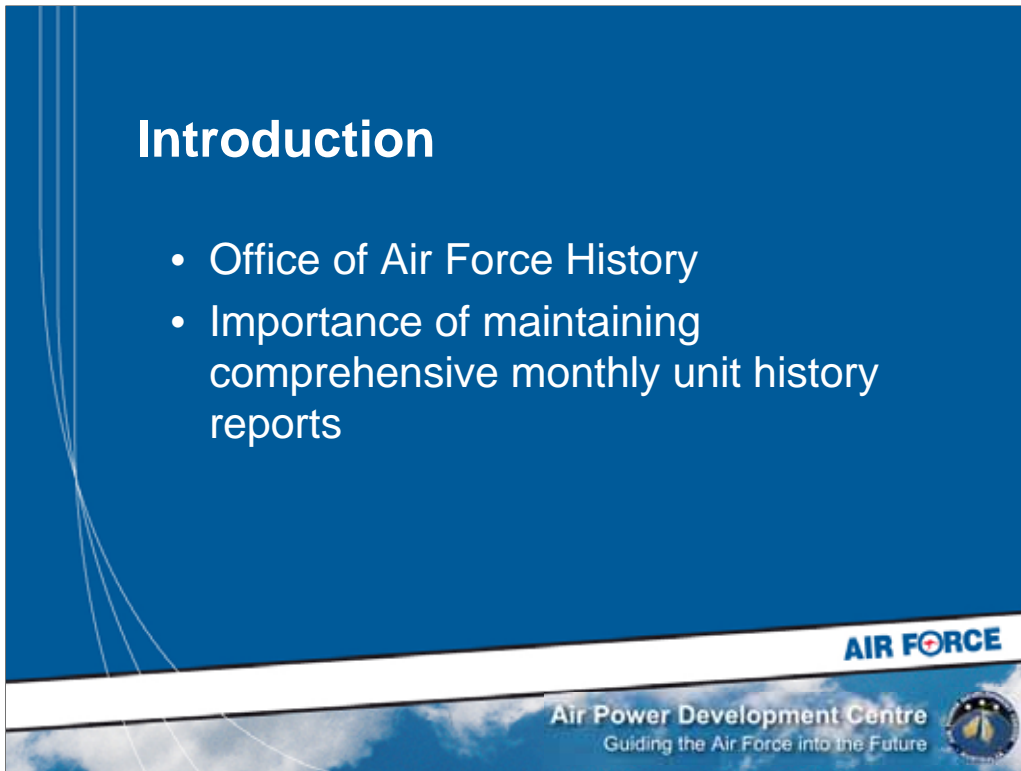




# Introduction

- Office of Air Force History
- Importance of maintaining comprehensive monthly unit history reports



Introduction: Roz Turner – Unit Histories Officer – Office of Air Force History

The Office of Air Force History maintains the historical records of the RAAF and monitors the timeliness and quality of unit operational records submitted for retention. The OAFH gives accurate and timely responses to historical enquiries from within the Air Force, Department of Defence, Department of Veterans' Affairs, Australian War Memorial and other government and private institutions. It aims to provide accurate information to individual ex-members, ex-member organisations, media and members of the general public on Air Force historical matters.

The information contained in Unit Histories may also be used:

- As a key record of an area of activity, operation or campaign, providing a valuable tool for authors, researchers and Defence personnel trying to understand the lessons of RAAF history. Selected authors, for example an Official Historian appointed to cover a specific campaign, may be allowed privileged access to unit history records. (Examples: The Third Brother, The RAAF in Vietnam, Highest Traditions)
- For the preparation of histories of RAAF formations
- In responding to enquiries – often the only means of verifying claims for compensation, medals and other entitlements. Detailed reports also assist in discounting potentially fraudulent claims.

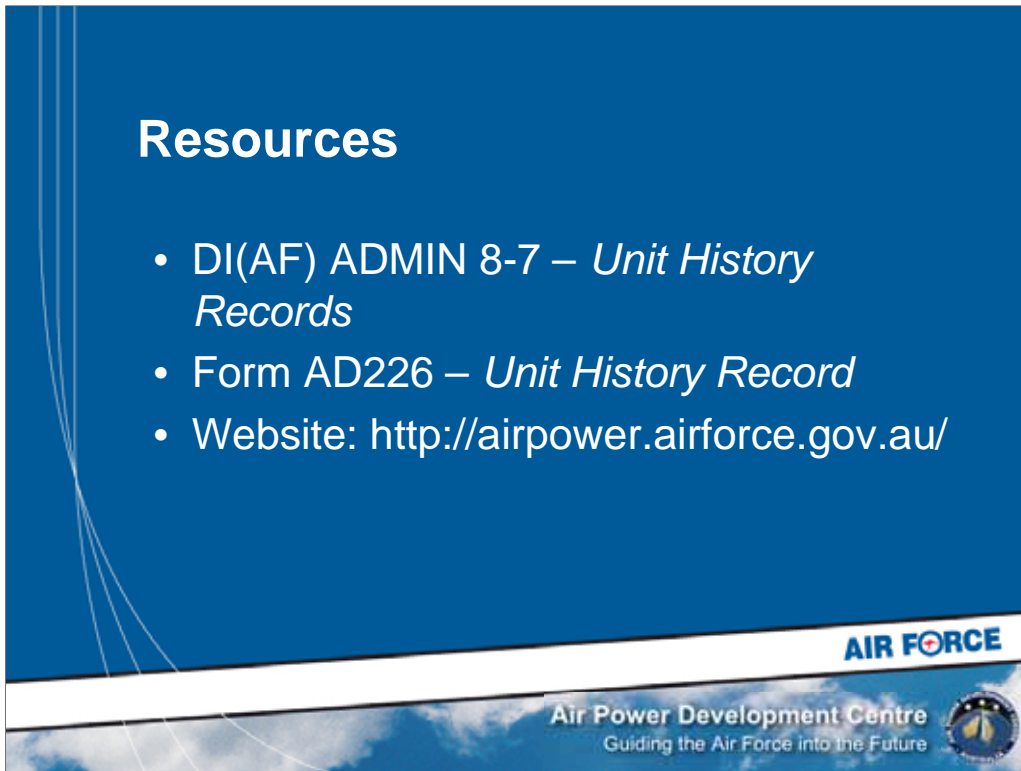
Only through adequate unit history reporting can we provide accurate information and answers to enquiries.

Information from current returns will also assist us in putting together the next edition of the 10 volume set "Units of the Royal Australian Air Force" to be released for RAAF's centenary - we can only include the information that we have, so don't let your unit down with a sketchy history. Likewise with requests for Battle Honours, Squadron Standards etc – no information on file means we cannot support the application.

This package has been developed to assist Unit Historians with the task of providing those monthly submissions, and to make them aware of what resources are available to them. Please feel free to ask questions as we go

## Resources

- DI(AF) ADMIN 8-7 – *Unit History Records*
- Form AD226 – *Unit History Record*
- Website: <http://airpower.airforce.gov.au/>



DI(AF) ADMIN 8-7 – gives great detail on the purpose of Unit History Records, and a general guideline of the detail to include in the monthly reports.

Form AD226 – Unit History Record – available on Webforms. Although preferred, it is not necessary to use the actual form. It is acceptable to submit information via a standard Word document, as long as the topics in the AD226 are still covered.

Website – access to this presentation plus additional information will be available on our website.

# The form explained

Department of Defense  
**Unit History Record**  
To be completed at the beginning of the month  
If you have any changes to your unit's history, please indicate them in this section

Unit	Month	Year
Organizational changes		
Variations to equipment, facilities, accommodation and buildings		
Personnel casualties		
Damage to equipment, property or material		
Personnel and awards		
Wishes to or from the unit		
Social and sporting activities		

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I have received numerous phone calls in the past from Unit Historians who are not quite sure what to include in their monthly returns, so I have broken the form down into each section.

We have also developed a handy aide memoir for Unit Historians to refer to when sourcing information for their monthly returns – hopefully you will find it useful!

(Hand out aide memoir)

Organisational changes

## **Include:**

- Postings in/out
- Transfers/attachments
- Discharges
- Changes to appointments, key personnel, promotions, etc
- Nominal roll

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# Example

## Organisational Changes

1. The BCDR, WGCDR Keith Joiner, left for duty in Exercise Talisman Sabre followed by recreation leave until 7 August at the start of June. The XO, SQNLDR Debbie Baker, filled in as A/BCDR from 2-11 June. From 12 June to 06 August WGCDR Graham Walton, AM, Reserve Staff Group was appointed A/BCDR.
2. For over 12 months elements of Reserve Units Number 21 Squadron from Laverton and Number 29 Squadron from Tasmania have come under Combat Support Unit East Sale Wartime Establishment, and provide an Air Base Protection capability for East Sale, to be activated in the event of a Defence contingency.
3. This RAAF Reserve element also gives the opportunity for local people who are interested in joining the RAAF Reserve and have previously been discouraged because the employment has been Melbourne based. CSUESL is actively pursuing the recruiting advantage of local RAAF Reserve employment for Gippslanders as an alternative to ARes.

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Variations to equipment, facilities, accommodation and buildings

## Include:

- Major equipment purchases (eg aircraft, vehicles, IT systems, etc)
- Any renovations, moves or other changes in accommodation or buildings

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# Example

## Variations to Equipment, Facilities, Accommodation and Buildings

2. BCDR, in conjunction with project staff and contractors, briefed neighbours of the Base on the impact of construction traffic for the RAAF COL Relocation Project. Though some concerns were raised that will need further action, overall the neighbours appeared satisfied that the impact would be small and tolerable.
3. Work to control the hazard represented by roosting birds and their droppings in the PC9/A carports has been completed and appears to have been successful.

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Personnel casualties

## Include:

- Details of accidents or injuries involving personnel (both military and civilian)
- Hospitalisations / deaths, etc

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# Example

## Personnel Casualties

4. On 23 March Health Services Flight staff transported a 32SQN Flight Commander from Sale to Dandenong Hospital out of hours after his leg was badly damaged in a MVA, thereby enabling corrective surgery to be scheduled at the earliest opportunity.

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Damage to equipment, property or material

## Include:

- Damage due to vandalism, storms, flooding, accident, etc
- Refer to any subsequent inquiry or disciplinary action taken

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## Example

**D. Damage to equipment, property or material. Nil**

A 32 SQN HS-748 bogged one of its main undercarriage after running off the runway at Essendon on evening of Tuesday 6 Jun 00 – the result of a suspected nosewheel steering malfunction on landing. East Sale BEF provided assistance in the form of equipment, personnel and road transport.

**D. Damage to equipment, property or material.**

The majority of offices and the main conference room in the ATW Headquarters were rendered uninhabitable on Tuesday 4 Apr 00 by flooding. The flooding caused by a failure in the Building 106 airconditioning system required electrical circuits to be isolated for the removal of furniture and to allow carpets to be lifted for drying.

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Honours and awards

## Include:

- Any honours / awards presented to the unit or unit members

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# Example

## Honours and Awards

5. GPCAPT D.L. Thompson 8156070 was awarded the Australian Defence Medal.
6. FLTLT D.L. Boyd 8164262 NURS was awarded the IRAQ Medal.
7. WOFF E.S. Rogers 8199462 ATECH1 was awarded the Long Service Medal First Clasp.
8. SGT D.H. Zigmantas 8184029 CLK2 was awarded the Long Service Medal.
9. CPL A.D. Bulbert 8185650 AVTECH was awarded the Australian Defence Medal.

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Visits to or from the unit

## Include:

- Civilian and service personnel, distinguished persons (domestic and foreign)
- Copy of completed visit report

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# Example

## Visits To/From Unit

6. WOTRG and XO attended Corporate Governance Conference at Amberley 2-5Dec05.
7. CO and OHS representative attended the RAAFSAFE conference in Canberra 6Dec05.

## Visits to or from the unit

TSO, TSNT1 & TSNT visited HSTF for annual training census, TSO on Training Management RAAF Williams, HQGTW hosted visit to RAAF Wagga by COMCARE and DAFS, OCGTW attended contract signing of Garrison support at Bandiana 10 Feb, TSNT visited SFS and Richmond 21-23 Feb,

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Social and sporting activities

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## Include:

- Invitation lists to church services, dining-in nights and other unit activities
- Programs or brochures to events
- Unit/personnel involvement in sporting activities

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# Example

## Social and Sporting Activities

8. On 13 July members of CSUESL enjoyed a lunch time BBQs which was well attended and again provided the opportunity to present medals and certificates to members.

9. On the evening of 19 July a combined Sergeants/Airmen dining-in night was held in the Sergeants' Mess and stories abounded of how much everyone enjoyed the evening.

10. However one attendee made a serious mistake on the night by suggesting that Acting Base Security Officer, Warrant Officer Ray Bolton, had spent some years in the Army. He was quickly and severely chastened by said warrant officer who advised the assembled company that he had spent 40 years in the Air Force as an Airfield Defence Guard, and to suggest that he had spent time in the Army approached heresy.

11. Warrant Officer Bolton's mood improved when at one minute past midnight the members present acknowledged his 59<sup>th</sup> birthday by singing happy birthday.

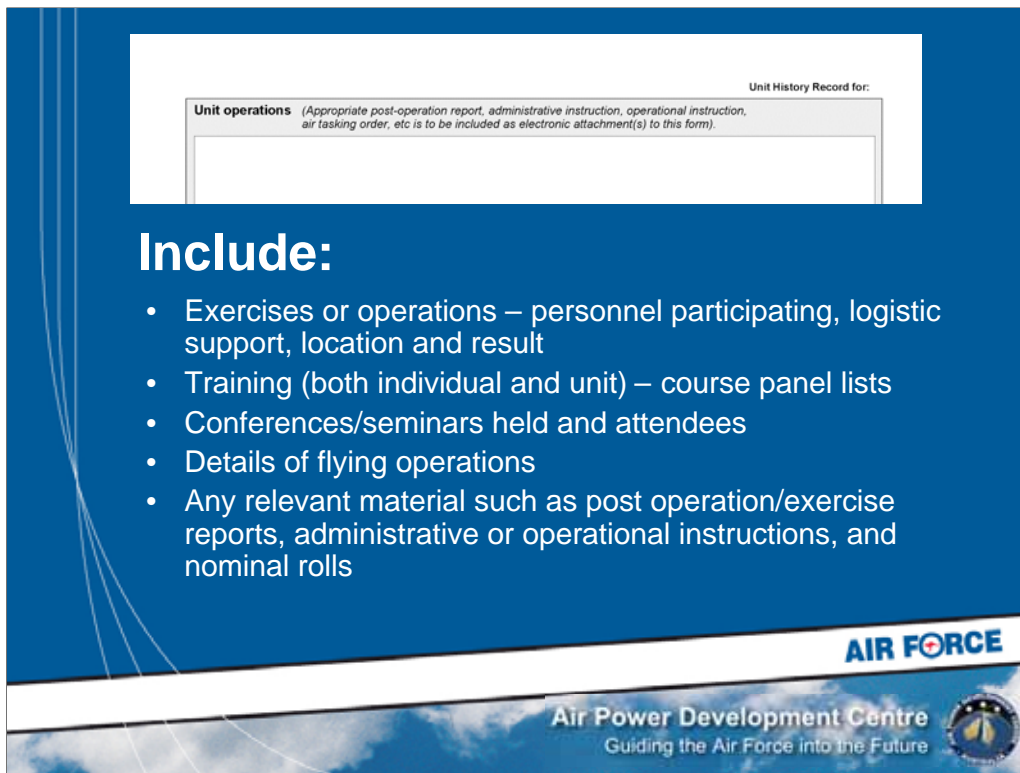
12. His association with the RAAF actually goes back even further as he was an Air Force Cadet for four years and then worked as a civilian aircraft fitter at the Government Aircraft Factory on Mirage and other military aircraft, before joining the RAAF in 1967. It would be a brave man who would suggest that his RAAF career would not continue for several more years.

13. On 27 July a successful fund raising night for 409 Squadron AAFC was held in the Base Cinema.

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Unit History Record for:


**Unit operations** (Appropriate post-operation report, administrative instruction, operational instruction, air tasking order, etc is to be included as electronic attachment(s) to this form).

**Include:**

- Exercises or operations – personnel participating, logistic support, location and result
- Training (both individual and unit) – course panel lists
- Conferences/seminars held and attendees
- Details of flying operations
- Any relevant material such as post operation/exercise reports, administrative or operational instructions, and nominal rolls

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Flying operations – include aircraft type, serial, crew, narrative, statistics, tactics, opposition and results.

# Example

## Unit Operations

9. Operation Acolyte dominated the month of March for all members of CSUESL and support contractors with at times up to an additional 250 personnel from 77SQN and 2AFDS to support plus 77SQN and other aircraft.

10. The workload on our refuellers, runway sweepers, air traffic controllers, security personnel, firefighters, catering and other staff has been very high, but they all rose to the challenges that this essential national support task required them to meet.

11. All this was achieved with minimal disruption to the support of the training tasks of the Base, and showed the capability of the Base to support ADF operations on a wider scale.

12. CSU ESL has been included in a workforce structure review being undertaken at the direction of DCAF as part of 'Rebalance the Air Force'. Late in March two MSA staff visited to fact find on CSUESL.

13. Plans for the deterrence of trespassers at Dutson AWR during the 2006 duck season worked well and six trespassers were arrested by VICPOL. There was a high level of cooperation and support from both the local Federal member's office, the Victorian Department of Sustainability and Environment, and local and state hunting organisations.

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Commanding officer's comment and/or report

Signature Printed name Rank Date

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Signature only is required, but Commanders may include, at their discretion, additional or amplifying comments on activities, addressing aspects such as notable achievements, policy, organisation, operational tempo and unit health/effectiveness.

By signing the return, the CO is acknowledging that their unit has operated as written, and this is the authoritative signature to CAF indicating that reporting has been accurately carried out. The CO is basically indicating to CAF how he has used the resources allocated to him.

These forms can be called into court by DVA – COs can be subpoenaed into court to explain why reporting has not been carried out.

Protect your CO by providing accurate and comprehensive returns.

# Example

## Commanding Officers Report

14. Operation Acolyte has finished, and the visiting organisations have departed ESL. The excellent support provided by the Base and its people has been recognised and acknowledged by 77SQN, AFDW, the JTF Commander, CDR ACG and others. Comments of "better support here than at home" or "...than elsewhere" were common. As BCDR I was able to observe a great number of people step up to the mark, and I am extremely proud of their achievements. Some highlights were:

- close, effective, and effortless coordination by RAAF, CSIG and Contractor staff in order to achieve the aim;
- doubling of the uniformed presence on the Base
- sustainment of levels of activity significantly above the norm, eg tenfold increase in throughput at the Airmen's Mess, fuel farm throughput in two months was over 50% of the normal annual figure;
- close attention to the welfare of the visitors, particularly when off duty, which was very well received; and
- provision of additional support not related to Acolyte, eg scheduling of additional weapons shoots use of Dutson range, to help the visitors maintain or improve weapons currency while deployed.

15. The operation has highlighted that ESL needs more regular deployments, though obviously of smaller scale, to:

- a. maintain base expertise in planning for and supporting deployments; and
- b. justify the retention of the vacant facilities which are used for deployments.

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## Other points

- Include information in its existing format
- Electronic submission is encouraged
- Paper copies – do not fold or staple. Print single-sided only to enable easier scanning.
- Any photographs included should be appropriately captioned
- Nil returns are not acceptable - monthly reporting is compulsory for all units
- Deployed elements – make sure they are covered

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We want to avoid duplication of information wherever we can.

Basically if you have already recorded the information in another format, simply attach that to your return. (eg this visit – one line entry plus visit report in our UHR)

Photographs – date, place, event, personnel

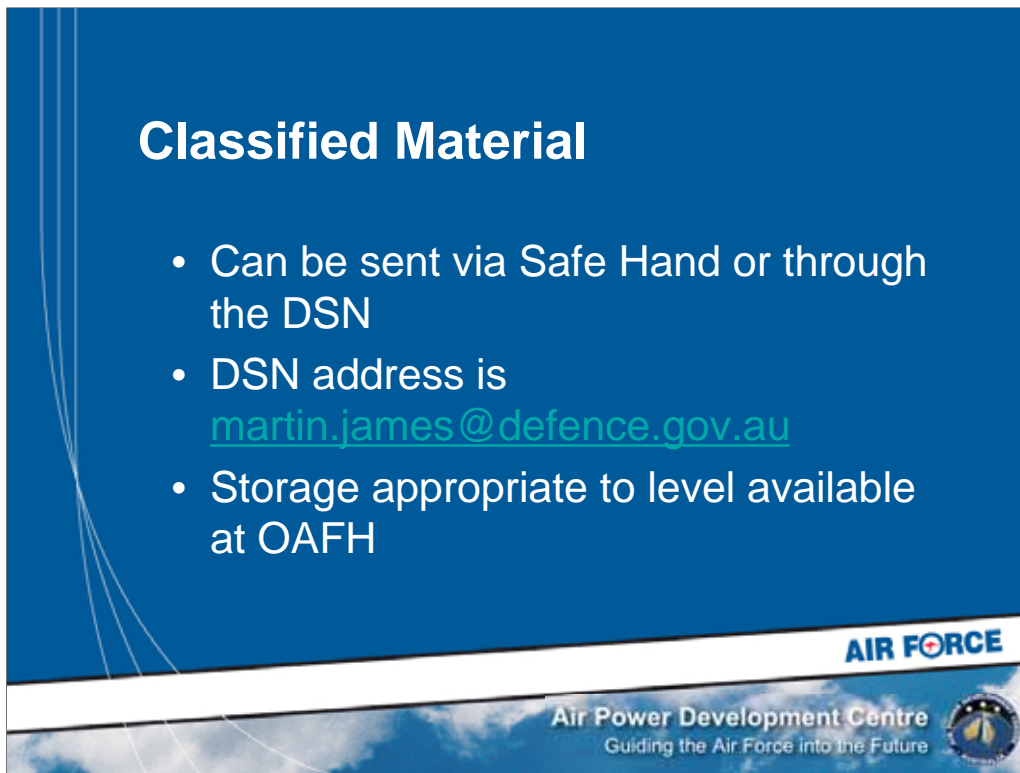
Monthly Unit History reporting is compulsory for all RAAF units and formations, in accordance with DI(AF) ADMIN 8-7 Unit History Records. This has been emphasised by DCAF in a letter to all commanding officers on 20 August 2008, encouraging all units to address any missed submissions and to instigate unit and formation level systems to ensure effective reporting in the future.

(Copy of DI and DCAF letter to be handed out)

Deployed elements – make sure that they are also submitting information to be included in the monthly returns, whether it be classified or unclassified.

## Classified Material

- Can be sent via Safe Hand or through the DSN
- DSN address is [martin.james@defence.gov.au](mailto:martin.james@defence.gov.au)
- Storage appropriate to level available at OAFH




Essential to include – assists with any operational analysis work.

We are looking at developing a generic DSN address.

**ATO number:** 134SEP  
**Exercise Name:** Operation CORBELL Support  
**Departure Date:** 26 Sep 97  
**Arrival Date:** 29 Sep 97  
**Captain:** SQNLDR A. Dally O510184  
**Co-pilot:** FLGOFF B. Philbrook O238032  
**NCM:** FLTLT A. Harman L63927  
**Flt Engineer:** FSGT A. Batic A232832  
**Loadmaster:** WOFF R. Pealman A110512  
**Supp Crew:** WOFF P. Hayton A125257, WOFF M. Ladner A123059, FLTLT C. Loynes O514071, FLGOFF S. Prior O134653, FLGOFF M. Tevelen O134658  
**Route:** This task is classified secret.  
**Narrative:** This task is classified secret.

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Here is an example of a classified operation. Unfortunately this is all the unit provided us – there is no information on the actual operation.



And yet, the Dec 97 edition of RAAF News contained much more information on the operation.

A properly completed unit history record should have given us this information, and more!

*“Mainly due to the efforts of  
F/L R.B. Cook (407316) and  
F/O F.J. Inger (8583), assisted by  
grenades, and T.N.T., excellent hauls  
of fish varied the Squadron diet.”*

Extract from Operations Record Book for 77 Squadron,  
17 February 1946

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Remember – nothing is too trivial to add!

Providing too much information is better than not enough!

# Questions?

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## Contact Details

Unit Histories Officer  
Level 3  
205 Anketell Street  
TUGGERANONG ACT 2900  
Ph: (02) 6266 1183  
Fax: (02) 6266 1041  
Email: [airpower@defence.gov.au](mailto:airpower@defence.gov.au)

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