



AIR MOBILITY COMMAND

HISTORICAL DATA RECORD

OF THE

FOR THE PERIOD

TO

(Check One Box)

RCS: HAF-CHO (AR) 7101

RCS: HAF-CHO (AR) 7102

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

PURPOSE

This form is to be used by the organizations assigned to Headquarters AMC, the numbered Air Forces, and AMC service units. It is designed to provide, with a minimum expenditure of man-hour preparation, the basic historical data required by the Office of Air Force History, the USAF Historical Research Center, and the Office of AMC History. The data on these forms constitute the only permanent historical record of these units and will be preserved as an integral part of the command's history.

FORM PREPARATION

1. **MISSION:** *Include a concise statement of the unit's mission and*

2. **ORGANIZATION:** *Indicate chain of command. Show internal organization(attach organizational chart if available). List subordinate elements (detachments, operating locations, etc.) and locations. Note organizational changes and include authority.*

3. **RESOURCES:** *Strength Data. Show authorized vs assigned for the beginning and end of the period. Explain imbalances or noteworthy changes.*

Key Personnel. Indicate name, rank and position. Note changes and dates.

Awards. Major awards received by unit or individuals.

Facilities and Equipment Include mission equipment structures or other assets owned or operated by unit. Note changes.

4. **CHRONOLOGY:** *A by-date listing of significant events and principal accomplishments.*

5. **COMMENTARY:** *Include information relating to problems, plans, and status of major programs. Attach photographs of significant events and facilities.*

6. **DOCUMENTATION:** *List attachments (supporting documents) which substantiate or amplify the data presented on the form. Attach orders authorizing change in commander, unit designation, location or reassignment.*

SUBMISSION

Medical Histories, RCS: HAF-CHO (A) 7102, are prepared on a calendar year basis and forwarded to HQ AMC/SGAA, Scott AFB, IL 62225-5001, not later than 1 May for the preceding year. Submit the report in three copies with only one copy of the supporting documents.

Non-medical units forward one copy of the Historical Data Records, RCS: HAF-CHO (AR) 7101, to HQ AMC/HO, Scott AFB, IL 62225-5001, and to HQ USAFHRC/TII, Maxwell AFB, AL 36112-6678, not later than 1 November for the January - June period, and not later than 1 May for the July - December period.

1. MISSION

2. ORGANIZATION

3. RESOURCES

A. STRENGTH DATA(Beginning / end of period)

	OFFICER	ENLISTED	CIVILIAN	TOTAL
AUTHORIZED				
ASSIGNED				

B. OTHER RESOURCES (Key Personnel - Awards - Facilities and Equipment. Provide information on each area)

4. CHRONOLOGY (Date - Event / Accomplishment)

5. COMMENTARY

6. DOCUMENTATION

DATE (YYYYMMDD)	TYPED NAME AND GRADE OF HISTORICAL PROJECT OFFICER	SIGNATURE OF HISTORICAL PROJECT OFFICER
DATE (YYYYMMDD)	TYPED NAME AND GRADE OF COMMANDER	SIGNATURE OF COMMANDER