

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE MISSION DIRECTIVE 30

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Certified Current, 19 April 2024

**AIR FORCE HISTORICAL RESEARCH
AGENCY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Directive states the mission, defines the command structure, and establishes the responsibilities of the Air Force Historical Research Agency (AFHRA). This publication does not apply to the Air National Guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This interim change revises AFMD30 by (1) eliminating or revising mission areas to reflect the current responsibilities of the Air Force Historical Research Agency (AFHRA), (2) includes support to the recently established United States Space Force (USSF). A margin bar (|) indicates newly revised material.

1. Mission. The AFHRA preserves Department of the Air Force (DAF) history and provides information and analyses to support official customers and the general public in a variety of venues and formats. The AFHRA administers the lineage, heritage, and emblems of DAF organizations; supports contingency operations; prepares reference works; conducts an oral history program; prepares studies, papers and other special projects on historical topics of relevance; operates an

information system to index and retrieve historical data; and provides field support to Air Force History and Museums Program (AFHMP) personnel. The AFHRA will provide the same level of support to both the United States Air Force (USAF) and USSF.

2. Command.

2.1. The AFHRA is a field operating agency (FOA) reporting to the Director, Air Force History and Museums Policies and Programs (AF/HO). As a tenant at Maxwell AFB, Alabama, it receives support from the 42d Air Base Wing in accordance with a negotiated Host-Tenant Support Agreement.

2.2. The Administrative Assistant to the Secretary of the Air Force Resources Directorate (SAF/AAR) and the Air Force District of Washington provide major command (MAJCOM) level manpower and budget support as described in support agreements.

2.3. The Institute of Heraldry, United States Army, provides final art work, embroidery manufacturing drawings, and flag drawings for USAF and USSF heraldry.

2.4. The Air Force Inspection Agency conducts periodic Unit Effectiveness Inspections to verify Agency adherence to public law, executive orders, and Department of Defense and Air Force directives.

3. Responsibilities. The AFHRA:

3.1. Collects, preserves, and manages the Department of the Air Force historical document collection. This collection includes periodic histories and supporting documents prepared by Department of the Air Force organizations, monographs, studies, reports, operational data, recorded interviews, personal papers of retired or deceased Department of the Air Force personnel, and other source materials.

3.2. Answers requests for historical information from government agencies and the public.

3.3. Operates classified and unclassified reading rooms to provide patrons with ready access to source materials.

3.4. Supports Department of the Air Force professional military education programs.

3.5. Delineates the lineage and honors of Department of the Air Force organizations, preparing updates to lineage and honors histories of selected organizations.

3.6. Verifies the aerial victory credits for members of the Department of the Air Force and its antecedents.

3.7. Maintains the organizational records of Department of the Air Force units and establishments.

3.8. Collects all Headquarters Air Force and MAJCOM 7401 reports (and Field Command (FLDCOM) equivalent reports, if any) and consolidates them into a master Air Force Organizational Status Change Report (RCS: HAF-HO(M)7401).

3.9. Compiles and maintains a list of active Department of the Air Force organizations.

3.10. Advises manpower and organization offices at Headquarters Air Force, MAJCOMs, FLDCOMs, Direct Reporting Units (DRUs), and FOAs on the selection of units and establishments to be activated or inactivated and other related organizational matters.

- 3.11. Maintains the records of Department of the Air Force organizational emblems and flags. Reviews, approves, and processes requests for new or changed emblems. Provides guidance on heraldry.
- 3.12. Reviews classified holdings for downgrading or declassification in accordance with current guidance.
- 3.13. Designates and provides assistance to AFHRA Research Associates.
- 3.14. Operates and maintains the Inferential Retrieval Indexing System and related information system resources to manage the AFHRA collection.
- 3.15. Conducts and transcribes oral history interviews of current and former Department of the Air Force leaders and other knowledgeable people.
- 3.16. Solicits, organizes, and preserves the private papers of retired and deceased personnel of significance to the historical record of the Department of the Air Force.
- 3.17. Prepares, conducts, and maintains courses of instruction to meet objectives identified by AF/HO.
- 3.18. Provides assistance to AFHMP personnel covering basic troubleshooting of historical product deficiencies, the interpretation of AFHMP policies and procedures, and technical guidance concerning software applications used to prepare organizational history reports.
- 3.19. Microfilms or digitizes historical documentation and provides or sells copies as required.
- 3.20. Provides full archives and organizational history support to the Department of the Air Force.
- 3.21. Researches and writes special studies and papers on historical topics relevant to the DAF.

4. Direct Communication. The AFHRA is authorized direct communications with all interested parties on matters for which it is responsible.

5. Relationships with Other Units or Agencies: AFHRA may coordinate directly with other agencies to avoid duplication of effort, increase mission effectiveness, and promote collaboration and mutual support of historical activities.

WALTER A. GRUDZINSKAS
Director, Air Force History and Museums Program

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFHMP—Air Force History and Museums Program

AFHRA—Air Force Historical Research Agency

AFMD—Air Force Mission Directive

DAF—Department of the Air Force

DoD—Department of Defense

DRU—Direct Reporting Unit

FLDCOM—Field Command

FOA—Field Operating Agency

MAJCOM—Major Command

USAF—United States Air Force

USSF—United States Space Force

Office Symbols

AF/HO—Director, Air Force History and Museums Policies and Programs

AFHRA/DR—Director, Air Force Historical Research Agency

SAF/AAR—Administrative Assistant to the Secretary of the Air Force Resources Directorate