

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

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	
Personnel casualties	Details of accidents or injuries involving personnel (both military and civilian) Hospitalisations/deaths	Casualty reports
Damage to equipment, property or material	Damage due to vandalism, storms, flooding, accident, etc Refer to any subsequent inquiry or disciplinary action taken	Incident reports
Honours and awards	Any honours/awards presented to the unit or unit members	Copy of citation, etc
Visits to or from the unit	Civilian and service personnel, distinguished persons (domestic and foreign)	Visit report

AIR FORCE



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
Unit operations	Exercises or operations — personnel participating, logistic support, location and result Training (both individual and unit) Conferences/seminars held and attendees Details of flying operations	Course panel lists Conference brochures/ attendee lists Post Operation/Exercise Reports Administrative/operational instructions Nominal rolls
Commanding officer's comment and/or report	Amplifying comments on activities - notable achievements, policy, organisation, operational tempo and unit health/ effectiveness	

Submission

In situations where using Form AD226 is not practical, the Unit History Record may be submitted as a Word document using the same subject headings.

Classified material may be submitted either via usual Safehand practices or DSN. 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.

Further details on the submission of Unit History Records may be found in DI(AF) ADMIN 8-7 - *Unit History Records*, or feel free to contact the Office of Air Force History on any of the below details.

Contact Details

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