



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 210-1

2 AUGUST 2012

History

CIVIL AIR PATROL HISTORICAL PROGRAM

This regulation states the objectives of and implements the Civil Air Patrol Historical Program. It serves as a guide for preparing histories, assigns responsibilities, and lists the qualifications of a historian.

SUMMARY OF CHANGES. This revision updates numerous administrative items such as organizational titles. It also changes the name of the annual Historian of the Year Award. **Note: This regulation is revised in its entirety.**

1. Purpose and Objectives of the CAP Historical Program. The CAP Historical Program is intended to systematically collect historical data and prepare accurate, objective, impartial and useful accounts of the organization, development, administration, operations and other features of the Civil Air Patrol and its antecedents. The program's principal objectives are to provide historical information for CAP planning, operational and educational purposes; to preserve and disseminate the history of Civil Air Patrol; and to prepare and publish scholarly books and studies that keep the public informed about Civil Air Patrol and its cadet program, aerospace education and emergency services missions.

2. Program Elements.

- a. Prepare annual histories at all levels.
- b. Assemble and maintain copies of CAP historical documentation, to include both written and oral histories.
- c. Prepare historical material for orientation purposes, building esprit de corps, and to support executive decision making with lessons to be learned from past experience.
- d. Provide assistance and advice concerning research; preparing lectures, papers and staff studies; and other activities that require historical knowledge or the use of historical materials.
- e. Develop increased interest in, and an improved understanding of, Civil Air Patrol history.
- f. Maintain objectivity, critical evaluation and a full appreciation of the importance of factual data in the preparation of historical narratives and reports.

3. Supplements to this Regulation. Regions and wings may supplement this regulation or prepare guides for unit historians so that the functions, administration and operations peculiar to

their units can be covered properly at all levels of command. Any supplements must be published IAW CAPR 5-4, *Publications and Forms Management*.

4. Explanation of Terms. The following terms apply to the CAP Historical Program:

a. A **history** (National, region or wing) is a fully documented historical narrative of significant events and actions during a given time period, normally a calendar year.

b. A **monograph** is a separate narrative account of a particular subject or finite topic. As a rule, it is not fixed by an arbitrary period, as in the case of histories. Rather, its intended use dictates in part the scope, period of coverage and length. Supporting documents are desired. All final monograph drafts must be reviewed and coordinated with the CAP National Historian before publication.

c. A **special study/history** is an effort undertaken to meet the specific requirements of an official or agency, usually on a short-term basis. Special studies/histories may be narrative in form, a special collection of pertinent documents or a combination of the two. If published or distributed outside the immediate headquarters of the originating historical office, review and coordination by the National Historian is required.

d. An **oral history** is a special effort undertaken to preserve the experiences of individuals as they relate to CAP history. They shall be conducted in accordance with CAPP 6, *CAP Oral History Self-Study Guide*.

5. National Duties and Responsibilities.

a. National Commander. The National Commander will appoint a National Historian and National Curator.

b. National Historian. Specific duties of the National Historian are listed in CAPP 20, *CAP National Staff Structure, Selection Process and Job Descriptions*.

c. National Curator. Specific duties of the National Curator are listed in CAPP 20, *CAP National Staff Structure, Selection Process and Job Descriptions*.

d. National Historical Staff (NHS). The NHS is chaired by the National Historian and staffed by volunteers who, by virtue of their background provide positive administrative and other support to the program.

6. Region and Wing Duties and Responsibilities. Each region and wing commander will appoint a historian who will manage the region and wing historical program. Specific duties of region and wing historians are listed in CAPR 20-1, *Organization of Civil Air Patrol*. In addition to the duties listed in CAPR 20-1, region and wing historians shall:

a. Prepare region and wing histories on a calendar year basis.

(1) The history should emphasize the region's or wing's mission and operational activities, and the role of the headquarters in those activities. The history should be prepared from primary sources obtained through research of key files (use CAPP 5, *Handbook for CAP Historians*, as a guide).

(2) Secondary sources may be used as research guides, may be filed as reference material or may be appended to the history. They should not be used to prove statements in the narrative. If primary documents cannot be obtained, secondary sources may be cited, although such usage is not desirable.

(3) Histories should contain as much administrative detail as possible, such as statistics of personnel strength, rosters of key personnel, (with the exclusion or redaction of personally identifiable information, and organizational changes, to appendices and other appropriate charts.

(4) Supporting documents to a history shall include copies of significant correspondence, staff studies and reports, operations orders and after-action reports, organizational charts, rosters of all key personnel and unit commanders (with the exclusion or redaction of personally identifiable information), and all orders issued by the unit. A compilation of all individual awards and decorations shall also be included.

(5) The narrative and a complete set of supporting documents are to be sent to the National Historian no later than 30 June of the year following the period reported in the history. A detailed letter of transmittal, including an inventory of all materials, shall accompany the narrative and supporting documents. Where possible, narratives and other documents should be in electronic formats as specified by the National Historian.

(6) Wings should provide a complete copy of their narrative and all documentation to their respective region headquarters.

b. Encourage the preparation of periodic histories at the group and squadron level.

c. Conduct a continuing research program in the working files of their organization to obtain the primary documentation (messages, letters, memos, staff studies, briefings, etc.) necessary for accurate historical narratives. This includes:

(1) Arranging for periodic reports, manuals, regulations, orders, etc., produced within the organization to be sent to them automatically from the office of origin.

(2) Requesting that no documents be destroyed until after they have been consulted to determine that the document is no longer of historical importance (as required by CAPR 5-4). This is particularly important with electronic records.

(3) Classifying and filing all historical documentation as covered by CAPP 5.

d. Perform special research as required by the commander and other CAP elements, other military agencies and non-military agencies, and individuals.

e. Coordinate on recruiting and selecting qualified historians within the command to make sure they meet the CAP Historical Program requirements, which include:

(1) Level II technical training

(2) Member's current unit position

(3) Individual's, abilities, capability and achievements

7. Access to Material. Commanders and staff officers should give historians access to all information which they need for accurate and complete histories of CAP activities. The historian should (as a member of the commander's staff) attend (funds permitting) staff conferences, meetings and briefings that are considered important for preparing histories. Special attention should be made to electronic records, which, if not captured on a timely basis, may be irreversibly lost.

8. Retention and Disposition. See CAPR 10-2, *Files Maintenance and Records Disposition*.

9. Colonel Lester E. Hopper CAP Wing Historian of the Year Award.

a. Award Plaque. NHQ awards a plaque to the historian of the wing judged to have produced the best history covering the preceding calendar year.

b. Nominations. No later than 15 March each region determines their candidate for the award and advises the National Historian of their nominee. This nomination should be by letter addressed to the current National Historian in care of NHQ/DP. It should include the name of the individual being nominated, designation of the history prepared by that individual, and pertinent facts relating to the individual's nomination.

c. Selection Procedure. The National Historian, in consultation with the National Historical Staff, shall make the selection and obtain the approval of the appropriate region commander. In either event, the selection will be completed in time for award presentation at the Annual Conference.

d. Selection Criteria. The minimum criteria for selection shall be the submission of an annual Wing History for the preceding year. Submitted histories will be judged on how successfully they meet the standards in paragraph 6a above and guidance provided by the *Handbook for CAP Historians*. Greater value is given to content and coverage than to matters relating to format, cover, photographs, typing, etc.

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Commander