

History

THE 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.

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CHAPTER 1. HISTORICAL PROGRAM POLICIES AND PROCEDURES

1-1. Purpose and Objectives of the CAP Historical Program. The purpose of the CAP Historical Program is to systematically collect historical data and prepare accurate 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 data 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. The CAP Historical Program is designed to:

- a. Prepare annual national, region, and wing histories and encourage their preparation at the group and squadron level.
- b. Assemble and maintain copies of CAP historical documentation.
- c. Prepare historical material for orientation purposes and building esprit de corps.
- d. Assist and advise military personnel and qualified civilians concerning research; preparing lectures, papers, and staff studies; and other activities that require historical knowledge or the use of historical materials.
- e. Arouse and develop increased interest in and an improved understanding of military history among CAP personnel, historians, and students.
- f. Develop an Oral History Program as an adjunct to the traditional written one.

1-2. Explanation of Terms. The following applies to the CAP Historical Program:

- a. National, region, and wing histories are fully documented historical narratives of significant events and actions during the calendar year. The histories should emphasize a command's mission and operational activities and the role of the Headquarters in those activities. Using the Handbook for CAP Historians, the histories should be prepared from primary sources obtained from a thorough research of key files of the Headquarters. Secondary sources, may be used as research guides, filed as reference material, or 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. The histories should consign as much administrative detail as possible, such as statistics of personnel strength, rosters of key personnel, and organizational changes, to appendices and other appropriate charts. Avoid repeating unnecessarily.
- 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 annual histories. Rather, its intended use dictates in part the scope, period of coverage, and length. Supporting documents are desired. All manuscripts must be reviewed and coordinated with the CAP National Historian (NH) before publication.
- c. Special studies are efforts undertaken to meet the specific requirements of an official or agency, usually on a short-term basis. Special studies may be narrative in form, a special collection of pertinent documents, or a combination. If published or distributed outside the immediate headquarters of the originating historical office, review and coordination by the National

Historian is required.

d. Oral histories are special efforts undertaken to preserve the experiences of individuals as they relate to CAP history. They shall be conducted in accordance with the Handbook for CAP Historians.

e. Supporting documents to a history should 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, and all orders issued by the unit. A compilation of all individual awards and decorations shall be included.

1-3. National Historical Committee Responsibilities. The National Historical Committee (NHC) is chaired by the National Historian and staffed by volunteers, and by virtue of their background and/or desires, are in a position to positively contribute to the overall program. The National Historian, guided by the NHC:

- a. Formulates policy and directs the CAP Historical Program.
- b. Establishes and carries out a program for publishing general and special histories, monographs, studies and similar works for distribution within the Civil Air Patrol, to other government agencies, and to the public. Also issues bibliographies, catalogs, and abstracts that have information about the publications, both internal and external, of the CAP Historical Program.
- c. Represents the Civil Air Patrol at meetings of historical and other learned societies to encourage interest by educational and professional institutions in military aerospace history.
- d. Coordinates the CAP Historical Program with similar programs in federal government agencies.
- e. Sets up procedures and assigns responsibilities for oral history and end-of-tour documentation programs.
- f. Sets Civil Air Patrol standards for all activities that prepare monographs, special studies, unit narratives, and documentary compilations.
- g. Coordinates on recruiting and selecting of qualified historians to make sure that they meet the CAP Historical Program requirements.
- h. Coordinates on documentation disposition recommendations to make sure that important historical material is preserved.
- i. Acts as the coordinating agency with the Air Force Historical Research Center (AFHRC) for the receipt, cataloging, microfilming, and storage of documents relating to the CAP Historical Program. This function will be governed by the requirements of AFR 210-1 and AFR 12-40 as amplified in the Handbook for CAP Historians.
- j. Solicits personal papers of retired or deceased key CAP personnel as well as non-CAP members whose activities directly influenced CAP History.

1-4. Region and Wing Responsibilities. At each region and wing, the historical program is conducted under the guidance of the region/wing historian. This special staff officer shall utilize whatever resources are available in order to:

a. Supervise all historical activities and monitor the histories and studies prepared by lower echelons.

b. Prepare region or wing histories on a calendar year basis. Send to the current National Historian's home address (C1) the original narrative plus a copy with two complete sets of supporting documents no later than 30 June. Also send two copies of a detailed letter of transmittal (inventor) that lists all materials by name and shows the number of copies of each item. One copy of the wing narrative plus the supporting documents will be provided to the region. Histories are sent through command channels.

c. Prepare monographs and special studies as directed, NHC must coordinate on schedules and review the final product before publication.

d. Prescribe procedures for obtaining significant historical data from units under its control.

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

f. Conduct oral history interviews in coordination with NHC.

g. Collect and preserve copies of documentation of historical significance.

h. Coordinate on recruiting and selecting qualified historians within the command to make sure they meet the CAP Historical Program requirements.

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

NOTE: "Original Narrative" in the context of paragraph 1-4b is defined as the narrative portion of the history typed with a good ribbon and clear type on heavy stock while bond paper. A good permanent copy from a copying machine or printing operation is also satisfactory, provided the copy is black print on white bond paper and does not have ink or toner spots.

1-5. Access to Material. Commanders and staff officers must give historians access to all information which they need for accurate and complete histories of CAP activities. It is

particularly important that the historian (as a member of the Commander's staff) attend staff conferences, meetings, and briefings that are considered important for preparing histories.

1-6. Retention and Disposition. Retention period for historical material is indefinite.

1-7. Wing Historian of the Year Award:

a. Award Plaque. NHC 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 1 July 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's home address or HQ CAP/XR. 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 Committee, 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 National Board Meeting.

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 1-2a 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.

1-8. 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 or guides must not conflict with this or any other CAP directives.

CHAPTER 2. THE MILITARY HISTORIAN

2-1. Qualifications. A successful historical program depends on having well-qualified historians at all levels. Although some formal training in history could be helpful, it is not mandatory for a successful military historian. However, certain basic characteristics are necessary and apply at all levels.

a. Personal Requirements. Historians should have enough natural curiosity to want to know what is happening in their units and enough initiative to go out and get the facts, they:

(1) Must be constantly alert for new sources of information.

(2) Should have such innate honesty that they can approach and handle research and writing objectively and critically.

(3) Should have a personality that (coupled with enthusiasm for the program, tact in dealing with people, and discretion in handling delicate situations) enables them to enjoy the confidence of their associates.

b. Professional Requirements. The historian should be:

(1) Trained and/or experienced in history, social science, or comparable fields that involve disciplined research and writing, and knowledgeable in the techniques of locating, analyzing, evaluating, and maintaining other documents that apply.

(2) Able to present and interpret data in a written narrative, properly organized and documented.

(3) Able to plan and direct a sound program.

2-2. Duties and Responsibilities:

a. General Information. At each level of preparing a narrative history, historians are responsible for acquiring documents and writing histories and monographs that tell an accurate story of the unit's planning, programming, operational, administrative, and other activities. They must collect, organize, analyze and interpret documents, and use them (together with data from interviews, staff meetings, and other sources) to record and preserve the history of the unit. They must strive for constant objectivity, critical evaluation, and a full appreciation of the importance of factual data versus hearsay evidence, prejudice, and propaganda.

(1) Historians must bear in mind that their work is designed to have both immediate and long-range use by CAP elements as "Guides to CAP Actions." Historians must help the Civil Air Patrol understand the past, evaluate the present, and plan for the future. Thus, plans, changes, problems, failures, and

deficiencies must be presented as completely and objectively as achievements. The historian should bear in mind that researching assignments and answering questions can be a real service to the commander and the commander's staff.

(2) Whether historians are writing a history or preparing a special paper for the commander, they must be objective and accurate. Failure to write about errors, operational lapses, etc., does the commander, the unit, and the Civil Air Patrol a disservice.

b. Specific Obligations. The duties and responsibilities of historians are outlined in Chapter 1. These duties and responsibilities are not all-inclusive or rigid. They are subject to interpretation and expansion in terms of local conditions, needs of higher echelons, and changes in the overall historical program.

c. Other Duties. In addition to carrying out specific duties, historians must:

(1) 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.

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

(3) Request that no documents be destroyed until after they have been consulted to determine that the document is no longer of historical importance.

(4) Classify and file all historical documentation as covered by the Handbook for CAP Historians and Historical Document Indexing.

(5) Attend meetings so they are aware of plans and policies and appreciate the conditions which led to decisions.

(6) Supplement their documentary research with interviews and personal contacts.

(7) Identify historical items to make sure they are preserved for future generations. These items are not restricted to documents but include artifacts as well. (Items of possible historical value such as unique uniforms or insignia or equipment associated with a specific event or individual are just a few examples. Such items should be reported to the National Historian.)

d. Direct Communication. Consistent with command policy, direct communication between historical offices is authorized to exchange information and data.

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SUMMARY OF CHANGES

This revision changes Historians Handbook to Handbook for CAP Historians (para 1-2a, d and 1-3i); changes office symbol HQ CAP/NH to National Headquarters, CAP/XR (para 1-4b); changes date 31 July to 30 June (para 1-4b); updates Nominations (para 1-7b); updates Selection of Criteria (para 1-7d) and changes office symbol HQ CAP/NH to the National Historian (para 2-2c(7)).

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CAPR 210-1, 1 April 1991, Is changed as follows:

Write-in Changes:

Page	Paragraph	Line	Action
3	1-4b	2	Change "National Headquarters, CAP/XR, Maxwell AFB AL 36112-5572," to "to the current National Historian's home address."

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