



Civil Air Patrol



Preparing Wing & Region Annual Histories

Lt Col Richard Mulanax
Research Division Head, CAP National History Staff

Maj Kurt Efinger
CAP History Journal Editor/Manager



Annual Histories

- Revision of CAPR 210-1 pertaining to annual histories
 - Duties of Historians, para 2a:
 - “Prepare annual histories at all levels”



Annual Histories

- Revision of CAPR 210-1 pertaining to annual histories
 - Definition of a history, para 4a:
 - “A history is a fully documented historical narrative of significant events and action during a given time period, normally a calendar year...”



Annual Histories

- Revision of CAPR 210-1 pertaining to annual histories
- Region and Wing Duties and Responsibilities, para 6:
 - “Each region and wing commander shall appoint a historian who will manage the region and wing historical program.”



Annual Histories

- Revision of CAPR 210-1 pertaining to annual histories
 - Duties of Historians, para 6a:
 - “” ...region and wing historians shall:
 - a. Prepare region and wing histories on a calendar year basis. The history should emphasize the region’s or wing’s mission and operation activities, and the role of the headquarters in those activities.



Annual Histories

- Revision of CAPR 210-1 pertaining to annual histories
 - “CAPP5, CAP Written History self-Study Guide, will be used as a reference.”
 - Squadron historians are likewise ***encouraged*** to prepare a unit history on a calendar year basis.



Annual Histories

- Revision of CAPR 210-1 pertaining to annual histories
 - Access to Material, para 7:
 - “Commanders and staff officer should give historians access to all information which they need for accurate and complete histories of CAP activities.”



Annual Histories

Revision of CAPP5

- Submission of Annual Histories
 - Para 1-1: The region and wing commander are required to submit an annual history
 - If an historian is not appointed, the commander will appoint a staff member to write the history



Annual Histories

- Revision of CAPP5
 - Region historians will consolidate their region wing histories and the region headquarters history
 - All annual histories are due to the Chief Historian or his designee by 1 April of each year for the previous year



Annual Histories

- Revision of CAPP₅
 - Para 1-2, Region histories
 - Region histories will report on activities of the region staff. This will include core mission activities involving two or more wings in the region, but only that part in which the region staff was involved.
 - Details on wing involvement in such missions should be in individual wing histories



Annual Histories

- Revision of CAPP₅ pertaining to annual histories
- Every history must contain a letter stating that the commander approved the annual history.



Annual Histories

- Revision of CAPP₅ pertaining to annual histories
 - Format and Style, para 2-2:
 - Annual are historical narratives that summarize core mission activities.
 - Core mission activities are:
 - Operations
 - Aerospace Education
 - Cadet Programs



Annual Histories

- Revision of CAPP₅ pertaining to annual histories
 - The narrative is the historian's summary of the unit's core mission activities during the previous calendar year.
 - There should be at least one paragraph of each element of a core mission.
 - Example: Operations is divided into Search and Rescue, Disaster Relief, Homeland Security, and Counterdrug.



Annual Histories

- Revision of CAPP5 pertaining to annual histories
 - Narratives, para 2-4:
 - Narratives must be written in paragraph format, NOT lists.
 - They may be by date of occurrence or in order of importance.
 - Explain any terms not normally used within CAP.



Annual Histories

- Revision of CAPP₅ pertaining to annual histories
 - Appendices, para 2-5:
 - Appendix 1 is the place for diagrams, maps, charts, and photos.
 - Appendix 2 is the place for Organizational and Command & Staff data.
 - Appendix 3 is the place for Personnel data, statistics, and lists.
 - Appendix 4 is the place for Communications data and statistics.



Annual Histories

- Revision of CAPP5 pertaining to annual histories
 - Appendix 5 is the place for Professional Development data and statistics.
 - Appendix 6 is the place for data and statistics for other staff functions, such as Personnel and Chaplain.
 - Appendix 7 is the place for individual Special Staff data and statistics.



Annual Histories

- Revision of CAPP₅ pertaining to annual histories
- Style, para 2-6:
 - Dates in military style – day/month/year.
 - Statistics in charts, if possible.
 - Abbreviations which are know within CAP.
 - Spell out numbers at start of sentence and if less than 100.
 - Use 24 hour time.



Annual Histories

- Revision of CAPP5 pertaining to annual histories
 - Indent quotations of five or more lines; otherwise, use quotation marks.
 - Place any supporting documents in the Appendices.
 - Use letter size format with one inch margins.



Annual Histories

- Template
 - CAPP 5 contains an **optional *template*** with entry points for data to make preparing the annual history easier.
 - If you choose not to use the template, you should follow the template format to prepare your annual history.
- Review of the ***template*** and **instructions**.



Annual Histories

- Privacy Information per CAPR 1-2
 - Do **NOT** include personal information
 - Specifically, do not include SSAN, CAP ID #, phone numbers, or email addresses!
- This is because all annual histories are now posted online at <http://history.cap.gov/document/192>



Civil Air Patrol

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survey online for a chance
to have your conference
registration fee refunded**

<https://www.surveymonkey.com/r/17NatCon>

A nighttime photograph of the Anaheim Marriott hotel. The building is illuminated with warm lights, and a prominent red neon sign is visible on the left side. In the foreground, there is a large, curved fountain with water cascading over a stone wall. The sky is dark, and the overall scene is lit with a mix of warm and cool tones.

Save the Date
23-25 August
2018

**National Conference &
Command Council**

Anaheim Marriott
Anaheim, California

Online Registration Opens April 2018