

ANNUAL HISTORIES MANAGER

Reports to: National Historian

Function: The Annual Histories Manager will be responsible for managing the Civil Air Patrol annual histories program as required by *CAPR 110-1 National History Program*.

Responsibilities include: The Annual Histories Manager's duties include but are not limited to the following:

a. Report directly to the National Curator of the Colonel Louisa S. Morse Center for Civil Air Patrol History (Morse Center) for the annual histories program. The National Curator reports to the National Historian.

b. Meet deadlines; be familiar with historical standards and practices; have a basic knowledge of IT practices; and be familiar with MS Outlook, Word, and Excel.

b. Send an email to all wing historians (cc to region historians) in January of each year for the previous year's annual history. This email will provide detailed instructions on how to prepare the annual history, including attaching a Template which wing historians will use for submitting their annual histories.

c. Collect wing annual histories from all 52 wing historians, and from any other CAP unit histories from region, group, or squadron that opt to submit an annual history. Procedures call for the region historians to collect all annual histories submitted within their regions and to forward them to the Annual Histories Manager. All wing annual histories are due from region historians to the Annual Histories Manager by 30 April of each year.

d. Ensure that annual histories are properly prepared and submitted using the Template that will be provided and provide guidance as required to wing historians and unit historians.

e. Ensure that annual histories are posted on gocivilairpatrol.com.

f. Prepare a weekly report of annual histories properly prepared and received to the National Historian.

g. Perform such other duties as are assigned by the National Historian.

Minimum Requirements for the position:

- First Lieutenant or higher or MSgt, SMSgt, or CMSgt.
- At least one year of command or staff experience at the Squadron, Group, Wing, Region or National Level