Table of Contents

Preface................................................................. Pages 3
Training Objectives.................................................... 4
Achieving the Technician Rating.............................. 6
Technician Level Training Checklist............................. 8
Achieving the Senior Rating...................................... 10
Senior Level Training Checklist................................. 12
Achieving the Master Rating...................................... 14
Master Level Training Checklist................................. 17
Attachment 1 Reading List......................................... 19
Attachment 2: Pertinent National and State Historical Associations.............................................. 23
PREFACE

While the basic recording of factual information is significant, analysis and evaluation of evidence from primary and secondary documentation are essential to the production of a high-quality historical document. A comprehensive history is of considerable value for research purposes and as an educational resource for persons unfamiliar or unaware of past events or actions.

Through objective analysis and thorough, accurate research, history enables others to use the information as the basis for further research, planning, and intellectual development. Objective histories cover success and failure, explain problems encountered and solutions attempted.

This pamphlet will prepare members for the responsibilities of a Civil Air Patrol (CAP) Historian. The contents of this pamphlet apply to all levels, from the squadron to the region historian.

Like all specialty tracks, the Historian specialty track has three ratings: Technician, Senior, and Master. This specialty track study guide details the objectives and requirements for all three ratings. Progress through the ratings will prepare members to take on additional responsibilities as an Historian.

Members participating in the Historian specialty track must be assigned an on-the-job supervisor. If the unit cannot assign an OJT supervisor, the member must alert the next highest echelon with an historian assigned, where an OJT supervisor will be assigned to them. The region historian should be actively involved in the training of wing Historians whenever possible. The wing historian should assist in the training of group and unit Historians.

The member and OJT supervisor (when applicable) will determine the level of competence for each level based on the guidelines of this pamphlet. When the member reaches the desired level of competency for the completion of a level, the unit Professional Development Officer (PDO) will enter the data into eServices and the commander will then certify proficiency in the member’s personnel records and with National Headquarters through eServices.

After the unit commander’s certification of a Technician, Senior, or Master Rating, the member may wear the Leadership Ribbon (Technician rating) with bronze (Senior Rating) or silver (Master Rating) star. Completion of each rating is a requirement for promotion. Complete promotion criteria is listed in CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions, and CAPR 50-17, CAP Senior Member Professional Development Program. In addition, they may also wear the appropriate Historian specialty badge.

This specialty track is governed by CAPR 50-17. Feedback on the contents of this study guide should be directed to CAP Headquarters Professional Development Division, prodev@capnhq.gov.
Training Objectives

Each level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating.

Knowledge, Training, and Performance Requirements

These requirements are fulfilled through a combination of self-study, on-the-job training (OJT), completed tasks and the concurrence of the assigned OJT supervisor.

Guidance for On-the-Job Training (OJT) Supervisors and Unit Commanders

In many cases, the OJT supervisor plays an important role in the success of the historian in training. These senior member officers, in partnership with the unit’s commander, guide the student through the knowledge, training, and performance requirements for the rating the student is pursuing. Once the OJT supervisor is satisfied that the student has met all the requirements for the rating, s/he and the student notify the unit commander.

Historians in training not assigned an OJT supervisor should notify the professional development officer directly once they can demonstrate completion of the requirements needed to achieve the rating.

When the commander is satisfied that the student can perform to the level applied for and has met the requirements, s/he records award of the rating online in the specialty track administration module in eServices

Achieving the Technician Rating

Position Description

The historian at the Technician level is expected to:

a) Be familiar with the CAP History Program, including applicable regulations and pamphlets, and with professional historical standards and requirements.

b) Assist the Commander on all historical matters and implement a unit historical program.

c) Collect and preserve material of historical significance.
Knowledge, Training, and Performance Requirements

Knowledge Requirements
a) Explain the policies and procedures of the CAP Historical Program as outlined in CAPR 210-1.

b) List and define terms and concepts such as monographs, special studies, narrative, primary and secondary sources, supporting documents, written histories, and oral history as described in CAPR 210-1. This is waived for those possessing a Bachelor’s degree or higher in History.

c) Describe the role of wing and region historians and their place in the chain of command and historical programs as outlined in CAPR 20-1 and CAPR 210-1.

e) Describe CAP heraldry and procedures for getting a patch or emblem approved as outlined in CAPR 210-1.

f) Describe and understand what historiography is, and the importance of evaluating sources and arguments. This is waived for those possessing a Bachelor’s degree or higher in History.

Training Requirements
a) Attend a workshop, lecture, demonstration etc. of at least one day on preserving historical material or research techniques, or interview techniques or technical writing or similar topic given by a reputable source, in person or online. The training and source must be preapproved by your OJT supervisor. This requirement is waived for those possessing a Bachelor’s degree or higher in History.

b) Read, and study CAPP 50-5, Introduction to Civil Air Patrol, CAPR 20-1, CAPR 210-1 and CAPR 210-3.

Performance Requirements
a) Successfully serve as a historian or assistant historian in a CAP unit for a period of 6 months. This requirement is waived for those with a Bachelor’s degree in History or an interdisciplinary Bachelor’s degree with a significant history component. NOTE: Historians wishing to request a waiver of the time in service requirement will supply documentation of award of a Bachelor’s in History or an inter-disciplinary Bachelor’s degree with a significant history component to their unit commander at the time they complete all other requirements for award of the Technician Rating in the Historian specialty track. The unit commander requests award of the Technician Rating by sending a copy of the degree documentation along with the completed Technician Rating checklist to NHQ/DPR (at registrars@capnhq.gov for processing.

b) Do one of the following:
   i) Under the supervision of a higher rated historian or your OJT supervisor spend at least 20 hours collecting, organizing, accessing, and labeling items of historical value
collected by your unit according to the guidelines presented in CAP publications. These items may include: documents, uniform(s) and or insignia, objects and equipment, pictures, video, audio recordings, electronic media, reports to legislative and other government bodies and major reports (if released by a competent authority).

ii) Provide major assistance in the production of a unit Annual History that meets the standards of CAPR 210-1. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.

iii) Brief your unit commander and members of your unit on the significance of the history program and the past on the present operations and functions of the unit. Lasting no more than 30 minutes in length, the presentation should include interaction with the audience, may incorporate audio or visual media or artifacts, and be delivered in a professional manner as determined by the OJT or unit Professional Development Officer or unit commander. A point paper with the important aspects of the presentation must be prepared and distributed to all audience members.

c) Pass the Historian Technician Rating Specialty Track Quiz found in Services.
## Technician Level Training Checklist

To complete the **Technician level** of the historian specialty track, the member must:

<table>
<thead>
<tr>
<th>Knowledge, Training, and Performance Requirements</th>
<th>OJT or PD Initials and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain the policies and procedures of the CAP Historical Program as outlined in CAPR 210-1.</td>
<td></td>
</tr>
<tr>
<td>List and define terms and concepts such as monographs, special studies, written histories, and oral history as described in CAPR 210-1. This is waived for those possessing a Bachelor’s degree or higher in History.</td>
<td></td>
</tr>
<tr>
<td>Describe the role of wing and region historians and their place in the chain of command and historical programs as outlined in CAPR 20-1 and CAPR 110-1.</td>
<td></td>
</tr>
<tr>
<td>Describe CAP heraldry and procedures for getting a patch or emblem approved as outlined in CAPR 210-1.</td>
<td></td>
</tr>
<tr>
<td>Describe and understand what historiography is, and the importance of evaluating sources and arguments. This is waived for those possessing a Bachelor’s degree or higher in History.</td>
<td></td>
</tr>
<tr>
<td>Attend a workshop, lecture, demonstration etc. of at least one day on preserving historical material or research techniques, or interview techniques or technical writing or similar topic given by a reputable source, in person or online. The training and source must be preapproved by your OJT supervisor. This requirement is waived for those possessing a Bachelor’s degree or higher in History.</td>
<td></td>
</tr>
<tr>
<td>Read and study CAPR 20-1, CAPR 210-1, and CAPR 210-3.</td>
<td></td>
</tr>
<tr>
<td>Successfully serve as an historian or assistant historian in a CAP unit for a period of 6 months. This requirement is waived for those with a Bachelor’s degree in History or an interdisciplinary Bachelor’s degree with a significant history component.</td>
<td></td>
</tr>
<tr>
<td>Pass the Historian Technician Rating Specialty Track Quiz found in eServices.</td>
<td></td>
</tr>
<tr>
<td>Do ONE of the following items:</td>
<td></td>
</tr>
<tr>
<td>Under the supervision of a higher rated historian or your OJT supervisor spend at least 20 hours collecting, organizing, accessing, and labeling items of historical value collected by your unit according to the guidelines presented in CAPR 210-3. These items may include: documents, uniform(s) and or insignia, objects and equipment, pictures, video, audio recordings, electronic media, reports to legislative and other government bodies and major reports (if released by a competent authority).</td>
<td></td>
</tr>
<tr>
<td>Provide major assistance in the production of a unit Annual History that meets the standards of CAPR 210-1. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.</td>
<td></td>
</tr>
</tbody>
</table>
Brief your unit commander and members of your unit on the significance of the history program and the past on the present operations and functions of the unit. Lasting no more than 30 minutes in length, the presentation should include interaction with the audience, may incorporate audio or visual media or artifacts, and be delivered in a professional manner as determined by the OJT or unit Professional Development Officer or unit commander. A point paper with the important aspects of the presentation must be prepared and distributed to all audience members.

Candidate’s Name__________________________ (Last, First, M.I.)

CAP Grade__________   CAPID______________   Unit Charter No._____________

________________________________________
Commander’s Signature

________________________________________
Date
Achieving the Senior Rating

**Position Description**
The historian at the Senior level is expected to:
a) Assist the commander on all historical matters.
b) Implement an historical program which will include those activities below which are appropriate to the unit:
   i) Present material of a general nature to inform the public relative to CAP History.
   ii) Collect and preserve material of historical significance, including oral histories.
   iii) Manage a CAP unit’s historical program.
   iv) Conduct and document an oral history interview.  v)
   v ) Assist in the preparation of the unit Annual History.

**Knowledge, Training, and Performance Requirements**

**Knowledge Requirements**
a) Read any three of the publications listed in attachment 1 to this pamphlet.

b) Describe what CAP information, artifacts, etc. may be shared, donated, or loaned to the CAP history program.

c) Read and abide by the ethical standards of the American Historical Association Statement on Standards of Professional Conduct, Washington, DC: American Historical Association, February 2011, available from:


**Training Requirements**
a) Complete the Technician Rating.

b) Complete the following:

   i) Familiarize yourself with the citation style use in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Student and Researchers*, most recent edition in print.

   ii) Volunteer 10 hours with a history museum, archive, historical society, or library. The volunteer work must be approved by your OJT supervisor. This requirement can be met with ten hours of archival research in history as part of a college level history class.
Performance Requirements

a) Successfully serve as an historian for 6 months after earning your Technician rating in the Historian track. This requirement is waived for those with a Master of Arts degree in History or PhD in History. NOTE: Historians wishing to request a waiver of the time in service requirement will supply documentation of award of a Master’s in History or an inter-disciplinary Master’s degree with a significant history component to their unit commander at the time they complete all other requirements for award of the Senior Rating in the Historian specialty track. The unit commander requests award of the Senior Rating by sending a copy of the degree documentation along with the completed Senior Rating checklist to NHQ/DPD (at prodev@capnhq.gov) for processing.

b) Complete one of the following:
   i) Make a presentation of at least 30 minutes on CAP historical information to either a unit different from your own or to an audience independent of CAP utilizing appropriate media support.
   ii) Submit an article to the CAP National Historical Journal that is subsequently published by the Journal.
   iii) Review, and when necessary create or edit, your unit’s collections policy for the acquisition, organization, preservation, disposition and use of documents and artifacts which have historical merit. Under the supervision of a higher rated historian or your OJT supervisor, spend at least 20 additional hours collecting organizing, accessing, labeling and preserving items of historical value according to the guidelines presented in CAPR 210-2. These items may include documents, uniforms and insignia, objects and equipment, pictures, photos, video, audio recordings, electronic media, reports to legislative and other government bodies a major report such (if released by a competent authority).
   iv) Work with your unit IT personnel to make a unit history webpage featuring published unit history, photographs, downloads, and information available to the general public highlighting the heritage of your unit. Any expenses you expect to be reimbursed for should be pre-approved by your OJT supervisor and your unit commander.
   v) Conduct an oral history interview and properly document it as directed in CAPR 210-1.

iv) Prepare your unit’s annual history to the standards outlined in CAPR 210-1. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.

c) Complete Level II, Senior Member Professional Development Program.
Senior Level Training Checklist
To complete the Senior level of the historian specialty track, the member must

Knowledge, Training, and Performance Requirements

<table>
<thead>
<tr>
<th>OJT OR PD Initials and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Technician Rating.</td>
</tr>
<tr>
<td>Successfully serve as an historian for 6 months in the Historian track after receiving the Technician Rating. This requirement is waived for those with a Master’s degree in History or an interdisciplinary Master’s degree with a significant history component.</td>
</tr>
<tr>
<td>Read any three of the publications listed in attachment 1 to this pamphlet.</td>
</tr>
<tr>
<td>Describe what CAP information, artifacts, etc. may be shared, donated, or loaned to the CAP history program.</td>
</tr>
<tr>
<td>Read and abide by the American Historical Association, <em>Statement on Standards of Professional Conduct</em>.</td>
</tr>
<tr>
<td>Complete the Technician Rating.</td>
</tr>
<tr>
<td>Familiarize yourself with the citation style use in Kate L. Turabian, <em>A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Student and Researchers</em>, most recent edition in print.</td>
</tr>
<tr>
<td>Volunteer 10 hours with a history museum, archive, historical society, or library. The volunteer work must be approved by your OJT supervisor. Requirement is waived for those with a Master’s degree in History or higher.</td>
</tr>
<tr>
<td>Complete Level II, Senior Member Professional Development Program.</td>
</tr>
<tr>
<td>Do ONE of the following items:</td>
</tr>
<tr>
<td>Make a presentation of at least 30 minutes on CAP historical information to either a unit different from your own or to an audience independent of CAP utilizing appropriate media support.</td>
</tr>
<tr>
<td>Submit an article to the <em>National CAP National Historical Journal</em> that is subsequently published by the <em>Journal</em>.</td>
</tr>
<tr>
<td>Review, and when necessary create or edit, your unit’s collections policy for the acquisition, organization, preservation, disposition and use of documents and artifacts which have historical merit. Under the supervision of a higher rated historian or your OJT supervisor, spend at least 20 additional hours collecting organizing, accessing, labeling and preserving items of historical value according to the guidelines presented in CAPR 210-2. These items may include documents, uniforms and insignia, objects and equipment, pictures, photos, video, audio recordings, electronic media, reports to legislative and other government bodies a major report such as SUI and SAR/DR evaluation (if released by a competent authority).</td>
</tr>
<tr>
<td>Work with your unit IT personnel to make a unit history webpage featuring published unit history, photographs, downloads, and information available to the general public highlighting the heritage of your unit. Any expenses you expect to be reimbursed for should be pre-approved by your OJT supervisor and your unit commander.</td>
</tr>
<tr>
<td>Conduct an oral history interview and properly document it as directed in CAPR 210-1.</td>
</tr>
<tr>
<td>Prepare your unit’s annual history to the standards outlined in CAPR 210-1. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.</td>
</tr>
</tbody>
</table>
Achieving the Master Rating

**Position Description**

The historian at the Master level is expected to:

a) Assist the commander on historical matters including recommending policies and procedures relating to the historical function and the preservation and promotion of CAP’s history.

b) Implement and monitor an historical program that includes:
   i) The publication and presentation of material of a general nature to inform the public relative to the CAP History.
   ii) The collection and preservation of material of historical significance.
   iii) The publication of general and special histories, monographs, studies, and similar works.
   iv) The collection and publication of oral histories of individuals who have made a significant contribution to CAP.
   v) Management of a CAP unit historical program.

**Knowledge, Training, and Performance Requirements**

**Knowledge Requirements**

a) Complete one of the following:
   i) Read an additional three of the publications listed in attachment 1 to this pamphlet. These may not have been used for credit for the Senior rating.
   ii) Read three articles in a published journal by a national level historical society listed in Atch 2.

**Training Requirements**

a) Complete the Senior Rating.

b) Complete one of the following:
   i) Attend a professional historians’ conference approved by your OJT supervisor.
ii) Pass a course on historical research methods or preservation offered by an accredited institution of higher learning or a museum, society or other reputable organization.

iii) Organize a CAP professional development history class or presentation at a wing, region or national conference. The course must last at least 45 minutes in length.

**Performance Requirements**

a) Successfully serve as a group, wing, or region historian or assistant group, wing, or region historian for 12 months after earning your Senior Rating in the Historian track. This requirement is waived for those with a PhD in History or an inter-disciplinary PhD with a significant History component. NOTE: Historians wishing to request a waiver of the time in service requirement will supply documentation of award of a PhD in History or an inter-disciplinary PhD with a significant History component to their unit commander at the time they complete all other requirements for award of the Master Rating in the Historian specialty track. The unit commander requests award of the Master Rating by sending a copy of the degree documentation along with the completed Master Rating checklist to NHQ/DPD (at prodev@capnhq.gov) for processing.

b) Do one of the following:
   i) Brief the commander and/or staff at the wing or region level of CAP on the historical context of a major policy decision or issue being addressed.
   ii) Make a CAP history presentation at a wing, region, or national conference, or present at a professional historian’s conference.
   iii) Prepare a group or higher headquarters annual history. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.

c) Make the public aware of CAP’s history by doing one of the following:
   i) Publish an article (print or online), book, monograph, or special study or general study on CAP. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.
   ii) Submit an article to the *CAP National Historical Journal* that is subsequently published by the *Journal*. This cannot be the same article used to complete the Senior Rating.
   iii) Create an historical display or obtain an historical marker that reflects well upon CAP and have it located in a public building or private museum or institution of higher learning or other appropriate Consult with the Chief of the Archives Division of the National History Staff to develop your historical display and coordinate the potential loan of artifacts and information for display.
iv) Create a significant virtual display that reflects well upon CAP and have it displayed on the Internet where it can be readily located and viewed. The significance of the display, credit reflected on CAP and appropriateness of location shall be determined by the OJT supervisor or the Historian at the next higher headquarters.

v) Conduct and publish an oral history with a former CAP member or someone who had a significant relationship with CAP that began over 35 years ago. Significant relationships might include Air Force personnel and employees, politicians, government officials, CAP employees, landlords, contractors, historians, airport managers, National Guard members, etc. A copy of the finished transcription should be filed with your unit records, and others must be forwarded to the historian at the next higher echelon and to the Director of the Oral History Program.

vi) If your unit has CAP artifacts in its possession, work in conjunction with the Chief of the Archives Division to ensure all unit artifacts are properly accessed, labeled, and inventoried. If your unit has CAP artifacts in its possession, work in conjunction with the Chief of the Archives Division of the National History Staff to ensure all unit artifacts are properly accessed, labeled, and inventoried in an appropriate CAP historical repository; and implement a systematic plan for the location, recovery, acquisition, preservation, archiving and displaying previously lost, unknown, or misplaced CAP artifacts of historical value pertinent to your unit and the organization overall. Preserve them and integrate them into the appropriate archives or displays in conjunction with the guidance in CAPR 210-2 and the CAP National History Program. Implementing this plan may be done while acting as the OJT supervisor for a historian working on their technician or senior rating in the Historian specialty track.

c) Complete Level III, Senior Member Training Program
Master Level Training Checklist

To complete the Master level of the historian specialty track, the member must

<table>
<thead>
<tr>
<th>Knowledge, Training, and Performance Requirements</th>
<th>OJT or PD Initials and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Level III, Senior Member Professional Development Program.</td>
<td></td>
</tr>
<tr>
<td>Successfully serve as a group, wing, or region historian or assistant group, wing, or region historian for 12 months in the Historian track after receiving the Senior Rating. This requirement is waived for those with a PhD in History or an inter-disciplinary PhD with a significant History component.</td>
<td></td>
</tr>
<tr>
<td>Complete ONE of the following:</td>
<td></td>
</tr>
<tr>
<td>Read an additional three of the publications listed in attachment 1 to this pamphlet. These may not have been used for credit for the Senior rating.</td>
<td></td>
</tr>
<tr>
<td>Belong to a reputable national or state historical society with a published journal or magazine listed in attachment 2 to this pamphlet and read the articles in three issues of the journal or magazine.</td>
<td></td>
</tr>
<tr>
<td>Complete ONE of the following:</td>
<td></td>
</tr>
<tr>
<td>Pass a course on historical research methods or preservation offered by an accredited institution of higher learning or a museum, society, or other reputable organization.</td>
<td></td>
</tr>
<tr>
<td>Attend a professional historians’ conference approved by your OJT supervisor.</td>
<td></td>
</tr>
<tr>
<td>Organize a CAP professional development history class or presentation at a wing, region, or national conference. The class or presentation must last at least 45 minutes in length.</td>
<td></td>
</tr>
<tr>
<td>Complete ONE of the following:</td>
<td></td>
</tr>
<tr>
<td>Brief the commander and/or staff at the wing or region level of CAP on the historical context of a major policy decision or issue being addressed.</td>
<td></td>
</tr>
<tr>
<td>Make a CAP history presentation at a wing, region, or national conference, or present at a professional historian’s conference.</td>
<td></td>
</tr>
<tr>
<td>Prepare a group or higher headquarters annual history. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.</td>
<td></td>
</tr>
<tr>
<td>Publish an article (print or online), book, monograph, or special study or general study on CAP. A copy should be filed with your unit records, and others distributed to the unit commander and forwarded to the historian at the next higher echelon.</td>
<td></td>
</tr>
<tr>
<td>Submit an article to the CAP National Historical Journal that is subsequently published by the Journal. This cannot be the same article used to complete the Senior rating.</td>
<td></td>
</tr>
<tr>
<td>Create a significant virtual display that reflects well upon CAP and have it displayed on the Internet where it can be readily located and viewed.</td>
<td></td>
</tr>
</tbody>
</table>
Conduct and publish an oral history with a former CAP member or someone who had a significant relationship with CAP that began over 35 years ago. Significant relationships might include Air Force personnel and employees, politicians, government officials, CAP employees, landlords, contractors, historians, airport managers, National Guard members, etc. A copy of the finished transcription should be filed with your unit records, and others must be forwarded to the historian at the next higher echelon and to the Oral History Manager on the National History Staff.

If your unit has CAP artifacts in its possession, work in conjunction with the Chief of the Archives Division to ensure all unit artifacts are properly accessed, labeled, and inventoried into the CAP history program database; and implement a systematic plan for the location, recovery, acquisition, preservation, archiving, and displaying previously unknown, lost, or misplaced CAP artifacts of historical value pertinent to your unit and the organization overall. Preserve them and integrate them into the appropriate archives or displays in accordance with CAPR 210-3. Implementing this plan may be done while acting as the OJT supervisor for a historian working on their technician or senior rating in the Historian specialty track.

Candidate’s Name ___________________________________________ (Last, First, M.I.)

CAP Grade ___________ CAPID _________________ Unit Charter No. _______________

__________________________________________________________

Commander’s Signature

__________________________________________________________

Date
Attachment 1: Recommended Reading List

For the Senior Rating: Read three books from the Recommended Reading List, in addition to the required book (Gaddis) and the citation guide (Turabian).

For the Master Rating: Read three additional books from the Recommended Reading List.

Recommended Reading List


Colby, C.B. *This is Your Civil Air Patrol*. New York: Coward-Mann, 1958.


Attachment 2: Pertinent National Historical Associations

Air Force Historical Foundation
American Historical Association