



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 110-1

25 JANUARY 2021

History

CIVIL AIR PATROL HISTORY PROGRAM

This regulation states the objectives of the Civil Air Patrol History Program. It explains how to prepare histories, assigns responsibilities, and lists the qualifications of an historian.

SUMMARY OF CHANGES. This document replaces CAPR 210-1, *Civil Air Patrol Historical Program*.

1. Purpose and Objectives of the CAP History Program. The CAP History Program serves 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 at all organizational levels. The program's principal objectives are to provide accurate historical information for CAP planning, operational and educational purposes; to preserve and disseminate the history of CAP; and to prepare and publish scholarly publications that keep the corporation, its partners, and the public informed about CAP and its missions.

2. Waivers. The waiver authority for this regulation is the National Historian. Submit waiver requests through organizational channels to the National Historian.

3. Program Continuity: History Operating Instructions, Supplements, and Pamphlets.

3.1. Supplements and operating instructions are not authorized.

3.2. Regions and wings may prepare pamphlets for unit historians so that the functions, administration and operations particular to their units and associated history programs can be covered properly at all levels of command.

4. National Duties and Responsibilities.

4.1. National Commander. The National Commander appoints the National Historian, who shall manage the National History Program (NHP).

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Notice: CAP publications and forms are available digitally on the CAP National website at:
<https://www.gocivilairpatrol.com/members/publications/indexes-regulations-and-manuals-1700>

4.2. National Historian (CAP/HO). The National Historian is responsible for specific programs as directed by the National Commander. Responsibilities include but are not limited to managing the National History Program and recruiting and organizing the National History Staff. The National Historian is responsible for managing the National History Program; overseeing *The Colonel Louisa S. Morse Center for CAP History* (Morse Center); publishing the CAP National Historical Journal online; managing the National History Program social media and online historical programs; managing the CAP heraldry program; and any other duties assigned by the National Commander.

4.3. The Morse Center maintains and oversees the CAP National Archives and the National Historical Collections (NAHC). It also maintains the digital historical records of Civil Air Patrol and manages the budget for the acquisition, storage, and preservation of additional archives and archival materials. CAPR 110-2 *Historical Repositories* provides additional guidance on the maintenance of CAP archives and historical collections, and specifies the responsibilities assigned to the Center, as does CAPP 110-2 *Management of Historical Repositories*.

4.4. National History Staff (NHS). The NHS is a component of the National Staff and comprises the personnel assigned to CAP/HO as part of the National Commander's Squadron or as an additional duty to the National History Staff. The NHS executes the national history program and supports the CAP History Program. The National History Staff will be organized in functional divisions, each under the supervision of a senior manager reporting to the National Historian.

5. Region Duties and Responsibilities.

5.1. Each region commander shall appoint an historian who will manage the history program for the region and may appoint additional staff to assist in carrying out the history program. As a member of the commander's staff, region and wing historians should attend (funds permitting) national and region conferences.

5.2. Region historians assist wing commanders in recruiting, mentoring, and selecting qualified historians to serve in the history program at wing level, as well as in those of subordinate units.

5.3. Region historians ensure that all communications from the National Historian and National Historical Program are conveyed to the region and wing commanders and wing historians upon the request of the National Historian.

6. Wing Duties and Responsibilities.

6.1. Wing historians manage their wing history program (including heraldry).

6.2. Wing historians will be responsible for preparing and submitting an annual history every calendar year.

7. Annual Histories.

7.1. Wing commanders shall appoint a wing historian to prepare the wing annual history. When there is a vacancy for the wing historian position, the wing commander will advise the region historian on who will be writing the wing's annual history.

7.2. Annual Histories Procedures.

7.2.1. Wing annual histories for the previous year are due to the National Historian on 30 April of each year. The annual history includes the core missions of Civil Air Patrol: Emergency Services, Aerospace Education, and Cadet Programs. Supporting documentation will be placed in the Appendices.

7.2.2. The National Historian or designee notifies all wing and region historians in January of each year and provides the current Annual History Template. Wing historians disseminate this notice to all group and squadron historians within their wing. Region historians ensure that all wings in their region and their region commander are aware of these requirements and inform the region commander of delinquent submissions.

7.2.3. Wing historians encourage, monitor, and provide assistance as necessary to facilitate the preparation of optional annual histories at the unit level, as well as the preparation of activity histories as appropriate. The wing historian will then process optional unit and activity histories in the same manner as wing histories.

7.2.4. Wing historians submit their wing and any unit histories to the wing commander for approval, and when approved, forward them to the region historian. The region historian reviews the wing history for completeness and thoroughness and presents the history to the region commander for approval.

8. CAP Historian Roles and Responsibilities for all CAP region, wing, group, and squadron historians:

8.1. Prepare annual histories with the assistance of unit staff. Annual histories are mandatory for wings and optional for regions, groups, and squadrons, but if submitted, will be prepared and processed in the same manner as wing annual histories.

8.2 Provide assistance and advice to the unit commander and staff concerning historical research; preparing historical lectures, papers and staff studies; and other activities that require historical knowledge or the use of historical materials.

8.3 Encourage increased interest in CAP history through historical programs and social media.

9. Access to Material. Commanders and staff officers at all levels will provide historians and others supporting the CAP Historical Program access to all information which they request, excepting confidential or sensitive information, Attorney-Client Privileged Communications and

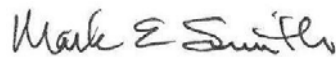
Attorney Work Products, to produce accurate and complete histories of CAP units and activities. Special attention should be given to electronic records, which, if not captured on a timely basis, may be irreversibly lost.

10. Retention and Disposition. See CAPR 10-1 2, *Files Maintenance and Records Disposition* and CAPR 110-2 *Historical Repositories* for instructions for retaining and disposing Civil Air Patrol archives and historical documents.

11. Awards. The Colonel Lester E. Hopper CAP Wing Historian of the Year Award will be awarded to the outstanding historian in Civil Air Patrol for the previous year. To be considered, an historian must have submitted a unit history for the year of consideration.

11.1. Submit a nomination letter electronically to CAP/DP no later than 15 March of each year. Nomination letters should be no longer than two pages, summarizing the nominee's achievements during the previous year.

11.2. The National Historian, in consultation with the NHS senior managers, will make the selection of the recipient and advise CAP/DP of the recipient selected.



MARK E. SMITH
Major General, CAP
Commander

Attachment 1

Compliance Elements

Checklist	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
CI	1	Has the wing historian or the wing commander's designee submitted an annual history each year?	Request the wing historian or officer appointed to prepare the annual history for a given year present copies of all annual histories completed for review, as required by CAPR 10-1 CAP History Program, paragraph 6.1.	Wing historian or officer appointed to prepare the annual history failed to do so in CY XXXX.	Prepare wing histories for all missing years since 2015 (annual histories were not formally collected prior to this year).