CIVIL AIR PATROL
SENIOR MEMBER TRAINING PROGRAM
SPECIALTY TRACK STUDY GUIDE

HISTORIAN

Foreword

The recording of events is significant. Compilation of facts that tell of events combine to create a history. A comprehensive history is of considerable value for research purposes and to serve as a documentary. Since a history is objective and it describes in an accurate fashion activities that happened, it enables others to use the data for research, planning, and to portray activities of individuals and groups during specified times. Histories not only tell of success, they cover failure and defeat, explain problems encountered and solutions attempted.

The Historian Study Guide is for individuals to use in progressing from the entry level of technician to the intermediate level of senior and to the highest rating of master. The technician level provides the individual with basic information to use in performing duty as a historian at unit level. The senior level prepares the historian to serve as a functional historian and also in an expanded role as an advisor to the commander. The master level provides for a person to advance to the highest level by gaining extensive knowledge of all phases of the historian field. The historian will then be qualified to serve in any historian capacity in the Civil Air Patrol.

Supersedes CAPP 223, 31 July 1984
OPR: National Historian
Distribution: In accordance with CAPR 5-4.

HISTORIAN TRAINING GUIDE

TECHNICIAN RATING

1. Position Description. (Reference Source: CAP Manual 20-1) Assists the Commander on all historical matters. Implements a historical program to include:

a. Publication of general and special histories, monographs, studies and similar works.

b. Publication of material of a general nature to inform the public relative to CAP history.

c. Collection and preservation of material of historical significance.

d. Collection and publication of oral histories of individuals who have made a significant contribution to CAP.

e. Attendance at meetings of historical and other learned societies.

2. Objectives. To develop an understanding of the basic concepts of the National Historical Program of the Civil Air Patrol. To prepare a person to manage a CAP unit historical program under guidance provided by the National Historian. To prepare a person for entry into the senior level of historian training.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Attain a broad understanding of the historian function.

(2) Understand CAPR 210-1, Historical Data and Properties Regulation for Civil Air Patrol Historians.

(3) Understand CAPM 20-1, Organization of Civil Air Patrol.

b. Performance Requirements:

(1) Complete a six-month internship.

(2) Complete Level I, Senior Member Training Program.

(3) Display ability to perform assigned duties with minimum supervision.

c. Training:

(1) Historians are encouraged to take correspondence courses from the USAF Extension Course Institute.

(2) Historians should begin a self-development program that includes general areas of history and creative writing.

(3) Historians should review existing histories and maintain close contact with other elements of the organization.

HISTORIAN TRAINING GUIDE

SENIOR RATING

1. Position Description. Serves as the special assistant to the Commander on historical matters. Implements and monitors a historical program that includes:

a. Publication of general and special histories, monographs, studies and similar works.

b. Publication of material of a general nature to inform the public relative to the CAP History.

c. Collection and preservation of material of historical significance.

d. Collection and publication of oral histories of individuals who have made a significant contribution to CAP.

e. Attendance at meetings of historical and other learned societies.

f. Supervision of the preparation of the history of the unit.

2. Objectives. To teach the CAP Historian the principles and functions of the Civil Air Patrol Historical Program, including policies and procedures. Provide opportunity so the historian develops skills and abilities leading to serving as an advisor to the Commander on matters involving the historical function. Assist the historian to gain expertise in coping with historical problems and communicating authoritatively with members of history elements.

3. Functions and Responsibilities:

a. Knowledge Requirements:

(1) Read any three of the following publications:

(a) "CAP Uniforms and Insignia, The First Ten Years (1941 - 1951)", by Colonel Louisa S. Morse, CAP.

(b) "CAP Uniforms and Insignia, The Second Ten Years (1952 - 1961)", by Colonel Louisa S. Morse, CAP.

(c) "CAP Uniforms and Insignia, The Past Twenty-Two Years (1962 -1983)", by Colonel Louisa S. Morse, CAP.

(d) CAP Historical Monograph Number 3, "Propwash", by Robert E. Neprud with Foreword by Colonel Lester E. Hopper, CAP.

(e) "Sank Same", William B. Mellor, Jr., Howell, Soskins Publishers, New York, 1944.

(f) "Jeeps in the Sky", Lt Col Andrew Ten Eyck, USAF, Commonwealth Books, Inc., New York, 1946.

(g) "Minutemen of the Air", Carroll V. Glines and Gene Gurney, Random House, New York, 1966.

(h) "Hero Next Door", Frank A. Burnham, Aero Publishers, Inc., Fallbrook, California, 1974.

(i) "Brave Coward Zack", Zack Mosley, Valkyrie Press, Inc., St. Petersburg, Florida, 1976.

(j) "This Is Your Civil Air Patrol", C.B. Colby, Coward-McCann, Inc., New York, 1958.

(k) "I Walked With Giants", Gill Robb Wilson, Vantage Press, New York, Washington, Hollywood, 1968.

(l) "Flying Minute Men," R.E. Neprud, Duell, Sloane, and Pearce, New York, 1948.

b. Performance Requirements:

(1) Serve one year as a historian.

(2) Complete technician rating requirements.

(3) Complete the "Civil Air Patrol Oral History Self Study Guide".

(4) Conduct (or assist in conducting) one oral history interview, including final publication.

(5) Prepare an item of historical information for inclusion in a newspaper, periodical, monograph or special study and be totally familiar with the CAP Oral History Program.

(6) Complete Level II, Senior Member Training Program.

(7) Be familiar with and apply governing directives.

(8) Display ability to perform assigned duties without supervision.

c. Training Requirements:

(1) Historians are encouraged to enroll in courses offered by the USAF Extension Course Institute.

(2) The historian should remain abreast of current happenings, review histories of other units and maintain close contact with other staff elements of their unit.

HISTORIAN TRAINING GUIDE

MASTER RATING

1. **Position Description.** Assists the Commander on all historical matters. Implements a historical program to include:

a. Publication of general and special histories, monographs, studies and similar works.

b. Publication of material of a general nature to inform the public relative to CAP History.

c. Collection and preservation of material of historical significance.

d. Collection and publication of oral histories of individuals who have made a significant contribution to CAP.

e. Attendance at meetings of historical and other learned societies.

f. Supervision of the preparation of the history of the unit.

2. **Objectives.** To provide historical program support to the Unit Commander, promote Civil Air Patrol programs through historical publications, serve other staff sections as an advisor, perform as the historical coordinator for the unit, stay involved with all matters related to or dealing with the historical program, and provide necessary guidance to other staff sections on historical matters.

3. **Functions and Responsibilities:**

a. Knowledge Requirements:

(1) Be thoroughly familiar with all CAP directives.

(2) Read any six of the publications listed under paragraph 3a of the Senior Historian Rating requirements. (NOTE: Future CAP Historical Monographs may be substituted for the listed publications.)

(3) Read any three non-fiction books relating to the history of the United States Air Force.

b. Performance Requirements:

(1) Serve at least 2 years in the historical field to earn the master rating and must be knowledgeable of all areas of the CAP Historical Program.

(2) Conduct and publish one additional oral history interview.

(3) Publish at least one article in a newspaper or periodical.

(4) Publish at least one book, monograph, or special study.

(5) Direct or assist in the publication of a unit annual history.

(6) Be capable of interpreting CAP policies and procedures and applying them as necessary in the unit of assignment and subordinate units.

(7) Maintain proficiency in all aspects of the historical program in order to perform independently.

(8) Advise and instruct subordinate personnel, both in the practical and theoretical aspects.

(9) Exhibit flexibility and versatility in overcoming funding deficits within the unit that pertain to the history program.

(10) Display willingness to perform beyond requirements of the position to achieve higher goals.

(11) Complete Level III, Senior Member Training Program.

(12) Display ability to perform assigned duties under all conditions.

c. Training Requirements:

(1) Historians should take advantage of correspondence courses of the USAF Extension Course Institute. Additionally, historians should participate in a self-development program involving history and creative writing.

(2) In addition to reviewing newly published histories, the historian should review all facets of the unit's operation and maintain currency in the CAP Oral History Program, along with developing historical material for publication.