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*Chaplain Corps Handbook  
and  
Specialty Track Guide*

CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY



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**Introduction –** Welcome to the Civil Air Patrol Chaplain Corps. Our Corps is unique and composed of professionally trained and endorsed chaplains, character development instructors and committed educators. Both Chaplains and Character Development Instructors are important to CAP at all levels, especially as our members set the example for CAP's core values, demonstrating integrity, volunteer service, excellence, and respect in everything they do. Civil Air Patrol Chaplain Corps members will strive to become a paradigm of excellence and effectiveness within the three missions of CAP.

The mission, standards and requirements of the Chaplain Corps, per CAPR 80-1:

- Will provide resources and personnel to enable the free exercise of religion by CAP members.
- Will promote the role of the CAP core values in all CAP activities through education, presence, and advice.
- Will respond to emergencies with skill and professionalism.
- Will conduct themselves with compassion and respect toward all members of CAP.
- Will provide CAP and USAF (including Guard and Reserve) members with:
  - Opportunities for worship, liturgies, rites, and ceremonies that enable them to exercise their faith and fulfill their religious requirements.
  - Spiritual resources and religious programs that serve the educational, humanitarian, and personal needs of the CAP community and individuals.
  - Advice that helps CAP leaders address spiritual needs, religious requirements, and ethical issues as they impact mission, quality of life, and First Amendment rights for CAP members.
- Will provide curriculum and personnel in support of the core values and character development training of all CAP members, both seniors and cadets.

The Chief of Chaplains office has three distinct Councils assisting the Chief of Chaplains in the cohesive operations across all facets of the Civil Air Patrol. The Chaplain Corps Advisory Council (CCAC) and the Chaplain Corps Executive Council (CCEC) are discussed in CAPR 80-1, *The Civil Air Patrol Chaplain Corps*. The Chaplain Corps is implementing the *Chief Emeritus Council* which would include previous NHQ Chief of Chaplains and chaired by the current Chief Emeritus. The Council serves as a council of advice and at the pleasure of the Chief. The council will meet with the Chief of Chaplains at least quarterly or as called upon by the current Chief. The Council serves as a team of trusted colleagues whose purpose is to support the ministry of the Chief of Chaplains. The Chief of Chaplains tenure is for three (3) years and our past Chiefs possess a wealth of knowledge, experience and insight. For those past Chief of Chaplains wanting to continue to serve as a member on the Chief Emeritus Council, their service would be an invaluable asset.

This pamphlet, “*The Chaplain Corps Handbook and Specialty Track Guide*” is your resource for serving at every level within the Civil Air Patrol. Our goal is to set the standards and requirements for fulfilling your career progression while providing highly trained members for the varied missions of the CAP Chaplain Corps.

## **Chapter 1**

### **- Ethos of the Chaplain Corps, Basics of Ethics**

*Ethos [‘ēTHäs] NOUN – the characteristic spirit of a culture, era, or community as manifested in its beliefs and aspirations.*

The Civil Air Patrol Chaplain Corps is a volunteer professional “corps” within the United States Air Force Auxiliary, Civil Air Patrol. As professionals we are obligated to conduct everything we do to the watchful eye and scrutiny of our commanders and all the members we serve. Our mission is to serve our members by “shaping futures”. That can only be done with the utmost of care and diligence. We begin the process by shaping ourselves to the solemn task that is our calling.

As a non-combatant member of the United States Air Force Auxiliary, we still hold ourselves to a “warrior ethos.” In this case, being a ‘warrior’ is an attitude about how to handle the challenges of life, a calling, or a mission. It is not a paid profession.

This concept was first adopted in 2007 by the USAF. In their manuals it is written: “What is warrior ethos? A warrior is ‘one who is engaged aggressively or energetically in an activity, cause or conflict;’ ethos is ‘the distinguishing character, sentiment, moral nature, or guiding beliefs of a person or institution.’ The warrior ethos is a guiding principle by which we live. It guides more than just our professional life as Airmen. By dedicating ourselves to the warrior ethos, we become better people overall.”

A Chaplain Corps **ethos** reflects how we, as professionals, view themselves (identity), how we fulfill our function (expertise), and we relate to our parent organization, our government and to society (responsibility).

There are five key ways that those who are appointed to the CAP Chaplain Corps can exemplify their role as members of a unique professional organization.

1. Act professionally according to the core values of the Civil Air Patrol in all things at all times. Be a living role model of the four core values in everything you do, inside the organization and in your private lives.
  
2. Look the part of a role model and professional in the Civil Air Patrol. Every member of the CAP Chaplain Corps should know the uniform regulations and follow them every time they are called to visually represent the organization.

3. Communicate professionally, effectively, and precisely.

Every member of the Chaplain Corps should know and use the communications materials that outline the requirements for written and spoken communication within the organization. The words you say and use in written, spoken, and digitally distributed communications every day “speak volumes” about your commitment to the core value of excellence.

4. Uphold the **Oath of Appointment** of the Civil Air Patrol Chaplain Corps

Use the Oath as a personal touchstone for your commitment to the Corps, CAP, and to your community. Here is the oath that should be administered in public with the initial appointment:

**I, (full name), having been appointed to the Chaplain Corps of the Civil Air Patrol, do solemnly swear (or affirm) that I will support and comply with the Constitution, By-laws and regulations of the Civil Air Patrol; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge all duties and responsibilities as well as obey the orders of the officers appointed over me according to regulations.**

5. Make the Statement of Ethics for a Member of the CAP Chaplain Corps a personal code of conduct. You are responsible for everything that is written in this statement. We are responsible for holding ourselves and each other accountable for all that is written here.

#### **Code of Ethics for All Members of the Civil Air Patrol Chaplain Corps**

1. **I am appointed to volunteer service:** I am an appointed volunteer to the Chaplain Corps of the Civil Air Patrol, a corporation chartered by the United States of America for support to communities, youth, and aerospace education, with oversight provided by the United States Air Force for additional volunteer, non-combatant missions in support of the Department of Defense as a member of the United States Air Force Auxiliary.

2. **I will serve the command of Civil Air Patrol:** I am appointed to render faithful service with excellence to the command of Civil Air Patrol in accordance with my signed Oath of Membership, my Oath of Appointment to the Chaplain Corps, and the authority of the Constitution and the By-Laws of the Civil Air Patrol for the support of all members and units with spiritual services, moral and ethical instruction, and resilience programs.

3. **I will serve the Core Values of Civil Air Patrol:** I will always strive to live and teach the core values of the organization through my actions, my personal example, and my service.

4. **I will serve my endorsing body:** If appointed to the position and title of Chaplain, I affirm the ultimate authority of my religious endorsing body as my guide and teacher for delivering spiritual support in accordance with the tenets of our faith tradition. I will always live my

personal life with reverence in accordance with our beliefs. I will always maintain good standing with its leadership.

**5. I will serve the chaplaincy of Civil Air Patrol:** If appointed to the position of Character Development Instructor or serve as a Chaplain Support Specialist, I acknowledge the authority of the chaplains placed over me and will only render appropriate spiritual-care services as a senior member in the Civil Air Patrol.

**6. I will serve all members of Civil Air Patrol:** I am appointed to support all members of the Civil Air Patrol and their families. I acknowledge that Civil Air Patrol members come from many different faith paths, traditions, or no tradition at all, and I will respect their wishes when it comes to their personal spiritual needs. If my tradition does not allow me to deliver services in accordance with their needs, I will strive to find appropriate alternative means to support the member and their family. I acknowledge that Civil Air Patrol cadets, as minors, are under the strict authority of their parents and I will respect their wishes and support their decisions if in accordance with Civil Air Patrol policies and regulations.

**7. I will serve my colleagues in the Civil Air Patrol Chaplain Corps:** I will work collegially in the pluralistic environment of Civil Air Patrol with chaplains of religious bodies other than my own, and with Character Development Instructors with beliefs different from my own. We will collaborate as team members providing excellence in spiritual care. I will respect the right to the beliefs and traditions of my colleagues and those to whom I serve. When conducting or supporting services of worship that include persons of other than my religious body I will draw upon those beliefs, principles, and practices that we have in common.

**8. I will serve my colleagues when placed in authority over them:** If in a supervisory position, I will respect the practices and beliefs of each Chaplain and Character Development Instructor that I supervise, and exercise care not to require of them any service or practice that would be in violation of the faith practices of their tradition. I will seek to support all colleagues by building constructive relationships wherever I serve, both with the staff where I work and with colleagues throughout the organization.

**9. I will serve all members of the Department of Defense:** If I am authorized by Civil Air Patrol leadership to support a unit of the Armed Forces of the United States, I acknowledge that I am a trained civilian resource for executing non-combatant Department of Defense missions for the Chief of Chaplains, U.S. Air Force. I acknowledge the authority of the military chaplains placed over me during this duty including their sworn allegiance to the Constitution of the United States, and the continued authority of my endorsing body for this service.

**10. I will serve all citizens of my community and the United States of America:** If my duties place me in service to my fellow citizens in the communities of the United States of America and to their emergency responders, I will render the same compassionate, respectful, and inclusive spiritual care that I will give to all members of Civil Air Patrol. I will treat fellow clergy and spiritual care-providers with the same collegial support that I would give to another chaplain or Character Development Instructor in Civil Air Patrol.

**11. I will serve the Spirit of the Chaplaincy:** As a member of the corps, I will always strive towards excellence as a servant leader, and I will strive to live my life as a moral compass for others.

**12. I will serve this Code of Ethics:** Finally, I affirm with my colleagues in the Civil Air Patrol Chaplain Corps that we will hold one another accountable for fulfillment of all public actions set forth in our Code of Ethics.

**Recommended Reading –** All Chaplain Corps members should familiarize themselves with certain publications that will be useful in the performance of their duties. For this reason, the Civil Air Patrol National Headquarters (NHQ) provides the below list of publications and directives for your review. Those publications highlighted in bold are critical for your role as Chaplains and Character Development Instructors.

PUB:	DATE:	NAME:
Index 0-2	7 Nov 18	Numerical Index of CAP Regulations, Manuals and Pamphlets
Index 0-9	1 May 15	Numerical Index of CAP Forms, Test Material, and Certificates
<b>R30-1</b>	<b>13 Jan 20</b>	<b>Organization of Civil Air Patrol (Includes ICL 20-07)</b>
R35-1	4 Jun 15	Assignment and Duty Status
<b>R35-5</b>	<b>22 Nov 16</b>	<b>CAP Officer and NCO Appointments and Promotions (includes ICL 19-08, 02 Dec 19 and ICL 20-04, Aug 20)</b>
<b>R39-1</b>	<b>3 Mar 20</b>	<b>Civil Air Patrol Uniform Regulation (includes ICL 21-01, 09 Aug 21)</b>
<b>R39-3</b>	<b>28 Dec 12</b>	<b>Award of CAP Medals, Ribbons and Certificates</b>
<b>R40-1</b>	<b>24 May 21</b>	<b>Civil Air Patrol Senior Member Education &amp; Training Program</b>
<b>R60-1</b>	<b>26 Oct 21</b>	<b>Cadet Program Management (Coronavirus Waiver incorporated)</b>
<b>R60-2</b>	<b>26 Oct 21</b>	<b>Cadet Protection Program</b>
<b>R60-3(1)</b>	<b>26 Dec 12</b>	<b>CAP Emergency Services training and Operational Missions</b>
<b>R80-1</b>	<b>29 Jun 23</b>	<b>The Civil Air Patrol Chaplain Corps</b>
<b>P1-2</b>	<b>1 Oct 21</b>	<b>The CAP Guide to Effective Communications</b>
<b>P40-7</b>	<b>1 Jan 21</b>	<b>Mentoring</b>
<b>P40-80</b>	<b>07 Mar 24</b>	<b>Chaplain Corps Handbook and Specialty Track Guide</b>
<b>P151</b>	<b>Apr 09</b>	<b>Respect On Display</b>
	<b>2014v1</b>	<b>USAF Book of Prayers</b>

## **Chapter 02**

### **– Chaplain (Ch) Specialty Tracks**

The intent of the Chaplain Specialty Track Study Guides is for our Chaplains to obtain personal and professional growth through learning new skills and gaining higher levels of proficiency. One of the Chaplain Corps' goals is to assist you in setting goals so that you may excel through your levels of career progression. Each Specialty Track is designed to prepare you for the next higher level in your professional development. Our Chaplains progress professionally from the entry level of technician, which prepares you to work at the Squadron level; to the intermediate level of Senior, which prepares you to work at the Wing level; to the Master level which prepares you to work at the Region level. A Chaplain should continue to achieve each level of the Chaplain Specialty Track, regardless of possible selection to Wing or Region. The Chaplain specialty tracks may be done in conjunction with your Education and Training levels 1-5. The Chaplain Corps offers first class training opportunities from various educational institutions across Civil Air Patrol.

One of the Chief of Chaplains visions and goals is to have Chaplain Support Teams (CSTs) serving at squadron, group, wing, region level activities. We want our Chaplains to excel, succeed and to be fully qualified and prepared to serve whenever called upon. The Chaplain Corps supports many missions, training events, conferences, cadet special actives, encampments, airshows and much more, and our goal is to do that with a complete Chaplain and CDI/CSS Chaplain Support Team.

We provide a ministry of presence and assist in providing Chaplain support to all our Civil Air Patrol members attending these various activities. Having Chaplains that are fully trained and proficient is key to our success. The below information will give you the experience, knowledge and training you need to be successful. Keeping a tasking book to log your progress as you complete each of the taskings listed will be a very helpful resource for you and your mentor or OJT supervisor to refer to while reviewing and approving your Specialty Track Checklist.

To assist you in the performance of your duties we have provided you with a Chaplain duty checklist (ABC's of being an effective Chaplain). This duty checklist is provided as a quick reference guide and as a useful tool in serving within the Civil Air Patrol Chaplain Corps.

Please note: All Specialty Track tasks may be verified by the Squadron Commander, the Squadron Education and Training Officer, or On-the-Job Mentor/Supervisor. Certification of each specialty track will be accomplished by the Wing or Region Chaplain and sent NHQ for recording in the member's eServices training record.

**Technician Rating Position Description** – The Technician rating involves implementing Chaplain programs for cadets and senior members. A Technician rating prepares a Chaplain for duty at a squadron level. The Chaplain at the Technician level is expected to gain the required knowledge, performance, and training by accomplishing the following.

- Receive your Chaplain appointment before beginning the training section of this specialty track.
- Possess a basic knowledge of the relationship of the Chaplain Corps to the three missions within the Civil Air Patrol.
- Familiarize yourself with the history and heritage of the CAP Chaplain Corps, located on the CAP Chaplains web page <https://capchaplain.com/> under the Resources section.
- Have a general understanding of the duties and tasks associated with squadron, group, wing, and region chaplain positions.
- Have a general understanding of Chaplain Corps training and development programs.
- Have a general understanding of how to prepare and submit awards.
- Familiarize yourself with Chaplain Corps publications, procedures and terms along with regulations, manuals, pamphlets, and forms.
- Familiarize yourself with the Chaplain Corps webpages and eServices.
- Present to the satisfaction of your mentor or OJT supervisor, at least four (4) character development lessons to cadets and/or seniors.
- Complete the Training Leaders of Cadets (TLC) Basic course.
- Complete the Character Development Facilitators course.
- Be active in the role as a Chaplain for six (6) months after being appointed, which should give you the time needed to learn and familiarize yourself with the above taskings.

**Senior Rating Position Description** – The Senior rating prepares a Chaplain for duty at the Wing level. A Chaplain at the Senior level is expected to continue to grow in their knowledge, performance, and training by accomplishing the following:

- Continue to perform the duties listed for the technician level.
- Present to a Non-CAP group or organization a presentation on the Civil Air Patrol Chaplain Corps.
- Present eight (8) additional character development lessons since completing your technician level.
- Familiarize yourself with CAP's Mentorship program so that you may mentor a junior Chaplain.
- Familiarize yourself with the current Inspections requirements and be prepared to assist in unit SUIs.
- Nominate a member of the Chaplain Corps for a Chaplain Corps award, performance or training award/rating in accordance with CAP regulations and procedures.

- Attend as a staff Chaplain any one of the cadet activities such as encampment, air show, or any other cadet special activity or training event.
- Complete the Mission Chaplain, CAP Support rating. This basic level course is offered on-line and does not expire. The Disaster Support (DS) rating is the advanced course and is offered only at NESA. The DS rating does expire and requires requalification every three (3) years.
- Attend a Wing, Region, or National Conference and at least one CCRSC (Chaplain Corps Regional Staff College).
- Complete the Wing Chaplain Course offered online and listed in the Education and Training portion of the Chaplain Corps web page.
- Be active in the role as a chaplain for twelve (12) months after achieving the Technician Level.

**Master Rating Position Description –** The Master rating prepares a chaplain for duty at the Region level. The Chaplain at the Master level is expected to possess the highest levels of competence and knowledge. You should be able to display sound leadership and responsibility by accomplishing the following:

- Continue to perform all duties listed in the technician and senior levels.
- Familiarize yourself with the duties and responsibilities associated with CAP's squadron, group, wing and region chaplain positions.
- Present twelve (12) additional Character Development lessons since completing your senior level.
- Know the procedures for adverse membership actions as they pertain to Chaplain Corps members.
- Mentor a Chaplain through their Technician or Senior rating.
- Submit an article for the Transmitter Chaplain Corps newsletter or serve on the editorial staff for a region Chaplain Corps newsletter. Writing for other publications, such as social media count towards this requirement.
- Serve as a presenter at a Chaplain Corps Region Staff College.
- Complete training for one of the following: CISM, Individual and/or Pastoral Crisis Intervention, A.S.I.S.T or Q-P-R suicide intervention training or some other training approved by the CCAC to fulfill this requirement.
- Complete two CCRSCs within five years.
- Complete the Advanced Character Development Education course.
- Be active in your role as a Chaplain and complete eighteen (18) months experience at the Senior level.

## Chapter 2 – Technician Rating Checklist, Chaplain

Knowledge, Performance & Training Requirements	Reviewer Signature	Date
1. Receive appointment as Civil Air Patrol Chaplain before beginning this specialty track.		
2. Have a general understanding of how to prepare and submit awards.		
3. Update or create a Chaplain Continuity book for your assigned unit, to include a log of required unit duties and information to be given to your successor.		
4 Present to the satisfaction of your mentor or OJT supervisor, at least four (4) character development lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.		
5. Complete the Training Leaders of Cadets (Basic) course.		
6. Complete the Character Development Facilitators course.		
7. Be active in the role as a Chaplain six (6) months at the Squadron level since being appointed Chaplain.		

### WING OR REGION CHAPLAIN CERTIFICATION

I hereby certify that \_\_\_\_\_  
(RANK, FIRST NAME, LAST NAME)

Has successfully completed the requirements to be awarded the Chaplain “Technician” rating.

\_\_\_\_\_ (WING OR REGION CHAPLAIN SIGNATURE)

\_\_\_\_\_ (DATE)

By signing this certification, the Wing or Region Chaplain certifies that the Chaplain Corps member has completed all requirements for the Technician rating. The certifying Chaplain will submit the signed/dated specialty track and certification document to [Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov) for recording in the member's training record in eServices.

## Chapter 02 – Senior Rating Checklist, Chaplain

Knowledge, Performance & Training Requirements	Reviewer Signature	Date
1. Present to the satisfaction of your mentor or OJT supervisor, at least eight (8) CD lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.		
2. Nominate a member of the Chaplain Corps for an award, performance or training award/rating in accordance with CAP regulations and procedures.		
3. Attend as a staff Chaplain any one of the cadet activities such as Encampment, Air Show, or any other cadet special activity or training event.		
4. Complete the Mission Chaplain, CAP Support rating.		
5. Attend a Wing, Region, or National Conference and at least one CCRSC (Chaplain Corps Regional Staff College).		
6. Complete the Wing Chaplain Course offered on-line and listed in the Education and Training section of the Chaplain Corps web-page.		
7. Be active in the role as Chaplain for twelve (12) months after receiving the Technician rating.		

### WING OR REGION CHAPLAIN CERTIFICATION

I hereby certify that \_\_\_\_\_  
 (RANK, FIRST NAME, LAST NAME)

Has successfully completed the requirements to be awarded the Chaplain “Senior” rating.

\_\_\_\_\_  
 (WING OR REGION CHAPLAIN SIGNATURE)

\_\_\_\_\_  
 (DATE)

By signing this certification, the Wing or Region Chaplain certifies that the Chaplain Corps member has completed all requirements for the Senior rating. The certifying Chaplain will submit the signed/dated specialty track and certification document to [Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov) for recording in the member's training record in eServices.

## Chapter 02 – Master Rating Checklist, Chaplain

Knowledge, Performance & Training Requirements	Reviewer Signature	Date
1. Present twelve (12) additional CD lessons since completing your Senior level. Show your reviewer the dates of each lesson in eServices for final approval.		
2. Submit an article for the Chaplain Corps Transmitter. Writing for other publications, such as a Chaplain Corps newsletter or social media count towards this requirement.		
3. Plan and participant in a worship service connected with a CAP event.		
4. Serve as a presenter at one of the annual conferences, TLC, or at a CCRSC.		
5. Complete training for <b>one</b> of the following: CISM, Individual and/or Pastoral Crisis Intervention, A.S.I.S.T or Q-P-R suicide intervention training or some other training approved by the CCAC to fulfill this requirement.		
6. Complete two CCRSCs within five years.		
7. Complete the Advanced Character Development Education course.		
8. Be active in your role as a Chaplain for eighteen (18) months since receiving the Senior rating.		

### WING OR REGION CHAPLAIN CERTIFICATION

I hereby certify that \_\_\_\_\_  
 (RANK, FIRST NAME, LAST NAME)

Has successfully completed the requirements to be awarded the Chaplain “Master” rating.

\_\_\_\_\_ (WING OR REGION CHAPLAIN SIGNATURE)

\_\_\_\_\_ (DATE)

By signing this certification, the Wing or Region Chaplain certifies that the Chaplain Corps member has completed all requirements for the Master rating. The certifying Chaplain will submit the signed/dated specialty track and certification document to [Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov) for recording in the member's training record in eServices.

## **ABC's of being an effective Chaplain:**

Chaplains are at every level, squadron, group, wing, region, and national, as their commander's main point of contact and primary resource for accomplishing the **Chaplain Corps mission**. Chaplains interact and coordinate with other chaplains and Character Development Instructors (CDIs) at the organizational level above and below them to ensure that the **Chaplain Corps mission** is being accomplished (Ref: CAPR 80-1).

Please read the Chaplain Corps mission and take note that in all we do, our ministry is one of action and presence. Chaplains in their work: "provide, promote, respond, conduct, organize, and train."

### **Chaplain Corps Mission (CAPR 80-1)**

- 5.1. **Provide** resources and personnel to enable the free exercise of religion by CAP members.
- 5.2. **Promote** the role of the CAP core values in all CAP activities through education, presence, and advice.
- 5.3. **Respond** to emergencies with skill and professionalism.
- 5.4. **Conduct** themselves with compassion and respect toward all members of CAP.
- 5.5. **Provide** CAP and USAF (including Guard and Reserve) members with:
  - 5.5.1. Opportunities for worship, liturgies, rites, and ceremonies that enable them to exercise their faith and fulfill their religious requirements.
  - 5.5.2. Spiritual resources and religious programs that serve the educational, humanitarian, and personal needs of the CAP community and individuals.
  - 5.5.3. Advice that helps CAP leaders address spiritual needs, religious requirements, and ethical issues as they impact mission, quality of life, and First Amendment rights for CAP members.
  - 5.5.4. Support for the CAP Worship Weekend (CAP Sabbath / Sunday) on the first weekend in December.
- 5.6. **Provide** curriculum and personnel to support the ongoing core values and character development training of all CAP members, both senior and cadet.
  - 5.6.1 Senior Members. All senior members are encouraged to make core values and character education an integral part of their CAP experience. Commanders, chaplains, and CDIs are expected to assume leadership roles in CAP's internal core values and character programs. The Chaplain Corps will provide the senior member character, ethics, and core values materials.
  - 5.6.2. Cadet Members. Character education is a major part of the cadet program. Cadets must complete formal character forum requirements to progress through the various achievements of the cadet program. CAPR 60-1, Cadet Program Management, defines the cadet program and outlines the character education requirements.
- 5.7. **Organizes** and **trains** to provide a ministry of presence to all Civil Air Patrol members in all missions and across all domains of operations.

**5.8. Provides leadership, personnel, and resources to enable CAP members to participate in national resilience and wellness activities as directed by the national, regional, and local command authorities.**

We support the three missions of CAP by our acts of selfless service, through spiritual care and support for our members, by providing guidance and direction related to ethics and our CAP core values, and by serving as a key advisor to the commander at all levels. Our work is at its core a pastoral ministry of spiritual care, it requires Chaplains to serve as representatives of the Holy in all circumstances, and it is most evident through the ministry of presence. Below are simple guidelines for serving as a Chaplain in CAP at the Squadron, Group, Wing, and Region levels.

### **SQUADRON CHAPLAIN**

The following serves as simple guidelines for serving as a Squadron Chaplain in CAP.

Trusted Advisor to the Commander - "provide, promote, respond, conduct, organize, and train."

- Take the initiative to establish a trusted relationship with the Squadron Commander. Make it a point at each meeting, to spend a few minutes "checking in" with her/him. Focus on their well-being and resiliency. Ask how they are doing. Ask what challenges they are facing. Inquire about what they are celebrating in their command. Ask where they need your support. Offer to pray with them if they are a person of faith.
- Call on your squadron commander occasionally to let them know you care and ask how you can support them. Invite them to lunch or out for coffee and let them know you truly want to support their work.

Character Development - "provide, promote, respond, conduct, organize, and train."

- Facilitate the Character Education forums for the Cadet Program.
- Review the material and prepare to ensure an effective forum.
- Follow the outline of the material and stay focused on the core values and ethical lessons included in the forum.
- Engage senior cadet leaders to assist with facilitating the CD forum.

Worship, Liturgies, Rites, and Ceremonies "provide, promote, respond, conduct, organize, and train."

- During overnight bivouacs and/or other exercises, facilitate and/or make available from local religious institutions, spiritual services for members.
- When requested by CAP members or their families, and if within your religious tradition, provide religious rites/liturgies/ceremonies (i.e., funerals, etc.)

Ministry of Presence "provide, promote, respond, conduct, organize, and train."

- Work diligently to meet every member of your squadron and get to know them. Take time to converse with them at weekly meetings, SAREX's, bivouacs, social events, and other activities.

- Offer a monthly or quarterly email "Chaplain's Chat" to encourage squadron members. As you are able, serve as a member of the Chaplain Support Teams during summer encampments. Preferably the entire weeklong event, but, even if you can only attend a few days, your presence will be an asset and gift to the leadership team, and especially the cadets who are attending.
- At a minimum, complete the *Mission Chaplain - CAP Support* qualification (online 2 times/year) and then, participate actively in Emergency Services activities of your squadron. Work on the *MC-Disaster Support* qualification, which will expand your ability to serve during additional mission situations.

Train "provide, promote, respond, conduct, organize, and train."

- Work diligently on your own Professional Development. Continue to work on completing Levels II, III, IV, and V. Consider working on additional Specialty Tracks beyond Chaplaincy and further your contributions to the CAP missions.
- A well-trained Chaplain should not only understand the organization but demonstrate a commitment to advancement. By developing your own leadership skills, you become a model for other senior members. You become an asset to the squadron as an icon of encouragement for others to commit to advancement and growth. "Lead by example!"

## GROUP CHAPLAIN

The following serves as simple guidelines for serving as a Group Chaplain in CAP

Trusted Advisor to the Commander - "provide, promote, respond, conduct, organize, and train."

- Take the initiative to establish a trusted relationship with the Group Commander. Make it a point at each meeting, to spend a few minutes "checking in" with her/him. Focus on their well-being and resiliency. Ask how they are doing. Ask what challenges they are facing. Inquire about what they are celebrating in their command. Ask where they need your support. Offer to pray with them if they are a person of faith.
- Call your Group commander occasionally to let them know you care and ask how you can support them. Invite them to lunch or out for coffee and let them know you truly want to support their work.
- Report to your Group Commander on the status of the Chaplain Corps within the Group and make her/him aware of assignment needs/opportunities.
- Get to know the Squadron Commanders in your Group and make them aware of your ministry to support their command, especially if there is no Chaplain assigned to their unit.
- Become an advocate for and active "recruiter" of chaplains to serve the units in your Group.

Character Development - "provide, promote, respond, conduct, organize, and train."

- Help squadrons who have no Chaplain or CDI assigned. As you are able, facilitate the Character Education forums for them.
- Review the material and prepare to ensure an effective forum.
- Follow the outline of the material and stay focused on the core values and ethical lessons included in the forum.
- Engage senior cadet leaders to assist with facilitating the CD forum.

Worship, Liturgies, rites, and Ceremonies "provide, promote, respond, conduct, organize, and train."

- During Group bivouacs and/or other exercises, assist Squadron Chaplains/CDI's to facilitate and/or make available (from local religious institutions) spiritual services for members.
- When requested by CAP members or their families, and if within your religious tradition, provide religious rites/liturgies/ceremonies (i.e., funerals, etc.)

Ministry of Presence "provide, promote, respond, conduct, organize, and train."

- Attend Group Commander Calls: offer the invocation/benediction, report on the status of the Chaplain Corps to the Group, connect with the Group CAC (Cadet Advisor Committee) members.
- Offer a monthly or quarterly email "Chaplain's Chat" to encourage Group Chaplain Corps members.
- Consider visiting each squadron in your group at least once per year, or more frequently as you are able.
- Attend Group SAREX's, bivouacs, social events, and other activities as you are able.
- As you are able, serve as a member of the Chaplain Support Teams during summer encampments. Preferably the entire weeklong event, but, even if you can only attend a few days, your presence will be an asset and gift to the leadership team, and especially the cadets who are attending.

Supervision/Team Building/Administration - "provide, promote, respond, conduct, organize, and train."

- Meet regularly (at least quarterly) with your Squadron Chaplains and CDIs as a team. A face-to-face or Zoom/Teams calls can be used to provide support/encouragement, discuss challenges and opportunities, and to share resources.
- Call on your Squadron Chaplains and CDI's individually as time permits and offer your pastoral support and encouragement.

- Mentor your Squadron Chaplains, identify your potential replacement, and prepare them to take on the position once you recommend them to the Commander.

Train "provide, promote, respond, conduct, organize, and train."

- Work diligently on your own Professional Development. Continue to work on completing Levels II, III, IV, and V. Consider working on additional Specialty Tracks beyond Chaplaincy and further your contributions to the CAP missions.
- At a minimum, complete the *Mission Chaplain - CAP Support* qualification and then, participate actively in Emergency Services activities of your squadron. Work on the *MC-Disaster Support*
- A well-trained Chaplain should not only understand the organization but demonstrate a commitment to advancement. By developing your own leadership skills, you become a model for other senior members. You become an asset to the Group as an icon of encouragement for others to commit to advancement and growth. "Lead by example!"

## **WING CHAPLAIN**

The following serves as simple guidelines for serving as a Wing Chaplain in CAP

Trusted Advisor to the Commander - "provide, promote, respond, conduct, organize, and train."

- Take the initiative to establish a trusted relationship with the Wing Commander. Make it a point at every opportunity, to spend a few minutes "checking in" with her/him.
- Focus on their well-being and resiliency. Ask how they are doing. Ask what challenges they are facing. Inquire about what they are celebrating their command. Ask where they need your support. Offer to pray with them if they are a person of faith.
- Call your Wing commander occasionally to let them know you care and ask how you can support them. Invite them to lunch or out for coffee and let them know you truly want to support their work.
- Report to your Wing Commander on the status of the Chaplain Corps within the Wing and make her/him aware of assignment needs/opportunities.
- Get to know the Group Commanders in your Wing and make them aware of your ministry to support their command, especially if there is no Chaplain assigned to their Group.
- Become an advocate for and active "recruiter" of chaplains and CDIs to serve the units in your Wing.
- Arrange/coordinate for CST coverage at the Wing Encampments. Start at least four months prior to.

Character Development - "provide, promote, respond, conduct, organize, and train."

- Help Group Chaplains near you who have no Chaplain or CDI in their squadrons, try to help facilitate the Character Education forums for the Cadet Program as you are able.

Worship, Liturgies, rites, and Ceremonies "provide, promote, respond, conduct, organize, and train."

- During Wing SAREX's, Active Missions, and/or other exercises, provide and/or make available (from local religious institutions) spiritual services for members.
- When requested by CAP members or their families, and if within your religious tradition, provide religious rites/liturgies/ceremonies (i.e., funerals, etc.)

Ministry of Presence "provide, promote, respond, conduct, organize, and train."

- Attend Wing Commander Calls: offer the invocation/benediction, report on the status of the Chaplain Corps to the Wing, connect with the Wing CAC (Cadet Advisor Committee) members.
- Attend Wing Staff Calls/meetings and prepare a report on the status of the Chaplain Corps in the Wing. Offer and Invocation or Benediction as requested by the Commander.
- Consider visiting each Group Commander's Call in your Wing at least once per year, as you are able.
- Meet regularly (at least quarterly) with your Group Chaplains and CDIs as a team. A face-to-face or Zoom/Teams call can be used to provide support/encouragement, discuss challenges and opportunities, and to share resources.
- Call on your Group Chaplains and CDI's individually from time-to-time and offer your pastoral support and encouragement.
- Offer a monthly or quarterly email "Chaplain's Chat" to encourage Wing Chaplain Corps members.
- Attend Wing SAREX's, bivouacs, social events, and other activities as you are able.
- Wing Conferences: Attend annually and provide Chaplain Corps training courses for all Chaplains and CDIs within your Wing. Plan and facilitate worship opportunities for CAP members and others attending. Coordinate worship opportunities with area religious institutions outside your own tradition, by providing locations/times/services available to attendees.
- As you are able, serve as a member of the Chaplain Support Teams during summer encampments. Preferably the entire weeklong event, but, even if you can only attend a few days, your presence will be an asset and gift to the leadership team, and especially the cadets who are attending.

Supervision/Team Building/Administration - "provide, promote, respond, conduct, organize, and train."

- Meet regularly (at least quarterly) with your Group Chaplains and Group CDIs as a team. A face-to-face or Zoom/Teams calls can be used to provide support/encouragement, discuss challenges and opportunities, and to share resources.
- Call on your Squadron Chaplains and CDI's individually from time-to-time and offer your

pastoral support and encouragement.

- Monitor the professional development of your Chaplains and CDI's and encourage each team member to continue their progress.
- Mentor your Group Chaplains, identify your potential replacement, and prepare them to take on the position once you recommend them to the Commander.
- Be diligent to quickly sign and submit all Chaplain and CDI applications. The Wing Commander's signature is only needed for the Chaplains. After appropriate signatures, then send up the chain to the Region Chaplain. Also, follow up within 10 days with the Wing Commander to assure he/she has signed the applications and returned it to you.

Train "provide, promote, respond, conduct, organize, and train."

- Work diligently on your own Professional Development. Continue to work on completing Levels II, III, IV, and V. Consider working on additional Specialty Tracks beyond Chaplaincy and further your contributions to the CAP missions.
- At a minimum, complete the *Mission Chaplain - CAP Support* qualification and then, participate actively in Emergency Services activities of your squadron. Work on the *MC-Disaster Support* qualification, which will expand your ability to serve during additional mission situations.
- A well-trained Chaplain should not only understand the organization but demonstrate a commitment to advancement. By developing your own leadership skills, you become a model for other senior members. You become an asset to the Wing as an icon of encouragement for others to commit to advancement and growth. "Lead by example!"

## **REGION CHAPLAIN**

The following serves as simple guidelines for serving as a Region Chaplain in CAP

Trusted Advisor to the Commander - "provide, promote, respond, conduct, organize, and train."

- Take the initiative to establish a trusted relationship with the Region Commander. Make it a point at every opportunity, to spend a few minutes "checking in" with her/him. Focus on their well-being and resiliency. Ask how they are doing. Ask what challenges they are facing. Inquire about what they are celebrating their command. Ask where they need your support. Offer to pray with them if they are a person of faith.
- Call your Region Commander occasionally to let them know you care and ask how you can support them. Invite them to lunch or out for coffee and let them know you truly want to support their work.
- Report to your Region Commander on the status of the Chaplain Corps within the Region and make her/him aware of assignment needs/opportunities.
- Get to know the Wing Commanders in your Wing and make them aware of your ministry to support their command, especially if there is no Chaplain assigned to their Wings.

- Become an advocate for and active "recruiter" of chaplains and CDIs to serve the units in your Region.
- Quickly sign all Chaplain/CDI applications and forward to NHQ.

Character Development - "provide, promote, respond, conduct, organize, and train."

- Help local Chaplains near you who have no Chaplain or CDI in their squadrons, try to help facilitate the Character Education forums for the Cadet Program as you are able.

Worship, Liturgies, rites, and Ceremonies "provide, promote, respond, conduct, organize, and train."

- During Region/Wing SAREX's, Active Missions, and/or other exercises (within your home Wing), assist with making available (from local religious institutions) spiritual services for members.
- When requested by CAP members or their families, and if within your religious tradition, provide religious rites/liturgies/ceremonies (i.e., funerals, etc.)

Ministry of Presence "provide, promote, respond, conduct, organize, and train."

- Attend Region Commander Calls: offer the invocation/benediction, report on the status of the Chaplain Corps to the Region, connect with the Region CAC (Cadet Advisor Committee) members.
- Attend Region Staff Calls/meetings and prepare a report on the status of the Chaplain Corps in the Region. Offer and Invocation or Benediction as requested by the Commander.
- Consider visiting the Wing Commander's Call (in your home Wing) at least once per year, as you are able.
- Meet regularly (at least quarterly) with your Wing Chaplains and Wing CDIs as a team. A face-to-face or Zoom/Teams call can be used to provide support/encouragement, discuss challenges and opportunities, and to share resources.
- Call on your Wing Chaplains and Wing CDI's individually from time-to-time and offer your pastoral support and encouragement.
- Offer a monthly or quarterly email "Chaplain's Chat" to encourage Region Chaplain Corps members.
- Attend Wing SAREX's, bivouacs, social events, and other activities (in your home Wing) as you are able.
- Region Conferences: Attend annually and provide Chaplain Corps training courses for all Chaplains and CDIs within your Region. Plan and facilitate worship opportunities for CAP members and others attending. Coordinate worship opportunities with area religious institutions outside your own tradition, by providing locations/times/services available to attendees.

- As you are able, serve as a member of the Chaplain Support Teams during summer encampments (in your home Wing). Preferably the entire weeklong event, but, even if you can only attend a few days, your presence will be an asset and gift to the leadership team, and especially the cadets who are attending.

Supervision/Team Building/Administration - "provide, promote, respond, conduct, organize, and train."

- REQUIRED: Attend National Conference and attend the CCAC meetings, reporting the status of the Chaplain Corps within your Region. Make sure you coordinate your Region budget to accommodate the costs for your attendance at the CCAC.
- Plan, prepare, and conduct a Chaplain Corps Region Staff College (CCRSC). A formal course that helps prepare CAP Chaplain Corps personnel to better execute their duties and responsibilities associated with their CAP duty assignment.
- Meet regularly (at least quarterly) with your Wing Chaplains and Wing CDIs as a team. A face-to-face or Zoom/Teams calls can be used to provide support/encouragement, discuss challenges and opportunities, and to share resources.
- Call on your Wing Chaplains and Wing CDIs individually from time-to-time and offer your pastoral support and encouragement.
- Monitor the professional development of your Chaplains and CDIs and encourage each team member to continue their progress.
- Mentor your Wing Chaplains, identify your potential replacement, and prepare them to take on the position once you recommend them to the Commander.

Train "provide, promote, respond, conduct, organize, and train."

- Work diligently on your own Professional Development. Continue to work on completing Levels II, III, IV, and V. Consider working on additional Specialty Tracks beyond Chaplaincy and further your contributions to the CAP missions.
- At a minimum, complete the *Mission Chaplain - CAP Support* qualification and then, participate actively in Emergency Services activities of your squadron. Work on the *MC-Disaster Support* qualification, which will expand your ability to serve during additional mission situations.
- Attend the Chief of Chaplains' Region/HC Zoom gatherings advancing your training and cultivating collegial relationships.
- A well-trained Chaplain should not only understand the organization but demonstrate a commitment to advancement. By developing your own leadership skills, you become a model for other senior members. You become an asset to the squadron as an icon of encouragement for others to commit to advancement and growth. "Lead by example!"

## **Retirement/Leaving the Chaplain Corps**

### **Retirement:**

The following Chaplain/CDI retirement process is being introduced to our CAP Chaplain Corps to assure the proper recognition of their dedicated service in a timely manner. Far too many have fallen to the side because there is no notification to this office nor the local commanders.

- The retiring Chaplain/CDI notifies the Wing Chaplain, Region Chaplain, and Chief of Chaplains in writing, no less than 3 months prior to retirement, when possible.
- The Chief of Chaplains, or designee, coordinates with the Wing and Region Chaplain to ensure that a Commander's Commendation, Exceptional Service Award, or some other appropriate award is processed by the Wing Chaplain and sent forward for approval by the Wing and Region/CC.
- The CAP award would be presented to the retiring member at the next Commander's Call or Wing/Region Conference.
- A formal letter and coin from the Chief of Chaplains to the retiring Chaplain/CDI would acknowledge their service and give the appropriate congratulations and thanks.
- A brief biography of the retiring Chaplain/CDI, sent by the Wing or Region Chaplain, would be featured in the Transmitter, Chaplain Corps Facebook, Twitter, and PROPS.

## **Leaving the Chaplain Corps but Remaining in CAP**

### **Transferring to Another Specialty Track:**

For those members who know they want to leave the Chaplain Corps altogether (for varied reasons) and have already moved to another duty position, please submit a CAPF 2a (transfer to your new duty position). Please submit your Chaplain Corps resignation email through your chain of command to [Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov); affording us the opportunity to fill that position with a newly appointed Chaplain or CDI.

## **CSTs (Ch/CDIs) Encampment (EC) Duties and Responsibilities:**

**Pre-encampment:** Upon receiving notification that a request for Encampment (EC) Senior Member Staff has been sent out, the Wing Chaplains are to coordinate Chaplain Support Teams (CSTs) consisting of one Chaplain (preferably Mission Chaplain Trained) and one CDI, CSS (Chaplain Support Specialist). This is a critical step in providing EC coverage so please do not delay. Depending on the size of your wing, one CST would be sufficient for smaller wings. For those larger wings with several groups, two to four CSTs would be needed to be effective and efficient and not overly exhausting. Please note, if you are already working with a CDI/CSS who is part of your CST you may delegate some of the below listed tasks. Another reason why we want our Chaplain Corps members to work as teams for cadet activities, missions and training events.

- Once the EC Chaplain has been selected, they should be attending the Encampment (EC) planning meeting(s) to ensure the Chaplain Corps are listed on the daily schedules and allocated times/locations are requested for the various Chaplain Corps activities, i.e., Briefings, Classes, Evening Reflections and Religious Services. Another reason why building those relationships with your Region/Wing/Group Commanders are invaluable.
- Coordinate with the local Catholic Church in the area to have a Priest come to your location for the EC Sunday morning Mass (if possible); retired Priests are a great resource, ask the rectory secretary for assistance. If a Priest not available coordinate CAP transportation to a local Catholic Church. If the EC Chaplain is a Christian Chaplain they will provide a Non-Denominational Christian service. If there are any other religious needs requested they will be coordinated if possible.
- Before EC starts, ensure you do your research on past ECs. Your Region/Wing/ Group Chaplain would be a great resource for information on past ECs they have attended or coordinated. Speak with the CSTs that served as they have first-hand knowledge, this is especially critical if this is your first time serving as EC Chaplain. Knowing what the cadet stressors are is key to being informed and prepared. Get with your Wing Cadet Programs Officer for scheduling coordination and be prepared. Constant schedule changes is actually a disrupter for our cadets. As much as possible, request Reflections be the same time each evening, this is critical for posting your signs and notices throughout your EC site.
- Prepare all signs needed ahead of time. Door or wall signs in document protectors identifying 1) EC Chaplain, 2) CSTs after hours on-call roster 3) by name lists of CDI/CSS posted in their work area, 4) times/locations of Religious services.
- Have the equipment that will be used in your briefings, classes, and reflections ready and serviceable.

## **Upon Encampment Arrival (during the first two days of staff in-processing/training):**

- Procure a radio when possible.
- Pick-up and review any Religious Preference Sheets completed by cadets during the on-line registration process to see which religious support requires coordination.
- Ensure you have coordinated adequate times/locations on the schedule for religious services (Catholic Mass, Christian services), along with any other services that may be requested requiring reasonable accommodation).
- Ensure you have coordinated adequate times/locations on the schedule for at least two Core Values classes taught by the Chaplain or any briefings the EC Commander may want you to provide, usually you are part of the welcome briefing.
- Ensure you have coordinated on the schedule adequate times/locations for the voluntary Evening Reflections activity (usually held during the cadet's "personal time").

## **During Encampment:**

- First day of cadet arrival, have a Chaplain table set-up within the in-processing area, ideally next to the HSO table. Ask each cadet if they have a religious preference and do they want a service to attend.
- Conduct morning meetings with your CSTs so they will be well informed of their daily taskings along with what cadet activities will be covered by your staff.
- Maintain a "Ministry of Presence" at the following locations, Admin building, HSO, Public Affairs, Stan Eval, Transportation, Food service, etc. Being visible, talking with all attendees (cadets and staff) is critical in establishing that Ministry of Presence.
- Be available for counseling, comfort care and conflict management as requested or referred by your CSTs. Ideally, you want at least three to four CSTs on your staff as they can take turns being on-call for after-hours comfort care needs. It is very difficult for just one Chaplain to be on call 24/7 at a week-long encampment!!!
- For the nightly on-call duty roster, also use your CDIs/CSSs present. While on call the CDIs/CSSs can triage the situation and determine if the Chaplain needs to be notified.
- Post your on-call Chaplain Corps lists in the Admin, DFAC and HSO buildings.
- Post your Religious Services and Evening Reflections signs in the Admin, DFAC and HSO buildings.
- Attend the nightly staff meetings or send a representative to get pertinent information or any schedule changes.
- Provide at least three to four evening Reflections activities, usually held during the cadet's evening "personal Time."
- Along with the Chaplain, the CDIs/CSSs are to keep a daily log (keeping a daily record in a notebook is sufficient) noting your key daily activities, classes, services,

annotating attendance numbers, number of counseling's, comfort care and conflict management sessions along with any other pertinent information and activities to be turned in at the end of EC for the Chaplain to consolidate into the final AAR.

Reminder, any counseling details annotated are confidential. Only the number of above listed sessions are to be annotated in the AAR not names or specific details.

- Upon EC completion, the Chaplain will turn-in the completed AAR, using the following distro list, Encampment Commander, your Unit Commander, Group/Wing/Region Chaplain. The Region Chaplain will provide a copy to the Chief of Chaplains Office and NHQ CDI.

Remember, the Chaplain Corps plays a vital role at encampments. There is no greater reward or satisfaction in your Civil Air Patrol volunteer service than knowing the impact your presence has had on our cadets. Especially, when you are invited back the next year by the EC Command Staff because they witnessed first-hand your contributions and the value you and your team brought to the encampment.

## **Chapter 03**

### **– Character Development Instructor (CDI) Specialty Tracks**

The intent of the Character Development Specialty Track Study Guides is for our Chaplain Corps members to obtain personal and professional growth through learning new skills and gaining higher levels of proficiency. One of the Chaplain Corps' goals is to assist you in setting goals so that you may excel through your levels of career progression. Each Specialty Track is designed to prepare you for the next higher level in your professional development. Our CDIs progress professionally from the entry level of technician, which prepares you to work at the Squadron level; to the intermediate level of Senior, which prepares you to work at the Wing level; to the Master level which prepares you to work at the Region level. The CDI specialty tracks may be done in conjunction with your Education and Training levels 1-5. The Chaplain Corps offers first class training opportunities from various educational institutions across Civil Air Patrol.

One of the Chief of Chaplains visions and goals is to have Chaplain Support Teams (CSTs) serving at squadron, group, wing, region and national levels. We want our CDIs to excel, succeed and to be fully qualified and prepared to serve whenever called upon. The Chaplain Corps supports many missions, training events, conferences, cadet special actives, encampments, airshows and much more, our goal is to that with providing Chaplain and CDI/CSS Chaplain Support teams.

We provide a ministry of presence and assist in providing Chaplain support to all our Civil Air Patrol members attending these various activities. Having CDIs that are fully trained and proficient is key to our success. The below information will give you the experience, knowledge and training you need to be successful. Keeping a tasking book to log your progress as you complete each of the taskings listed will be a very helpful resource for you and your mentor or OJT supervisor to refer to while reviewing and approving your Specialty Track Checklist.

**Technician Rating Position Description** – The CDI at the Technician level is expected to gain the required knowledge, performance, and training by accomplishing the following.

- Provide non-clergy support to assist chaplains in providing ministry to the CAP community. These duties may include, providing administrative or logistical support at an activity, coordinating for religious services, providing non-denominational prayers, or other duties as assigned or requested.
- Perform CDI duties under the direction of a chaplain when one is assigned. When a chaplain is not assigned, the CDI works under the direction of the wing/region chaplains and with the squadron commander.
- Describe the job of the CDI and the responsibilities of serving on the commander's staff.
- Identify the differences in the job descriptions, privileges, protections and confidentiality limits of a CDI and a Chaplain; and, how to respond when the situation requires a Chaplain.

- Identify the policies, procedures and tasks of non-clergy support.
- Explain the Chaplain Corps organizational structure at each higher Headquarters within the Civil Air Patrol.
- Present to the satisfaction of your mentor or OJT supervisor, at least four (4) character development lessons to cadets and/or seniors.
- Familiarize yourself with the Chaplain Corps webpage and show your mentor or OJT supervisor where you would go to find Chaplain Corps related information in eServices.
- Complete the Training Leaders of Cadets (Basic) course.
- Be active in the role as a CDI for six (6) months after being appointed, which should give you the time needed to learn and familiarize yourself with the above taskings.

**Senior Rating Position Description** – The CDI at the Senior level is expected to continue to grow in their knowledge, performance, and training by accomplishing the following:

- Continue to perform the duties listed for the technician level.
- Continue to provide non-clergy support to assist chaplains in providing ministry to the CAP community.
- Continue to perform CDI duties under the direction of a chaplain when one is assigned. When a chaplain is not assigned, the CDI works under the direction of the unit commander, wing chaplain or region chaplain if the Wing Chaplain position is vacant.
- Present eight (8) additional character development lessons since completing your technician level.
- Provide a briefing to members of your unit on the Chaplain Corps that includes the subjects of services that can be provided by chaplains and CDIs, the difference between chaplains and CDIs and the current issues facing the Chaplain Corps.
- Present to a Non-CAP group or organization a presentation on the Civil Air Patrol Chaplain Corps.
- Nominate a member of the Chaplain Corps for a Chaplain Corps award, performance or training award/rating in accordance with CAP regulations and procedures.
- Provide non-clergy support at a CAP religious service at an activity. This may include a major portion/component of the service, such as reflections or similar service.
- Arrange for access to an outside religious service if a CAP service is not available, this would include coordinating all logistics involved.
- Seek the necessary qualifications and training to support our chaplains during emergency services missions by completing the ChESS training to earn your Chaplain Support Specialist (CSS) CAP Support rating. The Basic course is offered on-line and does not expire. The Advanced course is offered only at NESA and expires every three (3) years.
- Attend a Wing, Region, or National Conference and at least one CCRSC (Chaplain Corps Regional Staff College).

- Complete the Wing Chaplain Course offered online and listed in the Education and Training portion of the Chaplain Corps web page.
- Be active in the role as a CDI for twelve (12) months after achieving the Technician Level.

**Master Rating Position Description** – The CDI at the Master level is expected to possess the highest levels of competence and knowledge. You should be able to display sound leadership and responsibility by accomplishing the following:

- Continue to perform all duties listed in the technician and senior levels.
- Assist in the planning and execution of Chaplain Corps activities at the wing level and above.
- Continue to provide non-clergy support to assist chaplains in providing ministry to the CAP community.
- Present twelve (12) additional Character Development lessons since completing your senior level.
- Provide a briefing to adult members outside your unit on the Chaplain Corps such as a civic, military, or religious group.
- Mentor a CDI through their Technician or Senior rating.
- Submit an article for the Transmitter Chaplain Corps newsletter or serve on the editorial staff for a region Chaplain Corps newsletter. Writing for other publications, such as social media count towards this requirement.
- Take a leadership role in a Chaplain Corps Training activity by doing **ONE** of the following:
  - Serve on a wing or higher Chaplain Corps Committee or Task Force.
  - Serve as a presenter at a Chaplain Corps Region Staff College.
- Complete two CCRSCs within five years.
- Complete the Advanced Character Development Education course.
- Be active in your role as a CDI and complete eighteen (18) months experience at the Senior level.

**Please note:** All Specialty Track tasks may be verified by the Squadron Commander, the Squadron Education and Training Officer, or On-the-Job Mentor/Supervisor. Certification of each specialty track will be accomplished by the Wing or Region Chaplain. Only when the specialty track has been certified in eServices will the member be authorized to wear their CDI Badge for that level.

## Chapter 03 –Technician Rating Checklist, CDI

Knowledge, Performance & Training Requirements	Reviewer Signature	Date
1. Receive appointment as Civil Air Patrol CDI before beginning this specialty track.		
2. Describe the job of the CDI and the responsibilities of serving on the commander's staff.		
3. Correctly identify the differences in the job descriptions, privileges, protections and confidentiality limits of a CDI and a chaplain and how to correctly respond when the situation requires a Chaplain.		
4. Familiarize yourself with the Chaplain Corps webpage and show your mentor or OJT supervisor where you would go to find Chaplain Corps related information in eServices.		
5. Explain the Chaplain Corps organizational structure.		
6. Identify the policies, procedures, and tasks of non-clergy support.		
7. Complete the Training Leaders of Cadets (Basic) course.		
8. Present to the satisfaction of your mentor or OJT supervisor, at least four (4) CD lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.		
9. Be active in the role as a CDI six (6) months at the Squadron level since being appointed CDI.		

### WING OR REGION CHAPLAIN CERTIFICATION

I hereby certify that \_\_\_\_\_  
 (RANK, FIRST NAME, LAST NAME)

Has successfully completed the requirements to be awarded the Character Development Instructor “Technician” rating.

(WING OR REGION CHAPLAIN SIGNATURE)

(DATE)

By signing this certification, the Wing or Region Chaplain certifies that the Chaplain Corps member has completed all requirements for the Technician rating and is authorized to wear the Technician Specialty Badge for CDIs in accordance with CAPR 39-1, CAP Uniform Regulation. Please submit signed/dated document to [Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov) for recording in the member's training record in eServices.

## Chapter 03 –Senior Rating Checklist, CDI

Knowledge, Performance & Training Requirements	Reviewer Signature	Date
1. Present to the satisfaction of your mentor or OJT supervisor, at least eight (8) CD lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.		
2. Provide non-clergy support at a CAP religious service at an activity. This may include a major portion/component of the service, such as reflections or similar service.		
3. Present to a Non-CAP group or organization a presentation on the Civil Air Patrol Chaplain Corps.		
4. Nominate a member of the Chaplain Corps for a Chaplain Corps award, performance or training award/rating in accordance with CAP regulations and procedures.		
5. Arrange for access to an outside religious service if a CAP service is not available; this would include coordinating all logistics involved.		
6. Provide a briefing to members of your unit on the Chaplain Corps that includes the subjects of services that can be provided by Chaplains and CDIs.		
7. Complete the ChESS CSS CAP Support Level training in Emergency Services (course available on-line).		
8. Attend a Wing, Region, or National Conference and at least one CCRSC (Chaplain Corps Regional Staff College).		
9. Complete the Wing Chaplain Course offered on-line and listed in the Education and Training section of the Chaplain Corps web-page.		
10. Be active in the role as CDI for twelve (12) months after receiving the Technician rating.		

### WING OR REGION CHAPLAIN CERTIFICATION

I hereby certify that \_\_\_\_\_  
 (RANK, FIRST NAME, LAST NAME)

Has successfully completed the requirements to be awarded the Character Development Instructor “Senior” rating.

(WING OR REGION CHAPLAIN SIGNATURE)

(DATE)

By signing this certification, the Wing or Region Chaplain certifies that the Chaplain Corps member has completed all requirements for the Senior rating and is authorized to wear the Senior Specialty Badge for CDIs in accordance with CAPR 39-1, CAP Uniform Regulation. Please submit signed/dated document to [Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov) for recording in the member's training record in eServices.

## Chapter 03 – Master Rating Checklist, CDI

Knowledge, Performance & Training Requirements	Reviewer Signature	Date
1. If at the wing/region level, mentor a CDI through their Technician or Senior rating.		
2. Present twelve (12) additional CD lessons since completing your Senior level. Show your reviewer the dates of each lesson in eServices for final approval.		
3. Submit an article for the Chaplain Corps Transmitter. Writing for other publications, such as a Chaplain Corps newsletter or social media count towards this requirement.		
4. Provide a briefing to adult members outside your unit on the Chaplain Corps such as a civic, military or religious group.		
5. Serve as a presenter at one of the annual conferences, TLC, or at a CCRSC.		
6. Complete two CCRSCs within five years.		
7. Complete the Advanced Character Development Education course.		
8. Be active in your role as a CDI for eighteen (18) months since receiving the Senior rating.		

### WING OR REGION CHAPLAIN CERTIFICATION

I hereby certify that \_\_\_\_\_  
 (RANK, FIRST NAME, LAST NAME)

Has successfully completed the requirements to be awarded the Character Development Instructor “Master” rating.

\_\_\_\_\_ (WING OR REGION CHAPLAIN SIGNATURE)

\_\_\_\_\_ (DATE)

By signing this certification, the Wing or Region Chaplain certifies that the Chaplain Corps member has completed all requirements for the Master rating and is authorized to wear the Master Specialty Badge for CDIs in accordance with CAPR 39-1, CAP Uniform Regulation. Please submit signed/dated document to [lmmeforms@capnhq.gov](mailto:lmmeforms@capnhq.gov) for recording in the member's training record in eServices.

