



CHAPLAIN CORPS OPERATING PROCEDURE 2009-001

6 April 2009

(This CCOP is in effect until suspended, amended, or no longer needed.)

MILITARY SUPPORT GUIDELINES

When called upon or given the opportunity to provide chaplain services on a military base or for any U.S. military unit (active duty, Reserve, National Guard, or state militia) as a CAP chaplain, the following criteria will apply:

Criteria mandated by the Air Force Chaplain Corps

“The policy of the United States Air Force Chaplain Corps permits Air Force Wing Chaplains to use the services of Air Force Auxiliary chaplains when they meet auxiliary chaplain qualifications as established in AFI 52-101 (dtd 16 Apr 04), § 2.3.1. They must meet all ecclesiastical, educational and professional standards for AF Chaplains while serving as an AF auxiliary chaplain as set forth in AFI 52-102 (dtd. 7 Jan 04). Wing chaplains ensure this standard of excellence is reflected in those who serve in the Air Force Auxiliary.”¹

This means that to provide chaplain support for the Air Force, a chaplain must meet the educational requirements for active duty service, including an earned accredited baccalaureate degree AND seminary degree (72 semester hours) from an ATS or DoD accredited theological institution. These credentials must be on file along with their ecclesiastical endorsement (Form 2088) in the office of the base Wing Chaplain prior to the commencement of CAP chaplain services. Chaplains who have obtained a waiver of any of these requirements are not authorized to provide CAP chaplain assistance to the Air Force.

ALL CAP Chaplain Corps assistance will utilize only those chaplains who conform to the weight and grooming standards specified in CAPR 39-1 and are otherwise able to wear the Air Force style uniform properly. Only the authorized Air Force style uniforms are to be worn while performing CAP Chaplain Corps assistance to the military.

The Air Force Chaplain Corps has further mandated that the initiation of ALL CAP Chaplain Corps assistance to the active duty be arranged between the Air Force Wing Chaplain and the CAP Wing Chaplain (or above). No other CAP chaplains are authorized to initiate or commit the CAP Chaplain Corps or any chaplain therein to the provision of chaplain assistance to the Air Force.

Criteria mandated by the Civil Air Patrol Chaplain Corps

The Chaplain Corps Advisory Council has determined that in order to present a seamless chaplaincy, the Air Force requirements will apply to all CAP chaplain support throughout the uniformed services. All requirements stated above will apply.

CAP chaplains must complete CAPP 221A and senior member training Level II to become eligible to provide Chaplain Corps assistance to any military unit.

¹ MEMORANDUMS by AF Chief of Chaplains, Ch, Major General Charles C. Baldwin, 16 Aug 2004 and by AF Chief of Chaplains, Ch, Major General Lorraine K. Potter, 5 Mar 2004

ALL chaplain assistance provided to the military by CAP MUST be approved in writing by the Deputy Chief of the CAP Chaplain Corps (CAP/HCD).

Irrespective of any other agreement or MOU, CAP chaplains must conform to the following procedure BEFORE the commencement of chaplain support for ANY military entity.

1. Obtain documentation of the educational requirements specified above, and verification of a valid endorsement (Form 2088).
2. The CAP Wing Chaplain will secure the approval of the CAP Wing Commander and obtain a letter from the AF Wing Chaplain (or military commander) on the unit letterhead requesting chaplain services of a specific chaplain and listing the dates of the requested service and brief description of the duties that are requested. The letter is to be addressed to the Deputy Chief of the CAP Chaplain Corps (CAP/HCD) with a copy to the CAP/HC and CAP NHQ/HCA. The current CAP/HCD is

Ch, Lt. Col. Ron Tottingham, CAP
Deputy Chief of the CAP Chaplain Corps
412 S. Hawthorne Avenue
Sioux Falls, SD 57104-4009

3. The Deputy Chief of the CAP Chaplain Corps will process the submission in the following manner:
 - A. Verify that the CAP Wing Chaplain is aware of the request, has approved it and has secured the approval of the Wing Commander.
 - B. Verify that the chaplain requested meets the ecclesiastical, educational and professional standards outlined in AFI 52-101 and AFI 52-102.
 - C. Verify that the chaplain has completed the required CAP training requirements for ministry as a force multiplier.
 - D. Verify that the chaplain conforms to the weight and grooming standards outlined in CAPR 39-1.
 - E. Verify that the chaplain is familiar with the proper wear of the Air Force uniforms.
 - F. Verify that the chaplain is medically and physically capable of performing the duties expected of him so as not to jeopardize his/her health. This is particularly crucial when the chaplain services requested include participation in the field and in demanding physical exertion.
 - G. Request a Military Support Authorization (MSA) be issued through the appropriate CAP/USAF channel (usually the State Director). **No ministry to or with the military is authorized or may commence without an MSA specific to the assignment.**
 - H. Issue a written approval to the chaplain who is requested to provide chaplain assistance. Copies to the Wing Chaplain, Region Chaplain, the CAP NHQ/HCA and the CAP/HC.

All of the above procedure is to be completed BEFORE the commencement of CAP chaplain assistance to the military. All current chaplain services by CAP chaplains that have not complied with these military support guidelines must do so immediately to continue.

These guidelines are established to assure the Air Force (and other U.S. military services) that we are providing qualified chaplains who are properly trained to offer quality ministry, and that they are ministering with the full awareness and provision of Civil Air Patrol.

If the guidelines are not (or cannot) be met, the chaplain may be asked by some units to minister in a non-CAP clergy capacity. In that event, the chaplain may not wear the CAP or Air Force uniforms and may not represent their assistance to be provided by the Air Force Auxiliary, Civil Air Patrol Chaplain Corps.

CAP chaplains who are engaged in assisting the Air Force and other military will file an After Action Report following the activity. When the assignment is a continuing one, periodic after action reports are to be filed. Copies shall be provided to the chaplain's Unit Commander, Wing HC, Region HC, CAP NHQ/HCA, CAP/HCD and CAP/HC.

FOR THE COMMANDER:

A handwritten signature in cursive script, appearing to read "W. B. Woodard".

WHITWOODARD, Ch, Col, CAP
Chief of the Chaplain Corps