Character Development Instructor (CDI) Application Checklist

Qualifications needed for a CDI appointment:

____ 1. Completion of Training Leaders of Cadets and Basic Instructor Course

____ 2. Recommendation from a non-family, non-CAP member of his or her local community attesting that the member is morally and emotionally qualified to serve as a character development instructor. This letter will not come from the unit commander since the commander’s recommendation is implicit in the commander’s signature on the application.

Documents required with submission of CAP FORM 35A (CDI Application):

____ 1. Complete CAPF 35A with signatures of Squadron Commander, Wing Chaplain, Wing Commander, and Region Chaplain

____ 2. Documentation of completion of Training Leaders of Cadets and Basic Instructor Course

____ 3. Recommendation form or letter from a member of his or her local community

____ 4. Verification of CAP Senior Member Status

____ 5. Documentation that Level I courses (Foundations Course, Cadet Protection Program Training, Operations Security Awareness Training, Equal Opportunity Training, and Introduction to CAP Safety) have been completed

*** If Applicable ***

____ 6. Form 2 signed by Wing Commander (Region Commander when requesting rank of Lt Col) IF member is prior military and wants to retain their active-duty rank (See requirement #7)

____ 7. Copy of active duty or retiree identification card or retirement papers showing officer rank in addition to Form 2 (See requirement #6)

***   ***   ***

Region chaplains should submit completed application packages to:
NHQ/HCA
105 South Hansell Street, Building 714     - or -     chaplaincorps@capnhq.gov
Maxwell AFB, AL 36112