



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 265-1

3 APRIL 2015

### Chaplain Corps Activities

## THE CIVIL AIR PATROL CHAPLAIN CORPS

This regulation defines the mission, composition and organization of the Civil Air Patrol (CAP) Chaplain Corps and delineates responsibilities.

### SUMMARY OF CHANGES.

Restatement of the Chaplain Corps mission. Delete the use of supplementary clergy. (Section C.15.h). Character Development material must be approved by CAP Chief of Chaplains. Chaplains and CDI's must use approved Character Development material. Training requirements for CDI applications have been changed. Professional Development requirement for Senior Chaplain of the Year Award changed to Level IV. Professional Development recommendation for Wing Chaplains changed to Level III. Duties of the Chief of Chaplains defined more specifically. Duties of the Deputy Chiefs defined more specifically. Term limits for Wing Chaplains were deleted. The following sections were re-paragraphed with no changes unless indicated: Section B.3, Section B.4, Section B.5, Section B.6.c, Section B.8, Section B.9, Section B.11.c, Section C.14.b, Section C.15.a, Section C.15.b, Section C.15.e, and Section C.15.f. The following were changed from mandatory to goals: the submission of Chaplain Awards by Chaplains and Commanders, and the criteria for the selection of Wing and Region Chaplains. **Note: Shaded areas identify new or revised material.**

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## SECTION A - GENERAL PROVISIONS

### 1. Authority for Organization.

a. The CAP Chaplain Corps was organized with the guidance of the Air Force Chief of Chaplains in January 1950. Since that time, as a component of the Air Force Auxiliary, the CAP Chaplain Corps has partnered with the USAF Chaplain Corps. Though separate organizations, the CAP Chaplain program will be modeled after the USAF Chaplain Corps, as stated in the current Memorandum of Agreement between the CAP Chaplain Corps and the USAF Chaplain Corps.

b. Chapter 909 of Title 10, United States Code, Section 9446, states that, “The Secretary of the Air Force may use the services of Civil Air Patrol chaplains in support of the Air Force active duty and reserve component forces to the extent and under conditions that the Secretary determines appropriate.” Except for education waiver found in Section B paragraph 6.c.(4), the CAP Chaplain Corps will appoint chaplains who meet the same educational and professional standards as Air Force chaplains and provide similar training to prepare them for domestic, non-combat ministry.

### 2. Mission of the CAP Chaplain Corps.

As representatives of America’s religious community, the CAP Chaplain Corps:

a. Will provide resources and personnel to enable the free exercise of religion by CAP members.

b. Will promote the role of the CAP core values in all CAP activities through education, presence and advice.

c. Will respond to emergencies with skill and professionalism.

d. Will conduct themselves with compassion and respect toward all members of CAP.

## SECTION B - CHAPLAIN CORPS STANDARDS

### 3. Chaplains.

a. Religious bodies listed by the Department of Defense (DoD) Armed Forces Chaplains Board (AFCB) endorse or approve all CAP chaplains. Individuals endorsed as chaplains in the US Armed Forces need not obtain another endorsement to serve with CAP. Some endorsers may require a separate endorsement for active duty or reserve chaplains serving as CAP chaplains.

b. Chaplains use title and rank (Chaplain, Rank) in official correspondence. “Chaplain” is the proper term of address, regardless of rank.

c. Chaplains wear the Air Force style or CAP distinctive uniform with insignia appropriate to their distinctive faith group. When leading worship services, chaplains may also wear apparel consistent with their faith group tradition. However, distinctive clerical apparel (collars, crosses on chains, etc.) will not be worn with the Air Force style or CAP distinctive uniforms. Consult CAPM 39-1, *Civil Air Patrol Uniform Manual* for weight, grooming and hair standards.

d. Only appointed and endorsed chaplains are authorized to provide ministry as clergy within CAP. Clergy ministry includes: religious ministrations (worship services, baptisms, communion, and funerals); solemnizing of events; confidentiality and/or privileged communications.

e. When teaching Character Development to members, Chaplains will only use material approved by the CAP Chief of Chaplains and provided on-line through the National Headquarters website.

#### 4. Character Development Instructors.

a. CDIs are a part of the CAP Chaplain Corps and are appointed to provide character development instruction in the cadet program. CDIs will only use Character Development material approved by the CAP Chief of Chaplains and provided on-line through the National Headquarters website.

b. The CDI works under the direction of a chaplain designated by the wing chaplain.

c. Commanders will make character development instruction available during cadet meetings per guidance in CAPR 52-16 paragraph 1-7 d.

d. CDIs will not use the title "Chaplain" nor wear chaplain insignia. When duly appointed and upon completion of the Character Development Specialty track at the technician level, CDIs may wear the specialty badge.

e. When working under the guidance of a chaplain, CDIs may provide non-clergy support for chaplain professional ministry. CAP members may offer non-denominational prayers in the absence of a unit chaplain.

f. CAP members who are ordained ministers serving in the capacity of CDI are not granted confidentiality or privileged communication in CAP.

#### 5. Chaplain Corps Duty Restrictions.

a. Chaplains will not perform duties incompatible with their professional role. They are not required to conduct or take part in religious activities that conflict with their faith group doctrines or personal religious convictions.

b. Chaplains are not eligible to serve as a CAP commander, deputy commander, testing officer, or be designated as an investigating officer as prescribed by CAPR 123-2.

c. Chaplains who wish to engage in duties incompatible with their role as listed above must withdraw from the Chaplain Corps to do so. For those who have withdrawn, after 48 months, a chaplain must re-apply on a new Form 35 and obtain a current ecclesiastical endorsement.

d. Chaplains have rank without command; however, chaplains may exercise operational supervision over Chaplain Corps personnel and activities.

#### 6. Chaplain Appointment.

a. **Senior Membership.** As a prerequisite to appointment as a chaplain, an applicant must meet all requirements for senior membership (see CAPR 39-2, *Civil Air Patrol Membership*).

**b. Ecclesiastical Endorsement.** Chaplains will receive an ecclesiastical endorsement from a faith group listed by the Armed Forces Chaplains Board (AFCB) prior to appointment as a chaplain. Endorsements are valid until withdrawn or asked to be renewed by the individual endorser. Chaplains who change denominational affiliation must obtain a new endorsement. If a new endorsement or renewal is not obtained within 90 days, their chaplain status will be withdrawn. The endorsement shall certify that the applicant is:

- (1) A fully ordained or qualified clergy/religious professional of their faith group.
- (2) Actively engaged in or retired from a denominationally approved vocation.
- (3) Recommended as being spiritually, morally, intellectually and emotionally qualified to represent the applicant's religious body as a CAP chaplain.

**c. Formal Educational Requirements.** Chaplain applicants shall meet the educational requirements specified in DoD Instruction 1304.28 as follows:

(1) "The educationally qualified applicant shall possess a baccalaureate degree with not less than 120 semester hours (180 quarter hours) from a qualifying educational institution."

(2) "The educationally qualified applicant shall also possess a post-baccalaureate graduate degree in the field of theological or related studies from a qualifying educational institution. A qualifying graduate degree program shall require no fewer than 72 semester hours (108 quarter hours) of graduate-level work. Related studies may include graduate courses in pastoral counseling, social work, religious administration and similar disciplines when one-half of the earned graduate credits include topics in general religion, world religions, the practice of religion, theology, religious philosophy, religious ethics and/or the foundational writings from the applicant's religious tradition."

(3) "A qualifying educational institution is an accredited college, university, or school of theology listed in the current edition of the American Council on Education (ACE), Accredited Institutions of Post-secondary Education and relevant ACE supplements to that publication (Reference (e)), or any unaccredited institution that meets the requirements of subparagraphs 6.2.1 through 6.2.4."

(4) The Chief of the Chaplain Corps (CAP/HC) may grant a waiver to those who do not meet the graduate study requirement providing they meet all other requirements and present valid documentation of at least 5 years of full time ministry experience as a pastor within their denomination.

(5) All other exceptions to the educational qualifications of a chaplain applicant shall be determined in accordance with DoD Instruction 1304.28.

**d. Appointment Procedure**

(1) Wing chaplains serve as the point of contact for all Chaplain Corps appointments within their wing. Clergy desiring to be appointed as a CAP chaplain must provide the following to the wing chaplain, except where noted:

(a) A fully completed CAPF 35, *CAP Chaplain Application*, signed by the unit commander where the applicant will be assigned.

(b) Verification of CAP Senior Member status.

(c) Documentation that all portions of Level I have been completed.

(d) A copy of ordination certificate or appropriate documentation.

(e) An official transcript or transcripts of each required degree showing the name and location of the institution or institutions that awarded the degree. (Note: This documentation must come in a sealed envelope sent directly to NHQ from the educational institution.) The highest degree earned must have been earned at a college, university or seminary listed in the current edition of Accredited Institutions of Postsecondary Education published by the American Council on Education. This comprehensive publication compiles information from all of the recognized accrediting institutions (both secular and religious) that are certified by ACE as legitimate and competent.

(f) An ecclesiastical endorsement (DD Form 2088 preferred) or letter of endorsement from an endorser listed by the Department of Defense Armed Forces Chaplains Board. (Note: This document will be sent directly to NHQ) A current register of listed endorsers can be found online at: <http://prhome.defense.gov/RFM/MPP/AFCB/Endorsements>.

(2) The wing chaplain assembles all documentation required for appointment, except the ecclesiastical endorsement and transcripts. The wing chaplain will conduct an interview with the chaplain candidate. The interview will seek to determine the candidate's understanding of the role of a CAP Chaplain and ascertain their willingness to work in a pluralistic environment. The wing chaplain and the wing commander sign the CAPF 35 if warranted. The application package is forwarded to the region chaplain for region approval and subsequent transmission to NHQ/HCA for final approval by the Chief of the Chaplain Corps (CAP/HC). Upon appointment NHQ/HCA will issue a certificate of appointment.

(3) After the appointment, the NHQ/HCA notifies the region chaplain, wing chaplain, region commander, wing commander and ecclesiastical endorsing agent of the appointment.

## 7. Character Development Instructor Appointment.

a. A senior member who has completed Level I may apply to become a CDI. He/she should submit a CAPF 35a, *Character Development Instructor Application*, along with the appropriate documentation and a letter of recommendation (as outlined below) to the wing chaplain for verification of the following requirements:

(1) The applicant will have completed the following Civil Air Patrol training before submitting an application package:

(a) Training Leaders of Cadets

(b) Basic Instructor Course

(2) The applicant has a letter of recommendation from a 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.

b. The wing chaplain completes an interview which will seek to determine the candidate's understanding of the role of a character development instructor and ascertain their willingness to work in a pluralistic environment. The wing chaplain and the wing commander sign the CAPF

35a, if warranted, and forward the application package including the supporting documentation to the region chaplain for region approval and subsequent transmission to NHQ/HCA for final approval by CAP/HC.

c. After the appointment, the NHQ/HCA notifies the region chaplain, wing chaplain, region commander, wing commander and unit commander of the appointment.

d. Unless currently serving in a higher grade, in which case the higher grade will be maintained, a CDI is initially appointed in the grade of second lieutenant and enrolled in the CAP 225 Specialty Track.

## **8. Chaplain Corps Statistical Reports.**

a. Each chaplain and CDI is required to submit a semi-annual activity/statistical report using the online Chaplain Corps reporting system in eServices.

b. Chaplain Corps statistical reports will cover the period of 1 January through 30 June or 1 July through 31 December of each year.

c. Reports will be submitted no later than the 10th day after the end of the reporting period.

d. No later than the 15th day following the end of the reporting period, the wing chaplain (or region chaplain for the region headquarters) will generate a Submissions Report to determine which of the wing's/region's Chaplain Corps members have not met the reporting requirement for the current reporting period.

e. The Secretary of the Chaplain Corps Executive Council will generate the Submissions Report for Chaplain Corps members assigned to NHQ.

f. Wing/region chaplains will notify their respective commanders of those Chaplain Corps members within their command who have not met the semi-annual reporting requirement.

g. Chaplains and CDIs who are delinquent in filing their semi-annual report are not eligible for Chaplain Corps recognition or awards.

## **9. Religious Interview Guide, CAPF 48.**

a. Chaplains must inform CAP members their information is voluntary.

b. When completed, chaplains will maintain a CAPF 48 on each unit member in a locked file or in a secure electronic file that is password protected.

c. When a member leaves the unit, the member's Form 48 will be destroyed by burning or shredding and/or deletion from secure electronic files.

d. When the chaplain leaves the unit, all completed CAPFs 48 will be destroyed in the same manner.

**10. Chaplain Corps Rosters.** NHQ/HCA will send the following quarterly rosters to the Chaplain Corps Executive Council (CCEC), region and wing chaplains. Region and wing chaplains will review these reports for accuracy and report discrepancies in writing to NHQ/HCA.

**a. Professional Development Report (PDR).** An alphabetical listing of all CAP chaplains and CDIs assigned to each wing. This report will contain data on the level of training each CAP chaplain and CDI has achieved and is available under Member Reports in eServices.

**b. Duty Assignment Report.** An alphabetical listing of all CAP chaplains and CDIs assigned to each wing indicating the member's renewal date. This report is available under Member Reports in eServices.

**c. Chaplain Senior Personnel Directory.** A listing of all CCEC members, CCAC members, region chaplains and wing chaplains.

**11. Chaplain Corps Awards.** The Deputy Chief of the Chaplain Corps (CAP/HCD) serves as the coordinator for all Chaplain Corps national awards and receives all nominations. The CCEC will determine final approval for the award. CAPP 221, *The CAP Chaplain-Specialty Track Study Guide*, describes these awards in detail.

**a. National Senior Chaplain of the Year Award.** This award is given for outstanding leadership ministry at region, wing and group levels. Commanders or chaplains at the wing level or above are encouraged to make nominations of qualified chaplains. Nominees must be at least a major, have been a CAP chaplain for a minimum of 5 years and completed Level IV of the senior member professional development program. Nominations should be submitted to each region in sufficient time to comply with region award requirements. Nominations will include at least a one-page narrative justification for the award. Persons who are selected as the Region Senior Chaplain of the Year become the nominee for the national award.

**b. National Squadron Chaplain of the Year Award.** This award is given for outstanding chaplain ministry at the squadron level. Each wing commander in cooperation with the wing chaplain may submit a squadron chaplain as a nominee for the Region Squadron Chaplain of the Year Award. Wing chaplains are to ensure the nomination complies with region award requirements. In addition, candidates must have served at least three years as chaplains with completion of Level II of the senior member professional development program. All nominations will include a one-page narrative justification. The person selected as the Region Squadron Chaplain of the Year will become the region's nominee for the national award. The region commander will ensure a region nomination is submitted for the national award.

**c. National Character Development Instructor of the Year.**

(1) Wing and region commanders may nominate candidates for Character Development Instructor of the Year. Wing commanders are nominating officials and the CCEC makes the selection from among qualified candidates.

(2) This award will be presented to a CDI who is enrolled in the designated 225 Specialty Track and has demonstrated the highest level of excellence in character development for cadets.

(3) Wings and regions have the option of offering awards for outstanding leadership in the character development program. Those recognitions can be made using the criteria established in the respective wing or region. Though nominations for the national award are not restricted to Region Character Development Instructors of the Year, region winners will be considered nominees for the national award.

**d. Submitting Awards.** Nominations for these awards will be sent to the Deputy Chief of the Chaplain Corps for Professional Development not later than 15 March. Nominations will include a one page narrative stating justification for the award. The recipient of each award will be presented with a plaque at the awards ceremony at the annual National Conference.

**e. The Military Chaplains Association Award for Distinguished Service.** This award will be presented annually for distinguished service to a CAP chaplain who is a member of the Military Chaplains Association selected by the CCEC. The Military Chaplains Association (MCA) at their annual national institute will present the award.

**f. Perpetual Plaques.** Appropriate plaques will be on display at National Headquarters to show past and present recipients of the four awards described above.

## SECTION C - CAP CHAPLAIN CORPS TRAINING AND STRUCTURE

**12. Chaplain Specialty Track Training.** The CCEC recommends to the Educational Programs Director the criteria for the Chaplain Corps specialty track. Upon appointment, chaplains are to follow the requirements of the *221 Chaplain Specialty Track*.

**a. Testing.** Courses and tests are taken on-line through the Learning Management System found on the individual's eServices page. The minimum passing score for these exams is 90%. The successful passing of each exam will be posted in eServices and a certificate of completion is available for print. A printed certificate should be placed in the chaplain's personnel file.

**b. CAPP 221A.** All chaplains must complete the CAPP 221A test to be awarded a technician rating in the *221 Chaplain Specialty Track*. This course no longer substitutes for SLS.

**c. CAPP 221B.** All chaplains must complete the CAPP 221B test to be awarded the senior rating in the *221 Chaplain Specialty Track*. This course no longer substitutes for CLC.

**d. CAPP 221C.** All chaplains must complete the CAPP 221C test to be awarded the master rating in the *221 Chaplain Specialty Track*.

**13. CDI Specialty Track Training and Promotions.** Upon appointment, Character Development Instructors are enrolled in specialty track 225.

**14. Chaplain Corps Training.** Region and wing chaplains are required to conduct professional training for Chaplain Corps personnel.

**a. Wing Chaplain Conferences.** Each wing chaplain is required to provide a training conference for all chaplains and CDIs assigned to their wing at least once every 2 years. It is recommended that these meetings be held in conjunction with scheduled annual wing conferences.

**b. Chaplain Corps Region Staff College.**

(1) Each region chaplain will conduct a Chaplain Corps Region Staff College (CCRSC). Requirements for each CCRSC are listed in CAPR 50-17, *CAP Senior Member Professional Development Program*, Chapter 6. These colleges are the primary continuing education programs for all Chaplain Corps personnel.

(2) The Deputy Chief of the Chaplain Corps (CAP/HCD) is the Dean of all CCRSCs. Curricula and schedules are to be submitted by the region chaplain to the region commander and the CAP/HCD at least 90 days in advance of the CCRSC.

(3) When the curriculum has been approved by the CAP/HCD and National Headquarters Professional Development, funding will be requested by the NHQ Chaplain Corps Program Administrator (NHQ/HCA).

(4) Chaplains and character development instructors must attend two CCRSCs within a 5-year period to be credited with completing a regular Region Staff College as defined in CAPR 50-17, Chapter 6.

(5) Region chaplains will ensure each person who completes a CCRSC is presented the appropriate national certificate (CAPC 21, *Chaplain Corps Region Staff College*). The certificate may also serve as documentation for continuing education units.

(6) Region chaplains will submit a final report to the CAP/HCD within 30 days of the completion of the college. This report will show participant names, actual curriculum followed, names of all college resource persons and an analysis of college expenses. The CAP/HCD will then forward the list of participants to the NHQ/HCA who will ensure the participants are properly recorded in the Senior Member Professional Development database.

**15. CAP Chaplain Corps Structure.** Chaplains at every level of command serve on the commander's staff as the commander's advisor on spiritual needs, religious requirements and ethical issues as they impact the mission, quality of life and First Amendment rights for CAP members.

**a. Chief of the Chaplain Corps (CAP/HC).**

(1) The CAP National Commander appoints the Chief of the Chaplain Corps from the ranks of experienced CAP chaplains.

(2) The Chief of the Chaplain Corps responsibilities include:

(a) overseeing all Chaplain Corps policies and activities,

(b) advising the National Commander on ethical and Chaplain Corps issues,

(c) advising the CAP Senior Advisory Group (CSAG) and CAP Command Council on matters of religion, morals and well-being of personnel,

(d) providing training, materials and personnel for Character Development,

- (e) representing the Chaplain Corps in CAP meetings, conferences and non-CAP settings,
- (f) developing Chaplain Corps continuing education,
- (g) developing training requirements and procedures for Chaplain Corps Emergency Services support,
- (h) overseeing the Chaplain Budget at NHQ,
- (i) establishing avenues to support and receive support from the Air Force,
- (j) appointing Chaplains and CDI's,
- (k) recommending updates and changes to Chaplain regulations,
- (l) updating Chaplain pamphlets, forms and other documents,
- (m) supporting Chaplain Corps recruiting,
- (n) selecting Chaplain and CDI awards,
- (o) providing pastoral ministry to members of CAP,
- (p) serving as a director on the National Staff.

(3) To be considered for chief, each candidate should have prior experience as a region chaplain or deputy region chaplain, be active in the CAP Chaplain Corps for at least ten consecutive years prior to appointment and have achieved Level V in the Senior Member Professional Development Program.

(4) The CAP/HC serves as the chairperson of the CCAC and CCEC.

**b. Deputy Chiefs of the Chaplain Corps (CAP/HCD).**

(1) The Deputy Chiefs of the Chaplain Corps are appointed by the Chief of the Chaplain Corps and serve at the discretion of the CAP/HC.

(2) One deputy will serve as the Dean of the Chaplain Corps Region Staff Colleges,

Duties include:

- (a) Approving the curriculum of each Chaplain Corps Region Staff College,
- (b) Exploring ways to increase the impact of the colleges on the missions and purposes of the Chaplain Corps,
- (c) Other duties that are assigned by the Chief of Chaplains.

(3) If another deputy is selected, one deputy may serve as the Deputy Chief for Administration.

Duties include:

- (a) Giving oversight to the MSA program (Section E),
- (b) Other duties that are assigned by the Chief of Chaplains.

(4) To be considered for deputy chief, each candidate should have prior experience as a wing or region chaplain, be active in the CAP Chaplain Corps for at least ten consecutive years prior to appointment and have achieved Level V in the Senior Member Professional Development Program.

**c. Secretary of the CCEC and CCAC.** The Secretary is appointed by the Chief of the Chaplain Corps and provides administrative support for the Chaplain Corps Advisory and Executive Councils, as directed by CAP/HC.

**d. Chief Emeritus.** The Chief Emeritus is the immediate past Chief of the Chaplain Corps or the most immediate past Chief who is still living. The Chief Emeritus provides continuity on past Chaplain Corps policies and activities as well as serving on the Chaplain Corps Advisory and Executive Councils.

**e. Region Chaplains.**

(1) Each region commander will appoint a region chaplain to oversee the region Chaplain Corps program.

(2) To ensure compliance with chaplain standards, the Chief of the Chaplain Corps serves as advisor to each region commander for the appointment of a new region chaplain.

(3) All region chaplains are members of the CCAC and are expected to attend the annual CCAC meeting in conjunction with the annual National Conference.

(4) To be considered for region chaplain, each candidate should have prior experience as a wing chaplain or on region chaplain staff, be active in the CAP Chaplain Corps for at least five consecutive years prior to appointment and achieved Level IV in the Senior Member Professional Development Program.

(5) Region chaplains are required to live in the region they are serving. Region chaplains will provide guidance to wing chaplains in implementing Chaplain Corps policies and programs.

(6) The term of office will not exceed six years. The Chief of Chaplains may extend the region chaplain for an additional one year with the concurrence of the region commander, should a qualified replacement not be available at the end of the maximum six year term.

(7) Additional duties of the region chaplain are defined in the following paragraphs: B.6.d.(2), B.8.f, C.14.b, C.15.i.

**f. Wing Chaplain.**

(1) Each CAP wing commander will appoint a wing chaplain to oversee the wing Chaplain Corps program.

(2) Wing chaplains will hold a chaplain/CDI training conference at least once every two years preferably during a wing conference.

(3) To ensure compliance with chaplain standards, the region chaplain will serve as an advisor to each wing commander for the appointment of a new wing chaplain.

(4) Wing chaplains should have prior experience as a unit chaplain, be active in the CAP Chaplain Corps for at least two consecutive years prior to appointment and achieved Level III in the Senior Member Professional Development Program.

(5) Wing chaplains will provide guidance to group, squadron and flight chaplains in implementing Chaplain Corps policies and programs within the wing.

(6) Additional duties of the wing chaplain are defined in the following paragraphs: B.6.d.(1), B.6.d.(2), B.7.a, B.7.b, B.8.f, B.11.b, C.14.a, E.20.d.(2).

**g. Chaplain Emeritus.** Region and wing commanders may appoint an outgoing region or wing chaplain as Chaplain Emeritus. The Chaplain Emeritus continues to be assigned to the region or wing while serving as an advisor. Upon request by a commander, a Chaplain Emeritus may return to service.

**h. Chaplain Corps Advisory Council.** The Chaplain Corps Advisory Council (CCAC) will make recommendations to the National Commander on matters pertaining to the CAP Chaplain Corps. Membership is as follows:

(1) Chief of the Chaplain Corps, chairman.

(2) Deputy Chiefs of the Chaplain Corps, with the HCD for Professional Development as Vice Chairman.

(3) Secretary.

(4) Chief Emeritus.

(5) Region chaplain from each region.

(6) NHQ Chaplain Corps Program Administrator (non-voting).

(7) Appointees. With the concurrence of the council, the Chief of the Chaplain Corps may appoint a senior chaplain of a faith group not represented on the CCAC. This major faith group representative will meet the same requirements for appointment as region chaplains. The Chief of the Chaplain Corps may also appoint Chaplains and CDIs as chairpersons of task forces, special advisors and other leaders to facilitate and enable the Chaplain Corps program.

**i. The Chaplain Corps Executive Council.** The Chaplain Corps Executive Council (CCEC) serves as the CCAC working body. Membership is as follows:

(1) Chief of the Chaplain Corps, chairman.

(2) Deputy Chiefs of the Chaplain Corps, with the HCD for Professional Development as Vice Chairman.

(3) Secretary.

(4) Chief Emeritus.

(5) NHQ Chaplain Corps Program Administrator (non-voting).

(6) Designated special assistants to the Chief of Chaplains.

## SECTION D – THE CHAPLAIN CORPS PROGRAM

**16. Scope.** CAP chaplains provide CAP and USAF (including ANG and AFRES) members with:

a. Opportunities for worship, liturgies, rites and ceremonies that enable them to exercise their faith and fulfill their religious requirements.

b. Spiritual resources and religious programs that serve the educational, humanitarian and personal needs of the CAP community and individuals.

c. 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.

**17. Confidentiality.** In compliance with privileged communication standards, each chaplain will be provided, where possible, private office space with locked storage for confidential files (CAPF 48) in order to hold counseling sessions.

a. Chaplains and CDIs will comply with the reporting requirements of CAPR 52-10, *CAP Cadet Protection Policy*.

b. In all other cases, chaplains will, at a minimum, seek the advice of a duly appointed currently serving CAP legal officer before making any disclosure of information confided in a private setting.

c. Only CAP chaplains have **privileged communication** under this regulation. CAP members who are ordained ministers serving in the capacity of CDI are not granted confidentiality or privileged communication in CAP under this regulation. CDIs will brief anyone wishing to talk with them in confidence that they are not serving as a chaplain and are not protected by **privileged communication**.

**18. Religious Organizations Support.** The CAP Chaplain Corps appreciates support received from local congregations and other religious organizations that allow their clergy to participate in the CAP ministry. A Certificate of Partnership is available from the NHQ/HCA to recognize the contribution congregations make to CAP. Chaplains and CDIs may request this certification by writing directly to NHQ/HCA. It is desired that a senior chaplain (CAP/HC, region or wing chaplain), wing commander or wing commander designee present this certificate.

## SECTION E – AIR FORCE ASSIGNED MISSIONS

CAP chaplains may perform Air Force Assigned Missions (AFAM) in accordance with the guidance in AFI 10-2701, Table 2.1. This AFI is available on the CAP publications webpage at: [http://capmembers.com/forms\\_publications\\_regulations/other-publications-1709/](http://capmembers.com/forms_publications_regulations/other-publications-1709/). When called upon or given the opportunity to provide chaplain services on an AFAM as a CAP chaplain, the following criteria will apply:

### 19. Criteria Mandated by the Air Force Chaplain Corps.

a. 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 **AF** chaplain qualifications. **CAP chaplains** must meet all ecclesiastical, educational and professional standards for the AF chaplains while **performing chaplain duties on an AFAM**.

**b.** This means that to provide chaplain support for the Air Force, a chaplain must meet 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.

**c.** All CAP Chaplain Corps assistance will utilize only those chaplains who conform to the weight and grooming standards specified in CAPM 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.

**d.** AFI 10-2701, *Organization and Function of the Civil Air Patrol*, states that CAP may provide chaplain support to the Air Force active duty, Reserve or Guard units as set forth in AFI 52-101, *Planning and Organizing*. CAP may also provide support to other DoD and federal agencies in accordance with AFI 10-2701. Requests for CAP support as an AFAM will be submitted to the CAP-USAF Commander (CC) or Air Component Commander, as appropriate, through the CAP National Operations Center (NOC) [see AFI 10-2701, Table 2.1]. For AFAM requests in support of single, isolated, limited scope events, such as a temporary augmentation of an AF wing chaplain staff, the CAP-USAF/CC, or designee, is the approval authority. For all other instances, the appropriate Numbered Air Force is the approval authority. The requesting USAF wing chaplain will validate the request by submitting a formal request to the approval authority through the CAP NOC.

## **20. Criteria Mandated By the Civil Air Patrol Chaplain Corps.**

**a.** 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.

**b.** CAP chaplains must complete CAPP 221A and senior member Level II to become eligible to provide Chaplain Corps assistance to any military unit. For Emergency Services missions the CAP chaplain must also be a mission chaplain.

**c.** AFAM requests in support of single isolated, limited-scope events, such as a temporary augmentation of an AF wing chaplain staff MUST be approved in writing by the Chief of the CAP Chaplain Corps (CAP/HC). The CAP NOC will coordinate with CAP/HC or CAP/HCD before approval is granted.

**d.** 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 and listing the dates of the requested service and a brief description of the duties that are requested (see sample at attachment 1). The letter is to be addressed to the CAP NOC and the Deputy Chief of the CAP Chaplain Corps (CAP/HCD) with a copy to the

CAP/HC and NHQ/HCA. This letter is uploaded by the requesting CAP wing HQ into Web Mission Information Reporting System (WMIRS) for approval as an AFAM.

(3) The requesting CAP wing will submit to CAP/HCD, in writing, the name of the preferred chaplain to assign to the activity. CAP/HCD will validate the requested chaplain's qualifications for service and send to CAP/HC for final approval. **Note: It is possible that CAP-USAF can approve a request for chaplain support as an AFAM, but that the chaplain requested may not be approved by CAP/HC. In that case, the mission approval stands but another CAP chaplain is nominated for assignment to CAP/HCD.**

(4) The Deputy Chief of Chaplains 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 in CAPM 39-1.

(e) Verify that the chaplain is familiar with the proper wear of the Air Force style uniforms.

(f) Verify that the chaplain is medically and physically capable of performing the duties expected of him/her so as not to jeopardize his/her health. This is particularly crucial with the chaplain services requested include participation in the field and in situations demanding physical exertion.

(g) Request a Military Support Authorization (MSA) be issued through the appropriate CAP-USAF channel. No ministry to or with the military is authorized or may commence without an MSA specific to the assignment. Issuance of an MSA by itself does not signify mission approval as an AFAM.

(h) Issue a written approval to the chaplain who is requested to provide chaplain services. Copies to the wing chaplain, region chaplain, the NHQ/HCA and the CAP/HC. This will not be done until the AFAM is approved in WMIRS.

e. All of the above procedures are 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 AFAM guidelines must do so immediately to continue.

f. These guidelines are established to assure the Air Force 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.

g. 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 corporate or Air Force style uniforms and may not represent their assistance as being provided by the Air Force Auxiliary, Civil Air Patrol Chaplain Corps. Additionally, AFAM status will not

be granted and the chaplain WILL NOT be covered under FTCA/FICA or CAP insurance coverage.

**h.** CAP chaplains who are engaged in assisting the Air Force 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 commander, wing HC, region HC, NHQ/HCA, CAP/HCD and CAP/HC.

JOSEPH R. VAZQUEZ  
Major General, CAP  
Commander

**ATTACHMENT 1 - REQUESTING CHAPLAIN SERVICES****SAMPLE**

## REQUESTING UNIT LETTERHEAD

DATE

MEMORANDUM FOR CAP/NATIONAL OPERATIONS CENTER and HCD thru CH (LT COL) JOHN SMITH, CAP, ALABAMA WING CHAPLAIN

FROM: CH (MAJ) JANE DOE, USAF, 123rd AW CHAPLAIN

SUBJECT: REQUEST FOR CAP CHAPLAIN SUPPORT

1. I would like to request assignment of a Civil Air Patrol chaplain to augment base chaplain services with the 123rd AW at (insert base/post name) Air Force Base, Alabama. The nature of support is in providing pastoral care, comfort and guidance to service members and their families through our chapel. Request approval as an Air Force authorized mission (AFAM) in accordance with the provisions of AFI 52-101, *Planning and Organizing*, and AFI 10-2701, *Organization and Function of the Civil Air Patrol*.
2. Support is requested for the period beginning (insert date) through (insert date). If approved, our office will work with the CAP wing chaplain to secure a suitable CAP chaplain and obtain necessary base credentials for the chaplain assigned, such as a military support authorization (MSA) and inclusion on the base entry access list (EAL).
3. If you have any questions concerning this request, please contact me at (insert contact information).

JANE DOE, CH (Major), USAF  
Wing Chaplain

CC: CAP/HC  
NHQ/HCA