



# CAP REGULATION 80-1

1 June 2024

Chaplain Corps

## 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. Commanders have the overall responsibility for compliance with the procedures outlined in this regulation. This regulation is applicable to all CAP units.

### SUMMARY OF CHANGES.

This document restores all references to the Civil Air Patrol Chaplain Corps Activity Reporting System (CAPCCARS) used for statistics which is reinstated. Chaplains and Character Development Instructors will begin using CAPCCARS immediately. Reports will be generated and submitted every 6 months by the Wing and Region Chaplains to the National Character Development Instructor

Table of Contents	Pages
1. Overview .....	2
2. Roles and Responsibilities. ....	2
3. Waivers.....	3
4. Operating Instructions and Supplements to this Regulation.....	3
5. Mission of the Chaplain Corps.....	3
6. Chaplain Corps Standards and Appointment. ....	4
7. Character Development Instructor Appointment. ....	9
8. Chaplain Corps Rosters.....	10
9. Chaplain Corps Reporting.....	10
10. Chaplain Corps Awards.....	11
11. Specialty Track Training. ....	12
12. Chaplain Corps Training.....	12
13. Chaplain Corps Structure.....	13
14. Compliance with State and CAP Requirements Regarding Counseling. ....	13
15. Air Force Assigned Missions. ....	13
Attachment 1 Compliance Elements.....	16
Attachment 2 Reporting and Due Dates Prescribed in this Regulation .....	17
Attachment 3 Requesting Chaplain Services Example .....	18
Attachment 4 Format for Requesting Change in Ecclesiastical Endorsement.....	21
Attachment 5 CAP Chaplain Corps Position Descriptions .....	22
Attachment 6 Application Procedures and Forms .....	31

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Distribution: [http://www.capmembers.com/forms\\_publications\\_regulations](http://www.capmembers.com/forms_publications_regulations) Pages: 32 the extent and under conditions that the Secretary determines appropriate." Except for the education waiver found in paragraph 6.4.4, the CAP Chaplain Corps appoints chaplains who meet the same educational and

professional standards as all chaplains in the Department of the Air Force and provide similar training to prepare them for domestic, noncombat ministry.

## 1. Overview

The CAP Chaplain Corps was organized under the guidance of the Air Force Chief of Chaplains by CAP General Order 350 on 4 April 1950. Since that time, as a component of the Air Force Auxiliary, the CAP Chaplain Corps has partnered with and modeled itself after the USAF Chaplain Corps. Chapter 909 of Title 10, United States Code, Section 9446 states, "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

## 2. Roles and Responsibilities.

- 2.1. National Commander. The National Commander ensures that CAP accomplishes its Chaplain Corps mission.
- 2.2. National Headquarters. The National Chaplain Corps staff is the office of primary responsibility for the Chaplain Corps program and the overall focal point for program implementation and Chaplain Corps management. CAP/HCA provides Chaplain Corps administrative support as a Civil Air Patrol corporate employee.
- 2.3. Region Headquarters. Region commanders, assisted by the Region Chaplain and Character Development Instructor (CDI), approve all Region Chaplain Corps activities, ensure the wings under their command operate in accordance with this regulation, and assist wings in improving their Chaplain Corps programs.
- 2.4. Wing Headquarters. Wing commanders, assisted by the Wing chaplain or CDI, approve all wing Chaplain Corps activities, ensure that subordinate units under their command operate in accordance with this regulation, and assist subordinate units in improving their Chaplain Corps programs. Refer to Attachment 5, 1.10 and 2.3 for a detailed listing of wing chaplain and wing CDI responsibilities.
- 2.5. Group Headquarters (as applicable). Group commanders, assisted by the group chaplain or CDI, approve all Chaplain Corps activities, ensure that squadrons under their command operate in accordance with this regulation, and assist squadrons in improving their Chaplain Corps programs.
- 2.6. Squadrons. Squadron commanders ensure their unit is staffed with qualified chaplain and/or CDI personnel. Squadron commanders, assisted by their squadron chaplains and CDIs, approve all squadron Chaplain Corps activities and ensure the squadron operates in accordance with this regulation.
- 2.7. Chaplains (HC). Chaplains are at every level: squadron, group, wing, region, and national. At all levels, chaplains are their commander's main point of contact and primary resource for accomplishing the Chaplain Corps mission. Chaplains interact and coordinate with other chaplains and CDIs at the organizational level above and below them to ensure that the Chaplain Corps mission is being accomplished. Chaplain standards and appointment procedures are listed in Paragraph 6 of this regulation and in CAPR 80-1(I), *Organization of Civil Air Patrol*.
- 2.8. Character Development Instructors (CDI). CDIs work to ensure that core values and character education is promoted in their units. CDIs at all levels perform their assigned duties and coordinate with chaplains and other CDIs at the organizational level above and below them to support their chaplain to help ensure accomplishment of the Chaplain Corps mission. At all levels CDIs may be assigned to work specific non-clergy Chaplain Corps tasks and functional

areas. At the wing, region, and national levels, the commander may select a CDI to serve on their staff. Refer to Section 7 of this regulation and CAPR 80-1 for a listing of CDI responsibilities and appointment procedures. All CDI duty assignments are submitted through the Chaplain Corps Administrator (HCA).

### 3. **Waivers.**

CAP/HC is the waiver authority for this regulation. Submit waiver requests through command channels to CAP/HC. Waivers pertaining to Air Force Assigned Missions shall be coordinated through the respective CAP-USAF liaison region commander and CAP/DO.

### 4. **Operating Instructions and Supplements to this Regulation.**

Supplements and operating instructions (OIs) will not ordinarily be permitted. By minimizing the number of supplements and OIs, CAP pursues a common standard of excellence and set of requirements while keeping the program easy for local leaders to administer. In the rare instance when a supplement or OI is necessary for mission success, the wing commander submits the draft publication to CAP/HC for approval, through command channels. Supplements or OIs pertaining to Air Force Assigned Missions require CAP-USAF Liaison Region coordination and CAP-USAF/CC approval.

### 5. **Mission of the Chaplain Corps.**

Chaplains are representatives of America's religious communities; CDIs assist with the non-religious aspects of the Chaplain Corps. In accordance with its founding general order, the CAP Chaplain Corps:

- 5.1. Will provide resources and personnel to enable the free exercise of religion by CAP members.
- 5.2. Will promote the role of the CAP core values in all CAP activities through education, presence, and advice.
- 5.3. Will respond to emergencies with skill and professionalism.
- 5.4. Will conduct themselves with compassion and respect toward all members of CAP.
- 5.5. Will 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. Will 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. When the character, ethics, or core values training is presented as part of the Senior Member Education and Training program, it will be taught by a Volunteer University instructor. When possible, the instructor for character, ethics, or core values training presented as part of the Senior Member Education and Training Program will also be a chaplain or CDI.

- 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. The Chaplain Corps 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. The Chaplain Corps 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.

## 6. Chaplain Corps Standards and Appointment.

### 6.1. Chaplains.

- 6.1.1. Each CAP chaplain must be endorsed by a religious body listed by the Department of Defense (DoD) Armed Forces Chaplains Board (AFCB).
- 6.1.2. Chaplains use title and grade (Chaplain, Grade) in official correspondence. "Chaplain" or official denominational title is the proper term of address, regardless of grade.
- 6.1.3. 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, with the exception of an approved clerical stole, distinctive clerical apparel (collars, crosses on chains, etc.) will not be worn with the Air Force style or CAP distinctive uniforms unless in accordance with CAPR 39-1, *Civil Air Patrol Uniform Regulation*. Consult this manual for weight, grooming, hair standards, and the process for uniform waiver requests for religious accommodation.
- 6.1.4. Only chaplains are authorized to preside over ministry as clergy within CAP. Clergy ministry includes religious ministrations (worship services, baptisms, communion, and funerals) and solemnizing of events. Any CAP member may assist a chaplain with ancillary duties under a chaplain's direction or publicly offer non-denominational prayers when directed to do so by the unit commander, chaplain, or activity director.
- 6.1.5. When facilitating Character Development forums, chaplains will only use material approved by the CAP Chief of Chaplains (CAP/HC) and provided online through the National Headquarters website. The authorized lesson plans for monthly character forums are available on the CAP cadet program website or in the AXIS learning module on eServices.
- 6.1.6. Privileged communication is not bestowed by CAP. It falls under the laws of each state. CAP members who enjoy privileged communication under the laws of their respective states continue to do so regardless of their role in CAP. CAP chaplains acting under the authority of an Air Force Assigned Mission (AFAM) to support Department of Defense personnel have privileged communication equivalent to their Air Force counterparts. (See AFI 52101, *Planning and Organizing*, Chapter 5.

## 6.2. Character Development Instructors.

- 6.2.1. CDIs are a part of the CAP Chaplain Corps and are appointed to provide character development instruction to CAP members and other duties which may be assigned by their supervisor. CDIs will only use Character Development material approved by the CAP/HC and provided online through the National Headquarters website. For cadet character forum lesson plans see:  
<https://www.gocivilairpatrol.com/programs/cadets/library/character>.
- 6.2.2. CDIs may also receive training to serve as part of the CAP Emergency Services mission and may serve as Chaplain Support Team members.
- 6.2.3. CDIs are also encouraged to develop and utilize the concept of the Chaplain Support Team (CST; a chaplain with a CDI as a team) in all activities.
- 6.2.4. A CDI may be assigned as an advisor to a chaplain at any level to help provide CDI training and perform other duties.
- 6.2.5. The CDI works for their commander under the guidance of a chaplain designated by the wing chaplain. In the absence of a wing chaplain, the Region Chaplain will make the designation.
- 6.2.6. CDIs will not use the title "Chaplain" nor wear chaplain insignia.
- 6.2.7. When duly appointed and upon completion of the Character Development Instructor specialty track (CAPP 40-80), CDIs may wear the specialty badge, beginning with the completion of the Technician level.
- 6.2.8. When working under the guidance of a chaplain, CDIs may provide non-clergy support to CAP members for Chaplain Corps duties.

## 6.3. Chaplain Duty Restrictions.

- 6.3.1. 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.
- 6.3.2. Chaplains are not eligible to serve as a CAP commander, deputy commander, testing officer, inspector general, or be designated as an investigating officer. Chaplains may serve as inspectors on an inspection team and assist with promotion boards.
- 6.3.3. Chaplains cannot exercise command; however, they may exercise operational supervision over Chaplain Corps personnel and activities.
- 6.3.4. Chaplain Withdrawal for Duties Incompatible with Chaplaincy.
  - 6.3.4.1. Chaplains who wish to engage in duties incompatible with their role as listed above must:
    - 6.3.4.1.1. Notify the Chief of the Chaplain Corps in writing describing the reason for withdrawing.
    - 6.3.4.1.2. Inform their endorsing agent that they are no longer functioning as a Chaplain.
    - 6.3.4.1.3. Remove their Chaplain Occupation badge from all uniforms.
  - 6.3.4.2. Upon receiving such a request, the Chief of the Chaplain Corps will:
    - 6.3.4.2.1. Issue a letter to the requester affirming the Chief's acceptance of the request.

- 6.3.4.2.2. Inform NHQ Personnel to remove the requester from the Chaplain duty assignment
- 6.3.4.2.3. Remove the requester's name from all Chaplain duty rosters.
- 6.3.4.2.4. Inform all the supervisory Chaplain Corps personnel in the member's reporting structure of the requester's removal from Chaplain duties.
- 6.3.4.2.5. Make all necessary changes in the Chief of the Chaplain Corps office regarding the requester's new assignment.

#### 6.3.5. Chaplain Reinstatement after Voluntary Withdrawal for Duties Incompatible with Chaplaincy.

##### 6.3.5.1. Absent from Chaplaincy for less than 50 Months.

- 6.3.5.1.1. A CAP Member in good standing who has withdrawn from the CAP Chaplaincy for less than 50 months will be eligible to request reinstatement as a CAP Chaplain.
- 6.3.5.1.2. The CAP member will request reinstatement in writing to the Chief of the Chaplain Corps. The CAP member will provide proof of good standing with their endorser.
- 6.3.5.1.3. The Chief of Chaplains will issue a letter of acceptance to the requester and copy all in the requester's Chaplain Chain of Command.
- 6.3.5.1.4. The Chief of Chaplains will inform NHQ Personnel of the request and the Chief's acceptance of the request.
- 6.3.5.1.5. The requester will not be considered reinstated until the change is reflected in their duty assignment in eServices.

##### 6.3.6. Absent from Chaplaincy for more than 50 Months. A CAP member who has withdrawn from the Chaplaincy for 50 months or more must re-apply on a new Form 80-1 and obtain a new ecclesiastical endorsement.

#### 6.4. Chaplain Appointment.

- 6.4.1. CAP Membership. As a prerequisite to appointment as a chaplain, an applicant must meet all requirements for CAP membership listed in CAPR 39-2, *Civil Air Patrol Membership*, Chapter 3.
- 6.4.2. Ecclesiastical Endorsement. Chaplains must receive an ecclesiastical endorsement from a faith group listed by the Armed Forces Chaplains Board (<https://prhome.defense.gov/MRA/MPP/AFCB/Endorsements/>) prior to appointment as a chaplain. Endorsements are valid until withdrawn or asked to be renewed by the individual endorser. The endorsement shall certify that the applicant is:
  - 6.4.2.1. A fully ordained or qualified clergy/religious professional of their faith group.
  - 6.4.2.2. Engaged in or retired from a denominationally approved vocation.
  - 6.4.2.3. Recommended as being spiritually, morally, intellectually, and emotionally qualified to represent the applicant's religious body as a CAP chaplain.
- 6.4.3. Formal Educational Requirements. Chaplain applicants shall meet the educational requirements specified in DoD Instruction 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*, as follows:

- 6.4.3.1. "The educationally qualified applicant shall possess a baccalaureate degree with not less than 120 semester hours (180 quarter hours) from a qualifying educational institution." (DODI 1304.28, 3.2.d.)
  - 6.4.3.2. "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." (DODI 1304.28, 3.2.d.)
  - 6.4.3.3. Undergraduate work (i.e., "advanced standing hours") will not be counted toward the 72 semester hours (108 quarter hours) graduate-level educational requirement to be qualified as a chaplain applicant.
  - 6.4.3.4. Accredited 5 year BA/MDiv combined programs may meet the baccalaureate degree requirement, but do not fulfill the 72-semester hour graduate-level educational requirement and will require a graduate study waiver request as detailed in paragraph 6.4.4.
  - 6.4.3.5. A qualifying educational institution is an accredited college, university, or school of theology listed in the database of institutions and programs accredited by recognized U.S. accrediting organizations, which is maintained by the Council of Higher Education Accreditation (CHEA) <https://www.chea.org/directories>.
- 6.4.4. 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 or the equivalent as clergy within their denomination. All other exceptions to the educational qualifications of a chaplain applicant shall be determined in accordance with DoD Instruction 1304.28. Any waivers or exceptions to these standards may make a chaplain ineligible to perform Air Force Assigned Missions (see Sections 16 and 17).
- 6.5. Appointment Procedure. See Attachment 6 for the Chaplain Application Checklist.
- 6.5.1. 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:
    - 6.5.1.1. A fully completed CAPF 80-1, CAP Chaplain Application, signed by the unit commander where the applicant will be assigned.
    - 6.5.1.2. Verification of CAP Senior Member status.
    - 6.5.1.3. Documentation that all portions of Level I and part 1 of Level II have been completed.
    - 6.5.1.4. A copy of ordination certificate or equivalent documentation.
    - 6.5.1.5. 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 an acceptable confidential mode sent directly to

CAP/HCA from the educational institution.) The highest degree earned must have been earned at a college, university, or seminary listed in the database of institutions and programs accredited by recognized U.S. accrediting organizations maintained by the CHEA. This comprehensive database compiles information from all the recognized accrediting institutions (both secular and religious) that are certified by CHEA as legitimate and competent.

- 6.5.1.6. An ecclesiastical endorsement from an endorser listed by the AFCB. The preferred method is via the DD Form 2088 (<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2088.pdf>) although a letter from the endorser is also acceptable. (Note: This document must be sent directly to NHQ by the endorser.) A current register of listed endorsers can be found online at <https://prhome.defense.gov/M-RA/MPP/AFCB/Endorsements/>.
- 6.5.2. 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 to determine the candidate's understanding of a CAP chaplain's role and ascertain their willingness to work in a pluralistic environment. The wing chaplain and the wing commander or wing commander's designee will approve the CAPF 80-1. The application package is forwarded to the Region Chaplain for region chaplain approval and subsequent transmission to the NHQ Chaplain Corps Program Administrator (CAP/HCA) for final approval by the CAP/HC. Upon appointment, CAP/ HCA will issue a Certificate of Appointment.
- 6.5.3. Current, former, and retired active duty, Reserve, National Guard, and DoD chaplains who apply for CAP chaplaincy shall submit a CAPF 80-1 to the wing chaplain along with proof of DoD/military chaplain service and a current ecclesiastical endorsement. Individuals currently endorsed as chaplains in the US Armed Forces need not obtain another endorsement to serve with CAP, although some endorsers may require a separate endorsement for active duty, Reserve, or National Guard chaplains serving as CAP chaplains. Completion of Level I and part 1 of Level II in the CAP Education and Training Program is required before submitting a CAPF 80-1 application. Submission of transcripts is not required because the applicant's educational requirements have already been verified through the applicant's current/former DoD/military chaplaincy.
- 6.5.4. After the appointment, CAP/HCA notifies the region chaplain, wing chaplain, region commander, wing commander, and ecclesiastical endorsing agent of the appointment.
- 6.5.5. Concurrent with the appointment as a chaplain in CAP, chaplains may be promoted to an appropriate grade as described in CAPR 35-5, *CAP Officer and NCO Appointments and Promotions*.
- 6.6. Change of Ecclesiastical Endorsement.
- 6.6.1. Chaplains who choose to change religious organizations shall submit a Request for Change in Ecclesiastical Endorsement Memorandum (Attachment 4) to CAP/HC through CAP/HCA. This memo must include the intent of the change of religious organization and statements regarding communication with both current/previous and prospective endorsing agents.
- 6.6.2. The endorsing agent from the prospective religious organization must annotate in the letter of endorsement or section five of DD Form 2088, that they have communicated with the current or former endorsing agent for their reference on whether the chaplain

is qualified spiritually, morally, intellectually, and emotionally to continue serving as a Civil Air Patrol chaplain prior to submitting to the CAP/HC.

6.6.3. The CAP/HC will approve or disapprove requests to remain a CAP chaplain under a new ecclesiastical endorsement and return a written decision to the following individuals: Region Chaplain, wing chaplain, and requester.

6.6.4. CAP/HC has the discretion to disapprove an individual remaining a CAP chaplain following a change in ecclesiastical endorsement request for cause as determined by the Chaplain Corps Ethics Advisory Panel, composed of the CAP/HC, special assistant to the CAP/HC for applications, CAP/GC, and CAP/DP.

#### 6.7. Withdrawal of Chaplain Designation.

6.7.1. Upon withdrawal or change of ecclesiastical endorsement, chaplains have 45 calendar days to seek new endorsement before CAP chaplain designation is withdrawn and their duty assignment is reclassified. If a new endorsement is not received during this 45-day grace period, a new CAPF 80-1 is required to apply for reinstatement as a chaplain.

6.7.2. A chaplain's designation is withdrawn upon failure to renew membership, termination from Civil Air Patrol, or resignation from the Civil Air Patrol Chaplain Corps. Following the 180day late-renewal grace period, a new CAPF 80-1 must be submitted to be considered for a reinstatement of the chaplain designation.

6.7.3. Following consultation with the chaplain's immediate commander, CAP/HC has the discretion to withdraw chaplain designation for cause, including, but not limited to, the following:

6.7.3.1. The chaplain fails to maintain ethical or professional standards including, but not limited to, violation of privileged communication or violation of the trust inherent in the clergy-penitent relationship.

6.7.3.2. The Chaplain Corps Ethics Advisory Panel recommends such action.

6.7.4. Following consultation with the chaplain's commander, wing chaplains may submit a recommendation to withdraw a chaplain's designation to their Region Chaplain for review. The Region Chaplain submits the recommendation to CAP/HC through CAP/HCA. Wing or Region Chaplains and other Chaplain Corps supervisors at each intermediate level may add pertinent information and documents to assist CAP/HC in deciding the matter. When CAP/HC receives a recommendation or has sufficient basis to consider withdrawal, the chaplain is notified of the proposed action and is afforded an opportunity to present information to show cause why the action should not be taken. The chaplain will be given at least 45 calendar days. CAP/HC will normally provide a final answer within 30 days from receipt.

6.7.5. A chaplain whose designation has been withdrawn is not authorized to perform the duties of a chaplain or to wear the chaplain badge.

#### 7. Character Development Instructor Appointment.

7.1. A senior member who has completed Level I and part 1 of Level II may apply to become a CDI. He/she will submit a CAPF 80-2, Character Development Instructor Application, along with the appropriate documentation to the wing chaplain for verification of the following requirements (see Attachment 6 for the application checklist):

- 7.2. The applicant has completed the following CAP training: Character Development Facilitator Course, and Basic Instructor Course.
- 7.3. The wing chaplain completes an interview that 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 interview will review the differences between CDI and chaplain, and the proper selection of Character Development materials for both the Cadet and Senior character development programs. See Attachment 6 for the interview questions.
- 7.4. The wing chaplain and the unit commander approve the CAPF 80-2 if warranted and forward the application package including the supporting documentation to the Region Chaplain. The Region Chaplain approves the CAPF 80-2 and sends the final application packet to CAP/HCA for final approval by CAP/HC.
- 7.5. After the appointment, CAP/HCA notifies the Region Chaplain, wing chaplain, region commander, wing commander, and unit commander of the appointment.
- 7.6. Unless currently serving in a higher or NCO grade, in which case the higher or NCO grade will be maintained, a CDI is initially appointed in the grade of second lieutenant (see CAPR 35-5, para 5.3.2) and automatically enrolled in the Character Development Instructor Specialty Track.

## **8. Chaplain Corps Rosters.**

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

- 8.1. Education and Training Report. 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.
- 8.2. Chaplain Senior Personnel Directory. A listing of all Chaplain Corps Executive Council members, Chaplain Corps Advisory Council (CCAC) members, Region Chaplains, and wing chaplains. Updates will be sent as needed.

## **9. Chaplain Corps Reporting**

- 9.1. Each member of the Chaplain Corps is required to maintain an ongoing activity/statistical report using the online CAP Chaplain Corps Activity Reporting System (CAPCCARS) in eServices. Chaplain Corps members are encouraged to make entries immediately after an activity. Members will report all Chaplain and CDI CAP activities. Chaplains and CDIs must have December activities entered by 5 January.
- 9.2. By 15 January and 15 July, wing chaplains and region chaplains will generate and submit a report to the National CDI to determine which of their respective Chaplain Corps members have not met the reporting requirement for the previous 6 months. The National CDI for Chaplains will compile the report and submit to the Chief of Chaplains.
  - 9.2.1. Wing/region chaplains will notify their respective commanders of those Chaplain Corps members within their command who have not met the reporting requirement for the previous quarter.
  - 9.2.2. The National CDI will generate the Submissions Report for Chaplain Corps members assigned to NHQ.
  - 9.2.3. Chaplains and CDIs who are delinquent in filing their reports are not eligible for Chaplain Corps recognition or awards.

**9.2.4.** Chaplains and CDIs who have not properly reported their activities for one year or have been marked “Inactive” in CAPCCARS by their wing/region chaplain for one year will be removed from the Chaplain or CDI duty position.

**9.3.** The Chief of Chaplains will submit an annual summary of Chaplain Corps activities to the National Commander on or before 15 February showing the activities for the previous year.

## 10. Chaplain Corps Awards.

The Chief, Personnel of the Chaplain Corps (CAP/HCP) serves as the coordinator for all Chaplain Corps national awards and receives all nominations. The CCEC will make the final recommendation for the award. CAPP 40-80, *The CAP Chaplain Corps Handbook and Specialty Track Study Guide*, describes these awards in detail.

10.1. Chaplain Major General Robert Preston Taylor Chaplain of the Year Award. This national award is given for outstanding chaplain ministry. All chaplains serving below the national level are eligible to be nominated for this award if they meet the criteria listed below.

10.1.1. Each wing commander, in cooperation with the wing chaplain, submits a chaplain as a nominee for the Region Chaplain of the Year Award. Chaplains serving at the region level may be nominated for consideration as the Region Chaplain of the Year in addition to the nominations received from the wings in that region. The person selected as the Region 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.

10.1.2. Candidates must have completed Level II of the Senior Member Education and Training Program, including at least the Technician rating in the chaplain specialty track.

10.2. Character Development Instructor of the Year. This award is given for outstanding service as a Character Development Instructor. All CDIs serving below the national level are eligible to be nominated for this award if they meet the criteria listed below.

10.2.1. Each wing commander, in cooperation with the wing chaplain, submits a CDI as a nominee for the Region Character Development Instructor of the Year Award. CDIs serving at the region level may be nominated for consideration as the Region Character Development Instructor of the Year in addition to the nominations received from the wings in that region. The person selected as the Region Character Development Instructor 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.

10.2.2. Candidates must have completed Level II of the Senior Member Education and Training Program, including at least the Technician rating in the Character Development Instructor specialty track.

10.3. Nomination Process. Any CAP member may nominate an eligible member for these awards. Nominations must include a one-page narrative stating justification for the award according to the timeline below:

- By 15 January – Unit nominations are due at wing headquarters for the wing-level award.
- By 15 February - Wings submit their nomination to the region for the region-level award.
- By 15 March - Regions submit their nomination to CAP/HC for the national-level award.

- By 15 April - National Headquarters coordinates the selection of the national-level award winner with the appropriate individual(s) or committee, as designated by the National Commander. The National Commander is the approving authority for the award.

National-level chaplain and CDI of the year award recipients will be presented with the award at the awards ceremony at the annual national conference or other appropriate occasion.

- 10.4. The Military Chaplains Association Awards for Distinguished Service. These awards will be presented to a CAP chaplain annually for “excellence in the practice of chaplaincy and professionalism in ministry.” The awardees will be selected by the National Chief of the Chaplain Corps. The Military Chaplains Association (MCA) will present the award at their annual national institute, and the awardee will receive a one-year membership to the MCA.

### 11. Specialty Track Training.

The CCEC recommends to the Educational Programs Director the criteria for the Chaplain Corps specialty tracks. Chaplains and CDIs may refer to CAPP 40-80 for how to attain the technician, senior, and master ratings.

### 12. Chaplain Corps Training.

Region and wing chaplains are required to provide continuing education for Chaplain Corps personnel.

- 12.1. Training provided by wing chaplain or wing chaplain corps coordinator (if applicable). The wing chaplain / wing Chaplain Corps coordinator will ensure that at least 4 hours of training be provided every two years to meet the specific needs of Chaplain Corps personnel, but other personnel are encouraged to attend. If there is no wing chaplain or wing Chaplain Corps administrator, the region chaplain will ensure this training is provided. This training may be broken up into two 2 hour or longer sessions over 2 years. This training may be done at the Wing Conference, another wing level gathering, or online. If online, 25 percent of the wing’s Chaplain Corps members must attend the online session, so the training meets the requirements of this section.

#### 12.2. Chaplain Corps Region Staff College

- 12.2.1. Each Region Chaplain will conduct a Chaplain Corps Region Staff College (CCRSC). The CCRSC is a formal course that helps prepare CAP Chaplain Corps personnel to better execute their duties and responsibilities associated with their CAP duty assignment. These colleges are the primary resource to develop the Chaplain Support Team (CST) concept where the chaplain and CDI work together in building the spiritual resilience tools and programs needed for all CAP activities and members.

- 12.2.2. The Deputy Chief of the Chaplain Corps (CAP/HCD) is the Dean of all CCRSCs. Region Chaplains shall submit the CCRSC syllabus to the region commander or their designee and CAP/HCD at least 90 days in advance of the CCRSC for approval.

CAPR 80-1 29 June 2023

- 12.2.3. CAP/HCD and CAP/ET, together, are approval authorities for all CCRSC curricula. Upon approval, CAP/HCA submits requests for funding.

- 12.2.4. Chaplains and CDIs must complete the preparatory work and attend the in-person session to be credited with attending the college. The CCRSC curriculum provides equivalency credit for certain modules in the Education and Training program.

12.2.5. Region Chaplains will ensure each person who completes a CCRSC is presented with the appropriate national certificate (CAPC 21, Chaplain Corps Region Staff College). Region Chaplains will request this certificate from CAP/HCA.

12.2.6. Region Chaplains will submit a final report to the Region Commander and CAP/HCD within 30 days of completing the college. This report will show the participant names, the actual curriculum followed, the names of all college resource persons, and an analysis of college expenses.

12.2.7. Region Chaplains will submit a CAPF 11 to CAP Personnel and Membership (CAP/DP) within 7 days of CCRSC completion listing participant names.

12.3. The CAP Chaplain Corps College is associated with the USAF Chaplain Corps College. It will host courses that improve the education and individual skills of members of the corps on chaplaincy, resiliency, ethics, character development, and curriculum development.

12.4. The Chaplain Emergency Services School (ChESS), integrated within the National Emergency Services Academy (NESA), is the primary source of training for the corps' support of all Emergency Services missions of CAP.

### **13. Chaplain Corps Structure.**

13.1. 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 of CAP members.

13.2. CDIs also may serve at every level of command to assist Chaplains in providing Character Development programs, training, and other duties as assigned to further the Chaplain Corps mission within CAP. In wings which do not have a wing chaplain, the wing commander may appoint a wing chaplain corps coordinator to fulfill the administrative duties of the wing chaplain.

13.3. The Chaplain Corps positions are described in Attachment 5.

### **14. Compliance with State and CAP Requirements Regarding Counseling.**

Chaplains and CDIs will comply with the counseling and reporting requirements of the CAP Cadet Protection Policy. Because of their professional responsibilities, some CAP members are required by state laws to report suspicions of child abuse to local authorities. If ever this regulation conflicts with a state or federal law, the law shall govern CAP's conduct.

### **15. Air Force Assigned Missions.**

CAP chaplains may perform Air Force Assigned Missions (AFAM) in accordance with the guidance in AFI 10-2701, *Organization and Function of the Civil Air Patrol*. Requests for AFAM support must be directed to the National Operations Center (NOC) ([opscenter@capnhq.gov](mailto:opscenter@capnhq.gov)), which will coordinate approval with the appropriate mission approval authority.

When called upon or given the opportunity to provide chaplain services on an AFAM as a CAP chaplain, the following criteria will apply:

15.1. Criteria Mandated by the United States Air Force Chaplain Corps

15.1.1. The policy of the United States Air Force Chaplain Corps permits the Department of the Air Force to use the services of Air Force Auxiliary chaplains when they meet active-duty chaplain qualifications.

15.1.2. CAP chaplains must meet all ecclesiastical, educational, and professional standards for Air Force chaplains while performing chaplain duties on an AFAM. This means that to provide chaplain support for the Air Force, a chaplain must meet educational requirements for active-duty service (see Section 6.4). These credentials must be on file along with their ecclesiastical endorsement in the office of the base chaplain prior to the commencement of CAP chaplain services.

15.2. Criteria Mandated by the Civil Air Patrol Chaplain Corps for AFAMs.

15.2.1. The CCAC has determined that in order to present a seamless chaplaincy, the active-duty requirements will apply to all CAP chaplain support throughout the uniformed services. All requirements stated above will apply.

15.2.2. CAP chaplains must attain the technician rating in the Chaplain Specialty Track and complete Level II in the Senior Member Education and Training Program to become eligible to perform AFAMs.

15.2.3. AFAM requests in support of single isolated, limited-scope events, such as a temporary augmentation of any Department of the Air Force unit's chaplain staff must be approved in writing. Approval will be loaded in WMIRS.

15.2.4. Irrespective of any other agreement or Memorandum of Understanding, CAP chaplains must conform to the following procedure before the commencement of chaplain support for any AFAM.

15.2.4.1. Verify documentation of the educational requirements specified above.

15.2.4.2. 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 Attachment 3). The letter is to be addressed to the CAP NOC and CAP/HCP with a copy to CAP/HC and CAP/HCA.

15.2.4.3. This letter is uploaded by the requesting CAP wing chaplain into the Web Mission Information Reporting System (WMIRS) as a Chaplain mission for approval as an AFAM. No ministry to or with the military is authorized or may commence without WMIRS approvals from CAP/HCP, CAP/HC, CAP/DO, and CAP-USAF.

15.2.4.4. If the supported base chaplain identifies a preferred CAP chaplain to perform the mission the requesting CAP wing will upload, in writing, the name of the preferred chaplain to assign to the activity.

15.2.4.5. The Deputy Chief, Personnel (CAP/HCP) will process the submission in the following manner:

15.2.4.5.1. Verify that the CAP wing chaplain is aware of the request and has secured the approval of the wing commander.

15.2.4.5.2. Verify that the chaplain requested meets the ecclesiastical, educational and professional standards outlined in AFI 52-101, Planning and Organizing, and AFI 52-102V1, Chaplain Professional Development.

15.2.4.5.3. Verify that the chaplain has completed the required CAP training requirements for ministry as a force multiplier.

- 15.2.4.5.4. Verify that the chaplain is familiar with the proper wear of the CAP corporate and Air Force style uniforms, especially when corporate uniform wear is mandatory based on the height and weight, or grooming requirements found in CAPR 39-1. In missions that require performing military drill and ceremonies, the requesting agencies may identify specific uniform combinations that must be worn by the chaplain.
- 15.2.4.5.5. Verify that the chaplain understands that AFAM chaplain support is CAP's most direct involvement with the Department of the Air Force, and that excellence in appearance and decorum must be maintained at all times.
- 15.2.4.5.6. Verify that the chaplain understands they must be medically and physically capable of performing the duties expected of them so as not to jeopardize his/her health. This is particularly crucial when the chaplain services requested include participation in the field and in situations demanding physical exertion.
- 15.2.4.5.7. CAP/HCP will review and concur or non-concur the chaplain support request in WMIRS.
- 15.2.4.6. CAP-USAF/DO will review and approve or disapprove the chaplain support request in WMIRS.
- 15.2.4.7. Upon CAP-USAF approval or disapproval written notice will be sent to the chaplain who is requested to provide chaplain services with copies to the wing chaplain, Region Chaplain, CAP/HCA, CAP/HCP, CAP/HC, and the appropriate CAP-USAF Liaison Region. This will not be done until the AFAM is approved or disapproved in WMIRS.
- 15.2.4.8. If required, the requested chaplain will coordinate a Military Support Authorization (MSA) with the appropriate CAP-USAF liaison region. The MSA request must include the point of contact for the base or military unit where the chaplain will be serving. Once the MSA is issued, the requested chaplain will load a copy into WMIRS.
- 15.2.5. All of the above procedures are to be completed before the commencement of CAP chaplain assistance to the military.
- 15.2.6. If the directives 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 uniform and may not represent their assistance as being provided by the Air Force Auxiliary or Civil Air Patrol Chaplain Corps. Additionally, AFAM status will not be granted, and the chaplain will not be covered under FTCA/FECA or CAP insurance coverage.
- 15.2.7. CAP chaplains who are engaged in assisting the Department of the Air Force will upload an After-Action report to WMIRS following the activity. When the assignment is a continuing one, periodic situation reports are to be filed in WMIRS. Copies shall be provided to the chaplain's commander, wing HC, region HC, CAP/HCA, CAP/HCP and CAP/HC.

EDWARD D. PHELKA Major General, CAP  
Commander

### Attachment 1 Compliance Elements

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
SUI	01	Does the unit have a chaplain and/or CDI assigned? (Chaplains or CDIs may hold duty assignments in multiple units.)	Unit will provide a "Membership By Duty Position" report of chaplain and/or CDI duty assignments from Member Reports in eServices.	(Discrepancy): [xx] (D2 Question 1) Unit failed to staff a qualified chaplain or CDI, IAW CAPR 80-1, para 2.6.	Attach a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the DTS.
SUI	02	Are cadet Character Development Forum lessons taught using approved materials IAW CAP regulations?	Compliance is verified using reports from the Cadet Promotion module, unit logs, or after-action reports.	(Discrepancy): [xx] (D2 Question 2) Unit failed to ensure a chaplain, CDI, or squadron commander taught using approved materials, IAW CAPR 80-1, para 6.1.5.	Attach a plan of action to prevent reoccurrence, approved by Unit/CC, to the discrepancy in the DTS.

**Attachment 2 Reporting and Due Dates Prescribed in this Regulation**

<b>Requirement</b>	<b>Due Date</b>	<b>Responsible Office</b>	<b>Reference</b>
Chaplain Corps Rosters	15 January, 15 April 15 July, 15 October (Annual)	CAP/HCA	CAPR 80-1 Paragraph 8
Activity Report	Ongoing – within 30 Days of the activity Completed by 5 Jan	Chaplains/CDIs	CAPR 80-1 Paragraph 9.1
Submissions Report	15 January, 15 July (Annual)	Wing Chaplain (or Wing Chaplain Corps Coordinator) / Region Chaplains	CAPR 80-1 Paragraph 9.2
Annual Summary Report	15 February	Chief of Chaplains	CAPR 80-1 Paragraph 9.3

**Attachment 3 Requesting Chaplain Services Example**

## REQUESTING UNIT LETTERHEAD

DD MM YYYY

MEMORANDUM FOR CIVIL AIR PATROL ALWG/HC (Ch, Lt Col John Smith, CAP)  
CAP/HCP  
CAP/NATIONAL OPERATIONS CENTER IN  
TURN

FROM: OFFICE SYMBOL (For example, USAF, 121st AW/HC)

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 [insert unit name/number] at [insert base/post name]. 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 Assigned Mission 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 [begin date] through [end date not to exceed one calendar year]. 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 and inclusion on the base entry authorization list.
3. If you have any questions concerning this request, please contact me at [insert contact information].

JANE D. DOE, Ch, Maj, USAF  
Wing Chaplain

CC:  
CAP/HC  
CAP/HCA

## Air Force Assigned Missions Checklist (Chaplain Corps)

### Assistance to the Uniformed Services)

#### Basic criteria:

- Does the chaplain meet the ecclesiastical, educational, and professional standards for serving? This applies to all requests from any uniformed service.
- Does the chaplain have at least a technician rating in the Chaplain Specialty Track?
- Has the chaplain completed Level II of the Senior Member Education and Training Program?
- Is the chaplain medically and physically fit for the proposed duty?
- All requests for chaplain support must be entered into WMIRS.

#### Procedure (wing level):

- When a chaplain receives a request for chaplain support, they will immediately contact the wing chaplain.
- The wing chaplain will verify the educational and endorsement requirements. This may require contacting CAP/HCA for copies of the required transcripts and ecclesiastical endorsement. These documents will be uploaded into WMIRS.
- The wing chaplain will document that the chaplain is familiar with the proper wear of the uniform (USAF style or corporate as appropriate), and the decorum needed while representing CAP with the Department of the Air Force or other uniformed service. The wing chaplain will also verify that the chaplain is medically and physically fit for the proposed duty. This documentation will be uploaded to WMIRS.
- The CAP wing chaplain will secure approval for the support request from the CAP wing commander in writing (an email is sufficient) to upload into WMIRS.
- The CAP wing chaplain will obtain a letter from the Department of the Air Force unit chaplain or commander on unit letterhead detailing the request. A sample of this letter is found at the beginning of this attachment. This letter is addressed to the CAP National Operations Center (NOC), and NHQ/HCP, with copies to CAP/HC and CAP/HCA.
- The CAP wing chaplain will upload this letter into WMIRS as a Chaplain Mission.
- If the requesting uniformed service has asked for a specific chaplain, the CAP wing chaplain will upload this request into WMIRS.

#### Procedure (CAP/HCP, CAP/HC, and CAP/DO):

- The Chief of Personnel (CAP/HCP) will verify the wing chaplain is aware of the request and has secured the approval of the wing commander.
- CAP/HCP will verify the chaplain's qualifications as noted above.
- CAP/HCP will review and concur or non-concur with the chaplain support request in WMIRS.
- CAP/HC will review and concur or non-concur with the chaplain support request in WMIRS.
- CAP-USAF/DO will review and concur or non-concur with the chaplain support request in WMIRS. CAPR 80-1 Attachment 3 29 June 2023

Upon approval or disapproval of the request in WMIRS, CAP/HCP will send written notice to the chaplain who is requested to provide chaplain services with copies to the CAP wing chaplain, CAP Region Chaplain, CAP/HCA, CAP/HC, and the appropriate CAP-USAF Liaison Region. CAP/HC will retain a copy of the letter for his / her files and will upload a copy to WMIRS.

If a Military Support Authorization (MSA) is required, the requested chaplain will coordinate that request with the CAP-USAF Liaison Region.

Upon completing the assignment, or every 90 days throughout the assignment, the chaplain will upload an after-action report into WMIRS.

**Attachment 4 Format for Requesting Change in Ecclesiastical Endorsement**

Insert Date

MEMORANDUM FOR CAP/HC

FROM: (member's name, grade, address, including phone and email)

SUBJECT: Request for Change in Ecclesiastical Endorsement

1. I request approval for a change in ecclesiastical endorsement from [insert current religious organization] to [insert prospective religious organization] effective [dd mm yyyy].
2. I have informed my present/former endorsing agent of this action.

SIGNATURE BLOCK

---

MEMORANDUM FOR NAME OF MEMBER

Approve / disapprove change of endorsement.

NAME  
Chaplain, Colonel, CAP  
Chief of Chaplains

## **Attachment 5 CAP Chaplain Corps Position Descriptions**

### **1. Chaplains**

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

- 1.1.1. The CAP National Commander appoints the Chief of the Chaplain Corps from the ranks of experienced CAP chaplains.
- 1.1.2. The Chief of the Chaplain Corps responsibilities include:
  - 1.1.2.1. Oversee all Chaplain Corps policies and activities.
  - 1.1.2.2. Advise the National Commander on ethical and Chaplain Corps issues.
  - 1.1.2.3. Advise the CAP Senior Advisory Group (CSAG) and CAP Command Council on matters of religion, morals, and well-being of personnel.
  - 1.1.2.4. Provide training, materials, and personnel for Character Development in cooperation with OPRs.
  - 1.1.2.5. Represent the Chaplain Corps in CAP meetings, conferences, and non-CAP settings.
  - 1.1.2.6. Develop Chaplain Corps continuing education.
  - 1.1.2.7. Develop training requirements and procedures for Chaplain Corps Emergency Services support in coordination with CAP/DO.
  - 1.1.2.8. Oversee the Chaplain Corps Budget.
  - 1.1.2.9. Establish avenues to support and receive support from the Department of the Air Force.
  - 1.1.2.10. Appoint Chaplains and CDIs.
  - 1.1.2.11. Recommend updates and changes to Chaplain regulations.
  - 1.1.2.12. Update Chaplain Corps pamphlets, forms, and other documents.
  - 1.1.2.13. Promote Chaplain Corps recruiting.
  - 1.1.2.14. Provide pastoral ministry to members of CAP.
  - 1.1.2.15. Serve as a director on the national staff and as the chair of the CCAC and CCEC.
  - 1.1.2.16. Submit an annual summary of activities to the National Commander on or before 15 February each year.
  - 1.1.2.17. Other duties as assigned by the National Commander.
- 1.1.3. 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 Education and Training Program.

## 1.2. Deputy Chief of the Chaplain Corps (CAP/HCD)

1.2.1. The Deputy Chief of the Chaplain Corps is appointed by the Chief of the Chaplain Corps and serves at the discretion of the CAP/HC.

1.2.2. Duties include:

1.2.2.1. Approve the curriculum of each Chaplain Corps Region Staff College.

1.2.2.2. Explore ways to increase the impact of the conferences on the missions and purposes of the Chaplain Corps.

1.2.2.3. Represent CAP/HC when called upon.

1.2.2.4. Other duties are assigned by the Chief of the Chaplain Corps.

1.2.3. To be considered for deputy 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 Education and Training Program.

## 1.3. Executive Officer to the Chief of the Chaplain Corps (CAP/HCE)

1.3.1. The Executive Officer to the Chief of the Chaplain Corps is appointed by and reports to the Chief of the Chaplain Corps.

1.3.2. The duties of the Executive Officer to the Chief of the Chaplain Corps include:

1.3.2.1. Assist the Chief of the Chaplain Corps with the coordination of all meetings, conferences, and correspondence.

1.3.2.2. Assist the Chief of the Chaplain Corps with the coordination of all travel required in response to the meetings, conferences and correspondence noted.

1.3.2.3. Assist the Chief of the Chaplain Corps with organizing the scope and direction of the Chief of the Chaplain Corps mission, vision, goals, and metrics for the CAP Chaplain Corps.

1.3.2.4. Other duties are assigned by the Chief of the Chaplain Corps.

## 1.4. Deputy Chief, Chaplain Corps Personnel (CAP/HCP).

1.4.1. The Deputy Chief, Personnel of the Chaplain Corps is appointed by and reports to the Chief of the Chaplain Corps.

1.4.2. The duties of the Deputy Chief, Personnel include:

1.4.2.1. Give oversight to the Air Force Assigned Missions (AFAM) program (Section 15).

1.4.2.2. Explore ways to recruit and retain members of the Chaplain Corps.

- 1.4.2.3. Oversee the development of training materials for the Chaplain Specialty Track and monitor the effectiveness of the Chaplain Corps Education and Training program including the Chaplain Corps Region Staff College.
  - 1.4.2.4. Coordinate all Chaplain Corps national awards.
  - 1.4.2.5. Other duties are assigned by the Chief of the Chaplain Corps.
- 1.5. Deputy Chief, Chaplain Corps Plans and Programs (CAP/HCX).
- 1.5.1. The Deputy Chief, Plans and Programs of the Chaplain Corps is appointed by and reports to the Chief of the Chaplain Corps.
  - 1.5.2. The duties of the Deputy Chief, Plans and Programs include:
    - 1.5.2.1. Oversee the operational missions of the Chaplain Corps.
    - 1.5.2.2. Provide training, materials, and personnel for Character Development in cooperation with OPRs.
    - 1.5.2.3. Other duties are assigned by the Chief of the Chaplain Corps.
- 1.6. To be considered for HCE, HCP, and HCX, each candidate should have prior experience as a wing or Region Chaplain, be active in the CAP Chaplain Corps for at least five consecutive years prior to appointment and have achieved Level V in the Senior Member Education and Training Program.
- 1.7. Deputy Chief, Information Technology (CAP/HCT).
- 1.7.1. The Deputy Chief, Information Technology is appointed by and reports to the Chief of the Chaplain Corps.
  - 1.7.2. The duties of the Deputy Chief, Information Technology include:
    - 1.7.2.1. Manage the content of the Chaplain Corps website.
    - 1.7.2.2. Work with CAP IT to resolve IT-related issues pertaining to the Chaplain Corps.
    - 1.7.2.3. Provide technical advice.
    - 1.7.2.4. Other duties are assigned by the Chief of the Chaplain Corps.
  - 1.7.3. To be considered for HCT, the candidate should have the Master Rating in Information Technology, be active in the CAP Chaplain Corps for at least 5 consecutive years prior to appointment, and have achieved Level IV in the Senior Member Education and Training Program.
- 1.8. Chief Emeritus.
- The Chief Emeritus is the immediate past Chief of the Chaplain Corps or a past Chief selected by the current CAP/HC. The Chief Emeritus provides continuity on past Chaplain Corps policies and activities as well as serving on the Chaplain Corps Advisory and

Executive Councils, and will perform any other duties assigned by the Chief of the Chaplain Corps.

#### 1.9. Region Chaplain

- 1.9.1. Each region commander will appoint a Region Chaplain to oversee the Region Chaplain Corps program.
- 1.9.2. To ensure compliance with chaplain standards, the Chief of the Chaplain Corps serves as an advisor to each region commander for the appointment of a new Region Chaplain.
- 1.9.3. **Region Chaplain duties include:**
  - 1.9.3.1. Oversee all Chaplain Corps policies and activities at the region level.
  - 1.9.3.2. Advise the Region Commander on matters of religion, morale, and wellbeing of personnel.
  - 1.9.3.3. Represent the region at the annual CCAC meeting in conjunction with the annual National Conference.
  - 1.9.3.4. Develop region level Chaplain Corps continuing education including the CCRSC.
  - 1.9.3.5. Communicate with wing chaplains via a newsletter or other regularly scheduled publications.
  - 1.9.3.6. Oversee the training of chaplains and CDIs in the region for Emergency Services as coordinated with the Region/Deputy Chief of Operations.
  - 1.9.3.7. Support Chaplain Corps recruiting.
  - 1.9.3.8. Provide pastoral care to members of the Region staff.
- 1.9.4. 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 Education and Training Program. The Region Chaplain position will require Level V after 1 January 2025.
- 1.9.5. Region Chaplains should, if possible, live in the region they are serving. Region Chaplains will provide guidance to wing chaplains in implementing Chaplain Corps policies and programs.

#### 1.10. Wing Chaplain / Wing Chaplain Corps Coordinator

- 1.10.1. Each CAP wing commander will appoint a wing chaplain to oversee the wing Chaplain Corps program. 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.
- 1.10.2. Wing Chaplain duties include:
  - 1.10.2.1. Oversee all Chaplain Corps policies and activities at the wing level.

- 1.10.2.2. Advise the wing commander on matters of religion, morale, and wellbeing of personnel,
- 1.10.2.3. Develop a wing level Chaplain Corps continuing education program.
- 1.10.2.4. Communicate with subordinate Chaplain Corps members via a newsletter or other regularly scheduled publications or media presence.
- 1.10.2.5. Oversee the training of chaplains and CDIs in the wing for Emergency Services as coordinated with the wing DO.
- 1.10.2.6. Interview chaplain or CDI candidates.
- 1.10.2.7. Review and approve or remand chaplain and CDI applications.
- 1.10.2.8. Support Chaplain Corps recruiting.
- 1.10.2.9. Provide pastoral care to members of the wing staff.
- 1.10.2.10. Wing chaplains provide guidance to subordinate unit chaplains in implementing Chaplain Corps policies and programs within the wing.
- 1.10.3. 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 achieve at least Level III in the Senior Member Education and Training Program. The wing chaplain position should require Level IV after 1 January 2025
- 1.10.4. In the event a wing does not have a chaplain available to serve as a wing chaplain, the wing commander, in consultation with the Region Chaplain, may appoint a Character Development Instructor to serve in the role of wing chaplain corps coordinator until a qualified chaplain becomes available.
- 1.10.5. Wing chaplain corps coordinator duties include:
  - 1.10.5.1. Oversee all Chaplain Corps policies and activities at the wing level.
  - 1.10.5.2. Advise the Wing Commander on matters of morale, and well-being of personnel.
  - 1.10.5.3. Develop wing level Chaplain Corps continuing education.
  - 1.10.5.4. Communicate with subordinate Chaplain Corps members via a newsletter or other regularly scheduled publications.
  - 1.10.5.5. Oversee the training of chaplains and CDIs in the wing for Emergency Services as coordinated with the Wing/DO.
  - 1.10.5.6. Interview chaplain or CDI candidates with the assistance of the Region Chaplain.
  - 1.10.5.7. Review and approve or remand chaplain and CDI applications.
  - 1.10.5.8. Support Chaplain Corps recruiting.
- 1.10.6. Wing chaplain corps coordinator should be active in the CAP Chaplain Corps for at least two consecutive years prior to appointment and achieved at least

Level III in the Senior Member Education and Training Program. The wing chaplain corps coordinator should complete the Senior Rating for Character Development Instructors.

- 1.10.7. Wing chaplain corps coordinator shall work under the supervision of the Region Chaplain.
- 1.10.8. Wing chaplain corps coordinator will, in the absence of a wing chaplain, serve as the point of contact for all Chaplain Corps appointments within their wing. In the absence of a wing chaplain, the Region Chaplain will conduct the interview of the chaplain candidates. The wing chaplain corps coordinator will interview Character Development Instructor candidates and sign the CAPF 80-1 or CAPF 80-2 if warranted.
- 1.10.9. Other responsibilities may be given by the Region Chaplain in consultation with the wing commander.
- 1.10.10. The wing chaplain corps coordinator is not eligible to serve as a CAP commander, deputy commander, testing officer, inspector general, or be designated as an investigating officer. The wing chaplain corps coordinator may serve as inspector on an inspection team.

#### 1.11. 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.

## 2. Character Development Instructors

- 2.1. National Character Development Instructor (CAP/HCS). The Chief of Chaplains will appoint a CDI to serve on the national Chaplain Corps staff.
  - 2.1.1. The National CDI should be active in the CAP Chaplain Corps for at least ten consecutive years prior to appointment and achieved Level V in the Senior Member Education and Training Program.
  - 2.1.2. The National CDI will be appointed by the Chief of Chaplains.
  - 2.1.3. The duties of the National CDI are:
    - 2.1.3.1. Oversee the CDI Specialty Track and CDI training materials.
    - 2.1.3.2. Coordinate with CAP/HCX for Character Development materials.
    - 2.1.3.3. Coordinate with CAP/HCP on CDI mission activity and training materials.
    - 2.1.3.4. Ensure that the needs of the CDIs are known and accommodated.

- 2.1.3.5. Provide administrative support for the Chaplain Corps Executive and Advisory Councils, as directed by CAP/HC.
  - 2.1.3.6. Perform other duties as assigned by the Chief of the Chaplain Corps.
  - 2.1.3.7. Work with members of the Executive leadership to provide the Chief of Chaplains with a statistical report of activities conducted by the corps from all databases available.
- 2.2. Region Character Development Instructor. Region commanders may appoint a CDI to serve on the region staff to assist in training and mentoring CDIs. The region CDI will act as an advisor to the Region Chaplain to ensure that the needs of the CDIs are known and accommodated. They may also assist in recruiting, reviewing applications, and other duties agreed upon with their respective chaplain.
- 2.2.1. The Region Character Development Instructor should be active in the CAP Chaplain Corps for at least five consecutive years prior to appointment and have achieved level IV in the Senior Member Education and Training program.
  - 2.2.2. Region Character Development Instructors should live in the region they are serving.
  - 2.2.3. Region Character Development Instructors duties include:
    - 2.2.3.1. Advise the Region Chaplain concerning specific needs, problems, or accomplishments of the CDIs in the region.
    - 2.2.3.2. Provide guidance to the wing Character Development Instructors in implementing Chaplain Corps policies and programs as directed by the Region Chaplain.
    - 2.2.3.3. Review character development materials for both seniors and cadets to advise wing CDIs on lesson ideas, implementation, and the like, as directed by the Region Chaplain.
    - 2.2.3.4. Serve as a mentor for CDIs in subordinate units.
    - 2.2.3.5. Assist with recruiting Chaplain Corps members.
    - 2.2.3.6. Perform other duties to support the Region Chaplain Corps program as requested by the Region Chaplain or the region commander.
- 2.3. Wing Character Development Instructors. Wing commanders may appoint a CDI to serve on the wing staff to assist in training and mentoring CDIs. The wing CDI will act as an advisor to the wing chaplain to ensure that the needs of the CDIs are known and accommodated. They may also assist in recruiting, reviewing applications, and other duties agreed upon with their respective chaplain.
- 2.3.1. The Wing Character Development Instructor should be active in the CAP Chaplain Corps for at least three consecutive years prior to appointment and achieve Level III in the Senior Member Education and Training program.

2.3.2. Wing Character Development Instructors duties include:

- 2.3.2.1. Advise the Wing Chaplain concerning specific needs, problems, or accomplishments of the CDIs in the wing.
- 2.3.2.2. Serve as a mentor for CDIs in subordinate units.
- 2.3.2.3. Assist with recruiting Chaplain Corps members.

CAPR 80-1 Attachment 5 29 June 2023

- 2.3.2.4. Provide guidance to the unit Character Development Instructors in implementing Chaplain Corps policies and programs as directed by the wing chaplain.
- 2.3.2.5. Review character development materials for both seniors and cadets to advise wing CDIs on lesson ideas, implementation, and the like, as directed by the wing chaplain.
- 2.3.2.6. Perform other duties to support the wing Chaplain Corps program as requested by the wing chaplain or the wing commander.

3. Chaplain Corps Councils

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

- 3.1.1. Chief of the Chaplain Corps, chairman
- 3.1.2. Deputy Chief of the Chaplain Corps, vice chairman
- 3.1.3. Executive Officer to the Chief of Chaplain Corps
- 3.1.4. Deputy Chief, Personnel
- 3.1.5. Deputy Chief, Plans and Programs
- 3.1.6. Deputy Chief, Information Technology
- 3.1.7. Chief Emeritus
- 3.1.8. Region Chaplain and region CDI from each region
- 3.1.9. National Character Development Instructor
- 3.1.10. NHQ Chaplain Corps Program Administrator (non-voting)
- 3.1.11. 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 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.

3.2. The Chaplain Corps Executive Council. The CCEC serves as the CCAC working body. Membership is as follows:

- 3.2.1. Chief of the Chaplain Corps, chair

- 3.2.2. Deputy Chief of the Chaplain Corps, vice chair
- 3.2.3. Executive Officer to the Chief of the Chaplain Corps
- 3.2.4. Deputy Chief, Personnel
- 3.2.5. Deputy Chief, Plans and Programs
- 3.2.6. Deputy Chief, Information Technology
  
- 3.2.7. Chief Emeritus
- 3.2.8. National Character Development Instructor
- 3.2.9. CAP Chaplain Corps Program Administrator (non-voting)
- 3.2.10. Other special assistants to the Chief of Chaplains as appointed by CAP/HC

## **Attachment 6 Application Procedures and Forms**

### **1. Chaplain**

#### **1.1. Chaplain Application Checklist - Qualifications needed for a chaplain appointment:**

- 1.1.1. A chaplain must receive ecclesiastical endorsement by a person who is listed with the Armed Forces Chaplain Board (AFCB). The endorsement may be on DD Form 2088 (Certificate of Ecclesiastical Endorsement) or it may be in letter form and will be submitted by the endorsing agency directly to NHQ Chaplain Corps.
- 1.1.2. A fully ordained or qualified clergy/religious professional of their faith group.
- 1.1.3. Actively engaged in - or retired from - a denominationally approved vocation, and recommended as being spiritually, morally, intellectually, and emotionally qualified to represent the applicant's religious body as a chaplain in the Civil Air Patrol.
- 1.1.4. Bachelor's degree or equivalent from a college or university listed in the Council of Higher Education Accreditation (CHEA).
- 1.1.5. Completed 72 semester hours (108 quarter hours) of graduate professional educational work at a graduate school that is in the CHEA. The Chief, CAP Chaplain Corps may grant a waiver to those who do not meet the graduate study requirements providing they meet all other requirements and present proof of at least 5 years of full-time equivalent experience as a pastor or similar role within their denomination. Applicant's waiver requests must be submitted in writing and must include a verifiable resume (including contact information for individual who can verify pastoral experience).

#### **1.2. Documents required with submission of CAP FORM 80-1 (Chaplain Application):**

- 1.2.1. Complete CAPF 80-1 with signatures of Squadron Commander, Wing Chaplain, Wing Commander (or designee), and Region Chaplain.
- 1.2.2. Verification of CAP Senior Member Status.
- 1.2.3. Documentation that Level I and part 1 of Level II are completed.
- 1.2.4. Written waiver request from applicant and verifiable resume (including contact information for individuals who can verify pastoral experience) if applicable.
- 1.2.5. Official transcripts of each degree sent by the schools to NHQ/HCA in a confidential mode acceptable to the school to the address below. Unofficial transcripts may be attached if desired by the applicant or wing commander.
- 1.2.6. Ecclesiastical endorsement (DD FORM 2088 or letter) sent by the endorser to NHQ/HCA in a confidential mode acceptable to the endorser to the address below. An unofficial copy of the ecclesiastical endorsement may be attached if desired by the applicant or wing commander.

#### **1.3. Application Checklist – Procedures**

- 1.3.1. Unit commander submits CAPF 80-1 with all the required attachments to the wing chaplain / wing chaplain corps coordinator.
- 1.3.2. The wing chaplain / wing chaplain corps administrator verifies the application package is complete.

- 1.3.3. The wing chaplain (or Region Chaplain if there is no wing chaplain) interviews the candidate. **Chaplain interview questions:**
- 1.3.4. Why do you wish to become a Chaplain? How do you understand this position?
  - 1.3.4.1. How do you understand a pluralistic / diverse environment and its impact on the Chaplain?
  - 1.3.4.2. How do you envision your involvement in the leadership of your squadron?
  - 1.3.4.3. Explain the importance of a lesson plan, how you use one that has been developed for a class, and when you might deviate from that plan?
  - 1.3.4.4. What strengths do you bring to this position?
  - 1.3.4.5. What have you read or studied to familiarize yourself with this position?
- 1.3.5. The wing commander or designee approves the application and forwards the package to the Region Chaplain with an approved copy to the wing chaplain / chaplain corps coordinator. (The wing commander or designee may return the application to the wing chaplain to be forwarded to the Region Chaplain.)
- 1.3.6. The wing chaplain / wing chaplain corps administrator forwards the application package to the wing commander or wing commander designee.
- 1.3.7. Region Chaplains will submit completed application packages to:  
[Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov)  
 - or -  
 CAP/HCA  
 105 South Hansell Street, Building 714 Maxwell  
 AFB, AL 36112

## 2. Character Development Instructor

- 2.1. Character Development Instructor (CDI) Application Checklist - Qualifications needed for a CDI appointment:
  - 2.1.1. Completion of Facilitator Course.
  - 2.1.2. Completion of the Basic Instructor Course.
  - 2.1.3. Interview with the wing chaplain / wing chaplain corps coordinator, or Region Chaplain if there is no wing chaplain or wing chaplain corps coordinator.
- 2.2. Documents required with submission of CAP FORM 80-2 (CDI Application):
  - 2.2.1. Verification of CAP Senior Member status.
  - 2.2.2. Documentation that Level I and part 1 of Level II have been completed.
  - 2.2.3. Complete CAPF 80-2 with signatures of squadron commander, wing chaplain, and Region Chaplain.
  - 2.2.4. Documentation of the CDI applicant interview completed by the person interviewing the applicant.
  - 2.2.5. Documentation of completion of Facilitator Training.
- 2.3. Application Checklist – Procedure:
  - 2.3.1. Unit commander submits the CAPF 80-2 with all the required attachments to the wing chaplain / wing chaplain corps coordinator.

- 2.3.2. The wing chaplain / wing chaplain corps administrator verifies the application package is complete.
- 2.3.3. The wing chaplain / wing chaplain corps administrator interviews the candidate Character Development Instructor using the following questions:
  - 2.3.3.1. Why do you wish to become a Character Development Instructor? How do you understand this position?
  - 2.3.3.2. How do you understand a pluralistic / diverse environment and its impact on the CDI?
  - 2.3.3.3. How do you envision your involvement in the leadership of your squadron?
  - 2.3.3.4. Explain the importance of a lesson plan, how you use one that has been developed for a class, and when you might deviate from that plan?
  - 2.3.3.5. What strengths do you bring to this position?

The wing chaplain forwards the package to the Region Chaplain and the Region Chaplain forwards the package to:

- 2.3.3.6. What have you read or studied to familiarize yourself with this position?
- 2.3.4.

[Immeforms@capnhq.gov](mailto:Immeforms@capnhq.gov)

- or -

CAP/HCA

105 South Hansell Street, Building 714

Maxwell AFB, AL 36112

### 3. Special Procedures for Overseas Units for Chaplain Corps Applications

- 3.1. The application is to be signed by the overseas unit commander then is sent to the CAP Overseas Group Commander who signs as the Wing/Region/CC.
- 3.2. Upon signing the application, the CAP Overseas Group Commander will send it to the CAP/HCP who acts in the stead of the Region/HC and reviews the application and either signs or returns the application for correction of any deficiencies.
- 3.3. The CAP/HCP sends the approved application to NHQ/HCA for distribution to the application review team.
- 3.4. The review team then sends their evaluation to the CAP/HC for final approval.
- 3.5. The CAP/HC approves and notifies the CAP/HCA for the appropriate certificates and notifications to be sent out.
- 3.6. Any Chaplain applicants will still need to have transcripts and DoD 2088 sent through the normal channels. If the applicant is an Active Duty Chaplain, they only need to provide proof that they are an Active Duty Chaplain and a copy of their DoD 2088.