

- 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. Provide a statistical report on CAPCCARS at the National Conference.
 - 2.1.3.7. Perform other duties as assigned by the Chief of the Chaplain Corps.

- 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.
 - 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 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. Copy of ordination certificate or other proof of ordination.
- 1.2.3. Verification of CAP Senior Member Status.
- 1.2.4. Documentation that Level I and part 1 of Level II are completed.
- 1.2.5. Written waiver request from applicant and verifiable resume (including contact information for individuals who can verify pastoral experience) if applicable.
- 1.2.6. 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.
- 1.2.7. 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 the 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:
 - 1.3.3.1. Why do you wish to become a Chaplain? How do you understand this position?
 - 1.3.3.2. How do you understand a pluralistic / diverse environment and its impact on the Chaplain?
 - 1.3.3.3. How do you envision your involvement in the leadership of your squadron?
 - 1.3.3.4. 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?
 - 1.3.3.5. What strengths do you bring to this position?
 - 1.3.3.6. Are you aware of the additional reporting requirements for members of the Chaplain Corps, and do you agree to comply with this regulation?
 - 1.3.3.7. What have you read or studied to familiarize yourself with this position?
- 1.3.4. 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.)
- 1.3.5. The wing chaplain / wing chaplain corps administrator forwards the application package to the wing commander or wing commander designee.
- 1.3.6. Region chaplains will submit completed application packages to: chaplaincorps@capnhq.gov
- or -
NHQ/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, wing commander (or designee), 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?
 - 2.3.3.6. Are you aware of the additional reporting requirements for members of the Chaplain Corps, and do you agree to comply with this regulation?
 - 2.3.3.7. What have you read or studied to familiarize yourself with this position?
 - 2.3.4. 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.)
 - 2.3.5. Region chaplains will submit completed application packages to: chaplaincorps@capnhq.gov
- or:
- NHQ/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/XO who signs as the Wing/Region/CC.
- 3.2. Upon signing the application, the CAP/XO 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.

Attachment 7 The Covenant and Code of Ethics for Chaplains by The National Conference on Ministry to the Armed Forces (NCMAF)

SECTION A - GENERAL PROVISIONS

1. Authority for the Code of Ethics. Clergy serve as members of the CAP Chaplain Corps only as long as they hold a valid endorsement from a national religious body recognized by the Department of Defense (DoD) Armed Forces Chaplains' Board (AFCB). The National Conference on Ministry to the Armed Forces (NCMAF), an organization of endorsers, approved this Covenant and Code of Ethics at its January 2011 meeting in Washington, DC.

2. Ministry to the Armed Forces. CAP provides the USAF with trained civilian resources for executing non-combatant USAF missions. CAP chaplains remain civilian resources to the Chief of Chaplains, USAF. They may be called upon to supplement the resources of the USAF Chaplain Corps. For these reasons, The Covenant appropriately refers to ministry to people who serve in the Armed Forces of our Country. CAP chaplain adherence to the Code of Ethics is in addition to chaplain adherence to CAP rules and policies as outlined in CAP regulations and other policy guidance.

SECTION B – THE COVENANT

Having accepted God's Call to minister to people who serve in the Armed Forces of our country, I covenant to serve God and these people with God's help: to deepen my obedience to the Commandments, to love the Lord our God with all my heart, soul, mind and strength, and to love my neighbor as myself. In affirmation of this commitment, I will abide by the Code of Ethics for Chaplains of the Armed Forces and I will faithfully support its purposes and ideals. As further affirmation of my commitment, I covenant with my colleagues in ministry that we will hold one another accountable for fulfillment of all public actions set forth in our Code of Ethics.

SECTION C – THE CODE OF ETHICS

I will hold in trust the traditions and practices of my religious body.

I will carefully adhere to whatever direction may be conveyed to me by my endorsing body for maintenance of my endorsement.

I understand as a chaplain in the Armed Forces that I must function in a pluralistic environment with chaplains of other religious bodies to provide for ministry to all military personnel and their families entrusted to my care.

I will seek to provide pastoral care and ministry to persons of religious bodies other than my own within my area of responsibility with the same investment of myself as I give to members of my own religious body. I will work collegiality with chaplains of religious bodies other than my own as together we seek to provide as full a ministry as possible to our people. I will respect the beliefs and traditions of my colleagues and those to whom I minister. When conducting services of worship that include persons of other than my religious body I will draw upon those

beliefs, principles, and practices that we have in common.

I will, if in a supervisory position, respect the practices and beliefs of each chaplain I supervise, and exercise care not to require of them any service or practice that would be in violation of the faith practices of their particular religious body.

I will seek to support all colleagues in ministry by building constructive relationships wherever I serve, both with the staff where I work and with colleagues throughout the military environment.

I will maintain a disciplined ministry in such ways as keeping hours of prayer and devotion, endeavoring to maintain wholesome family relationships, and regularly engaging in educational and recreational activities for professional and personal development. I will seek to maintain good health habits.

I will recognize that my obligation is to provide ministry to all members of the Military Services, their families and other authorized personnel. When on Active Duty, I will only accept added responsibility in civilian work or ministry if it does not interfere with the overall effectiveness of my primary military ministry.

I will defend my colleagues against unfair discrimination on the basis of gender, race, religion or national origin.

I will hold in confidence all privileged and confidential communication.

I will respect all persons of other religious faiths. I will respond to any expressed need for spiritual guidance and pastoral care to those who seek my counsel.

I will show personal love for God in my life and ministry, as I maintain the discipline and promote the integrity of the profession to which I have been called.

I recognize the special power afforded me by my ministerial office. I will never use that power in ways that violate the person-hood of another human being, religiously, emotionally or sexually. I will use my pastoral office only for that which is best for the persons under my ministry.

SECTION D – VIOLATIONS OF THE CODE OF ETHICS

3. CAP Channels. Alleged violations of the Code of Ethics will be administered by CAP Chaplain Corps channels in the next higher echelon from the one in which the violation occurred. The supervisory chaplain will investigate and counsel, as appropriate in accordance with the principles outlined in CAPP 40-80, chapter 13 (CAP Chaplain Corps Administrative Counseling). Repeated, serious violations of the Code of Ethics may result in the involuntary termination of the clergy person's status as a chaplain in the Civil Air Patrol after a hearing and due process as described in CAPP 40-80. Termination of CAP membership or chaplain status may only be on grounds provided for and through procedures specified in CAP Regulation 35-3, Membership Termination.

4. Religious Endorser Channels. Endorsers have the sole power to decide whether a violation of the Code of Ethics is cause for withdrawing endorsement. Should an endorsement be withdrawn for any reason, that clergy person immediately ceases to function as a CAP chaplain, loses the right to wear the badge of office, and loses all the privileges specified in CAP Regulation 80-1, The Civil Air Patrol Chaplain Corps.