



Chief of Chaplains  
United States Air Force Auxiliary/ Civil Air Patrol  
105 South Hansell St, Bldg 714  
Maxwell AFB, AL 36112-6332  
813-494-6885

TO: CAP Chaplain Corps

2 April 2022

SUBJECT: CAP CHAPLAIN CORPS RETIREMENT PROCEDURE

The following Chaplain/CDI retirement process is being introduced to our CAP Chaplain Corps to assure the proper recognition of their dedicated service in a timely manner. Far too many have fallen to the side because there is no notification to this office nor the local commanders.

- The retiring Chaplain/CDI notifies the Wing Chaplain, Region Chaplain, and Chief of Chaplains in writing, no less than 3 months prior to retirement, when possible.
- The Chief of Chaplains, or designee, coordinates with the Wing and Region Chaplain to ensure that a Commander's Commendation, Exceptional Service Award, or some other appropriate award is processed by the Wing Chaplain and sent forward for approval by the Wing and Region/CC.
- The CAP award would be presented to the retiring member at the next Commander's Call or Wing/Region Conference.
- A formal letter and coin from the Chief of Chaplains to the retiring Chaplain/CDI would acknowledge their service and give the appropriate congratulations and thanks.
- A brief biography of the retiring Chaplain/CDI would be featured in the Transmitter, Chaplain Corps Facebook, Twitter, Volunteer and PROPS.

A handwritten signature in black ink that reads "Linda J. Pugsley".

LINDA J. PUGSLEY, Ch, Col, CAP  
CAP/HC  
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