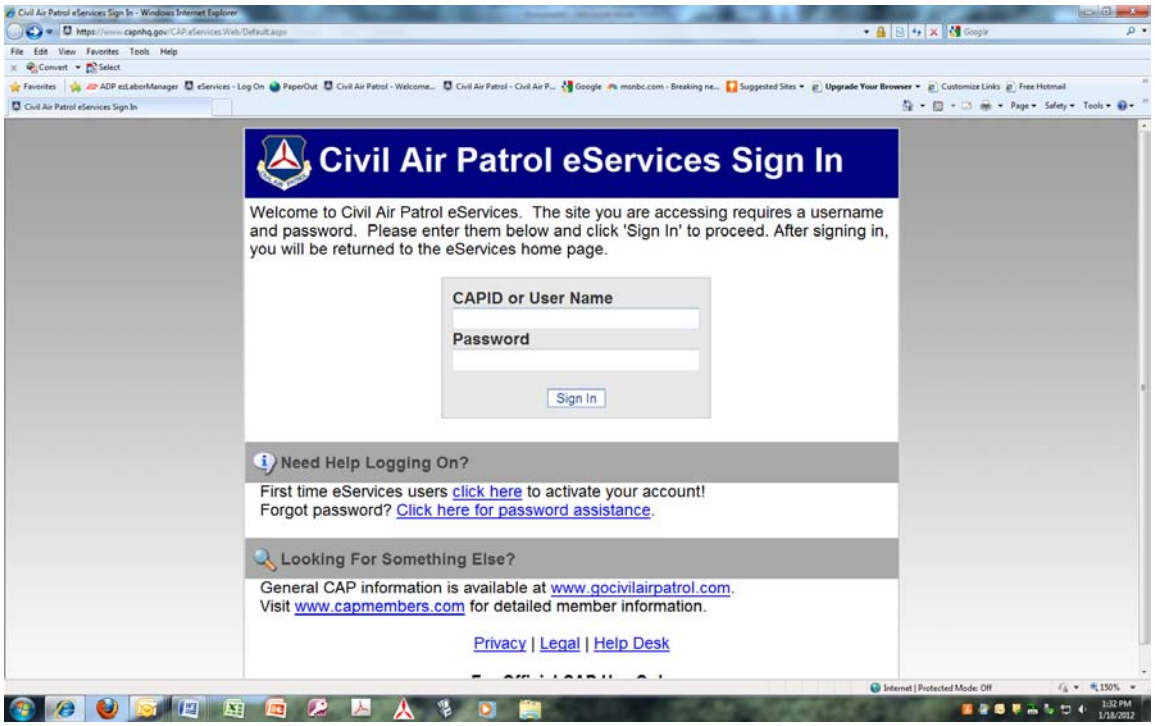
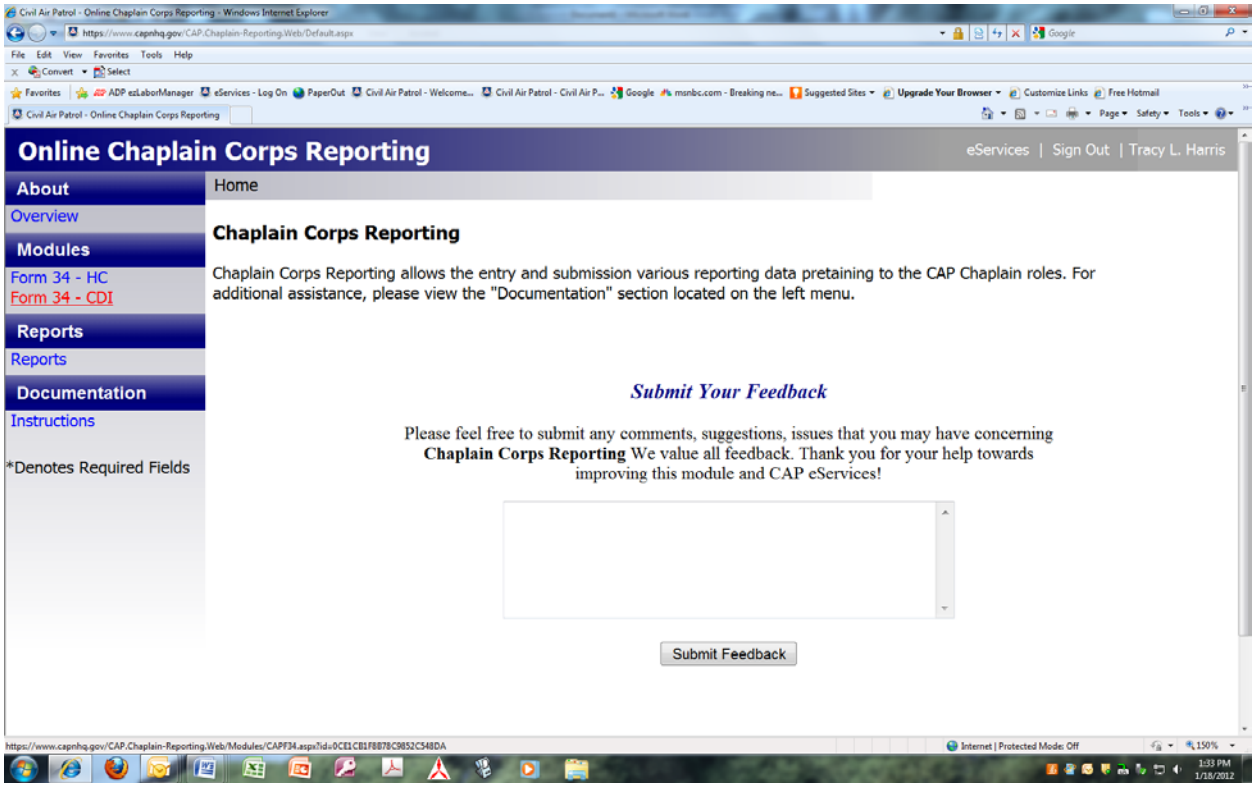
Chaplain Corps Reporting Instructions for Character Development Instructors (CDIs)

Log in to eServices to access the online Chaplain Corps Reporting system.

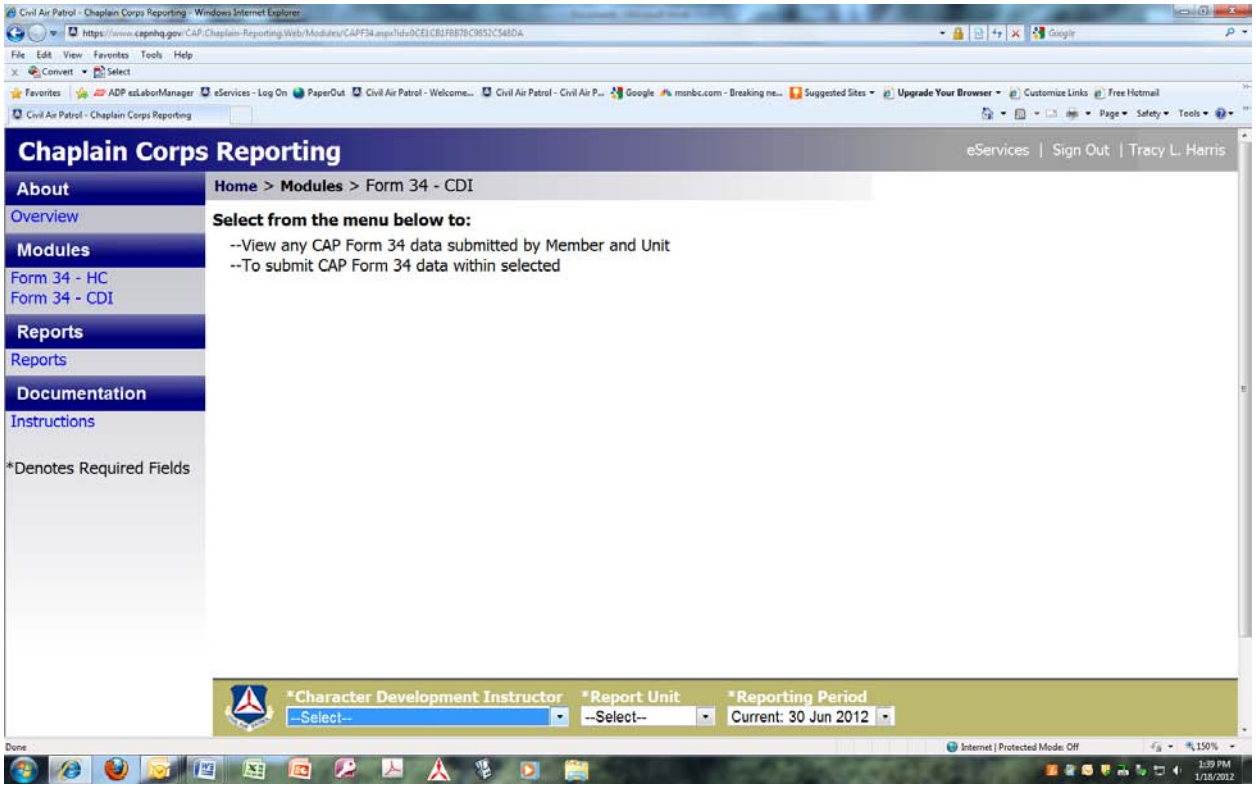


Once you have successfully logged in to eServices, select Chaplain Corps Reporting. Note: It may be listed on the left side of your screen under CAP Utilities. If you still do not see Chaplain Corps Reporting, please review your information in eServices pertaining to your current duty positon as CDI. Permission for the online reporting system is granted based on your current duty positon as CDI. Therefore, you must have a current duty position as CDI to access the online reporting system. If you discover your current duty position as CDI is not reflected, a complete CAPF 2A must be submitted requesting the addition of the duty position. Once the form is complete and reflects necessary signatures, it can be submitted electronically to Lmmeforms@capnhq.gov.

To begin entry of your activity data, select Form 34 – CDI which is listed on the left side of the screen under Modules.



Select your name, unit, and the reporting period from the drop-down menus at the bottom of your screen. Note: The system automatically defaults to the current reporting period. Reports are locked (preventing further edits) 30 days after the reporting period ends.



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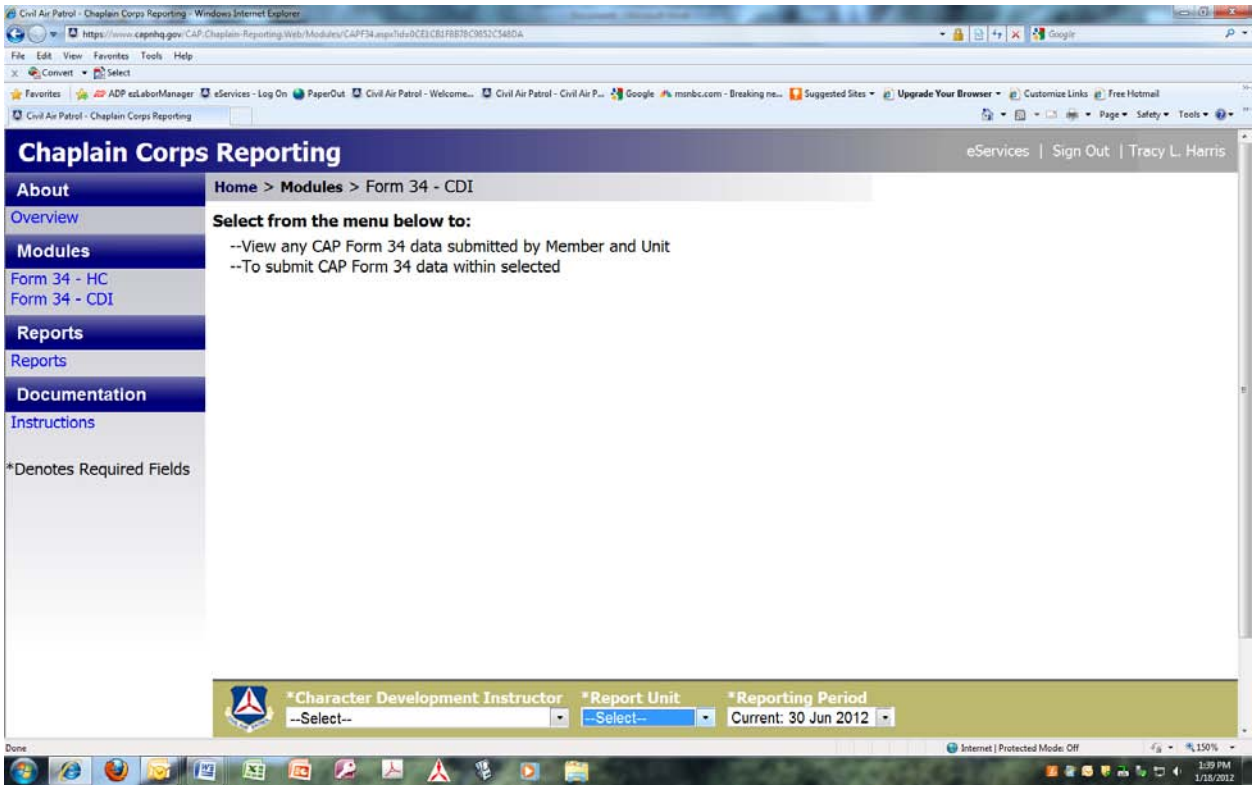
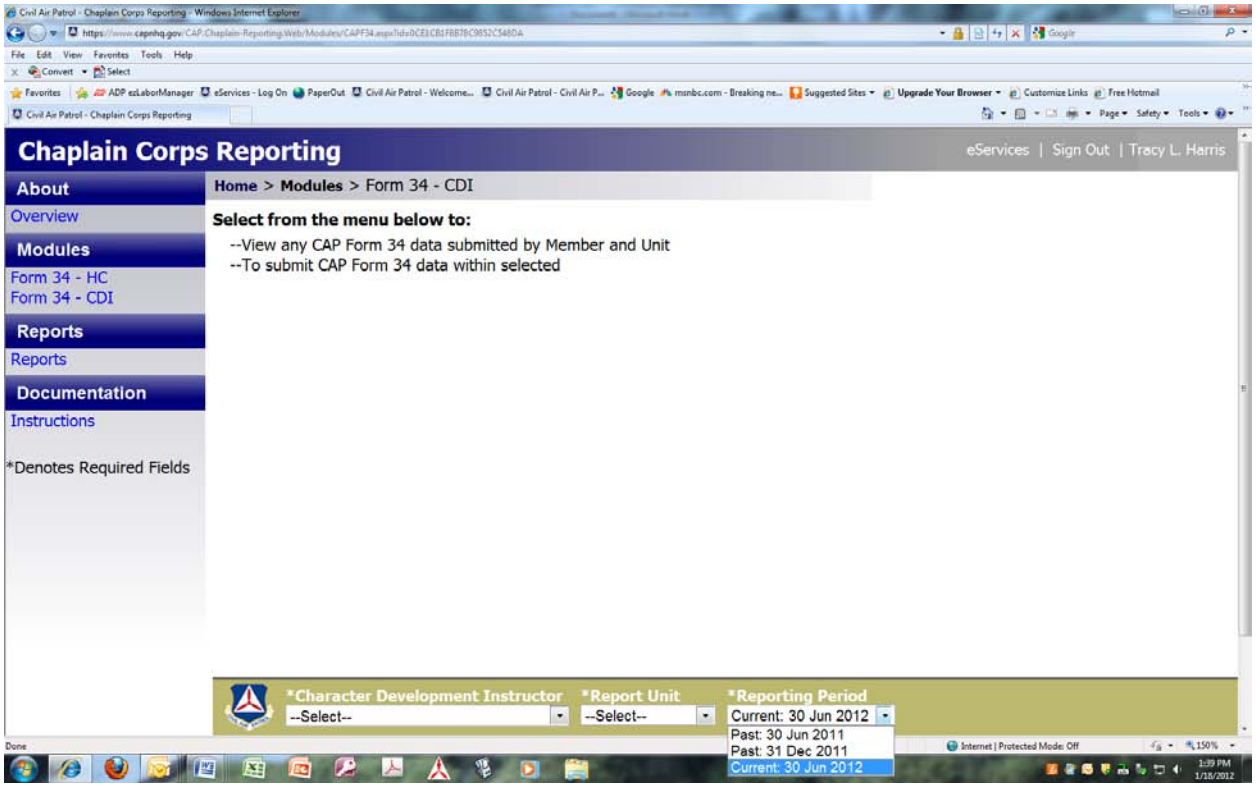
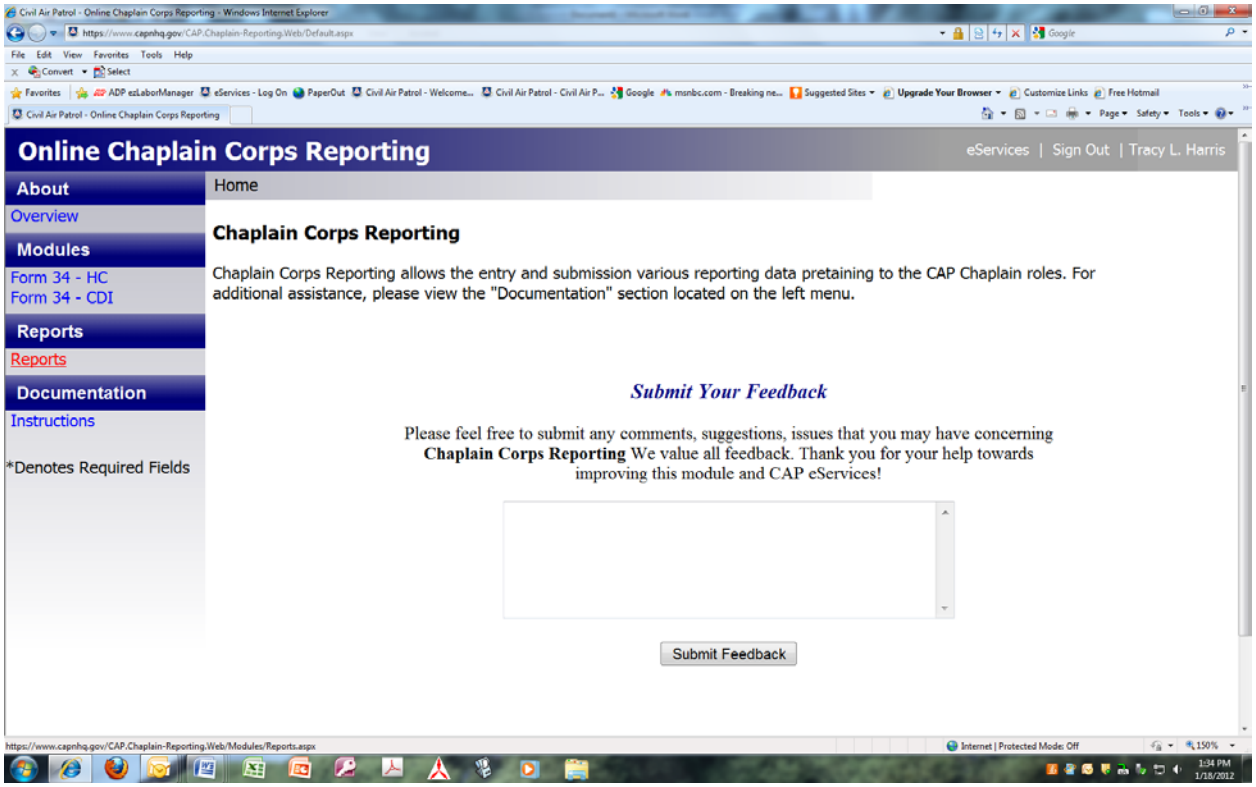
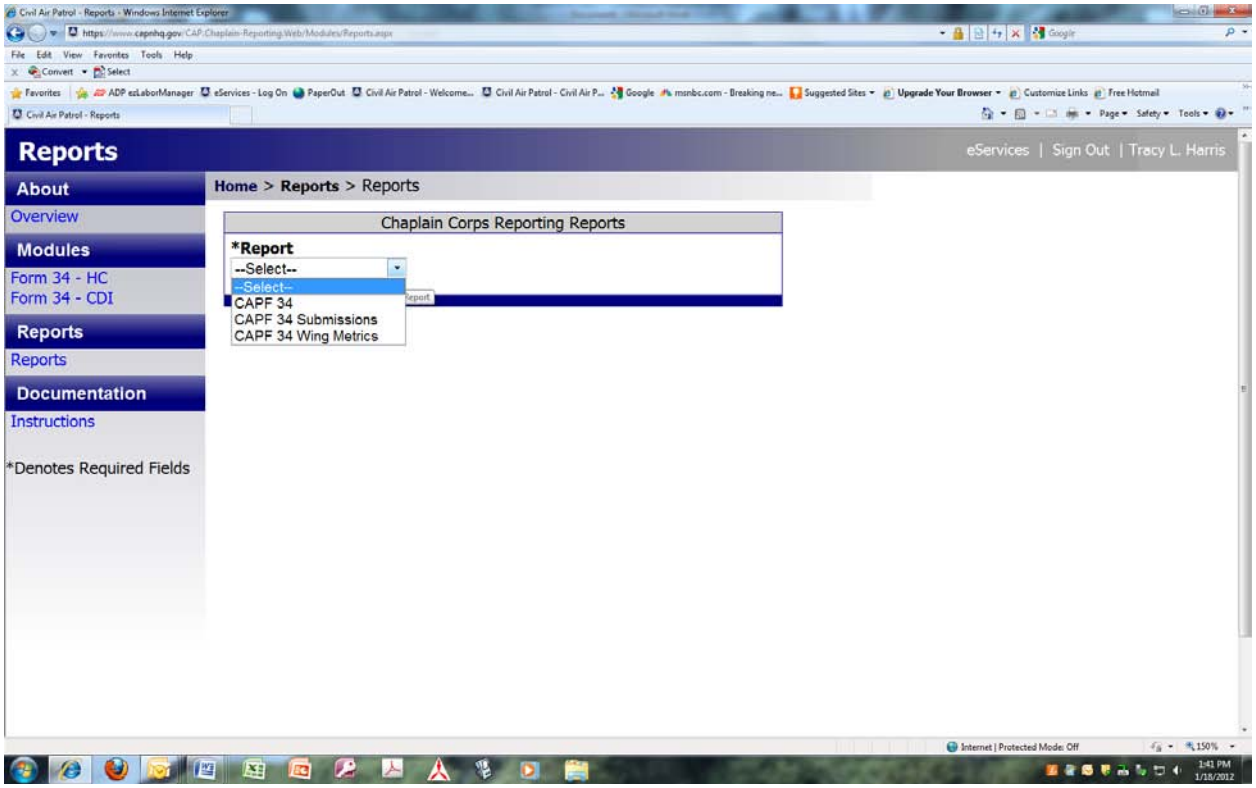




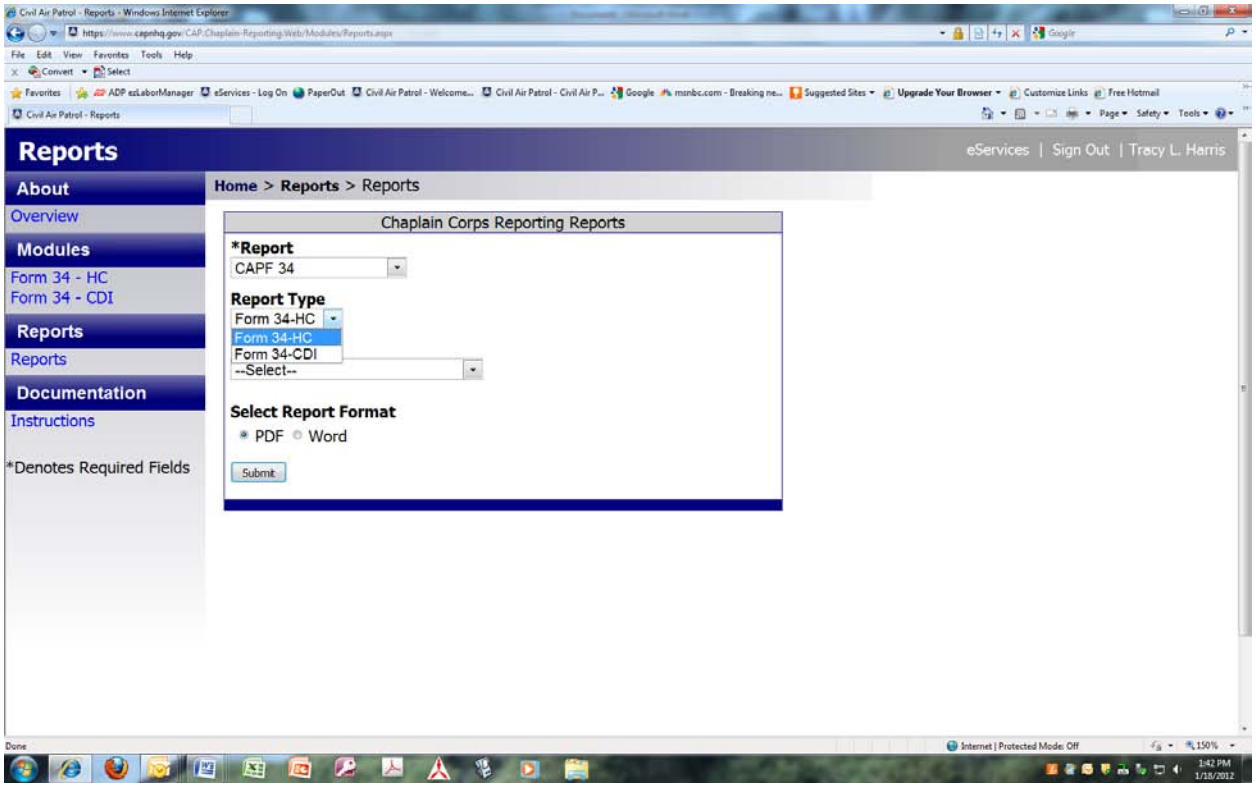
To generate your report(s), select Reports on the left side of your screen. Depending on your permissions, you may not see all of the following report options shown below.



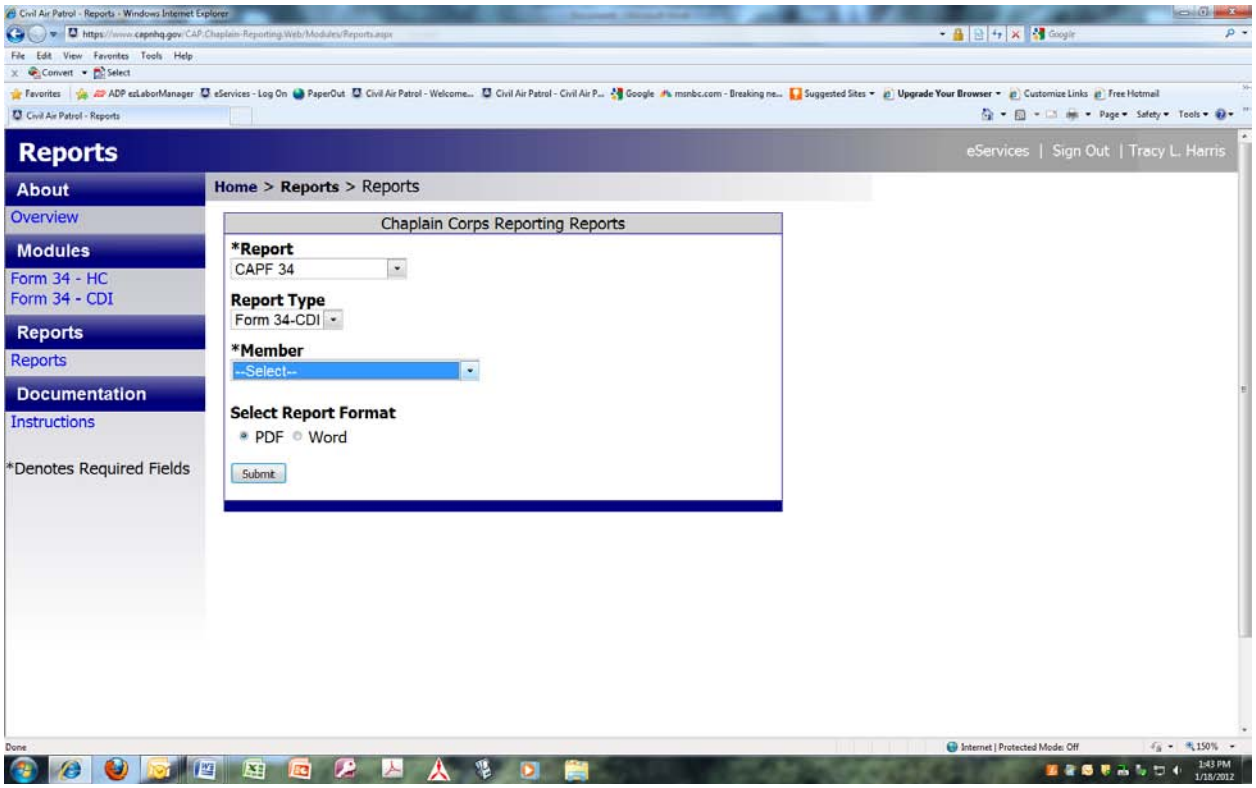
Select the report you wish to generate. Since permissions are granted based on your duty position, your report options may differ from those shown below.



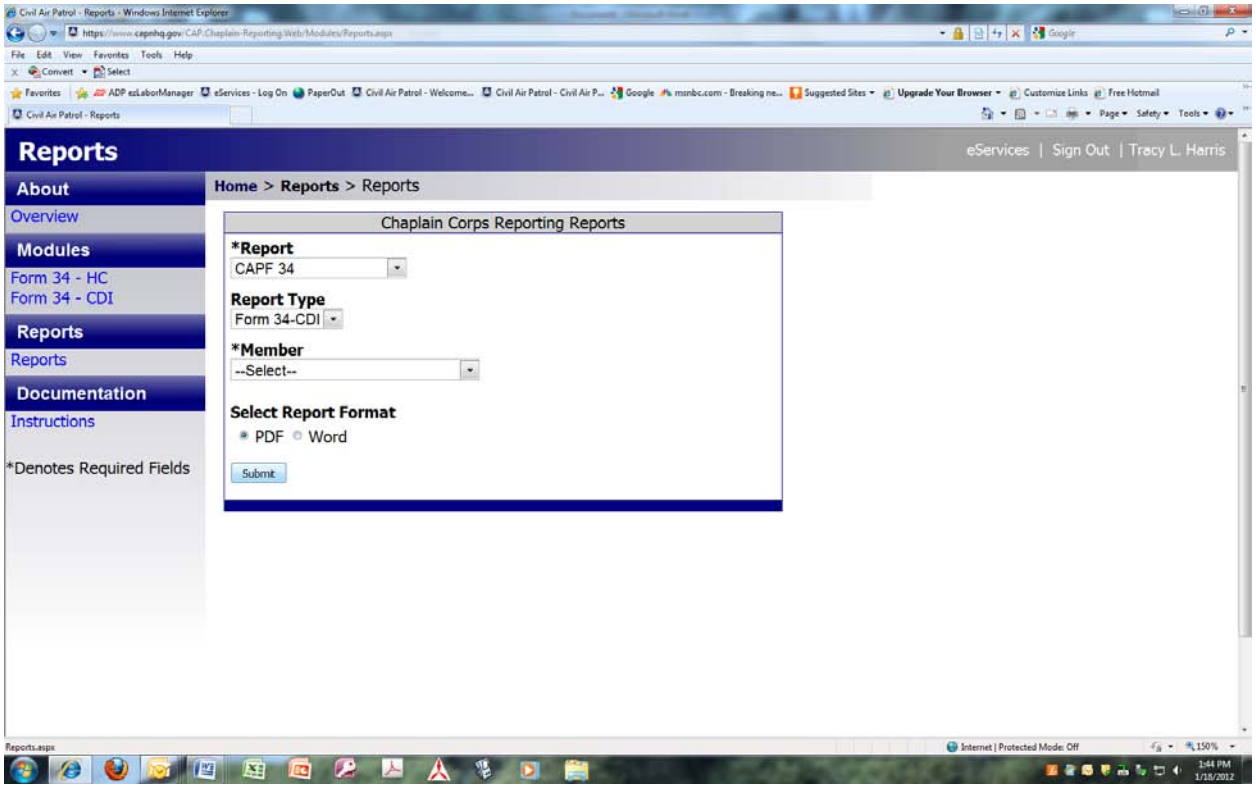
Select the type of report you wish to generate. Since permissions are granted based on your duty position, your report options may differ from those shown below.



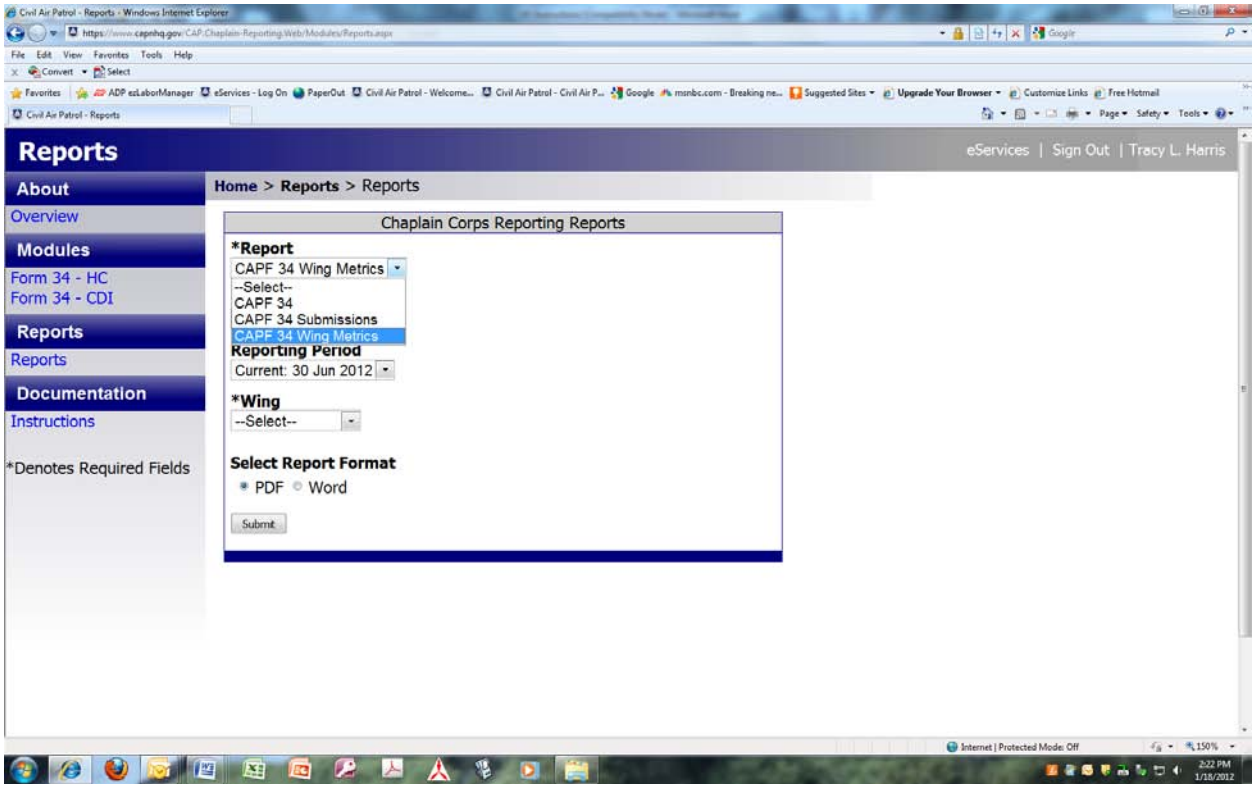
Select your name from the drop-down menu.



Select the report format (PDF or Word) and click submit.



Select the report, report type, reporting period, wing, and report format. Once these items are specified, click submit to generate your report(s). Note: Depending on your permissions, you may not see all of the report options below. Reports are locked (preventing further edits) 30 days after the reporting period ends.



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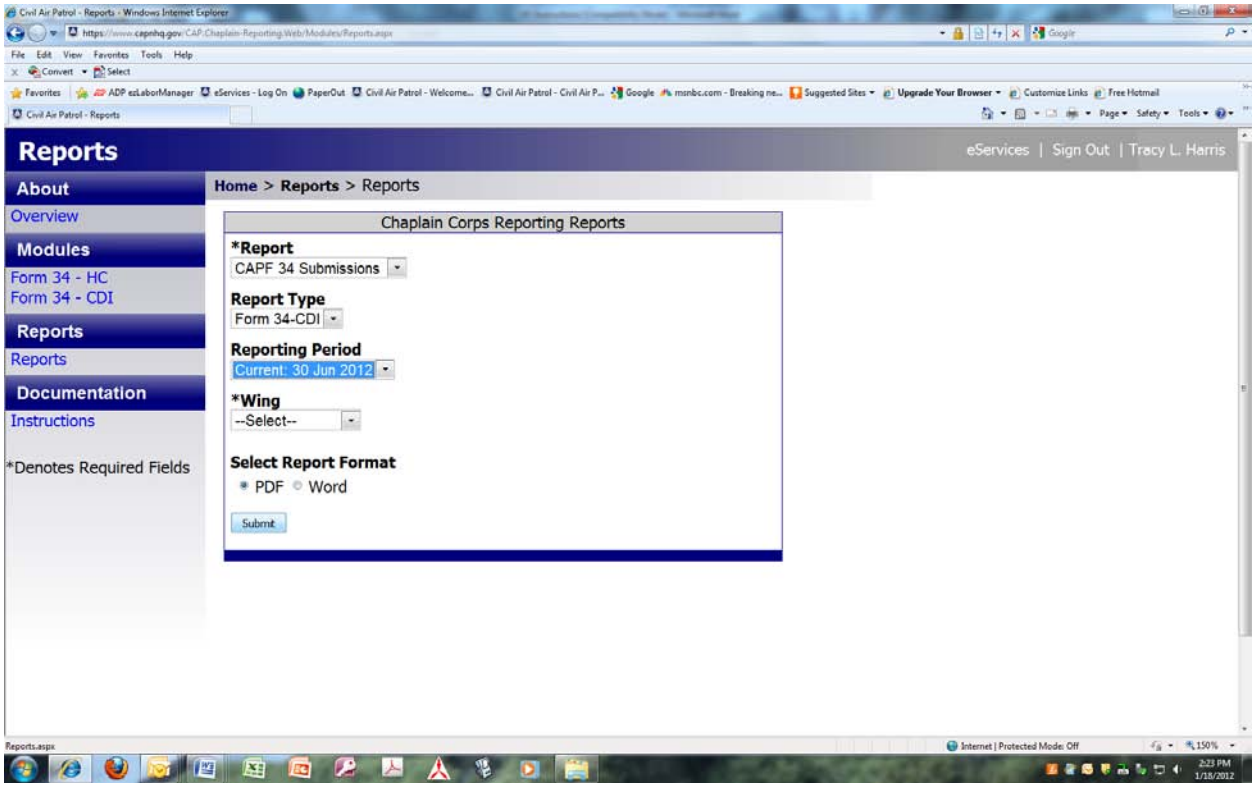
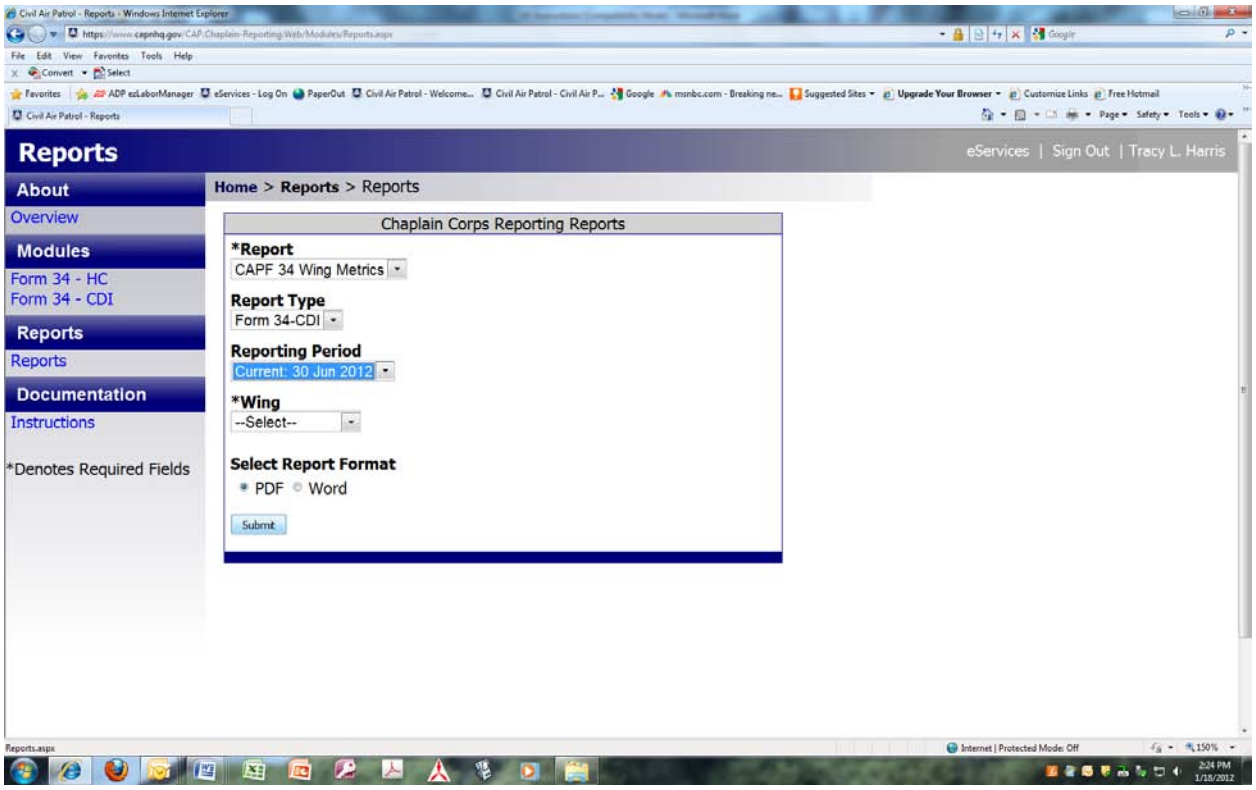
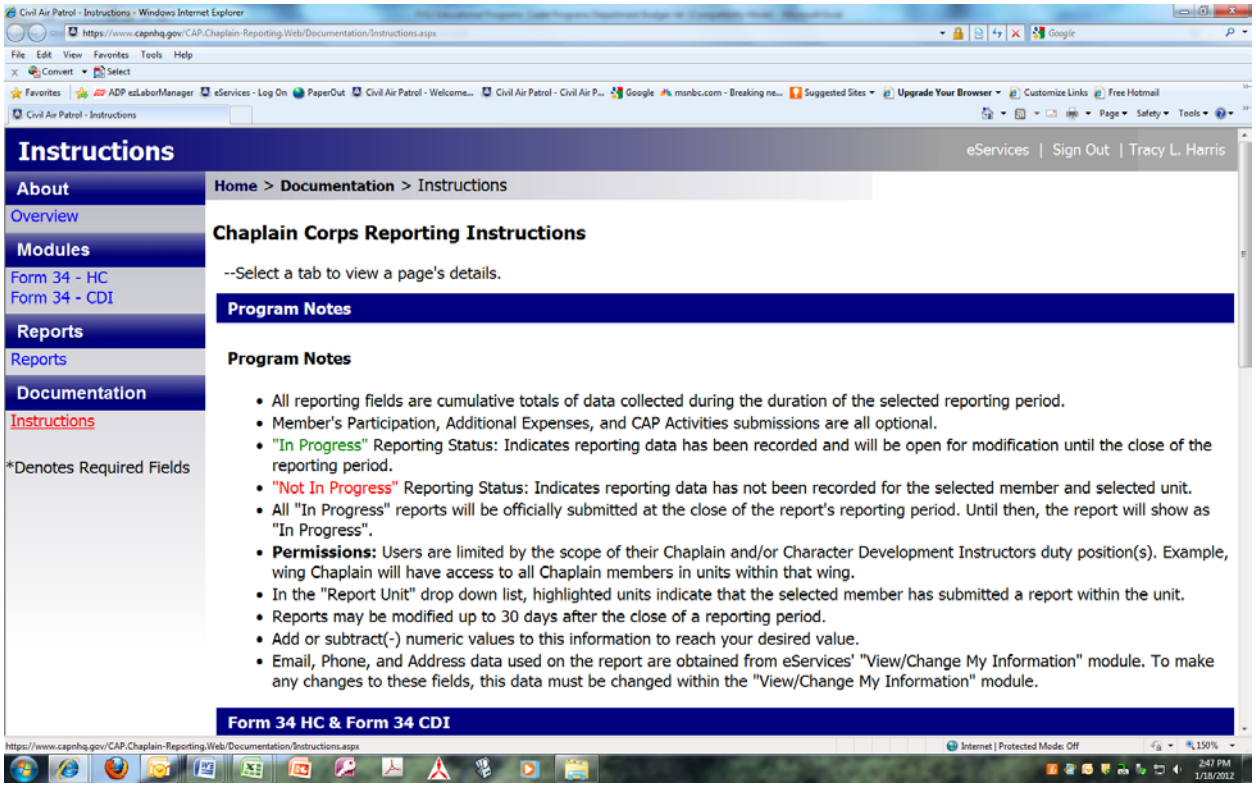
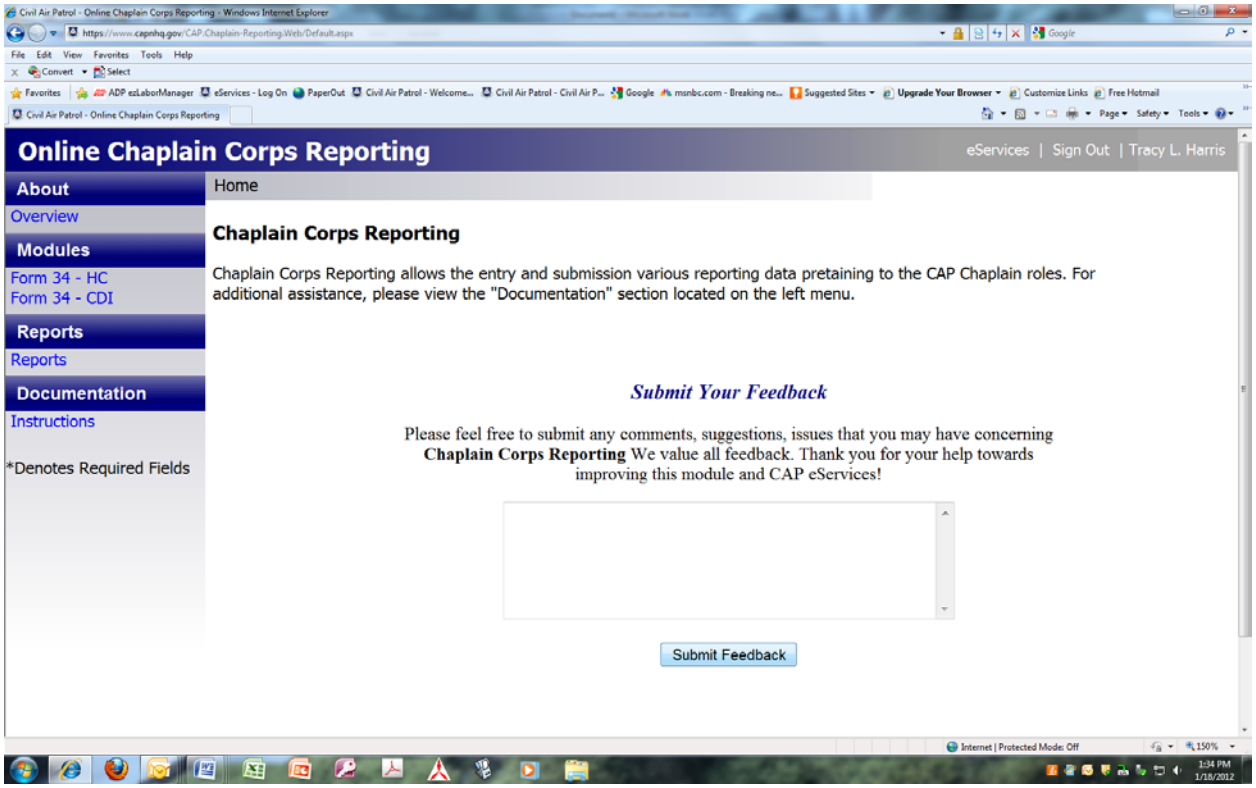




To view general instructions contained within the online reporting system, select the Instructions link under Documentation on the left side of your screen.



We appreciate your feedback. If you wish to submit your comments or suggestions, please do so utilizing the feedback box.