



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 265-1

19 DECEMBER 2012

Chaplain Corps Activities

THE CIVIL AIR PATROL CHAPLAIN CORPS

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

SUMMARY OF CHANGES.

Deleted references to National Board and National Executive Committee. Replaced religious endorsing requirement for character development instructors with letter of recommendation from a reputable community member. Added section for chaplains providing military support detailing nature of support and procedures/limitations in supporting military organizations. **Note: Shaded areas identify new or revised material.**

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SECTION A - GENERAL PROVISIONS

1. Authority for Organization.

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

b. Chapter 909 of Title 10, United States Code, Section 9446, states that, "The Secretary of the Air Force may use the services of Civil Air Patrol chaplains in support of the Air Force active duty and reserve component forces to the extent and under conditions that the Secretary determines appropriate." In light of this requirement, the CAP Chaplain Corps will appoint chaplains who meet the same educational and professional standards as Air Force chaplains and provide similar training to prepare them for domestic, non-combat ministry.

2. Mission of the CAP Chaplain Corps.

a. The free exercise of religion is a constitutional right of all US citizens. Civil Air Patrol provides opportunities for CAP members to exercise this right through the Chaplain Corps and by allocating required resources to accomplish the Chaplain Corps mission.

b. The Civil Air Patrol Chaplain Corps promotes moral leadership, spiritual care and character development throughout the CAP senior member and cadet programs.

c. Responding to emergencies is a critical aspect of the CAP Chaplain Corps mission. As professional clergy, CAP chaplains prepare to respond to Civil Air Patrol, USAF and community emergencies, such as disasters, aircraft accidents, or acts of terrorism.

SECTION B - CHAPLAIN CORPS STANDARDS

3. **Chaplains.** Religious bodies listed by the Department of Defense (DoD) Armed Forces Chaplains Board (AFCB) endorse or approve all CAP chaplains. Individuals endorsed as chaplains in the US Armed Forces need not obtain another endorsement to serve with CAP. Some endorsers may require a separate endorsement for active duty or reserve chaplains serving as CAP chaplains. Chaplains use title and rank (Chaplain, Rank) in official correspondence. "Chaplain" is the proper term of address, regardless of rank. Chaplains wear the Air Force style or CAP distinctive uniform with insignia appropriate to their distinctive faith group. When leading worship services, chaplains may also wear apparel consistent with their faith group tradition. However, distinctive clerical apparel (collars, crosses on chains, etc.) will not be worn with the Air Force style or CAP distinctive uniforms. Consult CAPM 39-1, *Civil Air Patrol Uniform Manual* for weight, grooming and hair standards.

4. Character Development Instructors.

a. CDIs are a part of the CAP Chaplain Corps and are appointed to provide character development instruction in the cadet program.

b. The CDI works under the direction of a chaplain designated by the wing chaplain. When no chaplain is assigned to a unit, the CDI works directly for the commander while maintaining liaison with the wing chaplain.

c. Commanders will endeavor to make character development instruction available during cadet meetings for no less than 1 hour per month. Commanders may temporarily lead the character development session but should strive to recruit a chaplain or character development instructor as soon as possible.

d. CDIs will not use the title “Chaplain” nor wear chaplain insignia. When duly appointed and upon completion of technician training, CDIs may wear the specialty badge.

e. Only appointed and endorsed chaplains are authorized to provide ministry as clergy within CAP. Clergy ministry includes: religious ministrations (worship services, baptisms, communion, funerals); solemnizing of events; confidentiality and/or privileged communications. CAP members who are ordained ministers serving in the capacity of CDI are not granted confidentiality or privileged communication in CAP.

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

g. Character development instructors (CDIs) are required to be recommended by a reputable member of their community IAW paragraph 7a(2).

5. Chaplain Corps Duty Restrictions. 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. Chaplains are not eligible to serve as a CAP commander, deputy commander, testing officer, or be designated as an investigating officer as prescribed by CAPR 123-2. Chaplains who wish to engage in duties incompatible with their role as listed above must withdraw from the Chaplain Corps to do so. After 24 months, a chaplain must re-apply on a new Form 35 and obtain a current ecclesiastical endorsement. Chaplains have rank without command; however, chaplains may exercise operational supervision over Chaplain Corps personnel and activities.

6. Chaplain Appointment.

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

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

- (1) A fully ordained or qualified priest, rabbi, or minister of religion
- (2) Actively engaged in or retired from a denominationally approved vocation.

(3) Recommended as being spiritually, morally, intellectually and emotionally qualified to represent the applicant's religious body as a CAP chaplain.

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

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

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

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

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

d. Appointment Procedure.

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

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

(b) An official transcript of each required degree showing the name and location of the institution that awarded the degree.

(c) Ecclesiastical endorsement (DoD Form 2088) or letter of approval from an endorser recognized by the Department of Defense Armed Forces Chaplains Board.

(d) Verification of CAP Senior Member status.

(e) Documentation that Cadet Protection Training and all portions of Level I have been completed.

(2) The wing chaplain assembles all documentation required for appointment, except the ecclesiastical endorsement, which is sent directly from the endorser to NHQ Chaplain Corps Program Administrator (NHQ/HCA). The wing chaplain will conduct an interview, sign the CAPF 35 if warranted, include all the supporting documentation and then forward the application package to the region chaplain for region approval and subsequent transmission to NHQ/HCA for final approval by the Chief of the Chaplain Corps (CAP/HC). Upon appointment NHQ/HCA will issue a certificate of appointment.

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

7. Character Development Instructor Appointment.

a. A senior member who has completed Level I may apply to become a CDI. He/she should submit a CAPF 35a, *Character Development Instructor Application*, along with appropriate documentation including college transcripts and letter of recommendation (as outlined below). CDI applications are processed through the wing chaplain who verifies that:

(1) The applicant has a minimum of 60 semester hours (90 quarter hours) of college study beyond the high school diploma. The minimum of 60 semester hours (90 quarter hours) must be attained from a recognized academic post high school institution.

(2) The applicant has a letter of recommendation from a reputable member of his or her local community attesting that the member is morally and emotionally qualified to serve as a character development instructor.

b. The wing chaplain completes an interview, signs the CAPF 35a if warranted, and then forwards the application package including the supporting documentation to the region chaplain for region approval and subsequent transmission to NHQ/HCA for final approval by CAP/HC.

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

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

8. Chaplain Corps Statistical Reports. Each chaplain and character development instructor is required to submit a semi-annual activity/statistical report using the online Chaplain Corps reporting system in eServices. Chaplain Corps statistical reports will cover the period of 1 January through 30 June or 1 July through 31 December of each year. Reports will be submitted no later than the 10th day after the end of the reporting period. No later than the 15th day following the end of the reporting period, the wing chaplain (or region chaplain for the region headquarters) will generate a Submissions report to determine which of the wing's/region's Chaplain Corps members have not met the reporting requirement for the current reporting period. The Secretary of the Chaplain Corps Executive Council will generate the Submissions report for Chaplain Corps members assigned to NHQ. Wing/region chaplains will notify their respective commanders of those Chaplain Corps members within their command who have not met the semi-annual reporting requirement. Chaplains and character development instructors who are delinquent in filing their semi-annual report are not eligible for Chaplain Corps recognition or awards.

9. Religious Interview Guide, CAPF 48. Chaplains must inform CAP members their information is voluntary. When completed, chaplains will maintain a CAPF 48 on each unit member in a locked file or in a secure electronic file that is password protected. When a member leaves the unit, the member's Form 48 will be destroyed by burning or shredding and/or deletion from secure electronic files. When the chaplain leaves the unit, all completed CAPFs 48 will be destroyed in same manner.

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

a. Alphabetical Senior Training Roster (STR). 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.

b. Alphabetical Monthly Membership Listing (MML). An alphabetical listing of all CAP chaplains and CDIs assigned to each wing indicating the member's renewal date.

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

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

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

b. National Squadron Chaplain of the Year Award. Each wing commander in cooperation with the wing chaplain will submit a squadron chaplain as a nominee for the Region Squadron Chaplain of the Year Award. This award is given for outstanding chaplain ministry at the squadron level. Wing chaplains are to ensure the nomination complies with region award requirements. In addition, candidates must have served at least 3 years as chaplains with completion of Level III of the senior member professional development program. All nominations will include a one-page narrative justification. The person selected as the Region Squadron Chaplain of the Year will become the region's nominee for the national award. The region commander will ensure a region nomination is submitted for the national award.

c. National Character Development Instructor of the Year. Wing and region commanders may nominate candidates for Character Development Instructor of the Year. Wing commanders are nominating officials and the CCEC makes the selection from among qualified candidates. This award will be presented to a CDI who has the designated 225 Specialty Track and has demonstrated the highest level of excellence in character development for cadets.

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

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

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

SECTION C - CAP CHAPLAIN CORPS TRAINING AND STRUCTURE

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

a. CAPP 221A. All chaplains must complete CAPP 221A, *The CAP Chaplain*. Upon successful completion, chaplains will be awarded the 221 Specialty Track with a technician specialty rating. This course no longer substitutes for SLS.

b. CAPP 221B. All chaplains must complete CAPP 221B, *Chaplains Helping Chaplains*, to be awarded the senior specialty rating. In addition, the appropriate time-in-grade requirements and completion of Level III of senior member training is required to be eligible for promotion to major. This course is also required for chaplains to serve as a group or wing chaplain and no longer substitutes for CLC.

c. CAPP 221C. All chaplains must complete CAPP 221C, *Chaplains Inspiring Chaplains*, to be awarded the Master specialty rating. In addition, the appropriate time-in-grade requirements and completion of Level IV of senior member training is required to be eligible for promotion to lieutenant colonel. This course is also required for chaplains to serve as a region chaplain.

d. Testing. Examinations for the 221A, 221B and 221C specialty tracks are found online. The minimum passing score for these exams is 90%. The successful passing of each exam will be posted in eServices and a certificate of completion is available for print. A printed certificate should be placed in the chaplain's personnel file.

13. CDI Specialty Track Training and Promotions. Upon appointment, Character Development Instructors are assigned specialty track code 225.

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

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

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

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

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

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

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

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

c. Professional Growth for Advancement. To serve in wing, region and national positions, chaplains are expected to earn the Grover Loening Aerospace Award, Paul E. Garber Award and Gill Robb Wilson Award respectively.

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

a. Chief of the Chaplain Corps (CAP/HC). The CAP National Commander appoints the Chief of the Chaplain Corps from the ranks of experienced CAP chaplains. The Chief of the Chaplain Corps oversees all Chaplain Corps policies and activities, advises the National Commander on these matters, and is the spiritual advisor to the CAP Senior Advisory Group (CSAG) and CAP Command Council on matters of religion, morals and well-being of personnel. To be considered for chief, each candidate should have prior experience as a region chaplain, be active in the CAP Chaplain Corps for at least 10 consecutive years prior to appointment and have achieved Level V in the Senior Member Professional Development Program. The CAP/HC is chairman of the CCAC and CCEC.

b. Deputy Chiefs of the Chaplain Corps (CAP/HCD). The Deputy Chiefs of the Chaplain Corps are appointed by the Chief of the Chaplain Corps and serve at the discretion of the CAP/HC and serve as the Dean of the Chaplain Corps Region Staff Colleges, or Deputy Chief for Administration. To be considered for deputy chief, each candidate will have prior experience as a wing or region chaplain, be active in the CAP Chaplain Corps for at least 5 consecutive years prior to appointment and have achieved Level V in the Senior Member Professional Development Program.

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

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

e. Region Chaplain. Each region commander will appoint a region chaplain to oversee the region Chaplain Corps program. 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. All region chaplains are members of the CCAC and are expected to attend the annual CCAC meeting in conjunction with the Annual Conference. To be considered for region chaplain, each candidate will have prior experience as a wing chaplain or have experience serving on region chaplain staff, be active in the CAP Chaplain Corps for at least 5 consecutive years prior to appointment and achieved Level IV in the Senior Member Professional Development Program. The senior member training requirement for appointment will phase in over a period of three years from the date of adoption to provide ample time for currently appointed chaplains to complete the Level IV requirements. Region chaplains are required to live in the region they are serving. Region chaplains will provide guidance to wing chaplains in implementing Chaplain Corps policies and programs. The term of office will not exceed 6 years. The Chief of Chaplains may extend the Region Chaplain for an additional 1 year with the concurrence of the region commander, should a qualified replacement not be available at the end of the maximum 6 year term.

f. Wing Chaplain. Each CAP wing commander will appoint a wing chaplain to oversee the wing Chaplain Corps program. Wing chaplains will hold a chaplain/CDI training conference at least once every 2 years, preferably during a wing conference. 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. Wing chaplains will have prior experience as a unit chaplain, be active in the CAP Chaplain Corps for at least 2 consecutive years prior to appointment and achieved Level IV in the Senior Member Professional Development Program. The senior member training requirement for appointment will phase in over a period of three years from the date of adoption to provide ample time for currently appointed chaplains to complete the Level IV requirements. Wing chaplains will provide guidance to group, squadron and flight chaplains in implementing Chaplain Corps policies and programs. The term of office will not exceed 6 years. The Chief of Chaplains may extend the Wing Chaplain for an additional 1 year with the concurrence of the region commander, should a qualified replacement not be available at the end of the maximum 6 year term.

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

h. Additional Personnel. Commanders may supplement the CAP Chaplain Corps program as follows:

(1) Active duty, Reserve, National Guard and Veteran's Administration chaplains serving CAP units as CAP non-members.

(2) Clergy from the local community will be escorted at all times by a senior member in compliance with cadet protection requirements. Community clergy will have the approval of the region or wing chaplain as applicable and will serve in this capacity for a maximum of 6 months. Community clergy who are successful in providing ministry to CAP units should be encouraged to join the CAP Chaplain Corps.

(3) Whenever possible, commanders are encouraged to seek a nearby chaplain or CDI from another unit to fill in until a chaplain or CDI is assigned.

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

(1) Chief of the Chaplain Corps, Chair.

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

(3) Secretary.

(4) Chief Emeritus.

(5) Region Chaplain from each region.

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

(7) Appointees. With the concurrence of the council, the Chief of the Chaplain Corps may appoint a senior chaplain of a faith group not represented on the CCAC. This major faith group representative will meet the same requirements for appointment as region chaplains.

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

(1) Chief of the Chaplain Corps, Chair.

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

(3) Secretary.

(4) Chief Emeritus.

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

SECTION D - THE CHAPLAIN CORPS PROGRAM

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

- a. Opportunities for worship, liturgies, rites and ceremonies that enable them to exercise their faith and fulfill their religious requirements.
- b. Spiritual resources and religious programs that serve the educational, humanitarian and personal needs of the CAP community and individuals.
- c. Advice that helps CAP leaders address spiritual needs, religious requirements and ethical issues as they impact mission, quality-of-life and First Amendment rights for CAP members.

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

- a. Chaplains and CDIs will comply with the reporting requirements of CAPR 52-10, *CAP Cadet Protection Policy*, paragraph 1.
- b. In all other cases, chaplains will, at a minimum, seek the advice of a duly appointed and currently serving CAP legal officer before making any disclosure of information confided in a private setting.
- c. Only CAP chaplains have confidentiality under this regulation. CAP members who are ordained ministers serving in the capacity of CDI are not granted confidentiality or privileged communication in CAP under this regulation. CDIs will brief anyone wishing to talk with them in confidence that they are not serving as a chaplain and are not protected by confidentiality.

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

SECTION E - MILITARY SUPPORT GUIDELINES

When called upon or given the opportunity to provide chaplain services on an Air Force military base or support for any Air Force Active Duty, Reserve Component or the Air National Guard as a CAP chaplain, the following criteria will apply:

19. Criteria Mandated By the Air Force Chaplain Corps.

- a. "The policy of the United States Air Force Chaplain Corps permits Air Force Wing Chaplains to use the services of Air Force Auxiliary chaplains when they meet auxiliary chaplain qualifications as established in AFI 52-101 (dtd. 16 Apr 04), § 2.3.1. They must meet all

ecclesiastical, educational and professional standards for AF Chaplains while serving as an AF auxiliary chaplain as set forth in AFI 52-102 (dtd. 7 Jan 04). Wing chaplains ensure this standard of excellence is reflected in those who serve in the Air Force Auxiliary."

b. This means that to provide chaplain support for the Air Force, a chaplain must meet the educational requirements for active duty service, including an earned accredited baccalaureate degree AND seminary degree (72 semester hours) from an ATS or DoD accredited theological institution. These credentials must be on file along with their ecclesiastical endorsement (Form 2088) in the office of the base Wing Chaplain prior to the commencement of CAP chaplain services. Chaplains who have obtained a waiver of any of these requirements may be authorized to provide CAP chaplain assistance to the Air Force, provided they have been appointed to do so, by the Chief of Chaplains of the Civil Air Patrol.

c. ALL CAP Chaplain Corps assistance will utilize only those chaplains who conform to the weight and grooming standards specified in CAPR 39-1 and are otherwise able to wear the Air Force style uniform properly. Only the authorized Air Force style uniforms are to be worn while performing CAP Chaplain Corps assistance to the military.

d. AFI 10-2701, *Organization and Function of Civil Air Patrol*, states that CAP may provide chaplain support to Air Force active duty, Reserve or Guard units as set forth in AFI 52-101, *Planning and Organizing*, and the Memorandum of Agreement between the Air Force Chaplain Corps and the CAP Chaplain Program. Requests for CAP support as an Air Force Authorized Mission (AFAM) will be submitted to the CAP-USAF Commander (CC) or Air Component Commander, as appropriate, through the CAP National Operations Center (NOC) [see paragraph 20d(2)]. For AFAM requests in support of single isolated, limited-scope events, such as a temporary augmentation of an AF wing chaplain staff, the CAP-USAF/CC, or designee, is the approval authority. For all other instances, the appropriate Numbered Air Force is the approval authority. The requesting USAF Wing Chaplain will validate the request by informing the approval authority of the need for CAP chaplain assistance.

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

a. The Chaplain Corps Advisory Council has determined that in order to present a seamless chaplaincy, the Air Force requirements will apply to all CAP chaplain support throughout the uniformed services. All requirements stated above will apply.

b. CAP chaplains must complete CAPP 221A and senior member Level II to become eligible to provide Chaplain Corps assistance to any military unit.

c. ALL chaplain assistance provided to the military by CAP MUST be approved in writing by the Chief of the CAP Chaplain Corps (CAP/HC).

d. Irrespective of any other agreement or MOU, CAP chaplains must conform to the following procedure BEFORE the commencement of chaplain support for ANY military entity.

(1) Obtain documentation of the educational requirements specified above and verification of a valid endorsement (Form 2088).

(2) The CAP Wing Chaplain will secure the approval of the CAP wing commander and obtain a letter from the AF Wing Chaplain (or military commander) on the unit letterhead requesting chaplain services and listing the dates of the requested service and brief description of the duties that are requested (see sample at attachment 1). The letter is to be addressed to the Deputy Chief of the CAP Chaplain Corps (CAP/HCD) with a copy to the CAP/HC and NHQ/HCA. This letter is uploaded by the requesting CAP wing HQ into Web Mission Information Reporting System (WMIRS) for approval as an AFAM.

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

(4) The Deputy Chief of Chaplains will process the submission in the following manner:

(a) Verify that the CAP Wing Chaplain is aware of the request, has approved it and has secured the approval of the Wing Commander.

(b) Verify that the chaplain requested meets the ecclesiastical, educational and professional standards outlined in AFI 52-101 and AFI 52-102.

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

(d) Verify that the chaplain conforms to the weight and grooming standards outlined in CAPR 39-1.

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

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

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

(h) Issue a written approval to the chaplain who is requested to provide chaplain assistance. Copies to the Wing Chaplain, Region Chaplain, the NHQ/HCA and the CAP/HC.

e. All of the above procedure is to be completed BEFORE the commencement of CAP chaplain assistance to the military. All current chaplain services by CAP chaplains that have not complied with these military support guidelines must do so immediately to continue.

f. These guidelines are established to assure the Air Force that we are providing qualified chaplains who are properly trained to offer quality ministry and that they are ministering with the full awareness and provision of Civil Air Patrol.

g. If the guidelines are not (or cannot) be met, the chaplain may be asked by some units to minister in a non-CAP clergy capacity. In that event, the chaplain may not wear the CAP or Air Force uniforms and may not represent their assistance to be provided by the Air Force Auxiliary, Civil Air Patrol Chaplain Corps. Additionally, AFAM status will not be granted and the chaplain WILL NOT be covered under FTCA/FICA or CAP insurance coverage.

h. CAP chaplains who are engaged in assisting the Air Force will file an "After Action Report" following the activity. When the assignment is a continuing one, periodic after action reports are to be filed. Copies shall be provided to the chaplain's Commander, Wing HC, Region HC, NHQ/HCA, CAP/HCD and CAP/HC.

CHARLES L. CARR, JR.
Major General, CAP
Commander

ATTACHMENT 1 - REQUESTING CHAPLAIN SERVICES

**SAMPLE
REQUESTING UNIT LETTERHEAD**

DATE

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

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

SUBJECT: REQUEST FOR CAP CHAPLAIN SUPPORT

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

JANE DOE, CH (Major), USAF
Wing Chaplain

Cc: CAP/HC
NHQ/HCA