



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 265-1

9 MAY 2007

Chaplain Service Activities

THE CIVIL AIR PATROL CHAPLAIN SERVICE

This regulation defines the mission, composition, and organization of the Civil Air Patrol (CAP) Chaplain Service and delineates responsibilities. Note: Shaded areas identify new or revised material.

SUMMARY OF CHANGES.

The Moral Leadership Officer appointing procedures have been changed to follow the same steps as the chaplain appointment procedures. The Chaplain Service Assistant is now the Chaplain Service Program Manager and is part of the NHQ Missions Directorate.

Table of Contents	Page
SECTION A - GENERAL PROVISIONS	2
1. Authority for Organization	2
2. Mission of the CAP Chaplain Service	2
SECTION B - CHAPLAIN SERVICE STANDARDS	2
3. Chaplains.....	2
4. Moral Leadership Officers.....	2
5. Chaplain Service Duty Restrictions	3
6. Chaplain Appointment	3
7. Moral Leadership Officer Appointment.	4
8. Chaplain Service Statistical Report, CAPF 34	5
9. Chaplain Service Rosters	5
10. Chaplain Service Awards.....	6
SECTION C - CAP CHAPLAIN SERVICE TRAINING AND STRUCTURE.....	7
11. Chaplain Specialty Track Training	7
12. MLO Specialty Track Training and Promotions	7
13. Chaplain Service Training	7
14. CAP Chaplain Service Structure.....	8
SECTION D - THE CHAPLAIN SERVICE PROGRAM.....	10
15. NHQ Chaplain Service Program Manager	10
16. Scope.....	10
17. Confidentiality	10
18. Religious Organizations Support	11

SECTION A - GENERAL PROVISIONS

1. Authority for Organization.

a. The CAP Chaplain Service was organized with the guidance of the Air Force Chief of Chaplains in January 1950. Since this time, as the Air Force's Auxiliary, the CAP Chaplain Service has partnered with the USAF Chaplain Service. Though separate organizations, the CAP Chaplain program will be modeled after the USAF Chaplain Service, 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 Service 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 Service.

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

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

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

SECTION B - CHAPLAIN SERVICE STANDARDS

3. **Chaplains.** Religious bodies recognized 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. **Moral Leadership Officers.** Moral leadership officers (MLOs) are required to be active in and recommended by their local church or similar religious body. MLOs are a part of the CAP Chaplain Service, but they will not use the title "Chaplain" nor wear chaplain insignia. Upon completion of technician training and when approved, MLOs may wear the service badge. Only certified/endorsed chaplains are authorized to provide clerical ministry within CAP. Clerical

ministry includes: religious ministrations (baptisms, communion, funerals), solemnizing of events, and confidential counseling. When working under the guidance of a chaplain, MLOs may provide non-clergy support for chaplain professional ministry. As a senior member, MLOs may offer non-denominational prayers in the absence of a unit chaplain. Commanders will endeavor to make moral leadership instruction available during cadet meetings for no less than 1 hour per month. Commanders may temporarily lead the moral leadership session but should strive to appoint a chaplain or moral leadership officer as soon as possible. When no chaplain is assigned to a unit, the MLO works directly for the commander while maintaining liaison with the wing chaplain.

5. Chaplain Service 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, or testing officer. Wing chaplains may grade chaplain service exams (221, 221a) without compromising their chaplain status. Chaplains have rank without command; however, chaplains may exercise operational supervision over Chaplain Service 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 approved by the National Conference on Ministry to the Armed Forces (NCMAF) 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 will 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. Chaplains will meet the educational requirements specified in DoD Directive 1304.19. In summary, these requirements are:

(1) A bachelor's degree or the equivalent (120 semester hours or 180 quarter hours) from a college or university listed in the *Higher Education Directory* (HED), or a statement from a school listed in the HED stating that the chaplain's education is equivalent to their own standards.

(2) Have completed a 72-semester hour (108 quarter hours) graduate degree program in the field of theological or related studies from a qualifying educational institution. A qualifying institution is an accredited college, university, or school of theology listed in the current edition of the American Council on Education or any unaccredited institution meeting the requirements as listed in DoD Directive 1304.19.

(3) The Chief, CAP Chaplain Service may grant a waiver to those who do not meet the graduate study requirement providing they meet all other requirements and present proof (resume) of at least 5 years of full time or equivalent ministry experience as a pastor or similar role within their denomination.

d. Appointment Procedure.

(1) Wing chaplains serve as the point of contact for all Chaplain Service 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) A copy of each degree or a transcript of each degree showing the name and location of the institution that awarded the degree.

(c) Ecclesiastical endorsement (DoD Form 2088) or letter of approval from a religious official recognized by the Department of Defense Armed Forces Chaplains Board and listed in the NCMF Directory.

(d) Verification of CAP Senior Member status.

(e) Documentation that Cadet Protection Training and the Level I Orientation Course 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 Service. The wing chaplain will sign the CAPF 35, obtain the wing commander's approval, include all the supporting documentation and then forward the application package to NHQ Chaplain Service. Upon appointment NHQ Chaplain Service will issue a certificate of appointment.

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

7. Moral Leadership Officer Appointment.

a. An MLO must first become a senior member. Once the individual has become a member and completed Level I, he/she may apply for the MLO position by completing a CAPF 35a, *Moral Leadership Officer Application*. MLO applications are processed through the wing chaplain who verifies that:

(1) The applicant has an Associate Degree or a minimum of 60 semester hours (90 quarter hours) of college study beyond the high school diploma. The Associate Degree or minimum of 60 semester hours (90 quarter hours) must be attained from a college or university listed in the *Higher Education Directory* (HED).

(2) The applicant has a letter of recommendation from his or her local religious official (i.e., church pastor, rabbi, etc.) who verifies that the applicant is spiritually, morally, and emotionally qualified to serve as a moral leadership officer and the applicant has held a leadership position in a church setting for at least 2 years.

b. The wing chaplain completes an interview, signs the CAPF 35a, obtains the wing commander's approval and then forwards the application package including the supporting documentation to NHQ Chaplain Service.

c. After the appointment, the NHQ Chaplain Service notifies the region chaplain, wing chaplain, wing commander and unit commander of the appointment.

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

8. Chaplain Service Statistical Report, CAPF 34. Each chaplain and MLO is required to submit a completed CAPF 34 semi-annually to the wing chaplain (no later than 5 January and 5 July) even when he or she has been inactive during the reporting period. Wing chaplains will send copies of the consolidated report (CAPF 34a) to the wing commander and forward to the region chaplain. Wing chaplains will notify squadron commanders when reports are not received.

a. **Squadron Chaplains and MLOs.** Squadron chaplains and MLOs will submit a completed CAPF 34 to the wing chaplain prior to the required date. A copy of the report will also be given to the unit commander. Wing chaplains will notify squadron commanders when reports are not received.

b. **Religious Interview Guide, CAPF 48.** Squadron chaplains must inform CAP members' information is voluntary. If completed, squadron chaplains will maintain a CAPF 48 on each unit member in a locked file. When a member leaves the unit, the member's 48 will be destroyed by burning or shredding. When the chaplain leaves the unit, all completed CAPFs 48 will be destroyed in same manner.

c. **Wing Chaplains.** Wing chaplains will submit a consolidated report (CAPF 34a, *Wing Chaplain Statistical Report*), to include all wing chaplain service activities to the Chaplain Service Advisory Council (CSAC) secretary no later than 31 January and 31 July. The secretary's address may be found in the Chaplain Senior Personnel Directory given to each wing chaplain. A copy of the wing chaplain report will be sent to his or her wing commander and region chaplain. Wing commanders will be informed when reports are not received. The CSAC secretary will prepare and submit a consolidated report representing the activities of chaplains and MLOs in all wings as well as the activities of the Chaplain Service Advisory Council members to the National Chief of the Chaplain Service and NHQ Chaplain Service no later than 1 April and 1 October.

d. **Chaplain Service Advisory Council.** Members of the CSAC will report as requested by the National Chief.

9. Chaplain Service Rosters. NHQ Chaplain Service will send the following quarterly rosters to the Chaplain Service Executive Council, region, and wing chaplains. Region and wing chaplains will review these reports for accuracy and report discrepancies in writing to NHQ Chaplain Service.

a. **Alphabetical Senior Training Roster.** An alphabetical listing of all CAP chaplains and MLOs assigned to each wing. This report will contain data on the level of training each CAP chaplain and MLO has achieved.

b. Chaplain Senior Personnel Directory. A listing of all Chaplain Service Executive Council members, region, and wing chaplains.

10. Chaplain Service Awards. The Deputy National Chief of the Chaplain Service (DNCCS) serves as the coordinator for all national awards and receives all nominations. The Chaplain Service Executive Council 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 insure a region nomination is submitted for the national award.

c. National Moral Leadership Officer of the Year. Wing and region commanders may nominate candidates for Moral Leadership Officer of the Year. Wing commanders are nominating officials and the CSEC makes the selection from among qualified candidates. This award will be presented to an MLO who has the designated 225 Specialty Track and has demonstrated the highest level of excellence in moral leadership for cadets.

d. Submitting Awards. Nominations for these awards will be sent to the Deputy National Chief of the Chaplain Service 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 National Board.

e. The Military Chaplains Association Award for Distinguished Service. This award will be presented annually for distinguished service to a CAP chaplain selected by the Chaplain Service Executive Council. 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 SERVICE TRAINING AND STRUCTURE

11. Chaplain Specialty Track Training. The Chaplain Service Executive Council recommends to the Missions Director the criteria for chaplain service specialty track. Upon appointment, chaplains are awarded the 221 Specialty Track with a technician specialty rating.

a. CAPP 221. All chaplains must complete CAPP 221, *The CAP Chaplain-Specialty Track Study Guide*, and appropriate time-in-grade requirements to be eligible for promotion to major and award of the senior specialty rating.

b. CAPP 221A. All chaplains must complete CAPP 221A, *Chaplains Helping Chaplains-Specialty Track Study Guide*, and appropriate time-in-grade requirements to be eligible for promotion to lieutenant colonel and award of the master specialty rating. This course is also required for chaplains to serve as a region or wing chaplain.

c. Testing. When needed, the wing chaplain will grade the CAPP 221 and CAPP 221A exams. The test is printed at the end of each course booklet and is to be completed and mailed to the wing chaplain for grading. To receive a certificate of completion (CAPC 221, *The CAP Chaplain* or CAPC 221A, *Chaplains Helping Chaplains*) personnel are required to score at least 90 percent on the test. The wing chaplain will issue Certificates of Completion upon successful completion. Printed certificates are available from NHQ Chaplain Service.

12. MLO Specialty Track Training and Promotions. Moral leadership officers are assigned specialty track code 225 upon appointment.

13. Chaplain Service Training. Region and wing chaplains are required to conduct professional training for chaplain service personnel.

a. Wing Chaplain Conferences. Each wing chaplain is required to meet with all chaplains and MLOs 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. Region Chaplain Service Staff College. Each region chaplain will organize an annual Chaplain Service Region Staff College (CSRSC). Requirements for each CSRSC 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 service personnel who are encouraged to attend annually.

(1) The Deputy National Chief of the Chaplain Service (DNCCS) is the Dean of all CSRSCs. Curricula and schedules are to be submitted to the region commander and the DNCCS at least 90 days in advance of the CSRSC.

(2) Once a curriculum has been approved by the DNCCS and National Headquarters Professional Development, funding will be requested by the NHQ Chaplain Service.

(3) Chaplains and moral leadership officers must attend two CSRSCs 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 CSRSC is presented the appropriate national certificate (CAPC 21, *Chaplain Service Region Staff College*). The certificate also serves as documentation for continuing education units.

(5) Region chaplains will submit a final report to the DNCCS within 10 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 DNCCS will then forward the list of participants to the NHQ Chaplain Service who will insure 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 and MLOs are expected to earn the Grover Loening Aerospace Award, Paul E. Garber Award, and Gill Robb Wilson Award respectively.

14. CAP Chaplain Service 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. National Chief of the Chaplain Service. The CAP National Commander appoints the National Chief of the Chaplain Service from the ranks of experienced CAP chaplains. The National Chief of the Chaplain Service oversees all chaplain service policies and activities, advises the National Commander on these matters, and is the spiritual advisor to the National Executive Committee and National Board on matters of religion, morals, and well-being of personnel. The National Chief is chairman of the Chaplain Service Advisory Council (CSAC) and Chaplain Service Executive Council (CSEC), and holds tie-breaking voting privilege.

b. Deputy National Chief of the Chaplain Service. The Deputy Chief is appointed by the National Chief of the Chaplain Service and serves at the Chief's disposition, which includes serving as the Dean of the Chaplain Service Region Staff Colleges.

c. Secretary. The Secretary is appointed by the National Chief of the Chaplain Service and provides administrative support for the Chaplain Service Advisory and Executive Councils.

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

e. Region Chaplain. Each region commander will appoint a region chaplain to oversee the region Chaplain Service program. To ensure compliance with chaplain standards, the National Chief of the Chaplain Service serves as an advisor to each region commander for the appointment of a new region chaplain. All region chaplains are members of the Chaplain Service Advisory Council and are expected to attend the annual CSAC meeting in conjunction with the summer National Board meeting. To be considered for Region chaplain, each candidate will have prior experience as a wing chaplain or have experience serving on region chaplain staff and be active in the CAP Chaplain Service for at least 5 consecutive years prior to appointment.

Region chaplains are required to live in the region they are serving. Region chaplains will provide guidance to wing chaplains in implementing Chaplain Service policies and programs. The term of office will not exceed 6 years.

f. Wing Chaplain. Each CAP wing commander will appoint a wing chaplain to oversee the wing Chaplain Service program. Wing chaplains will hold a chaplain/MLO 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 and be active in the CAP Chaplain Service for at least 2 consecutive years prior to appointment. Wing chaplains will provide guidance to group, squadron, and flight chaplains in implementing Chaplain Service policies and programs. The term of office will not exceed 6 years.

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 Service 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 Service.

i. Chaplain Service Advisory Council. The Chaplain Service Advisory Council (CSAC) will advise the National Board structure on matters pertaining to the CAP Chaplain Service. Membership is as follows:

- (1) National Chief of the Chaplain Service, Chair.
- (2) Deputy National Chief of the Chaplain Service, Vice Chair.
- (3) Secretary.
- (4) Chief Emeritus.
- (5) Region Chaplain from each region.
- (6) NHQ Chaplain Service **Program Manager**. (Non-voting.)

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

j. The Chaplain Service Executive Council. The Chaplain Service Executive Council (CSEC) serves as the Chaplain Service Advisory Council working body. Membership is as follows:

- (1) National Chief of the Chaplain Service, Chair.
- (2) Deputy National Chief of the Chaplain Service, Vice Chair.
- (3) Secretary.
- (4) Chief Emeritus.
- (5) NHQ Chaplain Service Program Manager. (Non-voting.)

SECTION D - THE CHAPLAIN SERVICE PROGRAM

15. NHQ Chaplain Service Program Manager. The chaplain service program manager is employed by the CAP National Headquarters, and directly supports the National Chief of the Chaplain Service. These responsibilities will include, but are not limited to, performing operational assignments delegated by the National Chief of the Chaplain Service and providing administrative and program management for all matters pertaining to the CAP Chaplain Service. The chaplain service program manager serves as a non-voting member on the Chaplain Service Advisory and Executive Councils.

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 MLOs will comply with the reporting requirements of CAPR 52-10, *CAP Cadet Protection Policy*.
- b.** In all other cases, chaplains will, at a minimum, seek the advice of competent legal counsel before making any disclosure of information confided in a private setting.
- c.** Only CAP chaplains have confidentiality under this regulation. MLOs will brief anyone wishing to talk with them in confidence that they are not protected by confidentiality.

18. Religious Organizations Support. The CAP Chaplain Service 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 Chaplain Service to recognize the contribution congregations make to CAP. Chaplains and MLOs may request this certificate by writing directly to NHQ Chaplain Service. A wing commander, region or wing chaplain, or wing commander designee is required to present this certificate.