



The *Transmitter*

The Official Newsletter of the Civil Air Patrol Chaplain Corps

Fall 2014

From the Chief of CAP Chaplain Corps.....

Fall Briefing

On September 8, 2014, I met with the Air Force Chief of Chaplain Corps Staff and John Rodrigo, Deputy Assistant Secretary for Reserve Affairs to discuss the future relationships between the CAP Chaplain Corps and the AF Chaplain Corps. The following issues were discussed:



Ch. Col James Hughes

- I. Military Support Guidelines
 - A. CAP Chaplain Qualifications
 1. Educational Requirements
 2. Uniform Requirements
 - B. Assignment Process
 1. Simplify AF requests
 2. Pre-qualify CAP Chaplains
- II. Standardization of Training
 - A. Curriculum for Courses
 1. Lesson Plans
 2. Supporting Materials
 - B. Established Schedule for AF training
 1. To Fit CAP training opportunities
 2. Prioritize subjects
 - C. Clarify Roles for CAP Chaplains
 1. Train to roles in AF support
 2. Avoid needless training
- III. Integration of AF Chaplains into CAP
 - A. Streamline CAP Chaplain application process for active duty

Ch. Col James Hughes' fall briefing continues on page 2

Ethics For Command

by Chaplain James Hughes

The primary mission of the CAP Chaplain Corps is to promote the role of CAP core values in all CAP activities through education, presence and advice. Let me share with you another principle that I found to be helpful as a wing commander.

Don't Be Insecure

Insecurity is a disease that commanders cannot afford to have. It creates a suspicious approach to leadership that does not allow or encourage success among the commander's staff and subordinates. My mentor in ministry continually reminded me that my wall reveals what others think of me. On my wall are the diplomas, plaques, and awards that I have received. But if I want to know what I think of myself, I need to look at my associates. The caliber, skills and vision of those I chose, or hire, or recruit is very revealing. Do I surround myself with people who will never exceed my wisdom or accomplishments? Am I assuring that no one will ever be more successful than I am? Or do I support, enable and celebrate the success of others? I have served on the staff of a commander who had to receive all the credit, all the glory and all the attention. That was a very discouraging experience for everyone associated with the situation and led to ultimate removal of the commander.

The structure of CAP bestows numerous responsibilities on the commander. Because of these responsibilities, the commander can

*"Ethics for Command" by Ch Col James Hughes
continues on page 2*

“Fall Briefing” by Ch Col James Hughes
(continued from page 1)

- B. Incorporate CAP introductory training for AF Chaplain candidates
- IV. Availability of Resources
 - A. Training Opportunities
 - B. Facilities
 - C. Instructors for CAP training events

As you can see, there are many issues that need a long-term focus. We are at the beginning of this process and hope to make steady progress over the next few years. The initial response has been very encouraging.

-- *Chap James Hughes*

“Ethics for Command” by Ch Col James Hughes
(continued from page 1)

become a bottleneck to the functioning, growth and creativity can transform the atmosphere and effectiveness of all the members.

One final thought, insecurity is a choice. There will be continuous temptations to allow our choices to be influenced by our mistrust of the people around us. Being secure in yourself is not arrogance, but a balanced awareness of our own gifts and skills, and our own limitations.

Being a leader who is not insecure is one of the best ways to demonstrate the core value of “integrity”.

*CAP National Commander
Chief Executive Officer*
Maj Gen Joseph Vazquez

Chief Operating Officer
Don Rowland

CAP-USAF Commander
Col Michael Tynismaa

National Chief of CAP Chaplain Corps
Ch, Col James “Jay” W. Hughes

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The Transmitter is the official presentation of the CAP Chaplain Corps office, NHQ. Published quarterly, it provides a forum for Chaplain Corps leadership to share matters of current interest. Opinions expressed herein do not necessarily represent those of the USAF or the Civil Air Patrol Corporation.



**CIVIL AIR PATROL
CHAPLAIN CORPS**

OUR IDENTITY....

- We are representatives of America’s religious community.
- We are CAP senior members.
- We are committed to the well-being of people within the missions of CAP

OUR VISION....

The CAP Chaplain Corps will become the model of excellence and effectiveness for the rest of Civil Air Patrol.

OUR MISSION....

The CAP Chaplain Corps will promote the role of CAP core values in all CAP activities through education, presence and advice.

OUR CORE VALUES....

- Integrity
 - Volunteer Service
 - Excellence
 - Respect



Leadership is an opportunity to serve. It is not a trumpet call to self-importance.

J. Donald Walters

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AWARD WINNERS 2014 NATIONAL CONFERENCE

(all photos on this page were submitted by Susan Schneider, NHQ)



**Chaplain, Lt Col Donald S. Mikitta Jr
(NCR/MIWG)**
Senior Chaplain of the Year
with National Commander Joseph Vazquez and
National Commander Emeritus Charles Carr



**Chaplain, Lt Col Robert A Ledden
(PCR/ORWG)**
Squadron Chaplain of the Year



**Major David W. Snyder, Sr
(GLR/WIWG)**
Character Development Instructor
of the Year

Award Winners with Chief of Chaplains Jay Hughes

(l to r) Chaplain David Snyder,
Chaplain Donald Mikitta,
Chief of Chaplains Jay Hughes, and
Chaplain Robert Ledden



AROUND AND ABOUT . . .



**Chief of Chaplains
Jay Hughes**
addressing the Command Council



**Chaplain Corps
National Executive Council**
Deputy Chief Chaplain Van Don Williams
Chief of Chaplains Jay Hughes
Deputy Chief Chaplain Paul Ward
Secretary, Chaplain James Sickmeyer



Banquet Attire . . .



2014 NATIONAL CONFERENCE

(all photos on this page were submitted by Susan Schneider, NHQ)

CHAPLAIN CORPS ADVISORY COUNCIL



Impressions As A First Time Attender of CCAC

Chaplain, LtCol Greg Hill, MER Chaplain

In my new role as MER Chaplain, I attended the Chaplain Corps Advisory Council, held during the CAP National Conference, on August 13, 2014. Here are just a few of my impressions of that experience:

First, your leadership team, under the guidance of Chaplain Hughes, is working a strategic plan to make the CAP Chaplain Corps even more relevant, effective, agile, responsive and integrated into the CAP culture for the purpose of supporting the moral and spiritual needs of our cadets and members.

Second, timely, focused and disciplined task forces are already working to move concepts into operational realities in areas such as character development, expanded roles and associated training for CDIs, more robust operational training for Mission Chaplains, and changing the paradigm of our Regional Staff Colleges to be more inclusive of both CDI and Chaplain training, among others.

As well, the use of social media and the possibilities for using Google for meetings and sharing documents was discussed. Heady stuff for some of us who grew up during the pre-Information Age.

I am much more excited about my role as a Region Chaplain because of this experience! I hope Wing Chaplains and more senior CDIs can make future meetings of the CCAC.

Now is the time to be a member of the CAP Chaplain Corps! Exciting days are ahead.



Attendees of the 2014 CCAC meeting include:

Back Row: Ch Ralph Camp (NVWG HC), Ch Ron Tottingham (NCR HC), Ch Greg Hill (MER HC), Ch Charlie Sattgast (PCR HC), Ch Richard Nelson (PCR HCD), Ch James Sickmeyer (CAP Secretary), Ch Marvin Owen (ORWG), Ch Dan Miles (NER HC), Ch Dave Franklin (WAWG), Robert Harris (CAWG)

Front Row: Ch Barbara Williams (NYWG), Ch Adma Ross (CTWG HC), Ch Steve Thomas (GLR HC), Ch Van Don Williams (CAP HCD), John Murdoch (IDWG HC), J. Delano Ellis (CAP HC emeritus) Ch Jay Hughes (CAP HC), Ch Paul Ward (CAP HCD), Maj Jaimie Henson (KYWG), Ch Jim Howell (SER HC), Ch Ronny Whitt (SWR HC), Ch Barbara Williams-Harris (NYWG HC)

“God doesn’t care nearly as much about where you have been as He does about where you are and, with His help, where you are willing to go.” Jeffrey Holland

2014 NATIONAL CONFERENCE

(all photos on this page were submitted by Susan Schneider, NHQ)

PRAYER BREAKFAST



Opening Remarks

Deputy Chief of Chaplains Van Don Williams



Featured speaker

Brigadier General Joseph Vasquez
National Commander Designate (as of 13 Aug)
spoke regarding his vision for the future of CAP



Soloist

Chaplain John Murdoch



Participating in the service

CDI Major Jaimie Henson (shown)
Major General Charles Carr
Chaplains J. Delano Ellis,
Greg Hill, James Howell,
Dan Miles, Adma Ross,
Charlie Saatgast, and Jeff Williams



INVESTITURE OF THE STOLE upon the Chief of Chaplains

INVESTITURE OF THE STOLE

The prayer breakfast was the scene of a ceremony of investiture of the stole of the Chief of Chaplains to the current Chief, James Hughes. Colorado Wing Chaplain Jeff Williams read the following commendation:

The colors of the blue and gray stole represent the dress uniforms of the Civil Air Patrol, reminding the chaplain of service to all members.

The command patch at the back of the stole reminds us that we serve not only our local units and wing, but represent all of CAP.

The Corporate Seal reminds us of the service rendered to our country as members of USAF Auxiliary.

Today begins the chain of custody for this symbol of office in the Civil Air Patrol. We pray that this stole may be handed with respect and honor to each person who accepts the commission to serve as the Chief of the Civil Air Patrol Chaplain Corps.

Installation (l to r)

National Commander Charles L. Carr
Chief of Chaplains James Hughes
National Commander Designate
Joseph R. Vazquez



CAP CHAPLAIN HISTORY

"SADDLED"

Contributed by CAP Great Lakes Region Chaplain, Lt Col Steven Thomas

This article is the fifteenth in a series of articles by Chaplain Thomas outlining the history of the Civil Air Patrol Chaplaincy

In June of 1962; Chaplain Lt. Col. J. Norman McConnell became the sixth National Chaplain for the Civil Air Patrol. I use the term "Saddled" in my title because Chaplain McConnell would be saddled with a number of problems he inherited from the previous National Chaplain, Chaplain Lt. Col. Vernon F. Kullowatz. Chaplain Kullowatz had instituted in his term a new Chaplain Application system and a new character development program, "Operation Countdown." Each was experiencing problems. In his term, he did begin to address the need for a shift in our relationship with the Air Force. While the Air Force had been looking to shift responsibility for the fledgling service to Civil Air Patrol, CAP chaplains were looking for a greater say in their own governance. Chaplain McConnell stated at the National Commander's Chaplains Committee (NCCC) Annual Meeting, 23-25 October 1962 that all plans and policies were now to be coming out of the National Commander's Chaplain Committee, which represented all the chaplains in the field.



Ch, Lt Col Steve Thomas

Chaplain McConnell set a new model for the role of the National Chaplain, one in which he and his assistant were to supervise and carry out the policies of the NCCC and to provide support and liaison on behalf of the Chief of Air Force Chaplains. Much of these changes came about through the implementation of a new CAP Constitution and By-Laws, which would have a far reaching impact on plans the NCCC would make for the future. McConnell went on to stress the progress that had been made in the little over ten years since the inception of CAP chaplaincy. He called for the need to re-evaluate the program and its purpose and the goals of the program. With the implementation of the new structure came the disbanding of the Region Commander's Staff of which the Region Chaplains were a part. It was suggested that region chaplains be kept, that they would remain part of the NCCC, and that they would be appointed not by the Region Commander, but by the Headquarters National Chaplain.

Recruiting and retention remained big issues. The Chaplain Application process changed under the new structure. Under the old structure the chaplain had first to apply to a unit that needed a chaplain. The unit commander next sent the application to National Headquarters, which then sent the application to the Wing Commander and requested an endorsement from the Denominational Endorsing Agency. Now add to the mix that the only defined duty for the Chaplain under "Operation Countdown" was teaching Character and Citizenship. In many units the chaplain was referred to as the Moral Leadership Officer, rather than Chaplain. With this process a number of waived chaplains were brought in, who were relegated to the squadron level and could not be promoted past the rank of captain. A number of chaplains dropped out due to the lack of defined responsibilities. They did not fit into the program and were underutilized by the unit commander. Meanwhile, many squadrons and wings went in another direction in trying to appoint chaplains to command positions beyond the scope of chaplaincy. A new pamphlet, CAPP#18 "The Challenge of Chaplaincy," was produced which suggested many duties beyond the teaching of character and citizenship. The pamphlet was needed as well to clarify the role of chaplaincy in CAP, namely that a chaplain was to be a Chaplain and could not serve in command.

(*Chaplain History* continues on page 8)

"Operation Countdown" had its problems. Many chaplains claimed the new program was unteachable and asked for the tests so they could make sure the cadets got the correct answer; another claimed it read more like a dissertation on Aerospace than a program in character and citizenship. On top of this was the requirement that only a chaplain could sign off the completion of the giving of eleven lectures that went with the manual. This became the beginning of the introduction of the "visiting clergy", seen as a possible area for chaplain recruitment. Many of the problems with "Operation Countdown" came about because it went to press without the NCCC even seeing the new creation. Chaplain McConnell at the next NCCC meeting, 23-24 October at Ellington AFB, reiterated the need for Chaplain support for "Operation Countdown" and stated that if it were to succeed chaplains must be the backbone of the program. The program was 25% of the curriculum for the Cadet Training Program. The records of this meeting note that "Chaplain McConnell explained that the squadron commanders have been imposed with the requirement that they must have a chaplain on hand to give lectures in the Moral Leadership program. We recognize that in the absence of their chaplain, or where there has not been an opportunity to enlist the service of a chaplain, a local minister may be used."

Chaplain McConnell originated the practice of sending Certificates of Appreciation to the churches of new chaplains. (This practice of sending a certificate for the congregations of military chaplains began in World War II. It served to draw the congregant's attention to this service so that they could take extra pride in their minister, priest or rabbi.) Chaplain McConnell looked to CAP Chaplains as real Air Force Chaplains needing an authentic experience in Air Force chaplaincy. He wanted CAP Chaplains to see themselves in the role of a base chaplain who would provide a real life experience for the CAP cadet. At the NCCC meeting of 29-30 SEP, 1964 at Ellington AFB, Chaplain McConnell stated that, "he felt that we can look forward with a considerable degree of confidence to the future. We have reached a place in CAP where the chaplain program is a going program and 'fits in' piece by piece. The CAP Chaplain in his community is a man with a future." He also introduced a new program of professional development with special certificates, medals and ribbons, and the top award — the Gill Robb Wilson Award for Leadership and Service to CAP.

Chaplain McConnell left in the fall of the year for an overseas tour of duty at AFS Thule Greenland. Chaplain Lt. Col. George M. Hickey came in December to take over the position as the next National Chaplain.

Respectfully Submitted
Ch, Lt. Col. Steven E. Thomas
Great Lakes Region Chaplain



*Serving the Civil Air Patrol
Membership since 1950*



*"Respect for ourselves guides our morals, respect for others guides our manners."
-- Laurence Sterne*

CHAPLAIN CORPS UPCOMING EVENTS

2015 CHAPLAIN CORPS STAFF COLLEGES

NORTHCENTRAL REGION ROCKY MOUNTAIN REGION

April 13-16, 2015
Columbian Fathers Retreat, Bellview, NE

PACIFIC COAST REGION

April 13-16, 2015
Joint Base Lewis McCord, WA
<http://hc.pcr.cap.gov/staff-college.html>

SOUTHEAST REGION [Tentative]

May 11-14, 2015
Moody Air Force Base, GA

NORTHEAST REGION

June 8-12, 2015
McGuire-Dix-Lakehurst Joint Base, NJ

GREAT LAKES REGION

June 14-18, Fort Knox, KY

TBA

Middle East Region CCSC
Southwest Region CCSC

2015 NATIONAL CONFERENCE

NATIONAL CONFERENCE

August 26-29, 2015



Walt Disney World Swan Hotel, Orlando, FL

Registration will open April 15

HIGHLIGHTS

Chaplain Corps Advisory Council, Wednesday, August 26
Command Council and Opening Ceremony, Thursday, August 27
General Assembly and Learning Labs, Friday, August 28
CAP Annual Awards Program, Cadet Day, Banquet, Saturday, August 29
Prayer Breakfast and Worship Services

INTERFAITH CALENDAR

October 2014

3 Hajj -- Islam
4 Yom Kippur -- Jewish
9-15 Sukkot -- Jewish
12 Columbus Day (observed)
20 Birth of the Bab -- Baha'i
23 Diwali -- Sikh-Hindu-Jain
31 All Hallow's Eve-Christian

November 2014

1 All Saints Day -- Christian
11 Veteran's Day
26 Thanksgiving -- Interfaith
30 Advent begins -- Christian

December 2014

6/7 CAP Sabbath/Sunday
7 Pearl Harbor Remembrance
8 Rohatsu -- Bohdhi Day --Buddhist
11 Immaculate Conception of Mary -- Catholic
16-25 Posades Navidenas -- Christian
17-24 Hanukkah -- Jewish
21 Solstice
24 Christmas Eve -- Christian
26 Zarathosni (Death of the Prophet) -- Zoroastrian
31 Watch Night -- Christian

January 2014

1 New Years Day
6 Epiphany -- Christian
7 Feast of the Nativity -- Orthodox Christian
19 Martin Luther King Day

CAP SABBATH/SUNDAY

December 6/7

"In 1972, the CAP National Board designated the first Sunday in December as CAP Sunday. Soon after that, the Saturday before was added to the celebration for those whose day of worship is Saturday. The week-end commemorates the fact that CAP was chartered by the U.S. Congress on December 1, 1941. CAP Sunday /Sabbath gives CAP Chaplains an opportunity to acquaint their churches with their ministry as CAP Chaplains. Sometimes units may choose to support their chaplains by all worshipping in the same place, and in uniform. Other units encourage members to attend the church or synagogue of their church in uniform. This is an excellent opportunity to take the message of aerospace to non-CAP members. For chaplains, it is also an excellent opening for telling their religious bodies about the importance of moral leadership in CAP." CAPP 221A, Chapter 4, p.18

Each member of the Chaplain Corps, chaplain and CDI, as well as all CAP members, are encouraged to proudly wear their uniform to the worship service they attend on either [11/31 or 12/1/2000]s, be it the service dress, the corporate uniform or the blazer combo. CAP News, June 2000

**"Don't worry when you are not recognized,
But strive to be worthy of recognition."
Abraham Lincoln**

MAKE PLANS NOW TO ATTEND A 2015 CHAPLAIN CORPS REGION STAFF COLLEGE!!

Attending 2 Chaplain Corps Region Staff Colleges within 5 years is one of the requirements to attain the Paul Garber award (Level 4) in Senior Member Professional Development

SOUTHWEST REGION CHAPLAIN CORPS STAFF COLLEGE

Submitted by ME Region Chaplain, Lt Col Ronny Whitt



Attendees at the college included Ch, LtCol Alex Alvarez (TX Wing); Laura Alvarez; Ch, LtCol Bauder Thomas, (AZ Wing); Ch, Capt Larry Byrd (TX Wing); Instructor Dr. Daniel Casey; Ch, LtCol D. Alfred Climie (TX Wing); CDI, Capt Roger Courtney (TX Wing); Ch, Col James Hughes (NHQ); Ch, Capt Donald Hoy (LA Wing); Ch, LtCol Larry Killian (AR Wing); Ch, LtCol George Kelly (TX Wing); CDI, Capt Doug Plummner (LA Wing); CDI, Capt Patricia Smith (AZ Wing); Ch, LtCol Nancy Smalley (SWR); Maj Sandra Smith (Instructor); Ch, LtCol Ronny Whitt (SWR)

The 2014 Southwest Region Chaplain Corps Staff College was a great success. The college was conducted at the NAS Joint Reserve Base in Fort Worth, TX, July 7-10.

Twelve members participated in the College.

- Dr. Dan Casey, Executive Director of the Green Cross Academy of Traumatology, did an outstanding job presenting the Compassion Fatigue Educator course.
- Major Sandra Smith taught a very enlightening course providing insight into “generational communications issues.
- Chaplain, Lt Col Nancy Smalley, IC3, conducted a Table Top exercise allowing chaplains to re-qualify for the Mission Chaplain rating.
- We were honored to have Ch. James Hughes present the CAP Chaplain Corps Briefing.

The following awards were presented during the banquet: Ch Ron Whitt-Exceptional Service Award; Chaplains Nancy Smalley, Dale Climie, Robert Whitley, and Alexis Alvarez-Meritorious Service Award.

SOME USEFUL ITEMS FOR THE CHAPLAIN CORPS PERSONNEL "TOOL BOX"

Air University (AU) Press - a division of the Air Force Research Institute Maxwell AFB, Alabama, publishes school-selected student papers, faculty research efforts, textbooks, and curriculum-related materials, as well as the Air University Catalog and other administrative documents that directly support AU's program of professional military education (PME). *Check out the book sections on Leadership and Military Communications.* <http://aupress.maxwell.af.mil/index.asp>

Chaplain Corps External Facebook Page

https://www.facebook.com/groups/16639568303/?notif_t=group_r2jT



2014 National Conference photos by Sue Schneider

<https://www.flickr.com/photos/civilairpatrol/sets/>

Newly revised CAPR 35-1: CAP Officer and NCO Appointments and Promotions

http://www.capmembers.com/media/cms/R035_005_489E25C089E93.pdf

Newly revised CAPM 39-1: Civil Air Patrol Uniform Manual (26 Jun 14)

http://www.capmembers.com/media/cms/M391_E6F33EAAEC28A.pdf

Newly revised CAPR 52-10: Cadet Protection Policy (1 Oct 14 and later changes)

http://www.capmembers.com/media/cms/R052_010_C5B73B2B78712.pdrsiof

Newly revised CAPR 52-16: Cadet Program Management (includes Change 1, 6 Oct)

http://www.capmembers.com/media/cms/R052_016_2011_02_BFAB729553AB1.pdf

Newly released CAPP 52-24: Cadet Encampment Guide

http://www.capmembers.com/media/cms/Encampment_Manual_Reduced_2_6ACD4CE10880F.pdf

Newly released CAPP 52-25: Cadet Encampment Handbook

http://www.capmembers.com/media/cms/Cadet_Encampment_Handbook_2014_Reduced_A9889EFC2C232.pdf

CAPR 123-3: Civil Air Patrol Compliance Inspection Program

http://capmembers.com/media/cms/R123_003_0285AB34DEED4.pdf

Newly revised CAPP 216: Cadet Programs Specialty Track Study Guide

http://www.capmembers.com/media/cms/P216_A3EECB272DFF7.pdf

ONLINE CAPF 34 REPORTING AVAILABLE IN e-SERVICES

Online Chaplain Corps Reporting	
About	Home
Overview	Chaplain Corps Reporting Chaplain Corps Reporting allows the... For additional assistance, please view...
Modules	
Form 34 - HC	
Form 34 - CDI	
Reports	
Reports	
Documentation	
Instructions	

Online Form 34 Instructions:
<http://hc.pcr.cap.gov/downloads/How-to-use-Online-Form-34-Report-System.pdf>

CAP CORE VALUES



- Integrity
- Volunteer Service
- Excellence
- Respect

For more information on the Core Values of the Civil Air Patrol, consult CAPP 50-2

SOCIAL MEDIA AND COMMUNICATIONS FOR THE CHAPLAIN CORPS (PART 1)

by Chaplain Tim Miner, CAP Chaplain Corps – Media Administration

This article is the first in a series of articles covering the use of social media in our CAP Chaplain Corps ministry by Chaplain Tim Miner. Covered here are instructions for setting up your Chaplain Corps e-mail account

With more and more of our Civil Air Patrol business, coordination, planning and communication coming through emails and social media, the Corps has taken on the task of making itself more accessible to our community through these new technologies.

“WHY THE CHANGE?” “WHY SHOULD I CHANGE?”

Well, here is the response by our Deputy Chief of Chaplains for Administration, Ch, Lt Col Paul Ward's answer to one of our own when that question was asked:

“As a result of a working group at the MER CCRSC, the area of Social Media/Technological communication was discussed and as a result a couple of innovations were introduced to communicate within the Chaplain Corps, within the organization, as well as to the general public. **Social media tools** such as Facebook, Twitter, and Instagram are being used to effectively communicate news as well as inspirational thoughts to members of the Chaplain Corps, Civil Air Patrol and the general public.

An email system was created and implemented that would provide a more effective way of communicating within the Chaplain Corps as well as providing resources. The use of Google gives the Chaplain Corps a platform to handle a variety of practical usages.

E-mail: Most of us several email accounts. I have my personal accounts (Hotmail and Gmail). When I was a wing chaplain I had a wing account. When I was a region chaplain I created a Hotmail account just for the region chaplain business. Problem was that I wasn't thinking ahead and the account name was hc.pcr@hotmail.com which meant when I was no longer the region chaplain I had locked that name to me. So I had to create an alias (cap_chap@hotmail.com) ...which I continued to use as my CAP account. One of the findings of the working group was that members of the Chaplain Corps had lots of interesting address names...would change their accounts and not update eservices and a few other items. In the email system that has been implemented, the benefits are:

1. There is a professional, standardized email address for all our Chaplain Corps personnel (i.e. pward@hc.cap.gov). I have some strange looks when some look at the business card and see a Hotmail.com account. The hc.cap.gov suffix provides a more credible/profession look. It is hard to take "I_luv_fluffy_clouds@acme.com" seriously:);
2. While individuals have their personal accounts, wing/region/national staff chaplains will also have a "position/duty" address that is easily transferred to their successor. So if a Chaplain Corps member, CAP member or even a member of the community wanted to send an email to say the wing chaplain and didn't know or remember the name, the address XXWGHGHC@hc.cap.gov would get it there.
3. Mail lists based on this standardized address are available to all wing and region chaplains...which results in less maintenance on the part of the wing and region chaplains (no more returned/bounced email when addresses are changed and no notification is received) as well as more effective sending of email to a greater audience. When I served as a Wing/Region Chaplain, it was a pain to communicate via email when trying to get the word out about training opportunities/activities and events/prayer requests/etc. I would have at least 2-3 emails bounce. I ended up having to call the individual and request their new address.

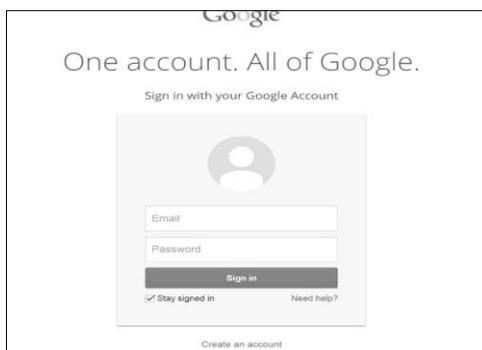
Other available tools/resources: This account gives Chaplain Corps personnel access to resources stored in Google Drive. Items that have been developed within the Chaplain Corps by its talented members will be made available (i.e. Powerpoint Presentations, articles, forms, etc. We have the ability to post time sensitive material without having to wait on a web-master to upload material to a web-site. For video conferencing or real time chat between members there are "hangouts". For example, this evening Lt Miner (East coast) and myself (West coast) conducted our weekly conference call via video chat rather than phone.

Such a call can accommodate up to 15 people. This would be a great platform for staff meetings/training sessions/networking with other Chaplain Corps personnel. A shared calendar is available so the various Wing/Region/National events would be published so planning and preparation can be made for participation...or praying for our colleagues as they provide "ministry of presence".

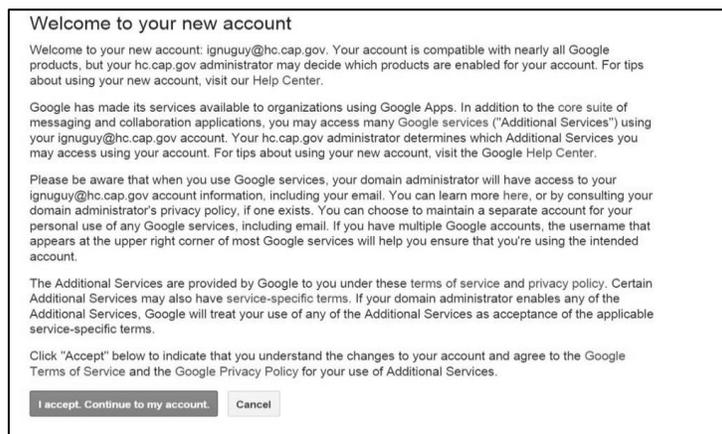
It is truly amazing what tools have been at our disposal but have not been utilized since we did not have knowledgeable individuals in this area. It is our desire to tap into their skill sets and enrich the members of the CAP Chaplain Corps. Lt Miner's email referred to more guides that will be made available that will assist one getting familiar with all the features that can be used. This is simply a tool that is being made available all members of the CAP Chaplain Corps. Participating in this is not mandatory...simply a resource being offered.”

Activating YOUR Chaplain Corps email address

1. Write down or have a copy of your new user name and password
 - Your username is your NEW Chaplain Corps email which is: first initial and last name followed by “@hc.cap.gov” (i.e. jsmith@hc.cap.gov)
 - Your password is your CAPITALIZED FIRST INITIAL, CAPITALIZED LAST INITIAL, CAPID (i.e. XY123456)
2. Open your web browser (the application that lets you type in a web address and go there)
3. Type in THIS EXACT address: **https://www.google.com/a/hc.cap.gov**
4. You should see the words “Google” in the middle of the page like this:
5. Enter your username (which is your new, professional, Chaplain Corps email address for evermore) where it says “Email” and enter the password mentioned in step 1 of this paper. Click the blue “Sign In” bar.



6. Accept the terms of service that you see here by clicking on the blue “Accept” button on the bottom of the text:

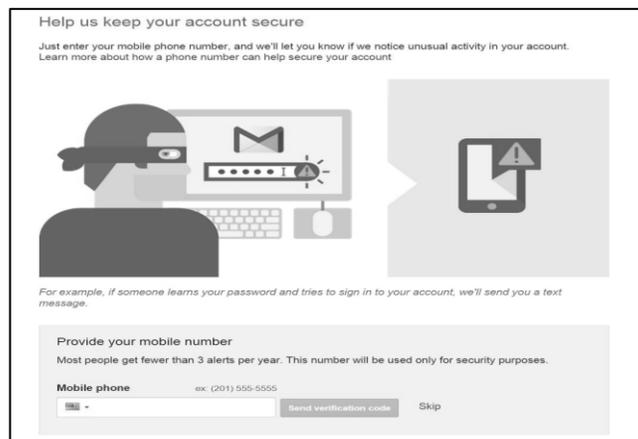


7. You will be welcomed into the Google product called the “dashboard.” We will do everything from this dashboard in the future.

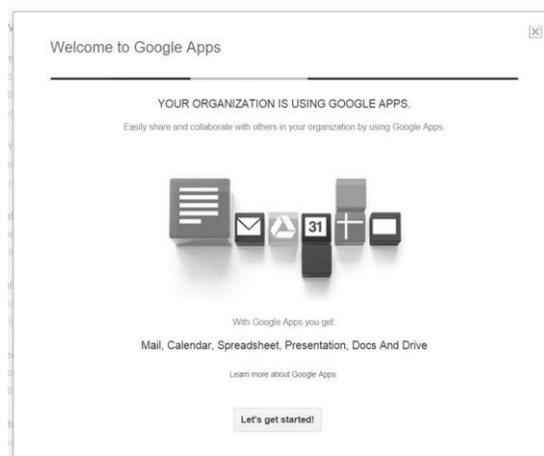
8. You may or may not see this screen asking you to change your password that only YOU know. Don’t worry if you don’t see this. If you see it, change your password (WRITE IT DOWN FIRST) by typing it into this screen twice,



9. You will see this page asking for a phone number Click on the small word “skip” at the bottom and move on....



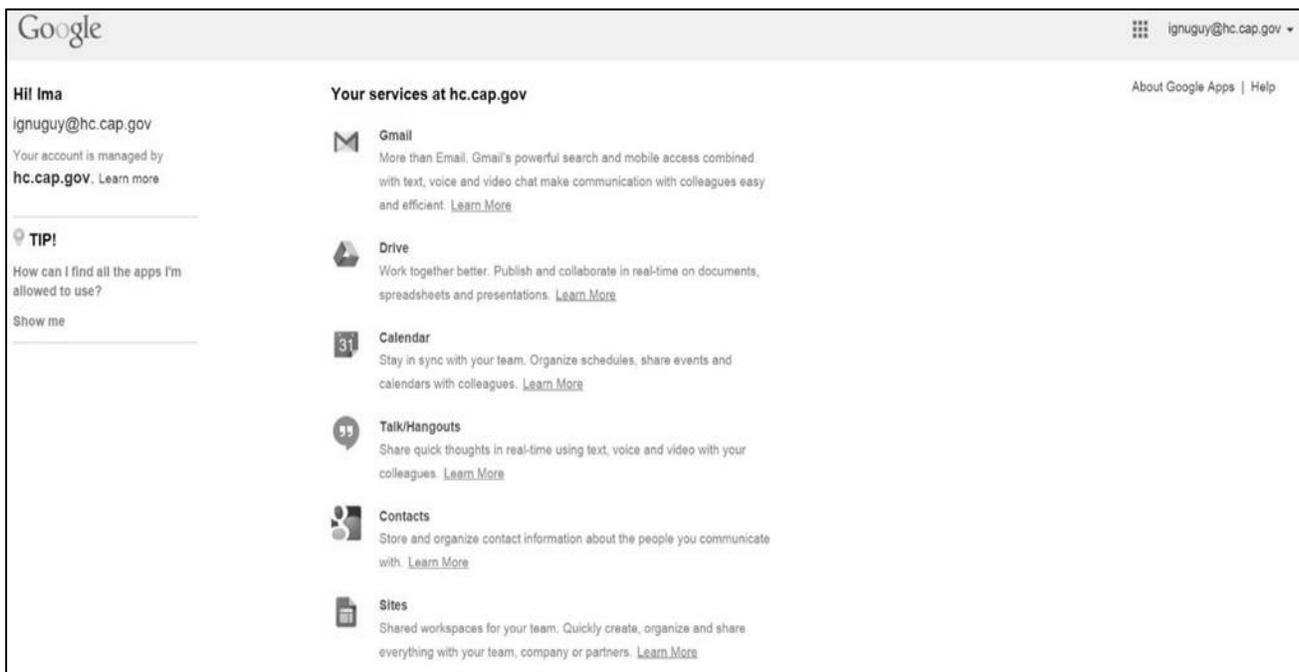
10. Everything you can do on Google is called an “APP” for application. The next thing you will see is a tutorial for the six APPS we have on our Chaplain Corps account. The most important one for this procedure is the big red “M” for Gmail.



11. I would recommend that you click the “Let’s get started” button and let the Google system show you everything it has to offer.

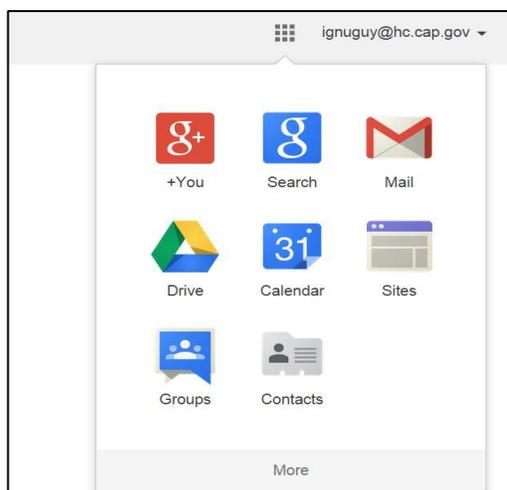
We are using Gmail for your email account, the DRIVE app where we have over 40 documents and resources to help you with your job as a chaplain or CDI, and the common Chaplain Corps Calendar.

12. This is the list of the APPS and links to their tutorial programs.

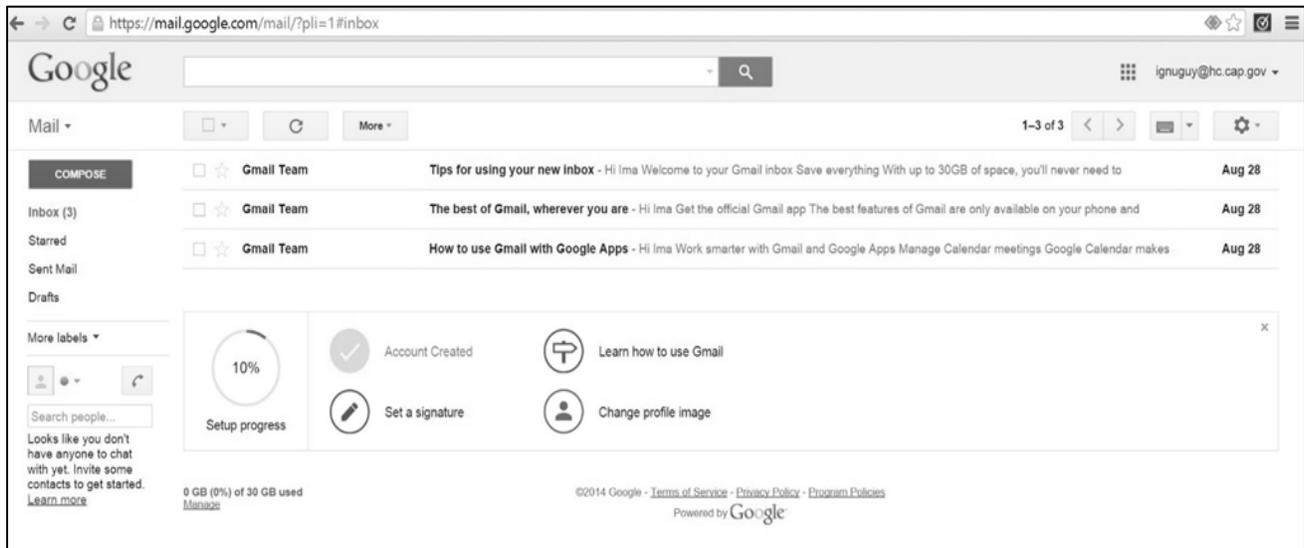


You can learn about each of the APPS here. Click on the Gmail (BIG RED M) icon and learn about your new email program and how send and receive emails.

I do want to point out the TOP RIGHT CORNER which will list your email address and the NINE SQUARES. Those “Nine Squares” is your master menu. Clicking this “Nine Squares” will let you choose between the APPS you are using at the moment. Whenever you click on the “Nine Squares” this is the menu you will see:



12. Here is the email server that you will use to get emails, compose emails and store emails:



NOTICE: The first time you sign into your email it asks if you want to see the tutorial. If you have no email experience or Gmail experience, please click on “Learn how to use Gmail.” Take the tutorial.

We now have groups and alias addresses loaded into our system. You don’t need to know someone’s name to reach them if they are in leadership positions. You can only use these alias and group addresses from this email program that you are now in....

To send an email to every chaplain and CDI in a region, just type the following into the “To” line:

XXXcsc@hc.cap.gov the XXX stands for the region abbreviation (i.e. MER, PCR, SER, etc.)

To send an email to a region chaplain: XXXhc@hc.cap.gov

To send an email to a wing chaplain: XXwgchc@hc.cap.gov (XX is the two-letter State/DC abbreviation)

To send an email to the chief of chaplains: chief@hc.cap.gov or caphc@hc.cap.gov

To send an email to the deputy chief of chaplains for administration: caphcda@hc.cap.gov

To send an email to the deputy chief of chaplains for ops/SC: caphcdo@hc.cap.gov

To send an email to the Secretary of the CCAC: secretary@hc.cap.gov

To send an email to the lead for CDI: cdi@hc.cap.gov

**To send an email to someone that can help with this email and all social media:
administrator@hc.cap.gov**

Thank you for showing and living your spirit of volunteer service as a member of the CAP Chaplain Corps.

Respectfully Submitted,
Ch, Capt Tim Miner
Chaplain Corps Social Media Administrator
administrator@hc.cap.gov

"Character is the ability to carry out a good resolution long after the excitement of the moment has passed."

-- Cavett Robert