

ONE YEAR PLAN FOR PROSPECTIVE AND NEW CHAPLAINS

To assist you in your training and development as a Chaplain in the Civil Air Patrol, this check-list has been provided. Your Wing Chaplain is available to answer any questions you may have.



FIRST THREE MONTHS:

- Join CAP
- Complete Level 1 Course
- Request an ecclesiastical endorsement from the religious body with which you are affiliated with
 - Have endorsing agency send recommendation letter and/or DD Form 2088 directly to: NHQ CAP/HCA; 105 South Hansell Street, Building 714; Maxwell AFB, AL 36112-6332
- Request academic transcripts be sent directly to National Headquarters (address listed above).
- Complete and submit Chaplain Application (Form 35) to the Wing Chaplain
 - Include a photocopy of Ordination Certificate or Wallet Card
 - If requesting a waiver, include a formal letter of request and a complete resume documenting the years/location of pastoral ministry
- Set up user account on the National Headquarters *web*-site:
<https://www.capnhq.gov/default.aspx?Logout=739CF6F6-2C4C-4A68-AE3A-A8126FE61696>
- Obtain an Emergency Services Card – on-line testing:
<https://www.capnhq.gov/CAP.LMS.Web/Default.aspx>
- Order cloth and/or metal chaplain insignias from Vanguard:
http://www.vanguardmil.com/specialty-insignia-badges-cloth-c-6_2513_412_414.html
http://www.vanguardmil.com/specialty-insignia-badges-metal-c-6_2513_412_413.html?page=4&sort=20a

SECOND THREE MONTHS (following appointment as a Chaplain):

- Conduct Religious Interview with Squadron Members and fill out Form 48
- Read the CAPP 221 Specialty Guide and complete 221A “The CAP Chaplain”
- Complete the on-line Chaplain Statistical Report (Form 34) – due no later than 5 January and 5 July

NEXT SIX MONTHS:

- Complete the Officer Basic Course
http://www.capmembers.com/cap_university/officer-basic-course/
<https://www.capnhq.gov/CAP.LMS.Web/Default.aspx>
- Attend a Wing Conference/Chaplain Corps Conference
- Attend a Chaplain Corps Region Staff College (CCRSC)
- Begin work on Mission Chaplain rating. The duties of the Mission Chaplain can be found in the Mission Base Staff Tasks pamphlet (pages 18-19):
[http://www.nesa.cap.gov/curriculum_material/ICSS/MBTG - 11 Apr 05.pdf](http://www.nesa.cap.gov/curriculum_material/ICSS/MBTG_-_11_Apr_05.pdf)
and the Specialty Qualification Training Record:
<https://www.capnhq.gov/CAP.OPSQuals.Web/EmergencyServices/SQTR.aspx>
- Complete the on-line Chaplain Statistical Report (Form 34) – due no later than 5 January and 5 July

During the year, there will be several events conducted that you are encouraged to attend. Some events are for training and other events will involve “ministry of presence.” You may be required to submit a Form 17 to attend an event.