Chaplain
Specialty Track Study Guide

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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CHAPLAIN SPECIALTY TRACK

The Chaplain specialty track is dedicated to Gill Robb Wilson, founder of Civil Air Patrol – 1st Executive Director of CAP and its first Chaplain. He combined his passion for ministry and his passion of aviation.

BIOGRAPHY

Gill Robb Wilson

Founder of the Civil Air Patrol

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As the Civil Air Patrol Chaplain Corps celebrates its 60th anniversary in 2010, it is interesting to note that one of CAP's founders – Gill Robb Wilson – was a Presbyterian clergyman who became the primary motivator for encouraging the Air Force to organize a chaplain program for CAP.

Air Force Major General Lucas V. Beau, the CAP National commander and CAP-U.S. Air Force commander from October 1947 to December 1955, and Brigadier General D. Harold Byrd, chairman of the CAP Board from April 1959 to April 1960, joined the CAP founder in 1949 when he visited with the Air Force chief of chaplains, Maj General Charles Carpenter, asking for help in organizing a chaplain program.

A few months later, in January 1950, Chaplain, Lieutenant Colonel Robert Preston Taylor was appointed as the first national chaplain to CAP National Headquarters with a mandate to develop a professional model for ministry that resembled the Air Force's.

Born in a small rural town of Pine, Allegheny County, PA on September 18, 1892, he was the oldest son of parents who were both ministers, Dr. Gill Irvin Wilson and Rev. Amanda Robb Wilson. Wilson was raised by his parents to be concerned about a person's spiritual growth

In 1906, the Wilson family moved from Butler County, Pa., to Sisterville, W.V., a town built on the oil industry. Wilson's father was a 6-foot 2-inch, 220 pound pastor who earned the title of "Fighting Parson," as he visited town members in the saloons and drilling fields. As a young man, Wilson moved to Weirton, W.V., to begin one of the town's first churches. The Weirton people proved to be great supporters of him. It is reported that Wilson sold ice cream and hot coffee, as an antidote to moonshine liquor, to the homeless who ended up sleeping on cots in the basement of the new church.

In 1916, Wilson dropped out of a seminary in Pittsburgh to join the French air service. He later was commissioned in the American Army Air Corps. During World War I, he served as a First Lieutenant in the US Army Air Service, as a pilot in France, and earned the French Croix de Guerre. After suffering injuries when his plane crashed during the war, Mr. Wilson returned to seminary in 1919 and became his father's assistant in Parkersburg, W.V.

He moved to Trenton, N.J., in 1921 where he became pastor of the Fourth Presbyterian Church. In 1928, Mr. Wilson became the first person, who was not a former army chaplain, to become the national chaplain of the American Legion.

Mr. Wilson always had a love of aviation, and from 1930 to 1945 he was New Jersey's director of aviation. In 1938, Wilson toured Germany, and came away with the feeling that Adolph Hitler was preparing for war, and that "while the democratic nations might have greater resources than Germany, they might lack the time to tap them quickly enough." Wilson felt convinced that America's civilian aviation pilots would embrace the concept of using their skills as "shock troops" to gain time should the United States coast be attacked. In 1938, Wilson was the aviation editor of the New York "Herald Tribune" as well as the Aeronautics Commissioner for the state of New Jersey. A founding member of the Aircraft Owners and Pilot Association (AOPA), he convinced the New Jersey governor to create a statewide organization, the AOPA Air Guard, a composite of private aviation buffs and flyers into a loose knit group to help patrol the growing skies of the United States and to be of service to the country should war break out. Wilson then took his idea to New York City mayor Fiorella La Guardia, who was also serving as the nation's Director of Civil Defense, and convinced him to expand the idea across the nation. On December 1, 1941, Fiorella La Guardia signed authorization for the establishment of the Civil Air Patrol (CAP), and with this, the AOPA Air Guard was formally incorporated into the new CAP. Wilson became the CAP's first Executive Officer, with US Army Air Force Major General John F. Curry as the Commander. With the declaration of war just six days later, Wilson envisioned a corps of "Flying Minute Men" patrolling the coast for enemy submarines, thus, making the sea lanes safer for cargo ships. During the war, the CAP patrolled the coast, ran air courier services and performed aerial search and rescue missions, freeing up military aircraft and crews to fight the war. CAP aircrews spotted 173 U-Boats, and dropped 83 bombs on 57 submarines, sinking two of them. In addition, CAP crews summoned help for 91 ships in distress and for 363 survivors of submarine attacks, while losing 26 CAP members and 90 aircraft to bad weather, accidents and enemy action. But the end result was that in mid 1944, the Germans pulled their U-Boats away from American shores, due to the ever-present yellow CAP planes.

Mr. Wilson was a close friend of General Billy Mitchell and helped develop a civilian pilot training program in World War II. After the war, Wilson returned to writing, and from 1952 until his retirement in 1962, served as editor and publisher of "Flying" magazine. He was also the President of the Air Force Association in 1956 and Chairman of the Board of the AFA in 1957. In 1965, he was presented the National Aeronautic Association's Frank G. Brewer Trophy for his efforts at promoting American aviation. Civil Air Patrol's highest award is named for him. Mr. Wilson was also the author of a book of poetry – "Leaves From An Old Log" (published in 1938 by American Aviation Associates), which included some pieces on World War I aviation, "The Airman's World" (Random House, 1957) and the autobiographical work, "I Walked with Giants" (Vantage Press, 1968). He died in California on September 8, 1966 and is buried at Forest Lawn, Covina Hills. Each year on Memorial Day there is an observance held in his honor at his gravesite that is sponsored by Group 1/CAWG.

As both a minister and founder of CAP, no one can dispute that Gill Robb Wilson was CAP's first "chaplain." Today, there is no doubt that Mr. Wilson would be proud to see how his concern for a CAP chaplain corps has become the world's largest volunteer chaplaincy.

Biography Sources: Chaplain, Lt Col Kenneth Colton – CAP-USAF Chaplain; Civil Air Patrol News - June 2000

Kit and Morgan Benson
http://www.findagrave.com/cgi-bin/fg.cgi?page=gr&GRid=14291740

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Preface

This study guide prepares you for the responsibilities of a Civil Air Patrol chaplain. It applies to chaplains at all levels, including squadrons, groups, wings, and regions.

This study guide describes the requirements to attain the chaplain ratings of technician, senior and master. Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each section and apply the information to actual situations in your position. Your wing or group chaplain may assist you in this process. Both can provide valuable insight into the responsibilities and activities as Civil Air Patrol chaplains. However, you should be able to learn much through self-study.

This specialty track is governed by CAPR 50-17, *CAP Senior Member Professional Development Program*. Feedback on the contents of this study guide should be directed to CAP Headquarters Professional Development Division, prodev@capnhq.gov.

When you have completed the tasks, passed the written test, and fulfilled the position requirements for each level, you will be certified as having completed that level. For the Technician and Senior levels, your unit commander will certify completion. For the Master level, your wing chaplain will validate completion and the wing commander will certify the Master rating.

After you have been certified in your proficiency at a particular level, you may wear the leadership ribbon and the appropriate star. You also become eligible for consideration for promotion depending on the rating earned, provided you meet all of the promotion eligibility criteria outlined in CAPR 35-5, *CAP Officer and NCO Appointments and Promotions*.

Training Objectives

Each level contains ***Knowledge, Training*** and ***Performance Requirements*** as well as ***Service Requirements*** that must be completed in order to attain each successive rating.

Knowledge, Training, and Performance Requirements

These requirements are derived from self-study and on-the-job-training (OJT) experiences. In addition to helping the student progress in the

chaplain track, these requirements are designed to supplement a senior member's overall progress in the CAP Senior Member Professional Development Program as prescribed by CAPR 50-17.

Service Requirements

These requirements are objectives describing what each student is expected to complete through active participation as a chaplain.

Guidance for Unit Commanders, Unit Professional Development Officers and Wing Chaplains

OJT supervision is crucial to the success of the chaplain in training. In partnership with the unit's commander and the wing chaplain, this pamphlet guides the student through the knowledge, training, performance, and service requirements as specified for the rating the student is pursuing.

Once the student believes that s/he has satisfied all the requirements for the rating, then the student will approach the professional development officer or unit commander or the wing chaplain for award of the rating.

When the professional development officer or commander or wing chaplain is satisfied that the student can perform to the level applied for and has met the service requirements, s/he will record award of the rating in the student's master record and will notify National Headquarters of the rating award through eServices.

Achieving the Technician Rating

Position Description

The Technician rating involves implementing chaplain programs for cadets and senior members. A Technician rating prepares a chaplain for duty at a squadron level. A chaplain at the Technician level is expected to:

- Conduct and promote an effective chaplain program in a squadron,
- Know the duties and tasks associated with CAP's squadron, group, wing, and region chaplain positions,
- Possess a basic knowledge of the chaplain programs.

Knowledge, Training, and Performance Requirements

To achieve the Technician rating, the candidate must demonstrate knowledge of CAP's chaplain program. The information is found in the *CAPP 221A – The CAP Chaplain*. Knowledge verification will be accomplished by written examination. The course may be obtained under the publications link at the NHQ web page. To take the test, follow the instructions provided in Course 221A. As a minimum, a Technician should know the following:

- The purposes, missions, programs and structures of Civil Air Patrol,
- The mission of the CAP Chaplain Corps,
- The history and heritage of the CAP Chaplain Corps,
- The relationship of the CAP Chaplain Corps to the three missions of CAP,
- The CAP Chaplain core processes,
- The forms, pamphlets, reports and regulations associated with the CAP Chaplain Corps,
- The structure of the CAP Chaplain Corps,
- CAP Chaplain Corps awards,
- CAP Chaplain Corps training and development programs.

As a minimum, a Technician should perform the following tasks:

- Receive appointment as Civil Air Patrol Chaplain before beginning this specialty track.
- Present at least two character development lessons to a cadet or composite squadron.

- Prepare and maintain religious interview guides (CAPF 48) for the active members of the unit to which you are assigned.
- Prepare and submit a CAPF 34 – *Chaplain Statistical Report*.
- Update or create a chaplain transmission file or continuity book for the unit to which you are assigned.
- Obtain a General Emergency Service Rating (GES).

Service Requirements

Each 221 Technician candidate must have served a minimum of 6 months as a unit chaplain.

Key Information and Readings for Attaining the Technician Level

To be successful as a chaplain at the Technician level, you must be familiar with a variety of terms, publications, and procedures.

Terms

As you study this track, you will need to study certain directives. CAP has three types of publications:

- CAP Regulations (CAPR): CAP regulations provide directives that establish programs and procedures. They tell the "what." Following the abbreviation CAPR, the directives have a hyphenated number, e.g., CAPR 50-4. The number before the hyphen represents the series from which it comes. Different series have different numbers. For example, training directives have the series number 50 and are numbered 50 through 59. Personnel directives have the series number 30 and are numbered 30-39. Chaplain Corps regulations have a 265 designation. Following these hyphenated numbers, these directives have a title. Most directives (regulations and manuals) become known by their number, as it's convenient shorthand.
- CAP Manuals (CAPM): CAP manuals usually go into more detail on the "how" of a particular subject.
- CAP Pamphlets (CAPP): CAP pamphlets do not have a directive nature. CAP uses pamphlets for information or training purposes. Chaplain Corps publications have a 221 or 265 designation.

Publications You Should Read

Certain publications should be read by all CAP members. Others apply directly to the chaplain program. You should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the chaplain program. For this reason, Civil Air Patrol National Headquarters (NHQ) provides this list of publications and directives for you to study and learn. Those in bold are critical for your role as a chaplain.

Number	Title	Notes
CAP Index 0-2	*Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*	
CAP Index 0-9	*Numerical Index of CAP Forms, Test Materials, and Certificates*	
CAPR 10-1	***Preparing Official Correspondence***	
CAPR 35-1	***Assignment and Duty Status***	
CAPR 35-5	***CAP Officer and Noncommissioned Officer Appointments and Promotions***	**Section E**
CAPR 35-10	***Ethics Policy***	
CAPR 39-3	*Award of CAP Medals, Ribbons, and Certificates*	Section D
CAPR 50-17	***CAP Senior Member Professional Development Program***	**Primary publication regarding PD**
CAPR 52-10	***CAP Cadet Protection Policy***	
CAPR 52-16	***Cadet Program Management***	**Chapter 1**
CAPR 60-3	***CAP Emergency Services Training and Operational Missions***	
CAPR 265-1	***The Civil Air Patrol Chaplain Corps***	
CAPR 265-2	***The Covenant and Code of Ethics for Chaplains of the Civil Air Patrol***	
CAPP 50-2	***Civil Air Patrol Core Values***	
CAPP 151	*Respect on Display*	
CAPP 265-1	***Want to Be Part of A Select Group of Civic-Minded Religious Leaders***	
CAPP 265-2	***Flight Time: Values for Living (Character Development Curriculum)***	
CAPP 265-4	***CAP Chaplain Corps Handbook***	
	CAP Subordinate Unit Inspection Guide (found on the IG web page)	**Tab D-2**

Other Publications

Individual wings often supplement national directives with local regulations and policy letters pertaining to chaplain training. The new chaplain should read through these local directives before progressing through this level of the specialty track. Copies of supplements can be obtained through your

unit administration officer, unit commander or the chaplain at the next higher headquarters.

Forms

Chaplains should be thoroughly familiar with and be able to correctly complete and submit forms pertinent to the chaplain program. The chaplain should be able to:

- Identify how each form is used.
- Correctly complete forms and forward to higher headquarters in a timely manner. The chaplain should use the restricted applications section of eServices to accomplish updates online. Access to the restricted applications can be obtained through your unit web security administrator.
- Maintain an adequate stock of applicable forms or have the ability to download the forms online from the forms and publications page on CAP's website.
- Assist other members in preparation and use of these forms.

The unit expects the chaplain to have expert knowledge of pertinent forms concerning the chaplain program. Answers to most questions concerning the use of and completion of forms are contained in the directive overseeing the form. If the chaplain cannot find the answer by consulting the prescribing directive, s/he should ask their squadron commander, wing chaplain or higher headquarters.

The following are the most common forms used within the chaplain program. Those in bold are critical for your role as a chaplain. (See next page)

Number	Title and Use	Reference
CAPF 2a	***Request for and Approval Of Personnel Actions.* Used to make changes in personnel duty assignments.**	**CAPR 35-1**
CAPF 11	*Senior Member Professional Development Program Director's Report Form.* Used for reporting training courses such as: Foundations, CPPT, SLS, CLC, UCC, RSC, NSC, etc.	CAPR 50-17
CAPF 17	***Application for Senior Member Activities.* Used by senior members to apply for courses and other activities.**	**CAPR 50-17**
CAPF 23	*Civil Air Patrol General Purpose Answer Sheet.* Used by students to record answers to CAP exams.	CAPR 50-4
CAPF 24	***Application for Senior Member Professional Development Awards.* Used to verify senior training requirements and apply for awards at Levels II – V.**	**CAPR 50-17**
CAPF 34	***Chaplain Statistical Report***	**CAPR 265-1**

CAPF 35	***Chaplain Application***	**CAPR 265-1**
CAPF 45	***Senior Member Master Record.*** **Record of member progress held at the unit level.**	**CAPR 50-17**
CAPF 48	***Religious Interview Guide***	**CAPR 265-1**
CAPF 95	*Application for CAP Scholarships.* Used by cadets and senior members to apply for scholarships.	CAPR 52-16

Other Forms

The list above contains only those forms most commonly used by chaplains and are critical to the success of the Chaplain Corps program. Chaplains at this level should also familiarize themselves with any region or wing forms pertaining to the chaplain program. To keep up-to-date with current forms information, the chaplain should review INDEX 0-9*, Numerical Index of CAP Forms, Tests, and Certificates*. This index can be found on the forms and publications page at CAP's website.

Technician Level Training Checklist

To complete the Technician level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	Squadron CC or Squadron PDO Initials and Date
Receive appointment as Civil Air Patrol Chaplain before beginning this specialty track.	
Present at least two (2) character development lessons to a cadet or composite squadron.	
Prepare and maintain religious interview guides (CAPF-48) for the active members of the unit to which you are assigned. ***(Due to the sensitive nature of these forms, the actual forms will not need to be reviewed. A verbal verification that the interviews are being conducted and the forms are being recorded and store appropriately will suffice.)***	
Prepare and submit a CAP 34 – *Chaplain Statistical Report*.	
Update or create a chaplain transmission file or continuity book for the unit to which you are assigned.	
Obtain a General Emergency Services (GES) rating	
Serve a minimum of 6 months as a unit chaplain. Dates of Service _____ to _____	

_____ _____

Unit Commander Date

Achieving the Senior Rating

Position Description

The Senior rating involves implementing chaplain activities and duties, developing materials and promoting chaplain programs on a statewide level. It prepares chaplains to function in supervisory roles in positions from the group to the wing level. A chaplain at the Senior level is expected to:

- Comprehend the duties and tasks associated with CAP's group and wing chaplain positions,
- Comprehend the elements of the various chaplain programs that support wing level activities.

Knowledge, Training, and Performance Requirements

To achieve the Senior rating, the candidate must have earned the chaplain Technician rating; demonstrated an advanced knowledge of CAP's Chaplain Corps programs; and, be prepared to operate at a supervisor level while conducting chaplain programs at the application level. Knowledge verification will be done by written examination. The knowledge for this level is found in CAPP 221B – *Chaplains Helping Chaplains*. The course can be found in the publications section of the NHQ web page. To take the test, follow the instructions in CAPP 221B. As a minimum, the senior candidate should know the following:

- How to develop and implement Chaplain Corps activities at a group or wing level,
- How to develop and write a Chaplain Corps Plan of Action for a unit,
- How to promote and present the Chaplain Corps program to religious leaders within the local community,
- How to integrate the chaplain program into CAP activities in and above the squadron level,
- The Character Development Instructor program and its importance to the CAP mission and its distinctiveness for the CAP Chaplain program.

As a minimum, a Senior should perform the following tasks:

- Develop and implement a CAP Chaplain Corps promotional activity at a non-CAP event.
- Write and submit a Chaplain Corps Unit Plan to their unit commander and the wing chaplain and have it approved.

- Attend a cadet activity/activities as a staff member (i.e. Encampment, support at an Air Show, a cadet training event, etc.) for a total of 20 duty hours.
- Attend a CCRSC.
- Develop and maintain a collection of chaplain resources to support cadets, senior members, and the community as appropriate to the unit's situation.
- Prepare and submit all required CAPFs 34 – *Chaplain Statistical Report/Wing Chaplain Statistical Report* (if you are not a wing chaplain, you will need to review how this form is to be completed with your wing chaplain).
- Attain the Mission Chaplain rating as listed in the Mission Chaplain SQTR.

Service Requirements

Each 221 Senior candidate must have served a minimum of an additional 12 months as a unit chaplain.

Key Information for Attaining the Senior Level

To be successful as a chaplain at the Senior level, you must be familiar with a variety of publications and procedures.

Emergency Services

One of the requirements to attain the Senior rating is to become a Mission Chaplain. Here are some items that will help you pursue this rating *(copy and paste the links into the address bar of your browser)*:

- Mission Base Staff Task Guide
  http://members.gocivilairpatrol.com/media/cms/Mission_Base_Staff_Task_Guide_D05D81F929EB2.pdf
- Some required courses are found on the FEMA site (IS 100/200/700/800)
  http://training.fema.gov/IS/crslist.asp
- Specialty Qualification Training Record (SQTR)
  https://ntc.cap.af.mil/es/sqtrs/SQTR%20Mission%20Chaplain.pdf
- Critical Incident Stress Management – CAPR 60-5

Mentoring

This rating is designed to assist you in becoming a group or wing chaplain. In this position you will be involved in mentoring either in a formal or

informal setting. The following resources are available to assist you this role:

CAPP 50-7: *Mentoring: Building our Members*

A Chaplain Corps mentoring program developed by Chaplain, Col Charles Sharp. The material can be found at:
http://members.gocivilairpatrol.com/cap_national_hq/chaplain_corps/cap_chaplain_corps_resources.cfm

Inspections

Every unit, at one time or another will go through a compliance inspection. The CAP Subordinate Unit Inspection Guide (introduced in the Technician Level training) is designed for the squadron level. You may want to re-familiarize yourself with this document so you can assist Chaplain Corps personnel in preparing for the inspection.

The CAP Wing Inspection Guide is the document that you will need to be familiar with as you prepare for a compliance inspection at the wing level.

Both these documents can be found on the Inspector General's web page:
http://members.gocivilairpatrol.com/cap_national_hq/inspector_general/inspections.cfm

Additional recommended reading

To assist character development instructors and gain an understanding of the character development program the following publications should be consulted:

CAPP 225 – *Character Development Instructor Specialty Track*

CAPP 265-4 – *Chaplain Corps Handbook*

CAPR 265-1 – *The Civil Air Patrol Chaplain Corps*

This level of training is designed to assist you in becoming a group and/or a wing chaplain. Ch, Lt Col Paul Ward prepared a handbook based on his experiences and observations as a wing chaplain entitled: *"So You are the New Wing Chaplain…"* This resource is available at:
http://hc.pcr.cap.gov/resources.html

Senior Level Training Checklist

To complete the Senior level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	Squadron CC or Squadron PDO Initials and Date
Develop and implement a CAP Chaplain Corps promotional activity at a non-CAP event.	
Write and submit a Chaplain Corps Unit Plan to the unit commander and the wing chaplain and have it approved.	
Attend a cadet activity/activities as a staff member for a total of 20 duty hours.	
Attend a CCRSC	
Develop and maintain a collection of chaplain resources to support cadets, senior members, and the community as appropriate to the unit's situation.	
Prepare and submit all required CAPFs 34 in a timely manner.	
Become a qualified Mission Chaplain.	
Serve as a squadron or a group chaplain for an additional twelve 12 months after completing the Technician level. Dates of Service _____ to _____	

_____ _____

Unit Commander Date

Achieving the Master Rating

Position Description

The Master rating involves implementing chaplain activities and duties, accepting a leadership role, and providing Chaplain Corps policy recommendations to the Chief of CAP Chaplain Corps and the Chaplain Corps Advisory Council. It prepares chaplains for service at the region and national level. A chaplain at the Master level is expected to:

- Comprehend all duties and responsibilities associated with CAP's squadron, group, wing and region chaplain positions.
- Comprehend how to manage all CAP Chaplain Corps programs.
- Develop supervisory skills within the Chaplain Corps structure.

Knowledge, Training, and Performance Requirements

To achieve the Master rating, the candidate must have earned the chaplain Senior rating; demonstrated an in-depth knowledge of CAP's Chaplain Corps programs, and be equipped to recommend Chaplain Corps policy to commanders, the Chief of CAP Chaplain Corps and the Chaplain Corps Advisory Council. The material for this level is found in CAPP 221C – *Chaplains Inspiring Chaplains*. Knowledge verification will be done by examination. As a minimum, the master candidate should know the following:

- CAP Chaplain Corps programs including chaplain educational materials, testing and evaluation forms, award requirements, record keeping, and performance certification procedures.
- How to develop a comprehensive plan of action for units above the squadron level.
- How to acquire and maintain a variety of CAP chaplain materials.
- CAP chaplain staff positions, job descriptions/responsibilities, and staff relationships within CAP.
- Procedures, responsibilities, and restrictions regarding use and procurement of USAF resources for CAP Chaplain use.
- Procedures for adverse membership actions as they pertain to Chaplain Corps personnel.

As a minimum, a Master should perform the following tasks:

- Successfully completed CAP Chaplain Corps Region Staff College requirements for Level Four training

- Plan and conduct a wing or higher level Chaplain Corps training program
- Write and submit a character development lesson for inclusion in CAPP 265-2
- Serve on staff as a chaplain for a region or national activity other than a region conference.
- Plan and participant in a worship service connected with a CAP event
- Complete ICS 300/400 courses for further mission-ready development.
- Complete training for one of the following: "Assisting Individuals in Crisis (CISM) and/or Pastoral Crisis Intervention recommended); A.S.I.S.T or Q-P-R suicide intervention training or some other training approved by the CCAC to fulfill this requirement

Service Requirements

After receiving the Senior level, the 221 Master candidate must complete additional service in one of the following positions:

1) Squadron chaplain for 2 years or

2) Group chaplain for 18 months or

3) Wing chaplain for 1 year, or

4) At a region level (chaplain staff) for 1 year

Key Information for Attaining the Master Level

One of the primary responsibilities of a region chaplain is to plan and conduct the Chaplain Corps Region Staff College. The following publications will be useful in the preparation of this event:

- CAPP 3 – *Guide to Civil Air Patrol Protocol*
- CAPR 50-17 – *CAP Senior Member Professional Development Program*
- ICS 300/400 courses
- Region Staff College Director's Handbook: Your Guide to Administering an Effective Region Staff College
  http://www.capmembers.com/media/cms/RSC_Directors_Guide_PDF_6859427E94B01.pdf
- Chaplain, Lt Col Ron Tottingham has developed a handbook entitled: "Helpful Suggestions for a Successful Chaplain Corps Region Staff College". It is available on the CAP Chaplain Corps web-site:
  http://members.gocivilairpatrol.com/cap_national_hq/chaplain_corps/cap_chaplain_corps_resources.cfm

Master Level Training Checklist

To complete the Master level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	Wing Chaplain or Wing PDO Initials and Date
Successfully completed CAP Chaplain Corps Region Staff College requirements for Level Four training	
Plan and conduct a wing or higher level Chaplain Corps training program	
Write and submit a character development lesson for inclusion in CAPP 265-2	
Serve on staff as a chaplain for a region or national activity other than a region conference	
Plan and participant in a worship service connected with a CAP event	
Complete ICS 300/400 courses.	
Complete training for one of the following: CISM (individual and/or Pastoral Crisis Intervention recommended); A.S.I.S.T or Q-P-R suicide intervention training or some other training approved by the CCAC to fulfill this requirement	
After receiving the Senior level, served in one of the following positions: 1) Squadron chaplain for 2 years or 2) Group chaplain for 18 months or 3) Wing chaplain for 1 year or 4) At a region level (chaplain staff) for 1 year Dates of Service _____ to _____	

_____ _____

Wing Commander Date