



## 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
- Complete and submit Chaplain Application (Form 35) to the Wing Chaplain
  - Include copy of academic transcripts
  - Ecclesiastical endorsement (have endorsing agency send recommendation Letter and/or DD Form 2088 directly to National Headquarters)
- Obtain an Emergency Services Card – on-line testing:
- Set up user account on the National Headquarters web-site:

### **SECOND THREE MONTHS (following appointment as a Chaplain):**

- Conduct Religious Interview with Squadron Members and fill out Form 48
- Complete 221 “The CAP Chaplain”
- Complete and submit Chaplain Statistical Report (Form 34) to Wing Chaplain – due no later than 5 January and 5 July

## **NEXT SIX MONTHS:**

- Enroll in ECI 13 (The CAP Senior Officer Course).
- Attend a Wing Conference/Chaplain Service Conference
- Attend a Chaplain Service Region Staff College (CSRSC)
- Obtain an Emergency Services Card – on-line testing:
- Begin work on Mission Chaplain rating. The duties of the Mission Chaplain and the Specialty Qualification Training Record can be found in the Mission Base Staff Tasks pamphlet (pages 18-19 and 149)
- Complete and submit Chaplain Statistical Report (Form 34) to Wing Chaplain – 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.