



## Civil Air Patrol Chaplain Application

### Instructions for CAPF 35

1. This form is to be used by a person applying for appointment as a CAP chaplain. To be eligible, a person must be (a) a fully ordained or qualified priest, rabbi, or minister of religion, who is (b) actively engaged in (or retired from) a denominationally approved vocation, and (c) recommended as being spiritually, morally, intellectually, and emotionally qualified to represent his or her religious body as a CAP chaplain.
2. As a prerequisite to appointment as a chaplain, an applicant must become a member of CAP and complete a CAP orientation course. In addition, CAP members are required to be fingerprinted and complete an FBI background check. An application for CAP membership is made through the local CAP unit. For information on the CAP unit nearest to you, call 1-800-FLY-2338. The local unit will be able to give you the name and phone number of their wing chaplain who can help you get started in the process to become a chaplain.
3. These instructions explain requirements for appointment. Applicants must meet the following basic requirements:

**EDUCATION:** Have an accredited undergraduate degree. Also, an accredited seminary degree, or equivalent, is preferred, however, a waiver may be granted to an applicant with at least 5 years of full time clergy experience.

**CERTIFICATION OR APPROVAL:** A religious official registered with the Department of Defense Armed Forces Chaplain Board or associated with the National Conference on Ministry to the Armed Forces (NCMAF) must give written certification or approval for appointment as a CAP chaplain.

#### ***A REMINDER ABOUT CHAPLAIN GRADE***

Chaplains are usually appointed to the rank of captain. CAP Regulation 35-5 does allow for officers who currently serve, or who have served, on active duty or in a Reserve or National Guard capacity to be advanced to a CAP grade equivalent to their armed forces grade but not to exceed lieutenant colonel. If this applies to you, attach a completed CAPF 2, *Request for Promotion Action*. Block VI of the form needs to be signed by the wing commander for promotion to major. The region commander also signs block VI for promotion to lieutenant colonel. Attach a copy of your DD Form 214, ID card or other written verification that you held this grade to CAPF 2. Advancement in grade must be approved by the appropriate commander.

We welcome you to become part of this unique ministry.

**THE WORLD'S LARGEST VOLUNTEER CHAPLAIN PROGRAM!**

## Instructions (Continued)

These are the items an applicant must attach to be considered for appointment as a CAP chaplain:

### 1. A COPY OF YOUR COLLEGE DEGREE OR TRANSCRIPT.

Any readable copy will do. It does not have to be a certified true copy from a registrar's office. However, the degree must be from an "accredited" school and must show that you were awarded a bachelor's degree. There are many different accreditation agencies in the United States and not all schools are accredited by the same agency. CAP uses the same standards that the Department of Defense Armed Forces Chaplains Board uses in determining if a particular academic degree is accredited for military chaplains. Your undergraduate degree **MUST** be accredited in order to be appointed as a CAP chaplain.

If your college or university is listed in the *HIGHER EDUCATION DIRECTORY* it is accredited. The *Directory* is published by:

Higher Education Publications, Inc.  
Telephone: 703-532-2300

Any institution listed in this *Directory* is recognized by the U. S. Secretary of Education and qualifies as an accredited school. Most public libraries as well as college registrar and admissions offices have a copy of this *Directory*. If you are unsure if your school is accredited, call the wing chaplain and s/he will contact our chaplain's office at National Headquarters for a determination.

### 2. A COPY OF YOUR DEGREE OR TRANSCRIPT FROM SEMINARY OR GRADUATE-LEVEL WORK.

Again, any readable copy will do. If you have an accredited undergraduate degree and have graduated from a seminary, Bible college or some other institution not listed in the *Directory*, we will consider a waiver of the accredited seminary degree requirement, providing you have at least 5 years of *full* time pastorate or other comparable ministerial experience. Please include a resume or other statement showing the dates and locations of your pastoral experience, and a person (and their telephone number) to call to verify this information.

### 3. WRITTEN CERTIFICATION OR APPROVAL FROM A RELIGIOUS OFFICIAL.

Certain religious officials are registered with the Department of Defense Armed Forces Chaplains Board for certifying or approving chaplains. CAP uses these same individuals to certify or approve their chaplains. Most of these religious officials also participate in a national forum called the National Conference on Ministry to the Armed Forces (NCMAF). If you do not know who the proper person is for your religious group, you may call the NCMAF office at 703-276-7905. Ask your official to write you a letter recommending you for appointment as a CAP chaplain. DD Form 2088 may also be used for this purpose. The letter needs to state that you are a (a) *fully* ordained or qualified priest, rabbi, or minister of religion, who (b) is actively engaged in (or retired from) a denominationally approved vocation, and (c) spiritually, morally, intellectually, and emotionally qualified to represent his or her religious body as a CAP chaplain.

**Be sure to include all required documents with this form.**