Specialty Tracks for Chaplains & CDIs

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U.S. AIR FORCE AUXILIARY

Capt Karen Padgett, AKWG CDI & Asst ETO
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SWR CCRSC

29-30 Apr 2024

Capt Karen Padgett, CAP

- 2018 Rejoined CAP when youngest turned 12—Scared to teach Character Development
- 2020—Squadron CC—Reluctant de facto CDI
- 2021—AKWG Dir of Cadet Programs—Saw desperate need for CD coming out of COVID
- 2022—Award inspired me to be worthy of the award
- Present—Building CDI Corps in Alaska

Desired Learning Objectives

- Purpose of Specialty Tracks in CAP
- Specialty Track Basics
- Chaplain & CDI Specialty Tracks Checklists
- What Now?

Purpose of CAP Specialty Tracks

- Core Value: Excellence
  - Constant learning & growing—ourselves & those we lead
  - Technician, Senior, then Master levels (T—S—M)
  - Best practices
  - Remain current as regulations & the world change
  - STAK—Skills, Time, **Activities, Knowledge**

- 22 Specialty Tracks in CAP

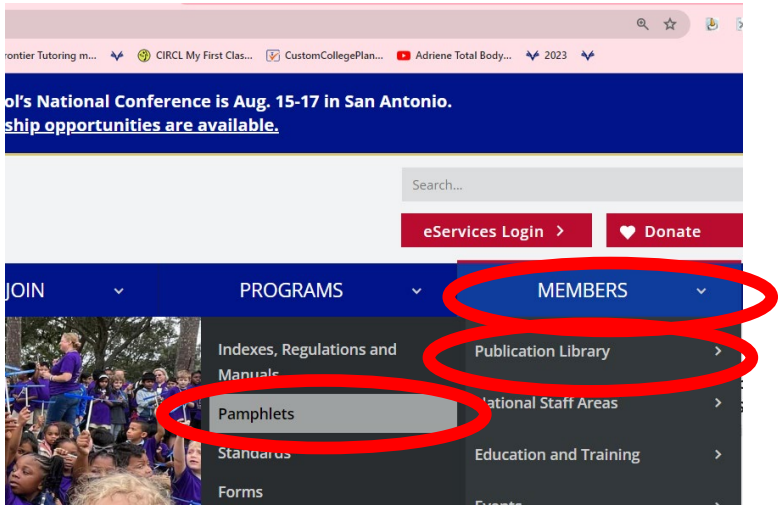
The Basics

1. Pamphlets (Specialty Track Guides)
2. Chaplain Corps Website
3. AXIS Learning Mgmt System (Soon to be Absorb)
4. Registration Zone
5. Specialty Track Tracking
6. Member Search Report

Pro-Tip: High-ranking cadets are eager to help you

The Basics (1 of 6)

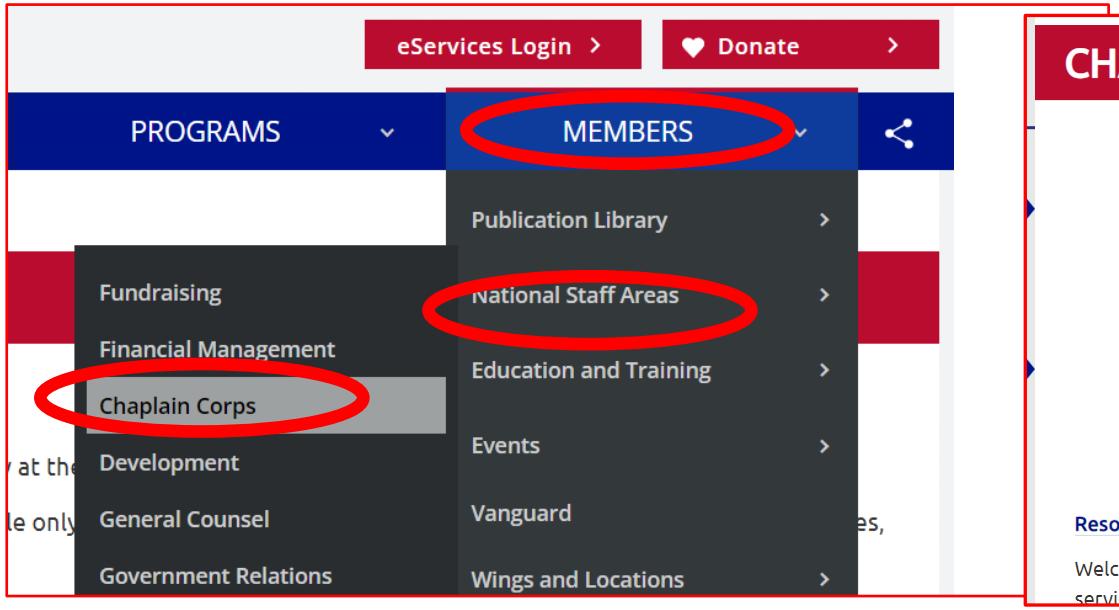
- Pamphlets (Specialty Track Guides)
  - www.gocivilairpatrol.com (public website)

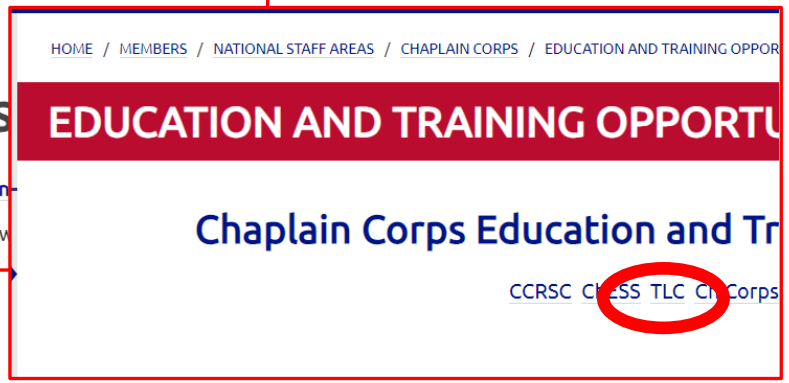


P40-7	Jan 21	Mentoring
P40-8	May 21	Moving Beyond the Cadet Program
P40-20	15 Jan 18	Specialty Track Study Guide - Inspector General
P40-40	26 Apr 21	Education and Training Officer Specialty Track Study Guide
P40-80	02 Apr 24	Chaplain Corps Handbook and Specialty Track Guide
P40-110	1 Feb 21	Historian Specialty Track (Study Guide)
P40-160	15 Aug 22	Safety Officer Specialty Track Study Guide
P50-1	Aug 18	Aerospace Education Officer Handbook
P50-2	Aug 18	Aerospace Education Specialty Track Guide
P50-9	19 Apr 13	Organizational Excellence Program Handbook OE 2.0

The Basics (2 of 6)

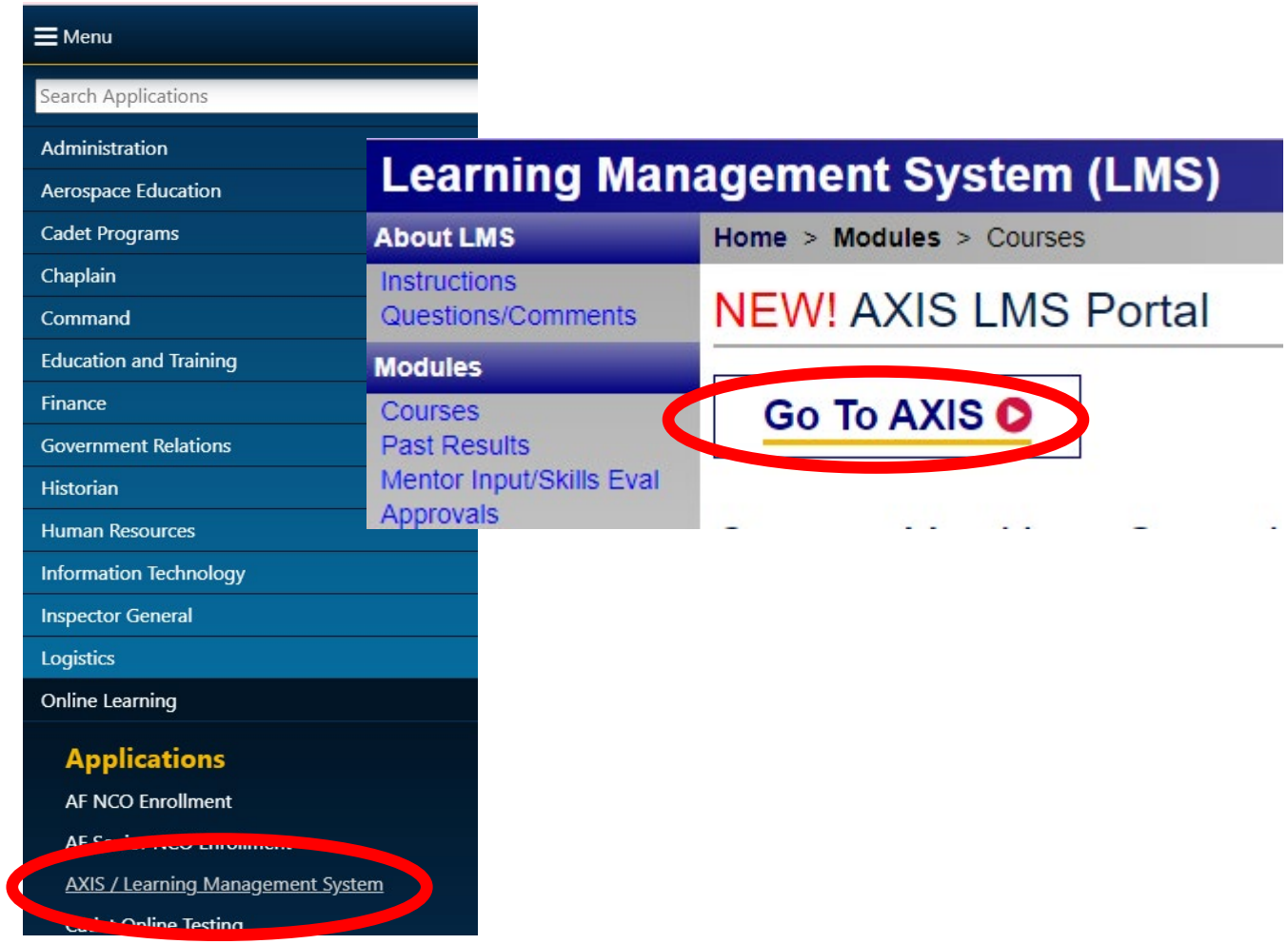
- Chaplain Corps Website
  - www.gocivilairpatrol.com (public website)





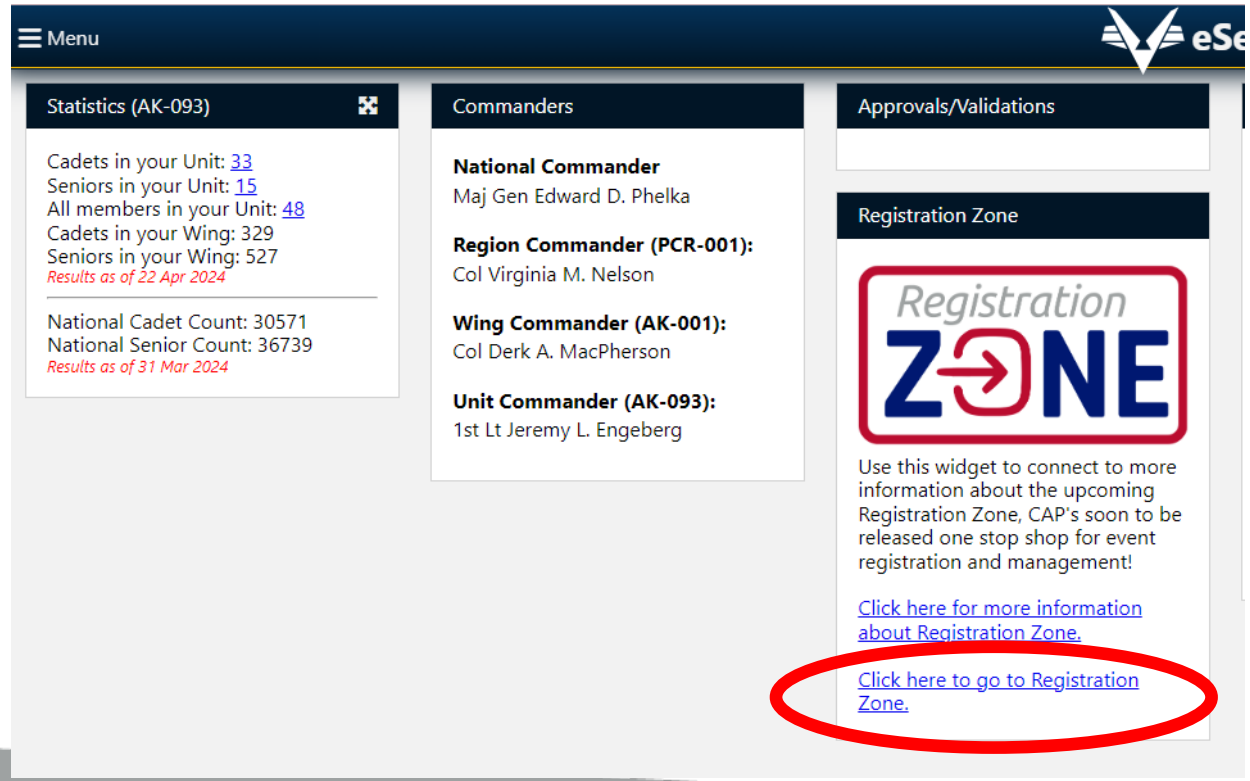
The Basics (3 of 6)

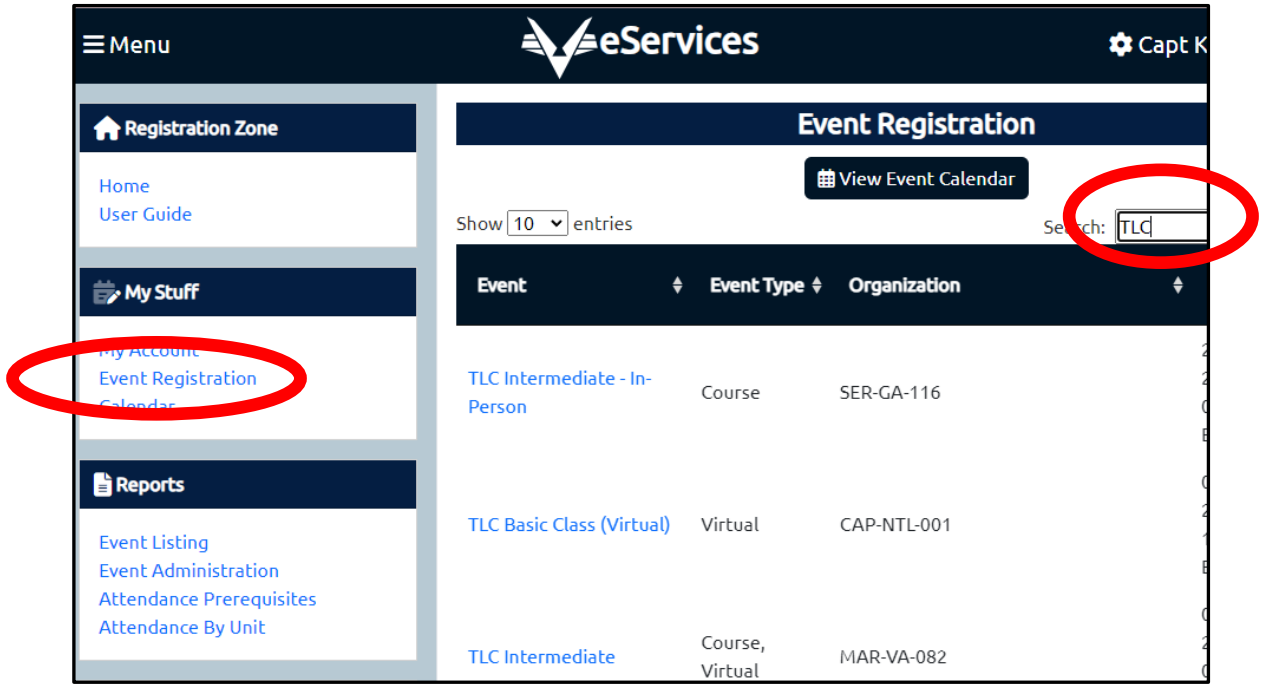
- AXIS (Replaced by Absorb in ~Summer 2024)
  - www.capnhq.gov (eServices)



The Basics (4 of 6)

- Registration Zone
  - www.capnhq.gov (eServices)



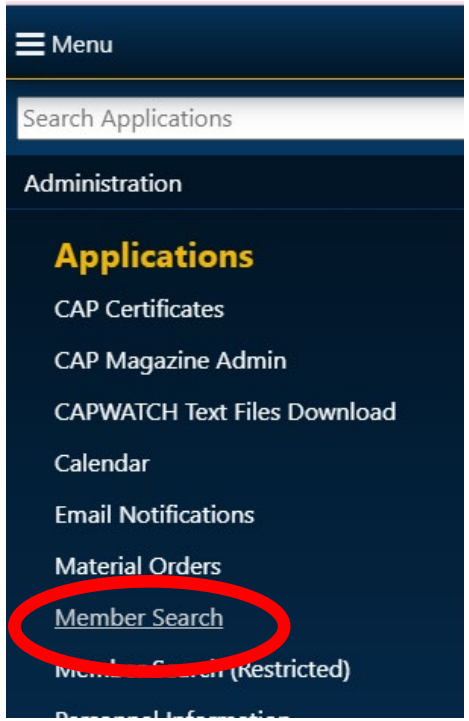


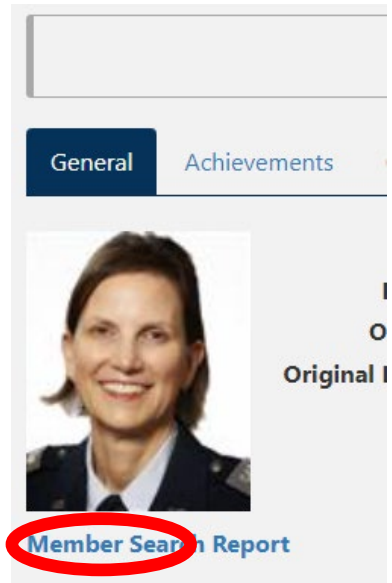
The Basics (5 of 6)

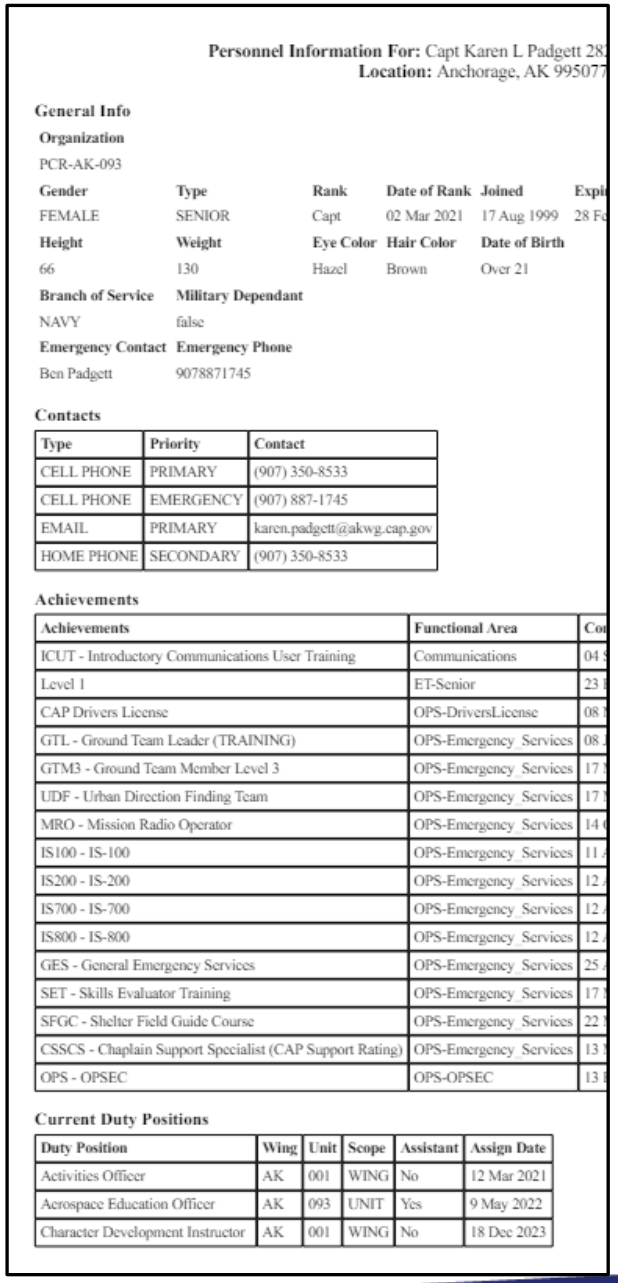
- Specialty Track Tracking
  - Currently done by hand on a piece of paper.
  - In the future, may be a SQTR-type tracking system (like Ops Quals, Professional Levels, etc)

The Basics (6 of 6)

- Member Search Report
  - www.capnhq.gov (eServices)







Personnel Information For: Capt Karen L Padgett 28
Location: Anchorage, AK 99507

General Info

Organization					
PCR-AK-093					
Gender	**Type**	**Rank**	**Date of Rank**	**Joined**	**Expi**
FEMALE	SENIOR	Capt	02 Mar 2021	17 Aug 1999	28 Fe
Height	**Weight**	**Eye Color**	**Hair Color**	**Date of Birth**	
66	130	Hazel	Brown	Over 21	
Branch of Service	**Military Dependant**				
NAVY	false				
Emergency Contact	**Emergency Phone**				
Ben Padgett	9078871745				

Contacts

Type	Priority	Contact
CELL PHONE	PRIMARY	(907) 350-8533
CELL PHONE	EMERGENCY	(907) 887-1745
EMAIL	PRIMARY	karen.padgett@akwg.cap.gov
HOME PHONE	SECONDARY	(907) 350-8533

Achievements

Achievements	Functional Area	Co
ICUT - Introductory Communications User Training	Communications	04
Level 1	ET-Senior	23
CAP Drivers License	OPS-DriversLicense	08
GTL - Ground Team Leader (TRAINING)	OPS-Emergency Services	08
GTM3 - Ground Team Member Level 3	OPS-Emergency Services	17
UDF - Urban Direction Finding Team	OPS-Emergency Services	17
MRO - Mission Radio Operator	OPS-Emergency Services	14
IS100 - IS-100	OPS-Emergency Services	11
IS200 - IS-200	OPS-Emergency Services	12
IS700 - IS-700	OPS-Emergency Services	12
IS800 - IS-800	OPS-Emergency Services	12
GES - General Emergency Services	OPS-Emergency Services	25
SET - Skills Evaluator Training	OPS-Emergency Services	17
SFGC - Shelter Field Guide Course	OPS-Emergency Services	22
CSSCS - Chaplain Support Specialist (CAP Support Rating)	OPS-Emergency Services	13
OPS - OPSEC	OPS-OPSEC	13

Current Duty Positions

Duty Position	Wing	Unit	Scope	Assistant	Assign Date
Activities Officer	AK	001	WING	No	12 Mar 2021
Aerospace Education Officer	AK	093	UNIT	Yes	9 May 2022
Character Development Instructor	AK	001	WING	No	18 Dec 2023

CAPP 40-80 Chaplain Corps Handbook & Specialty Track Guide

- ***Pro-tip***: Search (Ctrl-F) “Chap” to find this pamphlet. Character, CDI, etc are ***not*** in the title
- Recently updated! (4 Apr 2024)
- https://www.gocivilairpatrol.com/media/cms/P_4080_2022_C327F8B9DD0EA.pdf
- For Chaplains, pp 12-14
- For CDIs, pp 31-33 (last 3 pp)

Technician Rating—Chaplain & CDI

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Chapter 2 – Technician Rating Checklist, Chaplain

Knowledge, Performance & Training Requirements	Reviewer Signatu
1. Receive appointment as Civil Air Patrol Chaplain before beginning this specialty track.	
2. Have a general understanding of how to prepare and submit awards.	
3. Update or create a Chaplain Continuity book for your assigned unit, to include a log of required unit duties and information to be given to your successor.	
4 Present to the satisfaction of your mentor or OJT supervisor, at least four (4) character development lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.	
5. Complete the Training Leaders of Cadets (Basic) course.	
6. Complete the Character Development Facilitators course.	
7. Be active in the role as a Chaplain six (6) months at the Squadron level since being appointed Chaplain.	

Chapter 03 –Technician Rating Checklist, CDI

Knowledge, Performance & Training Requirements	Reviewer Signature	Date
1. Receive appointment as Civil Air Patrol CDI before beginning this specialty track.		
2. Describe the job of the CDI and the responsibilities of serving on the commander's staff.		
3. Correctly identify the differences in the job descriptions, privileges, protections and confidentiality limits of a CDI and a chaplain and how to correctly respond when the situation requires a Chaplain.		
4. Familiarize yourself with the Chaplain Corps webpage and show your mentor or OJT supervisor where you would go to find Chaplain Corps related information in eServices.		
5. Explain the Chaplain Corps organizational structure.		
6. Identify the policies, procedures, and tasks of non-clergy support.		
7. Complete the Training Leaders of Cadets (Basic) course.		
8. Present to the satisfaction of your mentor or OJT supervisor, at least four (4) CD lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.		
9. Be active in the role as a CDI six (6) months at the Squadron level since being appointed CDI.		

Technician Rating (cont'd)

- For the "describe, identify, familiarize, explain tasks"…
  - CAPR 80-1
  - Chaplain Corps Website
- Character Development Facilitator Course in AXIS
  - "To build trust, never answer your own question!"
- CD Lesson Curriculum
  - Chaplain Corps Website "Values for Living 2.0"
  - Search gocivilairpatrol.com for "Values"
- TLC (Training Leaders of Cadets)
  - Registration Zone search
  - Chaplain Corps Website→Education & Training
  - Ask your Wing's Director of Cadet Programs
- Trust but Verify
  - Monitor your Member Search Report

Senior Rating—Chaplain & CDI

Chapter 02 – Senior Rating Checklist, Chaplain

Knowledge, Performance & Training Requirements
1. Present to the satisfaction of your mentor or OJT supervisor, at least eight (8) CD lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.
2. Nominate a member of the Chaplain Corps for an award, performance or training award/rating in accordance with CAP regulations and procedures.
3. Attend as a staff Chaplain any one of the cadet activities such as Encampment, Air Show, or any other cadet special activity or training event.
4. Complete the Mission Chaplain, CAP Support rating.
5. Attend a Wing, Region, or National Conference and at least one CCRSC (Chaplain Corps Regional Staff College).
6. Complete the Wing Chaplain Course offered on-line and listed in the Education and Training section of the Chaplain Corps web-page.
7. Be active in the role as Chaplain for twelve (12) months after receiving the Technician rating.

Chapter 03 –Senior Rating Checklist, CDI

Knowledge, Performance & Training Requirements	R
1. Present to the satisfaction of your mentor or OJT supervisor, at least eight (8) CD lessons to cadets or seniors. Show your reviewer the dates of each lesson in eServices for final approval.	
2. Provide non-clergy support at a CAP religious service at an activity. This may include a major portion/component of the service, such as reflections or similar service.	
3. Present to a Non-CAP group or organization a presentation on the Civil Air Patrol Chaplain Corps.	
4. Nominate a member of the Chaplain Corps for a Chaplain Corps award, performance or training award/rating in accordance with CAP regulations and procedures.	
5. Arrange for access to an outside religious service if a CAP service is not available; this would include coordinating all logistics involved.	
6. Provide a briefing to members of your unit on the Chaplain Corps that includes the subjects of services that can be provided by Chaplains and CDIs.	
7. Complete the ChESS CSS CAP Support Level training in Emergency Services (course available on-line).	
8. Attend a Wing, Region, or National Conference and at least one CCRSC (Chaplain Corps Regional Staff College).	
9. Complete the Wing Chaplain Course offered on-line and listed in the Education and Training section of the Chaplain Corps web-page.	
10. Be active in the role as CDI for twelve (12) months after receiving the Technician rating.	

Senior Rating (cont'd)

- Awards Nominations*
  - CAPR 80-1 Chap. 10
  - Coordinate with your unit Dir of Personnel
- Activities
  - Cadets: Sq Dep Commander for Cadets, Wing Dir of Cadet Programs
  - Emergency Services: Director of Operations, SAREXes
- Chap/Mission CAP Support: See Chaplain Website E&T
- CCRSCs & Wing Chaplain Course: Chaplain Website E&T
- Trust but Verify
  - Monitor your Member Search Report

Master Rating—Chaplain & CDI

Chapter 02 – Master Rating Checklist, Chaplain

Knowledge, Performance & Training Requirements
1. Present twelve (12) additional CD lessons since completing your Senior level. Show your reviewer the dates of each lesson in eServices for final approval.
2. Submit an article for the Chaplain Corps Transmitter. Writing for other publications, such as a Chaplain Corps newsletter or social media count towards this requirement.
3. Plan and participant in a worship service connected with a CAP event.
4. Serve as a presenter at one of the annual conferences, TLC, or at a CCRSC.
5. Complete training for **one** of the following: CISM, Individual and/or Pastoral Crisis Intervention, A.S.I.S.T or Q-P-R suicide intervention training or some other training approved by the CCAC to fulfill this requirement.
6. Complete two CCRSCs within five years.
7. Complete the Advanced Character Development Education course.
8. Be active in your role as a Chaplain for eighteen (18) months since receiving the Senior rating.

Chapter 03 – Master Rating Checklist, CDI

Knowledge, Performance & Training Requirements
1. If at the wing/region level, mentor a CDI through their Technician or Senior rating.
2. Present twelve (12) additional CD lessons since completing your Senior level. Show your reviewer the dates of each lesson in eServices for final approval.
3. Submit an article for the Chaplain Corps Transmitter. Writing for other publications, such as a Chaplain Corps newsletter or social media count towards this requirement.
4. Provide a briefing to adult members outside your unit on the Chaplain Corps such as a civic, military or religious group.
5. Serve as a presenter at one of the annual conferences, TLC, or at a CCRSC.
6. Complete two CCRSCs within five years.
7. Complete the Advanced Character Development Education course.
8. Be active in your role as a CDI for eighteen (18) months since receiving the Senior rating.

Master Rating (cont'd)

- QPR:
  - $30 online at https://www.qprinstitute.com/individual-training (Free in many states)
  - Best online delivery of course material!!
- Advanced Character Development
  - Chaplain Corps Website E&T
  - May include writing a paper you can submit as an article
- Caution: 2 CCRSCs in a 5-year period
- Trust but Verify
  - Monitor your Member Search Report

Finding a Mentor

- Ask Dir of Personnel or Chaplain Chain of Command for “Specialty Track Report—Chaplain & CDI” with contact info
- Supporting documents (make it easy for the DM)
  - Organize in order with Checklist as Summary Sheet
  - Include a printout of your Member Search Report
  - Provide to your mentor before your summary conversation

Final Approval

WING OR REGION CHAPLAIN CERTIFICATION

I hereby certify that _____

(RANK, FIRST NAME, LAST NAME)

Has successfully completed the requirements to be awarded the Character Development Instructor "Master" rating.

_____ _____

(WING OR REGION CHAPLAIN SIGNATURE) (DATE)

By signing this certification, the Wing or Region Chaplain certifies that the Chaplain Corps member has completed all requirements for the Master rating and is authorized to wear the Master Specialty Badge for CDIs in accordance with CAPR 39-1, CAP Uniform Regulation. Please submit signed/dated document to chaplaincorps@capnhq.gov for recording in the member's training record in eServices.

Now What?

- Apply your new-found skills CAP skills
- Start on the next Chaplain/CDI rating
- Mentor other Chaplains/CDIs in their specialty tracks
- You almost have a Technician Rating in Cadet Programs!
  - Chaplain & CDIs fall under the “Cadet Programs Officers” umbrella for purposes of Cadet Programs Ratings
  - When you’re facilitating CD discussions at cadet meetings, stick around and check out the other things they’re doing
  - Increase your lifespan

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Capt Karen Padgett, AKWG CDI & Asst ETO, 25 Apr 2024
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