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# Specialty Tracks for Chaplains & CDIs



Capt Karen Padgett, AKWG CDI & Asst ETO

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SWR CCRSC

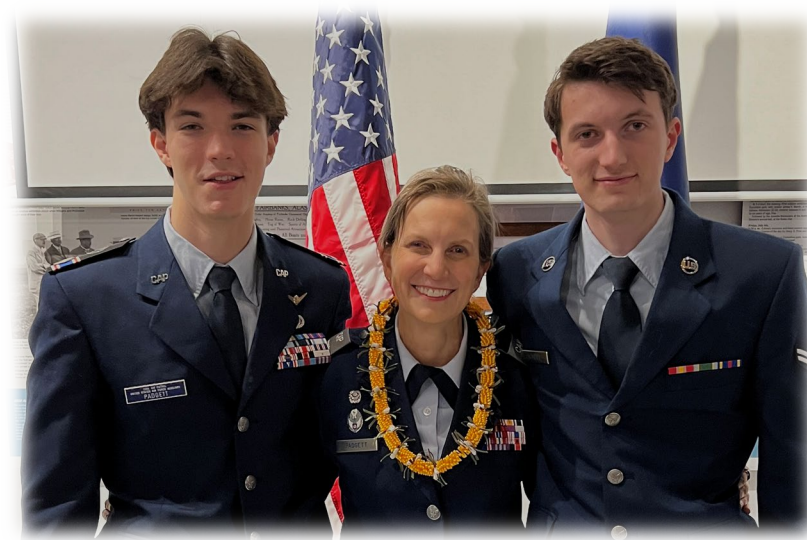
29-30 Apr 2024



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# 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



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# The Basics

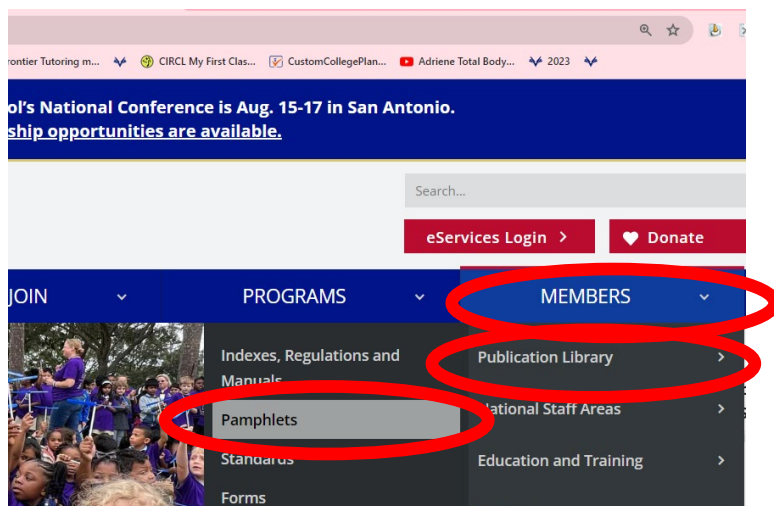
1. Pamphlets (Specialty Track Guides)
2. Chaplain Corps Website
3. AXIS Learning Mgmt System (Soon to be Absorb)
4. Registration Zone
5. Specialty Track Tracking
6. Member Search Report

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



# The Basics (1 of 6)

- Pamphlets (Specialty Track Guides)
  - [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com) (public website)



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



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# The Basics (2 of 6)

- Chaplain Corps Website
  - [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com) (public website)

eServices Login > Donate >

PROGRAMS MEMBERS

Publication Library >

Fundraising National Staff Areas >

Financial Management Education and Training >

Chaplain Corps >

Development Events >

General Counsel Vanguard >

Government Relations Wings and Locations >

CHAPLAIN CORPS

Chaplain Corps

Resources Education and Training Values for Living 2.0

Welcome to the CAP chaplain corps, one of the most unique and rewarding service in Civil Air Patrol.

HOME / MEMBERS / NATIONAL STAFF AREAS / CHAPLAIN CORPS / EDUCATION AND TRAINING OPPORTUNITIES

EDUCATION AND TRAINING OPPORTUNITIES

Chaplain Corps Education and Training

CCRSC CLASS TLC Civil Air Corps



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# The Basics (3 of 6)

- AXIS (Replaced by Absorb in ~Summer 2024)
- [www.capnhq.gov](http://www.capnhq.gov) (eServices)

The screenshot displays the Civil Air Patrol website's navigation menu and the Learning Management System (LMS) portal. The menu on the left lists various services, with 'AXIS / Learning Management System' circled in red. The LMS portal on the right features a 'Go To AXIS' button, also circled in red, and a 'NEW! AXIS LMS Portal' announcement.

Menu

Search Applications

Administration

Aerospace Education

Cadet Programs

Chaplain

Command

Education and Training

Finance

Government Relations

Historian

Human Resources

Information Technology

Inspector General

Logistics

Online Learning

**Applications**

AF NCO Enrollment

AF Senior NCO Enrollment

**AXIS / Learning Management System**

Cadet Online Testing

**Learning Management System (LMS)**

Home > Modules > Courses

**NEW! AXIS LMS Portal**

**Go To AXIS**





# The Basics (4 of 6)

- Registration Zone
  - [www.capnhq.gov](http://www.capnhq.gov) (eServices)

The screenshot shows the eServices dashboard with several widgets. The 'Registration Zone' widget is highlighted with a red circle. It contains the following text:

**Registration Zone**

Use this widget to connect to more information about the upcoming Registration Zone, CAP's soon to be released one stop shop for event registration and management!

[Click here for more information about Registration Zone.](#)

[Click here to go to Registration Zone.](#)

The screenshot shows the 'Event Registration' page in eServices. A search bar with the text 'TLC' is highlighted with a red circle. Below the search bar is a table of events:

Event	Event Type	Organization
TLC Intermediate - In-Person	Course	SER-GA-116
TLC Basic Class (Virtual)	Virtual	CAP-NTL-001
TLC Intermediate	Course, Virtual	MAR-VA-082



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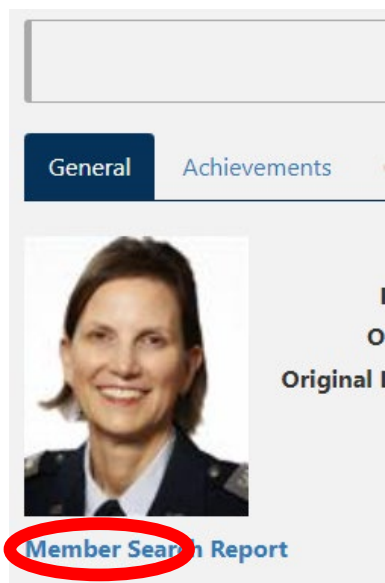
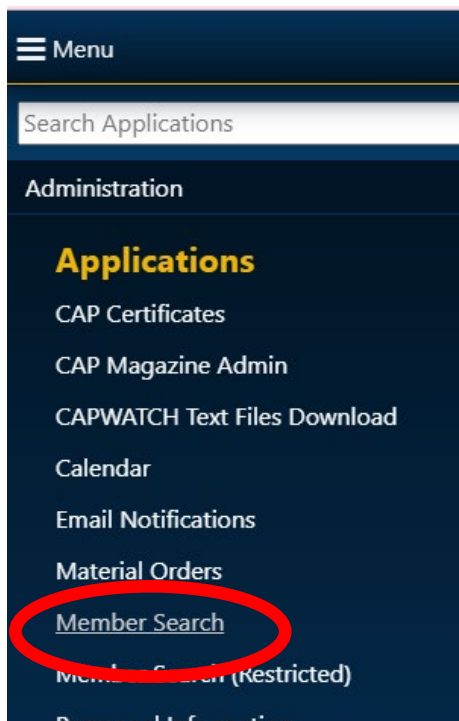
# The Basics (5 of 6)

- 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](http://www.capnhq.gov) (eServices)



**Personnel Information For:** Capt Karen L Padgett 28  
Location: Anchorage, AK 995077

**General Info**

**Organization**  
PCR-AK-093

Gender	Type	Rank	Date of Rank	Joined	Exp
FEMALE	SENIOR	Capt	02 Mar 2021	17 Aug 1999	28 Feb

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
GTMB - 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
Acrospace 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\\_C32\\_7F8B9DD0EA.pdf](https://www.gocivilairpatrol.com/media/cms/P_4080_2022_C32_7F8B9DD0EA.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

## Chapter 03 –Technician Rating Checklist, CDI

Knowledge, Performance & Training Requirements	Reviewer Signature
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.	

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.		



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# 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](http://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



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# 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
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.



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# 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 <b>one</b> 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.



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# 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

The screenshot shows the QPR Institute website for the QPR Online Gatekeeper Training course. The page includes a navigation bar with links for 'At risk?', 'Call/Text 988 or Chat at 988Lifeline.org', 'STORE', 'CONTACT', and 'LOGIN'. The main header features the QPR Institute logo and navigation links for 'ONLINE TRAINING', 'IN-PERSON TRAINING', 'BECOME AN INSTRUCTOR', and 'ABOUT QPR'. The main content area is titled 'QPR Online Gatekeeper Training' and describes the course as being taught in a clear, concise format using the latest in educational technology and practices, taking approximately one hour to complete. It lists key components covered in training: 'How to Question, Persuade and Refer someone who may be suicidal', 'How to get help for yourself or learn more about preventing suicide', 'The common causes of suicidal behavior', 'The warning signs of suicide', and 'How to get help for someone in crisis'. A price tag indicates a 'ONE TIME COST OF \$29.95' with a 'PURCHASE COURSE' button. Below this, three statistics are highlighted: 'ONLY TAKES 60 Minutes', 'CERTIFICATE REMAINS ACTIVE FOR 1 Year', and 'OVER 5,000,000 People trained worldwide'.



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# 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



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# 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](mailto:chaplaincorps@capnhq.gov) for recording in the member's training record in eServices.



@denksc  
DENKSCHEETS.NL



# 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



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

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