



MLO MENTORING

Moral Leadership Officer Mentoring

**Session 1
Getting Acquainted**

**Session 2
The Moral Leadership Officer**

**Session 3
Moral Leadership**

**Session 4
The MLO in the Unit**

**Session 5
The MLO and Emergency Services**

**Session 6
Reporting**

**Session 7
Moral Leadership Officer Training**

**Session 8
Subordinate Unit Inspection**

**Session 9
Wearing the CAP Uniform**

**Session 10
Harassment**

SWRHC 04

Mentoring Session 1

Getting Acquainted

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Get Acquainted

Discuss the following:

1. Who are the individuals who have had the most profound impact on your life?
2. Who would you call your spiritual advisor?
3. What one benefit have you gained from this spiritual advisor?
4. What influenced you to seek appointment as a Civil Air Patrol Moral leadership Officer?

Professional Training

Moral Leadership Officers Activities, CAP Regulation 265-1

Discuss Section A – General Provisions

Discuss Section B – Chaplain Service Standards

4. Moral Leadership Officers
7. Moral Leadership Officer Appointment
10. Chaplain Service Awards

Discuss Personnel Records – CAP Form 45 and CAP Form 45B

Assignments for next session

Read Pages 2, 3, 7 and 8 from CAP Pamphlet 265-1

Protégé Signature _____

Mentor Signature _____

Next Session, Date and Time

Mentoring Session 2

The Moral Leadership Officer

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. What have you done in CAP as a Moral Leadership Officer since the last session?
2. Do you have any questions about what you do as a Moral Leadership Officer?
3. Have you met with your commander to discuss what is expected of you as a Moral Leadership Officer?
4. What immediate problem do you have? (If there are problems, discuss them now)

Professional Training

The Moral Leadership Officer

1. Discuss the primary function of a Moral Leadership Officer.
2. Discuss duties of the Moral Leadership Officer.
3. Share with the Moral Leadership Officer their roll in Emergency Service Missions.
4. Share the Moral Leadership Officer restrictions.
5. Show the Moral Leadership Officer the difference in Chaplains and Moral Leadership Officers with regard to confidentiality.
6. There are two fundamental restrictions in serving as a Moral Leadership Officer, make sure the Moral Leadership Officer understands these restrictions.

Organizational and Responsibility

1. Discuss the lines of accountability.
2. Review the CAP Chaplain Service Structure (see Section C, CARP 265-1)
 - 1) Unit Chaplain
 - 2) Wing Chaplain, appointed by each Wing Commander, name of their wing Chaplain
 - 3) Region Chaplain, appointed by each Region Commander, name of their Region Chaplain
 - 4) The Chief of Chaplains CAP, appointed by the National Commander, name of the Chief of chaplains, CAP

Mentoring Session 3

Moral Leadership

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. Who is your unit commander? _____
2. Who is your Wing Chaplain? _____
3. Who is your Region Chaplain? _____
4. Who is the National Chief of Chaplain Service? _____
5. Who is the Deputy Director of the Chaplain Service? _____

Professional Training

1. Discuss the basis for values.
2. Discuss the formant of the material.
3. Discuss the role of cadets in Moral Leadership Sessions.
4. Discuss what a Moral Leadership session should look like.
5. Review and critique the planning of a Moral Leadership session done by the protégé.
6. Discuss the importance and plans for recording attendance, subjects discussed, and who has served as a discussion leader and a recorder.

Assignment for next session

Read from Chapter 1 of CAPR 52-16 Section 1-3e

Read from Chapter 2 of CAPR 52-16 Sections 2-6f, 2-7b and 2-9a

Protégé Signature _____

Mentor Signature _____

Next Session, Date and Time _____

Mentoring Session 4

The MLO in the Unit

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. What are some problems you have encountered as a Moral Leadership Officer?
2. Are there questions about Moral Leadership that needs to be cleared up?
3. How are the Cadets responding to you as an MLO?
4. Are in interacting with the Senior Members in your unit?
5. Discuss your Ministry of Presence.

Professional Training

1. Discuss the importance of keeping the commander briefed on what is going on in the unit Chaplain Service Ministry.
2. Who has the responsibility of providing Moral Leadership for the unit?
3. Discuss the cadet participation in the Moral Leadership sessions.
4. How often should the Moral Leadership sessions be conducted in the unit?
5. Discuss Cadet participation in Moral Leadership sessions.
6. What are the two leadership functions Cadets have in the Moral Leadership sessions?
7. Emphasize the role of the Chaplain/Moral Leadership Officer to attest to a cadet's progress as required by CAPR 52-16, Cadet Program Manual.

Assignments

Read: "What Does an MLO Do?" from CAPP 265-1, pages 7-8

Name of Protégé _____

Name of Mentor _____

Next Session, Date and Time _____

Mentoring Session 5

The MLO and Emergency Services

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. Have you briefed the Commander on what is going on in the unit Chaplain service Ministry?
2. Who has the responsibility of providing Moral Leadership for the unit?
3. How often should Moral Leadership Sessions be conducted?
4. How often should the cadets attend the Moral Leadership Sessions?
5. In Phase II, what is the requirement for cadets serving as a Discussion Leader and Recorder?
6. In Phase III, what is the requirement for cadets serving as a Discussion Leader and Recorder?
7. In Phase IV how often does a cadet have to serve as Discussion Leader, and how often does the cadet have to serve as Recorder?

Professional Training

1. Discuss the Moral Leadership Officer's role as a "Force Multiplier".
2. Discuss other skills a Moral Leadership Officer could have that would be used during an Emergency Services Mission.
3. Make sure the Moral Leadership Officer understands their role as an assistant during an Emergency Services Mission.
4. Help the Moral Leadership Officer understand their role in "spiritual triage".
5. When can a Moral Leadership Officer conduct worship services at an Emergency Services Mission?

Assignments

Read Chapter 3, Sections 3-2 and 3-3, **Reporting and Why**, from CAPR 265-4, The Chaplain Service Handbook.

Name of Protégé _____

Name of Mentor _____

Next Session, Date and Time _____

Mentoring Session 6 Reporting

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. Do you have any questions concerning Emergency Services?
2. What is the difference between a Search and Rescue Mission and a Disaster Relief Mission?
3. Discuss ways you can serve as a “Force Multiplier”.
4. Name some of the other emergency services.
5. Emergency Services Skills you could participate in during a mission. Which of these are you interested in performing?

Professional Training

1. Review CAP Form 34 and make sure the MLO understands what each item calls for.
2. Discuss ways the information can be kept each month to make it easily collected for the semi-annual report.
3. Show the MLO a copy of a CAP Form 34 you have completed as a sample.
4. Discuss the importance of this information and how the Wing Chaplain, Region Chaplain and the National Chief of Chaplains use it.

Assignments

Read the Moral Leadership Officer Training materials.

Name of Protégé _____

Name of Mentor _____

Next Session, Date and Time _____

Mentoring Session 7

Moral Leadership Officer Training

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. What is the importance of reporting?
2. Discuss any plans they are formulating concerning their own persona record keeping of CAP expenses, time given, and miles driven.
3. Do you have any questions concerning reporting

Professional Training

1. Review the material on Moral Leadership Officer Training. Emphasize the fact that if they are appointed as a Moral Leadership Officer they have completed Level I and are now ready to begin work on Level II.
2. Make sure they understand each requirement for each of the remaining levels of training.

Assignment for next session

Read the Subordinate Compliance Inspection Guide prior to the next session.

Protégé Signature _____

Mentor Signature _____

Next Session, Date and Time _____

Mentoring Session 8

Subordinate Unit Compliance Inspection

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. Make sure the Moral Leadership Officer understands the requirements for Level I have been met.
2. Discuss requirements necessary for the completion of Level II.
3. Review the procedure for obtaining the Course material and taking the test for ECI 13.
4. When is the Leadership Ribbon awarded?
5. When is the bronze star worn on the Leadership Ribbon?
6. When is the Silver Star worn on the Leadership Ribbon?

Professional Training

1. Review the Possible CI Grades and Important Terms.
2. Discuss each item on the CAP Subordinate Unit Inspection Guide.
3. Explain and show an example of how these questions should be answered.
4. Make sure the MLO understands the answers should be documented.
5. Show an example of how this process of documentation should be done.
6. Discuss with the MLO the procedure for the interview:
 - 1) when the CI personnel arrive for the interview, they should introduce themselves
 - 2) hand the Inspector a copy of the answers
 - 3) go over each answer and documentation
7. Indicate these Inspections normally take place approximately every 3 or 4 years

Assignments

Read CAPM 39-1, *The Civil Air Patrol Uniform Manual*. Wear your uniform to the next mentoring session.

Protégé Signature _____

Mentor Signature _____

Next Session, Date and Time _____

Mentoring Session 9

Wearing the CAP Uniform

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. Discuss the importance of Compliance Inspections
2. Ask the Moral Leadership Officer for ways they plan to keep information required to document answers to the questions asked on the Compliance Inspection
3. Ask if there are any items on the Subordinate Unit Inspection Guide that they do not understand
4. Discuss documentation they could give for answers to items you select from the Inspection Guide

Professional Training

1. Inspect their uniform
2. Point out any discrepancies in the proper wear of the uniform and show them the regulation that applies to the discrepancy
3. Review the wear of the Service Dress uniform with jacket
4. Review the wear of the Service Dress Uniform without jacket
5. Emphasize the proper wear of the BDU uniform
6. Show the proper wear of the Distinctive uniforms and the various ways they may be worn
7. Discuss the proper wear of the Blazer combination as a Mess Dress Uniform
8. Review "Senior Ribbons Order of Precedence" Figure 4-4 in CAPM 39-1
9. Review the chart showing height and weight standards for the wearing of the Air Force Style Uniforms

Assignment for Next Session

1. Read CAPR 52-10, *CAP Cadet Protection Policy*
2. Read AFPAM 36-2705, *Discrimination and Sexual Harassment*

Signature of Protégé _____

Signature of Mentor _____

Next Session, Date and Time _____

Mentoring Session 10

Harassment

Name of Protégé _____

Name of Mentor _____

Date of Session _____

Review

1. Are there questions concerning the proper wear of the CAP Uniform?
2. According to the weight and height standards is the Moral Leadership Officer eligible to wear the Air Force Style Uniform?
3. Discuss wearing of metal specialty badges with the BDU's.
4. Make sure the Moral Leadership Officer understands the proper wear of the uniforms with and without jacket.

Professional Training

1. Ask the Moral Leadership Officer the three categories of abuse and to define each of them.
2. Give the Moral Leadership Officer the Harassment test and then go through the test and give the proper answers.
3. Help the Moral Leadership Officer to understand that many times the Moral Leadership Officer or Chaplain is the person the abused person will go to for counsel.
4. The Moral Leadership Officer must understand the proper procedure is to report this to the commander or higher commander if needed.
5. The Moral Leadership Officer must understand that harassment issues should be solved at the lowest possible level.

Conclusion of the Mentoring Process

Ask if there are questions about material covered in the mentoring process. Show them the AFPAM 36-2705 Discrimination and Sexual Harassment and inform them the test questions were taken from this manual..

Make plans to publicly present them a certificate of Completion for the Moral Leadership Officer Mentoring

Protégé Signature _____

Mentor Signature _____