

Military Support Guidelines for CAP Chaplains

When CAP Chaplains are called upon to perform military support on a military base, or in performance of duties requested by active duty, guard or reserve units (i.e. military funerals, chapel support, etc), follow the procedures below. NOTE: The Air Force Chaplain Service requirements for supporting chapel programs on AF bases are meeting the requirements of AFI 52-101,2.3,1;;AFI 52-102 and DoD Directive 1304:19. This means: CAP Chaplains must hold an earned baccalaureate and seminary degree from accredited institutions and these credentials must be on file along with their ecclesiastical endorsement in the office of the base Wing Chaplain. These credentials should be readily available and ideally on file at the AF chapel office BEFORE being requested for support.

1. A written request or invitation must be received from the requesting party on official stationery that will be copied to the CAP Wing Commander and Wing Chaplain. Approval must be first given at the CAP wing level before accepting and performing the request.
2. The CAP Wing Commander and Chaplain will validate and concur on eligibility to serve and wear the Air Force style uniform if that uniform is required for the duty. (CAP personnel must meet Air Force standards to wear the Air Force style uniform at any time.)
3. The CAP Wing Commander will request an MSA (Military Support Authorization) issued by the State Director. This authorization serves as the Chaplain Service personnel's orders allowing for billeting and limited base services.
4. Authorization to perform duties does not place any liability upon the host organization. CAP members acting in official capacity are covered under CAP liability.
5. Under no circumstances should anyone proceed directly to support activities on military bases without proper CAP command authorization and the issuing of a MSA.
6. Upon completion of duty, an after-action report should be written describing everything that was done, noting strengths, weaknesses, and recommendations for future reference. Copies should go to the CAP Wing Commander, CAP Wing Chaplain, the supervising Military Chaplain and the Chief of Chaplain Service, Civil Air Patrol.