



CHARACTER DEVELOPMENT INSTRUCTOR Specialty Track Study Guide

God does not call the qualified, he
qualifies the called.

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Preface

CDIs as Contributors to the Chaplain Corps and Cadet Program Missions

This pamphlet prepares members for the responsibilities of a Civil Air Patrol (CAP) Squadron Character Development Instructor (CDI). As an unpaid professional delivering character education to young people, the CDI is a member of two communities: the Chaplain Corps, with its broad mission of serving the moral and spiritual needs of the CAP membership at large, and the narrower, youth-focused Cadet Program, which includes character development as one of its four program elements.

In survey after survey, cadets say that the #1 factor affecting their cadet experience is the quality of their adult leadership. No cadet unit can succeed without outstanding adult leadership from a team of cadet programs officers. This specialty track guide helps prepare members to be effective leaders and instructors in the character development field. Accordingly, CDIs are important contributors and full participants in their squadron's cadet program mission. "Cadet programs officer" is an umbrella term referring to any senior member whose main focus is cadets. It is not a formal duty title nor does completing this course satisfy the requirements of the cadet programs officer specialty track. Leadership officers, aerospace education officers, testing officers, unit commanders, and deputy commanders for cadets are some of the CDIs colleagues within the cadet community. At the same time, CDIs are members of the Chaplain Corps because they support the moral and character development of CAP members.

As testament to this principle of membership in two communities, this specialty track training program familiarizes the CDI with policies, publications, and practices of both the Chaplain Corps and the Cadet Program.

The CDI Specialty Track Study Guide is used to progress from the entry level to the beginning technician level, to the intermediate level of senior and the highest rating of master.

The technician level provides the individual with basic information to use in performing duty as a CDI at the squadron level.

The senior level prepares the CDI to serve at a higher level of expertise.

The master level provides for a member to advance to the highest level by demonstrating knowledge of all phases of the character development program. The CDI will then be qualified to serve in any capacity within the character development program throughout Civil Air Patrol.

Study each section and apply the information to actual situations on the job. The wing chaplain will assign a chaplain as a mentor to assist the CDI through the process. If needed, an on-the-job training (OJT) supervisor can also be assigned to guide the CDI on a more local level.

Your OJT supervisor will determine your level of proficiency at each level. When you reach the desired level of competency for the completion of a level, the unit commander will certify

proficiency in your personnel record through eServices. After the unit commander's certification of a technician, senior, or master rating, the member may wear the Leadership Ribbon (technician rating) with bronze (senior rating) or silver (master rating) star. Completion of each rating is a requirement for promotion. Complete promotion criteria are listed in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*,

The CDI specialty also has a badge. Upon earning the technician rating, a senior member is qualified to wear the CDI technician badge. There are separate badges for the senior and master ratings.

This specialty track is governed by the CAPR 265-1 and CAP 52-16, *Cadet Program Management*. Feedback on the contents of this study guide should be directed to CAP Chief of the Chaplain Corps (CAP/HC), at kbogans@capnhq.gov.

The Chaplain Corps is important in Civil Air Patrol. Understanding the intricacies of your job as a CDI will prepare you to serve the cadets and senior members in a variety of settings. Federal and CAP requirements change constantly so it is important that you stay up-to-date on any new requirements by visiting the chaplain section of the NHQ website (http://www.capmembers.com/cap_national_hq/chaplain_corps/).

Training Objectives

Each level contains knowledge, training, and performance requirements as well as service requirements that must be completed in order to attain each successive rating.

Knowledge, Performance, and Service Requirements

Knowledge requirements are derived from self-study, OJT experiences, and agreement with your assigned OJT supervisor. Knowledge requirements are evaluated through discussion and writing.

Performance requirements focus on the skills that a CDI is expected to have at each level.

Service requirements are those tasks you are expected to complete through your CDI duty assignment.

Guidance for On-the-Job Training (OJT) Supervisors and Unit Commanders

The OJT supervisor or chaplain mentor plays an important role in the success of the CDI in training. These senior members, in partnership with the unit's commander, guide you through the knowledge, training, performance, and service requirements for the rating the member is pursuing.

Once the OJT supervisor or the chaplain mentor is satisfied that the student has met all the requirements for the rating, they and the member notify the unit commander.

When the commander has been notified you can perform to the level applied for and have met the service requirements, they notify the squadron professional development officer (PDO) to enter the appropriate specialty track level for approval.

Achieving the Technician Rating

Position Description

The Character Development Instructor at the technician level is expected to:

- Deliver character development lessons to cadets. These lessons can be found on the NHQ Chaplain Corps web page. They include previous lessons under the titles of: *Flight Time*, *Values for Living* and CAPP 265-2.
- Provide non-clergy support to assist chaplains in providing ministry to the CAP community. These duties may include, providing administrative or logistical support at an activity, acquiring/performing musical accompaniment for services, visiting sick, injured, elderly and home-bound members, providing non-denominational prayers, or other duties.
- Seek the qualifications and knowledge necessary to support chaplains during emergency services missions as a mission staff assistant (MSA).
- Perform CDI duties under the direction of a chaplain when one is assigned. When a chaplain is not assigned, the CDI works under the direction of the wing chaplain and with the squadron commander.

Knowledge, Service, and Performance Requirements

- Describe the job of the Character Development Instructor and the responsibilities of serving on the commander's staff as a CDI.
- 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.
- Identify the policies and possible tasks of non-clergy support.
- Present, to the satisfaction of your mentor or OJT supervisor, at least four (4) character development lessons to cadets.
- Correctly complete and submit to your wing chaplain one CAPF 34-CDI on your activities.

- Explain the Chaplain Corps organizational structure.
- Successfully complete six (6) months active service as a CDI.

Recommended Reading:

Certain publications should be read by all CAP members. Others apply directly to the CDI. CDIs should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the CDI program. For this reason, provided below is a list of publications for the new CDI to study and learn.

- CAP Index 0-2 -- Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids
- CAP Index 0-9 -- Numerical Index of CAP Forms, Test Materials, and Certificates
- CAPR 1-1 -- Ethics Policy
- CAPR 35-1 -- Assignment and Duty Status
- CAPR 52-10 -- CAP Cadet Protection Policy
- CAPR 52-16 -- CAP Cadet Program Management (Chapters 1, 2 and 5)
- CAPR 265-1 -- The Civil Air Patrol Chaplain Corps (Sections B4, B7, B8, B11, C13, D17)
- CAPR 265-2 -- The Covenant and Code of Ethics for Chaplains of the Civil Air Patrol
- CAPF 34-CDI -- Character Development Instructor Report (Accessed through eServices "Chaplain Corps Reporting")
- CAPR 39-3 -- Award of Cap Medals, Ribbons and Certificates

Complete each task on the Technician Level Checklist.

Technician Level Checklist		
To complete the technician level of the Character Development Instructor specialty track, the member must:		
√	Knowledge, Service, and Performance Requirements	Reviewer Initials and Date
<input type="checkbox"/>	Describe the job of the Character Development Instructor.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Identify the policies and possible tasks of non-clergy support.	
<input type="checkbox"/>	Present, to the satisfaction of your mentor or OJT supervisor, at least four (4) character development lessons to cadets.	
<input type="checkbox"/>	Correctly complete and submit to your wing chaplain one CAPF 34-CDI on your activities.	
<input type="checkbox"/>	Explain the Chaplain Corps organizational structure.	
<input type="checkbox"/>	Successfully complete six (6) months active service as a CDI. Dates of service _____ to _____	
<p>Upon approval of these requirements, the CDI notifies his or her wing chaplain to complete the Certification notification and forward to the CDI's squadron commander for approval in the e-services Specialty Track area and entry by the squadron PDO on the member's CAPF 45, Senior Member Master Record.</p> <p>Candidate's Name _____ (Last, First, M.I.)</p> <p>CAP Grade _____ CAPID _____ Unit Charter No. _____</p> <p>_____ Commander's Signature</p> <p>_____ Date</p>		

Achieving the Senior Rating

Position Description

The Character Development Instructor at the senior level is expected to:

- Continue to perform the duties listed for the technician level.
- Deliver character development seminars for cadets.
- Provide non-clergy support to assist chaplains in providing ministry to the CAP community.
- Perform CDI duties under the direction of a chaplain when one is assigned. When a chaplain is not assigned, the CDI works under the direction of the unit commander and wing chaplain.
- Assist in the planning and execution of Chaplain Corps activities at the unit level and above.
- Other CDI related duties as determined by your unit commander.

Knowledge, Training, and Performance Requirements

- Demonstrate a detailed knowledge of CAPR 265-1 and CAPR 52-16
- Discuss with your OJT supervisor or chaplain mentor the content and resources that are found on the Chaplain Services portion of the NHQ webpage.
- Explain to your OJT supervisor or chaplain mentor how the CDI is an integral part of the cadet programs team
- Prepare a written or oral report on your learning about a faith group outside your own and present it to your OJT supervisor or wing chaplain.
- Deliver eight (8) additional character development seminars since completing your technician level
- Correctly complete, and submit during the reporting period, two or more CAPF 34-CDI reports.
- Since receiving your technician rating do at least TWO of the following:
 - Prepare for approval and then implement a six-month plan for Character Development lessons in your unit.
 - If needed, propose to your OJT supervisor and mentoring chaplain a Chaplain Corp budget and follow the proper procedures to submit it to the unit commander.

- 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, the difference between chaplains and CDIs and the current issues facing the Chaplain Corps.
- Nominate a member of the Chaplain Corps for a Chaplain Corps award, training award/rating or performance award in accordance with CAP regulations and local regulations and procedures.
- Since receiving your Technician rating perform any ONE of the following:
 - Provide non-clergy support at a CAP religious service. This may include a major portion/component of the service, run vespers or similar service at an activity, arrange for access to outside services if a CAP service is not available, or observance of a religious holiday. These should be done under close supervision of a CAP chaplain. Costs to complete this requirement should not be at the CDI's expense.
 - Provide administrative or non-clergy support for a Chaplain at an actual or practice ES mission.
 - Teach one or more CD lessons for members of two units other than your own. This must be done with permission of the commanders of all units involved, the mentoring chaplain and your OJT supervisor. This may be accomplished by visiting two units or to members who are all at a single multi-unit cadet activity such as an encampment, bivouac, NCSA, flight school, DDR activity, etc.
 - Develop and submit a Character Development seminar lesson plan to CAP/HC.
 - Participate in the planning and implementation of a multi-day activity that is not primarily a Chaplain Corps activity to ensure it includes an appropriate amount of time for Chaplain Corps activities. This might be a cadet activity, AE activity, ES activity, conference, or other CAP activity.
- Complete twelve (12) months experience as a Character Development Instructor at the technician level.

Complete each task on the Senior Level Checklist.

Senior Level Training Checklist		
To complete the senior level of the Character Development Instructor specialty track, the member must:		
√	Knowledge, Service, and Performance Requirements	Reviewer Initials and Date
<input type="checkbox"/>	Demonstrate a detailed knowledge of CAPR 265-1 and CAPR 52-16	
<input type="checkbox"/>	Discuss with your OJT supervisor or chaplain mentor the content and resources that are found on the Chaplain Services portion of the NHQ webpage.	
<input type="checkbox"/>	Explain to your OJT supervisor or chaplain mentor how the CDI is an integral part of the cadet programs team	
<input type="checkbox"/>	Prepare a written or oral report on your learning about a faith group outside your own and present it to your OJT supervisor or wing chaplain.	
<input type="checkbox"/>	Deliver eight (8) additional character development seminars since completing your technician level	
<input type="checkbox"/>	Correctly complete, and submit during the reporting period, two or more CAPF 34-CDI reports.	
<input type="checkbox"/>	Since receiving your technician rating do at least TWO of the following:	
<input type="checkbox"/>	Prepare for approval and then implement a six-month plan for Character Development lessons in your unit.	
<input type="checkbox"/>	If needed, propose to your OJT supervisor and mentoring chaplain a Chaplain Corp budget and follow the proper procedures to submit it to the unit commander.	
<input type="checkbox"/>	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, the difference between chaplains and CDIs and the current issues facing the Chaplain Corps.	
<input type="checkbox"/>	Nominate a member of the Chaplain Corps for a Chaplain Corps award, training award/rating or performance award in accordance with CAP regulations and local regulations and procedures.	

<input type="checkbox"/>	Since receiving your Technician rating perform any ONE of the following:	
<input type="checkbox"/>	Provide non-clergy support at a CAP religious service. This may include a major portion/component of the service, run vespers or similar service at an activity, arrange for access to outside services if a CAP service is not available, or observance of a religious holiday. These should be done under close supervision of a CAP chaplain. Costs to complete this requirement should not be at the CDI's expense.	
<input type="checkbox"/>	Provide administrative or non-clergy support for a Chaplain at an actual or practice ES mission.	
<input type="checkbox"/>	Teach one or more CD lessons for members of two units other than your own. This must be done with permission of the commanders of all units involved, the mentoring chaplain and your OJT supervisor. This may be accomplished by visiting two units or to members who are all at a single multi-unit cadet activity such as an encampment, bivouac, NCSA, flight school, DDR activity, etc.	
<input type="checkbox"/>	Develop and submit a Character Development seminar lesson plan to CAP/HC.	
<input type="checkbox"/>	Participate in the planning and implementation of a multi-day activity that is not primarily a Chaplain Corps activity to ensure it includes an appropriate amount of time for Chaplain Corps activities. This might be a cadet activity, AE activity, ES activity, conference, or other CAP activity.	
<input type="checkbox"/>	Complete twelve (12) months experience as a Character Development Instructor at the technician level. Dates of Service _____ to _____	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature Date

Achieving the Master Rating

Position Description

The Character Development Instructor (CDI) at the master level is expected to:

- Continue to perform the duties listed in the senior level.
- Assist in the planning and execution of Chaplain Corps activities at the wing level and above.
- Deliver character development seminars for cadets.
- Provide non-clergy support to assist chaplains in providing ministry to the CAP community.
- Perform CDI duties under the direction of a chaplain when one is assigned. When a chaplain is not assigned, the CDI works under the direction of the wing chaplain and with the unit commander.
- Mentor CDIs with a lower specialty track rating.
- *Other* CDI related duties as determined by your unit commander.

Knowledge, Service, and Performance Requirements

At the master level the CDI should be able to manage and direct all CDI activities at the wing or region level. Master CDIs must possess advanced knowledge of the following:

- Describe how to manage and direct all CDI activities at the wing or region level.
- Describe how lower rated CDIs can be mentored and develop a plan to implement your mentoring approach.
- Demonstrate an understanding of CAP policy and how it affects the Chaplain Corps.
- Describe how to integrate Chaplain Corps activities with other functions.
- Read a book or article (at least 10 pages) on a philosophy, religion, or customs of any faith group outside your own OR attend a course, seminar or view a series of educational videos on a faith group outside your own. The subject of this book or course should be different than the group studied for the senior rating. Prepare a written or oral report on your learning and present it to your OJT supervisor or wing chaplain.
- Deliver twelve (12) additional Character Development seminars since completing your senior level.

- Mentor a CDI through their Technician or Senior rating as a CDI.
- Since receiving your senior rating submit three CAPF 34-CDIs.
- Visit the Chaplain portion of the CAP web page and provide written suggestions for improving the site to your OJT supervisor or supervising chaplain.
- Provide non-clergy support to the Chaplain Corps for your unit by completing at least two of the following since receiving your senior rating:
 - Nominate a CDI or Chaplain for a Chaplain Corps award, training award/rating or performance award.
 - Propose a Chaplain Corps budget for your unit.
 - Prepare and implement a 12-month plan for Character Development lessons in your unit.
 - Serve in a staff position that requires pre-event planning and the coordination with three or more staff members and a minimum of 40 hours/5 days at the activity.
 - Provide a briefing to adult members outside your unit on the Chaplain Corps.
 - Submit two Character Development lesson plans for publication since receiving your senior rating.
- Submit an article for the Chaplain Corps newsletter.
- Take a leadership role in a Chaplain Corps Training activity by doing one of the following:
 - Serve on a wing or higher Chaplain Corps Committee or Task Force.
 - Present training approved in consultation with your OJT supervisor or Chaplain Mentor at a Chaplain Corps Region Staff College.
- Complete eighteen (18) months experience as a Character Development Instructor at the Senior level.

Complete each task on the Master Level Checklist.

Master Level Training Checklist		
To complete the Master level of the specialty track, the member must (Region-level Candidates should substitute Region where applicable):		
√	Knowledge, Training, and Performance Requirements	Reviewer Initials and Date
<input type="checkbox"/>	Describe how to manage and direct all CDI activities at the wing or region level.	
<input type="checkbox"/>	Describe how lower rated CDIs can be mentored and develop a plan to implement your mentoring approach.	
<input type="checkbox"/>	Demonstrate an understanding of CAP policy and how it affects the Chaplain Corps.	
<input type="checkbox"/>	Prepare a written or oral report on your learning about a second faith group and present it to your OJT supervisor or wing chaplain.	
<input type="checkbox"/>	Deliver twelve (12) additional Character Development seminars since completing your senior level.	
<input type="checkbox"/>	Mentor a CDI through their Technician or Senior rating as a CDI.	
<input type="checkbox"/>	Since receiving your senior rating submit three CAPF 34-CDIs.	
<input type="checkbox"/>	Visit the Chaplain portion of the CAP web page and provide written suggestions for improving the site to your OJT supervisor or supervising chaplain.	
<input type="checkbox"/>	Provide non-clergy support to the Chaplain Corps for your unit by completing at least two of the following since receiving your senior rating:	
<input type="checkbox"/>	Nominate a CDI or Chaplain for a Chaplain Corps award, training award/rating or performance award.	
<input type="checkbox"/>	Propose a Chaplain Corps budget for your unit.	
<input type="checkbox"/>	Prepare and implement a 12-month plan for Character Development lessons in your unit.	
<input type="checkbox"/>	Serve in a staff position that requires pre-event planning and the coordination with three or more staff members and a minimum of 40 hours/5 days at the activity.	
<input type="checkbox"/>	Provide a briefing to adult members outside your unit on the Chaplain Corps.	

<input type="checkbox"/>	Submit two Character Development lesson plans for publication since receiving your senior rating.	
<input type="checkbox"/>	Submit an article for the Chaplain Corps newsletter.	
<input type="checkbox"/>	Take a leadership role in a Chaplain Corps Training activity by doing one of the following:	
<input type="checkbox"/>	Serve on a wing or higher Chaplain Corps Committee or Task Force.	
<input type="checkbox"/>	Present training approved in consultation with your OJT supervisor or Chaplain Mentor at a Chaplain Corps Region Staff College.	
<input type="checkbox"/>	Complete eighteen (18) months experience as a Character Development Instructor at the Senior level. Dates of Service _____ to _____	
Candidate's Name _____ (Last, First, M.I.)		
CAP Grade _____ CAPID _____ Unit Charter No. _____		
_____ Commander's Signature		_____ Date