

**Cadet Regulation 1-4.1**

## **CACC Chaplain Service**

**DRAFT**

State of California – Military Department  
Office of The Adjutant General  
Headquarters, California Cadet Corps  
Camp San Luis Obispo, California  
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# ***SUMMARY of CHANGE***

CR 1-4.1  
CACC Chaplain Service

No change – this is a new program and regulation.

DRAFT

### CACC Chaplain Service

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**History.** This regulation is new, establishing guidance and procedures for the CACC Chaplain Service, which has been previously conducted without regulatory guidance.

**Summary.** This regulation prescribes the standards and procedures by which CACC Chaplain Service personnel will be vetted, designated, and assigned by the California Cadet Corps at battalion, brigade, and state level.

**Applicability.** This regulation applies to all commandant and cadet personnel in active service or enrollment with the California Cadet Corps

(CACC). It applies to all units organized within the CACC.

**Proponent and exception authority.** The proponent of this regulation is the Executive Officer, California Cadet Corps. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a field-grade HQ, CACC staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California

Cadet Corps. Send a draft copy of each supplement to – Headquarters, California Cadet Corps, ATTN: Executive Officer 10 Sonoma Avenue, Bldg 1301 Camp San Luis Obispo, CA, or to [Operations@cacadets.org](mailto:Operations@cacadets.org).

**Suggested improvements.** Users are invited to send comments and suggested improvements in memorandum form directly to the address above.

**Distribution.** This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Headquarters, California Cadet Corps (HQCACC).

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## CHAPTER 1 General

### 1-1. Purpose.

This regulation prescribes the policies, procedures, and responsibilities of the California Cadet Corps (CACC) Chaplain Service and adult personnel management for persons applying for and assigned to the CACC Chaplain Service. This regulation does not apply to CACC cadets.

### 1-2. Definitions.

The following definitions are used in this regulation:

- a. Assignment: To be recommended by the CACC Command Chaplain and officially assigned by the Executive Officer as a Chaplain or Associate Chaplain in the CACC Chaplain Service.
- b. Assistant Brigade Chaplain (BDE ACH): An assigned CACC Chaplain Service commissioned officer assigned by a Brigade Advisor to assist in providing chaplain services to CACC personnel in their respective brigade.
- c. Associate Chaplain (A/CH): A CACC commissioned officer assigned as an associate member of the CACC Chaplain Service. Associate Chaplains are individuals with experience in children, youth, and young adult ministry in a faith community. They may be licensed or endorsed for CACC chaplain ministry but may or may not be ordained or have the requisite formal religious education or chaplain training certifications. At a minimum, they must hold a bachelor's degree from an accredited institution and shall be appointed in the grade of 2LT. Associate Chaplains may be appointed in a grade higher than 2LT if they otherwise qualify for such grade.
- d. Brigade Chaplain (BDE CH): An assigned CACC Chaplain Service officer assigned by a Brigade Advisor to provide chaplain services to CACC personnel in their respective brigade.
- e. CACC Chaplain Service: The California Cadet Corps subordinate organization led by the CACC Command Chaplain who also serves as the Chief of Chaplains of the CACC Chaplain Service. The CACC Chaplain Service is comprised of duly assigned chaplains and associate chaplains. The CACC Chaplain Service carries out the various responsibilities and duties of the chaplain.
- f. Chaplain (CH): A CACC commissioned officer assigned as a member of the CACC Chaplain Service. Chaplains are assigned by the CACC Executive Officer on the recommendation of the CACC Command Chaplain. Chaplains are religious leaders (ordained, licensed, etc.) of recognized faith groups (Buddhist, Christian, Hindu, Jewish, Muslim, Sikh, etc.) who minister to and serve the faith, spiritual, religious, and pastoral needs of the commandants and cadets. Chaplains also advise on morale and welfare issues, counsel Commandants and Cadets as

needed, and provide resiliency training to all personnel. CACC Chaplains should have experience in children and youth ministry.

- g. Chaplain Applicant: An adult applying for assignment as a CACC Chaplain Service commissioned officer.
- h. Character Development: Moral and ethical education and training specifically tailored to meet the needs of children, adolescents, and young adults inclusive of those with a secular or non-faith-based orientation.
- i. Command Chaplain (CCH): The senior CACC Chaplain Service chaplain assigned by the CACC Executive Officer. The Command Chaplain recruits, screens, and recommends assignment of CACC Chaplain Service personnel. The Command Chaplain is also the Chief of CACC Chaplains and manages the CACC Chaplain Service by advising on the assignment of Deputy Command Chaplain(s), Brigade Chaplains, and Assistant Brigade Chaplains, and Associate Chaplains. The Command Chaplain will also serve as a point of contact for the reporting of alleged Cadet Protection Violations. The Command Chaplain also serves as the CACC Headquarters Chaplain.
- j. Deputy Command Chaplain (DCCH): CACC Chaplain Service officer(s) assigned to assist the CACC Command Chaplain in the performance of his/her duties as authorized and approved by the Executive Officer. A Deputy Command Chaplain may be assigned specific responsibilities by the Command Chaplain (Personnel, Character Development, etc.). One Deputy Command Chaplain may also be designated by the CACC Command Chaplain as the Deputy Chief of CACC Chaplains.

### **1-3. Authority.**

Statutory authority for this regulation includes Sections 502, 502.1, 502.2, 502.3, 502.5, 505, and 530 of the California Military and Veterans Code. The CACC Executive Officer has the authority to appoint staff officers as he/she determines to accomplish the mission of the California Cadet Corps.

### **1-4. Assignment Philosophy.**

Assignment as a CACC Chaplain Service member is a privilege, not a right. The Executive Officer maintains the sole discretion for assignment and dismissal of any person from the CACC Chaplain Service. The Executive Officer's decision in matters of CACC Chaplain Service assignment and dismissals is not subject to appeal. The CACC Command Chaplain is appointed by the Executive Officer to assist in the administration and management of the CACC Chaplain Service.

### **1-5. Appointing Authority.**

Only persons who qualify for appointment as CACC commissioned officers shall be considered for assignment as a CACC Chaplain or Associate Chaplain. A Chaplain Applicant must first be appointed as a CACC commissioned officer pursuant to CR 4-1 before he/she may be assigned as a CACC Chaplain or Associate Chaplain. Chaplains and

Associate Chaplains are assigned by the Executive Officer on the recommendation of the Command Chaplain. The Executive Officer's decision to assign or not assign a Chaplain or Associate Chaplain is final and not subject to appeal.

## **CHAPTER 2**

### **CACC Chaplain Description, Purpose, Duties, and Responsibilities**

#### **2-1. Chaplain Description and Purpose.**

Chaplains are religious leaders, responsible for tending to the spiritual and moral well-being of Cadet Corps members and their families. The chaplain's responsibilities include performing religious rites, conducting worship services, providing confidential counseling and advising commandants on religious, spiritual and moral matters. Chaplains are CACC commissioned officers assigned wherever there are Cadet Corps members, including field and encampment environments. They have an important role in the organization's program for operational stress control. Additionally, CACC Chaplains serve as proponents of resiliency training and character development for all Cadets regardless of faith background or orientation.

#### **2-2. Duties and Responsibilities of Chaplains.**

The CACC chaplain's duties and responsibilities include, but are not limited to:

- a. Maintaining a pluralistic environment in support of all religions and the non-religious.
- b. Counseling Cadets, Commandants and, when necessary and requested, their families.
- c. Assisting personnel reporting Cadet Protection Policy violations.
- d. Advising leaders on religious, moral, and morale matters.
- e. Visiting with Corps members.
- f. Accompanying Corps members during field and other multi-day activities.
- g. Providing stress support.
- h. Conducting seminars and retreats related to resiliency and healthy lifestyles.
- i. Providing non-denominational spiritual and moral support.
- j. Ensuring and supporting the free exercise of religion by all Corps members.
- k. Conducting worship and administering sacraments as requested.
- l. Performing other religious ceremonies and services as requested.

- m. Performing other duties as assigned by The Adjutant General and the CACC Commandant chain-of-command.
- n. Rigorously apply Cadet Protection policies even in the conduct of their ministry.
- o. Attend regular periodic CACC Chaplain professional development.
- p. Where appropriate, coordinate efforts with the CACC Inspector General and refer any internal investigations or concerns to the Command Chaplain, and the Inspector General or the Executive Officer.
- q. Support CACC efforts related to Diversity, Equity, Inclusion, Accessibility, and Belonginess and provide advice to the Executive Officer as it relates to barriers to these efforts.

### **2-3. Other Services Provided by Chaplains.**

Chaplains are not typically licensed clinical counselors; however, they adhere to absolute confidentiality, with some exceptions as provided in state law, and are prepared to help people with many life challenges including, but not limited to:

- a. School and work-related issues
- b. Various life stressors
- c. Personal identity issues
- d. Homesickness
- e. Marriage and family issues
- f. Substance abuse
- g. Grief
- h. Finances

## **CHAPTER 3 Chaplain Service Organization**

### **3-1. General**

CACC Chaplain Service personnel are assigned at the headquarters and brigade levels. The chaplains are charged with providing chaplain services to their assigned organizational level and below.



### **3-2. Chaplain Service Headquarters Personnel.**

The Executive Officer appoints a CACC Chaplain Service member to serve simultaneously in the positions of CACC Command Chaplain, CACC Headquarters Chaplain, and Chief of CACC Chaplains.

- a. Command Chaplain: The senior chaplain of the CACC Chaplain Service and serves as the CACC Headquarters Chaplain and Chief of CACC Chaplains. Responsible to the Executive Officer for the management of the entire CACC Chaplain Service, including personnel and programming. The Command Chaplain is responsible for performing the following duties:
  - (1) Recruitment and assignment of Chaplain Service personnel.
  - (2) Management of the CACC Chaplain Service.
  - (3) Development of CACC Chaplain Service programs to include:
    - (a) Character Development
    - (b) Chaplain Service Professional Development
    - (c) Resiliency and Suicide Awareness Training
    - (d) Other programs as determined by the Executive Officer
  - (4) Assigns CACC Chaplains to serve at the Annual Summer Encampment
  - (5) Chaplain Service staffing for CACC events.
- b. Deputy Command Chaplain(s): Assists the Command Chaplain in the performance of his/her duties. May be assigned to manage specific CACC Chaplain Service programs (e.g. Recruiting & Accession, Character Development, Professional Development, Resiliency & Suicide Awareness, etc.). A Deputy Command Chaplain may be assigned Deputy Chief of CACC Chaplains by the Command Chaplain with the concurrence of the Executive Officer. Deputy Command Chaplain(s) shall perform other duties as assigned.

### **3-3. Chaplain Service Brigade Personnel**

- a. Brigade Chaplain: An assigned CACC Chaplain Service officer assigned by a Brigade Advisor to provide chaplain services to CACC personnel in their respective brigade.
- b. Assistant Brigade Chaplain(s): An assigned CACC Chaplain Service officer assigned by a Brigade Advisor to assist in providing chaplain services to CACC personnel in their respective brigade. Assistant Brigade Chaplains may be assigned to duties as a Regimental or Battalion Chaplain upon the request of Regimental or Battalion Commandant and the responsible School Administrator (i.e. principal or superintendent).
- c. Chain-of-Command versus Chain-of-Responsibility of CACC Chaplain Service Personnel: All CACC Chaplain Service assigned personnel are directly accountable to their respective Brigade Advisor and the CACC Commandant chain-of-command. CACC Chaplain Service appointed personnel have a "dotted

line” chain-of-responsibility to the Chaplain assigned at the next higher headquarters exclusively for Chaplain related matters.

## **CHAPTER 4**

### **Chaplain Qualifications and Assignment Procedures**

#### **4-1. Chaplain Minimum Qualifications.**

CACC officers applying for assignment as a CACC Chaplain must meet the following minimum qualifications prior to assignment.

- a. Appointment as a CACC Officer: Chaplain Applicants must be duly appointed CACC officers pursuant to the procedures outlined in CR 1-4.
- b. Member of a Recognized Religious/Faith Community: Chaplain Applicants must be a member of a recognized religious/faith community listed by the Department of Defense Office of the Under Secretary for Personnel and Readiness at their website: <https://prhome.defense.gov/M-RA/MPP/AFCB/Endorsements/>
- c. Recognized Religious Practitioner: Be an ordained/licensed/appointed member of the clergy/religious professional under the requirements of their particular faith group.
- d. Actively Engaged in or Retired From A Denominationally/Faith Community Approved Vocation: Have been engaged in a denominationally/faith community approved/recognized vocation for a minimum of five years.
- e. Secular Education: Must possess an accredited bachelor’s degree in any subject from a regionally accredited college or university.
- f. Religious Education and Training: Must have completed the education and training required by their faith tradition/denomination for ordination/licensing/appointment to a vocation within their faith tradition/denomination. The CACC Command Chaplain or his/her designated deputy shall review each application to ensure this requirement has been met by the applicant. (For example: seminary, theology school, bible college, yeshiva, monastic studies, reading for orders, etc.)
- g. Approval/Support of Religious Superior/Supervisor: Must have a letter of approval/support/endorsement from the Chaplain Applicant’s religious superior/supervisor recommending the individual for service as a CACC Chaplain. This approval shall be waived if the Chaplain Candidate is already endorsed to serve as a Chaplain for the US Armed Forces, Veterans Administration, Civil Air Patrol, US Coast Guard Auxiliary, or a Federal Law Enforcement Agency.
- h. Ability/Willingness to Serve in a Secular and Pluralistic Environment: The CACC Chaplain Service operates in a secular and pluralistic environment. While chaplains will not be asked to perform any tasks or duties that are contrary to or

conflicts with their faith tradition, chaplains must be willing and able to meet the spiritual/religious needs of all CACC personnel. Chaplains shall not use their position for missionary or evangelistic purposes.

#### **4-2. Associate Chaplain Qualifications**

CACC officers applying for assignment in the CACC Chaplain Service but do not meet one or more of the above listed qualifications for assignment as a CACC Chaplain may be assigned as an Associate Chaplain. An applicant for assignment as an Associate Chaplain must meet the qualifications for appointment as a CACC commissioned officer. The Executive Officer, with the advice of the Command Chaplain, shall make a determination as to whether or not the individual is qualified for assignment as an Associate Chaplain. The Executive Officer's decision regarding assignment is final and is not subject to appeal. Persons applying for assignment as an Associate Chaplain should have significant experience and background in ministry and pastoral counseling in their faith community. At a minimum, they must present a letter of endorsement/support from their faith community's executive, overseer, lead pastor, or leader indicating the individual's suitability for ministry in a youth leadership development organization.

#### **4-3. Desired Chaplain and Associate Chaplain Qualifications.**

The following qualifications are highly desirable for a CACC Chaplain and Associate Chaplain Applicant and may be submitted for consideration as part of the individual's application packet.

- a. Prior Military, Military Auxiliary, or First Responder Chaplain Experience: Service as an Army, Navy, Air Force, Veteran's Administration, Civil Air Patrol (USAF Auxiliary), US Coast Guard Auxiliary, Law Enforcement, Fire Service, and/or EMS chaplain is highly desirable.
- b. Prior Youth Program Chaplain Experience: Service as a Scouts BSA or other youth organization chaplain.
- c. Certifications from Chaplain Organizations: Certification from chaplain organizations such as Association of Professional Chaplains, International Conference of Police Chaplains, Federation of Fire Chaplains, or other similar organizations.
- d. CPE, Hospital, or other Clinical Ministry Program: Completion of Clinical Pastoral Education or other Hospital or Clinical Chaplaincy/Ministry Program.
- e. Youth or Young Adult Ministry Experience: Service as a youth pastor, youth minister, or other children, youth, and young adult ministry experience.
- f. Prior CACC or Other Cadet Program Experience: Prior experience as a cadet and/or adult mentor in the CACC, JROTC, ROTC, Civil Air Patrol, US Naval Sea Cadets, Young Marines, or other military cadet program is highly desirable.

#### **4-4. Chaplain Application Process.**

The following procedures outline the application process

- a. Complete the CACC Chaplain Service Application Form:
  - (1) Attach Copy of CACC Appointment Orders (If the applicant is pending appointment, a letter shall be attached stating the date their application has been submitted to CACC HQ);
  - (2) Attach Copy of College and Seminary/Theological School Transcript(s);
  - (3) Attach Copy of Religious Superior/Supervisor Endorsement or Evidence of appointment to serve as a Chaplain for the US Armed Forces, Veterans Administration, Civil Air Patrol, US Coast Guard Auxiliary, or a Federal Law Enforcement Agency;
  - (4) Attach Additional Supporting Documents; and if applicable
  - (5) Attach Brigade Advisor's Request for Appointment: For applicants desiring to be appointed as a Brigade Chaplain or Assistant Brigade Chaplain, attach a letter of support for appointment by the applicable Brigade Advisor.
- b. Forward Application to the CACC Command Chaplain for review.
- c. CACC Command Chaplain completes review and conducts a chaplain accession interview.
- d. CACC Command Chaplain forwards recommendation to CACC Executive Officer.
- e. CACC Executive Officer makes final determination as to appointment.
- f. Once assigned, a certificate shall be issued conditionally assigning the individual as a member of the CACC Chaplain Service to include the position to which the individual has been assigned (Command Chaplain, Deputy Command Chaplain, Brigade Chaplain, Assistant Brigade Chaplain, etc.). If the applicant has not completed the CACC Pre-Appointment Course, the appointment letter shall indicate assignment is conditional until completion of the CACC Pre-Appointment Course.
- g. Upon completion of the CACC Pre-Appointment Course, orders shall be published and a certificate issued, assigning the Chaplain Candidate as an officer in the CACC, unit of assignment, and CACC Chaplain Service position to which they are assigned.

#### **4-5. Associate Chaplain Application Process**

Associate Chaplain applicants shall follow the same process as regular Chaplain applicants, omitting the chaplain specific items they do not possess. In addition to this information, the applicant shall include a signed endorsement/support letter from their faith community's executive, overseer, lead pastor, or leader indicating the individual's suitability for ministry as chaplain in a youth leadership development organization. The entire packet shall be submitted to the CACC Command Chaplain for review and processing.

#### **4-6. Grade Upon Assignment as a CACC Chaplain (CH) or CACC Associate Chaplain (A/CH)**

Once approved for assignment as a CACC Chaplain or CACC Associate Chaplain is granted by the CACC Executive Officer, the newly assigned chaplain or associate chaplain may be appointed to grade commensurate with their experience and as determined by the CACC Executive Officer. If the appointee already holds a CACC grade appointment, he/she shall retain the grade unless a higher grade is determined by the CACC Executive Officer.

### **CHAPTER 5 Chaplain Service Professional Development**

#### **5-1. Initial Chaplain Service Training**

Chaplains are required to complete the same professional development training as all other CACC officers. CACC Chaplain Service specific training may also be developed and offered by the CACC Command Chaplain. This training may include:

- a. CACC Chaplain Service Basic Academy: The CACC Command Chaplain in consultation with the CACC S-3 may develop curriculum for a CACC Chaplain Service Basic Academy. This curriculum may include, as a minimum, training in the following subjects:
  - (1) Youth Mental Health First Aid or similar course
  - (2) Ministry in a pluralistic context
  - (3) Familiarization with other faith traditions and practices
  - (4) Resiliency training
  - (5) Suicide awareness and prevention
  - (6) Pastoral response in a crisis
  - (7) Character development training
  - (8) Advising command on morale and welfare issues
  - (9) Religious accommodations
  
- b. CACC Chaplain Service Advanced Academy: The CACC Command Chaplain in consultation with the CACC S-3 may develop curriculum for a CACC Chaplain Service Advanced Academy. This curriculum may include, as a minimum, training in the following subjects:
  - (1) Advanced pastoral counseling
  - (2) Advanced resiliency training
  - (3) Advanced familiarization with other faith traditions and practices
  - (4) Development of character development curriculum
  - (5) Critical incident stress response and debriefings
  - (6) Recruiting and vetting CACC Chaplain Service personnel
  - (7) Leading CACC Chaplain Service personnel
  - (8) Offering prayer at change-of-command, promotion, and other military ceremonies
  - (9) Conducting military memorial services

## **CHAPTER 6**

### **Chaplain Form of Address, Attire, and Insignia**

#### **6-1. Chaplain Form of Address**

All Chaplains are appointed CACC commissioned officers. While they hold commissioned officer grade, they are addressed as “Chaplain” by all personnel regardless of the grade they hold. Some Chaplains may prefer to be addressed as “Padre”, “Chappy”, or some other less formal form of address when in an informal setting. Chaplains may also be addressed by other religious titles that may be used in their particular faith community such as “Father”, “Rabbi”, “Imam”, “Pastor”, “Cantor”, “Deacon”, “Minister”, “Brother”, etc. When writing a Chaplain’s title with grade, the title is abbreviated “CH” while the grade is written with the usual abbreviation enclosed in a parenthesis, “(LTC).” For example: a Chaplain who holds the grade of Lieutenant Colonel will be abbreviated “CH (LTC).” This Chaplain’s full name with title would be written: “CH (LTC) John A. Smith, CACC.”

#### **6-2. Associate Chaplain Form of Address**

All Associate Chaplains are appointed CACC commissioned officers. While they hold commissioned officer grade, they may be addressed, as a courtesy, as “Chaplain” by all personnel regardless of the grade they hold. When writing an Associate Chaplain’s title with grade, the title is abbreviated “A/CH” while the grade is written with the usual abbreviation enclosed in a parenthesis, “(2LT).” For example: an Associate Chaplain who holds the grade of Second Lieutenant will be abbreviated “A/CH (2LT).” This Associate Chaplain’s full name with title would be written: “A/CH (2LT) John A. Smith, CACC.”

#### **6-3. Chaplain Attire**

CACC Chaplains Service personnel shall wear the same uniforms authorized for other CACC appointed officers IAW CR 1-3. Individuals shall ensure they wear uniforms in accordance with CACC policies. When conducting religious services, Chaplains/Associate Chaplains may wear attire appropriate to their faith tradition. While conducting religious services, Chaplains may also wear a stole/scarf/shawl or other religious garment/head covering with their CACC uniform in accordance with their specific faith tradition.

#### **6-4. CACC Chaplain Faith Group Insignia**

Chaplains utilize the U.S. Army Chaplain Corps insignia for their specific faith group (see Figure 6-1). Associate Chaplains and faith groups without an approved U.S. Army Chaplain Corps insignia may wear the U.S. Army Chaplain Candidate insignia. Chaplains shall not replace the CACC Branch Insignia with the Chaplain Corps Insignia. Instead, the chaplains may wear their chaplain insignia as indicated below. Chaplains and Associate Chaplains may dispense with wearing chaplain insignia if, at their discretion, doing so may be inappropriate. For example, a CACC appointed chaplain serving as a Brigade Advisor may choose to dispense with wearing his/her chaplain insignia when performing the duties and functions of a Brigade Advisor. Whether or not to wear chaplain insignia is completely at the discretion of the Chaplain/Associate Chaplain.

- a. Full color chaplain insignia may be worn on the coat and shirt of the Army Green Service Uniform (AGSU), Army Service Uniform (ASU), and Commandant Service Uniform (CSU) ½ inches and centered above all insignia and ribbons over the left

pocket on the coat and shirt/blouse. The same insignia may be worn on the beret or garrison cap in place of the wearer's grade insignia (individual chaplain's choice).

- b. The subdued chaplain insignia may be worn on the Operational Camouflage Uniform (OCP) ½ inch and centered above the nametape. The same insignia may be worn in place of grade insignia on the OCP field cap. Either the chaplain insignia or grade insignia may be worn on the fleece jacket (individual chaplain's choice).
- c. Full color Chaplain Insignia may be worn on the Black Baseball Cap in place of the chaplain's grade insignia or ½ inch above the chaplain's grade insignia with the Commandant Multipurpose Uniform (CMU).

**Chaplain Faith Group Insignia (Full Color)**



**Chaplains Without U.S. Army Approved Faith Group Insignia  
& Associate Chaplains  
(U.S. Army Chaplain Candidate Insignia)**

Table 6-1