

## Character Development Instructor (CDI) Application Checklist

Qualifications needed for a CDI appointment:

- \_\_\_\_\_ 1. Completion of Training Leaders of Cadets and Basic Instructor Course
- \_\_\_\_\_ 2. Recommendation from a non-family, non-CAP member of his or her local community attesting that the member is morally and emotionally qualified to serve as a character development instructor. This letter will not come from the unit commander since the commander's recommendation is implicit in the commander's signature on the application.

### Documents required with submission of CAP FORM 35A (CDI Application):

- \_\_\_\_\_ 1. Complete CAPF 35A with signatures of Squadron Commander, Wing Chaplain, Wing Commander, and Region Chaplain
- \_\_\_\_\_ 2. Documentation of completion of Training Leaders of Cadets and Basic Instructor Course
- \_\_\_\_\_ 3. Recommendation form or letter from a member of his or her local community
- \_\_\_\_\_ 4. Verification of CAP Senior Member Status
- \_\_\_\_\_ 5. Documentation that Level I courses (Foundations Course, Cadet Protection Program Training, Operations Security Awareness Training, Equal Opportunity Training, and Introduction to CAP Safety) have been completed

\*\*\* If Applicable \*\*\*

- \_\_\_\_\_ 6. Form 2 signed by Wing Commander (Region Commander when requesting rank of Lt Col) IF member is prior military and wants to retain their active-duty rank (See requirement #7)
- \_\_\_\_\_ 7. Copy of active duty or retiree identification card or retirement papers showing officer rank in addition to Form 2 (See requirement #6)

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Region chaplains should submit completed application packages to:

NHQ/HCA

105 South Hansell Street, Building 714  
Maxwell AFB, AL 36112

- or -

chaplaincorps@capnhq.gov