

# CAP Chaplain Corps Activity Reporting System Instructions for Character Development Instructors (CDIs)

**CAPCCARS (Form 34) is an online program in eServices that Civil Air Patrol members use to record and report their activities.**

**Helpful Resource: Chiefs Roundtable June 2020: CAPCCARS (Form 34) [Training video](#)**

Log in to eServices then go to the main dropdown menu.

Click Chaplain/ Chaplain Reports/ Chaplain Corps Activity Reporting

Your screen should look something like this.

**Determine what your entry will best fall under. \***

Administrative	Phone calls, emails, texts
Air Force Association	AF missions
CAP Related Meetings	Weekly/monthly meetings at squadron or wing
Character Development Facilitation	Prep time for lesson, Monthly Lesson given, travel to store for items for lesson and cost
Emergency Services	Actual SAR missions, SAREX's- position during activity (CISM, CSSCS, CSSDS, GTL, MRO, POD, etc)
Military Chaplains Association	
Other Cadet Activities	Drills, Encampment, NCSA
Promotional Activities	Approved Fundraisers, Air shows, BSoA Jamboree
Training/Education	Chaplain Corps College, FEMA classes, training given or received
Other Activities	
Non-Activity Expenses	

\*This form allows you to record much more than just CDI related activities. The above table are suggestions of what could be used in some of the categories. The more information put into Form 34 will make filling in Goldstein Tax Submission (Maryland) much easier if qualified for tax benefit.

### **Save an Entry for an Activity**

- Click an Activity; this will display a new row showing fields (unit, date, activities, hours, mileage, expenses, and note) for submitting an entry for an activity.
- Fill in all required report fields.
- Make sure that the row's checkbox is selected, then click the Save button, located at the bottom of the page.
- Note: The activity date will determine which reporting period to store the entry under.
- Note: To submit data for a closed period, submit an entry with a date within that period.
- Note: Bulk entries can be submitted by repeating clicking the Activity name to show new entry rows.

### **Delete an Activity Entry**

- All saved entries can be viewed by clicking the "View Entries" link, located in the row(s) beneath the Activity name.
- This link will show all submitted entries. An option to delete these entries is available.
- Note: Deleting an entry will subtract from the totals for the activity.
- Note: Make adjustments to these totals by deleting and adding entries.

### **Update a Report**

- All submitted reports are shown in activity data. This area shows totals for all activities for a report, along with comments and member status.
- Click the "Delete" link to delete a report. This will delete all entries made within the report.
- Click the "Download" link to download a copy of the report.

Reports will be generated and submitted every 6 months by the Wing and Region Chaplains to the National Character Development Instructor

## In the Reports Module- **Download Report**

- Select the "Reports" link under the module area of Chaplain Corps Reporting.
- Select a report.
- Select all required fields.
- Select Report Format.
- Click the "Submit" button to download the report.

This report is useful for CDI's and Chaplains to give a report to Unit Commander when going through a SUCI from the Inspector General. Giving the commander the report for a two year span is needed/helpful for the Chaplain Worksheet as evidence that we as CDI's are doing our job

## **Per CAP Regulation 80-1 Pg.10-11**

### 9. Chaplain Corps Reporting

9.1. Each member of the Chaplain Corps is required to maintain an ongoing activity/statistical report using the online CAP Chaplain Corps Activity Reporting System (CAPCCARS) in eServices. Chaplain Corps members are encouraged to make entries immediately after an activity. Members will report all Chaplain and CDI CAP activities. Chaplains and CDIs must have December activities entered by 5 January.

9.2. By 15 January and 15 July, wing chaplains and region chaplains will generate and submit a report to the National CDI to determine which of their respective Chaplain Corps members have not met the reporting requirement for the previous 6 months. The National CDI for Chaplains will compile the report and submit to the Chief of Chaplains.

9.2.1. Wing/region chaplains will notify their respective commanders of those Chaplain Corps members within their command who have not met the reporting requirement for the previous quarter.

9.2.4. Chaplains and CDIs who have not properly reported their activities for one year or have been marked "Inactive" in CAPCCARS by their wing/region chaplain for one year will be removed from the Chaplain or CDI duty position.