



HEADQUARTERS CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
National Chief of the Chaplain Service
Chaplain, Colonel James H. Melancon, CAP
4600 Wellington Point, NW Hunstville AL 35816-1224
(256) 837-1907 (H) (256) 726-7357/772-3099 (O) (256) 837-8992 (F)
E-MAIL: jimartmel@comcast.net



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MEMORANDUM FOR THE CAP CSAC AND CSEC

From: HQ USAFAUX CAP/HC

Subject: Selection of Chaplain Service Personnel to Serve at National Level: Policy

The highest honor bestowed upon Civil Air Patrol Chaplains is the privilege of serving the Senior and Cadet members of Civil Air Patrol and our brothers and sisters in the Air Force Family at the CAP National Headquarters level. Selection to serve at this level is a testament to the confidence invested by the National Commander of CAP (it is his prerogative to appoint the National Chief from the ranks of senior, experienced chaplains), and by the National Chief (as it is his prerogative to appoint the National Deputy Chief and the Secretary subsequent to their approval by the National Commander).

The National Chief of the Chaplain Service directs the thrust of the Chaplain Service, and by CAP Regulation, is a member of the National Board and the National Executive Committee. These privileges were voted at the Winter 2001 National Board. This is a primary responsibility; the chief sits as advisor to those two bodies on matters involving the religious and moral well being of the entire CAP Family and gives advice on the ethical ramifications of policies in process of adoption by the two bodies. The National Chief also serves as Chair of the CSAC and CSEC. The demands of the office call for leadership experience gleaned through service at all levels of the Chaplain Service (see CAPR 265-1, Section C:14,a).

Since the 1998 Round of CSRSCs, the Deputy Chief, at the discretion of the chief, has served as Dean of the CSRSCs in addition to his mandate to serve as Vice Chair of the CSAC and CSEC and to function as Chair in the absence of the chief. This is a critical area of responsibility for the Deputy Chief and it, too, requires leadership experience and also perspective gleaned through years of interactive relationships.

The Secretary of the CSAC and CSEC is responsible to faithfully and accurately record and preserve the minutes of the business of the two councils and to provide copies of said minutes to the members of the CSAC. As can be readily attested by all those who have served as secretary, this is a demanding responsibility requiring broad experience and judgment.

While it has been the practice in the past to select appointees for the above positions from the ranks of experienced senior chaplains from the level of Deputy Region Chaplain and above, it was decided during the course of the 23 June 2004 CSAC Phone Conference that a statement of policy to this effect must be in place. The following is that statement: (At the National Commander's discretion,) chaplains selected to serve as National Chief, National Deputy Chief and Secretary will be selected from the ranks of senior chaplains not below the level of Region Chaplain for the office of the National Chief, and National Deputy Chief and not below Deputy Region Chaplain for the office of Secretary.

This policy memo is in effect as of 29 June 2004.

JAMES H. MELANCON
Chaplain Colonel
National Chief of the Chaplain Service
United States Air Force Auxiliary
Civil Air Patrol