

1 June 2000

Travel

MILITARY SUPPORT AUTHORIZATIONS

This policy letter outlines the procedures for Pacific Region Staff Personnel to request and obtain a Military Support Authorization for travel on official CAP business.

GENERAL. In the event you plan to travel on Region business, you may request a Military Support Authorization (MSA) for billeting, messing and/or purchase of appropriate items at DOD installations to help defray costs to either yourself or the Region.

PROCESS

1. To obtain an MSA, contact PACR/DA at the Administration Office with as much lead-time as possible. Normally, you would be expected to alert the Administration Office at least one month prior to attending an activity. If multiple PACR Staff Members will be attending the event, the senior officer involved should initiate the request and act as Point Of Contact.
2. Provide PACR/DA via fax, email, letter, etc., with the following:
 - a. Site of the activity, including military installations enroute where you might RON.
 - b. Name of the Meeting/Conference/Activity.
 - c. Date(s) of the activity to include travel time to and from.
 - d. Grade, Name, CAPSN and Hometown of everyone to be named on the MSA.
3. Upon receipt of the required information, PACR/DA will generate the MSA and fax it to McClellan for approval. Authority to issue an MSA is vested in the PLR/CC, who may delegate this authority.
4. Upon approval, the signed MSA is faxed to PACR/DA for distribution to those named on it.
5. Once approved, individuals may be stricken from the MSA. No individuals may be added. In an emergency, PCR/DA will attempt to process a new MSA.

TIMELINE. With reference to PROCESS (1) above, a month should allow sufficient time to prepare and approve a request. In the event you request an MSA on short notice, you face the possibility that the Approving Authority may not be available. Please provide the Administration Office with as much lead-time as possible to ensure that your request is approved.

JOHN P. HALL, Major, CAP
Director, Administration