



CIVIL AIR PATROL  
NATIONAL HEADQUARTERS  
MAXWELL AFB AL 36112-6332

CAP REGULATION 10-3 (E)

4 NOVEMBER 2001

## Administrative Communications

### ADMINISTRATIVE AUTHORIZATIONS

This regulation establishes procedures and formats for publishing administrative authorizations within Civil Air Patrol (CAP) and identifies the sources of military authorizations. **Note: Shaded areas identify new or revised material.**

**1. General.** Administrative authorizations are official, formally published documents that authorize specific services and actions. They include:

**a. Transportation Authorization (TA).** (Reference Figure 1.)

1) Purpose: Authenticates eligibility to travel on Department of Defense (DoD) aircraft and use of military facilities, services and military vehicle transportation in accordance with DoD directives, CAP-USAF and CAP programs.

2) Approved by CAP-USAF liaison region personnel.

**b. Military Support Authorization (MSA).** (Reference Figure 2.)

1) Purpose: Authenticates a CAP activity as an approved program and specifies type activity, date, location and military installation support in accordance with USAF support that has been requested and approved.

2) Approved by CAP-USAF liaison region personnel.

**c. Personnel Authorization (PA).** (Reference Figure 3.)

1) Purpose: Appoints individuals or groups to serve on boards and committees, and/or makes special assignments.

2) Approved by unit commander or delegate (appointed on a PA).

**d. Participation Letter (PL).** (Reference Figure 4.)

1) Purpose: Used to verify attendance and participation of CAP members in a CAP event or activity for personnel records.

2) Approved by unit commander or delegate (appointed on a PA).

**2. Responsibilities.** The unit administrative officer prepares, reproduces and distributes administrative authorizations IAW this regulation (this task may be assigned to other senior member(s) providing the unit commander appoints member(s) on a PA as (an) assistant administrative officer(s)).

### SUMMARY OF CHANGES.

TA—Figure 1 and MSA—Figure 2: updates references; changes CAPSN to SSAN; deletes requirements for hometown and state. MSA—Figure 2: includes medical care statement. PA—Figure 3: changes CAPSN to CAPID. Removes corporate special order (text and example).

Supersedes CAPR 10-3, 15 September 1998.

OPR: MSA

Distribution: In accordance with CAPR 5-4.

**FIGURE 1. TRANSPORTATION AUTHORIZATION (TA)**

DEPARTMENT OF THE AIR FORCE  
 GREAT LAKES LIAISON REGION  
 5440 SKEEL AVENUE SUITE 2  
 WRIGHT PATTERSON AFB OH 45433-5239

TRANSPORTATION AUTHORIZATION  
 NO. 01-XX

4 NOVEMBER 2001

The following individuals, Civil Air Patrol, are authorized to travel by military aircraft from Selfridge ANG Base, MI to Maxwell AFB, AL 16-19 November 2001 to attend CAP Cadet Competition and return to Selfridge ANG Base, MI. Travel is authorized by Commander, CAP-USAF under the provisions of DoD 4515.13R and the USAF-approved DoD Airlift Passenger Eligibility for CAP Programs letter. Travel is provided at the convenience of the United States Government. Lateral travel to other locations and variations in itinerary are not authorized. Members may wear either civilian attire or any CAP uniform prescribed in CAPM 39-1. Aircraft schedules and transportation availability are subject to change with little or no notice. Mission requirements may preclude military return airlift; therefore, travelers should possess sufficient funds to defray return travel by commercial mode. Military surface transportation, government quarters and messing facilities may be authorized at destination on a space-available basis in accordance with host installation procedures. Activity is an approved CAP program in compliance with AFI 10-2701.

<u>GRADE</u>	<u>NAME</u>	<u>SSAN</u>
LT COL	DOE, JOHN D.	123-45-6789
C/MAJ	SMITH, MARY	987-65-4321

JAMES E. SMITH  
 Director of Information Management

DISTRIBUTION  
 2 - Ea Ind  
 1 - Wing Liaison Office  
 1 - File

**1" Margins (top, bottom, left, right)**

**Notes:**

- a) **Heading:** Use appropriate CAP-USAF liaison region (LR).
- b) **Numbering:** Assigned by CAP-USAF LR in sequence beginning each fiscal year (1 Oct), starting with the number 01.
- c) **Signature:** Signed by an Air Force official.
- d) **Government commercial air rates (with TA) optional in lieu of space available.**
- e) **DOD 4515.13R TA paragraph reference for IACE should be "10.B".**

**FIGURE 2. MILITARY SUPPORT AUTHORIZATION (MSA)**

DEPARTMENT OF THE AIR FORCE  
 GREAT LAKES LIAISON REGION  
 5440 SKEEL AVENUE SUITE 2  
 WRIGHT PATTERSON AFB OH 45433-5239

MILITARY SUPPORT AUTHORIZATION  
 NO. 01-XX

4 NOVEMBER 2001

The following individuals, Civil Air Patrol, are authorized use of Air Force facilities/services at Maxwell AFB, AL during the period 16-19 November 2001 while attending the AFRCC Mission Coordinator Course. Military quarters and military surface transportation are authorized in accordance with AFI 10-2701 on a space-available basis in accordance with host installation procedures. Members are authorized medical care in accordance with AFI 10-2701 and AFH 41-114. Use of military messing/officer's club facilities have been approved. Use of exchange will be limited to essential items as outlined in CAPR 147-1 and AFJI 34-203. Host installation mission requirements may result in short-notice changes precluding use of above facilities and services; therefore, personnel should possess sufficient funds to defray cost of commercial, off-base lodging and meals should this event occur. Activity is an approved CAP program in compliance with AFI 10-2701.

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- c) **Signature:** Signed by an Air Force official.

**FIGURE 3. PERSONNEL AUTHORIZATION (PA)**

HEADQUARTERS ALABAMA WING CIVIL AIR PATROL  
 United States Air Force Auxiliary  
 810 Willow Street  
 Maxwell AFB AL 36112

PERSONNEL AUTHORIZATION  
 NO. 01-XX

4 NOVEMBER 2001

The following individuals are appointed to the Alabama Wing, Civil Air Patrol, Wing Membership Board. The senior ranking member present will act as president. [A quorum of at least two female and three male members is required.] AUTH: CAPR 39-2.

<u>GRADE</u>	<u>NAME</u>	<u>CAPID</u>	<u>UNIT</u>
LT COL	HARRIS, JONATHAN E.	111111	DOTHAN COMP SQ
MAJ	FRANKS, DOROTHY M.	222222	MAXWELL SR SQ
CAPT	FRITZ, NANCY Y.	333333	GADSDEN COMP SQ
CAPT	CARSWELL, BEN A.	444444	COOSA VALLEY FLT
1 LT	PRICE, WILLIAM D.	555555	COOSA VALLEY FLT
2 LT	WILLIAMS, WILLIAM W.	666666	GADSDEN COMP SQ

JEFFREY H. FOX, Lt Col, CAP  
 Wing Administrative Officer

DISTRIBUTION  
 2 - Ea Ind  
 1 - Personnel Officer  
 1 - Wing Commander  
 1 - File

**1" Margins (top, bottom, left, right)**

**Notes:**

- a) **Heading:** Use address of unit preparing PA.
- b) **Numbering:** In sequence beginning each calendar year (1 Jan), starting with the number 01.

**FIGURE 4. PARTICIPATION LETTER (PL)**

HEADQUARTERS  
MIDDLE EAST REGION, CIVIL AIR PATROL  
United States Air Force Auxiliary  
5904 Lovejoy Court  
Springfield VA 22152-1407

SUBJECT: Participation Letter

4 November 2001

1. The following individuals (are authorized to participate) (have participated) in the North Carolina Wing Conference, Burlington NC, as region representatives.

<u>GRADE</u>	<u>NAME</u>
LT COL	JOHN SMITH
MAJ	BETTY BROWN

2. Transportation to or from such activity is not the responsibility of CAP and is provided "as available." Privately owned vehicle travel to or from such activity is performed strictly at the members' own risk (reference CAPR 77-1, Para 6c and CAPR 52-16, Para 8-10) and is not under CAP direction and control. Parents of cadets will be advised.

JOHN B. GOODE, Colonel, CAP  
Commander

**1" Margins (top, bottom, left, right)**

**Notes:**

- a) **Heading: Use address of unit preparing PL.**
- b) **Either "are authorized to participate" or "have participated."**