



**NEVADA WING POLICY LETTER**  
**1 November 2012**  
**GENERAL INSTRUCTIONS**  
**Pacific Region Request for Assistance (RFA)**

MEMORANDUM FOR: ALL NEVADA WING PERSONNEL  
FROM: TIMOTHY F. HAHN, COL, CAP  
DATE: 1 NOVEMBER 2012  
RE: PCR RFA FORM

This policy letter is intended to instruct members on the proper use and distribution of the RFA (Request for Assistance) required by the CAP-USAF Pacific Liaison Region when their assistance is requested for non-emergency activities.

**FORM DESCRIPTION AND REQUIREMENTS**

There is no form number for the PLR RSA Form. It is simply entitled PLR RFA and is available under FORMS on the Nevada Wing Website.

This form is to be used to request PLR assistance in any case where the wing needs to have them approve supplements, approve activities NOT associated with WMIRS, or to request that they attend an activity. Examples include a new or re-written supplement, approve an activity that would take place on a military establishment, or if we would like to have them present at a given activity such as a special awards ceremony, a staff meeting, etc.

**FORM COMPLETION INSTRUCTIONS**

The form is in PDF fillable format. Completion is by tab. Date of request; CAP Point of Contact; Phone number of CAP Point of Contact; and the Date and Location of the Event takes care of the header. Next is a Brief description of the event followed by what it is specifically that we are requesting from them. Approval, attendance, etc.

**FORM DISTRIBUTION**

This form is to be completed by the CAP Member who will be in charge of the Activity or is making the request for an approval. It is to be forward through your chain of command to the Nevada Wing Chief of Staff. The CoS will forward to the Region contact coordinator. Any forms NOT FOLLOWING that procedure WILL be rejected in the form of file 13 and you will never hear from it again.

This policy letter does not take precedence over any CAP regulation.