REQUESTING UNIT LETTERHEAD

Requesting Unit Letterhead Seal

Street Address or PO Box

City ST XXXXX-XXXX

 DD Mmmmm YYYY

MEMORANDUM FOR CAP NATIONAL OPERATIONS CENTER

FROM: REQUESTING CHAPLAIN/INSTALLATION OFFICIAL

SUBJECT: Request for CAP Chaplain Support

1. This letter formally requests the support of a Civil Air Patrol chaplain to augment base chaplain services with the requesting unit at installation name, State. The nature of support is in providing pastoral care, comfort and guidance to service members and their families through our chapel. This request is made in accordance with the provisions of AFI 52-101, *Planning and Organizing*, and AFI 10-2701, *Organization and Function of the Civil Air Patrol.*

2. Support is requested for the period beginning start date through end date or end of fiscal year, whichever comes first. If approved, our office will work with the CAP wing chaplain to secure a suitable CAP chaplain and obtain necessary base credentials for the chaplain assigned, such as a military support authorization (MSA) and inclusion on the base entry authorization list (EAL).

3. If you have any questions concerning this request, please contact me at (xxx) xxx-xxxx or name@email address.

REQUESTING AUTHORITY'S NAME, Grade, USAF

Duty Title

cc:

CAP/HC

CAP/HCA