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.

SUMMARY OF CHANGES.
Replaces the use of Social Security numbers on Travel Authorizations and Military Support Authorizations with CAPID numbers except where local requirements dictate otherwise.

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

   a. Transportation Authorization (TA). (See 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. See Note 1.
      (2) Approved by CAP-USAF personnel.

   b. Military Support Authorization (MSA). (See 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. See Note 1.
      (2) Approved by CAP-USAF personnel.

Note 1. CAP and HQ CAP-USAF use the member’s CAPID on a TA or MSA. If a local military requirement dictates, the last four digits of the SSAN or the full SSAN (see Note 2) may be substituted for the CAPID.

Note 2. If full SSANs are used on a group order, omit SSANs of other members and provide an extract copy to each individual named on the TA/MSA. (See Figure 3.)

   c. Personnel Authorization (PA). (See Figure 4.)
      (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).** (See Figure 5.)

(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 (in hard copy or electronically) 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)).
TRANSPORTATION AUTHORIZATION

4 JULY 2008

NO. 09-XX

The following individuals, Civil Air Patrol, are authorized to travel by military aircraft from Selfridge ANG Base, MI to Maxwell AFB, AL 10-12 July 2008 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.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>CAPID</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT COL</td>
<td>DOE JOHN</td>
<td>987654</td>
<td></td>
</tr>
<tr>
<td>C/MAJ</td>
<td>SMITH MARY</td>
<td>876543</td>
<td></td>
</tr>
</tbody>
</table>

JAMES E. SMITH
Director of Information Management

DISTRIBUTION
1-Individual
1-File

Notes:
2. Numbering: Assigned by CAP-USAF LR in sequence beginning each fiscal year (1 Oct), starting with the number 01.
4. Government commercial air rates (with TA) optional in lieu of space available.
5. 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

4 JULY 2008

NO. 09-XX

The following Civil Air Patrol members are authorized use of military and Air Force facilities/services at Maxwell AFB, AL during the period 6-10 October 2008, for the purpose of performing an inventory and arranging secure storage of CAP and CAP-USAF artifacts in CAP National Headquarters (Bldg 714) which has been approved for a total interior renovation. 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 34-210. Training is authorized in accordance with AFI 10-2701. 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.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>CAPID</th>
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<tbody>
<tr>
<td>LT COL</td>
<td>DOE</td>
<td>JOHN</td>
<td>987654</td>
</tr>
<tr>
<td>C/MAJ</td>
<td>SMITH</td>
<td>MARY</td>
<td>876543</td>
</tr>
</tbody>
</table>

JAMES E. SMITH
Director of Information Management

DISTRIBUTION
1-Individual
1-File

Notes:
2. Numbering: Assigned by CAP-USAF LR in sequence beginning each fiscal year (1 Oct), starting with the number 01.
**FIGURE 3. MILITARY SUPPORT AUTHORIZATION (MSA)**

**Group Order When Full SSANs Are Required**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSAN</th>
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</thead>
<tbody>
<tr>
<td>LT COL</td>
<td>DOE</td>
<td>JOHN</td>
<td>111-22-3333</td>
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<tr>
<td>C/MAJ</td>
<td>SMITH</td>
<td>MARY</td>
<td></td>
</tr>
</tbody>
</table>

JAMES E. SMITH  
Director of Information Management  
DISTRIBUTION  
1-Individual  
1-File

---

**FIGURE 3. MILITARY SUPPORT AUTHORIZATION (MSA)**

**Group Order When Full SSANs Are Required**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSAN</th>
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</thead>
<tbody>
<tr>
<td>LT COL</td>
<td>DOE</td>
<td>JOHN</td>
<td>999-88-7777</td>
</tr>
<tr>
<td>C/MAJ</td>
<td>SMITH</td>
<td>MARY</td>
<td></td>
</tr>
</tbody>
</table>

JAMES E. SMITH  
Director of Information Management  
DISTRIBUTION  
1-Individual  
1-File

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Omit SSANs of other members and provide a copy to member.
HEADQUARTERS ALABAMA WING CIVIL AIR PATROL
United States Air Force Auxiliary
810 Willow Street
Maxwell AFB AL 36112

PERSONNEL AUTHORIZATION
NO. 01-XX

4 JULY 2008

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.

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

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

DISTRIBUTION
2 – Ea In
1 – Personnel Officer
1 – Wing Commander
1 - File

Notes:
1. Heading: Use address of unit preparing PA.
2. Numbering: Assigned in sequence beginning each calendar year (1 Jan), starting with the number 01.
FIGURE 5. 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 JULY 2008

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT COL</td>
<td>JOHN SMITH</td>
</tr>
<tr>
<td>MAJ</td>
<td>BETTY BROWN</td>
</tr>
</tbody>
</table>

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

Notes:
1. Heading: Use address of unit preparing PL.
2. Either “are authorized to participate” or “have participated.”