

1 January 2003

Administrative Communications

ADMINISTRATIVE AUTHORIZATIONS

CAPR 10-3, 4 November 2001, is supplemented as follows:

1. b. ADDED: Mission Support Authorizations for Pacific Region Staff Officers.

3) Pacific Region Staff Officers who plan to travel on approved PCR business may request a Military Support Authorization (MSA) for billeting, messing and/or purchase of appropriate items at DOD installations.

a. Process: To obtain an MSA, contact the Pacific Region Administration Officer (PCR/DA) at least one month prior to the date upon which the MSA is required. In the event an MSA is requested on short notice, there is a possibility that the Approving Authority may not be available. If multiple Pacific Region staff members will be attending the activity, the senior officer involved should initiate the request and act as Point-Of-Contact (POC).

b. Requirements: Provide PAC/DA via fax, email, letter, etc., with the following:

- (1) Site of the activity, including any military installations enroute where there may be facilities to Remain Overnight (RON).
- (2) Title of the Meeting/Conference/Activity.
- (3) Date(s) of the event, to include travel time to and from.
- (4) Grade, Name, CAPSN (SSN) and Hometown for each individual listed on the MSA.

c. PCR/DA Action: Upon receipt of the required information, PCR/DA will generate the MSA and fax it to the Pacific Liaison Region for approval. Authority to approve is vested in the PLR/CC, who may delegate this authority.

d. PLR Action: Upon approval, the signed MSA is faxed/returned to PCR/DA for distribution to those named.

e. Changes: Once approved, individual(s) may be stricken from the MSA. No individual(s) may be added to the MSA. In an emergency, PCR/DA will attempt to process a new MSA.

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OPR: PCR/DA

Distribution: In accordance with CAPR 5-4.