



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY

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23 December 2014

MEMORANDUM TO: NER STAFF

FROM: NER/DA

SUBJECT: Process for requesting a MSA (Military Support Authorization)

1. No later than 14 days prior to the occasion that requires the MSA, a request for a MSA should be submitted to the NER/CV by email for approval. The request should contain the following information:
 - a. Name of activity
 - b. Name of project officer
 - c. Names, grade & CAPID numbers of all CAP members to be included in the MSA
 - d. Date and description of activity
 - e. All Non-CAP resources such as billeting, BX, Commissary, transportation that will be required.
2. Once approved by the NER/CV the NER DA will process the request and acquire approval from the appropriate USAF official and return the approved MSA to the requestor.

Cathie Spaulding

Cathie Spaulding, Lt Col, CAP
NER Director of Administration