



DEPARTMENT OF THE AIR FORCE

AIR EDUCATION AND TRAINING COMMAND
CAP-USAF PACIFIC LIAISON REGION

13 Aug 2012

MEMORANDUM FOR CAP PACR/CC

FROM: Det 8 CAP-USAF, PLR/CC

SUBJECT: Request for Assistance (RFA) Form

1. With the loss of the State Director positions, it is important for CAP Wings to know who they should contact to obtain Air Force advice, support or oversight. In order to ensure that the Pacific Liaison Region (PLR) is able to provide the appropriate level of support, we are implementing a formal RFA form and process. When properly utilized, the RFA will aid in the PLR's ability to provide support to the Pacific Region Wings.
2. When a CAP Wing decides that assistance from CAP-USAF is needed, the Wing will fill out the RFA Form and route it through the Wing Coordinator (as designated by the Pacific Region Commander). Once the Wing Coordinator determines the validity of the request, they will forward the RFA form to the PLR for consideration and appointment of a PLR point of contact. Ultimately, the PLR Commander will determine whether or not support for the requested RFA can be provided.
3. Timeliness in submitting the RFA Form is essential. It is extremely difficult to coordinate for support when requests are received at or near the last minute.


RICHARD J. PARROTTE, Lt Col, USAF
Commander

1 Attachment
RFA Form

REQUEST FOR ASSISTANCE (RFA)

Wing: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

Point of Contact: [Click here to enter text.](#)

Phone number: [Click here to enter text.](#)

Date/Location of event: [Click here to enter text.](#)

Event: [Click here to enter text.](#)

Specific assistance requested: [Click here to enter text.](#)