

## D-6 PUBLIC AFFAIRS

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### Summary

Benchmarks   Commendables   Discrepancies   AoCs   HHQ

### Mission Rating

Internal and external communications

### Staffing

Position - Public Affairs Officer (PAO) position held:

Year(s)

Month(s)

Public Affairs Officer Specialty Track:

### Mission and Staffing Notes

<u>Y/N</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
1	Has the Unit PAO developed an annual public relations plan to promote CAP, its goals and missions IAW CAP regulations?	Unit will provide a copy of the plan for review.	(A-Discrepancy): [xx] (Question 1) Unit had not developed an annual public relations plan IAW CAPR 190-1 para 7a.	

2	<p>Was the public relation plan completed IAW CAP regulations? Does the public relation plan include the four step planning process for public affairs including an evaluation of the previous year's goals?</p>	<p>a) Review the plan to ensure all four steps were included. b) Review the evaluation.</p>	<p>a) (A-Discrepancy): [xx] (Question 2) Unit PAO failed to follow the four step process when completing the public relations plan IAW CAPR 190-1 para 7a.</p>
	<p>a) Four Step Step 1) Determine PA needs and opportunities Step 2) Establish objectives designed to fulfill needs and opportunities identified in Step 1 Step 3) Establish goals and action strategies for each objective Step 4) State the desired impact envisioned for each goal provided in Step 3.</p> <p>b) Is an evaluation of the previous year's goals included in this step?</p>		
3	<p>Has the Unit PAO developed a PA Crisis Communications plan?</p>	<p>Unit will provide a copy of the PA Crisis Communication Plan.</p>	<p>(A-Discrepancy): [xx] (Question 3) Unit did not develop a PA Crisis Communication Plan IAW CAPR 190-1 para 7a(3).</p>

