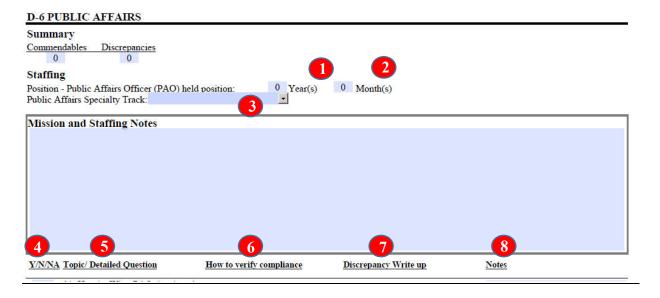# Continuous Compliance Guidance
D6 – Public Affairs

This document is to be used as guidance only. You need to make the decisions for your wing to ensure you are compliant. I have included items that you can use to help, that list is as follows:

- Guidance on filling out the D6 Worksheet
- Guidance on how to answer each question

There is no provided sample report to be uploaded, but let me know directly if you need a sample or help in completing your wing's D6 worksheet at kathy.johnson@cawgcap.org.

D6 – Public Affairs Worksheet Guidance

D-6 PUBLIC AFFAIRS

Summary

Commendables	Discrepancies
0	0

Staffing

Position - Public Affairs Officer (PAO) held position:　　0　Year(s)　　0　Month(s)

Public Affairs Specialty Track:

Mission and Staffing Notes

Y/N/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Notes

1.) Enter # Years you have held the Public Affairs Officer position.
2.) Enter # Months you have held the Public Affairs Officer position
3.) Click the down arrow and select YOUR CURRENT Public Affairs Specialty Track Rating:
   a. Not Enrolled
   b. Enrolled – No Rating
   c. Technician
   d. Senior
   e. Master
4.) Column 1 – Contains the inspectors compliance answer (Yes, No, N/A) to the inspection question in column 2.
5.) Column 2 – Contains the question(s) to be answered.
6.) Column 3 – Important to read and understand this column. This will tell you what will be reviewed in order to determine your compliance with this section. You should try to ensure there is a document for each validation item, this is what should be uploaded to the IG→Documentation→D5 Section for your wing.
7.) Column 4 – This is for the inspector. If you are not compliant based on the evaluation of the items in Column 3, then this is the exact text that will appear in the Inspection Report
8.) Column 5 – Your notes regarding this question. See below for examples.

D6 – Public Affairs Question Guidance

Question 1: Has the Wing PAO developed an annual Public Relations Plan to promote CAP, its goals and missions IAW CAP regulations?

The Wing PAO needs to ensure the PA plan has been coordinated through the chain of command with the Wing Commander approving the plan before submitting to Region through eServices. According to CAPR 190-1, para 7.1, "these plans should complement the PA objectives in the National Strategic Plan."

Question 2: Was the PA plan completed IAW CAP regulations? Does the PA plan include the four step planning process for PA, including an evaluation of the previous year's goals?

Ensure the four step process has been followed: "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. It is <u>critical</u> that there is an evaluation of the previous year's goals in this product.

Question 3: Has the wing submitted its annual PA plan to NHQ PA for review and input?

The wing PAO needs to develop a plan and upload the plan into eServices. Region PAO will review the plan and make comments/suggestions. NHQ also needs to approve the plan.

Question 4: Has the Wing PAO developed a PA Crisis Communications Plan?

The Wing PAO needs to ensure the PA Crisis plan has been coordinated through the chain of command with the Wing Commander approving the plan before submitting to Region through eServices. According to CAPR 190-1, para 7.1.3, "these plans needs to ensure a rapid and effective response during an emergency that may damage the organization's reputation if mishandled."

Question 5: Has the Wing PAO submitted the PA Crisis Communication Plan to the Region PAO and NHQ PA for review?

The wing PAO needs to develop a plan and upload the crisis plan into eServices. Region PAO will review the plan and make comments/suggestions. NHQ also needs to approve the plan.

Question 6: Does the public access wing website comply with CAP regulations?

The Wing PAO needs to create and maintain the public access wing website. The PAO needs to have authority over the content of all public access wing website pages and that ALL of information is accurate and current. The entire content of the website should be reviewed and approved at the Wing and Region level annually.