

D-6 PUBLIC AFFAIRS

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	Has the Wing PAO developed an annual Public Relations Plan to promote CAP, its goals and missions IAW CAP regulations?	Wing will provide a copy of the plan for review.	(Discrepancy): [xx] (D6, Question 1) Wing has not developed an annual PA Plan IAW CAPR 190-1 para 7.1.	Develop a PA plan and upload to eServices. Ensure coordination is accomplished before you request closure to this discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to this discrepancy in the DTS.

SUI	02	<p>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?</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>	<p>a) Review the plan to ensure all four steps were included. b) Review the evaluation.</p>	<p>a) (Discrepancy): [xx] (D6, Question 2) Unit PAO failed to follow the four step process when completing the PA plan IAW CAPR 190-1 para 7.1. b) (Discrepancy): [xx] (D6 Question 2) Unit annual PA plan did not include an evaluation of the previous year's goals IAW CAPR 190-1 para 7.1.</p>	<p>a) Modify the PA plan to include all four steps. Upload PA plan to eServices and ensure that coordination is completed before submitting request for closure in Discrepancy Tracking System. (DTS). b) Complete and upload an evaluation of the previous year's goals to eServices and ensure coordination is completed before submitting request for closure in the DTS. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to this discrepancy in the DTS.</p>
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CI	02	<p>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?</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>a) Review the plan to ensure all four steps were included. b) Review the evaluation.</p>	<p>a) (Discrepancy): [xx] (D6 Question 2) Wing PAO failed to follow the four step process when completing the PA plan IAW CAPR 190-1 para 7.1. b) (Discrepancy): [xx] (D6 Question 2) Wing annual PA plan did not include an evaluation of the previous year's goals IAW CAPR 190-1 para 7.1.</p>	<p>a) Modify the PA plan to include all four steps. Submit the PA plan into eServices and ensure that coordination has been accomplished before submitting request for closure to this discrepancy in the Discrepancy Tracking System (DTS). b) Complete and submit the evaluation of the previous year's goals into eServices and ensure coordination has been accomplished before you submit a request for closure for this discrepancy in DTS. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to this discrepancy in the DTS.</p>
CI	03	<p>Has the wing submitted its annual PA plan to NHQ PA for review and input?</p>	<p>Review coordination in eServices to ensure coordination was accomplished.</p>	<p>(Discrepancy): [xx] (D6 Question 3) Wing did not send its annual PA plan to Region/PAO and NHQ PA IAW CAPR 190-1 para 7.1.</p>	<p>Accomplish coordination. Submit a plan of action, approved by the Wing/CC, to prevent reoccurrence to this discrepancy in the DTS.</p>
CI	04	<p>Has the Wing PAO developed a PA Crisis Communications Plan?</p>	<p>Review the PA Crisis Communication Plan located in eServices.</p>	<p>(Discrepancy): [xx] (D6 Question 4) Wing did not develop a PA Crisis Communications Plan IAW CAPR 190-1 para 7.1.3</p>	<p>Develop a PA Crisis Communications Plan and upload into eServices. Ensure that all coordination has been accomplished before you submit a request for closure to this discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to this discrepancy in the DTS.</p>

CI	05	Has the Wing PAO submitted the PA Crisis Communication Plan to the Region PAO and NHQ PA for review?	Review coordination in eServices to ensure coordination was accomplished.	(Discrepancy) [xx] (D6 Question 5) Wing did not submit its PA Crisis Communication Plan to the Region PAO and NHQ PA IAW CAPR 190-1 para 7.1.3.	Accomplish coordination. Submit a plan of action, approved by the Wing/CC, to prevent reoccurrence to this discrepancy in the Discrepancy Tracking System (DTS).
CI	06	Does the public access wing website comply with CAP regulations? a) Did the PAO or the commander's designee(s) create the public access wing website? b) Does the PAO or the commander's designee(s) maintain the public access wing website? c) Does the PAO have authority over the content of all public access wing website pages? d) Is posted information on the public access wing website accurate and current (less than 3 months old) unless timeless in content?	Wing shall provide a link to the public access wing website	a) (Discrepancy): [xx] (D6 Question 6) The PAO or the commander's designee(s) have not created a public access wing website IAW CAPR 190-1 para 11.1. b) (Discrepancy): [xx] (D6 Question 6) The PAO or the commander's designee(s) do not maintain the public access wing website IAW CAPR 190-1 para 11.1. c) (Discrepancy): [xx] (D6 Question 6) The PAO does not have authority over the content of all public access wing website pages visible to the public IAW CAPR 190-1 para 11.1. d) (Discrepancy): [xx] (D6 Question 6) Wing public access website has inaccurate or outdated content (3 months old that is not timeless in content) IAW 190-1 para 11.1	a) Create a wing website and upload the link to this discrepancy in the Discrepancy Tracking System (DTS). Ensure inspectors have access to the link to verify. b) Upload verification that the website is being maintained to this discrepancy in the DTS. Ensure inspectors have access to the link to verify. c) Upload verification that the PAO has the authority over all web pages visible to the public to this discrepancy in the DTS. Ensure inspectors have access to verify. d) Upload verification that information on the website is accurate and is up to date to this discrepancy in the DTS. Ensure inspectors have access to the link to verify