

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 submitted an annual Public Relations Plan?	Review the wing PA plan @ eServices>Public Affairs>Public Affairs and Crisis Plans.	(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.
CI	04	Has the Wing PAO submitted a PA Crisis Communications Plan?	Review the PA Crisis Communication Plan located in eServices>Public Affairs>Public Affairs and Crisis Plans	(Discrepancy): [xx] (D6 Question 4) Wing did not develop a PA Crisis Communications Plan IAW CAPR 190-1 para 7.1.3.	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.

CI	06	<p>Does the public access wing website comply with CAP regulations?</p> <p>a) Does the PAO or the commander's designee(s) maintain and keep current (less than 3 months old), unless timeless in content, the public access wing website?</p> <p>b) Does the PAO have authority over the content of all public access wing website</p>	<p>a) Wing shall ensure inspectors have access to the public access wing website) PAO will advise inspector if he/she has authority over the content of all public access wing websites.</p>	<p>a) (Discrepancy): [xx] (D6 Question 6) Wing public access website has inaccurate or outdated content (3 months old that is not timeless in content) IAW 190-1 para 11.1.</p> <p>b) (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.</p>	<p>a) 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.</p> <p>b) Upload verification that the PAO has the authority over content all web pages visible to the public to this discrepancy in the DTS. Ensure inspectors have access to verify.</p>
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.</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to this discrepancy in the DTS.</p>