



OFFICE OF THE NATIONAL COMMANDER  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

19 August 2023

MEMORANDUM FOR CAP UNIT COMMANDERS AND PUBLIC AFFAIRS OFFICERS

FROM: CAP/MC

SUBJECT: CI and SUI Requirements waived

1. In 2020 CAP eliminated the requirements for Public Affairs Officers (PAOs) at all levels to produce Public Affairs and Crisis Communications plans.
2. Effective with this memo, all PA inspection items (D6) have been coordinated with CAP/IG to be not inspectable. CI and SUI inspection items will for the time being default to "N/A" which is an automatic passable grade.
3. No date has been set for new inspection criteria for D6, as a new regulation (CAPR 150-1) is in development that will address new inspection items and further define the PAO roles and responsibilities.
4. Until such time as new regulations are published, PAOs will not be expected to create an annual Public Affairs Plan or an annual Crisis Communications Plan as per CAPR 190-1 to satisfy the requirement to earn the Technician, Senior, or Master level rating as per the CAPP 201 Public Affairs Officer Specialty Track Study Guide.
5. Wing commanders and wing PAOs are advised to utilize the National Crisis Communications plan and to inform CAP/MC of any crisis situations as they happen for guidance.
6. This memo serves as interim notice until the regulation is revised.
7. For comments or questions regarding this action, contact the National Public Affairs Officer, Capt Brandon Lunsford, at [blunsford@cap.gov](mailto:blunsford@cap.gov).

A handwritten signature in black ink, appearing to read "Randy Bolinger".

RANDY BOLINGER  
Chief, Marketing and Strategic Communications

cc:  
CAP/CC/CV/XO/CCC/COO/AE/CP/DP/GC/ET/IG/IT  
CAP-USAF/CC/CV/AE/CP