

D-6 PUBLIC AFFAIRS

Summary

Commendables Discrepancies Repeats

Staffing

Position - Public Affairs Officer (PAO) held position:

Year(s)

Month(s)

Public Affairs Specialty Track:

Mission and Staffing Notes

Y/N/R/NA

Topic/ Detailed Question

How to verify compliance

Discrepancy Write up

Notes

02 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?

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.

b) Is an evaluation of the previous year's goals included in this step

a) Review the plan to ensure all four steps were included.

b) Review the evaluation.

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.

