# D-6 PUBLIC AFFAIRS

## Staffing

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

List PA Name, CAP ID, Phone number and email address

| Type | # | Topic/Detailed Question | How to verify compliance | Discrepancy Write up | How to Clear |
|---|---|---|---|---|---|
| CI | 09 | Can we confirm the Wing controls only a single public facing social media channel per platform, including encampments and other activities? | Using the unit's name, conduct a search engine query for any unit platforms or channels, including “friends of,” “supporters of," encampments and other activities or other variations which are open to the public to view content. With the generated list, verify the unit is only in control of one social media channel per platform. | (Discrepancy): [xx] (D6, Question 09) Wing operates more than one public-facing social media channel per platform and does not comply with CAPR 190-1 ICL 25-01 para 11.3.1. | Provide documentation showing deletion/removal of all additional public-facing wing social media channels per platform, including encampment and other activities. If this information cannot be provided, PAO can show they are not an admin of these pages by uploading a screenshot of pages they do administer. In the case of dead accounts, PAO can show submission to the Dead Account reporting form available on the Public Affairs Resources page. PAO uploads a Plan of Action to the discrepancy in Discrepancy Tracking System (DTS). |



Export Import

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| CI | 10 | Do the Wing PAO/Region DPA's communications comply with Civil Air Patrol brand standards? | Wing PAO/Region DPA uploads screenshots or pdfs with the public efforts from the last 12 months. | (Discrepancy): [xx] (D6, Question 10) Wing/Region public affairs communications do not comply with CAP brand standards. | Wing PAO/Region DPA creates material consistent with Civil Air Patrol brand standards, provides a plan of action for further compliance and uploads a Plan of Action to the discrepancy in Discrepancy Tracking System (DTS). |
| CI | 11 | Does the Wing PAO have administrative level permissions to modify all content posted to the wing website? | Wing PAO confirms they have complete editorial access to all publicly accessible content of the wing website. | (Discrepancy): [xx] (D6, Question 11) Wing PAO does not have editorial access to publicly accessible pages/content. (Ref. CAPR 190-1, ICL 25-01, para 11.1) | Wing PAO takes action to gain admin privileges for all publicly accessible pages/content on the site and demonstrates the ability to edit any page included in the sitemap and uploads a Plan of Action to the discrepancy in the Discrepancy Tracking System (DTS). |

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.