D-6 PUBLIC AFFAIRS

Staffing

Year(s) Month(s)

Position - Public Affairs Specialty Track:

List Name	Date Appointed	CAP ID	Phone Number	E-Mail
Notes				

Y/N/R/NA,OB	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
	05 Can we confirm the unit does not have, or is not in control of, public-facing social media channels?	Using the unit's name, conduct a search engine query for any unit platforms or channels, including "friends of," "supporters of," and other variations which are open to the public to view content. With the generated list, verify the unit is not in control of what has been found.	(Discrepancy): [xx] (D6, Question 05) Unit operates public-facing social media pages and does not comply with CAPR 190-1 ICL 25-01 para 11.3.1.	Provide documentation showing deletion/removal of all public-facing social media channels. 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).

	06 Do the unit PAO's public communications and publicity efforts comply with Civil Air Patrol brand standards?	Unit PAO uploads screenshots or pdfs with the public efforts from the last 12 months.	(Discrepancy): [xx] (D6, Question 06) Unit's public affairs communications do not comply with CAPR 190-1 ICL 25-01 para 7.4.2.	Unit PAO creates material consistent with Civil Air Patrol brand standards and uploads a Plan of Action to the discrepancy in 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. A Commendable must:
   a. Apply directly to one or more of the already vetted mission-critical worksheet questions
   b. Be process oriented i.e. based on a fully implemented continuous improvement-type cycle (ex: PDCA)
   c. Include results over time from designated process points (ex: input-output; before-after) that are measurable and quantifiable (i.e. performance metrics)
   d. Clearly substantiate the improvements made by instituting the process in terms of money, manpower/man-hours saved and present benefits to members and/or mission

3. 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.