

# D-6 PUBLIC AFFAIRS

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
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 pages?</p>	<p>a) Wing shall ensure inspectors have access to the public access wing website.</p> <p>b) PAO will advise inspector if he/she has authority over the content of all public access wing websites.</p>	<p>(Discrepancy): [xx] (D6 Question 06a) Wing public access website has inaccurate or outdated content (3 months old that is not timeless in content) IAW 190-1 para 11.1.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>(Discrepancy): [xx] (D6 Question 6b) 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>
CI	07	<p>Has the Wing PAO developed an annual PA Plan to promote CAP, its goals and missions IAW CAP regulations?</p>	<p>Review the wing PA plan located in eServices. Wing PAO will upload into the Documentation folder the email trail of requesting and getting NHQ approval for Public Affairs plan.</p>	<p>(Discrepancy): [xx] (D6, Question 07) Wing has not developed an annual PA Plan IAW CAPR 190-1 para 7.1.</p>	<p>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.</p>

CI	08	Are the Public Affairs and Crisis Communications plans written using templates provided on the National Public Affairs website.	Review the PA Crisis Communication Plan located in eServices>Public Affairs>Public Affairs and Crisis Plans and compare to the templates on the National Public Affairs website.	(Discrepancy): [xx] (D6 Question 08) Wing did not develop Public Affairs and Crisis Communications plans IAW CAPR 190-1 para 7.1.2.	Develop Public Affairs and Crisis Communications using templates from the National Public Affairs website 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.
SUI	03	Does the unit PAO or Commander have a current copy of the wing's Public Affairs and Crisis Communications plans?	Show the inspector the plans.	(Discrepancy): [xx] (D6 Question 03) Neither the unit PAO or Commander could produce a copies of the wing's Public Affairs and Crisis Communications plans IAW CAPR 190-1 para 7.1.6.1.	Attach both plans to the DTS item for closure.
SUI	04	Is the unit conforming to the applicable sections of the wing's Public Affairs and Crisis Communication plans?	Show the inspector where the unit is conforming to the wing's Public Affairs and Crisis Communication plans.	(Discrepancy): [xx] (D6 Question 04) Neither the unit PAO or Commander could demonstrate conformance to the wing's Public Affairs and Crisis Communications plans IAW CAPR 190-1 para 7.1.6.2.	Upload to DTS a document that shows where the unit is conforming to the wing's Public Affairs and Crisis Communications plans.



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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". The signature is fluid and cursive, with a large loop at the end.

RANDY BOLINGER  
Chief, Marketing and Strategic Communications

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