

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Public Affairs	CHAPTER: 6 SECTION: B	DATE OF REVISION: 1 SEP 02
PROPONENT/PHONE NO: PAO 350-6408/9	PROGRAM/ACTIVITY/TOPIC (PAT) Public Affairs (DEPLOYED)	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>A. Discussion: Crisis Action Plan</p> <ol style="list-style-type: none"> 1. Has Public Affairs representative with appointment orders. 2. Records Public Affairs events in unit's daily log. 3. Maintains local Public Affairs Guidance. <p>B. References:</p> <ol style="list-style-type: none"> 1. Local operational Public Affairs Guidance. 2. FM 46-1 (Internet version may be used). <p>C. Specific Questions:</p> <ol style="list-style-type: none"> 1. Does the unit's operation cell maintain a subject matter expert (SME) list for subjects of media interest? 2. Does the unit maintain PAO telephone numbers to call when an event occurs that may attract media interest? (Death, accident, etc.) 3. Has the unit received Media on the Battlefield training? 		

Rating standard (Functional Area: Public Affairs)

- Commendable – Unit has all references on hand. Unit participates in all Public Affairs programs. Unit has an appointed Public Affairs representative. 90% of all DD Form 2266s submitted by the unit are error-free and submitted within 30 days of the newsworthy event.
- Satisfactory--Unit has all required references on hand or on order. Unit actively participates in the program.
- Needs Improvement—Unit does not have the required references on hand or ordered. Unit does not have an active hometown news release program

Inspector's comments mandatory for all "NO GO" items. (Attach additional sheets if necessary.)

NOTES:

VERIFICATION

X _____
Unit POC's Signature, Name Rank, Date

X _____
Inspector's Signature, Name Rank, Date