

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Public Affairs	CHAPTER: 6 SECTION: A	DATE OF REVISION: 1 SEP 02
------------------------------------	--------------------------	-------------------------------

PROPONENT/PHONE NO: PAO 350-6408/9	PROGRAM/ACTIVITY/TOPIC (PAT) Public Affairs	UNIT INSPECTED/DATE:
--	--	----------------------

ITEM	GO	NO-GO
------	----	-------

<p>A. Discussion: In order for a unit to be functional in the Hometown News Release Program, the unit Public Affairs representative must possess the following publications as a minimum:</p> <ol style="list-style-type: none"> 1. AR 360-5, Public Information. 2. DA PAM 360-3, The Army Hometown News Release Program. 3. Appointment orders designating PA representative. <p>B. References: (Internet versions may be used)</p> <ol style="list-style-type: none"> 1. DA PAM 360-3, 1 AUG 84, The Army Hometown News Program. 2. DA PAM 360-5, Public Information. <p>C. Specific Questions:</p> <ol style="list-style-type: none"> 1. Does the unit PA representative have all required references? 2. Does the unit PA representative have a current publications request for all references on-hand ? 3. Does the unit PA representative maintain a log reflecting the number of hometown news releases submitted to the Division, to include name, SN, unit of HTNR participant and date of submission? 4. Is the unit PA representative knowledgeable about the hometown news release program? 		
--	--	--

<p>Rating standard (PAT: Quality of Life)</p> <ul style="list-style-type: none"> • Commendable – 90% of all items receive a “GO” rating. • Satisfactory – 75%-89% of all items receive a “GO” rating. • Needs Improvement – 74% and below of all items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if questions 1, 16, 22, or 24 receive a “NO GO” rating <hr/> <p>Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)</p>		
--	--	--

NOTES:

VERIFICATION

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

X _____
Inspector's Signature, Name Rank, Date