



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

7 January 2022

MEMORANDUM FOR CAP UNIT COMMANDERS AND PUBLIC AFFAIRS OFFICERS

FROM: CAP/MAC

SUBJECT: Public Affairs and Crisis Communications Plans Requirement

1. Last year CAP eliminated the requirements for Public Affairs Officers (PAOs) at region and below-wing-level units to produce Public Affairs and Crisis Communications plans.
2. As stated in the 23 December 2020 memo to CAP unit commanders, squadron PAOs were no longer required to complete annual Public Affairs and Crisis Communications Plans as per CAPR 190-1. (Squadron PAOs are expected to have a current copy of their wing's Public Affairs Plan and Crisis Communications Plan and be able to demonstrate conformance with applicable sections of the wing's PA Plan and Crisis Communications Plan.)
3. As per the above referenced memo, Region PAOs were also no longer required to complete annual Public Affairs and Crisis Communications Plans as per CAPR 190-1. (Region PAOs are expected to have a complete set of Public Affairs plans and Crisis Communications plans that were reviewed and approved by CAP/PA on file for every wing in the region.)
4. The requirement for wing-level PAOs to produce Public Affairs and Crisis Communications plans remains; however, CAP/PA approved 2020 plans on file at National Headquarters are considered current until such time as revised templates are available on the National Public Affairs website. No date has been set yet for this, as a new regulation (CAPR 150-1) is in development that will address the plans and further define the PAO roles and responsibilities.
5. Until such time as revised templates are provided on the National Public Affairs website, 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.
6. This letter serves as interim notice until the regulation is revised.
7. For comments or questions regarding this action, contact the National Public Affairs Officer, Lt Col Steven Solomon, at [ssolomon@cap.gov](mailto:ssolomon@cap.gov).

A handwritten signature in black ink, appearing to read "Randy Bolinger".

RANDY BOLINGER  
Chief, Marketing and Strategic Communications

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