



HEADQUARTERS
NEW MEXICO WING, CIVIL AIR PATROL
OFFICIAL AUXILIARY OF THE UNITED STATES AIR FORCE
P O BOX 5069
4500 BIGGS AVE SE, BLDG 926
KIRTLAND AIR FORCE BASE, NEW MEXICO 87185

30 November 2008

Subject: Public Affairs Policy for Cadet Special Events and/or Activities Involving Cadets
Policy: # PA-08-11-01

This New Mexico Wing policy is intended to establish the requirement for the inclusion of a Public Affairs Officer (PAO) on the staff of all Cadet special events and/or activities in accordance with the New Mexico Wing Public Affairs Plan.

1. **Cadet Special Events and/or activities Involving Cadets.** Special events and/or activities that include cadets shall have a PAO or a designated person (hereafter referred to as PAO) to cover the event or activity in preparation of a press release and to act as spokesperson for the New Mexico Wing, CAP when dealing with the Local News Media. In the event that a PAO is not available or included on the staff of the cadet special event and/or activity, the project officer will assume the position as assigned PAO.
 - a. **Interview of Cadets.** The PAO shall be present at all interviews of cadets by members of the local news media to ensure that the interview is accurate and only appropriate and factual information is conveyed to the local news media by the cadet. The PAO will take all necessary precautions to ensure that he/she is present for such interviews.
2. **Coordination with Wing PAO.** The Project Officer may contact the Wing PAO to assist in finding a PAO to work the event and/or activity.
3. **Press Releases Shall Be Prepared and Submitted.** The PAO shall prepare and submit press releases for the event and/or activity, whether or not it was covered by the local news media, for possible publication in CAP/NHQ, Wing and general news media.
4. **Copying Wing PAO on Press Releases.** Copies of all press releases and articles published or broadcast by the local news media with CAP participation in special events and/or activities involving cadets shall be forwarded to the Wing PAO.
5. **Wing Sponsored Events and/or Special Activities.** The CAP member in charge of a Wing sponsored event or special activity (such as, but not limited to color guard competitions, glider academy, and winter and summer encampments) shall notify the Wing PAO to request assignment of a PAO. The Wing PAO or his/her designee shall be present to document and prepare a press release.

This policy will be in effect immediately and will remain in effect until revoked in writing by me.

Richard F. Himebrook

Col. Ric Himebrook, Commander

Prepared by:
1st Lt Norman Reames
NM Public Affairs Officer