

Dear CAP Public Affairs Officers,

Several years ago a team of PAOs rewrote the very long CAP Regulation 190-1 and removed non-regulatory content. This left us with an outstanding regulation, six pages long, that concentrates solely on fundamental CAP Public Affairs policy content.

The issue of what to do with the discarded non-regulatory content from the old regulation was addressed by a team of PAOs and NHQ staff. The team came up with the CAP Public Affairs Officer's How To Guide. This downloadable publication complements CAPR 190-1 by adding tips, tactics, links and best practices in an easy-to-read, practical format.

Over more than a year, this team spent untold hours developing this guide. Now I am very pleased to share it with you. It can be downloaded at

http://www.cappmembers.com/media/cms/PA_How_To_Guide_3230407B554E3.pdf

The How To Guide takes the place of the old AFAIDL CAP Public Affairs Officer Course that will be retired on June 30, 2010. Members can study the guide and CAPR 190-1, then take an online, open-book test. A passing grade will satisfy the PAO portion of the PAO Specialty Track (201), and will fulfill the AFAIDL requirement. A separate announcement will be made when the test is available. I would like to express my appreciation to everyone who had a hand in creating this guide:

- Maj. Steven Solomon, Southeast Region PAO, who chaired the volunteer committee that wrote the guide;
- the committee members themselves -- Col. Stan Skrabut, Maj. Patricia Mitcham, Maj. Arthur Woodgate, Capt. James Ridley, Capt. Donald Penven, 1st Lt. Kimberly Bennett, 1st Lt. Jeanne Stone-Hunter and 1st Lt. Mark Swanson; and
- members of the National Headquarters PA and Creative Services staff, Julie DeBardelaben, Steve Cox, Kristi Carr, Dan Bailey, Jim Tynan and Barb Pribulick, who contributed editorial and graphic design expertise.

The How To Guide will never be complete or fully up to date, because the tools of our trade will continue to evolve. Therefore, a team of volunteer PAOs will review the content periodically and will accept suggestions for improvements on an ongoing basis from PAOs in the field.

We will announce updates to the guide via e-mail and the PA Essentials blog.

Please send your comments and suggestions for the guide to pa_how_to@lists.cappao.org

Thanks for all that you do in telling the CAP story.

AL PABON, Major, CAP
National Public Affairs Team Leader