

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA 21SW/PA CL35-3		OPR PAM	DATE 20010424	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
UNIT PUBLIC AFFAIRS REPRESENTATIVE (UPAR)				
<p>Mission Statement: Communicate information about Air Force programs and activities both to the general public and Air Force members and their families so they will be better informed about how well the Air Force is prepared to carry out its mission. Commanders, PA managers, and UPARs must maintain a flow of timely information with proper regard for security.</p> <p><u>NON-CRITICAL ITEMS</u></p>				
1.	Has the squadron appointed a UPAR in writing to the parent wing and host PA offices? (AFPD 35-1, para 1.2.; AFPD 35-3, para 1.2.2.)			
2.	Does the UPAR provide information about events which might result in adverse or unfavorable media coverage or community reaction to the parent wing PA office or HQ AFSPC/PA? (AFPD 35-1, para 1.2. and 1.2.2.; AFPD 35-3, para 1.2.2.)			
3.	For overseas units not collocated with a host PA office, does the UPAR provide information about events which might result in adverse or unfavorable media coverage or community reaction to the host PA office, the theater PA office, or U.S. Embassy country team? (AFPD 35-1, para 1.2. and 1.2.2.; AFPD 35-3, para 1.2.2.)			
4.	Does the UPAR at a stateside geographically separated unit work with the host PA office, if applicable, and immediately notify the parent wing PA office or HQ AFSPC/PA if there is an accident, serious incident or disturbance at the unit? (AFSCPH 35-1)			
5.	Does the UPAR in an overseas unit with no host PAO know to also contact the theater PAO, U.S. Information Service (USIS), or U.S. Embassy if there is an accident, serious incident or disturbance at the unit? (AFSCPH 35-1)			
6.	Does the UPAR at GSUs not collocated with a host PAO immediately contact a higher headquarters PAO or U.S. Embassy to coordinate release of names of accident victims? (AFPD 35-1, para 1.2. and 1.2.2.; AFPD 35-3, para 1.2.2.; and AFSCPH 35-1)			
7.	Does the UPAR send mission-related or sensitive material intended for public presentation through the parent wing PA office to HQ AFSPC/PA for review prior to presentation? (AFSCPH 35-1)			
8.	Does the UPAR submit proposed news releases, after coordination with the unit commander, to the unit's parent wing PA office for coordination and release? (AFSCPH 35-1)			
9.	Does the UPAR obtain approval from the parent wing PA office; or for direct reporting units, HQ AFSPC/PA before granting media interviews with unit personnel? (AFSCPH 35-1)			
10.	10. Does the UPAR submit articles, photos or story ideas about the unit to the host newspaper (if applicable), and the parent wing PA office? (AFSCPH 35-1)			

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11.	Does the UPAR coordinate mission-related articles with parent wing as appropriate? (AFSCPH 35-1)			
12.	Does the squadron commander keep the UPAR informed about events which might result in adverse or unfavorable media coverage or community reaction? (AFPD 35-1, para 1.2. and 1.2.2.; AFPD 35-3, para 1.2.2)			
13.	Does the UPAR pass media queries to the host PAO, parent wing PAO, HQ AFSPC/PA or U.S. Embassy, as appropriate? (AFSCPH 35-1)			
14.	Does the UPAR at facilities not collocated with a full-time Air Force PA officer maintain or have immediate access to current AFPDs governing public affairs and parent wing PA guidance? (AFPD 35-3, para 1.3.4.)			
15.	Does the UPAR ensure the unit receives Air Force, HQ AFSPC and parent unit public affairs products, like Commander's Call Topics, AIRMAN magazine, Air Force Television News, Air Force Policy Letter and Space Command News Service? (AFPD 35-3, para 1.2:1.1 and AFSCPH 35-1)			
16.	Does the UPAR maintain a list of contacts for the host PA office, parent wing PA office, HQ AFSPC/PA, U.S. Embassy, USIS and theater PA office, as well as pertinent command posts/ operations centers? (AFPD 35-1, para 1.2.; AFPD 35-3, para 1.2.2.; and AFSCPH 35-1)			
17.	Does the UPAR at GSUs not collocated with a host PAO have readily available fill-in-the-blank releases for accidents/incidents and pertinent guidance, such as found in the handbook? (AFPD 35-1, para 1.2; AFPD 35-3, para 1.2.2; AFSCPH 35-1)			
18.	Does the UPAR at a GSU use AF Form 39 to record questions from news media and immediately pass the query to the host, parent wing or HQ AFSPC/PA office, as appropriate? (AFSCPH 35-1)			
19.	Does UPAR at an overseas unit follow community participation guidance established by the host PA office, the theater commander or U.S. Embassy Country Teams? (AFSCPH 35-1)			
20.	If security provisions permit tours, does the UPAR work with host or parent wing PA office, as applicable, to ensure coordination requirements are met? (AFSCPH 35-1)			
21.	Does the UPAR encourage use of the Hometown News Program, review each DD Form 2266 and send completed forms to AFNEWS/HNP as directed by the parent wing PA office? (AFSCPH 35-1)			