**PUBLIC AFFAIRS OFFICER'S SELF-EVALUATION CHECKLIST**

| PA's Name | Unit Location (Host squadron and university) | Detachment |
|---|---|---|
| | | |

KEY

1 Below Standards
2 Meets Standards, but needs improvement
3 Meets Standards
4 Exceeds Standards

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Publicity | | | | | 1 | 2 | 3 | 4 |
| Quality/Media use | 1 | 2 | 3 | 4 | | | | |
| Appropriate audience | 1 | 2 | 3 | 4 | | | | |
| Effectiveness | 1 | 2 | 3 | 4 | | | | |
| Support of Area newsletter | 1 | 2 | 3 | 4 | | | | |
| Coordination with DO | | | | | 1 | 2 | 3 | 4 |
| Convey purpose effectively | 1 | 2 | 3 | 4 | | | | |
| DO constantly updated | 1 | 2 | 3 | 4 | | | | |
| Communication process is effective | 1 | 2 | 3 | 4 | | | | |
| JNP | | | | | 1 | 2 | 3 | 4 |
| Plan of Action | 1 | 2 | 3 | 4 | | | | |
| Originality | 1 | 2 | 3 | 4 | | | | |
| Effective Purpose | 1 | 2 | 3 | 4 | | | | |
| Reports | | | | | 1 | 2 | 3 | 4 |
| IAW AASMAN-1 | 1 | 2 | 3 | 4 | | | | |
| Suspense compliance | 1 | 2 | 3 | 4 | | | | |
| Photos/Videos | 1 | 2 | 3 | 4 | | | | |
| Duty Performance | | | | | 1 | 2 | 3 | 4 |
| National/Area directives accomplished | 1 | 2 | 3 | 4 | | | | |
| Job Knowledge/completion | 1 | 2 | 3 | 4 | | | | |

PA's Comments and roundtable discussion notes

| Printed name of squadron commander | Signature | Date |
|---|---|---|
| | | |