



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCES HEADQUARTERS KANSAS  
2800 SOUTHWEST TOPEKA BOULEVARD  
TOPEKA, KS 66611-1287

NGKS-TAG

15 February 2013

MEMORANDUM FOR All KSARNG Commanders

SUBJECT: TAG Policy Letter # 2, Appointment of Unit Public Affairs Representative (UPAR)

1. Unit Public Affairs Representatives (UPARs) will be appointed from each KSARNG unit. They are to reach out to as many Kansas communities and leaders as possible to offer assistance, let them know what we do and foster positive relationships. They will accomplish this by organizing events, developing relations with local community leaders, contacting local media, writing stories, and taking photographs when necessary. They will also provide stories and photographs to be published in the Plains Guardian, on the agency's website ([www.kansastag.gov](http://www.kansastag.gov)) and on the agency's social media sites.
2. For UPARs to provide this service, they must attend training and receive supplies. Training is provided annually in the spring in Salina, Kansas by the Adjutant General's Department Public Affairs staff with support from the 105<sup>th</sup> Mobile Public Affairs Detachment. UPARs should attend this training when first appointed and again every three to four years. Cameras will be provided to UPARs during the annual training for use as a UPAR; however, UPARs may also choose to use personal cameras.
3. This policy supersedes TAG Policy Letter #2, subject Appointment of UPAR and Use of Armory Funds, dated 1 June 2000.

A handwritten signature in black ink, appearing to read "Lee E. Tafanelli", is written over the typed name and title.

LEE E. TAFANELLI  
Major General, KSNG  
The Adjutant General

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