

After Action Report Requirements for Credential Approved Events

One of the requirements for a county Credential Approved activity is the submission of an After Action Report (AAR) to county RACES.

Standards:

The After Action Report must follow the standard format as covered in the Event Planning Class.

At a minimum, the AAR needs to include:

- The overall event timeline
- What were the objectives of the event going into the event, and how were the performance against those objectives met during the event?
 - For a credential credit event, this also includes a summary of required documentation.
- What problems were encountered and how were they mitigated?
- What lessons were learned that can be used to improve a similar event in the future?

Contents:

The AAR must also include copies of the following documents:

- Planning documents used by planners, IC, or other staff
- Any briefing, safety documents, or maps provided to participants
- ICS-201 and or ICS-202 Incident Briefing (a briefing document provided to participants can be substituted)
- Resource Net Travel Tracking forms and ICS-309 showing participant travel to the event. Travel tracking home after the event is optional.
- ICS-205 Communications Plan for the event
- ICS-211 Check-In List showing check-in and check-out for all participants.
- ICS-214 Unit Activity Log completed by every participant
- ICS-309 Communications Log(s) for each net and for each participant
- All forms must be completed accurately, legibly, and signed as appropriate, using standard SCCo Go-Kit forms.
- If 3rd party messages were used, copies of those need to be included.
- Blue or black ink only on forms, no pencils.

Submission:

All Documentation should be provided as a PDF file. If message forms were used they can be scanned as a PDF file.

- Scan each type of form together; do not intermingle forms of different types. I.E., all ICS-211 forms should be together, all ICS-213 forms should be together, etc.
- If your event is relatively small, you can include all the scanned documents into one file. For larger events, it would be preferred if each group of forms by type were in a separate file with the form type as part of the file name.

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If the file is too large to email, it can be provided as a zip file or as a Dropbox link.

Documents should be 100% complete for everyone per county training. It is recommended that someone review documents for appropriate content and that the documents are complete before each document is turned in at the end of the event. For real activations, agencies must have complete documentation for any subsequent FEMA review to receive reimbursements. Similarly, SCC RACES should see the same level of completeness to meet the requirements for a Credential Approved event.

Common issues with forms

Some issues noted with forms are common and should be watched for, and if possible, educate users and correct errors before the forms are turned in.

- Documents with a signature / date block / Page # is missing some information, (ICS-214 and ICS-309 have these fields).
- ICS-214: Does not indicate sufficient information: e.g., departure from home, arrival at assignment, assignment(s) given, including tactical call, significant activities, H&W checks, when released, etc.
- ICS-214: Should only document the individual (a unit of one); we do not use Team Unit logs. Field 5, Personnel Roster Assigned, should be blank.
- ICS-309: Should log the NCO (and scribe if present) at the start of the log.
- ICS-309: The individual who started the log should close and sign the log. If there is a shift change, start a new ICS-309 and close out the previous log.

Failure to produce an AAR

The AAR should be submitted to County RACES within 30 days after the event concludes. Failure to complete an AAR may result in future events within the jurisdiction not receiving Credential Approved Status.