Cadet Name:	Achievement:	Date:

AFTER ACTION REVIEW

	Yes	Partially	No

Content

	Yes	Partially	No
1. Clearly labels the name of project, dates, key staff, and AAR author	2	0	0
2. Accurately identifies what was expected to happen (the project's goals)	2	1	0
3. Accurately summarizes what actually happened; observations are supported by careful attention to the facts; generalizations are avoided	2	1	0
4. Identifies aspects of the project that went well and briefly explains why	2	0	0
5. Identifies aspects of the project that can be improved and briefly explains how	2	0	0
6. Includes observations and feedback that are broad-minded and representative of "big picture" issues, not just minor matters that deliver little value	2	1	0
7. Assesses the project's success in meeting each of its goals, supporting those assessments with available data	2	0	0
8. At least 5 of the main topics on the next page have been addressed	2	0	0

Tone & Professionalism

	Yes	Partially	No
9. Open and honest professional discussion; doesn't hide shortcomings or play "gotcha!" or the blame game	2	0	0
10. Indicates an effort was made to confer with a variety of stakeholders (cadet students, cadet cadre, senior staff, host agency, etc.) in preparing the AAR	2	1	0

Mechanics

	Yes	Partially	No
11. Free of spelling and grammatical errors	2	1	0

Overall Value

	Yes	Partially	No
12. Report would likely benefit the leadership team "next year"	2	0	0

Mandatory Qualities   If the cadet scores a 0 in any of the shaded categories, the cadet must edit and resubmit the after action review to earn credit.

Senior Mentor / Evaluator	Total Points Earned (minimum 19 of 24 to pass)	MEETS STANDARDS	
		REQUIRES REVISION	

Senior Mentor's Comments

Cadet After Action Review Content Outline

For the purpose of the SDA, the cadet's after action review must address at least 5 of the 11 major topics shown below.

Further, when addressing a major topic, the cadet must discuss at least 3 of the subtopics given for that major topic. For example, if the cadet chooses topic #3, Program, then the cadet must discuss at least 3 of the subtopics (any three from 3.1 curriculum content, 3.2 clarity of training plans, 3.3 fidelity to training plans, 3.4 pacing, etc.) to receive credit.

Cadets may write about topics and subtopics not shown below. The list below is offered only to help cadets get a sense of the type of content that leaders discuss in an AAR.

1. **Goals & objectives**
   1.1 Right ones selected
   1.2 Degree of success
   1.3 Performance against metrics
   1.4 Opportunities for program growth

2. **Human Capital**
   2.1 Staff selection process and lessons learned
   2.2 Adequacy of staff training
   2.3 Staff roles and responsibilities, organizational structure
   2.4 Participation trend; growth or decline in cadet registrations
   2.5 Cadet / senior relations
   2.6 Cadet disciplinary issues, resolution, and lessons learned
   2.7 Award or recognition programs
   2.8 Accommodations made for members with special needs and lessons learned
   2.9 Interactions with distinguished visitors, lessons learned

3. **Program**
   3.1 Curriculum content
   3.2 Clarity of training plans, checklists, instructions, etc.
   3.3 Instructors' fidelity to training plans, lesson plans, etc.
   3.4 Pacing, right level of challenge
   3.5 Assessment methods
   3.6 Variety of activities
   3.7 Variety of training methods
   3.8 Fun / boredom issues

4. **Schedule**
   4.1 Sequencing
   4.2 Downtime
   4.3 Operational tempo
   4.4 Efficacy of time budgeted for each activity
   4.5 Issues relating to short-notice schedule changes

5. **Physical Resources**
   5.1 Adequacy of training space
   5.2 Adequacy of lodging
   5.3 Adequacy of meals
   5.4 Relationships with host facilities, vendors
   5.5 Alternative facilities not considered, lessons learned
   5.6 Identification and availability equipment provided by the group

6. **Transportation**
   6.1 Lessons learned regarding transportation to and from activity (carpools, routes, plans, efficiencies, etc.)
   6.2 Lessons learned regarding operations during the activity
   6.3 Adequacy of resources and lessons learned
   6.4 Interactions with DoD motor pool or bus company

7. Communications

7.1 Efficacy of methods used prior to, during, or after the activity

7.2 Thoroughness of content; sharing the right information

7.3 Points of confusion, lessons learned

7.4 Matters relating to web access and internet operations

7.5 Matters relating to radio communications

7.6 Matters relating to group texts or smart phones

8. Marketing

8.1 Internal CAP publicity plans (pre-activity advertising) and lessons learned

8.2 Internal CAP publicity outcomes (during activity or post-activity) and lessons learned

8.3 External media relations outcomes and lessons learned

8.4 Matters relating to communications with parents

9. Safety / Risk Management

9.1 Thoroughness in identifying significant hazards

9.2 Selection and efficacy of risk controls

9.3 Adequacy of safety briefings and training

9.4 Efficacy of cadet wingman system and lessons learned

9.5 Adequacy of equipment

9.6 Matters relating to on-site CAP health services officers

9.7 Reported bodily injuries or illnesses and lessons learned

9.8 Reported vehicle or aircraft mishaps and lessons learned

10. Budget

10.1 Adequacy of revenue

10.2 Administrative success and lessons learned regarding any cadet scholarship programs

10.3 Efficiency in purchases, expenses

10.4 Efficacy of money management plans, administration

10.5 Accuracy of budget; planned and unplanned expenses and lessons learned

11. Administration

11.1 Efficacy of registration processes

11.2 Efficacy of in-processing system on day of arrival

11.3 Efficacy of installation access, military support authorizations, security procedures, etc.

11.4 Efficacy of out-processing system

11.5 Matters relating to course credit, graduation

11.6 Lessons learned regarding on-site administrative or office support