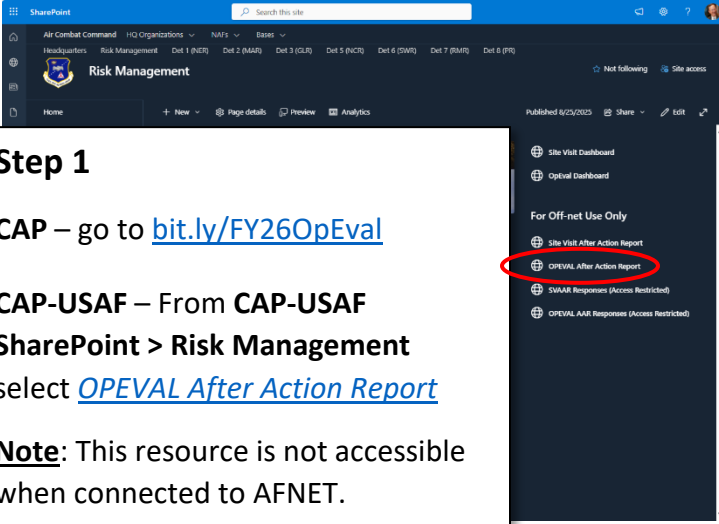


How to Use the Operational Evaluation AAR and Dashboard

Purpose: This document contains two parts. The first part describes how to access and submit an OpEval After Action Report (AAR). The second section describes how to access and use the OpEval Dashboard.



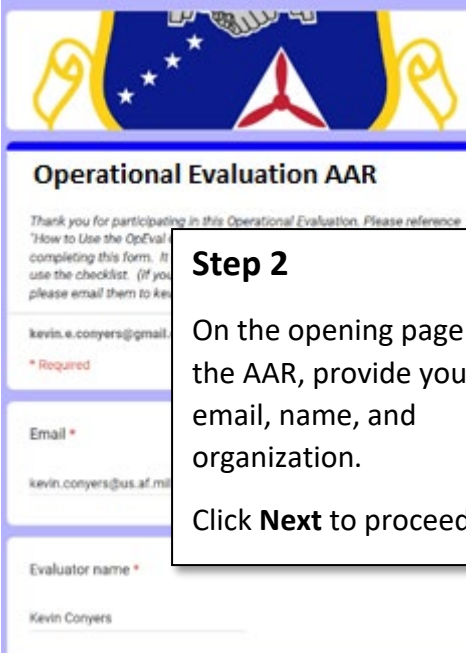
Step 1

CAP – go to bit.ly/FY26OpEval

CAP-USAF – From CAP-USAF SharePoint > Risk Management select [OPEVAL After Action Report](#)

Note: This resource is not accessible when connected to AFNET.

The screenshot shows the SharePoint 'Risk Management' site navigation menu. The 'OPEVAL After Action Report' link is circled in red.



Operational Evaluation AAR

Thank you for participating in this Operational Evaluation. Please reference "How to Use the OpEval" when completing this form. It includes a checklist. (If you have any questions, please email them to kevin.conyers@gmail.com)

kevin.e.conyers@gmail.com

* Required

Email *

kevin.conyers@us.af.mil

Evaluator name *

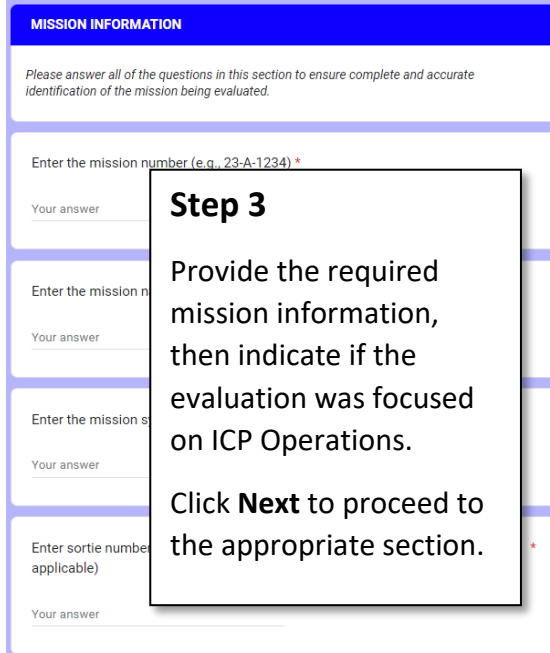
Kevin Conyers

The screenshot shows the opening page of the Operational Evaluation AAR. It includes a thank you message, a reference to a checklist, and a contact email. There are input fields for email and evaluator name, with a 'Next' button at the bottom.

Step 2

On the opening page of the AAR, provide your email, name, and organization.

Click **Next** to proceed.



MISSION INFORMATION

Please answer all of the questions in this section to ensure complete and accurate identification of the mission being evaluated.

Enter the mission number (e.g., 23-A-1234) *

Your answer

Enter the mission name *

Your answer

Enter the mission start date *

Your answer

Enter sortie number (if applicable) *

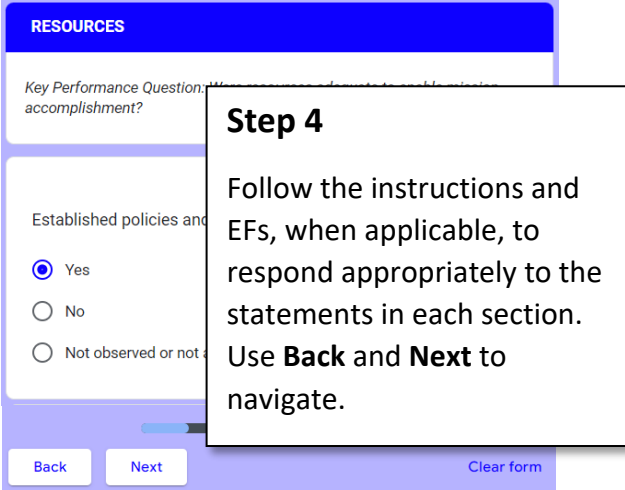
Your answer

The screenshot shows the 'MISSION INFORMATION' section of the AAR. It contains several text input fields for mission details, each with a red asterisk indicating a required field.

Step 3

Provide the required mission information, then indicate if the evaluation was focused on ICP Operations.

Click **Next** to proceed to the appropriate section.



RESOURCES

Key Performance Question: Were resources provided to support mission accomplishment?

Established policies and procedures were followed.

Yes

No

Not observed or not applicable

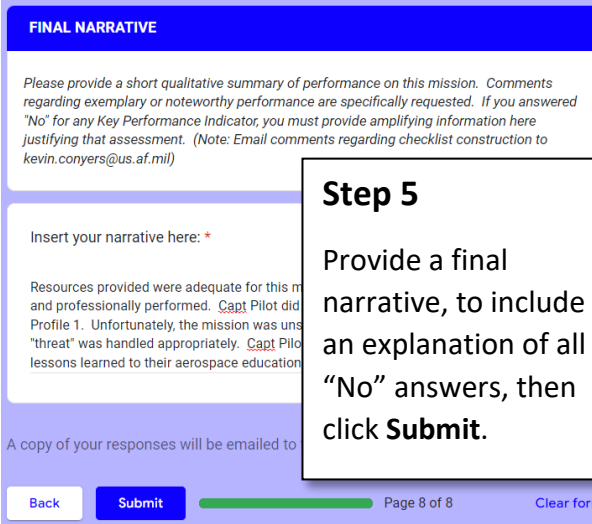
Back Next Clear form

The screenshot shows the 'RESOURCES' section of the AAR. It includes a key performance question and three radio button options for the answer. Navigation buttons 'Back', 'Next', and 'Clear form' are at the bottom.

Step 4

Follow the instructions and EFs, when applicable, to respond appropriately to the statements in each section.

Use **Back** and **Next** to navigate.



FINAL NARRATIVE

Please provide a short qualitative summary of performance on this mission. Comments regarding exemplary or noteworthy performance are specifically requested. If you answered "No" for any Key Performance Indicator, you must provide amplifying information here justifying that assessment. (Note: Email comments regarding checklist construction to kevin.conyers@us.af.mil)

Insert your narrative here: *

Resources provided were adequate for this mission and professionally performed. Capt Pilot did Profile 1. Unfortunately, the mission was unsuited. "threat" was handled appropriately. Capt Pilot lessons learned to their aerospace education.

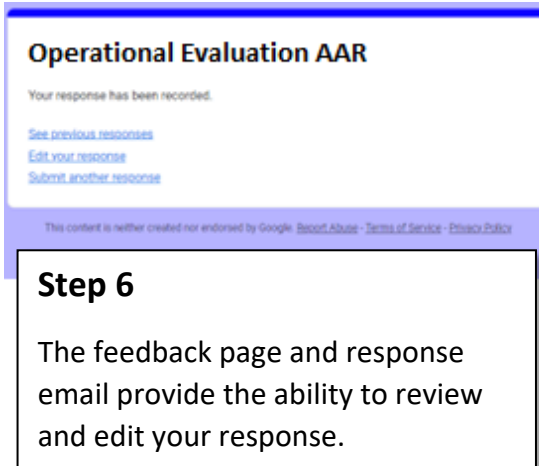
A copy of your responses will be emailed to you.

Back Submit Page 8 of 8 Clear form

The screenshot shows the 'FINAL NARRATIVE' section of the AAR. It includes instructions for providing a qualitative summary and a text area for the narrative. A 'Submit' button is at the bottom.

Step 5

Provide a final narrative, to include an explanation of all "No" answers, then click **Submit**.



Operational Evaluation AAR

Your response has been recorded.

[See previous responses](#)

[Edit your response](#)

[Submit another response](#)

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Step 6

The feedback page and response email provide the ability to review and edit your response.

The screenshot shows the feedback page after the AAR is submitted. It includes a confirmation message and links to review or edit the response. A footer contains Google-related links.

How to Use the Operational Evaluation Report and Dashboard

Key Performance Questions (KPQs) and Key Performance Indicators (KPIs)

The purpose of OpEval is to determine CAP's readiness to perform AFAUX missions. The OpEval AAR is organized around five Key Performance Questions (KPQs) that must be answered to make that determination. However, instead of asking you to answer very broad questions, you will be presented with a focused statement regarding one aspect of CAP's performance, also known as a Key Performance Indicator (KPI). If the statement is accurate, you will answer "Yes." If the statement is not accurate, you will answer "No." Answers will be aggregated by wing, region, missions, and mission sets, to determine CAP's readiness.

Note: You can review the OpEval KPQs/KPIs outside of the OpEval AAR by going to <https://bit.ly/FY26OEKPO>

Evaluation Factors

Within the OpEval AAR, you will encounter KPIs that reference an *Evaluation Factor (EF)* by number (e.g., EF3). Reference the information below to obtain the additional information needed to accurately respond to those KPIs.

(EF51) Policies and Procedures: CAP uses regulations to promulgate policy and procedures relevant to the performance of AFAUX missions. However, the dynamic and emerging nature of AFAUX mission can outpace the regulatory system. An old regulation is not an issue in and of itself; however, if regulations are not being followed, are out of sync with current procedures, or needed guidance is lacking – answer No. (This KPI correlates with Special Interest Item (SII) 4)

(EF52) Equipment: Consider the number, capability, and condition of equipment provided for the mission. It is not necessary that CAP provide the ideal configuration for any given mission; however, if the equipment was not safe, not operationally capable, or was not appropriately documented (e.g., Aircraft Information File or CAPF 73) – answer No. (This KPI correlates with SIIs 6 and 7)

(EF53) Personnel Qualifications: Examine the OpsQuals record of at least one member to determine if they were qualified to perform the role assigned to them. If a member is not qualified, they must be supervised by someone who is qualified to instruct that position. If this was not the case – answer No.

(EF54) Training: CAP members often receive mission or environment specific training at the region, wing, or unit level. As a result, lack of a national training program for a specific mission is not necessarily an issue. If mission characteristics required specific training that had not been provided at any level of the organization – answer No. If mission training was being conducted, but was not relevant to the wing training plan – answer No. (This KPI correlates with SII 5)

(EF55) Risk Mitigations: Planned risk mitigations should be used to execute the mission at the risk level that was approved. If risk mitigations briefed to the flight release officer were not implemented – answer No.

How to Use the Operational Evaluation Report and Dashboard

(EF56) Threats and Errors: “Threats” are hazards that arise during a mission (e.g., mechanical failure, weather). Errors are human mistakes (e.g., perception, communication, judgment, action/inaction). The mere occurrence of a threat or error is not necessarily an issue; however, if the crew does not apply appropriate “countermeasures” to address them in a timely and effective manner – answer No.

(EF57) Deliverables: If the mission requires collection of imagery or other data, these products should be promptly collected to ensure delivery to the customer. If this does not occur – answer No.

(EF58) Lessons Learned: Every mission provides a key opportunity for learning and improvement. If lessons learned are not addressed during the debrief – answer No.

(EF59) Hazards: Significant hazards should be reported using an appropriate method (e.g., chain of command, CAPSIS, ASRS). If a significant hazard was encountered, but left unreported – answer No.

(EF60) Documentation: The e104 debrief form should be properly completed to document mission results. If the mission summary, results/deliverables, weather, and sortie effectiveness sections of the e104 were not completed – answer No. (Note: CAPS 71-4 allows proficiency sorties to be documented by uploading a copy of the sortie checklist under Sortie Files.) For the larger mission perspective, if After Action Reports (AARs), daily, or weekly SITREPs are not provided – answer No. (This KPI correlates with SIIs 1, 2, and 3)

(EF61) Qualified Personnel: Qualifications can be verified by reviewing a member’s CAPF 101 card.

(EF62) Failure: If the approach taken created serious safety concerns and/or violated cadet protection practices, select the appropriate box(es); otherwise, select Not applicable.

How to Use the Operational Evaluation Report and Dashboard

Purpose: This section of the job aid describes how to access and use the Operational Evaluation (OpEval) Dashboard. The OpEval Dashboard provides insights into the status of OpEval based on OpEval checklists submitted by CAP and CAP-USAF evaluators. The data is updated in real-time as reports are submitted.

The left side compares the current rate of OpEval events to the rate required to complete requirements by FY end.

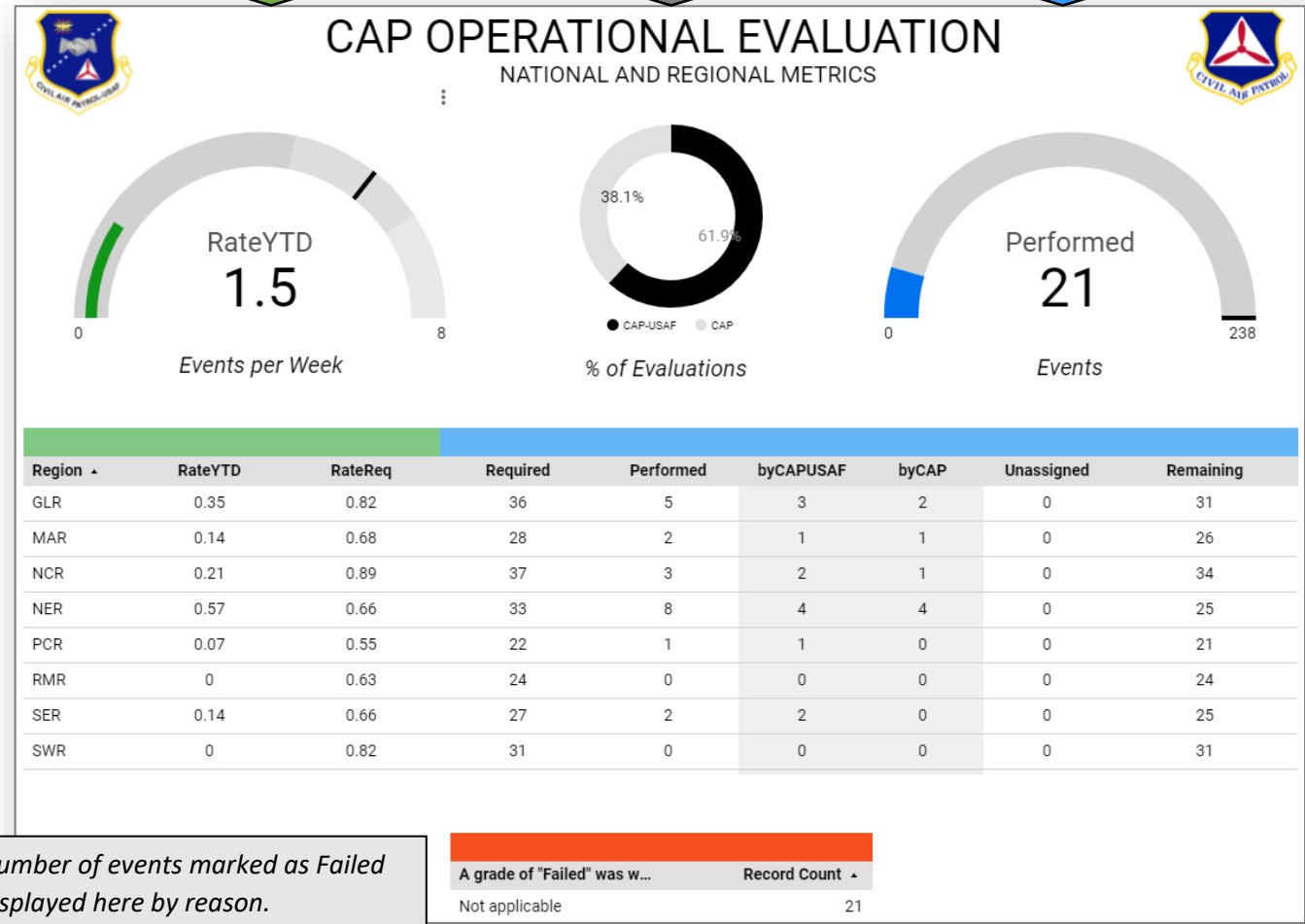
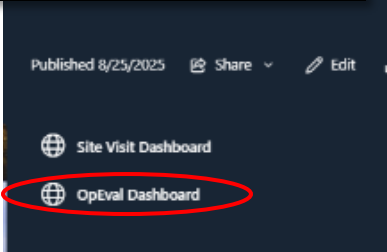
The center graph shows % of events by organization.

The right side displays the number of evaluations required, performed (by organization), unassigned, & remaining.

Step 1

CAP – go to bit.ly/FY26OEDB

CAP-USAF – From CAP-USAF SharePoint > Risk Management then select [OpEval Dashboard](#)



The number of events marked as Failed are displayed here by reason.

CIVIL AIR PATROL OPERATIONAL EVALUATION

REGION AND WING METRICS

Region Record Count

- NER 9
- NCR 7
- MAR 7
- GLR 6
- SER 6
- SWR 6 ONLY
- PCR 6
- RMR 5

Region...	Wing...	Required	Performed	byCAPUSAF
GLR	IL	7	0	0
GLR	IN	6	2	1
GLR	KY	6	8	2
GLR	MI	6	2	0
GLR	OH	6	2	0
GLR	WI	6	15	0
MAR	DC	2	0	0
MAR	DE	4	0	0
MAR	MD	2	0	0
MAR	NC	2	1	1
MAR	SC	8	0	0
MAR	VA	2	1	1
MAR	WV	8	0	0
NCR	IA	2	0	0
NCR	KS	2	0	0
NCR	MN	14	0	0
NCR	MO	2	2	2
NCR	ND	7	0	0
NCR	NE	5	0	0
NCR	SD	5	1	1

Step 2

The second page provides identical information for each Wing. You can use the filter option to limit the display by region (click the ONLY button).

CIVIL AIR PATROL OPERATIONAL EVALUATION

REGION AND WING METRICS

Region: SWR (1)

Region...	Wing...	RateYTD	RateReq	%RateRequired	Required	Performed	byCAPUSAF	byCAP	Unassigned	Remaining	%Complete
SWR	AR	0	0.34	0	13	0	0	0	0	13	0
SWR	AZ	0	0.05	0	2	0	0	0	0	2	0
SWR	LA	0	0.05	0	2	0	0	0	0	2	0
SWR	NM	0	0.26	0	10	0	0	0	0	10	0
SWR	OK	0	0.05	0	2	0	0	0	0	2	0
SWR	TX	0	0.05	0	2	0	0	0	0	2	0

Steps 3 and 4

The third page provides the number of events remaining by mission category for each Wing. Again, you can use the filter option to limit the display by region.

Similarly, the fourth page provides the number of events performed by mission category for each Wing but can be filtered by Region and/or Organization.

CIVIL AIR PATROL OPERATIONAL EVALUATION

REMAINING EVENTS BY MSN CATEGORY

Region: SWR (1)

Region	Org	A0/A24	A2	A3	A5	A6/8/15/19	A7	A12	A17	A18	A22	A23	A25-A28	Any A/B
SWR	AR	1	2	0	0	2	2	2	1	0	1	0	0	0
SWR	AZ	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	LA	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	NM	1	0	1	0	0	0	0	0	0	0	0	0	0
SWR	OK	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	TX	0	0	0	0	0	0	0	0	0	0	0	0	0

CIVIL AIR PATROL OPERATIONAL EVALUATION

PERFORMED EVENTS BY MSN CATEGORY

Region: GLR (1) Org: CAP-USAF (1)

Region	Wing	A0/A24	A2	A3	A5	A6/8/15/19	A7	A12	A17	A18	A22	A23	A25-A28	Others
GLR	KY	1	0	0	1	0	0	0	0	0	0	0	0	0
GLR	OH	0	0	0	0	0	0	0	0	0	0	0	0	0
GLR	WI	0	0	0	0	0	0	0	0	0	0	0	0	0
GLR	MI	0	0	0	0	0	0	0	0	0	0	0	0	0
GLR	IN	0	0	0	0	0	0	0	1	0	0	0	0	0
GLR	IL	0	0	0	0	0	0	0	0	0	0	0	0	0