



Training Transcript for Module 10 After Action Report

This is Module 10 – After Action Report (AAR) of the Exercise Builder Online Training.

In this module, you will learn how to enter post-exercise evaluation information and create your After Action Report. This includes choosing from several different pre-formatted reports to construct an AAR that can be customized for use at your site/facility. You will also be able to generate and review your AAR documents.

At the end of this module, you will have developed your AAR. In addition, you will be able to review the first draft of your AAR and make changes to select templates and generate your AAR as a single Microsoft Word document. You will then be prepared to go to the conclusion of this training.

Open Exercise Builder and select Step 13.1 Exercise After Action Report (AAR).

This step provides an introduction to the AAR development process in Exercise Builder.

The EMI SIG Exercise and Drill Subcommittee analyzed AARs from multiple DOE sites to identify the major components used in AARs. This information was used to develop the Exercise Builder AAR functionality.

Exercise Builder assists you in developing the following AAR components:

- Exercise Summary
- Exercise Scenario
- Performance Summary
- Participant Performance Summary
- List of Participants and Level of Participation
- AAR Exercise Objectives
- General Exercise Comments
- Findings
- Improvement Items
- Superior Performance
- Noteworthy Practices

In addition, Exercise Builder provides reports that can be included as part of an AAR and will show the DOE Evaluation Criteria and National Preparedness Goal Core Capabilities that were successfully met or demonstrated during the exercise.



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When the step is completed you will be able to choose from several different pre-formatted reports to construct your AAR. If you already have a preferred site specific AAR format, you may customize an Exercise Builder AAR template to generate the AAR according to your format.

Click the Next Arrow to begin Step 13.2 After Action Report (AAR) Exercise Summary.

Begin by clicking the Generate Summary button and select Yes that you want to generate the Exercise Summary. Exercise Builder pulls in the Purpose Statement you previously generated in Step 1.8 Review Exercise Purpose.

Note: The first paragraph statement has been rewritten in past tense since the exercise has been conducted. The remainder of the purpose statement has been included as previously written.

Use the text box to complete the Exercise Summary for your AAR.

Click the Next Arrow to go to Step 13.3 After Action Report (AAR) Exercise Scenario

The AAR Exercise Scenario is based on the exercise narrative developed in Step 9.7 Review Exercise Narrative.

It contains a description of the exercise, including any pre-existing conditions, a summary of the initiating event, emergency response actions, and terminating conditions.

In this step, the description may be modified to reflect any post-event verbiage.

Click the Generate Scenario button and indicate Yes you want to generate the Exercise Scenario.

The Scenario Narrative developed in Step 9.7 Review Exercise Narrative will be pulled into the AAR. Use the text box to complete the Exercise Scenario for your AAR.

Note: The scenario is written in the current tense. Based on the site's process, the narrative may have to be modified to the past tense.

Click the Next Arrow to go to Step 13.4 Exercise Participant AAR Worksheets. This is the main body of the AAR where you evaluate responder performance.

Click Load AAR Participants button. This loads the participants that were selected in Exercise Scope. If you have modified your Exercise Scope or Objectives, a Confirm List Generation window will pop up asking "If you have modified your Exercise Scope or Objectives, this



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participants list will be modified to reflect those changes. For more information, see Help. Do you want to generate the list?" If yes, click the Yes button. If no, click the No button.

Warning: Objectives cannot be modified once the participants have been loaded. For example, if a procedure revision needs to be updated, even though there was no significant change to the procedure, it has to be completed prior to loading the objectives.

The next task is to identify which organizations will not be included in the AAR. Most sites do not report on offsite organizations' or DOE HQ's participation. To exclude a participant from the AAR, click the check box in the Exclude column next to the participant you wish to exclude. The excluded participants will be moved to the bottom of the Exercise Participant list.

Even though a participating organization is excluded from the report, the interfaces can be discussed in the AAR. For example, event termination may be coordinated with offsite officials. The coordination would include the offsite official's participation.

To begin entering responder performance click the participant to highlight the participant and then click the Open AAR Worksheet button. An Exercise Participant AAR Worksheet appears.

For each participant objective select whether or not an objective was Met, Not Met, Not Observed, or Not Applicable by clicking the button next to the appropriate choice.

If an objective was not met, there should be either a Finding and/or an Improvement Item entered for that objective.

The Exercise Participant AAR Worksheet is where participant performance is recorded. The worksheet will start with the first objective for the participant. To move between objectives, click on the arrows to the right and left of the objective.

Each objective defaults (is set as) Met in the program. The AAR author reviews the completed EEG for the participant and the evaluator's initial ratings. If an objective is listed other than Met, click the Not Met, Not Observed, or Not Applicable button.

If a rating of Not Met is selected, the Comments text box becomes outlined in red and the Exercise Participant AAR Worksheet will not save until a comment is added.

If yes is selected for the observations Findings, Improvement Items, Superior Performances, or Noteworthy Practices, a blue Add link for the observation will display. Click the link to add the observation.

When the worksheet is completed, change the status from Working to Completed.



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When Finding is selected, the After Action Objective Finding Worksheet appears.

The screen displays the exercise objective.

Determine whether the finding is a Deficiency or Weakness and select it from the pull down list.

Enter a description of the finding.

If the Finding impacts other objectives, click the Yes box, and a blue "Link other objective(s)" option will display. For example, if there is a problem with WebEOC, the finding may pertain to more than one organization or position. If this is the situation, the findings can be tied between the objectives of the two participants.

If there is a link to other objectives selected, the Link Objectives To Finding Worksheet appears.

Scroll through participating organizations using the right and left arrows or the pull down tab at the right end of the box listing the participant.

Once the participant is displayed, select the objective the Finding is to be linked with.

When Add an Improvement Item is selected, the After Action Improvement Items Worksheet opens.

Enter the description of the improvement item and a recommended action.

There is an option to select an organization assigned to take the corrective action and assign a date for the recommended action to be completed.

Add Superior Performance and Noteworthy Practice

Superior performance and noteworthy practice screens work the same way. Once you select the Add Superior Performance link or the Add Noteworthy Practice link from the Exercise Participant AAR Worksheet, the Add New Superior Performance or Noteworthy Practice pop-up window opens.

Click the Next Arrow to go to Step 13.5 Additional Observations.

Delete an Observation Item

To delete an observation item, go back to the Exercise Participant AAR Worksheet and place the cursor over the observation item you wish to delete and right click the mouse. The option to delete the observation item will display. Click Yes to delete. Click No to keep the item.



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It's important to note that since you deleted an observation item, the remaining observations of that type will be renumbered.

Click the OK button to return to the Exercise Participant AAR Worksheet.

There may be an observation that is not tied to an exercise objective. This screen allows you to enter the observations using the same format as the Exercise Participant AAR Worksheet.

Enter any additional observations not tied to an exercise objective by clicking the Yes box beneath the additional observation question. Enter and save or delete the observation data in the same manner as you did previously.

Click the Next Arrow to go to Step 13.6 General Exercise Comments.

Enter any general exercise comments you feel should be included in the AAR. These may be general observations of how well the exercise was conducted or a summary of the accomplishments achieved or problems that occurred during the exercise.

Click the Next Arrow to go to Step 13.7 Generate the AAR Template.

Once all the objectives for each participant have been rated and performance has been documented, it is time to generate and save the templates for each section that you want to include in your AAR.

In the center of the Generate the AAR Template screen is a list of the sections that may be included in the AAR.

Click and place a checkmark in the box next to the sections you wish to include in your After Action Report. Click the Select link to select a template for the corresponding section. Each template may be edited by clicking the Edit link just like previous templates in Exercise Builder.

The order of the sections can be changed in the same manner as when generating the ExPlan template. Click to highlight a section row and then click on the Down or Up buttons.

When you have made all of your template selections, click the Generate/Save AAR Template button. Save your template file.

Click the Next Arrow to go to Step 13.8 Review After Action Report (AAR).

Click the [Generate & Save Document: After Action Report](#) link to generate, save and open the document.



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Click the [Edit Current After Action Report Template](#) link to edit the currently selected template.

To select a different AAR template to modify or generate the report document, click the [Select a Different After Action Report Template](#) link.

This concludes the video portion of Module 10 – After Action Report.

There is no activity for Module 10.

This also concludes the Exercise Builder Online Training series.

If you need additional assistance with Exercise Builder, you may email your inquiry to exercisebuilderNG@orau.org

If you need to revisit any modules, you may do so at any time.