After Action Report Requirements for Credential Approved Events

One of the requirements for a county approved Credential event is the submittal of an After Action Report (AAR) to county RACES.

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.

The AAR must also include copies of the following documents:

- ICS-201 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 for every participant
- ICS-309 Communications Log(s) for each net
- All forms must be completed accurately, legibly, and signed as appropriate, using standard SCCo Go-Kit forms.
- Blue or black ink only on forms, no pencils.

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 a real activation, agencies must have complete documentation for any subsequent FEMA review in order to receive reimbursements. Similarly, SCC RACES should see the same level of completeness to meet the requirements of a credential approved event.

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Common issues to look for:

- Documents with a signature / date bloc / 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, arrive 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 NCO (and scribe if present) at the start of the log.
- ICS-309 the individual that 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.