

EOTA – Business Form



Document Title:
After Action Report Template

Document Number:
ISDF-010 Rev. 11_0407

Document Owner:
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Approver(s):
Melissa Otero

Parent Document:
ISDP-002, Training Production Process

Notify of Changes:
ISD, QAM, ITT, MGT

Referenced Document(s):
ISDF-008, ILT Student Feedback Survey, ISDF-005, WBT Student Feedback Survey, ISDF-048, After Action Report Calculation Template

Revision History:

Rev.	Description of Change
A	Initial Release
08_0403	Updated template to reflect FMT and added Approve/Disapprove signature lines.
10_0630	Updated document to fit with TPP
11_0407	Cleaned up format, made minor editorial changes and updated reference list.



NATIONAL NUCLEAR SECURITY ADMINISTRATION

Emergency Operations Training Academy

After Action Report

The After Action Report (AAR) is submitted to the Project Manager (PM2) within 5 business days and due to the Federal Management Team (FMT) within 10 business days after completion of the initial validation or subsequent iteration delivery. NOTE: RAPTER courses will be allowed 15 business days to submit an AAR to the FMT.

DATE: Date AAR was created

TO: Federal Management Team

THRU: Program Manager (PM1) and Project Manager

FROM: Project Lead (PL)

RE: Course AAR (abbreviated course name and number, e.g., PAR-101DW)

1. **Course Administration:**

- Initial Delivery (WBT/ILT Validation) or Subsequent ILT Iteration
- Date of course launch/delivery:
 - Method of delivery (WBT/ILT/ Blended/Other):
 - Subject Matter Expert/Instructor(s):
 - HQ Point of Contact:

2. **Introduction:** (General description of course)

3. **Analysis:** (Include all Federal/Contractor statistics, total number of students, percentages etc...).

- Quantitative:** (Report the data that measures course effectiveness. Include data in a table format using ISDF-048, AAR Calculation Template; no graph or narrative is required.)

Interpretation: (What does data show? Trends? Exceptions? What do the trends indicate?)

- Qualitative:** (Summarize, or include *verbatim*, all student comments. Include personal observations, if applicable)

Interpretation: (What are the trends in the comments and observations? What do the trends indicate?)

4. **Lessons Learned:** (State issues, positive and negative, including considerations from all phases of course production and delivery. Gather information from the verbal or written comments of students and/or instructors/facilitators. Provide a short assessment of your interpretation of this information.)

5. **Improvements/changes from previous course iterations/versions:** (Include summary of improvements implemented for this iteration/version based on previous recommendations.)

6. **Recommendations:** (Specific suggestions to improve the course based on Lessons Learned and implementation status or strategy of these recommendations.)

Report Approvals: Review and sign indicating approval of report, if edits are required return for corrections unsigned.

After Action Report reviewed by Project Manager (PM2):

_____, **Date:** _____

After Action Report reviewed by Quality Assurance Manager (QAM):

_____, **Date:** _____

After Action Report reviewed by Program Manager (PM1):

_____, **Date:** _____

Federal Management Team Acceptance of After Action Report:

_____, **Date:** _____

For courses undergoing ***initial*** validation, complete the following course acceptance section.

Based on information reflecting the results of the delivery of the subject course contained in this AAR the associated training product is Accepted Not Accepted on behalf of the Federal Government.

Federal Management Team Signature:

_____, **Date:** _____

Comments: