

Report Date: 29 Apr 2015

**Summary Report for Individual Task
805B-79T-3208
Conduct an After Action Review**

Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You have completed an event and need to conduct an After Action Review. You have access to reference materials, general office supplies, a suitable area, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Conduct and Record an After Action Review for an Event.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Plan for the after action review (AAR).
 - a. Identify which type of after action review is appropriate for the event.
 - (1) Informal.
 - (2) Formal.
 - (3) Internal.
 - (4) External.
 - b. Determine who will attend and conduct the AAR.
 - c. Select an area free of distractions in which to conduct the AAR.
 - d. Prepare the AAR area.
2. Prepare for the after action review.
 - a. Review the event objectives.
 - b. Identify what key events should be observed.
 - c. Review data from previous AARs for the same type of event.
 - d. Observe the event and take notes (mentally or in writing).
 - e. Collect notes from the observers of the event.
 - f. Organize the observation notes.
3. Conduct the after action review (AAR).
 - a. Gather all participating individuals in the designated AAR area.
 - b. Introduce the rules of AAR.
 - c. Review the objectives and intent of the AAR.
 - d. Summarize the event.
 - (1) Discussion of key objectives.
 - (2) Discussion of positive occurrences.
 - (3) Discussion of occurrences that could be improved.
 - e. Record the observations of the strength maintenance event.

f. Forward collected information through chain of command.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods; a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Planned for the after action review (AAR).			
a. Identified type of AAR (informal, formal, internal or external).			
b. Identified who will be attending.			
c. Selected the AAR Site.			
d. Prepared the AAR Site.			
2. Prepared for after action review.			
a. Identified what tasks/events are going to be observed.			
b. Reviewed previous AAR's for tasks/events.			
c. Collected notes from observers.			
3. Conducted the after action review.			
a. Reviewed the objectives and intent of the AAR.			
b. Summarized the event (What was supposed to happen? What actually happened? What went well? Why? What could have gone better?)			
c. Recorded information.			
d. Forwarded information through chain of command.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	Yes	No
	LG to AAR	A Leader's Guide to After Action Reviews (AAR)	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4