



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

1.11 After Action
Reporting

February 2019

After Action Reporting Requirements

ISSUE STATEMENT

- To provide TFL's, PLANS/TIS personnel, & Component Managers guidelines with the procedures for documenting and reporting deployment events in an After-Action Report.
- To provide guidelines for formatting, compilation, and report presentation of the After-Action Report.
- To provide guidelines with dissemination of an After-Action Report, with final revisions being rendered prior to its completion.

REQUIRED ACTIONS

After-Action Reports:

- An After-Action Report is to be completed after every deployment or training exercise, whether the Task Force was actually deployed or staged during Activation.
- All After-Action Reports are to be completed using the VATF2 Directive M 1.11b After Action Reporting PD 2019-009 AAR Process Template, in order to methodically standardize the reporting procedures.
- All After-Action Reports, upon completion, are to be forwarded to the designated PLANS/TIS personnel in preparation for processing the final report.
- All After-Action Reports (By Components) are to be completed within a timely manner (7 days) after the Task Force has been demobilized and returned to their home base of operations.
- All TFL's, PLANS/TIS personnel, and Component Managers activated and/or deployed are to attend a scheduled AAR Agenda Meeting within a timely manner (10 days) from the time of the Task Force having demobilized and returning to their home base of operations.
- The Task Force Leaders After-Action Report is to be completed within a timely manner (15 days) after the Task Force has been demobilized and returned to their home base of operations.
- An After-Action Report must be finalized and submitted to the Program Office within thirty (30) days of the Task Force being demobilized.
- The final AAR will be sent to the VATF-2 Program Manager and archived on the VATF-2 SharePoint site.



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1.11 After Action
Reporting

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- **ADVISORY** – under no circumstances will any Task Force member release any documented or archived information, data, photographs, etc. pertaining to any event mission without written consent from the Task Force Leaders or VATF-2 Program Manager.

Task Force Leaders:

- TFL's are to assure that all Component Manager's are aware of the AAR reporting procedures and are in compliance.
- During an Activation or Deployment, it shall be the responsibility of the PLANS Manager to assure all Component Managers complete their Daily Logs (ICS-214's), in preparation for completing their AAR's.
- Upon returning from an Activation or Deployment, it shall be the responsibility of the Task Force Leaders to assure a Component After-Action Report is completed by all Component Managers and forwarded to the designated TIS member responsible for compiling the reports, in preparation for the final revision.
- Task Force Leaders will complete their TFL After-Action Report, forwarding the document to the PLANS Manager and/or designated TIS member within the designated time frame. The following information will be documented in the AAR Categories;
 - i. Managers Briefing
 - ii. Deployment Concerns/Issues
 - iii. Personnel Concerns/Issues
 - iv. Equipment Concerns/Issues
 - v. Recommended Corrective Actions
 - vi. Managers Conclusion

PLANS/TIS:

- During an Activation or Deployment, it shall be the responsibility of the PLANS Manager to assure that the TFL's and all Component Managers complete their Daily Logs (ICS-214's) for each operational period designated by the FEMA/IST/TFL's and forward them to the designated Technical Information Specialist (TIS).
- It shall be the responsibility of the assigned Technical Information Specialist (TIS) to collect and collate daily, all of the ICS-214's received from the TFL's and Component Managers.
- It shall be the responsibility of the designated Technical Information Specialist (TIS) assigned to compile and process the After-Action Report, to collect and collate the reports in preparation for completing the final revision of the Task Force's After-Action Report.
- Once all of the AAR's have been completed and collected, it shall be the responsibility of the TIS member to review each of the components reports, to assure accuracy of formatting, spelling, etc.



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Urban Search and Rescue

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1.11 After Action
Reporting

February 2019

- After completing the AAR, it will be sent to the TFL's for review.
- After TFL approval, the AAR will be sent to the VATF-2 Program Manager and archived on the VATF-2 SharePoint Site.

Component Managers:

- During an Activation, Deployment or Exercise, it shall be the responsibility of the Component Managers to assure that all Daily Logs (ICS-214's) regarding their component, and pertaining to the designated operational periods have been completed and forwarded to the PLANS Manager and/or designated Technical Information Specialist (TIS) in a timely manner (1-2 days). All documents (ICS-214's) must be completed and forwarded prior to demobilization.
- Upon returning from an Activation or Deployment, it shall be the responsibility of the Component Managers to assure an After-Action Report is completed and forwarded to the designated TIS member responsible for compiling the reports, in preparation for the final revision.
- Component Managers will complete their Component After-Action Report, forwarding the document to the designated TIS member within the seven (7) day designated time frame. The following information will be documented in the AAR Categories;
 - i. Managers Briefing
 - ii. Deployment Concerns/Issues
 - iii. Personnel Concerns/Issues
 - iv. Equipment Concerns/Issues
 - v. Recommended Corrective Actions
 - vi. Managers Conclusion