

FY24 Ops Eval Questions (Enter information at <https://bit.ly/FY24OpEval>)

Section	Q#	Question	Available Selections
S1: OPERATIONAL EVALUATION AFTER ACTION REPORT <i>Thank you for participating in this Operational Evaluation of CAP's ability to perform missions as an Auxiliary of the U.S. Air Force. The job aid "How to Use the OpEval After Action Report" provides instructions for the use of this form, as well as detailed Evaluation Factors (EFs) which are referenced on some questions. (If you have comments regarding the design of this report, please email them to capusafnhq@gmail.com)</i>	1	Email	none
	2	Evaluator name	
	3	Evaluator organization (CAP or CAP-USAF)	
	4	Enter the mission number (e.g., 24-A-1234)	
	5	Enter the mission name (e.g., CAWG SAREX)	
	6	Enter the mission symbol (e.g., A99) <i>Mission symbols are 3 characters or less without a dash or space between characters</i>	
	7	Select the state/territory where the mission was performed	

	8	Enter the date your evaluation occurred (or concluded)	
	9	Select the primary method of evaluation	
	10	Was this evaluation focused on operation of an Incident Command Post (ICP)?	
S3: SORTIE INFORMATION <i>Typically, an evaluation event consists of a single sortie. In some cases (e.g., retrospective of a real-world mission), data from multiple sorties can inform the evaluation. Use the question below to identify sorties considered as part of this evaluation report.</i>	11	Enter sortie numbers observed (e.g., A0001, A0002; or A0001-A0003, or not applicable)	
S4: RESOURCES <i>Key Performance Question: Were resources adequate to enable mission accomplishment?</i>	12	Established policies and procedures were adequate	Yes, No, Not observed or not applicable
	13	Equipment was adequate (i.e., aircraft, vehicles, planning systems, C3, sensors, etc.)	Yes, No, Not observed or not applicable
	14	Personnel were qualified or appropriately supervised	Yes, No, Not observed or not applicable
	15	Personnel were properly trained or, when applicable, were being trained on an approved syllabus	Yes, No, Not observed or not applicable
	16	Passengers were approved	Yes, No, Not observed or not applicable
	17	Guidance was adequate (i.e., Oplan and sortie specific tasking)	Yes, No, Not observed or not applicable
S5: PLANNING <i>Key Performance Question: Did planning result in selection of a safe, executable course of action with a reasonable probability of success?</i>	18	Relevant planning data was obtained and considered	Yes, No, Not observed or not applicable

	19	Likely contingencies were addressed	Yes, No, Not observed or not applicable
	20	Appropriate risk mitigations were developed	Yes, No, Not observed or not applicable
S6: BRIEFING <i>Key Performance</i> <i>Question: Did briefing effectively communicate the plan?</i>	21	Each phase of the mission was described sufficiently	Yes, No, Not observed or not applicable
	22	Crew responsibilities were appropriately delineated	Yes, No, Not observed or not applicable
	23	Passengers were briefed as required	Yes, No, Not observed or not applicable
	24	Support agencies were appropriately briefed	Yes, No, Not observed or not applicable
S7: EXECUTION <i>Key Performance</i> <i>Question: Was the mission executed safely and effectively?</i>	25	Risk mitigations were maintained	Yes, No, Not observed or not applicable
	26	Response to Threats and Errors was timely and appropriate	Yes, No, Not observed or not applicable
	27	Required sortie objectives were accomplished (Note: A "No" answer is warranted even if the objectives could not be accomplished due to weather, malfunction, etc.)	Yes, No, Not observed or not applicable
S8: DEBRIEFING <i>Key Performance</i> <i>Question: Did debriefing ensure capture of mission critical information?</i>	28	Deliverables were collected	Yes, No, Not observed or not applicable
	29	Lessons learned were discussed	Yes, No, Not observed or not applicable
	30	Relevant hazards were identified and reported	Yes, No, Not observed or not applicable
	31	Documentation of mission effectiveness was submitted	Yes, No, Not observed or not applicable
S9: INCIDENT COMMAND POST OPERATIONS <i>Key Performance</i> <i>Question: Was the ICP effectively utilized to meet customer requirements?</i>	32	Select how the Incident Command Post (ICP) was operated	In-person, Virtual, Combination

	33	The ICP was staffed with an appropriate number of qualified personnel	Yes, No
	34	The Wing's annual Training Plan was considered in the development of exercise objectives	Yes, No, Not applicable (Real world mission only)
	35	Mission base staff personnel were involved in the creation of exercise objectives or injects	Yes, No, Not applicable (Real world mission only)
	36	Lessons learned from previous exercises or real world missions were briefed by ICP staff prior to mission execution	Yes, No, Not applicable (Real world mission only)
	37	The Incident Commander (IC) provided timely updates to the customer throughout the course of the mission	Yes, No
	38	Requested deliverables met customer specifications	Yes, No
	39	The IC ensured all customer requirements were accomplished in a safe and efficient manner	Yes, No
	40	The IC submitted a Situation Report (SITREP) to CAP's National Operations Center (NOC)	Yes, No
	41	The Wing conducted an After Action Review or hotwash to discuss lessons learned	Yes, No

<p>S10: SUMMARY Please indicate if there were any Safety or Cadet Protection issues that warranted assigning a "Failed" grade to this event. Provide a short qualitative summary of performance on this mission. Comments regarding exemplary or noteworthy performance are specifically requested. If you answered "No" for any Key Performance Indicator, you must provide amplifying information here justifying/explaining that assessment. (If you have comments regarding the design of this report, please email them to capusafnhq@gmail.com)</p>	<p>42</p>	<p>A grade of "Failed" was warranted due to Safety or Cadet Protection issues (Select all that apply)</p>	
	<p>43</p>	<p>Insert your narrative here</p>	