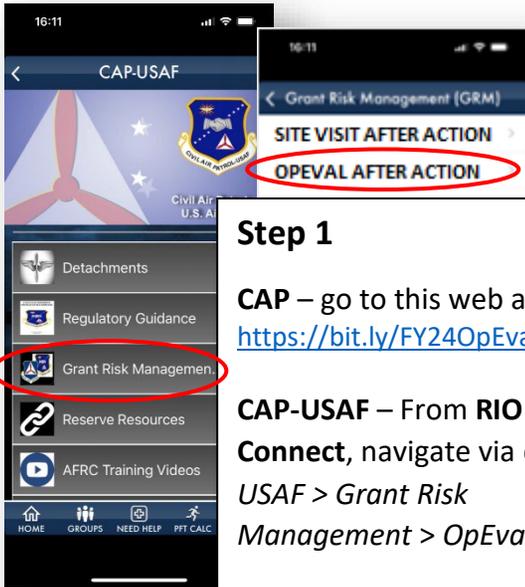# How to Use the Operational Evaluation AAR and Dashboard
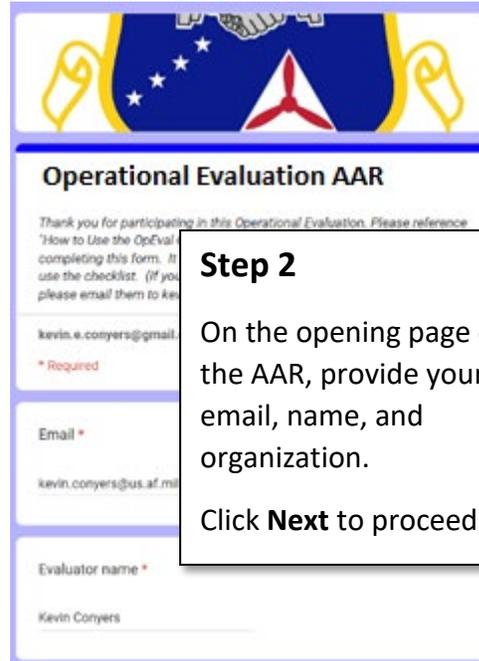
Purpose: This document contains two parts. The first part describes how to access and submit an OpEval After Action Report (AAR). The second section describes how to access and use the OpEval Dashboard.

Step 1

CAP – go to this web address
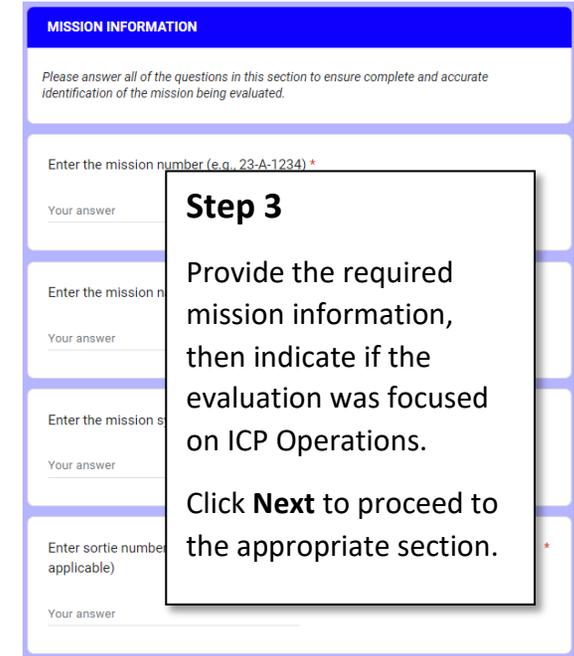https://bit.ly/FY24OpEval

CAP-USAF – From **RIO Connect**, navigate via *CAP-USAF > Grant Risk Management > OpEval AAR*

Step 2

On the opening page of the AAR, provide your email, name, and organization.

Click **Next** to proceed.

Step 3

Provide the required mission information, then indicate if the evaluation was focused on ICP Operations.

Click **Next** to proceed to the appropriate section.
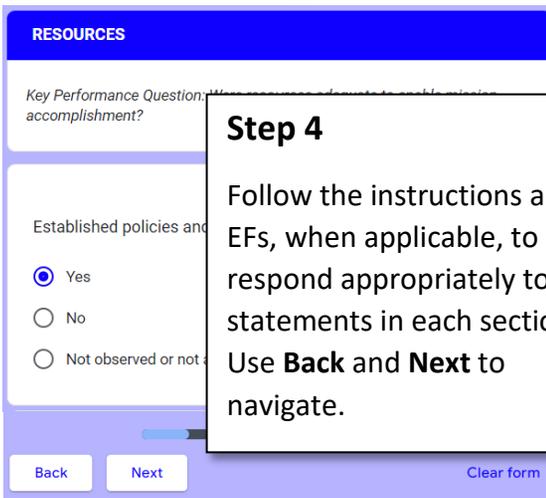
Step 4

Follow the instructions and EFs, when applicable, to respond appropriately to the statements in each section. Use **Back** and **Next** to navigate.

Step 5

Provide a final narrative, to include an explanation of all "No" answers, then click **Submit**.

Step 6

The feedback page and response email provide the ability to review and edit your response.

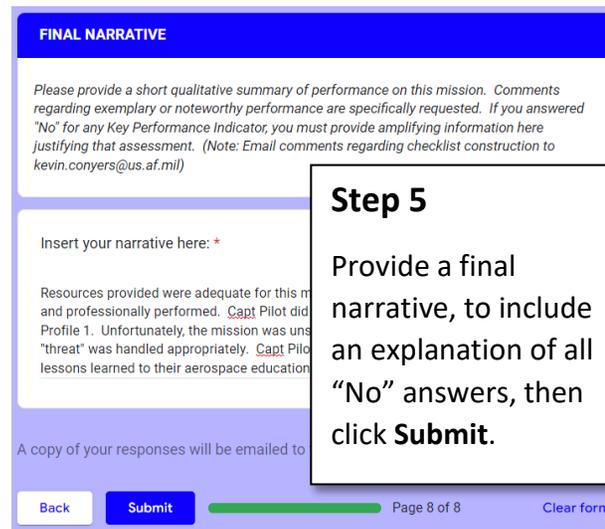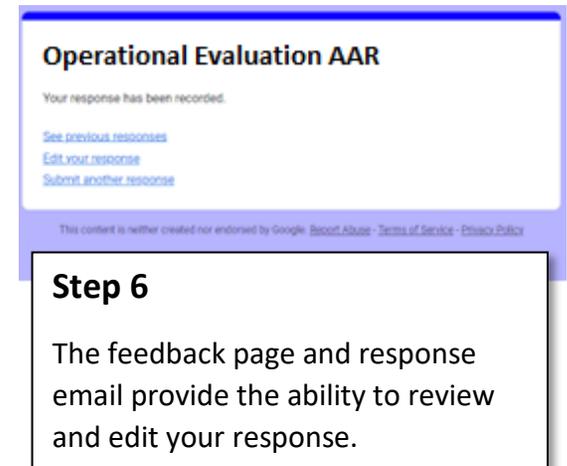# How to Use the Operational Evaluation Report and Dashboard

Key Performance Questions (KPQs) and Key Performance Indicators (KPIs)

The purpose of OpEval is to determine CAP's readiness to perform AFAUX missions. The OpEval AAR is organized around five Key Performance Questions (KPQs) that must be answered to make that determination. However, instead of asking you to answer very broad questions, you will be presented with a focused statement regarding one aspect of CAP's performance, also known as a Key Performance Indicator (KPI). If the statement is accurate, you will answer "Yes." If the statement is not accurate, you will answer "No." Answers will be aggregated by wing, region, missions, and mission sets, to determine CAP's readiness.

Note: You can review the OpEval KPQs/KPIs outside of the OpEval AAR by going to https://bit.ly/FY24OEKPQ

Evaluation Factors

Within the OpEval AAR, you will encounter KPIs that reference an *Evaluation Factor (EF)* by number (e.g., EF3). Reference the information below to obtain the additional information needed to accurately respond to those KPIs.

(EF51) Policies and Procedures: CAP uses regulations to promulgate policy and procedures relevant to the performance of AFAUX missions. However, the dynamic and emerging nature of AFAUX mission can outpace the regulatory system. An old regulation is not an issue in and of itself; however, if regulations are not being followed, are out of sync with current procedures, or needed guidance is lacking – answer No. (This KPI correlates with Special Interest Item (SII) 4)

(EF52) Equipment: Consider the number, capability, and condition of equipment provided for the mission. It is not necessary that CAP provide the ideal configuration for any given mission; however, if the equipment was not safe, not operationally capable, or was not appropriately documented (e.g., Aircraft Information File or CAPF 73) – answer No. (This KPI correlates with SIIs 6 and 7)

(EF53) Personnel Qualifications: Examine the OpsQuals record of at least one member to determine if they were qualified to perform the role assigned to them. If a member is not qualified, they must be supervised by someone who is qualified to instruct that position. If this was not the case – answer No.

(EF54) Training: CAP members often receive mission or environment specific training at the region, wing, or unit level. As a result, lack of a national training program for a specific mission is not necessarily an issue. If mission characteristics required specific training that had not been provided at any level of the organization – answer No. If mission training was being conducted, but was not relevant to the wing training plan – answer No. (This KPI correlates with SII 5)

(EF55) Risk Mitigations: Planned risk mitigations should be used to execute the mission at the risk level that was approved. If risk mitigations briefed to the flight release officer were not implemented – answer No.

How to Use the Operational Evaluation Report and Dashboard

(EF56) Threats and Errors: "Threats" are hazards that arise during a mission (e.g., mechanical failure, weather). Errors are human mistakes (e.g., perception, communication, judgment, action/inaction). The mere occurrence of a threat or error is not necessarily an issue; however, if the crew does not apply appropriate "countermeasures" to address them in a timely and effective manner – answer No.

(EF57) Deliverables: If the mission requires collection of imagery or other data, these products should be promptly collected to ensure delivery to the customer. If this does not occur – answer No.

(EF58) Lessons Learned: Every mission provides a key opportunity for learning and improvement. If lessons learned are not addressed during the debrief – answer No.

(EF59) Hazards: Significant hazards should be reported using an appropriate method (e.g., chain of command, CAPSIS, ASRS). If a significant hazard was encountered, but left unreported – answer No.

(EF60) Documentation: The e104 debrief form should be properly completed to document mission results. If the mission summary, results/deliverables, weather, and sortie effectiveness sections of the e104 were not completed – answer No. (Note: CAPS 71-4 allows proficiency sorties to be documented by uploading a copy of the sortie checklist under Sortie Files.) For the larger mission perspective, if After Action Reports (AARs), daily, or weekly SITREPs are not provided – answer No. (This KPI correlates with SIIs 1, 2, and 3)

(EF61) Qualified Personnel: Qualifications can be verified by reviewing a member's CAPF 101 card.

(EF62) Failure: If the approach taken created serious safety concerns and/or violated cadet protection practices, select the appropriate box(es); otherwise, select Not applicable.

How to Use the Operational Evaluation Report and Dashboard

Purpose: This section of the job aid describes how to access and use the Operational Evaluation (OpEval) Dashboard. The OpEval Dashboard provides insights into the status of OpEval based on OpEval checklists submitted by CAP and CAP-USAF evaluators. The data is updated in real-time as reports are submitted.

The left side compares the current rate of OpEval events to the rate required to complete requirements by FY end.

The center graph shows % of events by organization.

The right side displays the number of evaluations required, performed, unassignable, & remaining.

Step 1

Go to this web address:

https://bit.ly/FY24OEDB

or scan the QR Code below.

Note: This resource is not accessible from an AFNET

CAP OPERATIONAL EVALUATION
NATIONAL AND REGIONAL METRICS

RateYTD
1.3
0   8
Events per Week

27.3%
72.7%
● CAP-USAF   ○ CAP
% of Evaluations

Performed
11
0   224
Events

Region ▲	RateYTD	RateReq	Required	Performed	Unassigned	Remaining
GLR	0.36	0.75	36	3	0	33
MAR	0.12	0.43	20	1	0	19
NCR	0.24	0.66	31	2	0	29
NER	0.6	0.64	33	5	0	28
PCR	0	0.5	22	0	0	22
RMR	0	0.55	24	0	0	24
SER	0	0.62	27	0	0	27
SWR	0	0.71	31	0	0	31

The number of events marked as Failed are displayed here by reason.

A grade of "Failed" was w...	Record Count ▲
Not applicable	11

CIVIL AIR PATROL OPERATIONAL EVALUATION
REGION AND WING METRICS

Region	Record Count
NER	10
NCR	8
MAR	8
GLR	7
SER	7
SWR	7 · ONLY
PCR	7
RMR	6

Region	Wi...			RateRequired	Required	Perfor
GLR	IL				7	0
GLR	IN				2	2
GLR	KY				8	1
GLR	MI					
GLR	OH					
GLR	WI					
MAR	DC					
MAR	DE					
MAR	MD					
MAR	NC					
MAR	SC					
MAR	VA					
MAR	WV	0	0.18	0		
NCR	IA	0	0.05	0		
NCR	KS	0	0.05	0		
NCR	MN	0	0.32	0		
NCR	MO	0.12	0.02	199		
NCR	ND	0	0.16	0		
NCR	NE	0	0.05	0		
NCR	SD	0.12	0.02	199		

Step 2

The second page provides identical information for each Wing. You can use the filter option to limit the display by region (click the ONLY button).

CIVIL AIR PATROL OPERATIONAL EVALUATION
REGION AND WING METRICS

Region: SWR (1) ▾

Region	Wing	RateYTD	RateReq	%RateRequired	Required	Performed	Unassigned	Remaining	%Complete
SWR	AR	0	0.3	0	13	0	0	13	0
SWR	AZ	0	0.05	0	2	0	0	2	0
SWR	LA	0	0.05	0	2	0	0	2	0
SWR	NM	0	0.23	0	10	0	0	10	0
SWR	OK	0	0.05	0	2	0	0	2	0
SWR	TX	0	0.05	0	2	0	0	2	0

1 - 20 / 52 ‹ ›

Steps 3 and 4

The third page provides the number of events remaining by mission category for each Wing. Again, you can use the filter option to limit the display by region.

Similarly, the fourth page provides the number of events performed by mission category for each Wing.

CIVIL AIR PATROL OPERATIONAL EVALUATION
REMAINING EVENTS BY MSN CATEGORY

Region: SWR (1) ▾

Region	Org	A0/A24	A2	A3	A5	A6/8/15/19	A7	A12	A17	A18	A22	A23	A25-A28	Any A/B
SWR	AR	1	2	0										
SWR	AZ	0	0	0										
SWR	LA	0	0	0										
SWR	NM	1	0	1										
SWR	OK	0	0	0										
SWR	TX	0	0	0										

CIVIL AIR PATROL OPERATIONAL EVALUATION
PERFORMED EVENTS BY MSN CATEGORY

Region: SWR (1) ▾

Region	Org	A0/A24	A2	A3	A5	A6/8/15/19	A7	A12	A17	A18	A22	A23	A25-A28	Others
SWR	AR	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	AZ	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	LA	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	NM	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	OK	0	0	0	0	0	0	0	0	0	0	0	0	0
SWR	TX	0	0	0	0	0	0	0	0	0	0	0	0	0