

This instruction prescribes the Northeast Region requirements for After Action Reports.

THE USE OF THIS OI IS MANDATORY FOR ALL WINGS

1. The Northeast Region Commander' Policy regarding After Action Reports (AAR) is contained in his September 5, 2014 message on Chain of Command Policy.
2. The Commander's policy states that AAR reports for all missions (such as AFRCC, CD, AD, HLS, LL/MTR Surveys, State or Other Agency Funded) other than your standard monthly missions (i.e. TREX, PPT, Form 5/91, Glass transition training, etc) are to be sent to NER CC, CV (N&S), CS, DO, and NELR/CC within 72 hours of mission closing. If the mission runs for the month (or more than a month) then the AAR is due 72 hours after the end of the month(s). If the mission was approved and no flying or ground activity was accomplished, you still need to provide an AAR report.
3. The NER Operations Department has been tasked with tracking and reviewing the AAR reporting process.
4. The following guidance is provided on the AAR Report Format. The AAR report should contain as a minimum:
 - a. AAR can be in e-mail/wing letterhead/white paper format.
 - b. Each item below should be listed in your report in the order shown so it may be entered in a database.
 - c. If an item shown below is not applicable so state in that line.
 - d. Report Date
 - e. Mission Number
 - f. Mission Type (can be "AFRCC", "AD", "LL/MTR Survey", "State (type)", "Agency (type)" "Other (list type)")
 - g. Date Mission Opened
 - h. Date Mission Closed
 - i. Wing IC
 - j. Subject line
 - k. Mission Overview
 - l. Summary of Mission/Actions Taken
 - m. Observations (good/bad)
 - n. Recommendations for Improvement in the Techniques and Procedures you used
 - o. Submitters name/rank/position
 - p. List of Attachments (photos, maps, items of interest etc.)
5. **Wing Directors of Operations are responsible for ensuring compliance. They will ensure that all wing Emergency Services staffs, ICs and other responsible mission base staffs are aware of the requirements of mission AAR's.**

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Commander

Certified 10 Dec 15, Col Dave Braun, NER DO

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