NAVAL POSTGRADUATE SCHOOL

MONTEREY, CALIFORNIA

SUPPLEMENT TO MBA PROFESSIONAL PROJECT
(5 of 6: AAR Sample)

PREPARING THE USAF CONTRACTING CAREER FIELD FOR THE NEXT HUMANITARIAN ASSISTANCE DISASTER RESPONSE WITHIN THE CONTINENTAL UNITED STATES

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DEPARTMENT OF THE AIR FORCE
[INSERT DEPARTMENT LETTER HEAD]

MEMORANDUM FOR AFICC/EXOPS

FROM: ORG/SYMBOL OF TRAINING MANAGER

SUBJECT: [BASE NAME] CONUS Humanitarian Assistance / Disaster Recovery (HADR) Tabletop Exercise (TTX) After Action Report

Instead of names use the role they are filling in the TTX and the manpower code assigned: TEAM LEAD/XFFK3 did not identify X or identified additional resources, [insert actual action].

1. Our TTX exercise took place [insert dates]. [describe the teams and experience levels].

2. This section will review Block 1 – Stakeholder's Analysis Review.

a. Review the discussed Key Stakeholders

b. Review the missed stakeholders either in the slides or that were missed by the team members

c. Provide suggested questions for this block

d. Review the positives and negatives of the tool provided or if it was not used.

e. Provide additional comments

3. This section will review Block 2 – Mission Analysis.

a. Review the missed stakeholders either in the slides or that were missed by team members.

b. Discuss the key/highlighted missions

c. Discuss the key/highlighted requirements

d. Review the missed missions either in the slides or that were missed by team members.

e. Review the missed requirements either in the slides or that were missed by team members.

f. Provide additional suggested questions.

g. Review the positives and negatives of the tool provided or if it was not used.

h. Provide any other additional comments.

4. This section will review Block 3 – Market Research.

a. Review the discussed key local contracts.

b. Review the discussed new contracts and/or agreements to be considered.

c. Review the discussed key local contractors.

d. Review the missed local requirements by team members and the slides.
e. Review the positives and negatives of the tool provided or if it was not used.

f. Provide additional comments.

5. This section will review Block 4 – Advance Contract Analysis

a. Review the discussed useful websites and SharePoints as well as provide the hyperlinks.

b. Review the discussed less useful websites and SharePoints as well as provide the hyperlinks.

c. Review the useful points of contact and the missing points of contact that need further research.

d. Review the positives and negatives of the tool provided or if it was not used.

e. Provide additional comments.

6. This section will review Block 5 – Contract Authority, Financial Authority, and Thresholds

a. Additional/missed information

b. Additional Comments

7. This section will review Block 6 – Gap Analysis

a. Review the discussed gaps within each Emergency Support Function.

b. Review how the team performed in analyzing the gaps and how the group planned on dealing with outside federal agency or USNORTHCOM tasks.

c. Review the positives and negatives of the tool provided or if it was not used.

d. Provide additional comments

8. Any comments, questions, or concerns may be addressed to [insert information here].

TREY NING LEED
Training Manager, Office