



Submitting the After-Action Report in Strong Bonds ANG

User Guide

Version 1.2 June 14, 2019

Strong Bonds ANG

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Overview

About this Guide

Once an event has taken place, the Wing PM must provide a retrospective report on the event. This report includes a summary of the event's financial data, a breakdown of the event attendees based on their rank and status, a review of the conference facilitators, and feedback pertaining to challenges faced during the event.

Who Should Use this Guide?

This guide aims to assist all users who enjoy system permissions to submit the after-action report in Strong Bonds ANG:

- Wing PM
- ANG SBM
- ANG P&P Div Chief

How this Guide Can Help?

This guide provides step-by-step instructions on how to:

- How to update information featured in the After-Action Report.
- Generate the After-Action Report.

Submitting the After-Action Report

Navigating the AAR Page

The *Event Management* page allows you to search for events that are pending the After-Action Report.

- To search for events pending AAR:
 1. After logging in as a Wing PM, click *Event Management* in the Strong Bonds ANG menu bar.



2. In the left sidebar, refine your event search as follows:

Field Name	Action/Input
Search by Event ID	Enter the ID number of the event you are searching for.
Event Status	Select the checkbox next to the <i>Pending AAR</i> status.
Quarter	Select this radio button if you want to search for events based on annual quarters. Selecting this radio button, will prompt you to complete the <i>Fiscal Year</i> and <i>Quarter</i> fields.
Start Date Range	Select this radio button if you want to search for events based on a date range. Selecting this radio button, will prompt you to select the <i>From</i> and <i>To</i> dates.
Fiscal Quarter	Select a fiscal year from the drop-down.
Quarter	Use the checkboxes to select fiscal quarter(s).
Event Category	Select the checkboxes next to the categories.
Wing or Command	Click <i>Select Wing/Command</i> to enter a wing or command.
State/Region	Select a state from the <i>State</i> drop-down.
Country	Select a country from the <i>Country</i> drop-down. Note that selecting a country other than USA will change the <i>State</i> field into <i>Region</i> field. The <i>Region</i> field will be autocompleted as AE: Army Forces Europe, AP: Army Forces Pacific, and AA: Army Forces Americans based on the country you select.

3. Click *Apply Filters*.

Event Status ▼

Quarter
 Start Date Range

Fiscal Year
 2019 ▼

Quarter
 3 ▼

Event Category ▼

Wing or Command

Region ▼

Country
 All Countries ▼

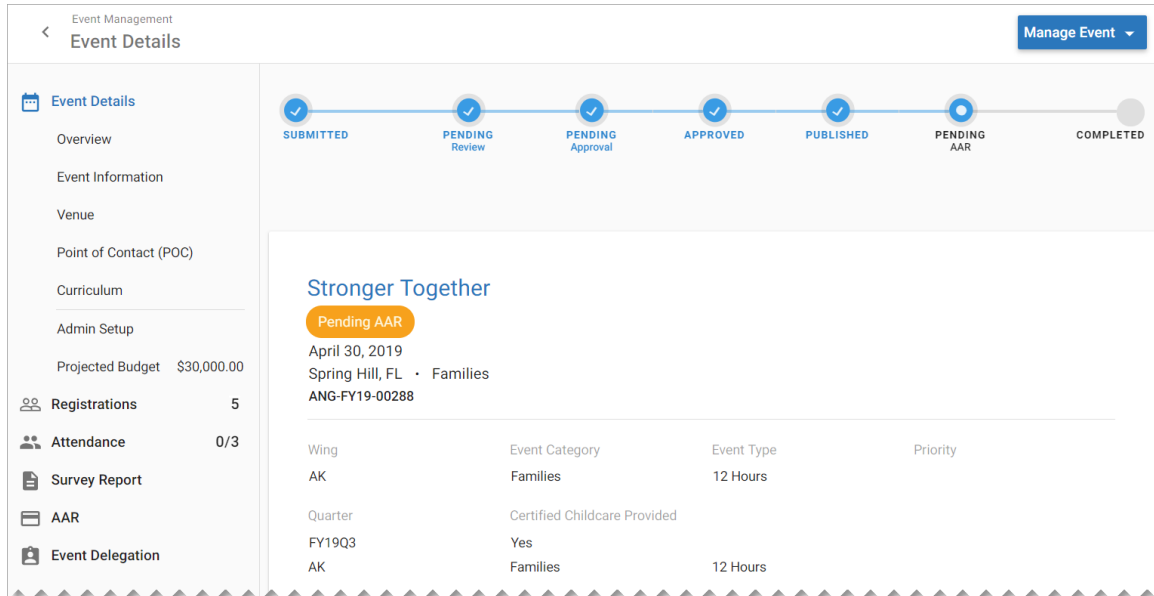
4. All events that match your criteria will now be featured on the main section of the *Event Management* page. The *Event Management* page allows you to search for events based on a set of criteria.
5. Click the *Menu* icon in the right-most column of the event you are interested in and select *Event Details* from the drop-down.

Manage 0 Event(s) ▼

Showing 2 results Total Projected Budget: \$0.00

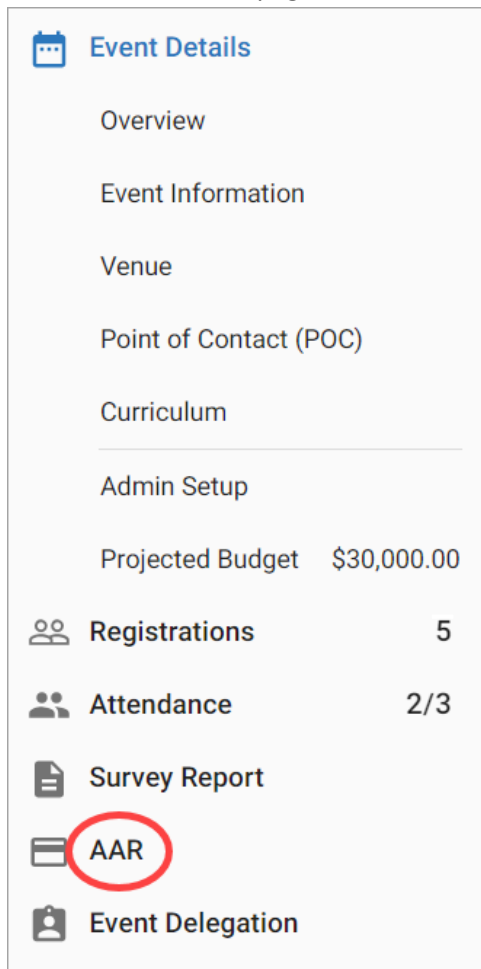
<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date ▲	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input type="checkbox"/>	ANG-FY19-00288	Published	AK	FL	USA	04/30/2019	Families	30	Yes	Scott Spiegel	Active Military...	⋮
<input type="checkbox"/>	ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Individuals	30	No	Scott Spiegel	PICK, How to Av...	Event Details

The *Event Details* page will appear.




Wing	Event Category	Event Type	Priority
AK	Families	12 Hours	
Quarter	Certified Childcare Provided		
FY19Q3	Yes		
AK	Families	12 Hours	

6. On the *Event Details* page, click **AAR** in the left sidebar.



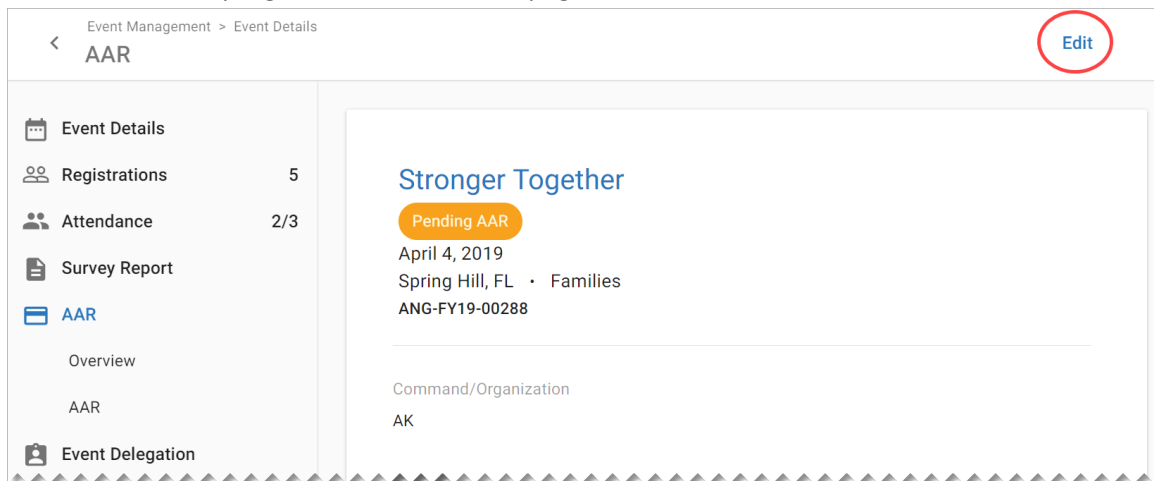
Notes:

- Event Owners will receive email reminders to submit the AAR.
- The AAR email reminders are triggered one week after event’s end date and the event is currently in the Pending AAR status.
- If the Event Owner does not submit the AAR after the first reminder, he or she will continue to receive AAR reminders once a week until AAR has been submitted.
- You can only submit an After Action Report once all registrants on the *Attendance* page have either a Checked-in status or a No Show status.

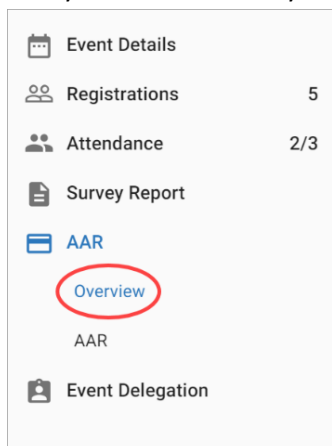
 NOTE: The AAR can only be submitted once all attendees have been marked as either “Checked In” or “No Show”. X

Updating the AAR Page

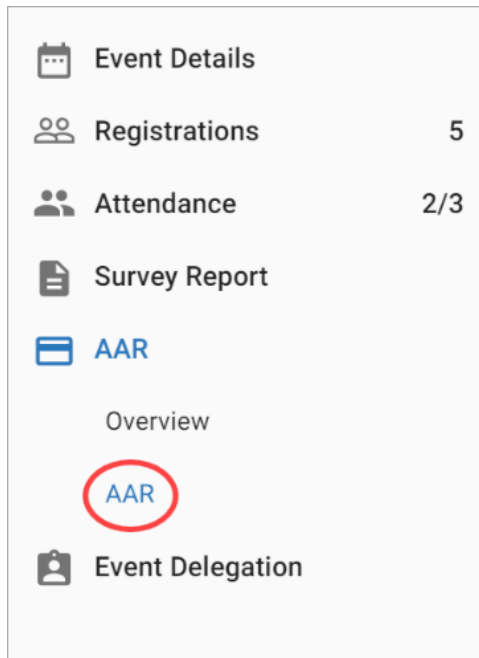
- To begin updating the AAR:
 1. Click *Edit* in the top-right corner of the AAR page.



2. Click *Overview* in the left sidebar to navigate to review this sub-section of the AAR page. Note that you cannot edit any of the information featured in this section.



3. Click AAR in the left sidebar to begin completing the AAR as follows.



- The *Training Conference Location* sub-section (all mandatory fields are marked with an asterisk).

Field Name	Action/Input
Venue Name*	Type the venue name.
Address*	Type the venue's address.
City*	Type the city where the venue is located.
State/Region*	Select a state from the <i>State</i> drop-down.
Zip Code*	Type the zip code.
Country*	Select a country from the <i>Country</i> drop-down. Select a country from the <i>Country</i> drop-down. Note that selecting a country other than USA will change the <i>State</i> field into <i>Region</i> field. The <i>Region</i> field will be autocompleted as AE: Army Forces Europe, AP: Army Forces Pacific, and AA: Army Forces Americans based on the country you select.
Venue POC*	Type the name of the POC for this venue.
Phone number*	Type the POC phone number.
Email Address*	Type the POC's email address.

- The *Childcare Provider* sub-section (all mandatory fields are marked with an asterisk).

Field Name	Action/Input
Certified Childcare Provided	This field cannot be edited.
Name of Provider*	Type the name of the childcare provider.
Address*	Type the address of the childcare provider.
City*	Type the city of the childcare provider.
State/Region	Select a state from the <i>State</i> drop-down.
Zip Code	
Country*	Select a country from the <i>Country</i> drop-down. Select a country from the <i>Country</i> drop-down. Note that selecting a country other than USA will change the <i>State</i> field into <i>Region</i> field. The <i>Region</i> field will be autocompleted as AE: Army Forces Europe, AP: Army Forces Pacific, and AA: Army Forces Americans based on the country you select.
Phone Number*	Type the phone number of the childcare provider.
Email Address*	Type the email address of the childcare provider.

Note:

This data is *not* automatically collected based on the information entered on *the Event Details* page.

- The listed Curriculum in the *Curriculum* sub-section cannot be edited.
- The *Training Attendees* sub-section (all mandatory fields are marked with an asterisk).

Field Name	Action/Input
No. of family members trained*	List the number of family members that were trained during the event. You can also use the up/down keys.
No. of soldiers trained*	List the number of soldiers that were trained. You can also use the up/down keys.

Notes:

- This data is not automatically collected based on the information entered on the *Attendance* page.
- You cannot enter a negative value in these fields.

- The *Training Hours and Cost* sub-section.

Field Name	Action/Input
Scheduled Training Hours	List the scheduled training hours. You can also use the up/down keys.
Childcare	List the childcare hours. You can also use the up/down keys.
Curriculum (Books, DVDs, etc.)	List the hours spent on the curriculum i.e. books, DVDs. You can also use the up/down keys.
Food	List the hours spent on the food. You can also use the up/down keys.
Lodging	List the hours spent on lodgings. You can also use the up/down keys.
Travel	List the hours spent traveling for the event. You can also use the up/down keys.
Other	List all other hour spent on miscellaneous tasks. You can also use the up/down keys.
Total	This field is auto-calculated.

Note:

You cannot enter a negative value in these fields.

- The *Funding Information* sub-section.

Field Name	Action/Input
Funding Received from NGB/HC	List the amount received from NGB/HC. You can also use the up/down keys.
Funding From Wing Commander (ST Days etc.)	List the amount received from Wing Commander. You can also use the up/down keys.
Total	This field is auto-calculated.

- The *Demographic Profile of Attendees* sub-section.

Field Name	Action/Input
AWM-SrA	List the number of attendees who were AWM-SrA. You can also use the up/down keys.
SSgt-TSgt	List the number of attendees who were SSgt-TSgt. You can also use the up/down keys.
MSgt-CCM	List the number of attendees who were MSgt-CCM. You can also use the up/down keys.
Total Enlisted Attendees	This field is auto-calculated.
2Lt-Capt	List the number of attendees who were 2Lt-Capt. You can also use the up/down keys.
Maj-LtCol	List the number of attendees who were Maj-LtCol. You can also use the up/down keys.
Col and Above	List the number of attendees who were Col and Above. You can also use the up/down keys.
Total Officer Attendees	This field is auto-calculated.
Enlisted Spouses	List the number of attendees who were enlisted spouses. You can also use the up/down keys.
Officer Spouses	List the number of attendees who were officer spouses. You can also use the up/down keys.
Children	List the number of attendees who were children. You can also use the up/down keys.
Total Family Members	This field is auto-calculated.
Total Attendees	This field is auto-calculated.

Notes:

- The data in this section is *not* automatically reflected on or from the *Attendance* page.
- You cannot enter a negative value in these fields.
- An orange icon will mark any value entered here that does not match the information entered on the *Attendance* page. You will still be able to submit the AAR. Click *Reset Button* to revert the numbers back to zero.

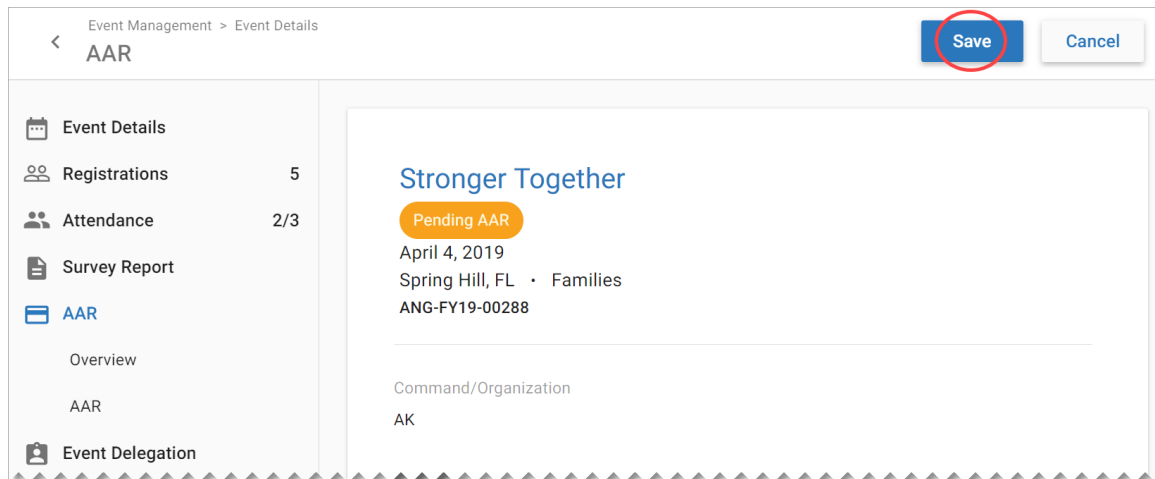
- The *Training Conference Facilitators* sub-section (all mandatory fields are marked with an asterisk).

Field Name	Action/Input
Name*	List the name of the conference facilitator.
Rank/Title*	Select the facilitator's rank/title from the drop-down.
Role*	List the role of the conference facilitator.
Curriculum Taught*	Select the curriculum taught by the facilitator from the drop-down.
Add Another Facilitator	Click this button to add another facilitator. Note: that you will have to complete the previous four fields for the new facilitator.
Negative icon	Click this icon to remove the listed facilitator.

- The *Success, Challenges and Recommendations* sub-section (all mandatory fields are marked with an asterisk).

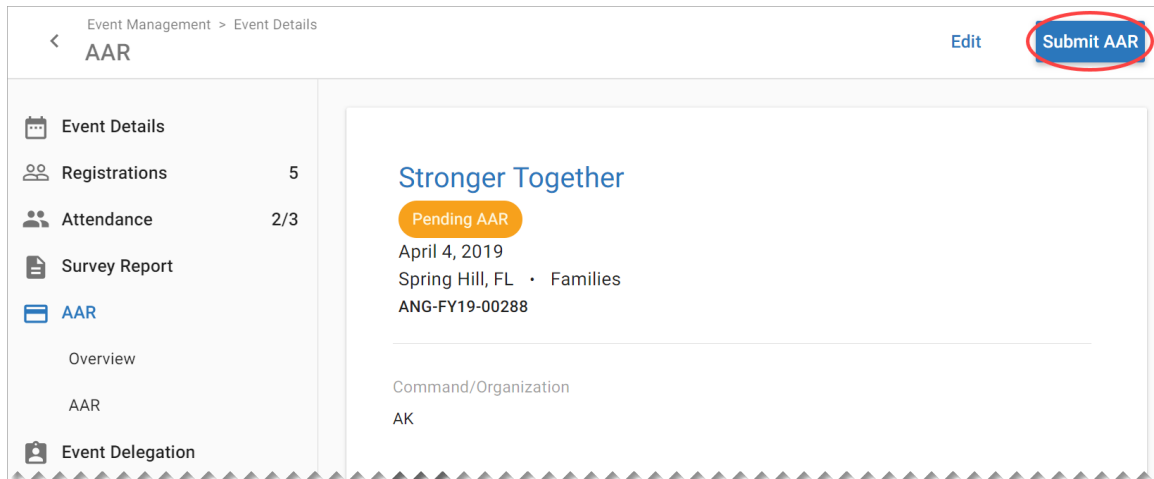
Field Name	Action/Input
Unique Successor*	Type any aspect of the event that you felt was successful.
Unique Challenger*	Type any aspect of the event that you felt was a challenge.
Recommendations*	Type any recommendations you may have for improving the event in the future.

4. Click *Save* in the top-right corner of the AAR page.

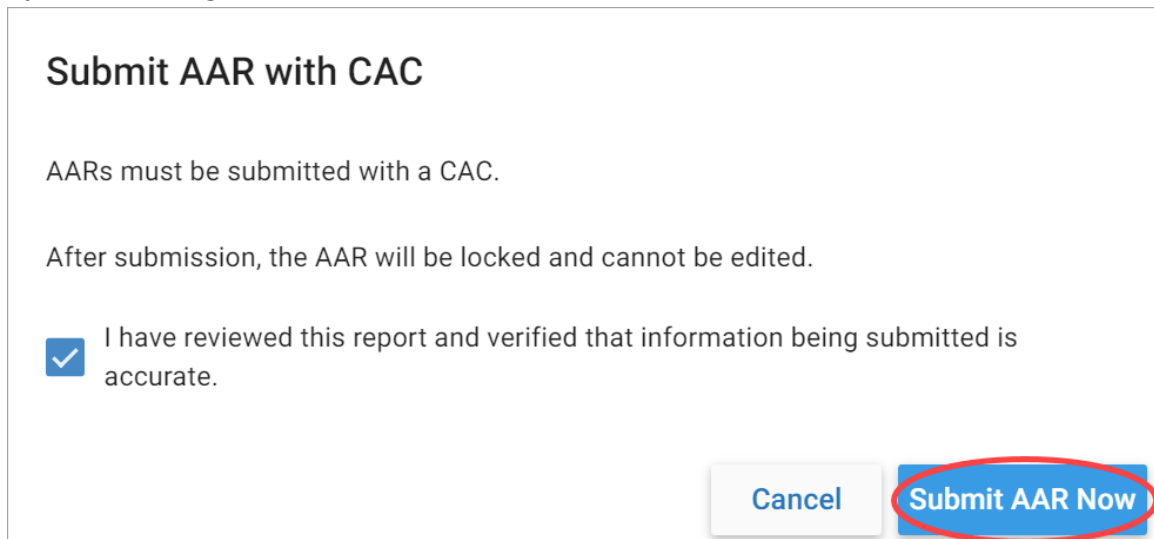


The screenshot shows the 'AAR' (After-Action Report) page for an event titled 'Stronger Together'. The page has a breadcrumb trail 'Event Management > Event Details' and a navigation bar with a back arrow, the text 'AAR', and two buttons: 'Save' (circled in red) and 'Cancel'. On the left is a sidebar menu with options: 'Event Details', 'Registrations' (5), 'Attendance' (2/3), 'Survey Report', 'AAR' (selected), 'Overview', 'AAR', and 'Event Delegation'. The main content area displays the event title 'Stronger Together', a status badge 'Pending AAR', the date 'April 4, 2019', location 'Spring Hill, FL · Families', and ID 'ANG-FY19-00288'. Below this is a section for 'Command/Organization' with the value 'AK'.

- Now, click the *Submit AAR* button in the top-right corner of the AAR page.

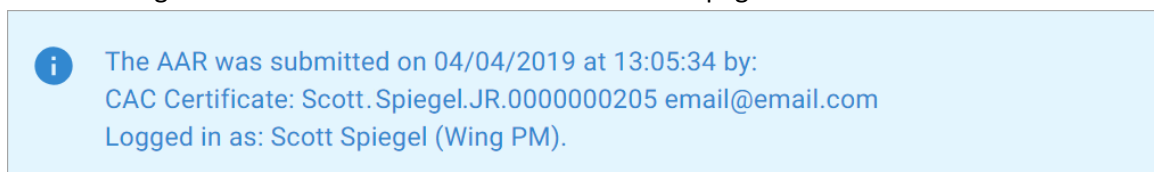


- In the *Submit AAR with CAC* window, select the *I have reviewed this report and verified that information being submitted is accurate* checkbox.



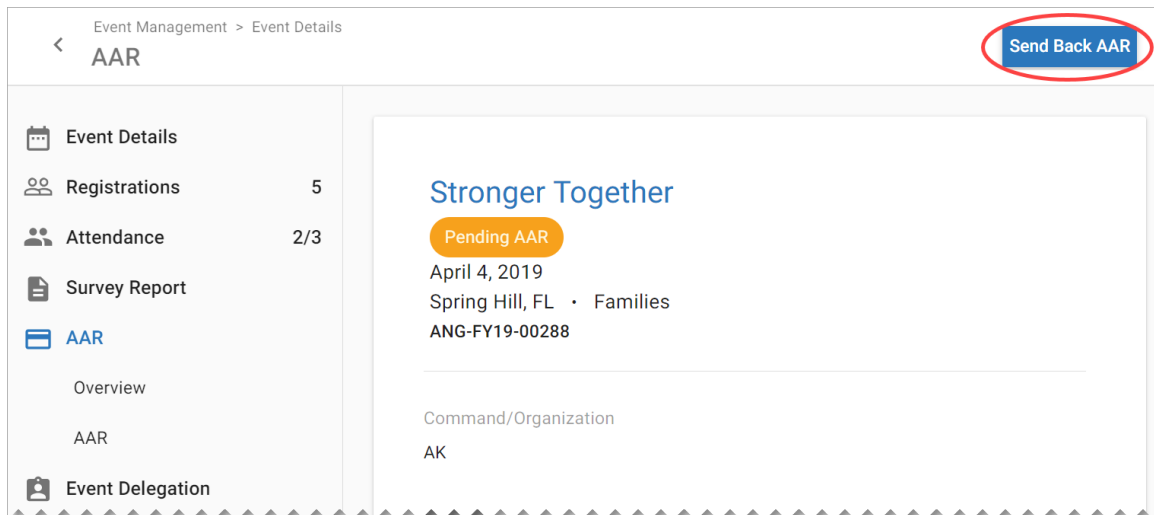
- With your CAC and CAC-enabled machine ready, click the *Submit AAR Now* button. The event will now have a Completed status and the AAR can no longer be edited.

The following notification will now be available in the AAR page.



Notes:

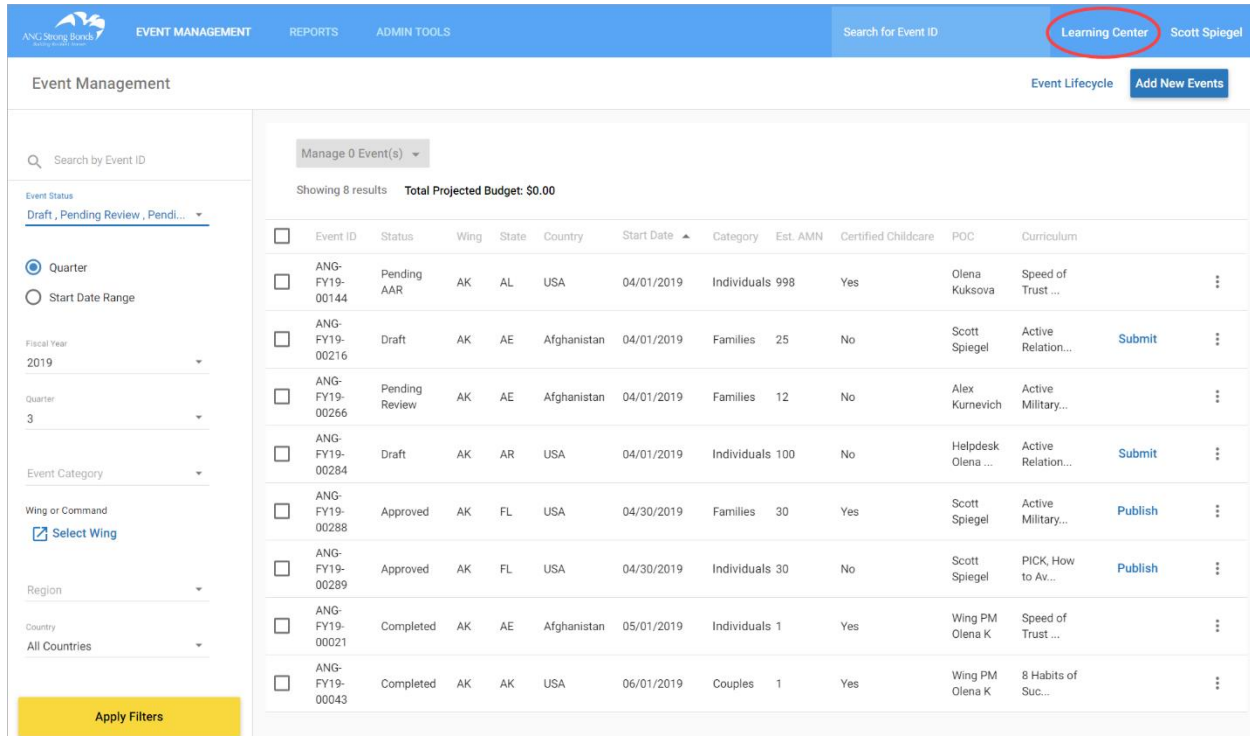
- Clicking *Submit AAR Now* without completing all mandatory fields will prompt you to complete those fields first.
- The name and CAC that appears on the notification will be derived from the information entered in your User Profile. For more information on maintaining your information in the user profile, see the ***Managing Users in Strong Bonds ANG User Guide***.
- ANG P&P Div Chief and ANG SBPM users can send the AAR back to the Wing PM who submitted it by clicking the *Send Back AAR* button in the top-right corner of the AAR page.



- When the Send Back AAR button is clicked:
 - the event will revert from a Completed status to a Pending AAR status.
 - the AAR itself will revert to a draft status.
 - the Wing PM's CAC signature will be removed.

Next Steps

Congratulations! You have completed the Strong Bonds **Submitting the After Action Reports in Strong Bonds ANG User Guide**. For more information, please visit the Strong Bonds ANG Learning Center.



Event Management Event Lifecycle [Add New Events](#)

Search for Event ID [Learning Center](#) Scott Spiegel

Manage 0 Event(s)
 Showing 8 results **Total Projected Budget: \$0.00**

<input type="checkbox"/>	Event ID	Status	Wing	State	Country	Start Date	Category	Est. AMN	Certified Childcare	POC	Curriculum	
<input type="checkbox"/>	ANG-FY19-00144	Pending AAR	AK	AL	USA	04/01/2019	Individuals 998	Yes		Olena Kuksova	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00216	Draft	AK	AE	Afghanistan	04/01/2019	Families 25	No		Scott Spiegel	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00266	Pending Review	AK	AE	Afghanistan	04/01/2019	Families 12	No		Alex Kurnevich	Active Military...	⋮
<input type="checkbox"/>	ANG-FY19-00284	Draft	AK	AR	USA	04/01/2019	Individuals 100	No		Helpdesk Olena ...	Active Relation...	Submit ⋮
<input type="checkbox"/>	ANG-FY19-00288	Approved	AK	FL	USA	04/30/2019	Families 30	Yes		Scott Spiegel	Active Military...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00289	Approved	AK	FL	USA	04/30/2019	Individuals 30	No		Scott Spiegel	PICK, How to Av...	Publish ⋮
<input type="checkbox"/>	ANG-FY19-00021	Completed	AK	AE	Afghanistan	05/01/2019	Individuals 1	Yes		Wing PM Olena K	Speed of Trust ...	⋮
<input type="checkbox"/>	ANG-FY19-00043	Completed	AK	AK	USA	06/01/2019	Couples 1	Yes		Wing PM Olena K	8 Habits of Suc...	⋮

Apply Filters

Contact Us

Your feedback is important to us. If you have any questions or comments related to this guide, please contact the Strong Bonds Helpdesk available at via email at feedback@ANGStrongBonds.org or via telephone at 1-888-577-8003.

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