



# CART Certification Program After-Action Report Form

## Instructions

If an agency does not already have its own after-action report (AAR) format, this form can be used to create one. AARs are required with both the [online CART \[initial\] certification application](#) and the [online CART re-certification application](#).

In lieu of completing this form, CARTs may submit their own AAR as part of the certification or recertification application, provided the information outlined in this form is included in the agency's AAR.

**You will be prompted to upload either this AAR form or your own when completing the online applications noted above.**

**AARs can be related to an actual activation, or to a scenario-based training** (field or tabletop). Whether using this form or your own, be sure to name the file in one of two ways to ensure the name denotes the type of AAR you are submitting.

- For a training exercise after action report, when you complete and save this file, name it with the following structure: **CARTNAME\_AAR\_TRAINING-EXERCISE\_MONTH\_YEAR**  
(*example: XYZCART\_AAR\_TRAINING-EXERCISE\_MAY\_2020*)
- For an actual activation, save the file with this naming structure:  
**CARTNAME\_AAR\_ACTIVATION\_MONTH\_YEAR**  
(*example: XYZCART\_AAR\_ACTIVATION\_MAY\_2020*)

**If using this form to create an AAR, follow these steps:**

1. Download this form to your local computer or drive.
2. Complete the form electronically from your tablet or computer, typing in responses.
3. Save the form with the applicable naming structure as shown above.
4. When completing the online web form to apply for CART certification or recertification, you will be prompted to upload a copy of this completed file during that process.
5. If you have questions about this form or the applications noted above, contact us at [askamber@fvtc.edu](mailto:askamber@fvtc.edu).



## CART Certification Program After-Action Report Form

Name of CART program	
Type of after-action being submitted	Actual activation Field exercise Tabletop exercise
Date and location of activation or exercise	
Number of CART <b>members</b> involved in the activation or exercise	
Number of CART <b>agencies</b> involved in the activation or exercise	
List and describe any special/ specialized resources used with this event	



## CART Certification Program After-Action Report Form

Describe the basic circumstances of the incident associated with the activation or the scenario designed for the training event.

For instance, was this a witnessed abduction, a suspected abduction, a runaway child, or a lost child?

What were the conditions (time of day, length of incident, weather, geography)?

What were some of the timing and sequencing elements involved (time from first report to CART callout, duration of activation, etc.).

From the activation or scenario described above, what are the key lessons learned?

Describe them and how they relate to **both the strengths and weaknesses** of the CART.



## CART Certification Program After-Action Report Form

Describe any changes made to policy, practice, use of resources or personnel deployment, or other significant changes to CART as a result of the exercise or activation that will improve your likelihood of achieving certification or re-certification.

Digital Signature: Enter your full name and role/title, and agency information here.

Full Name:

Title and Role:

Employing Agency: