

COLLECTING DATA USING EXERCISE EVALUATION GUIDES

Terminology

The Exercise Evaluation Guides (EEGs) are structured to capture information specifically related to the evaluation requirements developed by the Exercise Planning Team. The following evaluation requirements are documented in each EEG:

- **Core capabilities:** The distinct critical elements necessary to achieve a specific mission area (e.g., prevention). To assess both capacity and gaps, each core capability includes capability targets.
- **Capability target(s):** The performance thresholds for each core capability; they state the exact *amount* of capability that players aim to achieve. Capability targets are typically written as quantitative or qualitative statements.
- **Critical tasks:** The distinct elements required to perform a core capability; they describe *how* the capability target will be met. Critical tasks generally include the activities, resources, and responsibilities required to fulfill capability targets. Capability targets and critical tasks are based on operational plans, policies, and procedures to be exercised and tested during the exercise.
- **Performance ratings:** The summary description of performance against target levels. Performance ratings include both Target Ratings, describing how exercise participants performed relative to each capability target, and Core Capability Ratings, describing overall performance relative to entire the core capability.
- **Organizational EEG(s):** The EEGs containing organizational capability targets and critical tasks. These are developed for a specific organization and are not transferable to any other organization.

Documenting Observations

For each EEG, evaluators provide a target rating, observation notes including an explanation of the target rating, and a final core capability rating. In order to efficiently complete these sections of the EEG, evaluators focus their observations on the capability targets and critical tasks listed in the EEG.

Observation notes include *if* and *how* quantitative or qualitative targets were met. For example, a capability target might state, “*Within 4 hours of the incident....*” Observation notes on that target should include the actual time required for exercise players to complete the critical task(s). Additionally, observations should include:

- How the target was or was not met
- Relevant decisions made and information gathered to make decisions
- Requests made and how requests were handled
- Resources utilized

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- Plans, policies, procedures, or legislative authorities used or implemented
- Any other factors contributed to the results

Evaluators may also note any obvious cause or underlying reason the target was not met or critical task was not completed. However, observation notes should not include recommendations. As part of the after-action and improvement planning processes, elected and appointed officials will review and confirm the observations documented in the AAR and determine areas for improvement requiring further action.

Note: Observation notes for discussion-based exercises focus on observed *discussion* of the how critical tasks would be completed, rather than actual actions taken.

Assigning Ratings

Based on their observations, evaluators assign a target rating for each capability target listed on the EEG. Evaluators then consider all target ratings for the core capability and assign an overall core capability rating. The rating scale includes four ratings:

- Performed without Challenge (P)
- Performed with Some Challenges (S)
- Performed with Major Challenges (M)
- Unable to be Performed (U)

Definitions for each of these ratings are included in the EEG.

Wrap-up

At the conclusion of the exercise, submit all completed EEGs and any supporting documentation to the Lead Evaluator.