**Step 1: Review Previous Annual Plan**

* Complete table below to identify progress from your unit’s previously completed annual plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goal/Objective from current FY: | Will it be met by 30 SEP? | If not, why not? | Follow-Up and/or progression needed in next FY | Additional Comments |
|  |  \_\_\_ Yes \_\_\_ No |  |  |  |
|  |  \_\_\_ Yes \_\_\_ No |  |  |  |
|  |  \_\_\_ Yes \_\_\_ No |  |  |  |
|  |  \_\_\_ Yes \_\_\_ No |  |  |  |
|  |  \_\_\_ Yes \_\_\_ No |  |  |  |
|  |  \_\_\_ Yes \_\_\_ No |  |  |  |
|  |  \_\_\_ Yes \_\_\_ No |  |  |  |

**Step 2: Review Guidance from Higher Headquarters**

* Complete table below to identify CAP Strategic Plan objectives that this annual plan can specifically support (example provided; plan found at <https://www.gocivilairpatrol.com/about/governance/strategic-planning>).

|  |  |  |  |
| --- | --- | --- | --- |
| Goal from CAP 2020-2024 Strategic Plan: | Objective from CAP 2020-2024 Strategic Plan: | Also in Region Objectives? | Additional Comments |
| #1 Strengthen national preparedness, response and resilience by leveraging CAP’s capabilities as a valued member of the Total Force | Integrate airborne, sUAS and ground imagery system management into one multimodal imagery program |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |

* Complete table below to identify Region-specific objectives that this annual plan can specifically support (your chain of command can help you find your region’s documentation).

|  |  |  |  |
| --- | --- | --- | --- |
| Region Goal not found in the CAP 2020-2024 Strategic Plan: | Objective from Region Documents: | Also in Wing documents? | Additional Comments |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |
|  |  |  \_\_\_ Yes \_\_\_ No |  |

* Complete table below to identify Wing/Group-specific objectives that this annual plan can specifically support (your chain of command can help you find your Wing/Group’s documentation).

|  |  |  |
| --- | --- | --- |
| Wing/Group not found in the CAP 2020-2024 Strategic Plan: | Objective from Wing/Group Documents: | Additional Comments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Step 3: Communicate with Leadership**

* Share the completed tables above with your commander & Operations Officer.
	+ Cooperate to make additions, substitutions, deletions, or revisions as necessary.
	+ Identify specific tools/resources available within or available to your unit, that can be used to meet each goal/objective.
	+ The intent of this step is to refine a list of goals and objectives for your unit to specifically work toward in the upcoming year, using this annual plan.

**Step 4: Assemble Plan**

* Complete table below to identify SMART goals for this annual plan.
* Ensure you consider the following areas for SMART goals:
	+ Emergency Services Personnel Needs (trained, qualified, in IMT, GSAR, Aircrew, Mission Communications, etc)
	+ Training Programs
	+ Exercise Programs
	+ Community Partnerships & Relationship Management (SAR agencies, DR agencies, support agencies, collaborators, customers, etc)
	+ Unit Equipment and Resource Procurement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Specific Goal and/or Objective | How will it be measured? | Can this be achieved by this unit, with the resources available? | Is this relevant? Does this meet the intent of a national, region, wing, or local commander? | What is the deadline for this objective? Usually these may be 30 September. | What additional support/resources are needed for this objective? Who is the point of contact (POC)? |
|  |  |  |  |  |  |
| Use the above cells to write a single SMART goal to the right: |  |
| 2 | Specific Goal and/or Objective | How will it be measured? | Can this be achieved by this unit, with the resources available? | Is this relevant? Does this meet the intent of a national, region, wing, or local commander? | What is the deadline for this objective? Usually these may be 30 September. | What additional support/resources are needed for this objective? Who is the point of contact (POC)? |
|  |  |  |  |  |  |
| Use the above cells to write a single SMART goal to the right: |  |
| 3 | Specific Goal and/or Objective | How will it be measured? | Can this be achieved by this unit, with the resources available? | Is this relevant? Does this meet the intent of a national, region, wing, or local commander? | What is the deadline for this objective? Usually these may be 30 September. | What additional support/resources are needed for this objective? Who is the point of contact (POC)? |
|  |  |  |  |  |  |
| Use the above cells to write a single SMART goal to the right: |  |
| 4 | Specific Goal and/or Objective | How will it be measured? | Can this be achieved by this unit, with the resources available? | Is this relevant? Does this meet the intent of a national, region, wing, or local commander? | What is the deadline for this objective? Usually these may be 30 September. | What additional support/resources are needed for this objective? Who is the point of contact (POC)? |
|  |  |  |  |  |  |
| Use the above cells to write a single SMART goal to the right: |  |
| 5 | Specific Goal and/or Objective | How will it be measured? | Can this be achieved by this unit, with the resources available? | Is this relevant? Does this meet the intent of a national, region, wing, or local commander? | What is the deadline for this objective? Usually these may be 30 September. | What additional support/resources are needed for this objective? Who is the point of contact (POC)? |
|  |  |  |  |  |  |
| Use the above cells to write a single SMART goal to the right: |  |
| 6 | Specific Goal and/or Objective | How will it be measured? | Can this be achieved by this unit, with the resources available? | Is this relevant? Does this meet the intent of a national, region, wing, or local commander? | What is the deadline for this objective? Usually these may be 30 September. | What additional support/resources are needed for this objective? Who is the point of contact (POC)? |
|  |  |  |  |  |  |
| Use the above cells to write a single SMART goal to the right: |  |