*Template last updated on 15 January 2021*

**How to Use this Template**

Fill in the brackets with the appropriate information. Instructions and tips are provided in gray boxes to help guide you. Be sure to remove the brackets, gray boxes and any unnecessary sections when finished. Convert final version to PDF before distributing.

[ Insert Date ]

**MEMORANDUM FOR**

TO: [ Provide the addressee(s) ]

FROM: [ Provide the sender(s) ]

SUBJECT: After Action Report (AAR), [ Operation or Exercise ]

REF: [ Provide references, if applicable ]

1. GENERAL INFORMATION / INTRODUCTION

[Describe the commander’s mission and intent ].

1. SUMMARY

The following is information regarding the contingency itself:

* + Deployed Location: [ Identify the location ]
  + Deployed Personnel: [ List the CCOs names and ranks, if applicable ]
  + Duration of Deployment: [ List start date to end date ]
  + Contingency Purpose: In support of [ Insert purpose ]
  + Scope of Operation: [ Provide a scope of the operation ]

**TOPICS**

Identify issues from all aspects of the mission or exercise to include in the AAR. Organize the pertinent issues into topics. *Address each issue using the observation-discussion-recommendation format in a bulleted list. Using this format means:*

* *Describe your* ***observations****.*
  + *What was supposed to happen?*
  + *What actually happened?*
* ***Discuss*** *the impact on the mission, your evaluation and provide a thorough, detailed and concise explanation of the issue (who, what, why, when, where and how).*
* *Make* ***recommendations*** *for future missions based on lessons learned.*

It is recommended but not required that pre-deployment, deployment and re-deployment phases are each discussed in chronological order. Be sure to discuss any other relevant topics from directed questions or areas of impact.

1. [ TOPIC 1 ].
   * [ Insert observations about what happened / what was supposed to happen.
   * Discuss logistics, planning and resources, including personnel.
   * Evaluate lessons learned and make recommendation for future missions. ]
2. [ TOPIC 2 ].
   * [ Insert observations about what happened / what was supposed to happen.
   * Discuss logistics, planning and resources, including personnel.
   * Evaluate lessons learned and make recommendation for future missions. ]
3. [ TOPIC 3 ].
   * [ Insert observations about what happened / what was supposed to happen.
   * Discuss logistics, planning and resources, including personnel.
   * Evaluate lessons learned and make recommendation for future missions. ]
4. [ TOPIC 4 ].
   * [ Insert observations about what happened / what was supposed to happen.
   * Discuss logistics, planning and resources, including personnel.
   * Evaluate lessons learned and make recommendation for future missions. ]
5. CONCLUSION

[ Summarize the lessons learned and provide major takeaways. ]

1. POINT OF CONTACT

[ Provide point of contact information for this AAR:

POC First and Last Name

POC Email Address

POC Phone Number(s) ]

[ Place digital signature block ]

[ NAME in all caps ]

[ Title ]