UNIT CODE HERE DATE HERE

MEMORANDUM FOR RECORD

SUBJECT: After Action Review (AAR)

1. The Fort Hooah BOSS Program held EVENT NAME on DATE at LOCATION. This event was to DESCRIBE EVENT (this should typically be 2-3 Sentences and cover how many attended the event).

2. EVENT NAME Financial Report:

a. Event Expenses:

EVENT EXPENSE - $00.00 (You can add lines for numerous expenses)

b. Event Income:

EVENT INCOME - $00.00 (You can add lines for numerous expenses)

c. EVENT COST/GAIN TO BOSS PROGRAM.

3. Event success or areas to sustain:

a. Sustain 1

b. Sustain 2

c. Sustain 3

4. Event shortfalls and/or areas to improve:

a. Improve 1

b. Improve 2

c. Improve 3

5. Other special comments about event:

a. Explanation of Comments (this is where you can add anything not noted above)

14. The point of contact for this After Action Report is the Fort Hooah Better Opportunity for Single Soldiers President.

JOHN A. SMITH  
 SPC, USA  
 Fort Hooah BOSS President

ENCLOSURES:

1. EVENT RECIEPTS