



DEPARTMENT OF THE AIR FORCE
17TH TRAINING WING (AETC)
GOODFELLOW AIR FORCE BASE TEXAS

MEMORANDUM FOR RECORD

DATE:

FROM:

SUBJECT: After-Action Report, (EVENT NAME)

1. PURPOSE: **Briefly state the reason for the event (answer the *why* question). [The remaining paragraphs of the event report should answer the *what, when, where, and how* questions]**

2. DISCUSSION: **Base the amount of detailed information you include here on the knowledge level of your intended readers. Always include the event objective, problems encountered, finds, future commitments made and your contribution to the event.**

What FSS or Off Site establishment(s) did you partner with for this event:	
What went well for this event:	
What areas needed improvements for this event	
Would you do this event again? Why or Why not?	
What lessons were learned and what recommendations do you have for future squadron events?	

3. CONCLUSIONS/RECOMMENDATION: **Summarize your findings and/or recommended actions. If there are several findings and/or recommendations, use sub-paragraphs numbered and/or lettered in accordance with format for sub-paragraphs in an official memorandum. Highlights, positive notes, issues, recommendations and lessons learned should all be considered.**

4. FINAL PARAGRAH: **Should include POC information with a minimum of a name and DSN contact number.**

SIGNATURE BLOCK OF PROJECT OFFICER

Reviewed AAR. Date sent to Unit Squadron Commander _____

BARBARA MCCONNELL, GS-11
Unit C3
Goodfellow AFB