

AFTER ACTION REPORT EXAMPLE FORMAT AND INFORMATION
(REMOVE TITLE AND BULLETS WHEN WRITING REPORT)

24 June 2022

From: MIDN 2/C John P. Jones, USNR
To: Commanding Officer, NROTC Unit, Virginia Polytechnic Institute and State University
Via: Summer Cruise Coordinator

Subj: AFTER ACTION REPORT

1. After action reports will be submitted within three days after your return from cruise along with all other required items. Reports should be very thorough and should address relevant points both positive and negative. The reports shall include at a minimum the following items:
 - a) Ship and/or training activities
 - b) Total duration of training and specific training dates
 - c) Number of days underway
 - d) Type of operations/training in which ship was involved
 - e) Living conditions, food, and general cleanliness
 - f) General routine, discipline, and morale
 - g) Professional training received
 - h) Uniform issues
 - i) Ports/Cities visited
 - j) Transportation problems encountered, if any
 - k) Comments and recommendations

Very respectfully,
