



OHIO MILITARY RESERVE

805.00

Standing Operating Procedure

AFTER ACTION REPORTS

Headquarters, Ohio Military Reserve
Office of the Deputy Commander
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio 43452-9578

01 December 1996

OHIO MILITARY RESERVE
Office of the Deputy Commander
1000 Lawrence Road, Camp Perry Training Site
Port Clinton, Ohio 43402-2921

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OHMR-DC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: After Action Reports SOP 805.00

1. REFERENCE

None

2. GENERAL

This SOP establishes standards for preparing an After Action Report (AAR).

3. PURPOSE

The purpose of this SOP is to identify those activities for which an AAR is required and to ensure that all AARs follow a uniform format which will help ensure that salient points of information are not overlooked and that sufficient data is provided for analysis at all levels.

4. SCOPE

This SOP is applicable to all units under the command and control of the OHMR.

5. RESPONSIBILITY

The operations officer at corps, brigade and battalion levels, and the unit commander at company level, will be responsible for preparation and distribution of AARs.

6. REQUIREMENTS

- a. An AAR will be prepared following
- 1) any activity or operation, other than recruiting activities, which is not on the current Unit Training Schedule;
 - 2) any activity or operation for which an operation plan/order is prepared;
 - 3) an Operational Readiness Check (ORC);
 - 4) any actual emergency response operation
 - 5) any activity or operation for which the commander or operations officer directs;
 - 6) any activity or operation about which the commander or operations officer wishes to keep a historical record or forward information through the chain of command or staff channels.
- b. The AAR will be prepared within 14 days following activity or operation.
- c. The AAR will be forwarded to the operations officer at the next highest level and copied to the immediate commander. Additional informational copies for involved or interested parties are authorized.

7. FORMAT

- a. AARs will be prepared as a memorandum. The SUBJECT line will read: "After Action Report of....."
- b. There will be six paragraphs:
- 1) ACTION - This paragraph will describe the action in objective and factual terms. It will explain whether it was training, emergency response or other. Details such as units

or personnel involved, times, dates, specific activities, objectives, success or failure, etc. will be reported. If it a training exercise, the adequacy of the training will be addressed within this paragraph as well.

2) SUPPORT - This paragraph will describe the support provided to the operation by the active unit as well as from other units, other military or civil organizations, etc.

3) PROBLEM AREAS - This will be a constructive report of problem areas which were encountered or observed both within and outside the unit. It will be based on an objective critique of the action, its objectives and the success in achieving those objectives. This area will only describe the deficiencies; not make recommendations for change or corrective action. Individuals will not be singled out or named in this section of the report.

4) OTHER INFORMATION - This area of the report addresses information not noted above which the writer feels is pertinent to the report or action or helps to clarify the above report. Individuals or organizations who deserve special recognition for their contribution or accomplishments will be named in this section.

5) RECOMMENDATION(S) - This section will address recommendations for action or changes in policy or procedure based on the results or experiences of the activity or operation.

6) CONCLUSION - This section will be a general statement about the entire action and may include opinions about what occurred. It should not exceed a single paragraph.

Major General, OHMR
Commanding

OFFICIAL:

Brigader General, OHMR
Deputy Commander

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