

## Preparing an After Action Report (AAR)

**Purpose:** An After Action Report is written to provide useful information for a successor to maintain continuity and serves as a historical record.

**Necessity:** After Action Reports at all levels of this ministry are vital. The military community is mobile. When a woman leaves her experience is lost at her place of service unless she hands off a written record of what she has done. Therefore it is necessary for each board member to provide at least general if not detailed descriptions of her activities. AAR's are mandatory for all PWOC officers at all levels of the organization.

**Format:** This report can be in the form of a time line, a narrative, or an outline. Samples of both an Activity AAR and an Annual AAR are in the appendix documents of the Local section of *The Women's Ministry Manual*. Every installation is unique, so identify and follow the guidelines set by your Executive Board President to prepare your AAR's. Write the report in such a way that prospective leaders, with no experience, could understand what to think and do concerning the position and/or project.

**Maintenance:** Your end of term AAR's is to be submitted to the board in time to be passed on to your successor in your position notebook.