**After Action Report**

 Your BOSS Event is now over and now it is time for you to create the record of how that event went for you to share with Senior Leaders, and keep a record for those in the future. The After Action Report (AAR) is here to help you do just that!

 When tailoring this to your specific Garrison keep the following in mind when reviewing the correlating numbers:

1. Will be where you put the 5 W’s (Who, What, When, Where, and Why) you did the event. The more that you put in, the better it will be for those who look at them in the future. Typically, block 1 is 3-5 sentences about your event.
2. This is where you talk about your money that was spent. Talk about what you bought, and what funds you had come in.
3. What success did you have, typically you want to have three minimum, but no more then 8-10. Try to keep them to 1-3 sentences when putting these in.
4. This is the things you can make better for the next time if you have the event again. Do your best to have three minimum, and again no more then 8-10, with 1-3 sentences per point.
5. This is where you can put other comments about the event that were not covered above.

See the following Page for an Example!