

APPENDIX P

AFTER ACTION REPORT

Date: _____

Unit: _____

Meeting Location: _____

Reg Scheduled Meeting _____

Commander's Name: _____

Special Meeting: _____

Ranking Officer in Attendance: _____

Meeting Start Time: _____ AM PM

Meeting Stop Time: _____ AM PM

	<u>Topic of Instruction</u>	<u>Grade</u>	<u>Name of Instructor</u>	<u>Duration Class (Hrs)</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Remarks/Comments: _____

Signature of Unit Commander or Authorized Representative

Date: _____

UNIT SIGN IN SHEET

<u>MEMBER NAME - PRINT</u>	<u>UNIT</u>	<u>TO POSITION</u>	<u>GRADE</u>	<u>SIGNATURE</u>	<u>RD TRIP MILEAGE</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____	_____
<u>GUESTS/VISITORS</u>					
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____

<u>UNIT:</u>	<u>OFFICERS</u>	<u>ENLISTED</u>	<u>TOTAL</u>	<u>GUESTS</u>	<u>OTHER UNITS</u>	<u>VISITORS</u>
Present:	_____	_____	_____	_____	_____	_____
Excused:	_____	_____	_____			
Total:	_____	_____	_____	Unit Total and All Guests:		_____