



**From: Division 6 Commander**

**Policy Memorandum 008-2016**

**Date:** 11 October 2016

**Subject:** UNIT AFTER ACTION REPORTS; SUBMISSION OF

**Refs:** (a) Registered Adult Manual  
(b) Unit Commander's Manual

**Background:** Unit After Action Reports (AAR) are the main means of communicating the Unit level activities of our Young Marines with higher headquarters to include Nationals. Often it is a challenge to get units to submit AARs on a regular basis. This type and frequency of reporting is critical to our program. Furthermore, it is the culmination of the AARs that provides the necessary background for the selection of Unit of the year at the Division and National levels.

**Policy:** On a monthly basis, Unit Commanders are required to submit a brief AARs regarding the training and activities conducted by their unit to their respective battalion commander. This will also include community service activities, events associated with Red Ribbon Week, Veterans Appreciation, etc. The means of reporting can be via a written report or via an email with embedded pictures. The elements of reporting shall include, but is not limited to:

- Who (Unit Name)
- Subject (Event)
- Event Details (Short paragraph, two to three sentences outlining what was accomplished)
- Number of Young Marines involved
- Number of Registered Adults present
- Lessons Learned (What was done right, and what could have been done better)

**Suspense:** Reports are due by the 1<sup>st</sup> of each month. However, Immediate or weekly reports will be accepted as well and at any time.

Reports will be used to assess, rack and stack units, in order to determine the Division 6 Unit of the Year.

This Division Policy will be reviewed one year from now and republished as necessary.

*Wilson T. Lee*  
Commander