

Unite After Action Report (AAR)

Kadena AB 2024

****Due to C3 within 3 business days after event****

- Timeline is extremely important for events at the end of a month.
- AAR must be completed for base to get reimbursed.

Squadron/Flight/Unit/Shop:



Event POC:

Event Date:

POC email:

Event Location:

Event Start Time:
(include travel time)

Event End Time:
(include travel time)

How many unit members?

How many dependents?:

Filled out by C3: Anticipated USD Total:

Actual USD Spent:

IF THIS IS YOUR FIRST EVENT, HOW DID YOU HEAR ABOUT UNITE?

HOW DID YOU ADVERTISE YOUR EVENT IN YOUR SQUADRON/FLIGHT/UNIT/SHOP?

WHAT LESSONS WERE LEARNED? WHAT RECOMMENDATIONS DO YOU HAVE FOR THE FUTURE?

Was your event easy to run? YES NO If no, what made it difficult?

EVENT POC, PLEASE PROVIDE FEEDBACK ON THE EVENT AND UNITE PROGRAM IN GENERAL:

PERSONNEL FEEDBACK ON THE EVENT:

If there was a difference between anticipated and actual participation, list why and how many were affected by mission, personal conflicts, elected not to, etc.?

Unite or Event POC signature:

Have more to say?

Please send an ICE comment

<https://ice.disa.mil/> -> Kadena -> Unite Program

C3 signature: