



**UNITED STATES MARINE CORPS**  
HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO VIRGINIA 22134

IN REPLY REFER TO:  
1754  
XXX  
DD MMM YY

From: Rank F Name MI L Name, Billet  
To: Operations Officer

Subj: AFTER ACTION REPORT FOR EVENT CONDUCTED FROM DD MONTH TO DD MONTH YYYY

Ref: (a) MCO 3504.1 Marine Corps Lessons Learned Program (MCLLP) and the  
Marine Corps Center for Lessons Learned (MCCLL)

1. IMPROVE. This paragraph is used to discuss areas of the event that occurred during any of the phases that needs to be improved.

a. Topic. One line description of the topic to be discussed.

(1) Discussion. Provide the background information and any pertinent details about the topic, providing a thorough understanding for the audience.

(2) Recommendation. Any recommendations or follow on actions to improve this topic, and should be specific, evidence based, relevant, and reasonable.

b. Topic. Use as many topics as needed to provide an in-depth assessment for all areas that need to be improved.

(1) Discussion.

(2) Recommendation.

2. SUSTAIN. This paragraph is used to discuss areas of the event that occurred during any of the phases that should be sustained because they were effective.

a. Topic. One line description of the topic to be discussed.

(1) Discussion. Provide the background information and any pertinent details about the topic to provide a thorough understanding for the audience.

(2) Recommendation. Any recommendations or follow on actions to sustain this topic. Details should include how this topic was helpful in completing the mission, and why it should be sustained for future iterations.

b. Topic. Use as many topics as needed to provide an in-depth assessment for all areas that should be sustained.

(1) Discussion.

(2) Recommendation.

3. The point of contact regarding this report is Rank F Name MI L Name at (XXX) XXX-XXXX or email@usmc.mil.

I. M. MARINE

Enclosure (12)