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| Commanding OfficerUnited States Coast GuardCommunity Services Command | Battlefield Tech Center 1, Suite 500 510 Independence PkwyChesapeake, VA 23320-2681Phone: (757) 842-xxxxEmail: officialname@uscg.milSSIC28 Mar 2018 |

**MEMORANDUM**

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| From: | Your CO, CAPTBase XXXXX | Reply toAttn of: | Name of POC(xxx) xxx-xxxx |
| To: | SCP Coordinator, XXX Base XXXXX |
| Thru: | Base XXXX MWR Director |
| Subj: | SINGLE COASTIE PROGRAM (SCP) COODINATOR AND ALTERNATE |

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| Ref: | 1. Single Coastie Program Standard Operation Procedures
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1. **Purpose**. The purpose of this After Action Report (AAR) is to document the details, effectiveness, and outcomes of [Event Name] conducted on [Event Date] in accordance with the Single Coastie Program (SCP) Standard Operating Procedures (SOP).
2. **Event Overview**.
	1. **Event Name:** [Name of the Event]
	2. **Date & Time:** [DD Mm YYYY, HH:MM]
	3. **Location:** [Event Location]
	4. **Organized by:** [SCP Coordinator, Unit, or Organizing Committee]
	5. **Participants:** [Number of attendees and ranks]
	6. **Objective:** [Main goal or purpose of the event]
3. **Key Activities**

Provide a brief description of the activities conducted, including:

* 1. [Activity 1: Brief summary]
	2. [Activity 2: Brief summary]
	3. [Community Engagement (if applicable): Summary]
	4. [Leadership Development (if applicable): Summary]

**4. Outcomes & Successes**

* [Key achievements and how objectives were met]
* [Positive feedback from participants]
* [Notable improvements in morale, leadership skills, or community engagement]

### ****5. Challenges & Issues****

* [Any logistical, administrative, or operational challenges]
* [Safety concerns or incidents, if any]
* [Areas that need improvement]

### ****6. Lessons Learned****

* [What worked well]
* [What could be improved for future events]
* [Recommendations for future similar activities]

### ****7. Recommendations & Action Items****

* [Suggested improvements for SCP operations]
* [Changes in program structure, funding, or participation strategies]
* [Training or resources needed for better execution]

### ****8. Supporting Documents****

[List any enclosures such as participant surveys, photos, financial receipts, or reports related to the event.]

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| Enclosures: | (1) SCP Roster (2) Invoices/Receipts |
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