

EXAMPLE TOUR COMPLETION AAR—PLACE ON LETTERHEAD

MEMORANDUM FOR DEPARTMENT OF DEFENSE EXECUTIVE SECRETARIAT REAR
(ATTN: MS. SANDRA SIMMONS/CAROLYN CURTIS)

THROUGH: *Your Parent Svc and/or Command Oversight Official*
(i.e. **OFFICE OF THE ADMINISTRATIVE ASSISTANT, SECRETARY OF
THE AIR FORCE**)

SUBJECT: Completion of Outside DoD Detail Tour After Action Report (AAR)

1. **DUTY TITLE:** *Your duty title here (i.e. Senior Military Advisor, IO/PHO)*
2. **POSITION:** *Office where the position is located/falls under (i.e. Office of Peacekeeping and Humanitarian Operations, Bureau of International Organizational Affairs, Department of State)*
3. **KEY DUTIES:** *Primary and/or significant duties performed during detail (i.e. Advises the Assistant Secretary for International Organization Affairs and the Director of the Office of Peacekeeping and Humanitarian Operations on U.S. policy toward UN peacekeeping operations. Addresses military peacekeeping issues and coordinates with the Department of Defense, the Joint Staff, Service Staffs, and other military organizations. Assesses and makes recommendations for proposed new missions under consideration and evaluates ongoing missions for efficiency and effectiveness. Recommends policy responses to political and operational developments. Coordinates with the Department of Defense and other agencies on the implementation of peacekeeping policy and reform activities. Provides advise on military doctrine, force structure, capabilities and limitations. Performs other duties as required.)*
4. **BENEFITS TO DOD:** *Identify any/all benefits of the detail that are attributable to DoD (i.e. This position provides significant benefits to DoD. By assigning a military officer to the organization where U.S. policy on peacekeeping is formulated, DoD ensures full time advocacy of DoD interests on the full range of UN issues and maintains a continuous interagency communication link. State Department relationships with peacekeeping offices in the Office of the Secretary of Defense, Joint Staff, and regional military commands are strengthened and made more productive as a result of this position. The officer serving in the position also helps to ensure DoD interests are reflected in UN peacekeeping missions, and decision-making for U.S. military support and U.S. military participation in UN peacekeeping missions.)*
5. **COMMENTS/REMARKS:** *This paragraph is intended for remarks/comments/suggestions regarding the actual position (duty title, grade, MOS, training/educational requirements, etc) and/or key duties/responsibilities related to the detail. Please keep all comments commensurate with this AAR.*

*Your Signature Block Here
(Include Rank/Grade
and Service Component/Agency)*

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