

## **Explanation of Contact After Action Report Format**

*NOTE: Format may differ from that used by other RAR/NZ companies*

- 1 military name of Operation
- 2 identity of person in command of ANZAC force
- 3 identity of ANZAC element in contact
- 4 strength of ANZAC element in contact
- 5 local date and time of contact
- 6 grid reference of contact
- 7 mission of ANZAC element in contact
- 8 layout of ANZAC element during contact [*'see Annex A' was standard*]
- 9 description of ground as it affected contact
- 10 distance to enemy when initially seen
- 11 which NZAC element saw enemy
- 12 who initiated contact
- 13 what action identified enemy
- 14 enemy numbers, identification and dress
- 15 weapon initiating contact and distance to enemy
- 16 ANZAC weapons involved in contact
- 17 enemy reaction to the contact
- 18 follow-up actions by ANZAC element
- 19 enemy casualties
- 20 what ANZAC weapon inflicted the casualties
- 21 ANZAC casualties and their management
- 22 what weapon caused the ANZAC casualties
- 23 ANZAC weapons involved and ammunition expended
- 24 equipment captured
- 25 lessons learnt from contact
- 26 [*?? - always 'NIL'*] *perhaps comment on ANZAC equipment*
- 27 further comment by element senior commander
- 28 actions of other ANZAC forces involved
- 29 total ammunition used in or after contact e.g. from arty or LFT
- 30 other relevant comments about contact

Annex A was drafted on a separate page by the person in command at the time of the contact, using the format of a sketch map of the ground showing positions of opposing forces and other salient details, and a detailed 'blow by blow' description.

Report usually signed by element commander,  
platoon commander, and company commander