

VIETNAM WAR COMMEMORATION AFTER-ACTION REPORT

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The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0500). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS BELOW.

INSTRUCTIONS

Please file an After-Action Report no later than 30 days after your event is complete. Your information will help other organizations in their planning of commemorative events. We encourage you to share your photos and articles of the events on the Commemorative Partner Portal on our Commemoration website to show other Vietnam veterans from around the United States how you recognized their service to our country. Submit reports using one of the following four preferred methods:

1. Through the Commemorative Partner Portal online: <http://www.vietnamwar50th.com/partners/login> (preferred)
2. Email to: WHS.VNWar50th_CPP_AAR@mail.mil
3. Fax to: 703-692-4691
4. U.S. Mail to: The United States of America Vietnam War Commemoration
Attn: Events Team Chief
241 18th Street South, Suite 101
Arlington, VA 22202

FOR EACH EVENT, PLEASE SUPPLY THE FOLLOWING:

1. NAME OF ORGANIZATION:			2. NAME OF EVENT:		
3. ADDRESS OF ORGANIZATION:					
a. STREET ADDRESS:		b. CITY:		c. STATE:	d. ZIP CODE:
e. COUNTRY					
4. EVENT LOCATION: a. SITE NAME (Example: The Pentagon)					
b. STREET ADDRESS:		c. CITY:		d. STATE:	e. ZIP CODE:
f. COUNTRY					
5. START DATE OF EVENT (MMDDYYYY):	6. END DATE OF EVENT (MMDDYYYY):	7. ACTUAL ATTENDANCE	8. HOW MANY VIETNAM VETERANS WERE PRESENT?	9. HOW MANY VIETNAM VETERAN FAMILY MEMBERS WERE PRESENT?	
10. DID YOU COLLABORATE WITH ANY OTHER COMMEMORATIVE PARTNERS? (If so, list the commemorative partners you collaborated with for the event.)					
11. ANY MEDIA COVERAGE?					
12. SUMMARY: (Include the following information and anything else you would want other Commemorative Partners to know, such as: Was your event a success? How were your objectives fulfilled? Were there any issues that came up? List any helpful suggestions or changes for future and lessons learned. Attach additional pages as necessary. If unpresented lapel pins need to be returned to the program office, please indicate and we will send you a shipping label.)					
13. MATERIALS ACTUALLY USED: (For each category of materials below, subtract the amount remaining from what was sent to you.)					
(1) ITEM NOMENCLATURE	(2) QUANTITY	(1) ITEM NOMENCLATURE	(2) QUANTITY		
Brochures		Bumper Sticker: I Served			
Vietnam Veteran Lapel Pins		Bumper Sticker: Join The Nation			
Surviving Spouse Lapel Pin		Bumper Sticker: We Heart			
Tin Pin: Family Member		Presidential Proclamations			
Tin Pin: Lone Soldier		Other:			

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2957,
THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION
AFTER-ACTION REPORT**

The DD Form 2957 is a summary of what took place at your event, and is used to assist in planning future events. Use the instructions below to complete the DD Form 2957.

1. Name of Organization: List the name of the Commemorative Partner organization.
2. Name of Event: What was the official name given to this event?
3. Address of Organization.
 - a.-d. List the Address of the organization.
- 4.a. Location(s) of Event (Site name example: The Pentagon).
 - b.-f. Address of the event.
5. Start Date: The date the event started.
6. End Date: The date the event ended.
7. Actual Attendance: How many people overall actually attended?
8. How many Vietnam Veterans were present?
9. How many Vietnam Veteran family members were present?
10. Did you collaborate with any other commemorative partners? Please list the names of the organizations that co-hosted.
11. Any media coverage? Please list news outlets, websites, etc.
12. Summary (Attach additional pages if needed). Include the following information and anything else you want other Commemorative Partners to know, such as:
 - a. Was your event a success?
 - b. Were there any issues that came up?
 - c. List any helpful suggestions or changes for the future and lessons learned.
 - d. How were your objectives filled? (Commemorative Partner Objectives listed below)
 1. To thank and honor Veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans.
 2. To highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces.
 3. To pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War.
 4. To highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War.
 5. To recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.
 - e. If unrepresented, lapel pins need to be returned to the program office. Please note in this section.
13. Materials Actually Used: Determine the amount used by subtracting the materials you have remaining from the amount of each category of material that was sent to you.