



AIR FORCE ROTC DETACHMENT 842
THE UNIVERSITY OF TEXAS AT SAN ANTONIO

19 May 23

MEMORANDUM FOR MAJOR ROMONTE SULLIVAN AND AGUSTIN LLANO

FROM: CADET SECOND LIEUTENANT FRANCISCO A. RODRIGUEZ

SUBJECT: After Action Report (AAR) for Spring 2023 Commissioning Ceremony

1. In this memorandum, I will discuss how the Commissioning Ceremony went last week. I will address what went well and areas of improvement. I will also address other comments or concerns I may have.

2. My summary for the execution of this week is as follows:

Topic	Answer (bullet points and full sentences are both appropriate)
What went well?	<ul style="list-style-type: none">● I followed a timeline, and with the help of my team I was able to accomplish everything.● The ceremony went smoothly, most of the work was done the day before in the setup.● A good relationship has been established between IAAFA, the 318th Training Squadron, and UTSA DET 842.● The commissionees did not hesitate to provide help if needed.<ul style="list-style-type: none">○ Special thanks to Lt. Bendele and his family for allowing us to use their trailer to haul the chairs.● Enough volunteers attended to make set up, execution, and tear down of the event fairly easy.● C/Finley and I were able to flex very easily with all of the changes in the guest speaker, as well as their protocol.
What are some areas of improvement?	<ul style="list-style-type: none">● Troubleshoot all PA equipment (speakers and microphones) prior to the execution of the event.● Stress the importance of deadlines to seniors.<ul style="list-style-type: none">○ I should have set more time-sensitive and strict time hacks.● Provide effective continuity so my successor next year will not face as many roadblocks as I did.● I should have confirmed with Cadre about an accurate, up-to-date list of ALL commissionees.<ul style="list-style-type: none">○ I found out 1 month before the ceremony that C/Hurley was commissioning this Spring. He failed to like my message.

	<ul style="list-style-type: none"> ○ I found out 2 months before the ceremony that C/Cantu was also not in the chat. ○ I found out on TW 6 that C/Rey was not in the chat as well. This week I also found out that C/Neely was not commissioning until summer; he still was in the chat and did not say anything about it.
Other Comments ((Include details of any counselings conducted, problem cadets, concerns, suggestions, etc.)	<ul style="list-style-type: none"> ● “Senioritis” was a big issue. Lazy seniors would wait until the day of my time hack to accomplish anything. It needs to be stressed that they are not done yet. Anything they don’t complete will only affect them. ● The seniors needed to look out for one another. There was one too many times I found out about someone not being in the chat halfway through the semester. <ul style="list-style-type: none"> ○ I needed to re-evaluate the whole guest list every time this happened. ● I would like to highlight how much C/Finley helped me throughout this whole process. She deserves this PDT credit just as much as I do. She knew the whole plan inside and out, as well as helped communicate directly with active duty personnel at IAAFA. In a PDT event of this magnitude, both the lead and the deputy should receive equal credit.

3. Thank you for your consideration of my AAR. I discussed what went well, areas of improvement, and other comments I had. If you have any questions, contact me at 210-702-0787 or by email at frankie.rodriguez@my.utsa.edu.

Francisco A. Rodriguez

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Training and Development Flight