



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

18 Dec 24

MEMORANDUM FOR LONDON D. PRENDERGAST

FROM: CADET MAJOR NOAH Z. QUILANTAN

SUBJECT: After Action Report (AAR) for December 13, 2024 Fall Commissioning Ceremony

1. In this memorandum, I will discuss how the Fall Commissioning Ceremony went last weekend. 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">• Location was picked out well in advance with a backup plan• Both commissionees communicated effectively.• Rehearsal had all the important members present. Not everyone went but whoever didn't show up was briefed on their job for the ceremony.• Every volunteer showed up at the ceremony promptly and communicated in advance if they were running behind or could not help.• The Honor Guard showed up to rehearsal and communicated well about presenting and posting the colors.• Communication with Mr. Llano on the location, script, and program was efficient.• Having a backup singer ready in case something occurred• C/Arias Figueroa, my deputy, helped a lot for the ceremony• Colonel Griffin Retired being our guest speaker and communicated effectively through Lieutenant Griffin.
What are some areas of improvement?	<ul style="list-style-type: none">• Need to be more clear on what exactly each person's role is. Make sure everyone is on the same page even if you have volunteers doubling up on areas of responsibility.• Poor communication to the cadre and parts of the team.• Not getting help until the week before the ceremony• Being more confident in presenting IPR• Need to have a guest speaker early on in the planning stage
Other Comments ((Include details of any counseling conducted, problem	<ul style="list-style-type: none">• Custom cupcakes at Sam's Club and special design through amazon• Be adaptable to any changes and keep composure

cadets, concerns, suggestions, etc.)	<ul style="list-style-type: none"> ● C/Sanchez, Iryssa should be the primary singer of Detachment 842. ● C/Graschel is exceptional at writing and giving invocations. ● Be under Mr. Llano's wing and meet up with him, send emails, and get confirmation on everything. ● PA showed up late
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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 210-279-5210 or by email at noah.quilantan@my.utsa.edu.



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