

Assembly Schedule

Unit:	Headquarters, CACC			Date of Assembly:	19 Nov 16	
Location:	Camp San Luis Obispo, BLDG 1301			Date Prepared / Revised:	18 Nov 16	
<u>WHEN</u>	<u>WHO</u>	<u>WHAT</u>	<u>WHERE</u>	<u>TRAINER</u>	<u>UNIFORM</u>	<u>REFERENCE</u>
0600-0700	See Meal Roster	Breakfast	DFAC BLDG 854		Class C/CMU	Meal Roster
0700-0720	All	XO Opening Comments / Update	BLDG 1301 Conf Table	COL Edinboro	Class C/CMU	
0720-0800	All	Staff time	BLDG 1301	Staff Sections	Class C/CMU	
0800-0900	All	West Virginia Brief (obj1)	BLDG 1301 Conf Table	C/MAJ Clark	Class C/CMU	
0900-1000	All	XTC AAR	BLDG 1301 Conf Table	Col Kelley	Class C/CMU	
1000-1200	10 Corps	Drill Comp/IMA/Summer Camp: Circular, Milestones/Timeline (obj3,4,5)	Staff Sections	Staff Sections	Class C/CMU	
1000-1200	OIC	Objectives 6, 8, 10, 11	OIC	OIC	Class C/CMU	
1100-1145	XO, Dep,LTC baxter, CW3 Doering	Curriculum Team Meeting (obj14)	COL Edinboro Office	COL Edinboro	Class C/CMU	
1200-1300	See Meal Roster	Lunch	DFAC BLDG 854		Class C/CMU	Meal Roster
1300-1400	All	Cal Poly Presentation (obj2)	BLDG 1301 Conf Table	MAJ Sturm	Class C/CMU	
1400-1600	S3+2	Promotion Boards (obj16)	AXO Office	LTC Contreras	Class C/CMU	
1400-1445	XO, AXO, Dep, CSM, S1	PUAC (obj12), review survival request	COL Edinboro Office	MAJ Mendoza	Class C/CMU	
1445-1530	Lead Board*	LEAD Board Meeting (obj13)	COL Edinboro Office	COL Edinboro	Class C/CMU	
1530-1600	XO, AXO, Dep, CSM, S6*	Website & email migration (obj 9)	COL Edinboro Office	CPT Dewbre*	Class C/CMU	
1600-1645	XO, AXO, Dep, CSM, S8*	Budget Meeting/Drill Pay/ HQ Staff Org (obj 7)	COL Edinboro Office	COL Edinboro	Class C/CMU	
1700-1800	See Meal Roster	Dinner	DFAC BLDG 854		Class C/CMU	Meal Roster
1800-1930	All	Drill Closeout Brief (Brief progress on objectives and next month's schedule)	BLDG 1301 Conf Table	LTC M. Smith	Class C/CMU	
1930-2000	All	Clean up / Move to billeting	Work & Common Areas	All	Class C/CMU	

Special Instructions: All leadership and primary staff officers are required to attend. Additional staff are encouraged to attend. All personnel attending may be provided 3 meals in the DFAC, and authorized billeting in the barracks. Those adults wishing to stay in individual rooms may do so at their own expense. All individuals who rent a vehicle must file a travel voucher in CALATERs and submit gas receipts for reimbursement. Contact SFC Dionne or SSG Rogers with special requests or if you're not going to show.

Note: * denotes attendance by TELCON