



DIABLO COMPOSITE SQUADRON 44
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
101 John Glenn Dr.
Concord, CA 94520



8 May 2023

MEMORANDUM FOR DIABLO COMPOSITE SQUADRON 44

FROM: SQ44 C/CC

SUBJECT: Agenda for In-person Meeting on May 8th.

1. The Uniform of the Day (UOD) will be Airman Battle Uniform (ABU).
2. The meeting will be held at 200 Buchanan Field Road, Concord, CA.
3. Agenda:
 - a) 1800: Staff arrive
 - b) 1800 - 1830: Meeting Preparation
 - c) 1830: Cadets arrive
 - d) 1840 - 1850: Opening Formation
 - e) 1850 - 1910: PRB Process (C/2d Lt. Murray)
 - f) 1910 - 1930: Memory Work and Chain of Command (C/TSgt Gonznebach and C/MSgt Fischer)
 - g) 1930 - 1935: Break
 - h) 1935 - 2010: Leadership (C/2d Lt. Behrens)
 - i) 2010 - 2050: Drill and Ceremonies
 - j) 2040 - 2050: Facility Clean-Up
 - k) 2050 - 2100: Closing Formation, Dismissal
 - l) 2100 - 2115: Line Staff Meeting
 - m) 2115 - 2130: Exec Staff Meeting
 - n) 2130: Exec Staff departure

A handwritten signature in black ink, appearing to read "Logan Williams".

Logan Williams, C/2nd Lt., CAP
Cadet Commander