



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



10 May 2023

MEMORANDUM FOR DIABLO COMPOSITE SQUADRON 44

FROM: SQ44/C/CC

SUBJECT: Agenda for In-person Meeting on 15 May

1. The Uniform of the Day (UOD) will be PT.
2. The meeting will be held at 200 Buchanan Field Rd., Concord, CA
3. Agenda:
  - a. 1800: Staff arrive
  - b. 1800 – 1830: Meeting preparation
  - c. 1830: Cadets arrive
  - d. 1845: Opening formation
  - e. 1850 – 1950: PT
  - f. 1950 – 2000: Break
  - g. 2000 – 2030: Emergency Services (C/TSgt Fischer)
  - h. 2030 – 2100: Drill and Ceremonies
  - i. 2045 – 2100: Facility Clean-up
  - j. 2100: Closing formation, Dismissal
  - k. 2100 – 2115: Line staff meeting
  - l. 2115 – 2130: Exec staff meeting
  - m. 2130: Exec staff departure

A handwritten signature in black ink, appearing to read "Logan A. Williams", written over a light-colored background.

//SIGNED//

LOGAN A. WILLIAMS, C/2nd Lt, CAP  
Cadet Commander