



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



17 April 2023

MEMORANDUM FOR DIABLO COMPOSITE SQUADRON 44

FROM: SQ44/C/CC

SUBJECT: Agenda for In-person Meeting on April 17th.

1. The Uniform of the Day (UOD) will be PT.
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 and are screened
 - d) 1840 - 1850: Opening Formation
 - e) 1850 - 1950: PT
 - f) 1950 - 2005: Break
 - g) 2005 - 2035: Emergency Services (Sgt Fischer)
 - h) 2035 - 2050: Drill and Ceremonies
 - i) 2040 - 2050: Facility Clean-Up
 - j) 2050 - 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 Williams", written over a light-colored background.

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