



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



1 May 2023

MEMORANDUM FOR DIABLO COMPOSITE SQUADRON 44

FROM: SQ44/CC

SUBJECT: Agenda for In-person Meeting May 1<sup>st</sup>.

1. The Uniform of the Day (UOD) will be Service Dress (Blues).
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 - 1920: Squadron Inspection
  - f) 1920 - 1935: Promotions and Awards
  - g) 1935 - 1955: Safety (Lt. Gomez)
  - h) 1955 - 2000: Break
  - i) 2000 - 2020: Commander's Call (Lt. Williams)
  - j) 2020 - 2040: Drill and Ceremonies
  - k) 2040 - 2050: Facility Clean-Up
  - l) 2050 - 2100: Closing Formation, Dismissal
  - m) 2100 - 2115: Line Staff Meeting
  - n) 2115 - 2130: Exec Staff Meeting
  - o) 2130: Exec Staff departure

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

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