



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



14 June 2023

MEMORANDUM FOR DIABLO COMPOSITE SQUADRON 44

FROM: SQ44/C/CC

SUBJECT: Agenda for In-person Meeting on 26 June

1. The Uniform of the Day (UOD) will be the Airman Battle Uniform (ABU)
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 – 1905: Flight Inspection
 - f. 1905 – 1950: Drill and Ceremonies
 - g. 1950 – 1955: Break
 - h. 1955 – 2040: Guest speaker
 - i. 2040 – 2100: Drill and Ceremonies
 - j. 2045 – 2100: Facility Clean-up
 - k. 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 A. Williams".

//SIGNED//

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