



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



26 July 2023

MEMORANDUM FOR DIABLO COMPOSITE SQUADRON 44

FROM: SQ44/C/CC

SUBJECT: Agenda for In-person Meeting on 3 July

1. The Uniform of the Day (UOD) will be Service Dress (Blues).
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 – 1920: Squadron Inspection
 - f. 1920 – 1935: Awards and Promotions
 - g. 1935 – 1955: Safety (Lt Gomez)
 - h. 1955 – 2000: Break
 - i. 2000 – 2100: Drill and Ceremonies
 - j. 2045 – 2100: Facility Clean-up
 - k. 2100: Closing formation, Dismissal
 - l. 2105 – 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