



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



5 July 2023

MEMORANDUM FOR DIABLO COMPOSITE SQUADRON 44

FROM: SQ44/C/CC

SUBJECT: Agenda for In-person Meeting on 10 July

1. The Uniform of the Day (UOD) will be 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 – 1915: Safety
  - f. 1915 – 2000: Leadership (C/Capt. Durling)
  - g. 2000 – 2005: Break
  - h. 2005 – 2045: Drill and Ceremonies
  - i. 2045 – 2100: Facility Clean-up
  - j. 2100: Closing formation, Dismissal
  - k. 2105 – 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 rectangular background.

//SIGNED//

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