DD Month YYYY

MEMORANDUM FOR 423 FSS/FSW – UNITE PROGRAM

FROM: Squadron Name/CC

FROM:

SUBJECT: Letter of Appointment

 Squadron Unite Program Point of Contact (POC)

SUBJECT:

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the XXX Group or Squadron:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Grade** | **Name** | **Office Symbol** | **Email Address** | **Duty Phone** |
| **Primary** |  |  |  |  | X-xxxx |
| **Alternate** |  |  |  |  | X-xxxx |

2. The POC(s) will agree to comply with the following requirements:

1. Contact the installation Community Cohesion Coordinator (C3), Angela R. Staudt, 423 FSS/FSW, 268-3511, angela.staudt@us.af.mil to discuss the proposed squadron event and authorized expenses.
2. Complete an Event Proposal Form provided by the installation C3. POC will obtain squadron commander’s acknowledgment/signature on the Event Proposal form and forward to C3 at least 10 days prior to event. C3 will submit to AFSVA for approval.
3. Confirm event date, time, and location and provide final attendee count NLT 72 hours prior for on base events. Off-base events may vary by vendor.
4. Ensure budget limits are maintained at all times. Overages will be paid for by the squadron with appropriate funding sources. (Food and beverage = $5.00/person and event costs = $13.50/person)
5. Provide C3 with After Action Report plus a minimum of 2-3 action photos of personnel enjoying the event within three business days after every event.

 NAME

 Commander, Squadron/Group