

00 Month 2023

MEMORANDUM FOR 10 FSS/FSWU

FROM: (Unit)

SUBJECT: Squadron Unite Program Point of Contact (POC) Letter of Appointment

1. 1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the Dean of Faculty.

	<b>Grade</b>	<b>Name</b>	<b>Email Address</b>	<b>Duty Phone</b>
<b>Primary</b>				
<b>Alternate</b>				

2. The POC(s) will agree to comply with the following requirements:
  - a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses.
  - b. Complete an Event Proposal Form provided by the installation C3.
  - c. POC will obtain squadron commander's approval and sign as the designee on the Event Proposal form and forward to C3. C3 will submit to AFSVA for approval.
  - d. Confirm event date, time, and location and provide final attendee count NLT 1-week hours prior for events.
  - e. Ensure budget limits are always maintained.  
(Food and beverage = \$5/person and program costs = \$13.50/person)
  - f. Provide C3 with After Action Report within two business days after every event.
  - g. Fully ensure Airman participation.
3. For questions, please contact: (Name, phone number and email)

Official Letterhead

Commander's signature