

00 Month 2023

MEMORANDUM FOR 10 FSS/FSWU

FROM: (Unit)

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

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

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

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