

MEMORANDUM FOR 10 FSS/FSWU C3

FROM: 10 XXX/CC

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

1. The following personnel are appointed as the Unite Program POC:

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				
SEL				

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

- a. Contact the installation Community Cohesion Coordinator (C3) – Carrie Grover at 10FSS.FSWU.UNITE@us.af.mil, to discuss the proposed event and authorized expenses.
 - b. Complete an Event Proposal Form provided by the C3. POC will obtain Squadron Commander approval and signature. Forward to the C3 to submit for AFSVC approval NLT 14 days prior to the proposed event date.
 - c. Ensure that event requests are for authorized UNITE activities and not for events outlined in materials received, to include Holiday Parties, Banquets, Dining In/Out, etc.
 - d. Provide C3 with After Action Report plus 3-5 photos of UNITE event within 10 business days after event.
3. On 1 October, all remaining Team USAFA funds will be rolled together. The C3 will take responsibility for executing any remaining funds in the form of Team USAFA UNITE events. Details and reminders provided to unit POCs in August. Note: Unite funds are executed on a Calendar Year (CY) basis.

FIRST MI. LAST NAME, Rank, USAF
Commander