# DEPARTMENT OF THE AIR FORCE

Headquarters 366th fighter wing (ACC)

Mountain home air force base Idaho



DD Mm YY

MEMORANDUM FOR 366 FSS/FSWU

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 XXXXX Squadron:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grade** | **Name** | **Email Address** | **Duty Phone** |
| **Primary** | MSgt | Smith, John |  | X-xxxx |
| **Alternate** | TSgt | Doolittle, Tom |  | X-xxxx |

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

1. Contact the installation Community Cohesion Coordinator (C3) – Josh Brown at joshua.brown.125@us.af.mil, to discuss the proposed squadron event and authorized expenses.
2. Complete an Event Proposal Form provided by the installation C3.
3. POC will obtain squadron commander’s acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVA for approval.
4. 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.
5. Ensure budget limits are always maintained. Unite food budget = $5/person and Unite program/event costs = $13.50/person. \*CY24 authorizes up to $15.00/person in event funds to be utilized per event. All Unite payments must be tax exempt, have a valid 889-representation form on file for chosen vendor and must not include gratuity.
6. Provide C3 with After Action Report and event pictures within 3 business days after every event.

NAME, Rank, USAF