Welcome to Unite POC Training CY26

AIR FORCE

UNITE PROGRAM

THE UNITE PROGRAM

In August 2016, Air Force Chief of Staff (CSAF) General David Goldfein, released his letter to Airmen titled, “The Beating Heart of the Air Force…Squadrons!”

“In Turn,” AFSVC established an activity rich program that will equip Squadron/Unit Commanders with options to facilitate unit cohesion.

USAF Unite Program | Air Force Reserve Command Public Affairs (youtube.com)

All personnel affiliated with Mountain Home AFB or Gowen Field, including active-duty and reserve members of the US Air Force, DoD civilians, and Air National Guard members, are eligible to access Unite program funding.

MHAFB's ALLOCATIONS

Funding is calculated per person from your squadron end strength and includes every Airmen to include DoD Civilians

Unit	Funded Spaces	APF Total	NAF Total
366 FW	120	$1,620.00	$720.00
366 CPTS	35	$472.50	$210.00
366 MSG	6	$81.00	$36.00
366 CES	352	$4,752.00	$2,112.00
366 CONS	37	$499.50	$222.00
366 CS	92	$1,242.00	$552.00
366 FSS	309	$4,171.50	$1,854.00
366 LRS	292	$3,942.00	$1,752.00
366 SFS	228	$3,078.00	$1,368.00
366 OG	11	$148.50	$66.00
366 OSS	200	$2,700.00	$1,200.00
389 FS	60	$810.00	$360.00
390 ECS	35	$472.50	$210.00
391 FS	75	$1,012.50	$450.00
428 FS	18	$243.00	$108.00

Unit	Funded Spaces	APF Total	NAF Total
366 MXG	96	$1,296.00	$576.00
366 MXS	454	$6,129.00	$2,724.00
366 MUNS	303	$4,090.50	$1,818.00
389 FGS	303	$4,090.50	$1,818.00
391 FGS	337	$4,549.50	$2,022.00
366 MDG	18	$243.00	$108.00
366 HCOS	72	$972.00	$432.00
366 OMRS	84	$1,134.00	$504.00
OSI	13	$175.50	$78.00
266 RANS	188	$2,538.00	$1,128.00
353 RS	1	$13.50	$6.00
372 TRS	14	$189.00	$84.00
726 ACS	388	$5,238.00	$2,328.00
ADC	4	$40.00	$24.00
AFETS	9	$90.00	$54.00

GOWEN FIELD'S ALLOCATIONS

Funding is calculated per person from your squadron end strength and includes every Airmen to include DoD Civilians

Unit	Funded Spaces	APF Total	NAF Total
124 ASOS	62	$837.00	$372.00
124 AMXS	173	$2,335.50	$1,038.00
124 CES	90	$1,215.00	$540.00
124 CS	35	$472.50	$210.00
124 CPTS	14	$189.00	$84.00
124 FW	48	$648.00	$288.00
124 FSS	57	$769.50	$342.00
124 LRS	81	$1,093.50	$486.00
124 MXG	16	$216.00	$96.00
IDANG HQ	34	$459.00	$204.00

Unit	Funded Spaces	APF Total	NAF Total
124 MOF	19	$256.50	$114.00
124 MXS	252	$3,402.00	$1,512.00
124 MDG	74	$999.00	$444.00
124 MSG	4	$54.00	$24.00
124 OG	8	$108.00	$48.00
124 OSS	40	$540.00	$240.00
124 SFS	73	$985.50	$438.00
190 FS	34	$459.00	$204.00
224 COS	78	$1,053.00	$468.00

FUNDING APF

<u>RECREATION FUNDS (APF)</u>

$13.50/per person assigned – Received / Authorized up to $15.00 per person

- ✓ Designated to pay for or offset the cost of cohesive recreational programs and services
- ✓ E.g. - admission/entry fees, equipment rental, limited supplies, and decorations

  *2026 -- Authorized up to $15.00 per person spend rate
- ✓ Spouses & Dependents are NOW AUTHORIZED based on squadron CC discretion, no additional funding is received
- ✓ Purchases will be made with government Credit Card – Tax Exemptions and 889 representation forms are required
- ✓ <u>Room rentals and DJ fee's </u>have been capped at $500 max each

RECREATION (APF) CAN ALSO PAY FOR

- ✓ Paper Plates
- ✓ Napkins
- ✓ Utensils
- ✓ Cups
- ✓ Charcoal/Propane refill
- ✓ Decorations *(No more than 10% of Budget)*
- ✓ Foil, Foil Pans
- ✓ Room Fees
  - ✓ Pavilion Rentals
  - ✓ Equipment Rental
    - Canopies/tables/chairs

IF YOU CAN RENT IT – IT WON'T BE APPROVED FOR PURCHASE

UNITE FUNDS CANNOT BE USED FOR THE FOLLOWING

- Christmas / Holiday Parties
- End of Year Events
- Combat dinning in/out
- Squadron Training/meetings
- Damage or late fees
- Prizes, Giveaways or Promotional items
- Alcohol or Gambling (INCLUDING BINGO)
- Promotions/Retirements/Graduations
- Gratuities or Insurance
- Booster Club Fund raising
- Cleaning Supplies or PPE

  Except food service gloves and garbage bags
- Items for Volunteer events

  Examples: Gloves, tools, paint, etc....
- Portable Toilets, Cleaning Services, Lodging
- Burger Burn and two truths and a lie
- Food-eating contests
- Squadron luncheon with required training i.e., SAPR and/or Green Dot
- Promotions, Change of Commands, Retirements, and Base-Wide Events

FUNDING NAF

FOOD & BEVERAGE FUNDS (NAF)
$6.00/per person assigned

- ✓ Designated for the purchase of food and non-alcoholic beverages in support of Unite recreational programs.
- ✓ Requested funds cannot exceed the identified attendees of the event.
- ✓ Items include but not limited to groceries, catering, or take-out

  Remember to account for surcharge when getting groceries from the Commissary

- ✓ Food funds can only be utilized in conjunction with an approved recreational event
- ✓ Unite funds can be transferred by the owning Commanders to other squadrons at the same location

UNITE EVENT EXAMPLES

- ✓ Recreational activities
  (e.g., golf, bowling, axe throwing, archery tag, ODR trips, lake days, Top golf, fling golf, sporting events, movies, trap shooting etc.)
- ✓ Fitness Activities
  (e.g., 5k runs, softball, sports day, wallyball, disc golf, rock climbing, etc.)
- ✓ Creating Activities
  (e.g., candle making, painting parties, crafts, pottery, etc.)
- ✓ Team Building Activities
  (e.g., escape rooms, ropes course, squadron Olympics, trivia, etc.)
- ✓ Volunteer Events
  (e.g., highway clean-ups, humane society, build-a-bed, etc.)

Events centered on eating without an approved cohesive/team building aspect are not authorized and will not be approved.

UNITE POC RESPONSIBILITIES

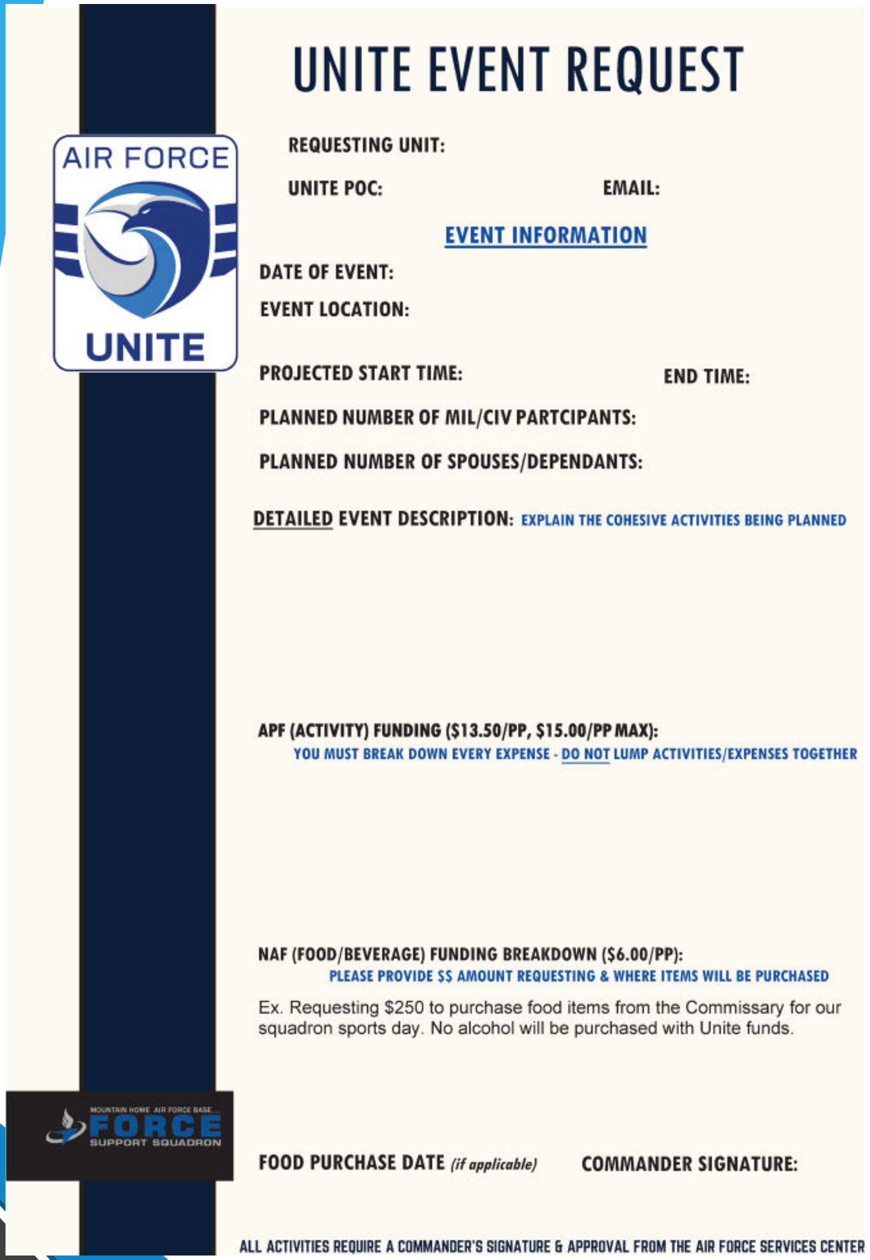
- Assist their squadron to plan, promote and execute fun recreational events to ensure maximum participation
  - Contact vendors for pricing/request & submit quotes
  - Reservations/contracts/RSVP's/ follow ups
- Complete & submit event request forms with CC/designee signature
- Schedule and attend shopping trips with C3 (if applicable)
- Capture 3 or more event photos
- Ensure after-action report submitted NLT 3 business days post event
  - Neglecting to complete the AAR may lead to a suspension of funds
- Submit event requests a MINIMUM of 7 days prior to event (longer if reservations are required)

C3 RESPONSIBILTIES

- ✓ Primary function is to serve as Unite POC's focal point for planning, development and coordination of Unite programs/events
- ✓ Provide formal training and act as liaison for Unite POC's to oversee program execution and adherence to budget
- ✓ Organization and distribution of funds to eligible squadrons
- ✓ Coordinate all event submissions/AAR's with Air Force Services Center
- ✓ Execute all purchases in support of Unite events
- ✓ Provide "Brainstorming" one-on-one sessions with POC's to assist in event development

THE PROCESS…

1. Submit Event Proposal
   Lean on your C3 for help developing your program. Proposal must be signed off by your Commander or Designee
2. Your C3 will make payments for you.
   Events must be approved by AFSVC. If your event requires supplies or groceries, schedule a time to shop with the C3.
3. Host your event and have fun!
4. After Action Report
   POC must submit an AAR and 3+ event photos within 3-days post event.



UNITE EVENT REQUEST

AIR FORCE UNITE

REQUESTING UNIT:

UNITE POC: EMAIL:

EVENT INFORMATION

DATE OF EVENT:

EVENT LOCATION:

PROJECTED START TIME: END TIME:

PLANNED NUMBER OF MIL/CIV PARTCIPANTS:

PLANNED NUMBER OF SPOUSES/DEPENDANTS:

DETAILED EVENT DESCRIPTION: EXPLAIN THE COHESIVE ACTIVITIES BEING PLANNED

APF (ACTIVITY) FUNDING ($13.50/PP, $15.00/PP MAX):
YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER

NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN ($6.00/PP):
PLEASE PROVIDE $$ AMOUNT REQUESTING & WHERE ITEMS WILL BE PURCHASED

Ex. Requesting $250 to purchase food items from the Commissary for our squadron sports day. No alcohol will be purchased with Unite funds.

MOUNTAIN HOME AIR FORCE BASE FORCE SUPPORT SQUADRON

FOOD PURCHASE DATE *(if applicable)* COMMANDER SIGNATURE:

ALL ACTIVITIES REQUIRE A COMMANDER'S SIGNATURE & APPROVAL FROM THE AIR FORCE SERVICES CENTER

EVENT REQUEST FORM

- ✓ Required for all Unite Events
- ✓ Provides who, what, when, where, why and how much! Complete cost breakdown of items
- ✓ CC must sign all Unite events being submitted (or designee/POC)
- ✓ Once submitted to AFSVC, approval may take up to 7 days
- ✓ Be sure to include vendors/venue details and contact information

UNITE AFTER ACTION

REQUESTING UNIT:

UNITE POC: EMAIL:

DATE OF EVENT:

EVENT LOCATION:

ACTUAL START TIME: ACTUAL END TIME:

ACTUAL # OF PARTICIPANTS: # of Dependents:

ACTUAL FEES PAID BY PARTICIPANTS:

TOTAL APF REQUESTED: TOTAL NAF REQUESTED:

HOW WELL DID YOUR PLANNING PROCESS GO? HOW COULD IT BE IMPROVED?

HOW WAS THE OVERALL EXECUTION OF YOUR PLANNED ACTIVITIES? HOW COULD THIS BE IMPROVED?

WAS EVENT EASY TO IMPLEMENT? ☐ YES ☐ NO

WOULD YOU HOST THIS EVENT UNDER THE UNITE PROGRAM AGAIN?

WHAT FEEDBACK ON YOUR SELECTED VENDORS CAN YOU PROVIDE?

WHAT FEEDBACK FROM PARTICIPANTS CAN YOU PROVIDE?

DID YOUR UNIT RECEIVE ADDITIONAL FUNDING ASSITANCE FOR THIS EVENT? BOOSTER CLUB, DONATIONS, OR SPONSORS?

COULD YOUR UNIT HAVE HOSTED THE EVENT WITHOUT UNITE FUNDING? ☐ YES ☐ NO

UNITE POC SIGNATURE:

C3 SIGNATURE:

C3 OFFICIAL USE ONLY

ACTUAL APF: ACTUAL NAF:

After Action Reports

- ✓ Complete an AAR to share success and learning points for each event.
- ✓ Submit report NLT 3 business days post event.
- ✓ AAR submissions are mandatory and will be submitted to AFSVC
- ✓ Neglecting to complete an AAR may lead to a suspension of funds for your unit.

Questions…

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