

UNIT LETTERHEAD

DD MMM YY

MEMORANDUM FOR 375 FSS/FSWU

FROM: UNIT/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	Phone	Email

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

- a. Contact the installation Community Cohesion Coordinator (C3), Ashley DeHoff, at ashley.dehoff.1@us.af.mil to discuss proposed events and authorized expenses.
- b. Complete the Event Proposal and Vendor Tracking Forms provided by the C3. The POC will obtain their squadron commander's acknowledgment/signature and return to the C3 to submit for AFSVC approval NLT 21 days prior to proposed event date.
- c. Confirm event date, time, location, and provide final attendee count NLT 72 hours prior for on base events.
- d. Ensure to always stay within budget limits.
- e. Attend Unite POC training and any quarterly meetings.
- f. Provide the C3 with the After-Action Report and event photos within 3 business days after every event.
- g. If the unit's allocated funds are not depleted or allocated by 15 October, the remaining amount will be utilized toward additional UNITE events at the discretion of the Unite office.

3. This letter supersedes all previous letters, same subject.

FULL NAME, Rank, USAF
Duty Title