

88th Air Base Wing

Integrity - Service - Excellence



Unite Program Quick Guide



U.S. AIR FORCE

WHAT IS UNITE?

The intent of the Unite Program is to provide squadron commanders with the flexibility to develop and deliver programs/events to build unit-cohesion within their unit; this includes assigned Air Force and Space Force Active Duty, Reserve, Guard, and APF/NAF DoD civilians. Squadrons can choose from a variety of events and programs on and off base.





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FUNDING ALLOCATIONS

ACTIVITY FUNDING

- \$13.50/person each CY
- NEW! Units may use up to \$15.00/person for a single event pending available funds
- Activity expenses such as activity fees, equipment rentals, program supplies and entertainment

FOOD FUNDING

- \$5.00/person each CY
- Food and beverage expenses
- Must be used in conjunction with an approved Unite event





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FUNDING GUIDELINES

FUNDING GUIDELINES

- Unite is NOT a food & beverage program.
- Events must be recreational and activity based to utilize funding.
- Event Proposal submission deadline is 6 December 2024.

ALLOCATED BY CALENDAR YEAR

- Funding is allocated at \$13.50/person for activity funds and \$5.00/person for food funds per Calendar Year (CY). Each unit's funds are based on number of personnel on UMD at the beginning of the year.
- Funding can be split between multiple events within the CY.
- NEW! Units may use up to \$15.00/person of activity funds for a single event during CY24 per 88 FSS Commander/Director approval.
- Commanders should make every effort to ensure all authorized members of a unit have an opportunity to participate in Unite Events.



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FUNDING GUIDELINES

PAYMENTS – ON BASE

- All payments towards the Unite approved events must be paid for by the C3 via TBCC (Transfer of funds to FSS Facilities). C3 will complete paperwork after each event.
- Units must contact selected FSS facilities to reserve or book their activity and notify them they have initiated the Unite funding process.

PAYMENTS – OFF BASE

- All payments towards the Unite approved events must be paid for by the C3 via NAF PCard (Government Credit Card).
- Units will not be reimbursed if items are paid via personal credit cards, checks, or cash.
- All payments must be tax exempt. C3 can provide tax exempt letter to outside vendors.
- Every vendor must have a valid Form 889 Representation Form on file prior to Unite payment. POCs will work to complete this prior to payments made by C3. Ask the C3 for current listing of valid 889s prior to seeking new 889 form.



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ELIGIBILITY

WHO'S ELIGIBLE FOR UNITE FUNDS?

- Air Force and Space Force: Active Duty, Reserve, DoD civilians (APF/NAF) assigned to Wright-Patterson AFB.
- Air National Guard assigned to Springfield-Beckley AGB and Rickenbacker AGB.
- Spouses and Dependents of eligible personnel with Commander pre-approval. Written authorization must be submitted with Event Proposal form. Ask your C3 for more information.

INELIGIBLE PATRONS FOR UNITE FUNDS

- Contractors
- DoD civilians outside of Air Force and Space Force (AAFES, DLA, GAO, DECA, etc.)
- Other branches of the military including tenant units at Wright-Patterson AFB
- Guests of authorized patrons

Unauthorized patrons may attend Unite events but must pay any associated costs and fees.



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UNITE PROGRAM TYPES

■ UNIT-DEVELOPED (UDP)

- Squadron leaders are given discretion to capitalize on opportunities available off base in the local area and on base within Force Support Squadron (FSS).

■ VOLUNTEER/FREE

- Charitable work proves a cost-effective team building activity that allows coworkers to see each other in a new light and can make a real difference in your community.

■ VIRTUAL

- There are a variety of funded and free virtual options. These are programs & resources that still promote cohesion while social distancing.



UNAUTHORIZED USES OF UNITE

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UNAUTHORIZED PURCHASES

- Alcoholic Beverages
- Gambling, including Bingo
- Lodging or Transportation
- Equipment (Rentals Allowed)
- Prizes, Giveaways or Promo Items
- Porta-johns, Trash Services, Cleaning Fees, Damages, Insurance or Late Fees
- Lodging or Transportation
- Cleaning Products/Volunteer Supplies
- Decorations over 10% of approved activity fund budget

UNAUTHORIZED EVENTS

- Dec holiday parties/End of year events
- Balls or Banquets
- Combat Dining in/Dining out
- Squadron Trainings/Meetings
- Change of Command
- Promotions/Retirements
- Eating Events
- Base Wide Special Events
- Spouses/Dependents Only Events
- Wing/Group level events without written approval from each lower unit commander



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HOST YOUR EVENT IN 5 EASY STEPS

■ COMPLETE THE POC APPOINTMENT LETTER:

- Squadron Commanders will appoint a squadron Unite POC, in writing, to the C3.

■ SUBMIT EVENT PROPOSAL:

- Complete the Event Proposal Form at least 10 days prior to the event and email to C3. All events must be recreational and activity based to utilize Unite funds. C3 will submit the request to AFSVC for approval.

■ EVENT PREP:

- Once event is approved, confirm the date and time with the venue and coordinate the payments with your C3.

■ HAVE FUN AT YOUR EVENT!

■ SUBMIT AFTER ACTION REPORT (AAR) & PHOTOS:


- Complete the AAR form and submit at least 5 photos to C3 within 2 business days.



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HOST YOUR EVENT IN 5 STEPS

Step 1: Complete the POC Appointment Form using provided template

 **UNITE POC APPOINTMENT FORM** **CY24**
Form 1
REVITALIZING SQUADRONS ...the beating heart of the Air Force.

REQUESTING UNIT:

1. The following personnel are appointed Unite Program Unit POCs for:

PRIMARY UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

See page 2 for any additional Unit POCs named.

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 to ensure program compliance. Complete a Unite Event Proposal form provided by the installation C3 and email complete form to 88FSS.Unite.WPAFB@us.af.mil.

b. POC(s) will obtain Commander's acknowledgment/signature on the Unite Event Proposal form and forward to C3. C3 will submit to Air Force Services Center (AFSVC) for approval. All requests must be approved prior to event.

c. 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.

d. Ensure budget limits are always maintained. Unite Activity budget = \$13.50/person per CY. Unite Food budget = \$5.00/person per CY. Units must not exceed total annual budget based on UMD personnel numbers times \$18.50/person. *CY24 authorizes up to \$15.00/person in Activity funds to be used in a single event.

e. All payments towards Unite approved items and/or activities must be paid for by the Unite C3 via NAF PCard or TBCC (FSS Activities). All Unite payments must be tax exempt, must not include gratuity, and have valid 889 Form on file for vendor. Requesting units will not be reimbursed for payments made via personal credit cards, checks, or cash.

f. Submit After Action Report with minimum 5 photos to C3 within 2 business days after the event.

3. C3s for Wright-Patterson AFB are Kaley Bartosik, 88FSS.Unite.WPAFB@us.af.mil, DSN 713-2777 and Liezel Armijo, 88FSS.Unite.WPAFB@us.af.mil, DSN 787-6068.

REQUESTING UNIT COMMANDER
OR DESIGNEE SIGNATURE:

Appointment Forms require a Commander's or Designee signature prior to Event Proposal submission. Valid for current CY.
Submit this form to 88FSS.Unite.WPAFB@us.af.mil. Units must submit an Appointment Form prior to submitting Event Proposal.


- Commanders appoint Unit POCs at squadron level or equivalent or at lower levels. Unit POCs will be the primary person communicating with C3 for planning and execution of Unite events.
- Form is submitted to C3 via email at 88FSS.Unite.WPAFB@us.af.mil
- Units must submit an Appointment Form prior to submitting Event Proposal forms.
- Form is valid for current CY.



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HOST YOUR EVENT IN 5 STEPS

Step 2: Submit Event Proposal



UNITE EVENT PROPOSAL

CY24
Form 2

REQUESTING UNIT:

UNIT POC: EMAIL:

DATE OF EVENT: EVENT LOCATION:

EVENT START TIME: EVENT END TIME:

ARE YOU SEEKING COMMANDER APPROVAL FOR SPOUSES & DEPENDENTS? ☐ YES ☐ NO
*Separate approval letter must be signed by Commander for spouse & dependent usage of Unite funds. Funding will be pulled from existing funds available.

PLANNED # OF UNIT MEMBERS: # OF SPOUSES/DEPENDENTS: TOTAL:

ACTIVITY DESCRIPTION:
Please put in a detailed explanation of your event. Make sure you include what your cohesion activity will be and what you intend to get from this activity. Include a breakdown of the activity costs.


ACTIVITY COST:
Include the total cost of your event activities/rentals.
UNITE will pay up to \$13.50 per person after request approval.

FOOD DESCRIPTION:
This is what you intend on eating and where you intend on purchasing your food. Include a breakdown of the food costs.

FOOD COST:
Include the total cost of your event food.
UNITE will pay up to \$5 per person after request approval.

REQUESTING UNIT COMMANDER
OR DESIGNEE SIGNATURE:

All activities require a Commander's signature and approval from Air Force Services Center which may take up to 10 days.



Event Proposals must be submitted at least 10 days prior to your event. Remember to complete the after action report and submit 5 photos within 2 business days after your event. The Unite program provides Commanders with funding to initiate programs that will benefit all Airmen/Guardians in their unit. Spouses/dependents may be covered by Unite with written Commander approval, otherwise must pay full cost out-of-pocket. Contractors are welcome to participate but must pay the full cost out-of-pocket. Unite funding is available for all Air Force/Space Force Active Duty, Reserve, & APE/NAF Civilians assigned to Wright-Patterson AFB. Air National Guard units are now authorized for Unite funding upon request.

Submit this form to 88FSS.Unite.WPAFB@us.af.mil and the Unite C3 will review and submit request for approval. All events must be approved prior to payment made by Unite C3. All payments must be tax exempt and have a valid 889 Form on file.

- Provide basic contact and event information.
- Complete event details with cost breakdown.
 - Activity Description Example: Team building event at Young's Jersey Dairy. Unlimited wristbands includes miniature golf, batting cages, driving range, corn hole, and visiting the animals in the barn. Unlimited wristbands cost \$17.00.
 - Activity Cost Example: Total Cost is \$17/person, \$13.50/person covered by Unite. $\$13.50 \times 148 = \1998.00 covered by Unite. The remaining \$3.50/person will be covered by the unit.
 - Food Description Example: BBQ cookout - hotdogs, burgers, veggie burgers, buns, condiments, sodas, waters, cookies
 - Food Cost Example: $\$5.00 \times 127 = \635.00
- Must be signed by your Unit Commander or Designee.
- Form is submitted to C3 via email at 88FSS.Unite.WPAFB@us.af.mil at least 10 days prior to event.



HOST YOUR EVENT IN 5 STEPS

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Step 3: Event Prep and Payments by C3

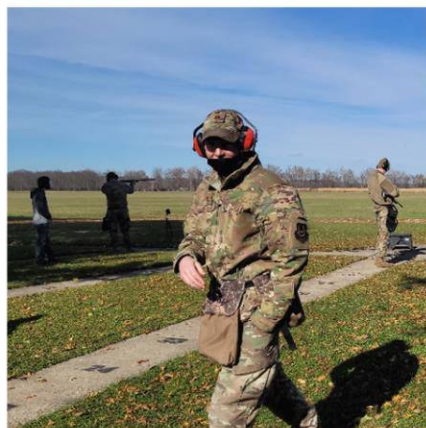
- POC will work with their leadership and unit to select the activity.
- POC is responsible for prices, quantity, and description of purchases for squadron events.
- C3 and POC will coordinate all payments ensuring they are tax exempt.
- All off base vendors must have a valid 889 form on file with C3 prior to payment. POCs will work to complete this prior to payments made by C3. Ask the C3 for current listing of valid 889s prior to seeking new 889 form.
- This phase varies on steps depending on activity selected. Picnics require coordination for grocery shopping, equipment rentals, shelter reservations, etc. Off-base options have their own unique features when planning.
- C3 will help guide and answer any questions the POC may have to simplify and streamline this step.



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HOST YOUR EVENT IN 5 STEPS

Step 4: Have Fun at Your Event!



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HOST YOUR EVENT IN 5 STEPS

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Step 5: Submit After Action Report & Photos

- POC will complete the AAR following the event and submit to C3 to complete the Unite funding process.
- Submit at least 5 photos from the event to C3 within 2 business days.

UNITE AFTER ACTION REPORT CY24 Form 3

REQUESTING UNIT: _____

UNIT POC: _____ EMAIL: _____

DATE OF EVENT: _____ EVENT LOCATION: _____

ACTUAL START TIME: _____ ACTUAL END TIME: _____

DID YOUR COMMANDER APPROVE FUNDING FOR SPOUSES & DEPENDENTS? ☐ YES ☐ NO

ACTUAL # OF UNIT MEMBERS: _____ # OF SPOUSES/DEPENDENTS: _____ TOTAL: _____

ACTUAL FEES PAID BY PARTICIPANTS (OUT-OF-POCKET COSTS PER PERSON): _____

Strongly Agree Agree Neutral Disagree Strongly Disagree

☐ ☐ ☐ ☐ ☐ THE EVENT WAS SUCCESSFUL.

☐ ☐ ☐ ☐ ☐ WE WILL PARTICIPATE IN THIS TYPE OF EVENT AGAIN.

☐ ☐ ☐ ☐ ☐ THE EVENT WAS EASY TO IMPLEMENT.

☐ ☐ ☐ ☐ ☐ PARTICIPANTS FOUND THE EVENT ENJOYABLE.

HOW WELL DID YOUR PLANNING PROCESS & OVERALL EVENT EXECUTION GO? HOW COULD IT BE IMPROVED?

WHAT FEEDBACK CAN YOU PROVIDE ON YOUR SELECTED VENDORS/ACTIVITIES?

WHAT FEEDBACK CAN YOU PROVIDE FROM YOUR PARTICIPANTS?

WAS ADDITIONAL FUNDING ASSISTANCE (BOOST) NEEDED?

AIR FORCE UNITE

UNIT POC SIGNATURE: _____

C3 OFFICIAL USE ONLY

C3 SIGNATURE: _____

APF REQUEST ID: _____

APF (ACTIVITY FUNDS) REQUESTED: _____

APF (ACTIVITY FUNDS) USED: _____

Submit this form to 88FSS.Unite.WPAFB@us.af.mil



REQUEST FORMS

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UNITE POC APPOINTMENT FORM

REVITALIZING SQUADRONS ...the beating heart of the Air Force™

CY24
Form 1

REQUESTING UNIT:

1. The following personnel are appointed Unite Program Unit POCs for: _____

PRIMARY UNIT POC

NAME: _____


EMAIL: _____

ALTERNATE UNIT POC

NAME: _____

EMAIL: _____

See page 2 for any additional Unit POCs named.

 **UNITE EVENT POC**

REQUESTING UNIT: _____ EMAIL: _____

UNIT POC: _____ EVENT LOCATION: _____

DATE OF EVENT: _____ EVENT START TIME: _____ EVENT END TIME: _____

_____ APPROVAL FOR SPOUSES & _____

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

a. Contact the installation Community Cohesion Cc and authorized expenses to ensure program comply the installation C3 and email complete form to 88FSS.L

b. POC(s) will obtain commander's acknowledgment and approval to Air Force Services Center for the event, and location and provide

Prices may vary by vendor.

Prices are always maintained. Units must not exceed total authorized up to \$15.00/pers

FOOD DESCRIPTION:
This is what you intend on eating and where you intend on p

Unit approved items and/or a
All Unite payments must be
or. Requesting units will not

PROGRAM
with minimum 5 photos to (

Revitalizing Squadrons
a recurring series of articles

Kaley Bartosik
Kaley Bartosik is a retired Air Force member and a professional writer. She has been a member of the Air Force Association since 1995. She is currently a member of the Air Force Association's Air Force Association of the United States (AFAUS) and the Air Force Association of the United States (AFAUS).

are Kaley Bartosik, 88F55. Un
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UNDER

AIR FORCE

Event Proposals must be submitted
action report and submit 5 photos.

Commanders with funding to initiate
Spouses/dependents may be invited
full cost out-of-pocket. Contract

Submit this form to 38FSS.Unite.WPAFB@us.af.mil. Units must submit an


UNITE AFTER ACTION REPORT
 REVITALIZING SQUADRONS™...the beating heart of the Air Force

REQUESTING UNIT:

UNIT POC:

CY24
Form 3

CY24
Form 2

OF SPOUSES/DEPENDENTS: [] YES [] NO
TOTAL: []
TICIPANTS (OUT-OF-POCKET COSTS PER PERSON): []

Strongly Disagree
Disagree
Agree

THE EVENT WAS SUCCESSFUL.
[] WE WOULD REPEAT THE EVENT.

[] NO [] NO ANSWER AVAILABLE

activity will be and what

TOTAL:

WE WILL PARTICIPATE IN THIS TYPE OF EVENT AGAIN.

THE EVENT WAS EASY TO IMPLEMENT.

PARTICIPANTS FOUND THE EVENT ENJOYABLE.

PROCESS & OVERALL EVENT EXECUTION GO? HOW COULD IT BE IMPROVED?

ON YOUR SELECTED VENDORS/ACTIVITIES?

(BOOSTER CLUB, DONATIONS, ETC.) USED? ☐ YES ☐ NO

...er which may take up to 10 days.

...URE:

...r

... after

ment. Remember to complete the assignment before the event. The Unite program provides support for Airmen/Guardians in their unit. If you are not a member, you must pay the full cost out-of-pocket. If you are a member, you must pay the full cost out-of-pocket.

Reserve, & Arrive at the event site. All events must be approved for Unite funding upon request. All request for approval. All events must have a valid 889 Form on file.

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[illegible]

Contact your C3 or visit WrightPattFSS.com to find all the forms and information.



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UNITE PROGRAM OPTIONS

- Bowling Center: 2 hours bowling with shoes and pizza buffet
- Golf Courses: 9-hole or 18-hole round of golf with cart
- Rod & Gun Club: trap/skeet shooting
- Outdoor Rec: picnic packages & rental equipment
- Outdoor Rec: indoor axe throwing
- ITT Office: variety of tickets to local attractions
- Consolidated Hobby Center: craft kits
- Club: Catered or bulk purchase food
- NMUSAF: tours, scavenger hunts, & simulator rides
- See Unite Program Event Ideas PDF for additional details and off-base options



U.S. AIR FORCE

C3 CONTACT INFORMATION

AIR FORCE

Wright-Patterson AFB

Unite Contact Information

Kaley Bartosik

Community Cohesion Coordinator (C3)

88FSS.Unite.WPAFB@us.af.mil

Comm: (937) 713-2777

DSN: 713-2777

Liezel Armijo

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DSN: 787-6068

UNITE PROGRAM