



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR 88 FSS/FSW

FROM: **Insert Squadron or Unit Symbol /CC**

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

1. The following personnel are appointed Primary and Alternate Unite Program POCs for the **Squadron/Unit Name:**

	Grade	Name	Email Address	Duty Phone
Primary	MSgt	Smith, John	john.smith@us.af.mil	X-xxxx
Alternate	TSgt	Doolittle, Tom	tom.doolittle.1@us.af.mil	X-xxxx

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. Complete a Unite Event Proposal form provided by the installation C3.
- b. POC will obtain Commander's acknowledgment/signature on the Unite Event Proposal form and forward to C3. C3 will submit to AFSVA for approval.
- 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 maintained at all times. Food and beverage budget = \$5/person/year and program and activity budget = \$13.50/person/year.
- e. All payments towards the Unite approved items and/or activities must be paid for by the C3 via NAF PCard or TBCC (FSS Activities). Individuals from the requesting unit will not be reimbursed if items covered by Unite funding are paid via personal credit cards, checks, or cash.
- f. Ensure no other appropriated or non-appropriated funds are used with Unite funding. Squadrons may use funds from non-federal entities (NFE) such as squadron booster clubs to cover the amount above the allotted amount.

Strength Through Support

- g. Provide C3 with After Action Report with photos within two business days after every event.
3. C3 for Wright-Patterson AFB is Kaley Bartosik, kaley.bartosik.1@us.af.mil, DSN 713-2777.

Commander Signature

FIRST M. LAST, Rank, USAF
Commander, Organization