



**DEPARTMENT OF THE AIR FORCE
100TH AIR REFUELING WING (USAFE)
ROYAL AIR FORCE MILDENHALL, UNITED KINGDOM**

Date

MEMORANDUM FOR 100 FSS/FSWP

FROM:

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

1. You are hereby appointed as Unite Program Point of Contact (POC)

Rank	Last, First M.

2. Your responsibilities as the Squadron POCs are as follows:

- a. Plan programs that contribute to unit cohesion and encourage all squadron personnel to participate in Unite events. To the maximum extent, POCs should use FSS programs and facilities to achieve desired effects through cost savings and geographic proximity to meet our needs.
- b. The intent of Unite provides our squadron with the maximum flexibility to develop and deliver programs to build cohesion. There are three types of events: Ready-To-Execute programs (RTE), Unit-Developed Programs (UDP) that capitalize on opportunities available in the geographic area and volunteer opportunities. POCs will obtain squadron commander’s acknowledgment/signature on the Event Proposal form and forward to C3.
- c. Confirm event date, time, and location and provide final attendee count NLT 72 hours prior to an event, off-base events may vary by vendor.
- d. Ensure budget limits are maintained at all times. Food and beverage = \$5/person in Non Appropriated Funds (NAF) and program costs = \$15.00/person in Appropriated Funds (APF), otherwise out of pocket funds will be incurred. No event is final until you receive confirmation event ID number from the C3.
- e. The C3 (Community Cohesion Coordinator) is your main focal point for the planning, developing and execution of Unite programs. Please contact Unite POC Ms. Beth Cooper, 100 FSS/FSWP, at 238-7254 or via email at bethzaida.cooper.1@us.af.mil

Squadron Commanders Electronic Signature



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