



**DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
SPACE BASE DELTA 1**

MEMORANDUM FOR 50 FSS/FSVU

FROM:

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

1. The following personnel are appointment Primary and Alternate Squadron Unite Program POCs:

PRIMARY:

Name/Rank

DSN

EMAIL

ALTERNATE:

Name/Rank

DSN

EMAIL

2. The POC(s) agree to comply with the following requirements:
 - a. Contact the UNITE/Community Cohesion Coordinator (C3) office to discuss the proposed squadron event and authorized expenses.
 - b. Complete an Event Proposal Form provided by the UNITE office. (Downloadable form available at <https://www.50fss.com/unite-program/>)
 - c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVC for approval.
 - d. 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.
 - e. Ensure budget limits are always maintained: (NAF food and beverage = \$5/person and APF program costs = \$13.50/person).
 - f. Provide C3 with After Action Report and event photos within two business days after every event.
3. For any questions, please contact the Unite office via email at via email at 50FSS.Schriever.Events@spaceforce.mil.

Commander

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