**DEPARTMENT OF THE AIR FORCE**

**UNITED STATES SPACE FORCE**

MEMORANDUM FOR 460 FSS/FSWU

FROM: Squadron Name/CC

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grade** | **Name** | **Email Address** | **Duty Phone** |
| **Primary** |  |  |  |  |
| **Alternate** |  |  |  |  |

1. The POCs will:
	1. Contact the Installation Community Cohesion Coordinator (C3) for training and to discuss potential squadron events and authorized expenses.
	2. Complete an Event Proposal Form, obtain squadron commander’s signature, and forward to the C3. The C3 will submit to AFSVC for approval.
	3. Prior to the event, confirm event date, time and location with the C3.
	4. Know, monitor and work within budget restrictions.
	5. Provide the C3 with an After Action Report within two business days after each event.
2. My POC(s) will work with the C3, Ms. Melissa Bui, 460 FSS/FSWU, at 847-5375 or via email at thi.bui.2@spaceforce.mil

UNIT COMMANDER SIGNATURE BLOCK