



DEPARTMENT OF THE AIR FORCE
14TH FLYING TRAINING WING (FTW)
COLUMBUS AIR FORCE BASE MISSISSIPPI

MEMORANDUM FOR 14 FSS/FSWP

FROM: 14 /CC

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

1. The following personnel are appointed as the Unite Program POC for the 14th Force Support Squadron:

Grade	Name	Office Symbol	Duty Phone
MSgt	Smith, John	14 /	434-

2. The POC will agree to the following requirements:
 - a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed event and authorized expenses.
 - b. Complete a Unit Development Program Request Form provided by C3. POC will obtain squadron commander's acknowledgment/signature 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 contractor.
 - d. Initiate and sign contracts on behalf of the squadron commander for 14 FSS and civilian vendors.
 - e. Ensure budget limits are maintained and payments are tax exempt and within Section 889 guidelines
 - f. Provide C3 with After Action Report within one business day after every event.

Commander