



DEPARTMENT OF THE AIR FORCE
17TH TRAINING WING (AETC)
GOODFELLOW AIR FORCE BASE TEXAS

DATE:

MEMORANDUM FOR RECORD

FROM: Squadron/CC:

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

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

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

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.
- b. Complete an Event Proposal Form provided by the installation C3.
- c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVA 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 maintained at all times.
(Food and beverage = \$5/person)
- f. Take pictures to submit to the C3 and have fun at your event.
- g. Provide C3 with After Action Report and event photos within two business days after every event.

NAME, Rank, USAF