



DEPARTMENT OF THE AIR FORCE
NAME OF DEPARTMENT
KUNSAN AIR BASE, REPUBLIC OF KOREA

DD Mm YY

MEMORANDUM FOR 8 FSS/FSW

FROM: Squadron Name/CC

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

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

| | Grade | Name | Office Symbol | Email | Duty Phone | DEROS |
|-----------|-------|----------------|---------------|-----------------------|------------|----------|
| Primary | E7 | Smith, Sally | XXX | XXXXXX.XXXX@us.af.mil | 782-xxxx | DD Mm YY |
| Alternate | E6 | Doolittle, Tom | XXX | XXXXXX.XXXX@us.af.mil | 782-xxxx | DD Mm YY |
| Alternate | O3 | Parker, John | XXX | XXXXXX.XXXX@us.af.mil | 782-xxxx | DD Mm YY |

2. The POC(s) will agree to comply with the following requirements:

- a. Attend the initial in person training & meetings as directed by the Community Cohesion Coordinator (C3).
- b. Contact the installation C3 to discuss the proposed squadron event and authorized expenses.
- c. Complete an Event Proposal Form provided by the installation C3. POCs will obtain Squadron Commander’s acknowledgment & signature on the Event Proposal Form and send to C3 at least **14 days prior** to event. C3 will submit to AFSVC for approval.

- d. Confirm event date, time, location and event details with relevant activity managers following all deadlines. Off-base events may vary by vendor & require additional time.
 - e. Ensure you are aware of the current budget limits & that they are maintained at all times. (CY24 Activity/APF = \$13.50/per person Food/NAF = \$5 /per person)
 - f. Provide C3 with **pictures of the event** – at least **1 group picture with the UNITE Banner & 3-5 additional pictures of members participating in the event** + completed **After Action Report** within 5 days of the event.
 - g. Ensure Airmen’s participation to the fullest extent.
3. This letter supersedes all previous letters, same subject.

NAME, Rank, USAF
Signature