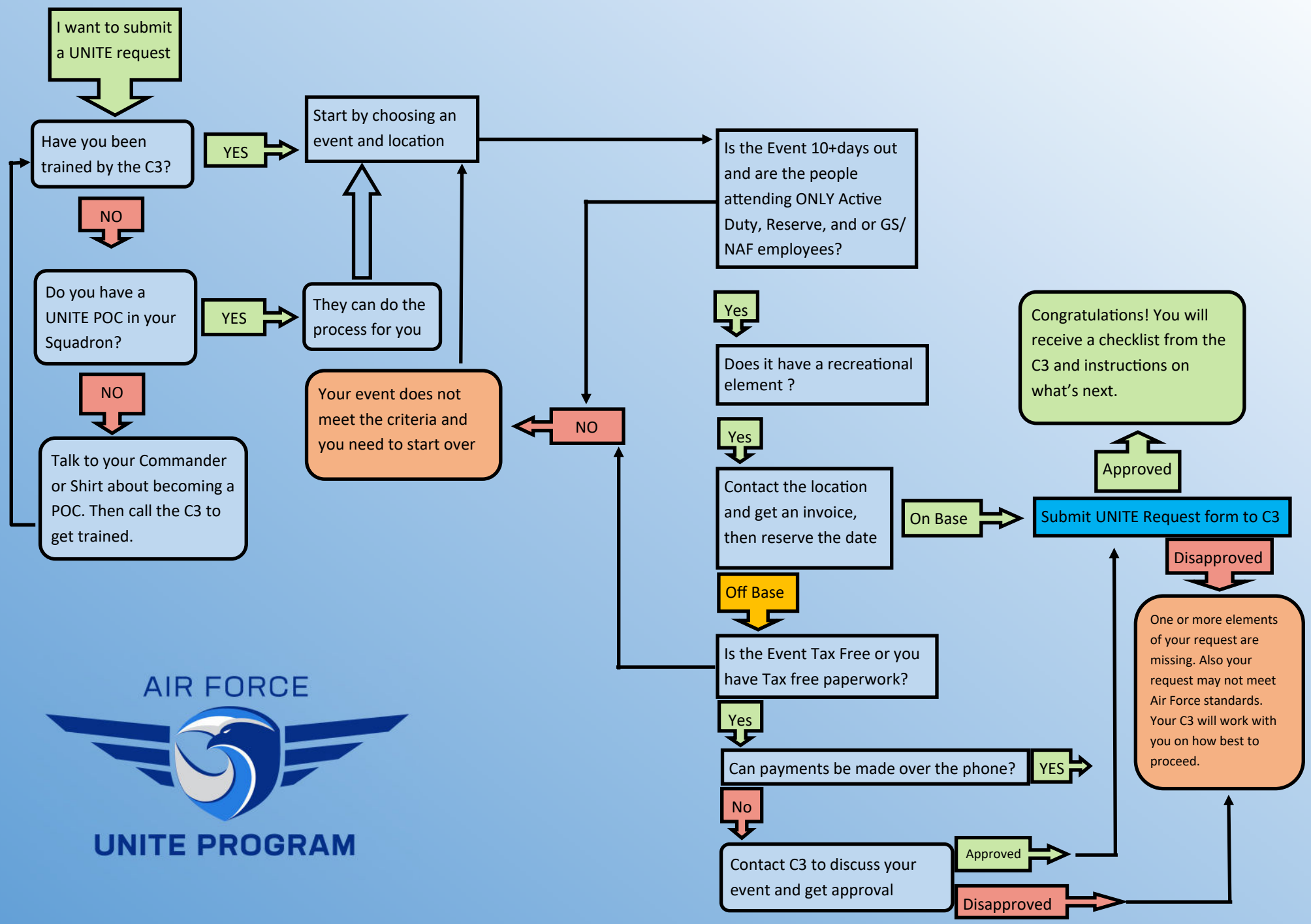
I want to submit a UNITE request
Have you been trained by the C3?
YES
Start by choosing an event and location
NO
Do you have a UNITE POC in your Squadron?
YES
They can do the process for you
NO
Talk to your Commander or Shirt about becoming a POC. Then call the C3 to get trained.
Is the Event 10+days out and are the people attending ONLY Active Duty, Reserve, and or GS/ NAF employees?
Your event does not meet the criteria and you need to start over
NO
Yes
Does it have a recreational element ?
Yes
Contact the location and get an invoice, then reserve the date
On Base
Submit UNITE Request form to C3
Approved
Congratulations! You will receive a checklist from the C3 and instructions on what's next.
Disapproved
One or more elements of your request are missing. Also your request may not meet Air Force standards. Your C3 will work with you on how best to proceed.
Off Base
Is the Event Tax Free or you have Tax free paperwork?
Yes
Can payments be made over the phone?
YES
No
Contact C3 to discuss your event and get approval
Approved
Disapproved
AIR FORCE
UNITE PROGRAM