

Welcome to
Unite POC
Training CY24



THE UNITE PROGRAM...

In August 2016, Air Force Chief of Staff (CSAF) General David Goldfein, released his letter to Airmen titled, "The Beating Heart of the Air Force...Squadrons!"

"In Turn," AFSVC established an activity rich program that will equip Squadron/Unit Commanders with options to facilitate unit cohesion.

[USAF Unite Program | Air Force Reserve Command Public Affairs \(youtube.com\)](#)

All personnel affiliated with Mountain Home AFB or Gowen Field, including active-duty and reserve members of the US Air Force, DoD civilians, and Air National Guard members, are eligible to access Unite program funding.

ALLOCATIONS MHAFB...

Funding is calculated per person from your squadron end strength and includes every Airmen to include DoD Civilians

Unit	Funded Spaces	APF Total	NAF Total
366 FW	140	\$1,890.00	\$700.00
366 FW DET 1	4	\$54.00	\$20.00
366 FAS	81	\$1,093.50	\$405.00
366 MSG	9	\$121.50	\$45.00
366 CES	387	\$5,224.50	\$1,935.00
366 CS	100	\$1,350.00	\$500.00
366 FSS	363	\$4,900.50	\$1,815.00
366 LRS	322	\$4,347.00	\$1,610.00
366 SFS	266	\$3,591.00	\$1,330.00
366 OG	12	\$162.00	\$60.00
366 OSS	199	\$2,686.50	\$995.00
389 FS	61	\$823.50	\$305.00
390 ECS	35	\$472.50	\$175.00
391 FS	75	\$1,012.50	\$375.00
428 FS	18	\$243.00	\$90.00

Unit	Funded Spaces	APF Total	NAF Total
366 MXG	104	\$1,404.00	\$520.00
366 MXS	463	\$6,250.50	\$2,315.00
366 MUNS	328	\$4,428.00	\$1,640.00
389 FGS	316	\$4,266.00	\$1,580.00
391 FGS	348	\$4,698.00	\$1,740.00
366 MDG	28	\$378.00	\$140.00
366 HCOS	100	\$1,350.00	\$500.00
366 OMRS	96	\$1,296.00	\$480.00
OSI	13	\$175.50	\$65.00
266 RANS	237	\$3,199.50	\$1,185.00
353 RS	1	\$13.50	\$5.00
372 TRS	14	\$189.00	\$70.00
726 ACS	407	\$5,494.50	\$2,035.00
ADC	4	\$54.00	\$20.00
AFETS	9	\$121.50	\$45.00

ALLOCATIONS GOWEN FIELD...

Funding is calculated per person from your squadron end strength and includes every Airmen to include DoD Civilians

Unit	Funded Spaces	APF Total	NAF Total
124 ASOS	102	\$1,377.00	\$510.00
124 AMXS	330	\$4,455.00	\$1,650.00
124 CES	114	\$1,539.00	\$570.00
124 CS	45	\$607.50	\$225.00
124 CPTS	23	\$310.50	\$115.00
124 FW	83	\$1,120.50	\$415.00
124 FSS	43	\$580.50	\$215.00
124 LRS	91	\$1,228.50	\$455.00
124 MXG	28	\$378.00	\$140.00
IDANG HQ	56	\$756.00	\$280.00

Unit	Funded Spaces	APF Total	NAF Total
124 MOF	27	\$364.50	\$135.00
124 MXS	215	\$2,902.50	\$1,075.00
124 MDG	66	\$891.00	\$330.00
124 MSG	20	\$270.00	\$100.00
124 OG	19	\$256.50	\$95.00
124 OSS	48	\$648.00	\$240.00
124 SFS	130	\$1,755.00	\$650.00
190 FS	34	\$459.00	\$170.00
224 COS	77	\$1,039.50	\$385.00

FUNDING APF...

RECREATION FUNDS (APF)

\$13.50/per person assigned - Received

- ✓ Designated to pay for or offset the cost of cohesive recreational programs and services
- ✓ E.g. - admission/entry fees, equipment rental, limited supplies, and decorations
*2024 -- Authorized up to \$15.00 per person spend rate
- ✓ Spouses & Dependents are NOW AUTHORIZED based on squadron CC discretion, no additional funding is received
- ✓ Purchases will be made with government Credit Card - Tax Exemptions and 889 representation forms are required

RECREATION (APF) CAN ALSO PAY FOR...

- ✓ Paper Plates
- ✓ Napkins
- ✓ Utensils
- ✓ Cups
- ✓ Charcoal/Propane refill
- ✓ Decorations
- ✓ Foil, Foil Pans
- ✓ Room Fees
- ✓ Pavilion Rentals
- ✓ Equipment Rental
 - Canopies/tables/chairs

No more than 10% of Budget

IF YOU CAN RENT IT - IT WON'T BE APPROVED FOR PURCHASE

UNITE FUNDS CANNOT BE USED FOR...

X CHRISTMAS HOLIDAY PARTIES

X End of Year Events

X Combat dining in/out

X Squadron Training/meetings

X Damage or late fees

X Prizes, Giveaways or Promotional items

X Alcohol or Gambling (INCLUDING BINGO)

X Promotions/Retirements

X Gratuities or Insurance

X Booster Club Fund raising

X Cleaning Supplies or PPE

Except food service gloves

X Items for Volunteer events

Gloves, tools, paint, etc....

X Portable Toilets, Cleaning Services, Lodging

FUNDING NAF...

FOOD & BEVERAGE FUNDS (NAF)

\$5.00/per person assigned

- ✓ Designated for the purchase of food and non-alcoholic beverages in support of Unite recreational programs.
- ✓ Items include but not limited to groceries, catering, or take-out
Remember to account for surcharge when getting groceries from the Commissary
- ✓ Food funds can only be utilized in conjunction with an approved recreational event
- ✓ Unite funds can be transferred by the owning Commanders to other squadrons at the same location

UNITE EVENT EXAMPLES...

- ✓ Recreational activities (e.g., golf, bowling, axe throwing, archery tag, ODR trips, lake days, Top golf, fling golf, sporting events, movies, trap shooting etc.)
- ✓ Fitness Activities (e.g., 5k runs, softball, sports day, wallyball, disc golf, rock climbing, etc.)
- ✓ Creating Activities (e.g., candle making, painting parties, crafts, pottery, etc.)
- ✓ Team Building Activities (e.g., escape rooms, ropes course, squadron Olympics, trivia, etc.)
- ✓ Volunteer Events (e.g., highway clean-ups, humane society, build-a-bed, etc.)

Events centered on eating without an approved cohesive/team building aspect are not authorized and will not be approved.

UNITE POC RESPONSIBILITIES...

- ✓ Assist their squadron to plan, promote and execute fun recreational events to ensure maximum participation
 - ✓ Contact vendors for pricing/request & submit quotes
 - ✓ Reservations/contracts/RSVP's/ follow ups
- ✓ Complete & submit event request forms with CC/designee signature
- ✓ Schedule and attend shopping trips with C3 (if applicable)
- ✓ Capture 3 or more event photos
- ✓ Ensure after-action report submitted NLT 3 business days post event
 - ✓ Neglecting to complete the AAR may lead to a suspension of funds
- ✓ Submit event requests a MINIMUM of 7 days prior to event (longer if reservations are required)

C3 RESPONSIBILITIES...

- ✓ Primary function is to serve as Unite POC's focal point for planning, development and coordination of Unite programs/events
- ✓ Provide formal training and act as liaison for Unite POC's to oversee program execution and adherence to budget
- ✓ Organization and distribution of funds to eligible squadrons
- ✓ Coordinate all event submissions/AAR's with Air Force Services Center
- ✓ Execute all purchases in support of Unite events
- ✓ Provide "Brainstorming" one-on-one sessions with POC's to assist in event development

THE PROCESS...

1. **Submit Event Proposal**
Lean on your C3 for help developing your program. Proposal must be signed off by your Commander or Designee
2. **Your C3 will make payments for you.**
Events must be approved by AFSVC. If your event requires supplies or groceries, schedule a time to shop with the C3.
3. **Host your event and have fun!**
4. **After Action Report**
POC must submit an AAR and 3+ event photos within 3-days post event.





UNITE EVENT REQUEST

REQUESTING UNIT: _____
UNITE POC: _____ EMAIL: _____

EVENT INFORMATION

DATE OF EVENT: _____
EVENT LOCATION: _____
PROJECTED START TIME: _____ END TIME: _____
PLANNED NUMBER OF PARTICIPANTS: _____
PROJECTED FEES TO BE PAID BY PARTICIPANTS: _____

DETAILED EVENT DESCRIPTION:
EXPLAIN THE COHESIVE ACTIVITIES BEING PLANNED

APF (ACTIVITY) FUNDING BREAKDOWN (\$15.00/PP):
YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP ACTIVITIES/EXPENSES TOGETHER

NAF (FOOD/BEVERAGE) FUNDING BREAKDOWN (\$5.00/PP):
YOU MUST BREAK DOWN EVERY EXPENSE - DO NOT LUMP EXPENSES TOGETHER

COMMUNITY COHESION COORDINATOR (C3)
SIGNATURE: _____


COMMANDER/DESIGNEE SIGNATURE: _____



ALL ACTIVITIES REQUIRE A COMMANDER'S SIGNATURE & APPROVAL FROM THE AIR FORCE SERVICES CENTER

EVENT REQUEST FORM...

- ✓ Required for all Unite Events
- ✓ Provides who, what, when, where, why and how much! Complete cost breakdown of items
- ✓ CC must sign all Unite events being submitted (or designee/POC)
- ✓ Once submitted to AFSVC, approval may take up to 7 days
- ✓ Be sure to include vendors/venue details and contact information



UNITE AFTER ACTION

REQUESTING UNIT: _____

UNITE POC: _____ EMAIL: _____

DATE OF EVENT: _____

EVENT LOCATION: _____

ACTUAL START TIME: _____ ACTUAL END TIME: _____

ACTUAL # OF PARTICIPANTS: _____ # of Dependents: _____

ACTUAL FEES PAID BY PARTICIPANTS: _____

TOTAL APF REQUESTED: _____ TOTAL NAF REQUESTED: _____

HOW WELL DID YOUR PLANNING PROCESS GO? HOW COULD IT BE IMPROVED?

HOW WAS THE OVERALL EXECUTION OF YOUR PLANNED ACTIVITIES? HOW COULD THIS BE IMPROVED?

WAS EVENT EASY TO IMPLEMENT? YES NO
 WOULD YOU HOST THIS EVENT UNDER THE UNITE PROGRAM AGAIN?

WHAT FEEDBACK ON YOUR SELECTED VENDORS CAN YOU PROVIDE?

WHAT FEEDBACK FROM PARTICIPANTS CAN YOU PROVIDE?

DID YOUR UNIT RECEIVE ADDITIONAL FUNDING ASSISTANCE FOR THIS EVENT? BOOSTER CLUB, DONATIONS, OR SPONSORS?


COULD YOUR UNIT HAVE HOSTED THE EVENT WITHOUT UNITE FUNDING? YES NO

UNITE POC SIGNATURE: _____

C3 SIGNATURE: _____

CS OFFICIAL USE ONLY

ACTUAL APF: _____ ACTUAL NAF: _____



After Action Reports...

- ✓ Complete an AAR to share success and learning points for each event.
- ✓ Submit report NLT 3 business days post event.
- ✓ AAR submissions are mandatory and will be submitted to AFSVC
- ✓ Neglecting to complete an AAR may lead to a suspension of funds for your unit.

Questions...

A person wearing a black tactical helmet and mask is kneeling on a grassy field. They are holding a rifle and aiming it towards the camera. The background shows a cloudy sky and some trees.

Josh Brown

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Office Location: Gunfighter Event Center