



Unite Program Project Officer in Charge (POC) action steps and responsibilities

- a. Each squadron will be required to assign a Project Officer in Charge (POC) for their unit, and provide POC appointment letter signed by their commander or civilian leader. The squadron POC will be responsible for ensuring implementation of the unit cohesion activity/event(s). The C3 will assist/advise squadron Unite POC's in developing programs for their squadrons but will not be responsible for the direct execution of the squadron's event.
- b. Contact/meet with the installation Community Cohesion Coordinator (C3) to discuss the proposed event and authorized expenses.
- c. POC will provide C3 with their unit's Unit Manning Document showing assigned "Butts in seats" active duty, civilian, and reserve personnel directly assigned to their unit
- d. Complete a Unite Program Activity Planning Sheet provided by C3. POC will obtain squadron commander's acknowledgment and authorization signature and forward to C3. C3 will submit to AFSVA for approval.
- e. Confirm event date, time, and location and provide final attendee count NLT 72 hours prior to events.
- f. Initiate and sign contracts on behalf of the squadron commander for 72 FSS on-base services and off-base vendors.
- g. Ensure budget limits and funds authorization restrictions are maintained: Unite funding - Program costs = \$17.50 per authorized unit person. Food and beverage = \$5 per authorized unit person. Any additional fees beyond the available Unite Funds will be incurred by the individual unit
- h. Provide C3 with an After Action Report within 5 business days after every event. C3 will provide POC with form template