



DEPARTMENT OF THE AIR FORCE
(USE YOUR UNIT LETTERHEAD)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR 72 FSS/FSWU

FROM: (UNIT/CC)

SUBJECT: Appointment of Unite Project Officer in Charge (POC)

The squadron POC will be responsible for ensuring implementation of the unit cohesion activity/event(s). The Community Cohesion Coordinator (C3) will assist/advise squadron Unite POC in developing programs for their squadrons but will not be responsible for the direct execution of the squadron's event.

The following individuals are appointed as the Unite Program POC for (squadron/office symbol)

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

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

- a. Contact the installation C3 to discuss the proposed squadron event and authorized expenses.
- b. Complete an Event Proposal Form provided by the installation C3. (21 days prior to the event)
- 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 and program costs = \$17.50/person)
- f. Provide C3 with After Action Report within five business days after every event.
- g. If alcoholic beverages are available for consumption during the Unite event, unit commander or civilian leader is required to follow proper procedures in accordance with AFI-34-219.

(Signature) _____ (Date) _____
 (UNIT COMMANDER OR CIVILIAN LEADER)