

# BASIC RULES OF ENGAGEMENT

## UNITE PROGRAM

### PLANNING AN EVENT

1. Unit POC contacts C3 (Community Cohesion Coordinator) to notify Unit interest in executing an event. Encourage utilization of Unite funds throughout the installations FSS facilities (ODR, PCCCC, Bowling, Rod & Gun Club)
2. The Unite Program gives the discretion to create the Unit-Developed Program (UDP) that capitalizes on opportunities available. In addition, Ready to Execute and Volunteer/Free Program developments are available.
3. C3 ensures that budget limits are maintained at all times. (Food & beverage=\$5.00 and program costs= \$13.50 per person) NAF and APF funds are designated to pay or OFFSET the cost of the services and recreation programs.
4. Unit POC must provide a detailed cost breakdown of how funds will be paid. DO NOT lump activities/expenses together. (Be specific)
5. Unit POC meets with their respective Squadron Commander/Civilian Leader with proposed event idea for approval
6. An event request is created by the Unit POC with help of the C3 and signed by the Squadron Commander/Civilian Leader

### REQUESTING AN EVENT

1. Unit POC fills out an Event Proposal Form request form for desired event ([www.vandenbergfss.com/unite-program](http://www.vandenbergfss.com/unite-program)) Events must be BOTH recreational and unit cohesive.
2. C3 sends request to AFSVC for approval at LEAST 7 days before the event date.
3. Events are either approved or modifications are requested. C3 will notify Unit POC when approved.

### FUNDING AN EVENT

1. Upon approval, units are allocated a specific budget for activities, food and
2. Non-alcoholic beverages. Unit POC will be notified of funds allocated for each squadron for the year.

3. It is imperative that the Unit POC is the individual submitting the Event Proposal Form, request **WILL NOT** be accepted from others, unless they are the designated Alternate Unit POC. Any questions, contact the C3.
4. Funds are executed by the C3 after approval from AFSVC (No other methods to execute funds are allowed)
5. If a squadron executes an event without approval, all expenses will be the responsibility of the squadron

### EXECUTING AN EVENT

1. Unit POC is responsible for the event coordination and execution
2. C3 assists as needed; provides overview and guidance for policies and procedures.

### AFTER ACTION REPORTS AND PHOTOS

1. C3 provides Unit POC with an After Action questionnaire (to determine the success and learning points of the event) within three business days after event. Due from Unit POC within 5 days after event to C3
2. Unit POC's are responsible for photos of the event and submission to the C3 with AAR

### QUESTIONS OR CONCERNS?

Contact: Edwina Williams C3

Phone: 805-606-8040

Email: [edwina.williams.1@spaceforce.mil](mailto:edwina.williams.1@spaceforce.mil)

Address: Bldg 11777, Rm C-208

(Corner of California Blvd & Utah Ave)