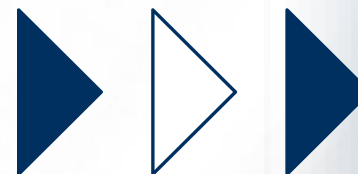




UNITE: ELEVATION THROUGH RECREATION

James W. Murrell III
Unite Lead Coordinator
Community Programs & Unite Cohesion
Joint Base Langley-Eustis

 633fss.fsw.unite@us.af.mil





PURPOSE

The Unite Program empowers Unit Commanders to create new opportunities for recreational and cohesive activities to strengthen the bond between members within the unit.



ELIGIBILITY

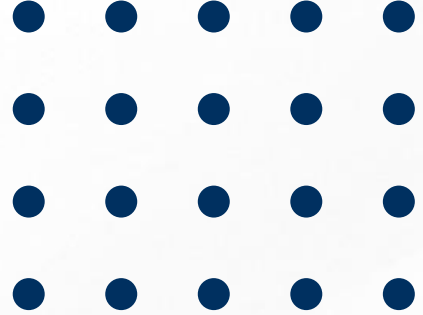
Authorized individuals includes all Air Force and Space Force Active Duty, Reserve, Guard, and Civilian employees; appropriated and non-appropriated, and their families. Contractors are not authorized.



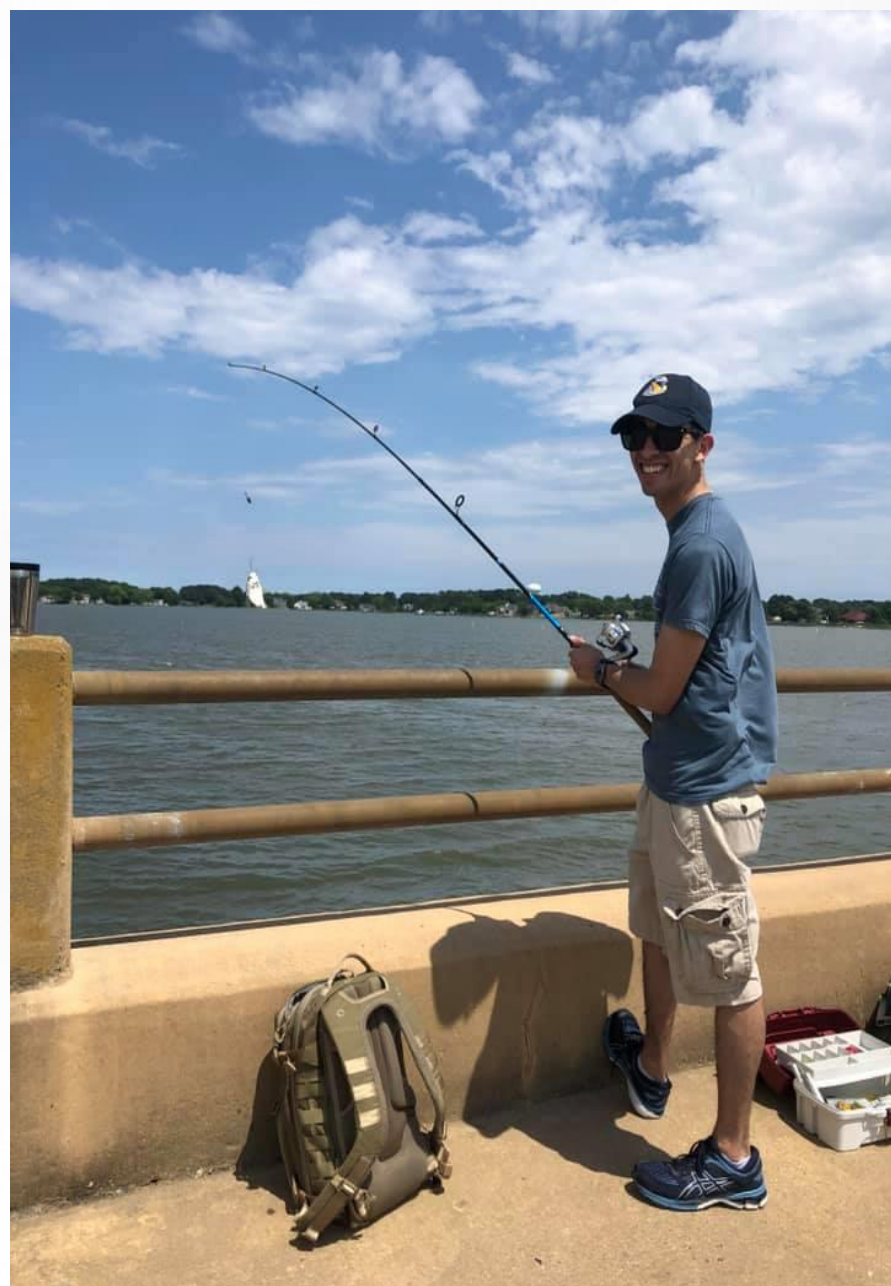
THE COLOR OF MONEY:

Squadrons are allocated \$13.50 in APF funding for recreational activity and non-consumable supplies, and \$6.00 in NAF funding for food & beverages per assigned unit member. The Unite program is activity-based, and NAF dollars are only an added benefit. APF funding is intended to fund the actual team-building event only, and *NAF funds must be utilized in conjunction with APF dollars*. Unit Commanders may request an increase to \$15.00 in APF funding for every individual attending a Unite event. NAF funding cannot be increased.





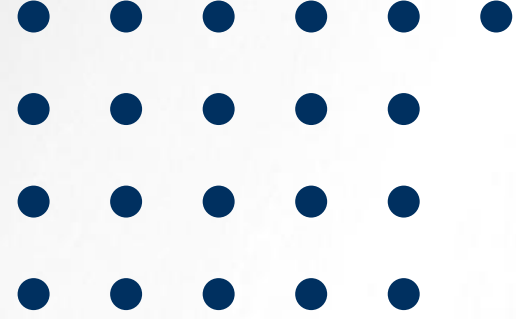
ROLES & RESPONSIBILITIES: Unit Commanders & Civilian Leaders



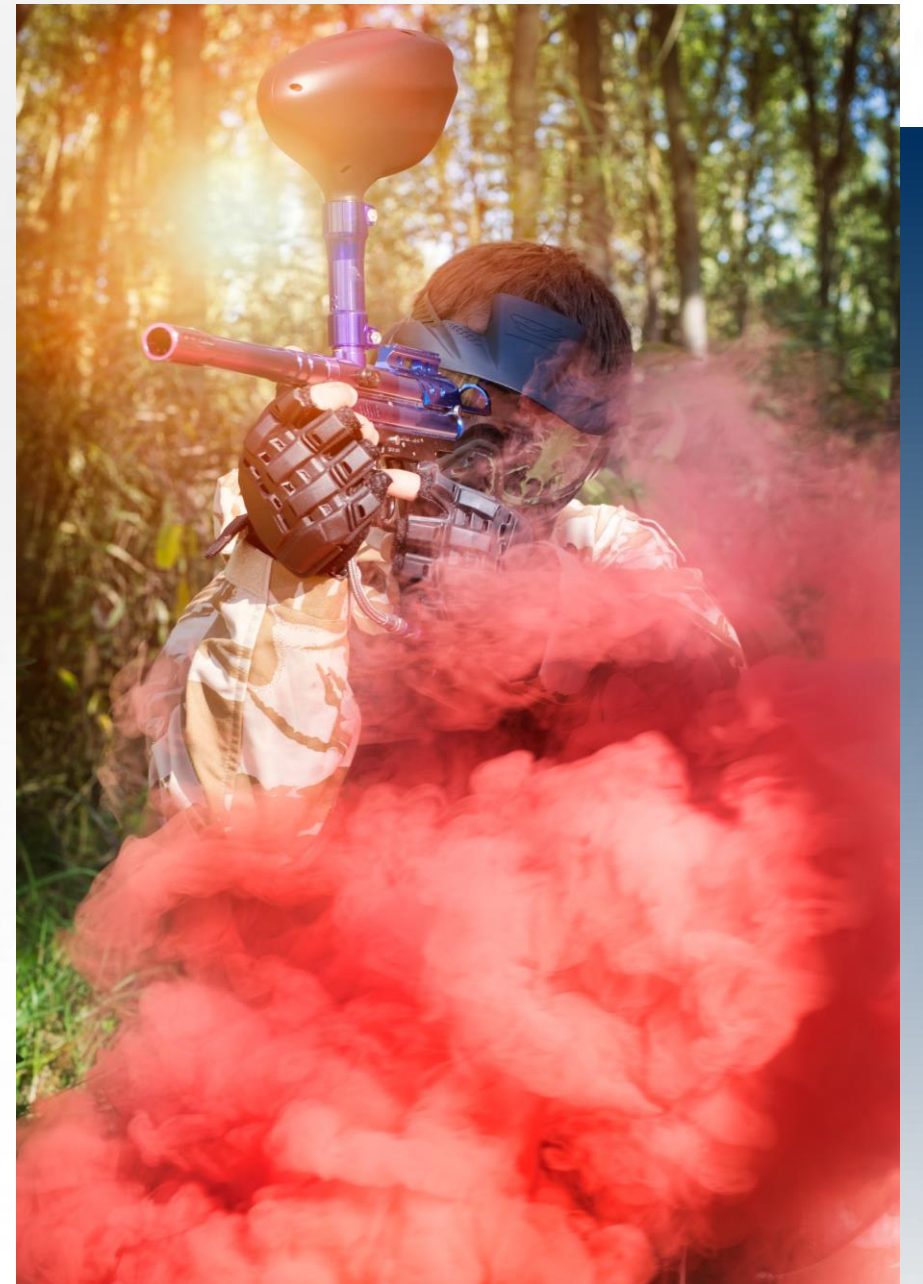
- Designate Individual(s) to plan and execute unite Programs and activities; Unite POC(s).
- Maximum use of FSS Programs and Facilities
- Designate in writing the squadron POC(s) to perform Unite duties on CCs behalf
- Approve unite Event Proposal by Signature
- Encourage squadron personnel to participate

THE SKY... AND PROGRAM FUNDING... ARE YOUR ONLY LIMITATIONS!

ROLES & RESPONSIBILITIES: Unit Event Point(s) of Contact



- Develop, plan, and execute unite recreational activities based on the interest of fellow unit members.
- Ensure vendor(s) does not charge additional credit card payment fee(s).
- Submit completed Unite Event Proposal to Unit Commander or designee for review, approval, and signature.
- Forward signed United Event Proposal and necessary documentation to C3 a minimum of 14 working days prior to event.



ROLES & RESPONSIBILITIES: Community Cohesion Coordinator



- Facilitate effective funded or free programming of high-interest recreational cohesive activities, teamwork, and camaraderie.
- Work with Unite POC's to determine their needs and interests, help develop recreational programs, and make purchases based on their priorities.
- Work with FSS managers to develop and bolster new and exciting programs within their program to encourage FSS activities for Unite events.
- Brief Unit Commanders and Civilian Leaders about the Unite program's intent, guidelines, program changes and finances.
- Encourage the utilization of Unite funds throughout the installation by actively promoting Unite to installation leadership

SUBMISSION & EXECUTION PROCESS: Unit Point of Contact(s)

STEP 1

- Unit POC(s) will select, develop, and plan unite cohesive program.
- Determine date, time, location, equipment and services to be purchased.
- Make any necessary reservations
- Obtain itemized quote(s) from off-base vendors and/or service providers (business name, address contact name, phone number, and email addresses.)
- If required, obtain AF NAF P-Card 889 Representation Form for all vendors and/or service providers.
- Verify non-government vendors accept credit card payments.

STEP 2

Complete Unite Event Proposal and forward to the unite Commander or designee for review, approval and signature. Once signed, forward to the Langley Unite Inbox.

 633fss.fsw.unite@us.af.mil



APPOINTMENT LETTER | AIR FORCE NAF P-CARD FORM

UNIT LETTERHEAD

DD MMM YY

MEMORANDUM FOR 633d FSS/FSWP

FROM: (UNIT/CC)

SUBJECT: Squadron Unite Program Point of Contact (POC) Letter of Appointment

1. The following personnel are appointed as the Unite Program POC(s):

| Grade | Name | Phone | Email |
|-------|------|-------|-------|
| | | | |
| | | | |
| | | | |

2. The POC will agree to comply with the following requirements:

- Review Unite POC Training Presentation at www.jbleforcesupport.om/unite.
- Contact the installation Community Cohesion Coordinator (C3), James Murrell at 633FSS.FSW.Unite@us.af.mil to discuss proposed events and authorized expenses.
- Ensure events and activities and food & beverage costs are within budget limitations.
- Confirm event date, time, location, and final attendee count NLT than 48 hours prior to events in FSS activities.
- Submit completed Unite Event Proposal to Unit Commander or designee for review, approval, and signature.
- Forward signed United Event Proposal and necessary documentation to C3 a minimum of 14 working days prior to event
- Provide the C3 with an after-action report and event photos within 3 business days after each event.

3. If the unit's allocated funds are not depleted or allocated by 15 September for an upcoming event to be hosted by the 31 December program deadline, the unit's remaining fund balance will be utilized toward additional UNITE-programmed events and activities for your Wing and/or Command.

4. This letter supersedes all previous letters, same subject.

FULL NAME, Rank, USAF
Duty Title

Air Force NAF P-Card Use of Covered Telecommunications Equipment or Services Representation

Section 1 – References

- USD DTM 22-002 Nonappropriated Fund Procurement Implementation of Section 889 of NDAA FY19
- Air Force NAF Purchase Card Program Interim Policy Memorandum Mar 2023

Section 2 – Merchant Representation

After conducting a reasonable inquiry, for purposes of this representation, the Merchant represents that it—

- does does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Merchant Name _____

Merchant Authorized Rep Name _____

Merchant Authorized Rep Signature _____

Date Signed _____

Section 3 - Instructions

- Cardholder (CH) provides this representation document to the merchant to complete, sign, and return to the CH.
- Merchant verifies the list of prohibited companies fills out Section 2 above and returns the form to the CH.

Procedures for Merchant: review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) or on the GSA SmartPay website (<https://smartpay.gsa.gov/content/prohibited-vendor-list>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services". Conducting business with merchants who use telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities); Video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) is strictly prohibited.

- If a merchant represents "does not" the CH can rely on the representation and make the purchase
- If a merchant represents "does" or the merchant declines to complete the representation, the CH shall not make the purchase with that merchant. CH must find an alternate merchant that represents "does not" The following NAF PC transactions are exempt as these transactions are payments, not purchases.

- Contract Payment Official - use of the NAF PC as a payment method only
- Inter/Intra-Governmental Payments - (ex. DLA Document Services, NSN items using FedMall)
- Training Payments

- Retain all documentation that supports this representation.

UNITE EVENT PROPOSAL FORM



Revitalizing Squadrons ...the beating heart of the Air Force
 Providing Commanders with funding to initiate programs that will benefit all Airmen in their unit. This includes assigned Active Duty, Reserve, APF/NAF Civilians and their dependents. Funding is determined by the number of individuals assigned to the Unit.

UNITE Event Proposal

Unit/Squadron: _____ Today's Date: _____
 Office Symbol: _____

Primary POC
 Rank/Name: _____
 Work Phone: _____ Cell: _____
 Email: _____

Alternate POC
 Rank/Name: _____
 Work Phone: _____ Cell: _____
 Email: _____

Event Name: _____
Date: _____ **Time:** _____
Location: _____
 Estimated Attendance: _____

Event Planning Check List

- Reservations Confirmed (venue, vendor and/or service providers)
- Equipment Reserved (tables, chairs, canopies, inflatables, games, etc.)
- Quotes from off-base vendors and/or service providers with Federal Government Tax Exemption confirmation
- Ensure vendor does not charge additional credit card payment fees
- UNITE Event Proposal complete w/ CC or designee signature
- Submit UNITE Event request to Community Cohesion Coordinator (C3) within 14 Business days of event

APF Event Costs: \$13.50 Per Person/Per Event

*Recreational vendors or service providers, equipment rentals, supplies, service and/or credit card charges
 Coolers, obstacle course, DJ, game truck, paper plates, décor etc.*

Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____

APF Activity Estimate Total: \$ _____

NAF Event Costs: \$6.00 Per Person/Per Event

Consumables - food/beverage vendors or service providers

Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____
 Item(s): _____ Supplier: _____ Cost: _____

NAF Estimate Total: \$ _____

Shopping Date/Time Request: _____

Event Description / Team Building Component:
 Be specific. What type of games? What kind of activities?

 Commander/Designee Name/Rank

 Commander/Designee Signature

All activities require a Commander's signature & approval from the Air Force Services Center. Please plan event accordingly.

FOR C3 USE ONLY

Available Funds APF \$ _____ NAF \$ _____ Unit Members: _____
 Unit Submission Date: _____ AFSVA Submission Date: _____
 APF Request ID: _____ Approval Date: _____
 APF Approved Amount: _____ APF Total Spent: _____
 NAF Request ID: _____ Approval Date: _____
 NAF Approved Amount: _____ NAF Total Spent: _____

FOR C3 USE ONLY

Payment Schedule & Notes

SUBMISSION & EXECUTION PROCESS: C3

STEP 3

Using the required documentation, the C3 will submit requests to AFSVC for approval.

STEP 4

Once the AFSVC approves, an email will be sent to the Unit POC's, vendors and service providers, and FSS Accounting Office.

Email will include:

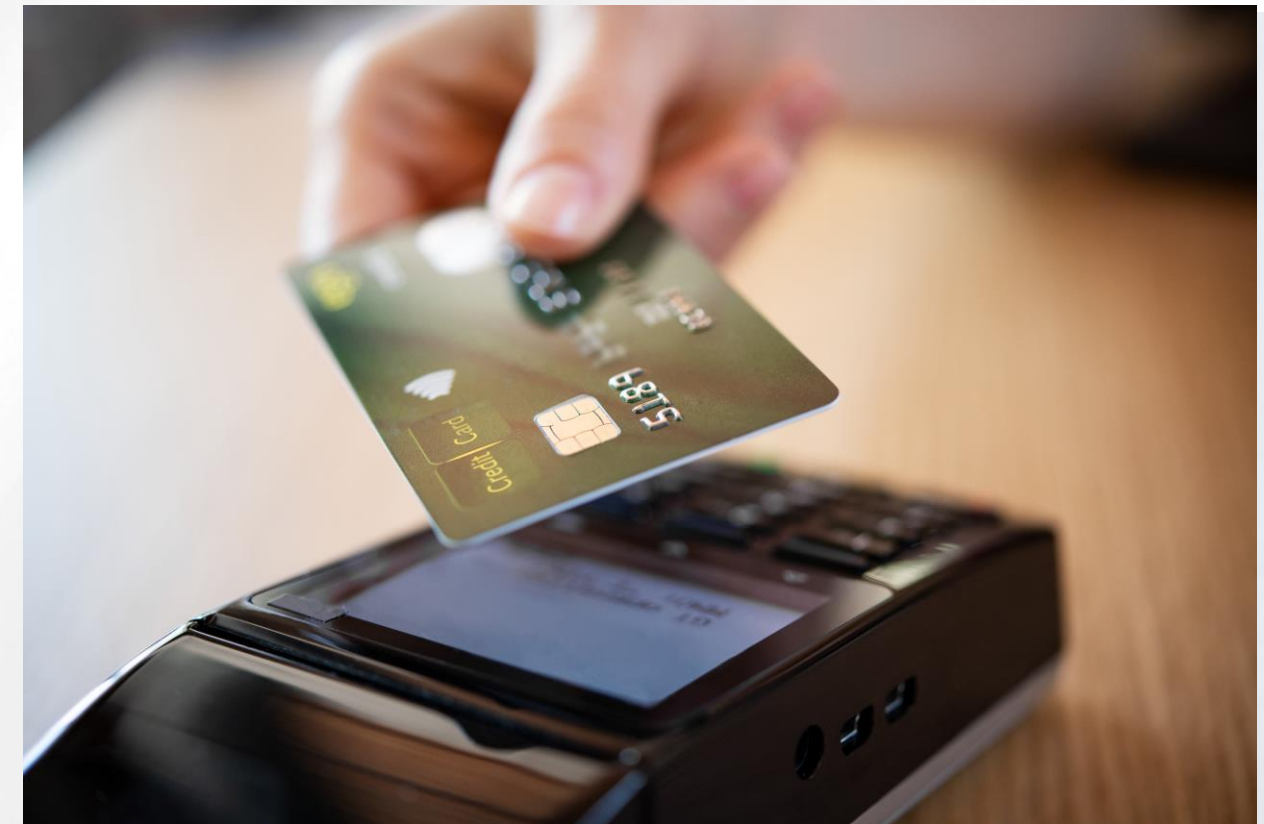
- Request number
- Verification of vendors and/or service providers and items to be purchased
- Method of payment; Unite government purchase card and/or internal FSS Transfer.
- Any additional actions to be taken to ensure the event is successful.



SUBMISSION & EXECUTION PROCESS: Unit POC(s) and C3

STEP 5

- C3 will make purchases over the phone, online or in person.
- Unite POC coordinates base access and support of vendors and/or service providers.
- Lets go shopping! C3 and Unit POC will schedule shopping trips as needed.



LET'S MAKE IT HAPPEN!

STEP 6: HAVE FUN & TELL US ABOUT IT!



SEND US YOUR AFTER ACTION REPORT AND A FEW PICTURES!

UNAUTHORIZED USE OF UNITE FUNDS

UNITE FUNDS ARE NOT TO BE USED FOR THE FOLLOWING:

- December Holiday Parties
- End of Year Events
- Balls & Banquets
- Combat Dining In/Out
- Squadron Trainings & Meetings
- Change of Commands
- Eating Events
- Promotion/retirements
- Installation Special Events
- Purchase of alcoholic beverages
- Cannot purchase equipment, including electronics. C3 will contact AFSVC if the cost of renting equipment exceeds the cost of procuring the equipment.
- Unauthorized rentals – portable toilets, trash services, cleaning fees, cleaning supplies, cleaning companies, or lodging.
- Purchase of items for volunteer events such as gloves, tools, paint or supplies.
- The purchase of equipment to donate to charities.
- Cost of damages, late fees, or insurance.



UNAUTHORIZED USE OF UNITE FUNDS (CONT.)

UNITE FUNDS ARE NOT TO BE USED FOR THE FOLLOWING:

- Cleaning supplies, hand soap, sanitizer, etc. Food services gloves permitted
- Purchase of prizes, gift cards, giveaways, or promotional items. (Trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalized objects, murals, shirts, hats, or jerseys.)
- Gambling or the purchase of gambling products, including traditional bingo games, where funds are accumulated and paid to a winner. Such an arrangement is a prohibited practice that conveys personal benefit to a winner.

OTHER LIMITATIONS:

- Decorations for Unite events should not exceed more than 10% of the event's total cost. (Example: squadron teambuilding event costs \$1000, then the cost of decorations should not exceed \$100)
- AFSVC will not provide reimbursement to events that have not been approved. If a squadron executes and event without approval, all expenses will be the responsibility of the squadron.
- Unite events cannot be held for dependents only

Wing or Group events may be held with written agreement from each participating Unit Commander for the use of their funding. During multi-day events, each squadron must have a specific time to participate in activities, which should also be detailed within the submission.

ADDITIONAL UNITE INFORMATION

www.jlbeforcesupport.com/unite

EMAIL THE UNITE BOX:

633FSS.FSW.Unite@us.af.mil

OR CALL:

(757) 764-2984 | (757) 764-5890

OR STOP BY AT:

Bayview Commonwealth Center



AIR FORCE



UNITE PROGRAM

JBLE 633d Force Support

QUESTIONS?

James W. Murrell III

Unite Lead Coordinator

Community Programs & Unite Cohesion

Joint Base Langley-Eustis

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