

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