



**DEPARTMENT OF THE AIR FORCE**  
**NAME OF DEPARTMENT**  
**KUNSAN AIR BASE, REPUBLIC OF KOREA**

DD Mm YY

MEMORANDUM FOR 8 FSS/FSW

FROM: Squadron Name/CC

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

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the Squadron Name:

	Grade	Name	Office Symbol	Email	Duty Phone	DEROS
Primary	E7	Smith, Sally	XXX	XXXXX.XXXX@us.af.mil	782-xxxx	DD Mm YY
Alternate	E6	Doolittle, Tom	XXX	XXXXX.XXXX@us.af.mil	782-xxxx	DD Mm YY
Alternate	O3	Parker, John	XXX	XXXXX.XXXX@us.af.mil	782-xxxx	DD Mm YY

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

- a. Attend the initial in person training & all meetings as directed by the Community Cohesion Coordinator (C3).
- b. Contact the C3 to discuss any proposed squadron events and ensure expenses are authorized.
- c. Complete an Event Proposal Form for every event. UNITE POCs must obtain Squadron Commander's acknowledgment & signature for each event and send to C3 at least **14 days prior**. C3 will then submit to AFSVC for approval.

- d. Sign for & confirm event date, time, location and event details with all relevant activity managers and vendors, as well as, follow all deadlines. Off-base events may vary by vendor & require additional time and coordination.
  - e. Ensure you are aware of the current budget limits & that they are maintained at all times. (CY23 Activity/APF = \$13.50/per person Food/NAF = \$5 /per person)
  - f. Provide the C3 with **pictures & completed AAR within 5 days** of the event:
    - 1 group picture with UNITE Banner
    - 3 -5 additional pictures of members participating in approved activity
    - Completed After Action Report
  - g. Ensure Airmen's maximum participation to the fullest extent.
3. This letter supersedes all previous letters, same subject.

NAME, Rank, USAF  
Signature