



**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	XXXXXX.XXXX@us.af.mil	782-xxxx	DD Mm YY
Alternate	E6	Doolittle, Tom	XXX	XXXXXX.XXXX@us.af.mil	782-xxxx	DD Mm YY
Alternate	O3	Parker, John	XXX	XXXXXX.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 & meetings as directed by the Community Cohesion Coordinator (C3).
- b. Contact the installation C3 to discuss the proposed squadron event and authorized expenses.
- c. Complete an Event Proposal Form provided by the installation C3. POCs will obtain Squadron Commander’s acknowledgment & signature on the Event Proposal Form and send to C3 at least **14 days prior** to event. C3 will submit to AFSVC for approval.

- d. Confirm event date, time, location and event details with relevant activity managers following all deadlines. Off-base events may vary by vendor & require additional time.
  - e. Ensure you are aware of the current budget limits & that they are maintained at all times. (CY24 Activity/APF = \$13.50/per person Food/NAF = \$5 /per person)
  - f. Provide C3 with **pictures of the event** – at least **1 group picture with the UNITE Banner & 3-5 additional pictures of members participating in the event** + completed **After Action Report** within 5 days of the event.
  - g. Ensure Airmen’s participation to the fullest extent.
3. This letter supersedes all previous letters, same subject.

NAME, Rank, USAF  
Signature