



DEPARTMENT OF THE AIR FORCE
(USE YOUR UNIT LETTERHEAD)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR 72 FSS/FSWU

Date:

FROM: (SQUADRON CC/CL)

SUBJECT: Appointment of Unite Project Officer in Charge (POC)

1. The squadron POC will be responsible for ensuring implementation of the unit cohesion activity/event(s). The Community Cohesion Coordinator (C3) will assist/advise squadron Unite POC in developing programs for their squadrons but will not be responsible for the direct execution of the squadron's event.
2. The following individual(s) are appointed as the Unite Program POC for (squadron/office symbol) and are authorized to conduct Unite Program business on the identified squadron's/unit's behalf.

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

3. The CC/CL and POC(s) agree to comply with the following requirements:
 - a. Contact the installation C3 to discuss the proposed squadron event and authorized expenses.
 - b. Provide installation C3 with and updated unit manning document to confirm present total squadron/unit headcount.
 - c. Complete an Event Planning sheet provided by the installation C3. POC will obtain squadron commander's approval/signature on the Event Planning sheet and forward to C3 no later than 10 business days prior to the event. C3 will submit to AFSVA for approval. Dec 4: Last day to submit.
 - d. Be responsible for signing any venue contracts and event reservation agreements on behalf of the unit.
 - e. Ensure budget limits are maintained at all times. (Food and beverage = \$6/person and Activity costs = \$15/person per calendar year) and that only authorized members of the squadron/unit are being submitted for event per person funding approval.
 - f. POC will provide Squadron Commander/CL updated Unite utilization levels as needed to upstream to Group/Wing Leadership when/if requested.
 - g. Provide C3 with After Action Report and picture set within five business days after every event.
 - h. If alcoholic beverages are available for consumption during the Unite event, unit commander or civilian leader is required to follow proper procedures in accordance with AFI 34-107.
 - i. Unite funds not utilized or requested by Sept 30 may be accessed by other squadrons for additional Unite events on a first come first served basis until all funding has been utilized up to the Dec 4 deadline.

NAME: _____
 (SQUADRON COMMANDER OR CIVILIAN LEADER)

 (Date)

 (SIGNATURE)