



**DEPARTMENT OF THE AIR
FORCE
86TH AIRLIFT WING (USAF)**

DD MMM YY

MEMORANDUM FOR 86 FSS/FSWU

FROM: UNIT/CC

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

1. The following personnel are appointed as the **CY25 Unite Program POC**:

Grade	Name	Phone	Email
(P)			
(A)			
(A)			
(1 st Shirt)			
(SEL)			
(DO/DD)			

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

- a. Contact the installation Community Cohesion Coordinator (C3), Brooke Nelson, at 86FSS.FSWU.UNITE@us.af.mil to discuss proposed events and authorized expenses.
- b. Complete the Event Proposal and Vendor Tracking Forms provided by the C3. The POC will complete Event Proposal and send to C3 for review NLT 14 days prior to proposed event date. After review the POC will obtain their squadron commander's acknowledgment/signature and return to the C3 to submit for AFSVC approval NLT 10 days prior to proposed event date.
- c. Confirm event date, time, location, and provide final attendee count NLT 72 hours prior for on base events. POC will confirm payment date/time with C3 1 week prior to events.
- d. Ensure to always stay within budget limits.
- e. Attend Unite POC training and any quarterly meetings.
- f. Provide the C3 with the After-Action Report and event photos within 3 business days after every event.
- g. Final submission for Event Proposals is 1 November. If the unit's allocated funds are not depleted or obligated by 1 November, the remaining amount will be utilized toward additional Unite events. Events must be held by 19 December.

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

FULL NAME, Rank, USAF
Duty Title