DD Mm YY

MEMORANDUM FOR 50FSS/FSVU

FROM: Squadron Name/CC

SUBJECT: Squadron Unite Program Point of Contact (POC)

1. The following personnel are appointed Primary and Alternate Squadron Unite Program

POCs for the (Unit Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grade** | **Name** | **Email Address** | **Duty Phone** |
| **Primary** | MSgt | Smith, John |  | X-xxxx |
| **Alternate** | TSgt | Doolittle, Tom |  | X-xxxx |

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

1. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses.
2. Complete an Event Proposal Form provided by the installation C3.
3. POC will obtain squadron commander’s acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVA for approval.
4. Confirm event date, time, and location and provide final attendee count NLT 72 hours prior for on base events. Off-base events may vary by vendor.
5. Ensure budget limits are maintained at all times.

(Food and beverage = $5/person and program costs = $13.50/person)

1. Provide C3 with After Action Report within three business days after every event as well as photos from the event.

FULL M. LAST, Rank, USAF

Commander, Unit