DD Mm YY

MEMORANDUM FOR

FROM: Squadron Name/CC

FROM:

SUBJECT: Letter of Appointment

Squadron Unite Program Point of Contact (POC)

SUBJECT:

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the 325th Force Support Squadron:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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. Request DoD ID #’s, prior to event, for each participant in unit and provide to C3 in excel spreadsheet format.
2. Ensure RAND Corporation Surveys are completed five business days after every event by participants.
3. Provide C3 with After Action Report within two business days after every event.

NAME, Rank, USAF