

## DEPARTMENT OF THE AIR FORCE HEADQUARTERS 81ST TRAINING WING (AETC)

## MEMORANDUM FOR 81 FSS/FSWU

FROM: 81 FSS/CC

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

1. The following personnel are appointed as the Unite Program POC for the 81 Force Support Squadron:

Grade	Name	Office Symbol	<b>Duty Phone</b>
<b>MSgt</b>	Smith, John	81 XXX/XXX	37x-xxxx

- 2. The POC will agree to comply with the following requirements:
  - a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed event and authorized expenses.
  - b. Complete a Unit Development Program Request Form provided by C3. POC will obtain squadron commander's acknowledgment/signature and forward to C3. C3 will submit to AFSVC for approval.
  - c. Confirm event date, time, and location and provide final attendee count NLT two weeks prior for on base events.
  - d. Initiate and sign contracts on behalf of the squadron commander for 81 FSS and civilian vendors.
  - e. Ensure budget limits are maintained at all times (food and beverage = \$5/person and program costs = \$13.50/person).
  - f. Provide C3 with After Action Report within one business day after every event.

KATHERINE C. KUC, Lt. Col, USAF Commander, 81<sup>st</sup> Force Support Squadron