

DEPARTMENT OF THE AIR FORCE



EDWARDS AIR FORCE BASE,  
CALIFORNIA

MEMORANDUM FOR

FROM:

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

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the Squadron Name:

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

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

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses.
- b. Complete an Event Proposal Form provided by the installation C3.
- c. POC will obtain squadron commander's signature on the Event Proposal form and forward to C3. C3 will submit to AFSVA for approval.
- d. 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.
- e. Ensure budget limits are maintained at all times.
  - Food & Beverages = \$5.00/person
  - Activities = \$13.50/person
  - C3 will pay for everything. NO reimbursements.**
- f. Provide C3 with After Action Report within two business days after every event.

Commander's Signature:

Name, Rank, USAF