



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 374TH AIRLIFT WING (PACAF)

YOKOTA AIR BASE, JAPAN

MEMORANDUM FOR 374 FSS/FSBU

FROM:

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

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

PRIMARY:

<u>NAME/RANK</u>	<u>DEROS</u>	<u>DSN</u>	<u>EMAIL</u>
------------------	--------------	------------	--------------

ALTERNATE:

<u>NAME/RANK</u>	<u>DEROS</u>	<u>DSN</u>	<u>EMAIL</u>
------------------	--------------	------------	--------------

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

- a. Contact the UNITE funding office to discuss the proposed squadron event and authorized expenses.
- b. Complete an Event Proposal Form provided by the UNITE office. (Downloadable form available at 374fss.com/UNITE)
- c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to UNITE org box.
- 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: *(NAF food and beverage = \$5/person and APF program costs = \$13.50/person)*
- f. Provide C3 with After Action Report and event photos within two business days after every event.

2. For any questions, please contact the Unite office at DSN (315) 225-1430 or via email at 374FSS.FSBU.UNITEPROGRAM@US.AF.MIL

Commander