



AIR FORCE



RECHARGE FOR RESILIENCY

CY2022 PROGRAM GUIDE



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IV. UNITE

The Unite Program empowers unit commanders to plan recreational and cohesive activities to strengthen the squadron.

A. ROLES AND RESPONSIBILITIES

FSS-C3:

- Facilitate effective funded or free programming of high-interest recreational cohesive activities, teamwork and camaraderie (esprit de corps).

UNIT COMMANDERS (CC) AND CIVILIAN LEADERS (CL):

- Plan programs that contribute to unit cohesion and encourage squadron personnel to participate.
- Ensure funds are expensed following established guidelines; AFIs, CONOPs, and R4R Guide.
- To the maximum extent, use FSS programs and facilities to achieve desired effects through cost savings, geographic proximity to meet their needs and flexibility to military missions.
- Designate in writing the squadron POC(s) to perform Unite duties on CCs behalf.

COMMUNITY COHESION COORDINATOR (C3):

- Installation C3 will work with squadrons to determine their needs and interests, and help develop recreational programs, and make purchases based on their priorities.
- Installation C3 will brief all unit Commanders and leaders about the Unite program's background, guidelines, program changes, and finances. Encourage the utilization of Unite funds throughout the installation by actively promoting Unite to installation leadership.
- Coordinate all submissions with AFSVC for approval of Unite events, for both APF and NAF dollars. Verify that the total amount for the event does not exceed the limit of funding per person. Must verify that the event the unit is submitting is a clear recreational, unit cohesion activity-based program and not an event centered on using NAF dollars only. (Example: burger burn and two truths and a lie, food-eating contest with trivia, squadron luncheon with required training i.e., SAPR and/or Green Dot).
- Act as the liaison and work with squadron Unite points of contact (POCs) to oversee program execution and adherence to the budget.
- Assist/advise squadron Unite POCs in developing programs, whether on or off the installation.
- Work with FSS managers to develop and bolster new and exciting programs within their program to encourage FSS activities for Unite events.
- Ensure fiscal responsibility and adhere to all APF & NAF instructions.
- When funding is allocated, identify all eligible units and manpower numbers for funding per person information. Organize fund allocation for each eligible squadron.

- Purchase and procure products and services being obtained using a Purchase Card to directly execute a recreational Unite activity after the event has been approved from AFSVC.
- Submit Unite event requests for funding through the CPMS located at <https://cpms.afsv.net>
- Responsible for tracking the status of a request from submission to approval and after execution.
- Submit event After Action Report (AAR) after expenses are completed by resource management team.
- Post photos were taken at each Unite event on the [C3 Facebook page](#) or send to AFSVC if not on Facebook as soon as possible.
- Ensure proper documentation (event receipts, approval email, and signed event request forms) are submitted monthly to the Resource Management Flight Chief. This effort will ensure that the NAF AO can complete the Expense Report for reimbursement by the 10th of every month. Reports are completed by the Resource Manager (RM) electronically on <https://cpms.afsv.net>
- Actively participate in AFSVC led training. All new C3s must attend the initial four-day Unite C3 Training held virtually for FY 2022. Dates and times to register will be announced through your Unit Training Manager.

FSS/RM RESPONSIBILITIES:

- Collaborate with the C3 and submit expenditure reports via <https://cpms.afsv.net> for installation reimbursement. The installation's C3 properly accounts for receipt and distribution of all MOA and non-MOA funding involving AFSVC and the installation's squadrons.
- Ensure the installation's C3 provides proper documentation (event receipts, approval email, and signed event request forms).
- FSS/RMs will certify monthly financial statements. Before approving the installation's MWRF, the R.M. will verify the GLAC 2490000. *See detailed Unite GLAC instructions in Section VI "Accounting Instructions" on [page 18](#) of this guide.*

B. FUNDING:

APPROPRIATED (APF) MOA FUNDS

APF dollars are designated to pay or offset the cost of cohesive recreational programs and services. Funds are allocated on a calendar year. Every active duty, DoD civilian, and Reservist in each qualifying unit is allotted the same amount per person.

NON-APPROPRIATED (NAF) FUNDS

NAF dollars are used for the purchase of food and beverages in support of R4R Unite recreational cohesive programs. Funds are allocated on a calendar year. The Unite program is activity-based, and NAF dollars are only an added benefit. NAF funds **must** be directly in conjunction with an approved Unite event. Unite is not a food and beverage-based program; an event centered on just eating without an approved Unite cohesive and or team building event is **NOT** authorized and will not be approved.

UNAUTHORIZED USE OF R4R (UNITE) FUNDS

- Unite funds are not to be used for the following: December holiday parties, end of year events, balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotion/retirements, base-wide special events, or purchase movie tickets to attend a movie. (December holiday, Christmas, Hanukkah, End of Year celebrations are typically subsidized by squadron booster club funding. If December holiday parties were allowed, Unite funds would be utilized every year for this celebration only, which is not the intent of the program.)
- Unite funds cannot be used to purchase alcoholic beverages.
- Unite funds cannot be used to purchase equipment. However, funds are authorized to rent recreational equipment in support of a unit cohesive event. Unauthorized rentals include but are not limited to portable toilets, trash services, cleaning fees, cleaning supplies or cleaning companies, lodging, or transportation, movie screens, and movies. Contact AFSVC if the cost of renting equipment exceeds the cost of procuring the equipment.
- Unite funds cannot be used to purchase electronic supplies to include: sound & audio equipment, televisions, laptops, projectors, gaming supplies, and gaming devices.
- Unite funds are not authorized to be used for amusement parks or water parks.
- Unite funds cannot be used to pay for Disc Jockey (DJ) services.
- Unite funds are not authorized to purchase items for volunteer events, such as gloves, tools, paint, or supplies.
- Unite funds cannot be used to purchase cleaning supplies, hand sanitizer, gloves, masks, face shields, thermometers, or medical equipment as these are considered Personal Protective Equipment (PPE).
- Unite funds cannot be used to cover the cost of damages, late fees, or insurance.
- Unite funds are not to be used with other appropriated or non-appropriated funding. If the cost of the event is above the allotted Unite funding, units may only utilize supplemental funds from non-federal entities (NFE): booster club or personally funded.
- Unite funds cannot be used to purchase prizes, gift cards, giveaways, or promotional items (examples: trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects, murals, shirts, hats, and jerseys).
- Unite funds cannot be used to purchase equipment to donate to charities (examples: Build-A-Bed and Build-A-Bike).
- Unite funds cannot be used for gambling or to purchase gambling products, including traditional bingo games, where funds are accumulated and paid to a winner. Such an arrangement is a prohibited practice that conveys a personal benefit to a winner.
- Decorations for Unite events should not exceed more than 5% of the event's total cost. (Example: squadron teambuilding event cost \$1000, then the cost of decorations should not exceed \$50).
- AFSVC will not provide reimbursement to events that have not been approved. If a squadron executes an event without approval, all expenses will be the responsibility of the squadron.
- Unite events must be inclusive to all Airmen and Guardians in a squadron and cannot be divided based on rank, paygrade, age, race, gender, or religion.
- The Unite program was created specifically for squadrons and sub-sets of squadrons. The program is not intended as a group or wing program.

NOTE: APF dollars are intended to fund the actual team-building event (only).

C. FOOD AND BEVERAGE

AFSVC will provide centrally-funded NAFs (currently \$5.00 per person) to subsidize meals in conjunction with approved Unite cohesive activities. The C3 will coordinate with FSS food activities when possible. (i.e., club, bowling center, golf course and snack bar operations, etc.)

D. TRANSPORTATION

Unite funds are not authorized to pay for transportation.

E. EQUIPMENT

Unite funds are not authorized to pay for equipment purchases. APF funds can be used to rent equipment for the approved event. (i.e., FSS equipment rental through ODR)

F. TYPES OF PROGRAMS

The Unite Program intends to provide squadron leaders with the maximum flexibility to develop and deliver programs to build recreational cohesion for personnel within their unit, or subset of the unit. Installation C3s provide squadron leaders with program ideas that are authorized uses of Unite funds. Squadron leaders are given the discretion to create Unit-Developed Programs (UDP) that capitalize on opportunities available in the geographic area. C3s are encouraged to offer volunteer and no-cost programs in addition to UDPs. Events must be both recreational and unit cohesive to utilize Unite funds. *All programs must be submitted to AFSVC for approval at least **seven days** before the event date.*

SAMPLES		
UNIT-DEVELOPED	VOLUNTEER /FREE	VIRTUAL
Amazing Race Axe Throwing Squadron Fun Day Paint Party	Food Bank Highway Cleanup Squadron Fun Run Unit/Squadron Olympics	Teambuilding.com Teambonding.com Wildly Different Virtual 5K

Additional examples can be found on the AFSVC SVI Portal:
<https://cs2.eis.af.mil/sites/10042/Pages/R4R/Home.aspx>

G. SUBMISSION PROCESS

- Step 1.** Meet with squadron POC to select and develop a unit cohesive program. Provide an event request form to squadron POC. Inform the POC they are responsible for getting prices, quantity, and description of purchases for squadron events.

Step 2. POC will return the event request form signed by the squadron commander to the C3. Note: The squadron commander's signature acknowledges that he/she is aware of the event and how his/her allocations are being spent. The POC will provide a detailed cost breakdown of how funds will be paid.

Step 3. C3 will submit requests to AFSVC C3s through the CPMS website at <https://cpms.afsv.net>. Click close on consent notice. If you already have access to R4R, click hyperlink "click here". Under Unite, click either APF or NAF funding request.

NOTE: If you do not have a login, please click hyperlink "If you need to request access, please click here".

Step 4. Fill out the required information in each block and press submit. Once the process is complete, a tracking I.D. will be assigned for your submission.

NOTE: There are two separate event requests for Unite funds. One is requesting APF, and the other is requesting NAF. Programs that plan to utilize both types of funds will need to fill out two separate requests.

Step 5. Once the event is approved, C3 will pay using the P-Card for event expenses, and the squadron will then host the event.

Step 6. After the event, coordinate delivery of receipts and backup documentation to the installation NAF Accounting Office (A.O.) to allow them to complete Expenditure Reports (E.R.s) at <https://cpms.afsv.net> to submit reimbursement for all incurred/approved expenses.

Step 7. Complete an After Action Report (AAR), within ten days of the event, at <https://cpms.afsv.net> to determine the success and learning points. Please note, for reimbursement of funds, E.R.s must be completed. Post photos of the event onto the [C3 Facebook page](#) or send to AFSVC as soon as possible.

NOTE: AFSVC's goal is to review requests within seven business days of the installation's submission.