



DEPARTMENT OF THE AIR FORCE
1 SPECIAL OPERATIONS FORCE SUPPORT SQUADRON
(HURLBURT FIELD, FLORIDA)

(ENTER DATE HERE)

MEMORANDUM FOR COMMUNITY COHESION COORDINATOR

FROM: (ENTER YOUR SQUADRON HERE)

SUBJECT: Letter of Appointment
 Squadron Unite Program Point of Contacts (POCs)

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the
 (ENTER YOUR SQUADRON HERE)

	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. POC will obtain squadron commander's acknowledgment/signature and forward to C3. C3 will submit to AFSVA for approval.
- c. Ensure budget limits are maintained at all times.
 (Food and beverage = \$5/person and program costs = \$13.50/person)
- f. Ensure that event requests are for bonifide UNITE events and not for unauthorized events outlined in power point received such as Holiday Party's, Balls, Banquets, Dining In/Out Functions, etc.
- g. Provide C3 with After Action Report plus minimum of 2-3 action photos of personnel enjoying the event within two business days after every event.

(Signature Here)

Squadron Commander Rank/Title