



**DEPARTMENT OF THE AIR FORCE  
39TH AIR BASE WING (USAF)  
INCIRLIK AIR BASE**

DD Mm YY

MEMORANDUM FOR 39 FSS FSWU

FROM: Squadron Name/CC

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

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the 325th Force Support Squadron:

	<b>Grade</b>	<b>Name</b>	<b>Email Address</b>	<b>Duty Phone</b>
<b>Primary</b>	MSgt	Smith, John		X-xxxx
<b>Alternate</b>	TSgt	Doolittle, Tom		X-xxxx

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 acknowledgment/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 and beverage = \$5/person and program costs = \$13.50/person)
- f. Request DoD ID #'s, prior to event, for each participant in unit and provide to C3 in excel spreadsheet format.
- g. Provide C3 with After Action Report within two business days after every event.
- h. Ensure Airman Participation to the fullest extent.

NAME, Rank, USAF