



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

MEMORANDUM FOR 39 FSS FSWU

FROM: Squadron Name/CC

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

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

	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 no less than 14 days prior to proposed event date.
- c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVC 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 = \$6/person and program costs = \$10.00/person)
- f. Provide C3 with After Action Report within five business days after every event.
- g. Ensure Airman Participation to the fullest extent.

NAME, Rank, USAF