



In response to the Air Force Chief of Staff's 2016 focus on squadrons and taking care of Airmen, the Air Force Services Center (AFSVC) was asked to establish an activity rich program that would equip Squadron/Unit commanders with options to facilitate unit cohesion. The UNITE program is the result of this focus and ultimately encompasses the Total Force (AD, AF Res and APF/NAF Civilians)

Funding authorizations Reg AF units at Wing-level and below and is being funded at \$13.50 per person for events (APF) and \$5.00 per person (NAF) for food & beverages. Active Duty AF, AF Res, APF Civilians are included in the authorization numbers and are based on Manpower unit/squadron numbers.

1. Squadron/Unit commanders will appoint a POC and an alternate who will work with the Community Cohesion Coordinator (C3) on all events and programs for squadrons/units
2. Unite event requests must be submitted to the Unite C3 30 days prior to the requested event date. Prior approval from the Air Force Services Center (AFSVC) is mandatory for all programs.
3. Unit Developed Programs (UDP) and Ready to Execute (RTE) Programs must promote unit cohesion/team building and have a recreation component included in each event. Food and beverage funding (\$5.00 per person) can only be used in conjunction with a Unite event so standalone picnics or BBQs are not authorized.
4. Unite funding CAN be and are encouraged to be used to pay for events held through 377 FSS on base activities such as Outdoor Recreation (ODR), the Bowling Center, Arts & Crafts, and the Golf Course. Unite funds can also be used for Unit Developed Programs (UDP) at off base locations and are also funded at \$13.50 per person and \$5.00 per person for food/beverages.
5. Unite funding CANNOT be used to fund holiday parties, transportation, lodging, movies, concerts, theater, sporting events, prizes, promo items, squadron training, Resiliency events, dining in/out, equipment purchases, gambling, alcoholic beverages or in conjunction with any other funding such as R4R, etc. Booster Club funds may be used to offset programming costs or family member participation not covered under Unite funding.
6. 377 FSS has developed a Unite quad-fold with Ready to Execute (RTE) programming options to assist commanders and unit POC's with quick and easy execution of Unite funding.
7. Flow:
  - Squadron CC will designate a primary and alternate POC for their squadron
  - Unit POC schedule meeting with C3 for funding/programming assistance/training
  - POC completes event request form, squadron CC signs form authorizing use of SQ funds
  - C3 reviews, approves and uploads event request form for AFSVC approval
  - Once approved by AFSVC, event is coordinated and C3 will pay for event with P-Card
  - POC completes AAR 1<sup>st</sup> working day after event, email to C3 and include event photos (2)
  - C3 will then upload AAR to AFSVC for reimbursement approval

If you have any additional questions or require further information please contact:

Joni VanMeir

Community Cohesion Coordinator (C3)

UNITE Program Manager

505-846-2439

[Joni.van\\_meir.1@us.af.mil](mailto:Joni.van_meir.1@us.af.mil)