



DEPARTMENT OF THE AIR FORCE

NAME OF DEPARTMENT
KIRTLAND AFB, NEW MEXICO

DD Mm YY

MEMORANDUM FOR 377 FSS/FSWU (C3)

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 **XXXX Squadron**: (Grade Name, Email Address, Phone)

Primary: **MSgt Smith, John, john.smith@us.af.mil, 505-xxx-xxxx**

Alternate: **TSgt Doolittle, Tom, tom.doolittle@us.af.mil, 910-xxx-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 a Ready to Execute (RTE) or Unit Developed Program (UDP) Request 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 AFSVC for approval with NLT 30 days submission lead time.

d. Ensure approved event funding limits are always maintained.
(program costs at \$13.50/person and food and beverage costs at \$5/person)

e. Provide C3 with After Action Report within two business days following the event. Include photos with AAR to be uploaded to Air Force Services Center (AFSVC)

NAME, Rank, USAF Commander