



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

DATE

MEMORANDUM FOR 18 FSS/FSWU

FROM: GP or SQ CC

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

1. The following personnel are appointed as the UNITE POC “Primary”, “Alternate” or “Event Approval” delegated by the CC for the XXX Group or Squadron:

ROLE:	RANK/NAME:	UNIT:	DEROS:
<i>Event Approval</i>	<i>Capt Brown</i>	<i>428 AMXS/CCR</i>	<i>Apr 2026</i>

2. The POC will agree to comply with the following requirements as outlined in the CY24 Unite Guide:

- a. Contact the installation Community Cohesion Coordinator (C3), Melanie Gravage, 18 FSS/FSWU, 632-7220, melanie.gravage.1@us.af.mil to discuss the proposed event and authorized expenses.
- b. Primary and Alternate POCs must complete Unite Training conducted by the C3. Event Approval role must obtain squadron commander’s acknowledgment/signature indicating approval authority for unit APF and NAF spending towards Unite Activities.
- c. Individual will become the unit POC for Unite inquiries. Event POC must complete the POC agreement prior to C3 payment.
- d. Ensure budget limits are always maintained (food and event). Overages will be paid for by the squadron with appropriate funding sources.
 - a. Verify no other resiliency funds are used towards the unit Unite event (Chapel, True North, P2, etc.). Booster Club and private funds are okay.
- e. Unite events will not be paid for by C3 until respective CC or appointed designee has approved event with signature.
- f. Provide C3 with After Action Report and photos of the event within three business days after each event.

FIRST NAME MI. LAST NAME
Commander, Squadron/Group