



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAF)

MEMORANDUM FOR 86 FSS/FSW

FROM: /CC

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

1. The following personnel are appointed as the Unite Program POC:

Grade	Name	Email	Duty Phone
(P)			
(A)			

2. The POC will agree to comply with the following requirements:

- a. Contact the installation Community Cohesion Team (C3) - 86FSS.FSC.SpecialEvents@us.af.mil, to discuss the proposed event and authorized expenses.
- b. Complete an Event Planning Form provided by C3. POC will obtain squadron commander's acknowledgment/signature. Forward to C3 to submit for AFSVC approval NLT 30 days prior to proposed event date.
- c. Confirm event date, time, location, and provide final attendee count NLT 72 hours prior for on base events.
- d. Ensure budget limits are maintained at all times.
- e. Provide C3 with After Action Report within 5 business days after every event.

3. This letter supersedes all previous letters, same subject.

FULL NAME, Rank, USAF
Commander