



DEPARTMENT OF THE AIR FORCE

366 FORCE SUPPORT SQUADRON
MOUNTAIN HOME AIR FORCE BASE, IDAHO

DD Mm YY

MEMORANDUM FOR

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 xxxxxx Squadron:

	Grade	Name	Email Address	Duty Phone
Primary	MSgt	Smith, John		X-xxxx
Alternate	TSgt	Doolittle, Tom		X-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 an Event Proposal 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 AFSVA for approval.
- d. Confirm event date, time, and location and provide final attendee count in accordance to supporting vendors' requirements for both on & off-base events.
- e. Ensure budget limits are maintained at all times.
(Food and beverage = \$5/person and program costs = \$13.50/person)
- f. Provide C3 with After Action Report within five business days after every event. As part of the After Action Report request DoD ID #'s for each attending participant and provide to C3 via the DOD ID form.
- g. Encourage participants to complete RAND Corporation Surveys once received via e-mail from AFPC.

NAME, Rank, USAF