



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 81ST TRAINING WING (AETC)**

MEMORANDUM FOR 81 FSS/FSWU

FROM: 81 FSS/CC

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

1. The following personnel are appointed as the Unite Program POC for the 81 Force Support Squadron:

Grade	Name	Office Symbol	Duty Phone
MSgt	Smith, John	81 XXX/XXX	37x-xxxx

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

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed event and authorized expenses.
- b. Complete a Unit Development Program Request Form provided by C3. POC will obtain squadron commander's acknowledgment/signature and forward to C3. C3 will submit to AFSVC for approval.
- c. Confirm event date, time, and location and provide final attendee count NLT two weeks prior for on base events.
- d. Initiate and sign contracts on behalf of the squadron commander for 81 FSS and civilian vendors.
- 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 one business day after every event.

KATHERINE C. KUC, Lt. Col, USAF  
Commander, 81<sup>st</sup> Force Support Squadron